



REQUEST FOR PROPOSAL (RFP)

RFP Due Date: February 15, 2019 at 4:00 p.m.

**PROJECT NAME: DESIGN SERVICES FOR THE NEW CITY HALL COUNCIL CHAMBERS ADDITION
5555 Perimeter Drive
City of Dublin, Ohio**

INTRODUCTION

The City of Dublin wishes to retain the services of a qualified consultant team to design an approximately 9,000 sq. ft. addition to the existing building located at 5555 Perimeter Drive. The former Delta Energy Building was purchased by the City in March 2018 and will serve as the New City Hall Building, replacing the existing City Hall located at 5200 Emerald Parkway. The addition is anticipated to be approximately 9,000 sq. ft. and will house City Council Chambers, meeting rooms that will be available to City Council, the public, and Legislative Services staff, reception/lobby space and a café area with outdoor patio space. Renovations to the existing building will also be included in the design scope in order to best accommodate City staff relocating from the existing City Hall.

Design and competitive bidding of construction services for the City Hall Council Chambers Addition are to be completed in 2019, with construction following in 2020.

BACKGROUND

Dublin is a city of more than 49,000 residents located just northwest of Columbus, Ohio. It offers residents and corporate citizens responsive services, attractive housing, superior public education, direct regional highway access, abundant park space, thoughtful and strategic planning, innovative ideas and technology and a dynamic community life. Dublin is consistently ranked one of the safest cities in the nation and in 2015 was named one of America's Top 20 Creative Class Cities. It is home to more than 20 corporate headquarters, an entrepreneurial center, 4,300+ businesses, world-class events and the urban, walkable Bridge Street District.

The City annually hosts Jack Nicklaus' PGA Tour Memorial Tournament at Muirfield Village Golf Club and one of the nation's largest Irish cultural events – the Dublin Irish Festival. In 2014 and 2012, Dublin was recognized as the Most Outstanding Global Festival and Event City in the World by the International Festivals and Events Association.

Dublin is known as a leader in municipal innovations, including tax increment financing, Dublink Broadband and green initiatives.

Dublin has long been recognized as a premier community, not only locally, but also internationally. Home to Ohio's largest corporation, Cardinal Health – 21 on the Fortune

500 list, Dublin also is the headquarters of the Wendy's Company, Ashland Inc. and OCLC.

Dublin's diverse and sound economic base provides the foundation for the present and future stability of the City. The City's continued economic vitality is the result of quality development, strategic planning and aggressive efforts to attract and retain high-quality commercial development.

Over the last three years, the City has reorganized its operating departments, divisions and support staff to better meet the needs of the community. As a result of grouping together divisions and departments to achieve efficiencies, City facilities have required renovation and expansion. Most recently, the City has accomplished the following:

- Expanded and renovated its Justice Center that houses the Department of Police, Northwest Regional Emergency Communications Center and Court Services.
- Expanded and renovated its Service Center to relocate the Division of Engineering to the Department of Public Works and to co-locate the Division of Events Administration and the Division of Outreach and Engagement with the Parks & Recreation Department administrative staff.

Over the course of the last year, City staff have reviewed the practicality of renovating the 5800 Shier Rings Road facility, which currently houses its Department of Development and the Department of Technology. Based upon a cost benefit assessment, it was determined that the better use of public funds was the acquisition of a new building, instead of investing in a significant rehab and upgrade of the 5800 Building.

In addition to this analysis, staff considered a broader strategy to consider the long-term needs of the City relative to office space and location. Issues have been raised regarding the adequacy of City Hall and its space limitations, the long-term needs of the Parks and Recreation Department including the Recreation Services Division.

Given this work and a real estate acquisition opportunity that was presented to the City in the past year, the City of Dublin decided to purchase an existing building at 5555 Perimeter Drive, providing an opportunity to achieve the following:

- Purchase a facility adjacent to existing City-owned property, thereby creating a larger civic campus to serve the community.
- Pursue the realization of the City's 1997 and 2007 Community Plan wherein Coffman Park and adjacent property would serve as the civic/government center for the City of Dublin.



The red outline (approx. 108 acres) shows the Civic Center area as defined in the 1997 Community Plan. The yellow highlighted area shows 5555 Perimeter Drive.

Plans for the existing facility and redevelopment of the adjacent property will be phased over time. The first objective is to relocate staff currently occupying City Hall to the new 5555 Perimeter building. This new complex will facilitate more effective services as the center of municipal government. In order to do so, first, a new City Council Chambers must be built as an addition to the 5555 Perimeter Drive building.

SCOPE

The RFP respondent that is awarded a contract shall be responsible for services as follows.

The City of Dublin worked with a consultant in 2018 to develop a master plan for the area located in Coffman Park titled the Dublin Civic Campus. A copy of the Programming Analysis is attached. The successful consultant for this RFP will design an addition (including landscaping) that incorporates the findings of the Programming Analysis in a manner that:

1. Seamlessly melds with the existing building, while enhancing the visual appeal of the campus;
2. Provides a functional space for the City Council to conduct business and actively engage with residents;
3. Provides a safe and secure environment for occupants and visitors;
4. Serves as an inviting and transparent gathering place for the public, with interior and exterior collaboration spaces;
5. Incorporates practical sustainability features in several if not all of the following areas (existing building is LEED Certified):
 - Site Development
 - Water Efficiency
 - Energy and Atmospheric Efficiency
 - Materials and Resources Management
 - Indoor Environmental Quality
 - Innovation in Sustainable Design;
6. Provides a council chambers with good sight lines, display locations, state-of-the-art audio/visual and recording technology and acoustics;
7. Provides an adequate amount of safe, accessible parking spaces for vehicles and bicycles as well as walking/running trails for pedestrians.

Phase One of the project will require the consultant to review the current environment/existing data, perform a site inspection to identify and assess the existing land, meet with key project stakeholders, research and compile data on comparable facilities in like communities, and collect additional data in order to determine potential layouts of how the building addition may best accommodate the space needs and functions; and provide conceptual construction cost estimates. Products and services to be included in Phase One shall include at a minimum one (1) site survey with any needed geotechnical information, at least one (1) Council work session, one (1) project flow chart, data from the research of (5) like facilities, two to three (2-3) schematic council chambers addition concepts with presentation level graphics, construction and operating cost estimates, one (1) public meeting and collect feedback, and other work necessary to produce the aforementioned products.

Phase Two of the project will require the preparation of Technical Plans, Specifications and Final Cost Estimates necessary for bidding with bid analysis and contractor selection support services. Provide internal review opportunities at 30%, 60% and 90% complete milestones. Make any and all requested changes as needed throughout the process. The probable cost estimate shall include quantities, schedule of values, and any other assumptions in support of the estimates. The bid documents shall meet all requirements to obtain all necessary and available permits. Prepare applications, plans and material submittals as required for P&Z Commission presentation and building permit review. The Consultant shall allow time for at least one (1) Council work session, multiple staff review meetings, and at least two (2) Planning Commission work session

during this phase. A 3D fly-through animation of the new facility will be needed in this phase to assist in communicating the final design to stakeholders.

Phase Three of the project will require the Consultant to provide design support services during construction. Field observation services consisting of visits to the site at intervals appropriate to the stage of construction to review and report the quality of the work and to determine in general if the work is proceeding in accordance with the intended design goals and objectives.

The City intends to retain a third-party consultant to provide Construction Management services for the project.

Design and competitive bidding of construction services for the City Hall Council Chambers Addition are to be completed in 2019, with construction following in 2020.

ADDITIONAL SCOPE REQUIREMENTS

- Prepare detailed schedules for each Phase, including identifiable milestones for City review and approval. Schedule updates as necessary to reflect project schedule adjustments.
- Provide one (1) copy of all transmittals, submittals, and letters sent to utilities and agencies regarding the project. Submit cost estimates with all recommendations.
- Schedule and manage monthly meetings. Invite City staff and others, such as utility companies, subconsultants, etc., as appropriate. Prepare and distribute meeting agendas and minutes for all meetings. The minutes shall include a list of attendees with phone numbers and e-mail addresses, a synopsis of discussion items, any pertinent information, action items, and all follow-up action items.
- Coordinate with the City and all other participating entities, including utility companies, to ensure review, input and resolution of issues related to design, schedule and costs.

SELECTION PROCESS

Responses to this Request for Proposals are due in the offices of the Public Works Director Megan O’Callaghan, City of Dublin, 6555 Shier-Rings Road, Dublin, Ohio 43016 not later than the RFP due date and time listed above. Late submissions will not be accepted.

Once selected, the Consultant will work with the City to develop a specific scope of services, budget, and schedule. The intent is to devise a schedule that results in 60 percent construction documents by August 30, 2019. Production of the final documents will follow, with a precise schedule and deadline to be determined. Consultants should take this schedule into account when considering their response.

As this is a high-priority project for the City, the Consultant may expect significant public engagement and involvement by Management staff and Members of City Council. The City will provide assistance in basic research, provide background materials, attend team meetings, and be available for guidance throughout the project.

At a minimum, the initial review of the RFP submissions will be performed by a selection team including: City Council Members, Assistant City Manager, Public Works Director, Facilities Management Director, and Planning Director. The City may request in person or telephone interviews with one or more of the firms whose qualifications and approach are most responsive to the City's stated needs. The final selection will be made by the City Manager with consultation from the selection team. Following selection, negotiations will begin with the selected firm to develop a scope of services and fee.

PROPOSAL REQUIREMENTS

All responses to this RFP shall include the information listed below. The information requested must be presented in the order indicated. **Six (6)** hard copies and a PDF of the response, with a **maximum page count of 20 pages not including cover page and appendices**, will be required for review and shall include:

- A. Consultant (lead, if a consultant team) name: Business name, DBA (if applicable) and principal contact person, including office location, address, telephone number, fax number and e-mail address.
- B. Consultant history and services offered related to this project: Briefly describe the history of the firm(s) including but not limited to the name of firm owners, number of years in business and range of services offered related to this project.
- C. Provide a narrative statement and supporting materials explaining the firm's qualifications for the proposed project (more detailed information specifically related to this project should be included as part of paragraph E, below). Describe Consultant's and subconsultant's management experience with comparable projects. Please provide illustrative examples of similar projects, as well as a minimum of three professional references for which the Consultant has provided comparable services within the past five years for a similar scope of work. Provide the name, email and telephone numbers of persons who can be contacted as references regarding the projects listed.
- D. Consultant team organization:
 1. Describe Consultant's proposed team organization and staffing plan indicating the office location and general role and responsibility of each team member and subconsultant (if applicable). Clearly indicate the individual who will have overall responsibility for Consultant's services (e.g. partner-in-charge, project manager) and how Consultant proposes that person will interact with subconsultants and with the City's team.
 2. If subcontractors are proposed, indicate whether the subcontractor(s) have worked with the primary Consultant on comparable projects in the past.
 3. Enclose brief resumes of each key team member Consultant proposes to assign to this project. Please indicate the hourly billable rate for each team member and each firm's overhead rate (or indirect rate).
 4. Indicate all relevant certifications of the team members, including but not limited to LEED Accreditation, OBBS Certifications, Architects License, Engineers License, etc.

- E. Work Plan: **Please provide only enough narrative to show an understanding of the issues involved and any alterations or expansions to the Scope the Consultant feels necessary.** A complete Scope of Services and budget will be developed in consultation with the selected Consultant.
- F. Project Understanding Narrative. The consultant should demonstrate an understanding of the project objectives. Please note any questions or issues the Consultant identifies that are triggered by your project understanding.
- G. Project Approach. Propose any suggested alterations to the Scope provided with this RFP, including, but not limited to the following (please include a process flow chart based on a monthly calendar):
- General methodology and process.
 - Estimated time for completion. Include major milestone dates for completing design and competitive construction bidding in 2019.
 - Proposed format(s) and project deliverables.
- H. Preliminary Cost Estimate. Based on the approach outlined by the Consultant, and the Consultant's experience with similar projects, develop a preliminary cost estimate to complete the tasks of the Scope. A final Scope of Services and budget will be negotiated with the selected Consultant. Note that selection of a consultant will be primarily based on qualifications.
- I. Other Pertinent Information. Any other information the Consultant believes is relevant should be included in an appendices.
- J. Certificate of Insurance: City of Dublin requires that all firms contracting for services file a certificate of insurance prior to the execution of the contract agreement. Insurance coverage includes full workers' compensation insurance, employers' liability coverage, comprehensive auto and general liability insurance for no less than \$1,000,000 with a provision for no more than \$100,000 deductible. Include a statement that this Certification can be provided (actual Certification will only be required of the selected Consultant).
- K. Standard Contract: Submit for review a copy of the Consultant's standard contract. The City may elect to use its own contract form. The selected Consultant will be provided with a copy for review if used.
- L. Any other items deemed necessary by the Consultant to respond to the Review and Selection Criteria.

SUBMISSION INSTRUCTIONS

Interested individuals and/or firms are required to submit one PDF and six printed copies of the response. All submissions must be in the offices of the Public Works Director not later than the RFP due date and time listed above.

Fax submissions will not be accepted under any circumstances.

All material submitted in accordance with this RFP become property of the City and will not be returned.

REVIEW AND EVALUATION CRITERIA

The City's project team will evaluate the materials provided in response to the Request for Qualifications based on the following criteria:

- Understanding of the project;
- Past experience and performance of Consultant on similar projects related to quality of work, meeting project schedules, ability to manage, and budget control;
- Consultant's expertise and ability to successfully communicate with clients;
- The present workload of Consultant personnel (and any sub-consultants) assigned to the project, their availability of staff and ability to meet the project task schedule;
- Familiarity with applicable practices, procedures and industry standards for the type of work involved;
- Conformance to the specified RFP requirements;
- Clarity and conciseness of content of the response;
- Specialized experience and technical competence of the firm and subconsultants (including individuals in the firm assigned to the project), considering the types of services required and the complexity of the project;
- Record of performance, including results of reference checks; and
- Commitment to completing the work in a timely and professional manner.

The City reserves the right to conduct independent reviews and to interview Consultant submitting responses prior to making any selection. If your firm is selected to participate in an oral interview, you will be notified at least a week prior to the scheduled interview.

QUESTIONS, ADDENDA AND INTERPRETATION

No consultant will be allowed to modify the content of the response at any time after the submission deadline, except in direct response to a request from the City for clarification or for an oral interview, provided that the modification will not result in a substantive amendment to the proposal.

The City shall not be responsible for nor be bound by any oral instructions or interpretations or explanations issued by the City or its representatives. Should discrepancies or omissions be found in this RFP, should you have a questions, or should there be a need to clarify the RFP, you may request clarification via e-mail to mcallaghan@dublin.oh.us .

Questions and requests for clarification shall be received by the City at least four business days prior to the due date for responses. Any response by the City of Dublin to a question request for clarification will be made in the form of an addendum to this RFP and will be publicized on the City of Dublin website at <http://dublinohiousa.gov/bids-and-requests-for-proposals/> . All addenda shall become part of this RFP and shall be attached as an exhibit to your proposal. Any other contact with City personnel related to this RFP, prior to the formal selection of the Consultant, is expressly prohibited.

ACCEPTANCE OR REJECTION OF RFP RESPONSE

The City reserves the right to accept or reject any or all RFP responses received as a result of this request. The City also reserves the right to waive any informality, technical defect or clerical error or irregularity in any RFP. Additionally, the City may, for any reason, decide not to award a contract as a result of this RFP. The City reserves the right to cancel this RFP. The City shall not be obligated to respond to any responses submitted, nor be legally bound in any manner by the submission of the RFP.

NON-RESPONSIVE RFP

The RFP shall be prepared and submitted in accordance with the provisions of these instructions. Any omission or limitation to the RFP may be sufficient grounds for non-acceptance of the response, at the sole discretion of the City.

The submission of a response to this RFP shall be deemed a representation and certification by the Consultant that the Consultant has investigated all aspects of the RFP, is aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and has read and understood the RFP. No request for modification of a RFP shall be considered after its submission on grounds that the Consultant was not fully informed as to any facts or condition.

PUBLIC NATURE OF PROPOSAL MATERIAL

Responses to this RFP become the exclusive property of the City. All responses to the RFP when received become a matter of public record and shall be regarded as public records. Any proposal which contains language purporting to render all or significant portions of the proposal “Confidential,” “Trade Secret,” or “Proprietary” shall be regarded as non-responsive.

DISQUALIFICATION

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a response to the RFP without further consideration:

- A. Evidence of collusion, directly or indirectly, among Consultants in regard to the amount, terms, or conditions of this proposal;
- B. Any attempt to improperly influence any member of the selection staff;
- C. Existence of any lawsuit, unresolved contractual claim or dispute between Consultant and the City;
- D. Evidence of incorrect information deliberately submitted as part of the RFP;
- E. Evidence of Consultant’s inability to successfully complete the responsibilities and obligations of the proposed scope of work; and
- F. Consultant’s default under any agreement, which resulted in termination of the Agreement.

NON-DISCRIMINATION/ NON-PREFERENTIAL TREATMENT

The successful Consultant shall not discriminate, in any way, against any person on the basis of race sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, in connection with or related to the performance of City of Dublin contracts.

ADDITIONAL TERMS AND CONDITIONS

- A. It is anticipated that the award of the Agreement resulting from the RFP shall include terms and conditions agreed upon by both the Consultant and the City. A copy of a standard agreement normally used by the Consultant shall be included with the RFP.
- B. The City will not be liable for any costs associated with your firm preparing its response to this RFP. This RFP does not commit the City to pay any costs incurred in the submission of an RFP or in making any necessary studies or analysis in preparation of submission of the RFP.
- C. The City reserves the right without limitation to:
 - 1. Enter into contract negotiations with the selected Consultant based solely on the RFP and any approved additions;
 - 2. Enter into an agreement with another Consultant in the event that the originally selected Consultant defaults or fails to execute an agreement with the City;
 - 3. Modify and re-issue the RFP; and
 - 4. Take action regarding the RFP as deemed to be in the best interest of the City.
- D. The City reserves the right to verify any information provided during the RFP process. The City may contact references listed or any other person known to have contracted with Consultant.
- E. An agreement shall not be binding or valid with the City unless and until it is executed by authorized representatives of the City and of the Consultant.

Attachments:

Dublin Council Chambers Addition Programming Analysis
5555 Perimeter Drive Building Assessment

DEPARTMENT	TITLE	NAME	TYPE	QTY.	SF REQUIRED	TOTAL SF	ADJACENCIES/NOTES
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Council Chambers Addition

City Council + Legislative Services staff							Primary Adjacency: City Manager Secondary Adjacency: Easily accessible by community members and council members, but secure. Space should be closed off with a door
	Mayor of Dublin		Private Office	1	160	160	
	Clerk of Council	Anne Clark	Workstation	1	64	64	All clerks need a space that is very quiet
	Deputy Clerks of Council	Judy Beal, Jenny Delgado	Workstation	2	64	128	
	Future - Clerical technician		Workstation	1	64	64	
	Small Conference (6 people)	12x18		1	204	204	Space for meetings with visitors and council members
	Print Room	12x15		1	180	180	
	Supplies / Storage	10x12		1	120	120	
5 workspaces						920 SF	

Spaces							*Need technology in meeting spaces.
	Council Chambers	60x45		1	2700	2700	Current council chambers: approx 41'x 27' (1,107 SF)
	Large Conference - (12 seats)	12x25		1	300	300	To include wet bar/buffet space
	Small Conference (6 people)	10x12		1	120	120	For internal meetings or private meetings with citizens
	Café	20x30		1	600	600	Include some lounge seating for informal meetings with citizens
	Private Office	10x12		1	120	120	Free address office for council members to use on an as needed basis
	IT Closet	8x8		1	64	64	
	Print Room	8x10		1	80	80	
	Library	15x20		1	300	300	
	Supplies / Storage	10x10		1	100	100	
	Reception / Lobby	35x50		1	1750	1750	Current: 54'x14' (756 sf) Include secure displays for ceremonial gifts received and public art
10 spaces						6134 SF	

Total Area		7,054 SF
Circulation	35%	2,469 SF

Total	9,523 SF
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J20180131.000

February 19, 2018

Mr. Philip Hartman
c/o City of Dublin
Frost Brown Todd, LLC
10 W. Broad St., Suite 2300
Columbus, OH 43215

sent via email: phartmann@fbtlaw.com

**RE: Building and Parking Lot Assessment – Preliminary Draft Report
5555 Perimeter Drive, Dublin OH**

Dear Mr. Hartmann:

At the request of the City of Dublin, Osborn Engineering Company (OEC) in conjunction with our architectural sub-consultant (m+a architects) conducted a facility condition assessment at the existing building and parking lot located at 5555 Perimeter Drive, Dublin, Ohio formerly owned by Delta Energy. The assessment included Architectural (provided by m+a architects), Civil/Site, Mechanical, Electrical, and Plumbing systems. The objectives within this assignment include performing a survey of the existing building and its systems and providing recommendations for the facility including a summary rough order-of-magnitude costs for equipment replacement and repair within the next 20 years for major systems.

OSBORN SITE OBSERVATION REPORT

As part of the study report, recommendations are made as to the approximate extent of repair, repair materials/techniques, and their associated costs. While the condition survey was performed with care by experienced persons, OEC and m+a makes no warranty that all defects or existing conditions were discovered. This observation report is based upon visual observations limited to areas not covered by obstructions. No testing was performed on materials or structural systems. Existing construction documents for the building were provided at the site and electronic copies of the drawings were made available for review for this observation report. This observation report is in no way a guarantee to the future performance of the existing architectural or structural materials or systems for the building structure.

Definitions

For the purposes of our condition survey, the following definitions will be used for descriptive purposes:

- Very Good "Like new" state, and is performing function as intended
- Good Little deterioration, and is performing function as intended

CLEVELAND

1100 Superior Ave, Ste 300
Cleveland, OH 44114
t 216.861.2020

AKRON

1201 E. Market Str, Ste 200
Akron, OH 44305
t 330.535.3132

COLUMBUS

990 West Third Ave, Ste 200
Columbus, OH 43212
t 614.556.4272

DENVER

2420 17th Street
Denver, CO 80202
t 303.309.2074

DETROIT

1001 Woodward Ave, 5th Fl
Detroit, MI 48226
t 313.915.4014

FT. LAUDERDALE

1948 E. Sunrise Blvd, Ste 1
Ft. Lauderdale, FL 33304
t 954.767.8886

www.osborn-eng.com



Fair	Minor deterioration, and is performing function as intended, but rate of deterioration has begun to accelerate
Poor	Significantly deteriorated and/or is no longer functioning as intended
Obsolete	Completely deteriorated, and state represents a potential hazard to the overall condition of the facility

FACILITY SYSTEMS OBSERVATIONS

Architectural Systems

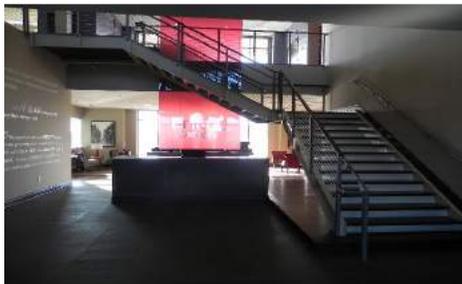
Introduction

The 5555 Perimeter Road building is a two story brick veneer with cast stone and limestone accents which was constructed in 2011. The gross building area is 19,600 square feet, approximately 9,800 square feet per floor. The building has a large exterior paved veranda overlooking a pond with a waterfall.



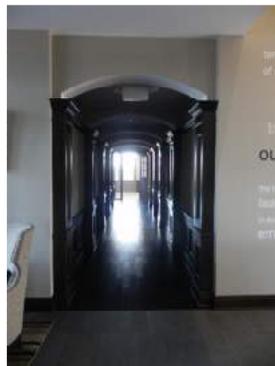
Interior Elements

- The main building entry is through a vestibule which is finished tile floor with a walk-off carpet and painted gypsum wall board for ceilings and walls. The entry doors are a large pair of anodized aluminum full glazed units which lead to the main lobby. The finishes in the lobby include a tile floor, stained wooden base, painted gypsum walls, a monumental staircase made of steel, aircraft cable, perforated metal risers, and stained wooden treads and handrails. The lobby ceiling is a painted gypsum wallboard with decorative hanging light fixtures. A stained wooden reception desk with a glass top is located in the center of the lobby floor with an acrylic panel back drop.





- On the other side of the back drop panel is a galley design kitchenette with a sink, dishwasher, and under counter refrigerator. This area is a pre function space that has hardwood floors and glass store front wall that opens on to the veranda. A bank of glass walled conference spaces are accessed off of the pre function space.
- The Northeast area of the first floor is accessed from the main lobby by a wood paneled hall that leads to a large conference room finished in stained wood panels, painted gypsum walls carpeted floor, and a painted gypsum ceiling with a raised acoustic tile center. The room has built in shelves, an enclosed white board, and pass-through access to a kitchenette, which contains stainless steel dishwasher, refrigerator/freezer, and a double wall microwave unit. This same area has an executive washroom, closet, and waiting area.



- The west side of the lobby space contains a 3500 lbs. hydraulic elevator which travels at 110 feet per minute. The cab is finished in plastic laminate wall panels, and stainless steel doors and trim and includes hooks and protection pads for the walls. The elevator was manufactured by Thussen Krupp and has been inspected and passed through November 14, 2017. This area of the building also includes the elevator control room, the water service and fire service entries, an environmentally controlled server room, a fitness area with restrooms and a laundry room, and a large multipurpose space which can be accessed independently of the rest of the building.



- The second floor can be accessed by the monumental stair, by an elevator, or by a second stair in the southwest corner of the building. Most of the second floor space is an open office concept on the east and west sides of the monumental stair. The open office areas are finished with painted gypsum board walls, carpet tile covered concrete floors, and 2 x 2 acoustic tile ceilings.



The open areas are illuminated by linear direct/indirect fluorescent fixtures. A café is located at the top of the monumental stair and has a ceramic tile floor, countertop, and bar with stools. The café has a stainless steel refrigerator/freezer, microwave, and sink. A second floor outdoor balcony with tables and chairs is adjacent to the café area.



- The Second floor also has a large office space and two glass entry walled offices or conference spaces.
- The second floor restrooms are ADA accessible. The floors are ceramic tile, and the walls are painted gypsum with ceramic tile on the wet walls behind the water closets and urinals. Painted, floor mounted steel toilet partitions are used. The restroom accessories are stainless steel paper towel and electric hand dryers, grab bars, toilet paper dispensers, and frameless mirrors.



- The interior doors are typically solid core stained wooden doors in painted hollow metal frames. Areas with glass walls typically have tempered glass doors.
- The northwest stair is a steel constructed stair with painted steel pipe handrails and guards. The landings are covered with carpet tiles.

Observations of the Interior elements

The interior of the building is in good condition.

- The Eastern second floor open office area has two – 2 x 2 acoustic ceiling tiles that are stained from old roof top air handling unit leaks and need replaced.



- Painted gypsum wall board repair will be needed to eliminate holes placed to install wall hangings and picture frames.



Exterior Building Envelope

- The building exterior is mainly brick veneer.
- The top of the building is painted wooden frieze that also wraps the main North elevation entrance/portico with a painted gable.



- The south elevation of the building is brick columns with insulated glazing and panels with a two story veranda, constructed of painted wood and a flat membrane roof which covers a paved outdoor seating and activity area.
- The East elevation of the building is brick with a second floor overhang that creates an open paved colonnade.
- The West elevation has a covered entrance that matches the design and materials used at other entrances.
- The columns that support the portico, veranda and the entrance canopies are painted wood panels that are supported at the base with cast stone and limestone column bases.



- The building roofs are of two designs. The roofs that are visible from the ground are standing seam painted metal roofs with ice guard cleats around the entire perimeter.



- The central cupola has a metal standing seam roof, wood trim, and glazing on four sides and is illuminated.
- The central roofs are flat, adhered TPO membrane covered and pitched to central primary and secondary drains. The TPO membrane is also adhered to the high parapet walls and terminates under the standing seam metal roofing.
- The windows and glazing is insulated glass units in anodized aluminum framework. Entrance doors are also anodized aluminum with full lite glazing.





Observations of the Exterior Building Envelope:

The exterior of the building is in very good condition and needs only some regular maintenance type work.

- The column base cast stone mortar/grout joints are loose and or falling out and need raked and new mortar installed.
- The sealant joints between the limestone column bases and the adjacent paving is loose and separating which allows water to enter. These joints need the existing sealant removed and new backer rods and sealant installed. The same type of work should be performed at the limestone window sill joints.
- A small length of the wood trim is bowed and a joint is open. This area should have sealant installed





Civil/Site Review

Parking Lot Assessment

- There are four (4) designated ADA parking stalls designated for the parking lot with 79 total parking spaces meeting ADA requirements.
- The facility has ADA access from the parking lot to both the building entrance and rear.
- Parking lot has four (4) LEFE (Low Emission Low Efficient) dedicated parking spaces.
- Parking lot currently as nine (9) visitor designated parking spaces.

The sidewalk, brick pavers and parking lot are overall in good condition.

- Relocate trash bin for ADA accessibility to front entrance.



- Small concrete curb area near the building entrance (west side) needs to be repaired.





- Minor cracking in the sidewalk near the building entrance (east side).



- Pavement appears to have been previously repaired with crack sealing. Additional surface cracking has occurred after the repair.





- Pavement is starting to settle around catch basin near the visitor parking area.



- Light Pole base at LEFE parking designated area needs repaired.



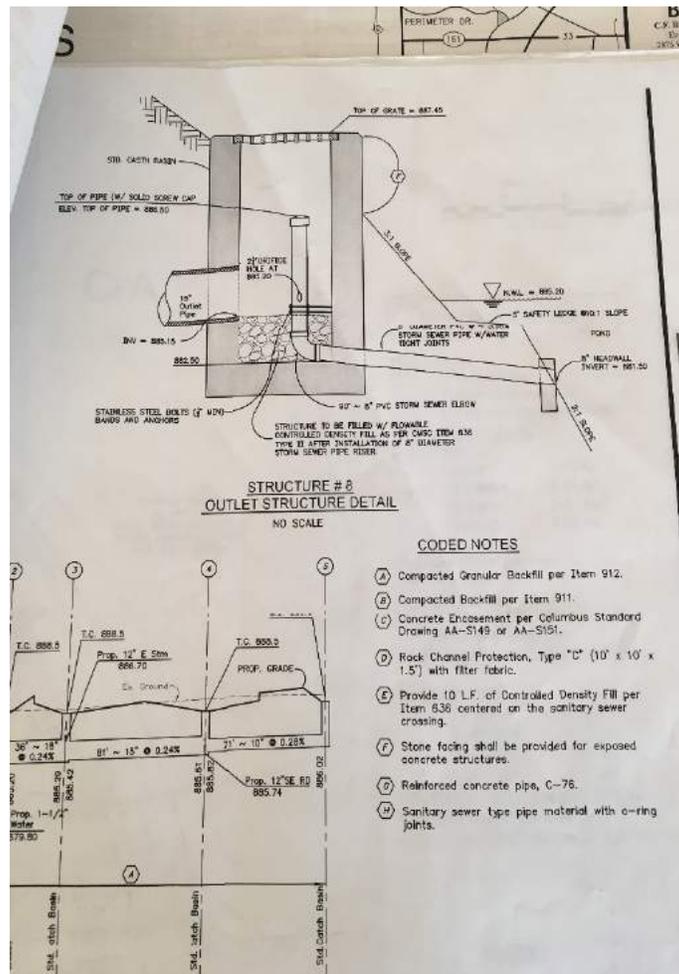
- Accent light for flag pole needs repaired.





Pond Assessment

- There are two ponds located on the property. The parking lot storm water discharges to the pond along Perimeter drive with a well pump feeding the pond along Emerald Parkway.
- Storm outlet is controlled by a 2 1/2" hole and appears to be in good working order and blockage was not observed. The orifice control is located inside the outlet catch basin structure discharging into a 15" storm sewer. The structure has a multi-tier outlet with window and grate capturing additional flow should the pond overflow.





North Pond



South Pond





Patio Area

- Overall in good condition. ADA access route to the lower patio near the south pond is not provided. Minor settlement near the lower level patio edge.



Plumbing Systems

- Water Service—The existing facility municipal water service is located on the first floor in Room 131, Water Room, on the North side of the building in the west wing. A 1-1/2 inch domestic service enters through the floor and is connected to a meter installation and a reduced pressure zone backflow preventer. Water and fire services have typical service lives of 50 years.
- A four-inch fire protection service protected with a double check valve also enters in the mechanical/electrical room. The building is fully sprinklered. The service piping and equipment look to be in very good condition and inspection tags are up to date. A Novec based clean agent system provides protection for the server room.





- Water Heater—The commercial domestic water heater is a 76 MBH-input A. O. Smith Cyclone (Mod. BTX-80 series100) in the mechanical/electrical room. The installation is in good to very good condition. Hot water is distributed throughout the building to restrooms, locker/shower rooms, kitchenette spaces, and the mop sink in the mop closet. A commercial domestic water heater has a typical service life of 25 years.



- Plumbing fixtures—The fixtures throughout the facility are original to the building and thus have been in use for approximately 8 years. Water closets are flush tank type; lavatories are ceramic in-counter; and kitchenette sinks are stainless steel. Urinals are waterless models and water closets are equipped with dual service buttons for low flow and higher flow. Showers are located



in the locker rooms in the central west of the first floor. The elevator pit is served with a standard sump pump package. A washer box is located in a closet adjacent to the Fitness Room. There is a disposal serving the kitchenette sink in the Tenant Space, Room 133. There is no grease interceptor and no need for one. A sampling of flow at several fixtures resulted in apparent satisfactory flow. Fixtures have been well maintained and are typically in very good condition. With typical service life of 30 to 50 years for fixtures, replacement is not included in replacement cost within the next 20 years.

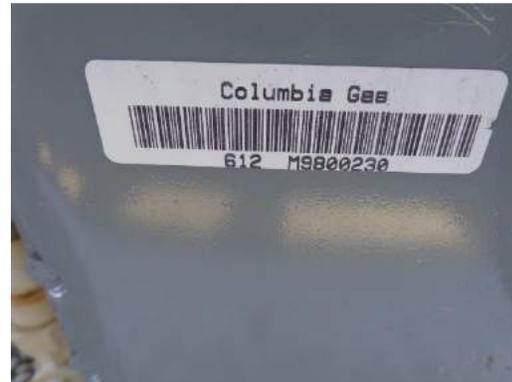




- Sanitary and storm drainage systems—The drainage systems piping are specified to be PVC below ground. Above the slab, drainage systems are standard weight cast iron with no hub fittings. Vent systems are PVC above slab. Primary and secondary storm drains are served by internal leaders. The primary is connected to the underground storm drainage system and the secondary discharges through lamb's tongue openings. Drainage systems are reported to have functioned satisfactorily since building opening. Typical service life is 50 years for drainage systems.

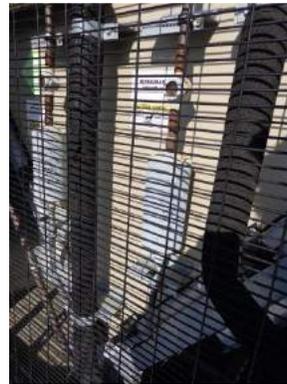


- Natural gas service and distribution—A Columbia Gas meter installation is located near the emergency generator and dumpster enclosure. A line is routed to and serves the generator. A two-inch plastic line is routed from the gas meter into the building at the west wall. A one-inch gas line is routed to the four gas lights located at the main entry. A two-inch gas line serving the rooftop units is routed within the building from where the gas line enters the building up to above the roof and then is routed on pipe supports to RTU-1 and RTU-2. The system is in good condition. Typical service life for natural gas systems is 50 years.



HVAC Systems

- Roof-mounted Packaged Variable Air Volume (VAV) Gas-Fired Rooftop Units with DX Cooling. There are two (2) McQuay Model MPS packaged gas-fired, DX, rooftop units designed for VAV applications. A 17-ton unit serves both floors of the east portion of the building, except for the Board Room area which is served by AH-2. The units are in good condition. The beginnings of aging of the elastomeric insulation around the refrigerant piping in the condenser section was observed. Typical service life for packaged RTUs is 20 to 25 years, and having had 8 years of service to date, replacement can be anticipated within the next 20 years.



- AH-1s—Three (3) 40,500 Btuh cooling, ceiling suspended Daikin units (all tagged AH-1) provide cooling and heating for the Server Room (Rm 111) for which the condensing units (three CU-1s) are located on the roof. The server room units operate independently of the building HVAC systems. Commercial split systems have a typical service life of 20 years.
- AH-2 serves the board room and ancillary offices/spaces (not pictured here). The 2,000 CFM air handler AH-2 suspended above the ceiling is connected to the emergency power system. A 10 kW duct heater is interlocked with the operation of the unit. Condensing unit CU-2 is located on the roof.





- AH-3, a one-ton cooling only unit serves the elevator equipment room. Its condensing unit is located on the roof. The typical service life for commercial split systems is 20 years. Replacement is expected within a 10 to 20 year period.



- Furnace (not pictured here)—A 600-CFM, 5 kW horizontal electric furnace mounted above the ceiling in Room 114, Conference Center, is ducted to discharge into the interstitial space above the East Porch and below the second floor. Replacement can be expected within the next twenty years. Service life for these units is 20 years.



- The Building Automation System (BAS) is McQuay based and provides control for the main HVAC equipment in the building. Temperature control systems have typical service lives of 20 years.



- Supply air distribution is through insulated galvanized ducts to fan-powered electric reheat VAV boxes which vary flow to spaces and provide heating of the supply air when needed. Corridors are served by cooling-only VAV boxes. Tables on the approved construction drawings indicate compliance with ASHRAE 62.1 2004 ventilation requirements. A zoned plenum return air system is used for the HVAC units serving the spaces. This equipment has typical service lives of 30 years.



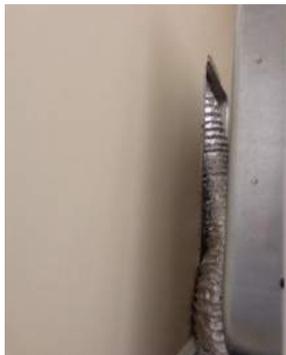
- Electric unit heaters—two (2) recessed, wall mounted, 3 kW recessed heaters (EH-1) are installed near the main entrance. Two (2) pedestal-mounted 1.5 kW electric heaters (EH-2) supply heat to the south entrance. EH-3 is a wall mounted heater serving the Water Room (Rm 131).



- Exhaust fans: one rooftop curb mounted exhaust fan (EF-1; 1,170 CFM, ¼ HP) serves the public restrooms and the locker/shower area in the west portion of the building. An inline fan (EF-3; Greenheck CSP Inline, 75 CFM) located above the first floor ceiling serves the small restroom in the east portion of the building in the Board Room area. [Note: there is no EF-3.]



- A 100-CFM booster fan, BF-1, serves the clothes dryer near the Fitness Area in Room 123). The typical service life for an exhaust fan for this application is judged to be no more than 20 years. The replacement of the fan can be expected within a 20 year period. It is recommended that 4 inch flexible duct be replaced with hard duct (and a minimum of flexible duct used) within the near future. Hard duct connections at dryers are standard installation. Deformation of the flexible duct is observable behind the washer/dryer unit. The dryer vent duct termination is above the roof near CU-3.





Electrical Systems

- The existing facility electrical service is provided by AEP Ohio. It is served by an oil-filled pad mount 500kVA, 13.2kV-480/277V utility transformer is owned and maintained AEP Ohio. The electrical service is a 480/277V, 3-phase, 4-wire, 800A service. The main service disconnect switch is the 800A main circuit breaker located in distribution panelboard HDP within the main electrical room adjacent to the elevator.



- The main distribution panel HDP within the main electrical room is a Square D, I-Line series distribution panelboard. It is 480/277V, 3-phase, 4-wire, 800A distribution panelboard with an 800A main circuit breaker. The equipment is in good condition and was installed in approximately 2010. According to the past 18 months of electrical utility bills, the peak on the building is approximately 190A and was seen in February of 2017. There is adequate space and ampacity within the panelboard to add additional circuit breakers for serving additional loads in the future. The equipment is approximately 8 years old and has an expected life of 30 years. It is not expected that the electrical distribution equipment will need to be replaced within the next 20 year period.





- The 208/120V distribution panelboard within the building is a Square D, I-Line HCP series distribution panelboard. It is a 208/120V, 3-phase, 4-wire, 500A distribution panelboard with a 500A main circuit breaker. The equipment is in good condition and was installed in approximately 2010. There is adequate space within the panelboard to serve additional future loads. The equipment is approximately 8 years old and has an expected life of 30 years. It is not expected that the electrical distribution equipment will need to be replaced within the next 20 year period.
- The general branch panelboards throughout the facility are all manufactured by Square D and are in good condition. In general, the panelboards all appear to have spare space within the panel or spare circuit breakers to be utilized for serving future loads. The panelboards within the facility are approximately 8 years old and have an expected life of 30 years. It is not expected that the electrical branch panelboards will need to be replaced within the next 20 year period. Below is a summary of the panelboards within the facility:
 - Panel U1 – Square D NQ series panelboard, 240/120V, 1-phase, 3-wire, 100A main circuit breaker. Panelboard is 42-space and is served by the UPS within the IT room. Panel U1 serves the IT and security equipment installed within the IT room.
 - Panel U2 - Square D NQ series panelboard, 240/120V, 1-phase, 3-wire, 100A main circuit breaker. Panelboard is 42-space and is served by the UPS within the IT room. Panel U1 serves the IT and security equipment installed within the IT room.
 - Panel EL – Square D NQ series panelboard, 208/120V, 3-phase, 4-wire, 250A main circuit breaker. Panelboard is 42-space and is connected to the standby generator. Panel EL serves the board room area receptacles, the IT room equipment, the UPS systems in the IT room, the IT room HVAC systems and had previously served a select area of modular furniture stations.
 - Panel L1 - Square D NQ series panelboard, 208/120V, 3-phase, 4-wire, 125A main lug only. Panelboard is 42-space and is connected to normal power. Panel L1 serves general 120V receptacles loads on the floor.
 - Panel L1A - Square D NQ series panelboard, 208/120V, 3-phase, 4-wire, 125A main lug only. Panelboard is 42-space and is connected to normal power. Panel L1A serves general receptacle loads on the first floor and serves the ancillary equipment at the generator such as the battery charger and coolant heater.
 - Panel L2 - Square D NQ series panelboard, 208/120V, 3-phase, 4-wire, 125A main lug only. Panelboard is 42-space and is connected to normal power. Panel L2 served the modular furniture workstations on the second floor when they were installed. It appears as though when the furniture was removed, that they demolished the circuits feeding it back to the nearest junction box beneath the second floor.
 - Panel L2A - Square D NQ series panelboard, 208/120V, 3-phase, 4-wire, 125A main lug only. Panelboard is 42-space and is connected to normal power. Panel L2A served the modular furniture workstations on the second floor when they were installed. It appears as though when the furniture was removed, that they demolished the circuits feeding it back to the nearest junction box beneath the second floor.
 - Panel L2B - Square D NQ series panelboard, 208/120V, 3-phase, 4-wire, 125A main lug only. Panelboard is 42-space and is connected to normal power. Panel L2B serves the general receptacles and the café area on the second floor.
 - Panel HC – Square D NF series panelboard, 480/277V, 3-phase, 4-wire, 400A main lug



- only. Panelboard is 42-space and is connected to normal power. Panel HC serves the facility's HVAC equipment that is connected to normal power.
- Panel H – Square D NF series panelboard, 480/277V, 3-phase, 4-wire, 125A main lug only. Panelboard is 42-space and is connected to normal power. Panel H serves the facility's interior and exterior lighting.
- Panel EH – Square D NF series panelboard, 480/277V, 3-phase, 4-wire, 200A main lug only. Panelboard is 42-space and is connected to the standby generator. Panel EH serves the facility's board room lighting and the HVAC systems serving the board room and IT areas.



- There are two transformers within the facility for stepping down the 480V service to 208/120V. Both transformers are manufactured by Square D and are in good condition. The transformers are approximately 8 years old and have an expected life of 30 years. It is not expected that the electrical transformers will need to be replaced within the next 20 year period. Below is a summary of the transformers within the facility.
 - Transformer T4K is a Square D general purpose transformer and is rated at 480V primary to 208/120V secondary. The transformer is a 150kVA transformer and serves the 208/120V normal power distribution within the facility.
 - Transformer T3K is a Square D general purpose transformer and is rated at 480V primary to 208/120V secondary. The transformer is a 75kVA transformer and serves the 208/120V emergency distribution within the facility.
- The generator is a Kohler 100kW, 480/277V natural gas generator with a 150A output circuit breaker. The generator feeds the single ATS within the building. The generator does not serve life safety (NEC 700) or legally required standby (NEC 701) loads. It serves general area lighting, receptacles, IT equipment, security equipment and HVAC loads in critical spaces within the facility. The generator has 212.7 hours of runtime and is in good condition. The generator is approximately 8 years old and has a typical life expectancy of 25 years. Due to reaching the end of its life expectancy within the next 20 years, it should be planned to replace the generator set within the long-term plan (10-20 years).



- The existing Automatic Transfer Switch is a Kohler 480V, 3-pole, 200A transfer switch. The switch integrates the emergency generator to the electrical system within the facility and is in good condition. The transfer switch is approximately 8 years old and has a typical life expectancy of 25 years. Due to reaching the end of its life expectancy within the next 20 years, it should be planned to replace the Automatic Transfer Switch within the long-term plan (10-20 years).
- All of the emergency egress lighting within the facility consists of emergency lighting units with integral emergency battery packs. The interior of the building has battery powered exit signs with integral emergency lighting heads and standalone battery powered emergency lighting units. It appears as though adequate emergency lighting coverage is provided by the fixtures. At the egress discharge doors, remote emergency lighting heads are provided above the doors and are powered from the battery within the exit sign serving that door. The fixtures appear to be in good condition, but the typical life expectancy for these battery powered fixtures is approximately 10-15 years. These fixtures should be replaced in the intermediate plan (5-10 years) with new LED emergency lighting fixtures.
- The existing IT room has two 16kVA, 240/120V, 1-phase, APC (Schneider Electric) Uninterruptible Power Supplies (UPS). The UPS's are modular style units with modular power units and modular battery units installed within the UPS rack. Each UPS was equipped with a maintenance bypass cabinet and then serves a dedicated panel. Since the system was not in use, the batteries had been disconnected, but the building owner had reported that the system was functional and operational. The typical life expectancy for a UPS is 15-20 years. The UPS's should be considered for replacement within the intermediate plan (5-10 years). The expected life of the batteries is dependent upon use of the system, but typically have a life expectancy of 5-7 years. It should be expected to replace batteries within the first 5 years of using the system and then approximately every 5-7 years the system is operational.



- The fire alarm system within the building is a Siemens FS-250 addressable fire alarm system and is set up to dial out to a fire alarm monitoring company. The fire alarm system is installed to integrate with the elevator, fire suppression system, IT room Novec fire suppression system, and HVAC units. The existing system does not provide manual pull stations throughout the facility and does not have complete notification coverage throughout the facility. According to the Ohio Building Code section 907.2.2 (2), if the building has an occupancy load greater than 100 people above the lowest level of egress, then a full manual fire alarm system must be provided. The original permit of occupancy shows an occupancy load of 107 on the second floor. Therefore, per the Ohio Building Code, a full notification ADA compliant fire alarm system should be provided within the facility. The existing system itself appears to be in good operational condition and has a typical life expectancy of 15 years. It is recommended to either expand upon the existing fire alarm system or provide a new fire alarm system to provide a complete ADA compliant fire alarm system with manual pull stations and notification devices throughout the facility in order to meet Ohio Building Code requirements (0-5 years).



- The majority of the light fixtures within the facility are 2'x4' recessed acrylic lens volumetric style troffers in the general conference rooms, corridors, and common spaces. The open office areas have direct/indirect linear suspended pendant lighting fixtures installed. Most of the lighting consists of 32W, T8 linear fluorescent lamps. In the lobbies, the atrium, and the board room, there are a number of recessed downlights and other decorative lighting fixtures. The downlights all



appear to be compact fluorescent lamps. The light fixtures appear to be in good condition. There are approximately 5 locations that will need new lamps or ballasts as the fixtures did not appear to be working. All of the light fixtures were installed during the original building construction and are approximately 8 years old. Typically the light fixtures within a facility will last 25-30 years if well maintained. Although not required, with new LED technologies available, it would be recommended to replace the lighting within the space with LED lighting plan to begin taking advantage of energy saving options and to minimize fixture maintenance. This estimate of cost has been included in the long-term plan (10-20 years) for evaluation purposes. If the lighting fixtures are replaced, typically lighting control upgrades will be required to provide dimming controls and daylight harvesting controls to meet the current ASHRAE 90.1 energy code requirements.



- The lighting controls within the facility consist of a series of lighting contactors, within the Electrical Room, controlling the site lighting, exterior lighting, and large common spaces and corridors by time of day operation and by photocell for dusk to dawn operation. The smaller offices and conference rooms are equipped with wall mounted on/off occupancy sensors. The only space that appeared to be equipped with dimming controls was the Board Room. The lighting controls appeared to be in good working order. Due to new ASHRAE 90.1 energy code requirements, if the lighting within the facility is altered, the lighting controls would need to be brought up to current requirements. This would require daylight harvesting to be added to many of the spaces with exterior window exposures. It would also require all of the occupied spaces such as offices and conference rooms be provided with dimming controls. These changes will provide energy savings, but it would be recommended to only upgrade the lighting controls concurrently with the lighting fixture replacements to ensure the lighting fixtures are compatible with the controls being added.
- The existing site lighting at the facility consists of pole mounted 175W metal halide light fixtures. There are also half-cylinder metal halide wall mounted fixtures that are mounted to the columns on the exterior of the building. The canopies around the building have wet-listed compact fluorescent downlights installed. The exterior fixtures appear to be in good condition and have a typical life expectancy of 25 years. With new LED technology options available, it would be recommended to upgrade the exterior fixtures to LED to provide energy savings within the long



term plan. It would also be recommended to perform a general cleaning of the building mounted light fixtures to remove debris from the lenses.



- The existing facility site signs and flagpole are illuminated with LED flood lights. They appear to be approximately 5 years old. The fixtures are in fair condition. One fixture has been damaged and has filled with water. The fixture should be replaced in the short term to avoid potential short circuits and nuisance breaker tripping. The remainder of the fixtures have a typical 10-15 year life expectancy. It is recommended to replace them in the intermediate plan.
- Within the main electrical room, the lighting control panel that controls the lighting contactors is mounted overtop of an electrical panel. Per NEC Article 404.8 all switches and circuit breakers must be installed below 6'-7" to be considered accessible. Although this does not contain switches or circuit breakers, it does still require access for programming the control system. It would be recommended to relocate the control panel to an adjacent wall to insure that the panel is accessible.





- The facility is equipped with an S2 Systems access control system. The head end equipment is located in the electrical room adjacent to the IT room. The system consists of access control locks, card readers, and keypads at all exterior doors and approximately four interior doors. The system is approximately 8 years old and is in good condition. Replacement parts are still readily available. According to the manufacturer, these systems have a typical life expectancy of 10-15 years. It is recommended to plan for replacement of the system in the intermediate plan (5-10 years).



- The facility has an analog CCTV system installed with a Dedicated Micros DVR located within the main IT room. The system consists of approximately 14 fixed cameras. The system is original to the building and is approximately 8 years old. The typical life expectancy for the system is approximately 15 years. It is recommended to replace the system with an IP-based system within the intermediate (5-10 years) with upgraded digital technology.
- The existing intrusion detection system is manufactured by GE. The system consists of motion detectors throughout the facility and four entry and operation keypads. The head end equipment is located within the electrical room adjacent to the IT room. These systems have a typical life expectancy of 15 years. The system is original to the building and is in good working order. It would be recommended to consider replacement within the intermediate plan (5-10 years) with upgraded technology.
- The existing facility does not have arc flash warning labels applied to all panels and electrical equipment as required by NEC Article 110 and NFPA 70E Article 130. An arc flash hazard study should be performed and labels should be applied to all electrical equipment in accordance with the study stating the incident energy to determine and verify safe working conditions on the electrical system.
- The existing grounding system is concealed and could not be investigated during the site visit. It is recommended to have the grounding system tested on a regular basis to ensure system meets NEC requirements.



- The existing facility does not have a lightning protection system installed. With the location of the facility in an open area, it is recommended to have a lightning protection risk analysis performed to determine the risk of the facility to be struck by lightning and weigh the benefit of installing a system. Although not required, due to insurance purposes and protecting assets, it is recommended.

Summary of System Recommendations and Opinions of Probable Costs

Immediate Repairs (0-5 Years)

- Civil/Site
 - In the immediate term (0-5 years), there is minimal civil/site improvements anticipated outside of the light pole base and curb/sidewalk repair.
- Architectural
 - Interior Elements
 - The Eastern second floor open office area has two – 2 x 2 acoustic ceiling tiles that are stained from old roof top air handling unit leaks and need replaced.
 - Painted gypsum wall board repair will be needed to eliminate holes placed to install wall hangings and picture frames.
 - Exterior Building Envelope
 - The column base cast stone mortar/grout joints are loose and or falling out and need raked and mortar installed.
 - A Small length of the wood trim is bowed and a joint is open. This area should have sealant installed
 - The sealant joints between the limestone column bases and the adjacent paving is loose and separating which allows water to enter. These joints need the existing sealant removed and new backer rods and sealant installed. The same type of work should be performed at the limestone window sill joints.
- Plumbing Systems
 - In the immediate term (0-5 years), the dryer vent duct should be addressed to ensure nominal flow. Plumbing systems are approximately 8 years old and have been well maintained. With normal use and aging, the plumbing systems should be expected operate satisfactorily in keeping with typical service lives.
- Mechanical Systems
 - In the immediate term (0-5 years), there are no costs identified for the 0 to 5 year time period.



- **Electrical Systems**
 - In the immediate term (0-5 years), the fire alarm system should be expanded upon or replaced in order to provide complete building notification to be in compliance with the OBC. It is also expected to need to replace the batteries on the UPS systems serving the IT room. The lighting control panel should also be considered for relocation to provide adequate working access for programming purposes. The flagpole flood light that has been damaged should also be replaced.

Intermediate Repairs/Costs (5-10 Years)

- **Civil/Site**
 - There were no findings that would suggest an assumption of major intermediate term site/civil repairs within the next 5-10 years.
- **Architectural**
 - There were no findings that would suggest an assumption of major intermediate term architectural repairs within the next 20 years.
- **Plumbing Systems**
 - There are no intermediate costs for plumbing identified within this report.
- **Mechanical Systems**
 - There are no intermediate costs for HVAC systems identified within this report.
- **Electrical Systems**
 - In the intermediate term (5-10 years), it should be expected to need to replace a majority of the equipment in the facility that is largely based upon operational electronics. It should be planned to replace a majority of the facility security systems, including the access control system, the CCTV system and the intrusion detection systems. Typically by this time, the technologies have improved and obtaining replacement and repair parts is difficult. Also, the UPS systems will have come upon the end of their typical life cycle by this time and would be nearing the expected time for replacement. Finally, with the facility emergency lighting being provided with battery powered fixtures that would be meeting the completion of their typical life cycle, it should be planned to replace them with new as well. It is also recommended to perform an arc flash hazard study, grounding system study, and lightning protection risk analysis of the facility.



Long-Term Repairs/Costs (10-20 Years)

- Civil/Site
 - In the long-term (10-20 years), it should be budgeted to mill, overlay and restripe the parking lot with the noted surface cracking. There were no other findings that would lead to assumption of other major site/civil repairs.

- Architectural
 - All architectural findings and repairs are only related to items that should be considered in the immediate repair plan (0-5 years). There were no findings that would lead to assumption of major long term architectural repairs within the next 20 years.

- Plumbing Systems
 - The commercial water heater has been in use for approximately 8 years out of a typical service life of 20. It is expected that the water heater will need to be replaced within the 10 to 20 year time frame.

- Mechanical Systems
 - In general, many mechanical systems have typical service lives between 15 and 30 years. With systems having been in operation for eight years, it can be expected that there will be replacements needed in the 10 to 20 year time frame of the following systems:
 - RTUs.
 - Split systems; both indoor and outdoor components.
 - Electric duct furnace.
 - Electric unit heaters.
 - Exhaust fans including the dryer exhaust booster fan.
 - The building temperature controls, BAS.

- Electrical Systems
 - In the long-term (10-20 years), it should be planned to replace the generator and the associated ATS as they will be meeting their typical life cycle. Although not required, it would also be recommended to begin investigating the replacement of the existing fluorescent and metal halide based light fixtures with new LED light fixtures to provide energy savings and minimize required re-lampings and maintenance. This would also require the replacement of the lighting controls within the facility to meet the current ASHRAE 90.1 energy code requirements.



We appreciate the opportunity to provide professional services to the City of Dublin. If there are any questions or concerns, please do not hesitate to call. I can be reached at 614.556.4272 Ext. 5002.

Report Prepared by,

OSBORN ENGINEERING

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cc: S. Vura
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Civil

DESCRIPTION	Approx Year Installed	Estimated Remaining Service Life	Quantity	Units	\$/Unit	Cost in 2018 (\$)	PROJECTED COST (THOUSANDS OF DOLLARS)		
							0-5 Years Cost in 2018 \$	5-10 Years Cost in 2018 \$	10-20 Years Cost in 2018 \$
Concrete Curb/Sidewalk	2010	0	3.0	SY	\$ 80	\$ 240	\$ 240		
Light Pole Base Repair	2010	0	1.0	EA	\$ 500	\$ 500	\$ 500		
Concrete Curb/Sidewalk	2010	**	10.0	SY	\$ 60	\$ 600			\$ 600
Parking Lot - Milling and Overlay	2010	**	48650.0	SF	\$ 2	\$ 84,651			\$ 84,651
Pavement Striping	2010	**	1900.0	LF	0.25	\$ 475			\$ 475
TOTAL						\$ 86,466	\$ 740	\$ -	\$ 85,726

Architectural

DESCRIPTION	Approx Year Installed	Estimated Remaining Service Life	Quantity	Units	\$/Unit	Cost in 2018 (\$)	PROJECTED COST (THOUSANDS OF DOLLARS)		
							0-5 Years Cost in 2018 \$	5-10 Years Cost in 2018 \$	10-20 Years Cost in 2018 \$
Remove and Replace acoustic ceiling tile	2010	**	2.0	EA	\$ 11	\$ 21	\$ 21		
Patch and paint to match gypsum wall board holes	2010	**	25.0	EA	\$ 15	\$ 375	\$ 375		
Remove and Replace mortar in stone column base joints	2010	0	72.0	LF	\$ 6	\$ 396	\$ 396		
Remove and Replace mortar in limestone window sills	2010	0	15.0	LF	\$ 25	\$ 375	\$ 375		
Remove and replace sealant at column/paving	2010	0	432.0	LF	\$ 7	\$ 2,972	\$ 2,972		
Seal wood trim joint	2010	0	3.0	LF	\$ 12	\$ 36	\$ 36		
TOTAL						\$ 4,175	\$ 4,175	\$ -	\$ -

Plumbing

DESCRIPTION	Approx Year Installed	Estimated Remaining Service Life	Quantity	Units	\$/Unit	Cost in 2018 (\$)	PROJECTED COST (THOUSANDS OF DOLLARS)		
							0-5 Years Cost in 2018 \$	5-10 Years Cost in 2018 \$	10-20 Years Cost in 2018 \$
Replace 76 MBH Gas Fired Commercial Water Heater	2010	12	1.0	1.0	\$ 4,400	\$ 4,400			4400
TOTAL						\$ 4,400	\$ -	\$ -	\$ 4,400

Mechanical

DESCRIPTION	Approx Year Installed	Estimated Remaining Service Life	Quantity	Units	\$/Unit	Cost in 2018 (\$)	PROJECTED COST (THOUSANDS OF DOLLARS)		
							0-5 Years Cost in 2018 \$	5-10 Years Cost in 2018 \$	10-20 Years Cost in 2018 \$
Replace RTU-1; 17 -Ton Gas Fired, DX, Packaged RTU	2010	12	17.0	Tons	\$ 1,400	\$ 23,800			\$ 23,800
Replace RTU-1; 25 -Ton Gas Fired, DX, Packaged RTU	2010	12	25.0	Tons	\$ 1,465	\$ 36,625			\$ 36,625
Replace 3 Split Systems w/CUs, Srvr Rm, 3-3/8 Ton Cap, Ea.	2010	12	10.1	Tons	\$ 5,525	\$ 55,941			\$ 55,941
Replace 5-ton Split System w/CU, Board Suite	2010	12	1.0	Each	\$ 9,240	\$ 9,240			\$ 9,240

Replace 1-ton Split System w/CU, Elevator Equipment	2010	12	1.0	Each	\$ 6,440	\$ 6,440			\$ 6,440
Replace Elec Duct Furnace	2010	12	1.0	Each	\$ 2,660	\$ 2,660			\$ 2,660
Replace Elec Unit Heaters	2010	12	5.0	Each	\$ 812	\$ 4,060			\$ 4,060
Replace EF-1; 1,200 CFM, Group Restrooms	2010	12	1.0	Each	\$ 1,540	\$ 1,540			\$ 1,540
Replace EF-3; 75 CFM Inline	2010	12	1.0	Each	\$ 840	\$ 840			\$ 840
Replace BF-1 Dryer Exhaust System Flex Duct	2010	1	1.0	Each	\$ 900	\$ 900	\$ 900		
Replace BF-1 Dryer Exhaust System Flex Duct	2010	12	1.0	Each	\$ 2,100	\$ 2,100			\$ 2,100
Replace Building Automation System	2010	12	1.0	Lot	\$ 34,300	\$ 34,300			\$ 34,300
					TOTAL	\$ 178,446	\$ 900	\$ -	\$ 177,546

Electrical

DESCRIPTION	Approx Year Installed	Estimated Remaining Service Life	Quantity	Units	\$/Unit	Cost in 2018 (\$)	PROJECTED COST (THOUSANDS OF DOLLARS)		
							0-5 Years Cost in 2018 \$	5-10 Years Cost in 2018 \$	10-20 Years Cost in 2018 \$
Replace the 100kW Generator	2010	17	1.0	EA	\$ 60,000	\$ 60,000			\$ 60,000
Replace the 200A Automatic Transfer Switch	2010	17	1.0	EA	\$ 8,000	\$ 8,000			\$ 8,000
Replace all Emergency Lighting Units	2010	7	55.0	EA	\$ 260	\$ 14,300		\$ 14,300	
Replace UPS system Batteries	2010	**	1.0	LS	\$ 12,000	\$ 12,000	\$ 12,000		
Replace UPS system Batteries (After system replaced)	**	**	1.0	LS	\$ 12,000	\$ 12,000			\$ 12,000
Replace two 16kVA UPS Systems	2010	12	2.0	EA	\$ 20,000	\$ 40,000		\$ 40,000	
Replace/Expand F/A system for OBC Compliance	2010	**	1.0	LS	\$ 40,000	\$ 40,000	\$ 40,000		
Upgrade all lighting fixtures with LED fixtures	2010	17	1.0	LS	\$ 110,000	\$ 110,000			\$ 110,000
Upgrade lighting controls with fixture replacement	2010	12	1.0	LS	\$ 23,000	\$ 23,000			\$ 23,000
Relocate lighting control panel to accessible location	2010	**	1.0	LS	\$ 2,500	\$ 2,500	\$ 2,500		
Upgrade site lighting fixtures to LED	2010	7	12.0	EA	\$ 1,000	\$ 12,000			\$ 12,000
Replace flagpole flood light that is damaged	2013	10	1.0	EA	\$ 450	\$ 450	\$ 450		
Replace existing site flood lights	2013	10	6.0	EA	\$ 450	\$ 2,700		\$ 2,700	
Replace access control system	2010	7	1.0	LS	\$ 45,000	\$ 45,000		\$ 45,000	
Replace CCTV and associated DVR system	2010	7	1.0	LS	\$ 18,000	\$ 18,000		\$ 18,000	
Replace intrusion detection system	2010	7	1.0	LS	\$ 10,000	\$ 10,000		\$ 10,000	
Perform Arc Flash Facility Study	**	**	1.0	LS	\$ 11,000	\$ 11,000	\$ 11,000		
Perform grounding system testing	**	**	1.0	LS	\$ 500	\$ 500	\$ 500		
Perform lightning protection risk analysis	**	**	1.0	LS	\$ 3,000	\$ 3,000	\$ 3,000		
					TOTAL	\$ 424,450	\$ 69,450	\$ 130,000	\$ 225,000

Total Estimated Project Cost in 2018 \$	\$ 697,937	\$ 75,265	\$ 130,000	\$ 492,672
Project Cost with 3% Escalation per year				
Low End	\$ 75,265	\$ 150,706	\$ 662,109.97	
High End	\$ 87,253.00	\$ 174,709	\$ 889,820.43	