**GOVERNMENT OF THE DISTRICT OF COLUMBIA**
**DEPARTMENT OF GENERAL SERVICES**

# REQUEST FOR PROPOSALS

# PUBLIC SAFETY FACILITIES MASTER PLAN

**December 3, 2012**

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| **Proposal Due Date:** | **December 21, 2012 by 2:00 p.m. EST** |
| **Preproposal Conference:** | **Tuesday, December 11, 2012 at 10:30 a.m. EST** |
| | ***to be held at:*** |
| | **Frank D. Reeves Center**<br>**2nd Floor Community Room**<br>**2000 14th Street, NW**<br>**Washington, DC 20009** |
| **Contact:** | Thomas D. Bridenbaugh<br>Leftwich & Ludaway, LLC<br>1400 K Street, NW<br>Suite 1000<br>Washington, D.C. 20005<br>Phone: (202) 434-9100 |
| **Solicitation Number:** | **DCAM-13-NC-0081** |

## Executive Summary

The District of Columbia Department of General Services ("DGS" or "Department") is issuing this Request for Proposals ("RFP") to engage a contractor ("Contactor" or "Consultant") to develop a comprehensive Public Safety Facilities Master Plan (the "Master Plan") for the District of Columbia. The Master Plan will cover all facilities operated or used by: (i) the Metropolitan Police Department ("MPD"); (ii) the Fire and Emergency Medical Services ("FEMS"); (iii) the Department of Corrections; (iv) the Homeland Security and Emergency Management Administration; (iv) the Unified Communication Center; and (v) the Department of Youth Rehabilitation Services. In total, the public safety portfolio consists of approximately 80 facilities of which approximately forty-five (45) are operated by MPD and thirty-five (35) are operated by FEMS. A complete list of the facilities, their age, use, and approximate size will be issued by addendum.

The Department anticipates that the Master Plan will be utilized (a) to assist in making immediate decisions about the appropriateness of certain properties to public safety needs; (b) to make an immediate preliminary assessment of the viability of a 'Justice Center Campus' for the District of Columbia; and (c) to make long term decisions regarding the public safety facilities. Accordingly, the Master Plan and the assessments and services provided by the Consultant will consist of three major efforts: (i) developing an inventory of public safety facilities, including gathering specific information regarding each facility, and conducting condition assessments; (ii) analyzing the viability of a new Justice Center Campus; and (iii) undertaking analysis to facilitate strategic planning with respect to the District's public safety needs over the next ten years. The Department's goal in developing the Master Plan is to facilitate its strategic planning related to resources, organizational programs, personnel, work environment, and facilities renovation and capital improvements for the District's public safety facilities for the next 10 years.

In general, the Consultant will be required to complete the following three major tasks:

**A.1 Facility Inventory.** A facility condition assessment was undertaken in 2009 and the results of that assessment will be made available to the selected Contractor. A sample of the facility condition assessment is attached as **Attachment A**. The selected Consultant will be required to update the facility condition assessment for each facility within the public safety portfolio. To the extent that a facility was not included in the 2009 assessment, the Consultant will be required to undertake a complete facility condition assessment for such facility. In either case, the selected Consultant will be required to visit each facility and conduct a detailed walk-through of the building and its systems. Such assessments will be "visual" in nature and destructive testing will not be required. In addition to conducting a condition of each facility, the Consultant will be required to gather certain basic information regarding each facility. Such information is set forth in Section B of the RFP.

**A.2 Public Safety Campus.** The Department is interested in evaluating the possibility of constructing a new public safety campus that would house a new jail as well as the training facilities for both MPD and FEMS. Once the facility inventory has been completed, the

Consultant will be required to analysis whether such an approach is viable and desirable. This assessment will require the Consultant to examine the massing and location of such a campus as well as a preliminary costs estimate and schedule for such an endeavor.

**A.3 Public Safety Facilities Master Plan.** The Consultant will be required to develop a Public Safety Facilities Master Plan (the "Master Plan") to address the District's public safety needs for the next ten (10) years. The Department anticipates that the development of the Master Plan will require an analysis of the current needs and requirements of the District, the manner in which those needs and requirements will change over the next ten (10) years. Based on these analyses, the Master Plan will provide a roadmap establishing and maintaining public safety facilities that effective and efficient address the needs of the District.

The following documents will be provided to the selected Consultant:

- District of Columbia Public Safety Facilities Plan (FY 2011-2017) and all documents referenced therein;
- New DC Detention Facility Final Report; and
- District of Columbia Facilities Plan (2009/2010), including a preliminary inventory of physical public safety facilities and locations.

**A.4 Form of Contract; Scope.**

The Form of Contract will be issued by an addendum to this RFP. Offerors should carefully review the Form of Contract when submitting their proposal. To the extent there are any inconsistencies between this RFP and the Form of Contract, the Form of Contract shall prevail. Offerors are further advised that they are required to submit their proposal premised upon entering into a contract that is substantially similar to the Form of Contract and that any proposed changes to the Form of Contract must be clearly identified and described in their proposal. A proposal that fails to specifically identify and describe the requested changes shall be deemed non-responsive.

**A.5 Fees.**

Each Offeror will be required to propose firm, fixed prices for each of the three tasks described above (i.e. items A.1, A.2 and A.3). In addition, each Offeror will be required to quote unit prices for additional facility condition assessments in the event the list of facilities needs to be increased or decreased as well as fully loaded hourly rates for additional services or work that the Form of Contract contemplates will be priced on an hourly basis.

Offerors should submit with their proposal an Offer Letter in substantially the form of **Attachment B** on the Offeror's letterhead that includes the proposed Master Plan Fee as well as a schedule of hourly rates.

## A.6 Economic Inclusion

The Department requires that Local, Small and Disadvantaged Business Enterprises ("LSDBEs") participate in this project to the greatest extent possible and desires that such businesses perform at least fifty percent (50%) of the work under this procurement. At least thirty five percent (35%) must be awarded to entities that are certified as either Small or Disadvantaged Business Enterprises by the District of Columbia Local Business Opportunity Commission, and twenty percent (20%) to entities that are certified as Disadvantaged Business Enterprises. The Department will also require that the Consultant and all of its subconsultants, subcontractors, and suppliers, enter into a First Source Employment Agreement with the Department of Employment Services and hire fifty-one percent (51%) District residents for all new jobs created on the project. Please see **Part C** of this RFP for additional information.

## A.7 Selection Criteria

Proposals will be evaluated in accordance with **Part D** of this RFP. The following evaluation criteria will be used:

- Experience & References (20 points)
- Key Personnel (10 points)
- Management Plan (10 points)
- Technical Approach (20 points)
- LSDBE Compliance/Utilization (10 points)
- Cost (30 points)

## A.8 Schedule

The schedule for this procurement is as follows:

- Issue RFP - December 3, 2012
- Pre-proposal Conference - December 11, 2012 @ 10:30 am
- Last Day for Questions/Clarifications - December 17, 2012
- Proposals Due - December 21, 2012 @ 2:00 pm
- Notice of Award - January 18, 2013

## A.9 Attachments

**Attachment A** - Sample Facility Condition Assessment
**Attachment B** - Form of Offer Letter
**Attachment C** - Disclosure Statement
**Attachment D** - Tax Affidavit

## SECTION B SCOPE OF WORK

### B.1 Scope of Work

In general, the selected Contractor will be required to provide all services necessary for (i) developing a facility inventory and condition assessment report; (ii) undertaking a feasibility study regarding a new Justice Center Campus; and (ii) developing a comprehensive Master Plan for the District's public safety facilities. These tasks are more fully described below.

### B.2 Facility Inventory.

The Consultant will be required to develop an Inventory Report that includes all of the District's public safety facilities. The Inventory Report shall include certain basic information regarding each facility as well as a condition assessment.

**B.2.1 Condition Assessment.** The selected Consultant will be required to update the facility condition assessment for each facility within the public safety portfolio. To the extent that a facility was not included in the 2009 assessment, the Consultant will be required to undertake a complete facility condition assessment for such facility. In either case, the selected Consultant will be required to visit each facility and conduct a detailed walk-through of the building and its systems. Such assessments will be "visual" in nature and destructive testing will not be required.

**B.2.2 Facility Data.** The Consultant will be required to gather, analyze and consolidate certain information regarding each facility. Such information shall include:

- **.1** Building and site sizes and locations, including in the case of number of stories, the GSF of each and consolidate plans for each facility.
- **.2** Assessment of the level of functionality of systems, including immediate corrective actions that may be necessary.
- **.3** Current programmatic functions of the facility.
- **.4** Space utilization data for each facility, including percentages of space dedicated to major programmatic functions of each facility.
- **.5** Energy/Utility usage data for each facility.
- **.6** Current and proposed zoning and land use designations for each facility as well as historic designations.

**B.2.3 Inventory Report.** The consultant shall develop a comprehensive Inventory Report which provides the information gathered during the inventory phase. The Inventory Report shall include a high-level inventory summary that includes basic information regarding all facilities organized by type of facility and location. The Inventory Report shall also contain a specific section for each facility, setting forth all information regarding the facility gathered during the Inventory Phase. The Inventory Report shall also include an over-arching analysis as to the information gathered during the Inventory Phase.

### B.3 Public Safety Campus Feasibility Study.

**B.3.1** Following completion of the Inventory Phase, the Consultant will be required to engage in a feasibility study regarding a new Justice Center Campus that would house a new jail as well as the training facilities for both MPD and FEMS. The Consultant's feasibility study should, at a minimum, address the following:

**.1** Identify the programmatic components to be housed in the new Justice Center Campus, including gross square footage requirements for such functions;

**.2** Analyze the massing and location of such a campus, including key proximity requirements, access to public safety delivery corridors, etc.;

**.3** Analyze three (3) prospective sites for the location of the Justice Center Campus, including:

(a) conducting a SWOT (Strengths-Weaknesses-Opportunities-Threats) analysis of each site proposed for the required uses;

(b) conducting a zoning analysis and FAR assessment of the uses and sites under consideration; and

(c) developing preliminary costs estimates and schedule for such an endeavor.

**.4** Analyze 'fatal flaw' considerations that suggest extraordinary costs, political challenges or primary advantages to the relocation of uses and sites under consideration.

It is contemplated that the Consultant will be required to meet with affected stakeholders in order to determine the programmatic requirements as well as to understand other requirements of the new Justice Center Campus.

**B.3.2** The Consultant shall develop a preliminary report setting forth the results of the feasibility study and shall submit the preliminary report to the Department for review. Based on any feedback provided by the Department, the Consultant shall undertake any further analyses necessary and prepare a final report for submission to the Department.

**B.4 Public Safety Facilities Master Plan.** The Consultant will be required to develop a Master Plan to address the District's public safety needs for the next ten (10) years (FY13 – FY23).

**B.4.1 Data Collection and Goal Articulation.**

The Consultant shall develop an understanding of the District's public safety programs, needs and goals based on existing documents and meetings with affected stakeholders.

**B.4.1.1 Program and Operations Information.** The Consultant shall research and synthesize key information about the Public Safety programs and operations in order to develop an understanding of the physical space needs of and opportunities for the public safety agencies.

**B.4.1.2 Document Review.** The Consultant shall obtain and review all relevant planning documents for background and reference. Information related to specific facilities may be out of date and will require the Consultant to conduct field verification and/or independent evaluation.

**B.4.1.3 Strategic Framework.** The Consultant shall identify and refine Public Safety core policies and guiding operating principles as articulated by the Executive Office of the Mayor (EOM), Public Safety Agencies, and DGS. The Consultant shall determine a set of clear goals, targets, and/or objectives that feed into a broad vision and drive stakeholders toward superior outcomes. Please note that existing documents partly address this task and will underpin any new work.

**B.4.1.4 Stakeholder Engagement Plan.** The Consultant shall create and execute a Stakeholder Engagement Plan that aids in the development of a Public Safety Vision. The Consultant shall gather and use feedback from executive leadership in the Public Safety government cluster; existing District and Federal laws (as applicable), and other public records and plans. The Department's Program Management Team will provide direction in determining which information may only need verification with stakeholders versus which information may require reformulation.

**B.4.1.5 Need Identification.** The Consultant shall identify current and future needs regarding agency programs, overall operations, and deficiencies regarding specific site facilities.

**B.4.1.6 Space Utilization.** The Consultant shall conduct an evaluation of space utilization at public safety facilities to determine what actions can be taken to use space more efficiently at individual sites and system-wide.

**B.4.1.7 Critical Sites.** The Consultant shall identify critical sites that require immediate attention, and conduct a SWOT (Strengths-Weaknesses-Opportunities-Threats) analysis of each.

**B.4.2 Analyses & Recommendations.**

Based on the goals articulated and the information gathered, the Consultant shall undertake a series of analyses to assess the current and future public safety needs of the District during the fiscal year 2013 to fiscal year 2023 timeframe, both at an aggregate level as well as on a smaller geographic basis, and to determine the actions necessary to meet those needs in an effective and efficient manner.

**B.4.2.1 Demographic and Economic Analysis.** The Consultant shall analyze trends that affect the District's public safety operations and conduct a socio-economic evaluation of public safety-related service areas and site selection including:

- Employment, income, population, age, race and household;
- Economic market demand highlighting economic trends and challenges for development potential at select key public safety facilities sites;

- Projections on growth and development based on population via age, race and households.

**B.4.2.2 Real Estate Portfolio Analysis.** The Consultant shall explore opportunities to leverage and maximize the market potential and operational effectiveness of key public safety sites:

- Conduct a real estate valuation that will examine highest and best uses for selected sites;
- Evaluate opportunities for co-location of facilities across DGS portfolio;
- Evaluate opportunities for joint development with the private sector, including preparation of pro-forma;
- Examine best practices of other joint development projects for public safety agencies across the country.

**B.4.2.3 Best Practices Research and Comparative Analysis.** The Consultant shall review and recommend best practices and public safety facilities industry trends both nationally and internationally on facilities, service delivery and innovative financing strategies. The purpose of the best practices research and trends analysis is to:

- Provide viable strategies to enhance the District's public safety agencies' ability to deliver services efficiently;
- Establish benchmarks for facilities and services of all public safety agencies against other similar agencies both nationally and internationally;
- Complete assessment of the current state of public safety agencies' ability to provide key services to District residents.

**B.4.2.4 Primary Requirements/Criteria.** The Consultant shall develop primary requirements for critical sites (e.g. minimum square footage, number of full time employees, specialty space needs, and geographic dependencies on related functions or facilities). The purpose of the assessment is to determine how well suited each facility is for its current usage and the criteria for a new site in the event of relocation. The Consultant shall also develop preliminary options and/or recommendations for addressing (modifying / improving / relocating) critical sites based on primary requirements.

**B.4.2.5 Decision Framework.** The Consultant shall create a decision-making tool that clearly lays out the steps and criteria for making decisions about real estate assets and capital programming:

- Develop detailed criteria to assist or guide decisions about what action to take on specific sites (i.e. should the District keep, sell, rehabilitate, pursue joint development, etc.).
- Develop criteria to assist or guide capital programming decisions (i.e. which capital improvements to make, when and in which order).
- Develop performance metrics that allows District government to assess the results of capital programming decisions (i.e. size of portfolio, cost, energy consumption, efficiency per SF, etc).

**B.4.3 Deliverables.** The Consultant shall synthesize all of the work performed into a final Master Plan that articulates a strategy for real estate decisions and establishes a blueprint for capital investments in the District's Public Safety facilities. The Consultant shall coordinate and obtain the necessary reviews and approvals for the Master Plan and all other final deliverables.

**.1 Master Plan.** The Consultant shall produce a report containing findings from all deliverables and all relevant text, tables and charts, maps, diagrams, etc., synthesizing individual site and facility needs with opportunities borne of city trends and industry best practices. The report will incorporate, at minimum, the following components:

- Key analytical conclusions made during the planning process;
- Proposed capital improvement program (CIP);
- Long-range financial strategy, including possible financial models;
- Implementation plan of actions, including cost estimates and timelines;
- Performance metrics for Master Plan goals / actions.

**.2 Web-Based Application.** The Consultant shall develop a web-based dashboard or other instrument to share, display, analyze and maintain key public safety facilities.

**B.5 Project Administration and Controls.**

Throughout the life of the Contract, the Consultant shall be responsible for all aspects of project management and coordination. Within the first week of notice to proceed, the Consultant shall meet with the Department's Program Management Team to review its management plan and to develop templates that document the following:

**B.5.1 Project Management Support and Coordination.** The Consultant shall check, assemble, manage, and coordinate the services and deliverables of all applicable areas of expertise - planning, architecture, engineering, historic preservation, government programs / public safety, hazard abatement, economic development, urban / landscape design, stakeholder engagement, etc. as required to accomplish the stated and related objective/s herein.

**B.5.2 Scheduling and Tracking.** The Consultant shall establish a detailed project schedule with distinct milestones and deliverables, and adjust it as necessary. The Consultant shall report to and partner with the Department's Program Manager and keep him or her apprised of project status at all times.

**B.5.3 Budget Management and Financial Reports.** The Consultant shall track and document all project costs and submit monthly invoices to the District PM. The Consultant shall keep the project on time and on budget, and notify the District PM should any unforeseen financial changes occur.

**B.5.4 Document Control, Quality and Production.** The Consultant shall create and produce all necessary documents, digital files, presentation materials, etc. that are necessary to support the Master Plan process and achieve the desired outcomes of the project.

**B.5.5 Stakeholder Engagement/Coordination and Communication.** The Consultant shall manage the stakeholder engagement process and take the lead in all related coordination and communication, unless otherwise instructed by the Department's Program Manager (e.g. politically sensitive meetings).

**B.5.6 CBE Management and Monitoring.** The Consultant shall ensure that CBE contracting requirements and commitments are executed appropriately.

## B.6 Key Personnel

In its proposal, each Offeror will be required to identify its key personnel. Key personnel shall include, at a minimum, the following individuals: (i) the Principal-In-Charge; (ii) the Project Manager; (iii) the key individuals that will be working on this Project, including key subconsultants, if any. The Consultant will not be permitted to reassign any of the key personnel unless the Department approves the proposed reassignment and the proposed replacement.

## B.7 Licensing, Accreditation and Registration

The Consultant and all of its subcontractors and subconsultants (regardless of tier) shall comply with all applicable District of Columbia, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of the contract.

## B.8 Conformance with Laws

It shall be the responsibility of the Consultant to perform under the contract in conformance with the Department's Procurement Regulations and all statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies.

## B.9 Time is of the Essence

Time is of the essence with respect to the contract. The Department shall issue timelines for the completion of each of the three major tasks included in the Project by addendum.

## SECTION C ECONOMIC INCLUSION

### C.1 Preference for Small, Local, and Disadvantaged Business Enterprises

**General**: Under the provisions of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, D.C. Law 16-33 (codified at D.C. Code § 2-218.01 et seq.), preferences shall be given to Offerors that are certified by the Department of Small and Local Business Development as being a small business enterprise, having resident business ownership, having a longtime resident business, being a local business enterprise, being a disadvantaged business enterprise, being a local business enterprise with its principal office located in an enterprise zone, being a veteran-owned business enterprise, or being a local manufacturing business enterprise. (A copy of the certification acknowledgment letter must be submitted with the Offeror's Proposal.) In accordance with these laws, the following preferences shall be awarded in evaluating an Offeror's proposal:

- Three (3) preference points shall be awarded if the Offeror is certified as having a small business enterprise.
- Five (5) preference points shall be awarded if the Offeror is certified as having a resident business ownership.
- Five (5) points shall be awarded if the Offeror is certified as having a longtime resident business.
- Two (2) preference points shall be awarded if the Offeror is certified as a local business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as being a local business enterprise with its principal office located in an enterprise zone.
- Two (2) preference points shall be awarded if the Offeror is certified as a disadvantaged business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a veteran-owned business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a local manufacturing business enterprise.

Offerors may qualify for more than one of these categories, so that the maximum number of points available under this section is 12 points.

**Information:** For information regarding the application process, contact the Department of Small and Local Business Development at the following address or telephone number:

Department of Small and Local Business Development
One Judiciary Square Building
441 4th Street, NW, 9th Floor
Washington, DC 20001
(202) 727-3900 (Telephone Number)
(202) 724-3786 (Facsimile Number)

## C.2 SLDBE Participation

The Department requires that significant participation by business enterprises certified by the Department of Small and Local Business Development as: (i) a local business enterprise; (ii) a small business enterprise; (iii) a disadvantaged business enterprise; (iv) having a owned resident business; (v) being a longtime business resident; or (vi) having a local business enterprise with its principal office located in an enterprise zone. Accordingly, and in addition to the preference points conferred by **Section C.1**, the Department requires that business enterprises so certified must participate in at least 50% of the development. At least 35% must be awarded to entities that are certified as either Small or Disadvantaged Business Enterprises by the District of Columbia Local Business Opportunity Commission and 20% to entities that are certified as Disadvantaged Business Enterprises. Offerors will be required to submit a Local Business Enterprise Utilization Plan with their proposals. The Utilization Plan must demonstrate how this requirement will be met and, to the extent possible at this stage in the project, should identify the specific firms that will be used and their respective roles.

## C.3 Residency Hiring Requirements for Contractors and Subcontractors

At least fifty-one percent (51%) of the Offeror's Team and every subconsultant's employees hired after the Offeror enters into a contract with the Department, or after such subconsultant enters into a contract with the Offeror, to work on this project, shall be residents of the District of Columbia.

Upon execution of the contract, the Offeror and all of its member firms, if any, and each of its subcontractors and subconsultants shall submit to the Department a list of current employees that will be assigned to the project, the date that they were hired and whether or not they live in the District of Columbia.

The Offeror shall comply with subchapter III of Chapter II of Title 1, and subchapter II of Chapter II of Title 1 of the D.C. Code, and all successor acts thereto and the rules and regulations promulgated thereunder. The Offeror and all member firms, subcontractors, tier subcontractors, subconsultants, and suppliers with contracts in the amount of $100,000 or more shall be required to comply with the following: (i) enter into a First Source Employment Agreement with the D.C. Department of Employment Services ("DOES") upon execution of the contract; (ii) submit an executed First Source Agreement to DOES prior to beginning work on the project; (iii) make best efforts to hire at least 51% District residents for all new jobs created by the project; (iv) list all employment vacancies with DOES; and (v) submit monthly compliance reports to DOES by the $10^{th}$ of each month.

## SECTION D EVALUATION AND AWARD CRITERIA

### D.1 Evaluation Process

The Department shall evaluate submissions and any best and final offers in accordance with the provisions of this **Section D** and the Department's Procurement Regulations.

### D.2 Evaluation Committee

Each submission shall be evaluated in accordance with this **Section D** by an Evaluation Committee. The Evaluation Committee shall prepare a written report summarizing its findings and submit the same to the source selection official. Based on the information submitted by the Offerors in response to this RFP and the report prepared by the Evaluation Committee, the source selection official shall select the Offeror(s) whose submissions are determined by the source selection official to be the most advantageous to the Department.

### D.3 Oral Presentation

The Department does not intend to interview Offerors that are in the competitive range; however, the Department reserves the right to award conduct interviews of some or all Offerors prior to making its award. If the Department conducts such interviews, each Offeror within the competitive range shall make an oral presentation to the Department's Evaluation Committee, and participate in a question and answer session. The purpose of the oral presentation and the question and answer session is to permit the Evaluation Committee to fully understand and assess the qualifications of each Offeror and the Offeror's key personnel. The submission will be re-scored at the conclusion of the oral presentation.

#### D.3.1 Length of Oral Presentation

Each Offeror will be given up to 30 minutes to make the presentation. At the end of the initial presentation, there will be a break for approximately 15 minutes for the Evaluation Committee to assess the presentation and prepare questions. The Offeror will then respond to questions from the Department's Evaluation Committee for no more than 30 minutes.

#### D.3.2 Schedule

The order of presentation will be selected randomly and the Offerors will be informed of their presentation date before the beginning of oral presentations. The Department reserves the right to reschedule any Offeror's presentation at the discretion of the contracting officer.

#### D.3.3 Offeror Attendees

The oral presentation will be made by the Offeror's personnel who will be assigned the key jobs for this project. Each Offeror will be limited to 5 persons. The job functions of the persons attending the presentation will be considered to be an indication of the Offeror's assessment of

the key areas of responsibility that are deemed essential to the successful completion of the project.

### D.3.4 Topics

The Offeror may present information about its capabilities and special qualifications to serve as the Consultant for this Project, including the qualifications of key personnel.

## D.4 Proposal Evaluation

Each proposal will be scored on a scale of 1 to 100 points. In addition, Offerors will be eligible to receive up to 12 preference points as described in **Section C.1** of this RFP for participation by Local, Small or Disadvantaged Business Enterprises. Thus, the maximum number of points possible is 112. The contract will be awarded to the Offeror with the highest evaluated score.

### D.4.1 Experience & References (20 points)

The Department desires to engage a consultant with the experience necessary to realize the objectives set forth in **Section A** of this RFP. Offerors will be evaluated based on their demonstrated (i) knowledge of public safety facilities; (ii) understanding of the District of Columbia; (iii) experience in developing multi-asset master plans; (iv) experience in urban planning; and (v) experience in demographic analyses. If the Offeror is a team or joint venture of multiple companies, the Evaluation Panel will consider the experience of each member of the team or joint venture in light of their role in the proposed team or joint venture. This element of the evaluation will be worth up to twenty (20) points.

### D.4.2 Key Personnel (10 points)

The Department desires that senior personnel who have experience in developing multi-asset master plans for public safety departments of municipalities and/or counties be assigned to this engagement. The availability and experience of the key individuals assigned to this project will be evaluated as part of this element. This element of the evaluation will be worth up to ten (10) points.

### D.4.3 Management Plan (10 Points)

The Management Plan should clearly explain how the consultant intends to manage and implement the Project. Among other things, the Management Plan should explain (i) how the consultant will schedule and coordinate its efforts to ensure that the tasks are completed on schedule; (ii) how the consultant will manage its subconsultants to ensure that all tasks and deliverables are properly coordinated; and (iii) describe the key challenges inherent in this Project and explain how they will be overcome or mitigated. The Department will also consider the experience that the Consultant and its team members have working together on similar projects. This element of the evaluation is worth up to ten (10) points.

### D.4.4 Technical Approach (20 Points)

Offerors are required to submit a narrative describing the approach they will take in completing each of the tasks necessary for the successfully completion of the Project. This elements of the proposal can be submitted either as separate portions within the proposal or as a single integrated section. The Technical Approach should address the specific methodology the Consultant will employ in completing the Project. This element of the evaluation is worth up to twenty (20) points.

### D.4.5 LSDBE Compliance/Utilization (10 points)

The Department desires the selected Consultant to provide the maximum level of participation for Local, Small and Disadvantaged Business Enterprises as well as employment opportunities for District of Columbia residents. Offerors will be evaluated in light of their demonstrated experience in meeting such goals and their proposed LSDBE Utilization Plan. This factor of the evaluation will be worth up to ten (10) points.

### D.4.3 Cost (30 points)

Offerors will be required to bid an Inventory Fee, a Feasibility Study Fee, and a Master Plan Fee for the scope of work set forth in Sections B.2, B.3 and B.4, respectively. Offerors will also be required to bid a lump sum add price for addition of a facility to the Inventory Report, as well as hourly rates for the provision of additional services. This element of the evaluation will be worth up to thirty (30) points.

## SECTION E PROPOSAL ORGANIZATION AND SUBMISSION

This section outlines specific information necessary for the proper organization and manner in which Offerors' Proposals should be proffered. References are made to other sections in this RFP for further explanation.

### E.1 Submission Identification

Submissions shall be proffered in an original and six (6) hard copies as well as two (2) electronic copies on CD-ROM or USB flash drive. The Offeror's submission shall be placed in a sealed envelope conspicuously marked: "Proposal for Public Safety Facilities Master Plan."

### E.2 Delivery or Mailing of Submissions

Submissions should be delivered or mailed to:

DC Department of General Services
Att'n: JW Lanum
Associate Director, Contracts & Procurement Division
Frank D. Reeves Center
2000 14th Street, NW, 8th Floor
Washington, DC 20009

### E.3 Date and Time for Receiving Submissions

Submissions shall be received no later than 2:00 pm EST, on December 21, 2012. The Offeror assumes the sole responsibility for timely delivery of its Submission, regardless of the method of delivery.

### E.4 Submission Size, Organization and Offeror Qualifications

All submissions shall be submitted on 8-1/2" x 11" bond paper and typewritten. Telephonic, telegraphic, and facsimile submissions shall not be accepted. The Department is interested in a qualitative approach to presentation material. Brief, clear and concise material is more desirable than quantity. The submission shall be organized as follows:

### E.4.1 Bid Form

Each Offeror shall submit a bid form substantially in the form of **Attachment B**, an Inventory Fee, a Feasibility Study Fee, and a Master Plan Fee. Offerors will also be required to bid a lump sum add price for addition of a facility to the Inventory Report, as well as hourly rates for the provision of additional services. Material deviations, in the opinion of the Department, from the bid form shall be sufficient to render the proposal non-responsive. The Department intends to award this contract to the most qualified firm and the cost information will be used to negotiate a fee for this project.

### E.4.2 Disclosure Form

Each Offeror shall submit a Disclosure Statement substantially in the form of **Attachment C**.

### E.4.3 Executive Summary

Each Offeror should provide a summary of no more than three pages of the information contained in the following sections.

### E.4.4 General Team Information and Firm(s) Data

Each Offeror should provide the following information for the principal firm and each of its subconsultants.

A. Name(s), address(es), and role(s) of each firm (including all sub-consultants)

B. Firm profile(s), including:

   i. Age

   ii. Firm history(ies)

   iii. Firm size(s)

   iv. Areas of specialty/concentration

   v. Current firm workload(s) projected over the next two years

   vi. Provide a list of any contract held by the Offeror where the contract was terminated (either for default or convenience). This list should also identify any contracts that resulted in litigation or arbitration between the client and the Offeror. If the Offeror has multiple offices, only contracts held by the office submitting this proposal need be listed.

C. Description of the team organization and personal qualifications of key staff, including:

   i. Identification of the single point of contact for the consultant.

   ii. Organizational chart illustrating reporting lines and names and titles for key participants proposed by the team.

   iii. Resumes for each key participant on the team, including definition of that person's role, relevant project experience, and current workload over the next year.

### E.4.5 Relevant Experience and Capabilities

A. List all projects that the team members have worked on in the last 5 years that are similar to this project. For purposes of this paragraph, similar shall mean projects where the Offeror has undertaken a master plan for police, fire or public safety departments at a municipal or county level. This information may be provided in an overview matrix format or brief list; however, it should include the name and location of the owner, a description nature of the services provided, the time frame of the project, the outcomes achieved as a result of the project.

B. Detailed descriptions of no more than eight (8) projects that best illustrate the team's experience and capabilities relevant to this project. On each project description, please provide all of the following information in consistent order:

   i. Project name and location

   ii. Name, address, contact person and telephone number of an individual with the client that can provide a reference

   iii. Brief project description, including size of the portfolio, if applicable, the firm's scope of work and how it was implemented, and key firm strengths exhibited

   iv. Identification of personnel involved in the selected project who are proposed to work on this project

### E.4.6 Management Plan

Each Offeror should submit a Management Plan that addresses the issues set forth in **Section D.4.3** of this RFP.

### E.4.6 Technical Approach

Each Offeror should submit a Technical Approach narrative that addresses the issues set forth in **Section D.4.4** of this RFP.

### E.4.7 Cost Information

The Offeror should submit the Bid Form in substantially the form of **Attachment B**.

### E.4.8 Local Business Utilization Plan

Each Offeror must submit a proposed Local Business Utilization Plan that identifies the specific certified business enterprises that will participate in the contract and their anticipated roles. In addition, each Offeror should provide: (i) a narrative description of similar projects and the Offeror's success in meeting such goals; and (ii) a chart, in summary form, that identifies the

Offeror's major public projects over the last five years and its success in achieving such goals (creativity should be displayed regarding joint-venture and subcontractor agreements).

### E.4.9 Tax Affidavit

Each Offeror must submit a tax affidavit substantially in the form of **Attachment D**. In order to be eligible for this procurement, Offerors must be in full compliance with their tax obligations to the District of Columbia government.

## SECTION F BIDDING PROCEDURES & PROTESTS

### F.1 Contact Person

For information regarding this RFP please contact:

Thomas D. Bridenbaugh
Leftwich & Ludaway, LLC
1400 K Street, NW
Suite 1000
Washington, D.C. 20005
Phone: (202) 434-9100
Facsimile: (202) 783-3420

Any written questions or inquiries should be sent to Thomas Bridenbaugh at the address above.

### F.2 Preproposal Conference

A pre-proposal conference will be held on Tuesday, December 11, 2012 at 10:30 a.m. The conference will be held at the **Frank D. Reeves Center, 2nd Floor Community Room, 2000 14th Street, NW, Washington, DC 20009.** Interested Offerors are strongly encouraged to attend.

### F.3 Explanations to Prospective Offerors

Each Offeror should carefully examine this Request for Proposals and any and all amendments, addenda or other revisions, and thoroughly familiarize itself with all requirements prior to proffering a submission. Should an Offeror find discrepancies or ambiguities in, or omissions from, the RFP and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the RFP, any amendments, addenda, or revisions, it must submit a request for interpretation or correction in writing. Any information given to an Offeror concerning the solicitation shall be furnished promptly to all other Offerors as an amendment or addendum to this RFP if in the sole discretion of the Department that information is necessary in proffering submissions or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the contract shall not be binding.

Requests should be directed to Thomas Bridenbaugh at the address listed in Section F.1 no later than the close of business on December 17, 2012. The person making the request shall be responsible for prompt delivery.

### F.4 Protests

Protests shall be governed by Section 4734 of the Department's Procurement Regulations (27 DCMR § 4734). Protests alleging defects in this solicitation must be filed prior to the time set for receipt of submissions. If an alleged defect does not exist in this initial RFP, but was

incorporated into the RFP by an amendment or addendum, a protest based on that defect must be filed before the next closing time established for proffering submissions. In all other cases, a protester shall file the protest within ten (10) days after the protester knows or should have known, whichever is earlier, of the facts and circumstances upon which the protest is based. All protests must be made in writing to the Department's Chief Contracting Officer ("CCO") and must be filed in duplicate. Protests shall be served on the Department by obtaining written and dated acknowledgment of receipt from the Department's CCO. Protests received by the Department after the indicated period shall not be considered. To expedite handling of protests, the envelope shall be labeled "Protest".

This section is intended to summarize the bid protest procedures and is for the convenience of the Offerors only. To the extent any provision of this section is inconsistent with the Procurement Regulations, the more stringent provisions shall prevail.

**F.5 Contract Award**

This procurement is being conducted in accordance with the provisions of Section 4712 of the Department's Procurement Regulations (27 DCMR § 4712).

**F.6 Retention of Submissions**

All submissions shall be retained by the Department and therefore shall not be returned to the Offerors. With the exception of proprietary financial information, the submissions shall become the property of the Department and the Department shall the right to distribute or use such information as it determines.

**F.7 Examination of Submissions**

Offerors are expected to examine the requirements of all instructions (including all amendments, addenda, attachments and exhibits) in this RFP. Failure to do so shall be at the sole risk of the Offeror and may result in disqualification.

**F.8 Late Submissions: Modifications**

A. Any submission or best and final offer received at the office designated in this RFP after the exact time specified for receipt shall not be considered.

B. Any modification of a submission, including a modification resulting from the CCO's requests for best and final offers, is subject to the same conditions as in F.8.A stated above.

C. The only acceptable evidence to establish the time of receipt at the Department's office is the time-date stamp of such installation on the submission wrapper or other documentary evidence of receipt maintained by the installation.

D. Notwithstanding any other provisions of this Request for Proposals to the contrary, a late modification of an otherwise successful submission which makes its terms more favorable to the Department may be considered at any time it is received and may be accepted.

E. Submissions shall be irrevocable and remain in full force and effect for a period not less than 120 days after receipt of submissions.

**F.9 No Compensation for Preparation of Submissions**

The Department shall not bear or assume any financial obligations or liabilities regarding the preparation of any submissions submitted in response to this RFP, or prepared in connection therewith, including, but without limitation, any submissions, statements, reports, data, information, materials or other documents or items.

**F.10 Rejection of Submissions**

The Department reserves the right, in its sole discretion:

A. To cancel this solicitation or reject all submissions.

B. To reject submissions that fail to prove the Offeror's responsibility.

C. To reject submissions that contain conditions and/or contingencies that in the Department's sole judgment, make the submission indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award.

D. To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any Offeror.

E. To take any other action within the applicable Procurement Regulations or law.

F. To reject the submission of any Offeror that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals.

**F.11 Limitation of Authority**

Only a person with prior written authority from the CCO shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clauses or conditions of the contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this RFP is not effective or binding unless made in writing and signed by the CCO or its authorized representative.

## SECTION G INSURANCE REQUIREMENTS

### G.1 Required Insurance

The Consultant will be required to maintain the following types of insurance throughout the life of the contract.

**G.1.1** Commercial general public liability insurance ("Liability Insurance") against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than One Million Dollars ($1,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and One Million Dollars ($1,000,000) from the aggregate of all occurrences within each policy year. The policy should include completed operations coverage.

**G.1.2** Workers' compensation and Employers Liability coverage providing statutory benefits for all persons employed by the Consultant, or its contractors and subcontractors at or in connection with the Work.

**G.1.3** Errors and Omissions coverage written on a claims made basis and having an aggregate policy limit of at least One Million Dollars ($1,000,000).

# **Attachment A**

Sample Existing Facilities Condition Assessment Report

Report of

# Comprehensive Facilities Condition Assessment & Space Utilization Survey

For

District of Columbia Department of fire and Emergency Medical Services
Engine Company No. 1
2225 M Street NW
Washington, D.C. 20037


Mayor Adrian M. Fenty

Published October 2009, by
District of Columbia Department of Real Estate Services
Robin-Eve Jasper, Director
Gerick T. Smith, Deputy Director of Construction Division

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## EXECUTIVE SUMMARY

The Engine Company No.1 building located at 2225 M Street in Northwest (NW) Washington, D.C. ("the Property") consists of a two-story firehouse building. The Property is of Construction Type 1B and is contained upon a site of approximately 16,260 gross square feet (0.36 acres). The nearest intersection is at the Property's southwest corner, M Street and 23rd Street NW. The Property was developed in 1960 and contains a measured gross floor area of 15,775 gross square feet.

The Property is served by nearby bus stops located on M Street NW. On March 16, 2009, Richard Needler and Edward Macdonald of Faithful+Gould visited the Property to observe and document the condition of the building and site components. During our site visit, Faithful+Gould interviewed the on-duty firehouse staff and continued unassisted with the assessment at the Property.

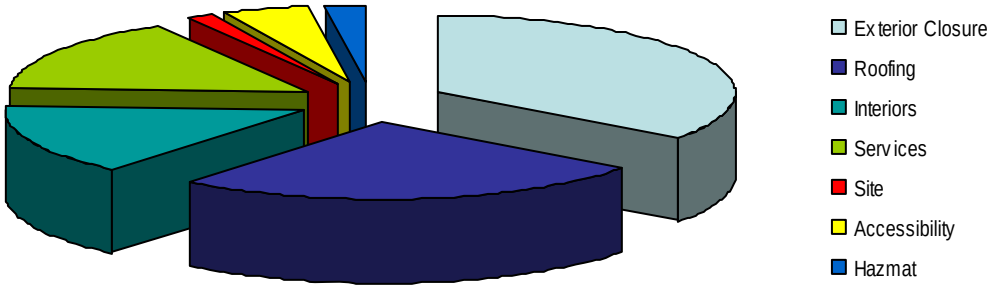
The purpose of this report is to identify visually apparent deficiencies in the building and site systems, determine capital and maintenance costs required over the next six-years, calculate the Facility Condition Index (FCI) of the Property and develop an occupancy profile to include production of floor plans. The Property is in good operational condition with a calculated FCI of 0.18 (good) reflective of a total Deferred Maintenance expenditure requirement of $424,148 over the six-year study period. Refer to the next page for further discussion of the Property's Facility Condition Index.

The most pressing facility condition related issues affecting the Property are summarized in Table EX-1, Chart EX-2, and the cost tables included within Appendices A and B.

Table EX-1 Primary Expenditures

| Project | Expenditure Type | Cost | Year |
|---|---|---|---|
| Exterior Closure | Condition | $147,916 | 2010, 2015 |
| Roofing | Condition | $110,160 | 2010 |
| Interiors | Condition | $61,800 | 2010, 2015 |
| Services | Code Compliance / Condition | $67,626 | 2010 - 2010 |
| Sitework | Condition | $5,580 | 2010 |
| Accessibility | Code Compliance | $20,450 | 2010 |
| Hazardous Material | Health and Safety | $9,000 | Immediate |

Chart EX-2 Expenditure By System



**FACILITY ATTRIBUTE TABLE**

**ENGINE COMPANY NO.1**

**PROPERTY DETAILS**

**ADDRESS:** 2225 M STREET, NW
WASHINGTON, DC 20037

**NEAREST INTERSECTION:** M STREET AND 23RD STREET, NW

**SQUARE:** 0050 **LOT:** 0822 **QUAD-WARD:** NW-2

**HISTORIC DISTRICT:** YES ☐ NO ☒

**HISTORIC BUILDING:** YES ☐ NO ☒

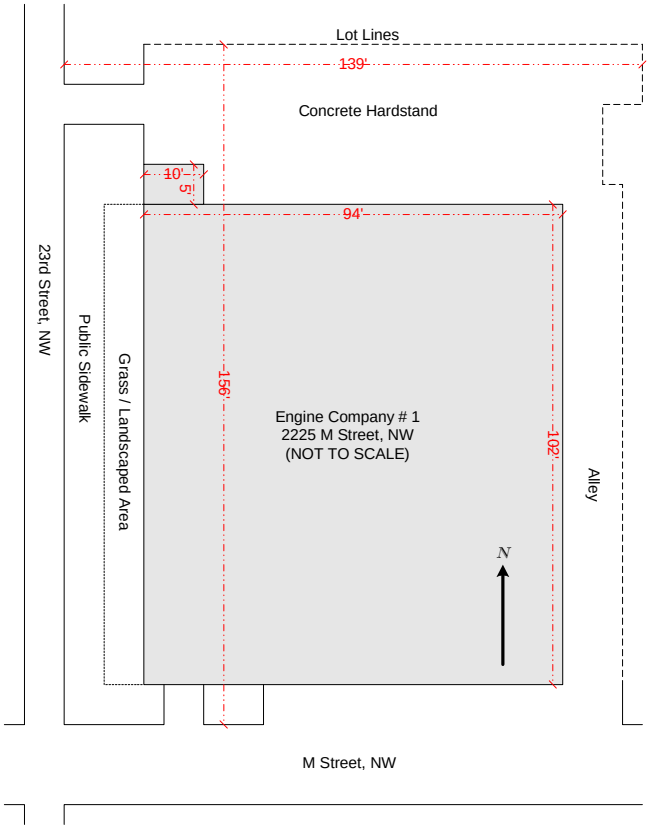
**GROSS SQUARE FOOTAGE OF BUILDING:** 15,775
**GROSS SQUARE FOOTAGE OF LAND:** 16,260

**YEAR OF CONSTRUCTION:** 1960

**NUMBER OF PARKING SPACES:** Approximately 10 unmarked spaces

**OCCUPANCY STATUS:** OCCUPIED ☒ VACANT ☐ PARTIALLY OCCUPIED ☐

**ASSESSED BUILDING VALUE:** Not Available
**ASSESSED LAND VALUE:** $ 17,886,000



## FACILITY CONDITION INDEX SUMMARY

As part of this evaluation, Faithful+Gould was requested to calculate the Facility Condition Index ("FCI") of the Property. This was calculated for the continued fire station use scenario. The FCI is the ratio of accumulated Deferred Maintenance (DM) to the Current Replacement Value (CRV). The DM includes the total Capital Expenditure Forecast amount indicated in Appendix A and the Maintenance Expenditure Forecast amount indicated in Appendix B, less Environmental Analysis costs. The CRV is based on cost data provided by RS Means® at a value of $148 per gross square foot times the gross square footage of building floor area. The FCI of the constructed asset is calculated by dividing DM (maintenance and capital costs) by the CRV as indicated by the following formula:

Deferred Maintenance / Current Replacement Value = Facility Condition Index

The FCI range is from zero for a newly constructed asset, to one for a constructed asset with a DM value equal to its CRV. Acceptable ranges vary by "Asset Type', but as a general guideline the FCI scoring system is as detailed in Table FCI-1.

**Table FCI-1 Facility Condition Index (FCI) Values**

| Numerical Value | Condition |
|---|---|
| > 0.75 | Poor |
| 0.40 - 0.75 | Fair |
| 0.0 - 0.39 | Good |

We have calculated a Current Replacement Value of **$2,334,700** (based on a value of $148 per gross square foot and a floor area of 15,775 gross square feet) and a **Deferred Maintenance value over the six-year study period of $424,148.** The Property is in **good condition**, indicative of its FCI ratio of **0.18** and this is generally a good reflection of the building's condition.

| | |
|---|---|
| Capital Expenditure Forecast | $ 230,549 |
| Maintenance Expenditure Forecast | $ 193,599 |
| Subtotal | $ 424,148 |
| | |
| Less Sustainability Costs (LEED/Energy) | |
| Analysis Expenditures | |
| Capital Expenditure Forecast | ($0) |
| Maintenance Expenditure Forecast | ($0) |
| Subtotal | ($0) |
| | |
| Deferred Maintenance (DM) | $ 424,148 |

$424,148DM / $2,334,700 CRV = 0.18 FCI

FACILITY CONDITION ASSESSMENT

# A. SUBSTRUCTURE

## A10 FOUNDATIONS

### Description

In the absence of structural drawings, we have based our description of the foundation systems upon our visual observation (where possible) of the systems and our experience with similar structural systems. Based upon the sizing, type and anticipated loadings of the superstructure systems and our visual observation of geotechnical conditions, we anticipate that the superstructure of the building is founded on a series of mild-steel reinforced cast-in-place concrete grade beams on piles or reinforced concrete spread and continuous footings.

### Condition

The foundation systems appeared to be in good condition with no evidence of overloading, failure or other visually indicative deterioration noted. Assuming the continued use of the building as a firehouse facility and no change in the building's loading profile, we do not anticipate a requirement to complete significant repairs or replacements of the foundation systems within the six-year study period.

### Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

No required maintenance expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

A20 BASEMENT CONSTRUCTION

The Property does not contain a basement.

B. SHELL

B10 SUPERSTRUCTURE

## Description

### Concrete Strength

In the absence of detailed structural drawings, we were unable to determine the designed strength of the concrete elements.

### Superstructure

The superstructure throughout the main portion of the building consists of an approximately 6" to 8" thick cast-in-place reinforced concrete floor slab on grade. Structural steel columns are located at the perimeter of the building and along the line of the second floor and support 2½" x 14" structural steel beams and intermediate 12" to 14' deep steel joists at the upper floor and low-slope roofs. The upper floor is a composite deck of reinforced concrete supported by the steel framing. Steel columns are typically encased in concrete masonry. The roof framing consists of a structural composite deck of steel and concrete supported by the structural steel beams and joists.

### Internal Walls & Ceilings

Interior wall construction throughout the majority of the building consists of exposed 6" to 8" thick ceramic glazed and painted concrete masonry units. Accommodation, administrative and restroom areas typically consist of a combination of exposed concrete masonry units, painted cementitious plaster screeds and glazed ceramic tiled interior walls.

The ceiling systems throughout the majority of the building, including the main engine room, consist of a cementitious plaster screed applied to suspended steel framing.

### Exterior Walls

The exterior walls are enclosed by a clay brick exterior wall veneer and precast concrete panel system, with precast concrete window sills, on concrete masonry unit (CMU) backup. The exterior brick wall system fully encloses the structural frame and appears to be mechanically-attached with wall ties to the internal CMU. The decorative pre-cast concrete veneer panels are provided at the front and side (west) facades of the building.

### Roof Structure

The roof structural system consists of 2½" x 14" structural steel beams and 12" to 14" deep steel joists supported on the steel superstructure (reference Photograph 3 in Appendix C).

## Condition

The respective superstructure systems appeared to be in good condition with no evidence of overloading, deflection, or failure noted. We do not anticipate a requirement to complete significant repairs or replacement of the superstructure systems within the six-year study period. Vertical cracking was noted in a corner of the stairwell and appears to be the result of minor slab or interior CMU wall movement over a period of time. The cracking is approximately ¼" in width and 2' to 3' long at the top of the wall. No remedial action is considered necessary at this time.

Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

No required maintenance expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

## B20 EXTERIOR CLOSURE

### Description

Exterior Wall Systems

The building is rectangular in shape, with a main two-story portion and a single-story portion at the side of the main building. The main pedestrian and vehicle entrances are on the M Street NW elevation. The principal exterior wall system throughout the Property consists of 4" clay brick veneer on 8" concrete masonry unit backup wall system. The brick and masonry systems contain cementitious mortared joints. Decorative pre-cast concrete panels are part of the wall system at the front and side (west) elevations facing the public streets.

The roof projects beyond the wall system creating small concrete soffits at the front elevation of the building, at the top of the walls and over the truck bay doors.

Windows and Doors

The building contains a total of 27 windows provided throughout each elevation of the building. Most of the windows types are combinations of a window section that is 50" in width and 50" in height, with a fixed section over an operable hopper-type section. Window frames are sealed at the perimeter with variable thicknesses of urethane-type sealants.

Table B20-1 Window Systems

| TYPE | SIZE | QUANT. | LOCATION | FRAME | GLAZING | OPER. | OTHER |
|---|---|---|---|---|---|---|---|
| 1 | 50" H x 205" W | 5 | East and West sides, 1st & 2nd Floors | Steel | Single | 4 Sections of Fixed / Hopper Sashes | Typical All Windows: Corroded, Broken Frames, Broken / Cracked Glass |
| 2 | 50" H x 153" W | 5 | Front, Rear & West Sides, 2nd Floor | Steel | Single | 3 Sections of Fixed / Hopper Sashes | |
| 3 | 50" H x 101" W | 7 | Rear, East & West Sides, 1st and 2nd Floors | Steel | Single | 2 Sections of Fixed / Hopper Sashes | |
| 4 | 64" H x 68" W | 1 | East Side, 2nd floor | Steel | Single | 2 Sections of Fixed / Hopper Sashes | |
| 5 | 81" H x 100" W | 1 | Rear, 2nd Floor at Stair | Steel | Single | 2 Sections of Fixed / Hopper | |

| TYPE | SIZE | QUANT. | LOCATION | FRAME | GLAZING | OPER. | OTHER |
|---|---|---|---|---|---|---|---|
| | | | | | | Sashes | |
| 6 | 64" H x 50" W | 1 | East Side, 1st Floor | Steel | Single | 1 Section of Fixed / Hopper Sashes | |
| 7 | 64" H x 34" W | 1 | East Side, 1st Floor | Steel | Single | 1 Section of Fixed / Hopper Sashes | |
| 8 | 81" H x 101" W | 1 | East Side, 1st Floor Truck Bays | Steel | Single | 2 Sections of Fixed / Hopper Sashes | |
| 9 | 81" H x 205" W | 2 | East Side, 1st Floor Truck Bays | Steel | Single | 4 Sections of Fixed / Hopper Sashes | |
| 10 | 50" H x 50" W | 3 | Rear and West Side, 1st floor | Steel | Single | 1 Section of Fixed / Hopper Sashes | |

The main building entrance located at the M Street NW elevation is provided with a single-width 3'-0" by 7'-0" steel-framed door installed in a steel-framed storefront system with fixed single glazed sidelight and above. Additional service doors are provided at the rear, east and west elevations and are typically steel, some with wireglass, set in steel frames.

Door hardware is typically cylindrical lock-sets, with lever handle hardware used on exterior doors. The exterior door frames are sealed along the perimeters with variable thickness urethane sealant. Table B20-2 provides a summary of the door systems.

Table B20-2 Exterior Door Systems

| TYPE | SIZE | QUANTITY | LOCATION | MATERIAL | FRAME | OTHER |
|---|---|---|---|---|---|---|
| 1 | Single 3'-0" x 7'-0" | 1 | Main Entrance | Steel | Steel | With window above |
| 2 | Single 3'-0" x 7'-0" | 1 | Side (West) Entrance at Kitchen | Steel | Steel | At single-story portion |
| 3 | Single 3'-0" x 7'-0" | 1 | Side (East) Elevation at Truck Bays | Steel | Steel | At Side Alley with Wireglass |
| 4 | Single 3'-0" x 7'-0" | 2 | Rear Elevation | Steel | Steel | Stair and storage Room |
| 5 | Pair 3'-0" x 7'-0" | 2 | Rear Elevation | Steel | Steel | Service Rooms |
| 6 | 12' x 14' | 3 | Front Elevation at Truck Bays | Insulated Aluminum | Steel | Integrated Vision Panels, Automatic Openers |
| 10 | 10' x 12' | 1 | Front Elevation at Ambulance Bay | Sectional, Insulated Aluminum | Steel | Integrated Vision Panels, Automatic |

| TYPE | SIZE | QUANTITY | LOCATION | MATERIAL | FRAME | OTHER |
|---|---|---|---|---|---|---|
| | | | | | | Openers |

Other Building Features

A clay brick boiler chimney is provided at the northwest corner (rear) of the building.

The kitchen entrance door at the west elevation has an overhead aluminum canopy attached to the wall.

A concrete-canopy covered outdoor storage area is at the northwest corner of the building. The pre-cast concrete canopy roof is supported by steel posts placed on a raised concrete deck and with brick screen walls.

## Condition

Exterior Wall Systems

The exterior wall systems throughout the building appear to be in fair condition. The brick enclosure system should not require significant, but only minor mortar repairs within the six-year study period. We observed the condition of the pre-cast concrete panels and noted localized saturation at several areas (reference Photograph 4 in Appendix C). The saturated areas of the pre-cast concrete panels are caused by ponding water draining from the roof and washing down the walls. Defective sealants are also suspected at the walls transition with the roof's metal edge detail, in addition to failure of the sealants around the window frames, and within the pre-cast concrete panels. We also noted localized damaged in the pre-cast panels, and spalling at the concrete canopy provided at the front elevation, and have recommended budgeting for near-term repairs to the defective portions of pre-cast concrete panels and the concrete canopy, and replacement of the defective urethane sealants at the exterior façades.

Windows and Doors

Window systems are generally in poor condition. We noted corrosion of the frames, water ingress at the window heads and sills, broken or missing glazing, and several units which were inoperable or that could not be completely closed (reference Photograph 5 in Appendix C). In addition, the existing single-glazed steel-framed windows do not provide efficient thermal insulation for the building. This problem is of particular concern at the second floor dormitory portion of the firehouse building. We have recommended budgeting for the near-term replacement of all of the existing steel-framed windows.

The steel-framed pedestrian access doors appeared to be in generally fair condition, with localized instances of surface blemishes and corrosion noted. The exterior steel-framed doors should be repainted near-term. The sectional overhead vehicular entrance doors are in fair to good condition and were operational at the time of our site visit. Significant repair or replacement of the doors is not anticipated within the six-year study period.

We observed the condition of the existing perimeter sealant at the door frames to be failing, having dried and cracked sections throughout. We have recommended budgeting for the provision of new urethane sealant at the doorframe perimeters.

Other Building Features

The clay brick chimney provided at the northwest corner (rear) of the building is in fair condition and should not require significant repairs within the six-year study period.

**Projected Expenditures**

***Required Capital Expenditures:***

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

1. We recommend budgeting for the replacement of the existing steel-framed windows in all locations of the building, installing aluminum framed, thermal pane units of similar configuration and operation. Our opinion of the cost for this work is $120,426 ($91.90 per square foot).

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

***Required Maintenance Expenditures:***

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

1. We recommend budgeting for localized concrete surface repairs to the defective portions of the concrete canopy and the pre-cast concrete panels at the front and side (west) elevations. Our opinion of the cost for this work is $5,000 ($20 per square foot).

2. We recommend budgeting for the replacement of the deteriorated caulk sealant in the pre-cast concrete panels and door frames. Our opinion of the cost for this work is $20,600 ($13.60 per linear foot).

3. We recommend budgeting for repainting the exterior steel-framed pedestrian access doors. Our opinion of the cost for this work is $945 ($5 per square foot).

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

4. We recommend budgeting for repainting the exterior steel-framed pedestrian access doors. Our opinion of the cost for this work is $945 ($5 per square foot).

## B30 ROOFING

### Description

The building contains low-slope roofing, installed over the single- and two-story portions (reference Photographs 6 and 7 in Appendix C). The roofing consists of a multi-ply asphalt-based built-up roofing system with a flood coat impregnated pea gravel surface. The roof is unenclosed by parapet walls at the front, west, and rear elevations, with the perimeter termination consisting of a stainless steel gravel stop. Base flashings at the single-story transition with the wall of the two-story portion of the building, and at the rooftop mechanical exhaust equipment, consist of an upturned modified bitumen sheet with an asphaltic application at the exposed corner joints. Drainage at the single-story roof is provided via two 4"-diameter drainage outlets, with drainage at the two-story roof provided via two 4"-diameter drainage outlets. Table B30-1 provides a summary of the roof construction.

Table B30-1 provides a summary of the roof construction.

**Table B30-1 Summary of Roof Construction**

| Roof Component | Single-Story Low-Slope Roof | Two-Story Low-Slope Roof |
|---|---|---|
| Age | Estimated 10 years | Estimated 10 years |
| Roof Area (total / approx. square footage) | 3,060 SF | 6,120 SF |
| Application/ Membrane | Multi-Ply Asphalt-Based Built-Up Roofing System | Multi-Ply Asphalt-Based Built-Up Roofing System |
| Manufacturer / Model | Unknown | Unknown |
| Surface | Pea Gravel | Pea Gravel |
| Deck Type | Steel Pan with Concrete | Steel Pan with Concrete |
| Insulation | Unknown | Unknown |
| Cover Board | None | None |
| Drainage | 2 x 4" Diameter Internal Drain | 2 x 4" Diameter Internal Drain |
| Overflow Scuppers | None | None |

| Roof Component | Single-Story Low-Slope Roof | Two-Story Low-Slope Roof |
|---|---|---|
| Base Flashings | Modified Bitumen | None |
| Cap Flashings | Stainless Steel Gravelstop Edge | Stainless Steel Gravelstop Edge |
| Perimeter Enclosure | None | None |
| Warranty (Manufacturer) | Unknown | Unknown |
| Warranty (Contractor) | Unknown | Unknown |

### Condition

The low-slope roof system is generally in fair to poor condition (reference Photographs 8 and 9 in Appendix C). We noted blistering, softness and ponding water at numerous locations across the roof field. These conditions indicate the likelihood of moisture within the roofing insulation and between the surface plies. We also noted internal evidence of water ingress, including damaged ceiling plaster and paint, at the interior portions of the building (reference Photograph 10 in Appendix C), particularly along the exterior walls. We have recommended budgeting for the replacement of the low-slope roofs during the term, including both the single- and two-story portions.

### Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

1. We recommend budgeting for replacing the lower and upper portions of the low-slope roofing, installing a similar multi-ply built-up roofing system with tapered insulation and gravel surface. Our opinion of the cost for this work is $110,160 ($12 per square foot) in 2012.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

No required maintenance expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

C. INTERIORS

C10 INTERIOR CONSTRUCTION
C20 STAIRS
C30 INTERIOR FINISHES

## Description

Primary interior areas of the building consist of, on the first floor, the main engine room and adjoining administrative offices, dining/sitting room and kitchen, equipment and storage rooms and mechanical rooms. On the second floor are the dormitory/sleeping quarters, locker room and rest rooms, fitness room, officer's sleeping quarters and mechanical rooms (reference Photographs 11 through 14 in Appendix C).

Interior finishes vary throughout the interior space. The majority of the wall finishes at the main engine room consist of painted or ceramic glazed concrete masonry units, exposed brick and painted plaster. The ceilings in most of the building are painted plaster, with suspended acoustical tile, 2' by 4', in the first floor offices.

The floor finishes throughout the engine room consists of 4" quarry-type clay tiles. Floor finishes in areas outside of the main engine room consist of 1' x 1' vinyl floor tile, with 1" by 1" ceramic floor tiles provided at the restrooms and shower facilities and unfinished concrete in equipment maintenance rooms. Doors consist of a painted steel frame with flush solid-core doors with brushed-steel door furniture including door handles and overhead door closers.

## Condition

The interior finishes are generally in fair to poor condition throughout the building. The main problem at the interiors consists of damp affected surfaces including the walls and ceilings, caused by the defective exterior components at the exterior façades and the defective roof system, as mentioned above (reference Photograph 15 in Appendix C). We observed the condition of the cementitious wall and ceiling screeds and noted surface blemishes including spalling and dampness, with a small collapsed section in the first floor tools and shop room.

In conjunction with recommended exterior closure and roof system repairs mentioned above, we have recommended budgeting for localized interior repairs to include replastering and repainting of the interior surfaces throughout the facility.

The interior floor finishes are generally in fair condition. We noted localized cracked and absent portions of the clay floor tiles. We have recommended budgeting for the near-term replacement of the defective floor coverings.

The restrooms are generally in poor condition and the finishes appear somewhat dated. In addition, the existing restroom configurations and fixtures do not comply with the ADA accessibility requirements. We have recommended budgeting for the near-term repainting of the wall and ceiling finishes at the restrooms, and for the installation of an ADA compliant cubicle system, as discussed in Section H, Accessibility Issues.

**Projected Expenditures**

***Required Capital Expenditures:***

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

***Required Maintenance Expenditures:***

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

1. We recommend budgeting for localized repairs to the defective portions of the interior wall and ceiling plaster finishes in the restrooms (250 square feet), second floor corridor (350 square feet) and sitting room (100 square feet). Our opinion of the cost for this work is $2,800 in 2010 ($4 per square foot).

2. We recommend budgeting for refurbishing the existing restrooms, to be coordinated with recommended accessibility provision in Section H of the report. Our opinion of the cost for the interiors work includes repairs to damaged wall and floors finishes, including removal and capping off of existing toilet and components, tile repairs, and repainting $2,000.

3. We recommend budgeting for repainting the interior surface finishes, including walls, ceiling, and trim materials. Our opinion of the cost for this work is $28,500 ($3 per square foot).

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

4. We recommend budgeting for repainting the interior surface finishes, including walls, ceiling, and doors. Our opinion of the cost for this work is $28,500 ($3 per square foot).

# D. SERVICES

## D10 CONVEYING

The building does not presently contain conveyance systems.

## D20 PLUMBING

The following information was obtained through our visual observations of the building systems. The plumbing systems include the domestic cold and hot water systems, sanitary waste and vent systems, and storm water collection system.

### Domestic Water Systems

#### Description

##### Domestic Cold Water

Domestic cold water enters the building at the first level. The incoming line appears to be ductile iron pipe, with copper piping primarily is used for domestic water distribution. Water service for the building is supplied directly by the utility main pressure. Taps are made to the water line downstream of the meter and routed to plumbing fixtures and equipment in the fixtures on each floor of the building.

##### Domestic Hot Water

Domestic hot water is generated by one gas-fired water heater (reference Photograph 16 in Appendix C). The water heater was manufactured by A.O. Smith and has a storage capacity of 100 gallons. Cold water makeup for the system is from the domestic water system. Hot water supply pressure into the building is supplied via a small in-line pump.

##### Domestic Water Piping

Observed domestic water piping is copper. Some domestic hot water piping is insulated.

#### Condition

The domestic water systems appeared to be in fair condition. No major problems were observed that could not be attributed to age and deferred maintenance. Based upon our experience with similar buildings in the District of Columbia, the incoming water line should be adequate to serve for the needs of the building.

The domestic water heater appeared to be in fair condition. Due to anticipated end of its effective useful life, we anticipate a requirement to replace the water heater and have recommended budgeting for replacement of the heater in 2014.

Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

1. We recommend budgeting an allowance of $1,280 per year for as-needed repairs and replacement of domestic water piping commencing.

Priority 3 (2011 – 2014)

2. We recommend budgeting an allowance of $1,280 per year for as-needed repairs and replacement of domestic water piping in 2011 through 2014.

3. We recommend budgeting for replacement of the existing water heater. Our opinion of the cost for this work is $2,500 in 2014.

Priority 4 (2015)

4. We recommend budgeting an allowance of $1,280 for as-needed repairs and replacement of domestic water piping.

Sanitary Waste and Vent Systems

### Description

Sanitary waste is collected from multiple riser stacks throughout the building and tied to horizontal mains that are routed out of the building via gravity drain lines to site sanitary lines at various points around the perimeter of the building.

Sanitary waste and vent piping materials vary. Much of the waste and vent piping is galvanized steel piping, with some cast iron piping used. Some repairs and extensions are comprised of PVC piping.

### Condition

No visually apparent or reported problems were observed during our assessment.

### Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

No required maintenance expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

Storm Water Systems

Description

The building is constructed with the main roof system consisting of the lower and upper low-slope roof portions. Storm water drainage on the roof areas is via internal outlets routed to a vertical riser and out of the building through gravity lines to the municipal stormwater system.

Condition

No problems with the storm water collection systems were observed. We do not anticipate a requirement to complete significant repairs or replacement of the existing storm water systems.

Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

No required maintenance expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

Natural Gas Systems

Description

Washington Gas supplies natural gas service to the Property. The pressure regulator and gas meter are located adjacent to the side (west) elevation of the Property. Gas service is routed to the boiler and the domestic water heater. Gas piping is black steel.

Condition

No problems were noted related to the natural gas distribution piping system.

Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2010 – 2013)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

***Required Maintenance Expenditures:***

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

No required maintenance expenditures are anticipated at this time.

Priority 3 (2010 – 2013)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

## D30 HVAC

The heating, ventilation, and air conditioning systems include the central heating systems, the central cooling systems, the air distribution systems, and exhaust and ventilation systems.

### Heating Systems

**Description**

The building is heated using hot water which is piped through steel-framed baseboard fin tube convection heaters, to central air handling units and small unit heaters located throughout the building.

Heating hot water is generated by a gas-fired boiler located in the main mechanical room of the building (reference Photograph 17 in Appendix C). The boiler is manufactured by Spencer and has a capacity output of 810,000 BTU/H. The burner provided at the boiler was manufactured by Webster. Hot water is supplied to the terminal units by two base-mounted pumps.

The hot water piping system is black steel pipe with copper in some locations. Piping is insulated except at equipment connections and traps. Most of the older insulation is suspected of containing asbestos.

### Condition

The heating system appears to be in fair operational condition and represents an old, aging system. We have recommended budgeting for increased annual maintenance and repairs to the existing boiler, to include a sufficient amount for possible significant repairs.

### Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

1. We recommend budgeting for maintenance and as-needed repairs to the existing boiler and associated piping. Our opinion of the cost for this work is $5,000 per year, commencing in 2010.

Priority 3 (2011 – 2014)

2. We recommend budgeting for maintenance and as-needed repairs to the existing boiler and associated piping. Our opinion of the cost for this work is $5,000 per annum.

Priority 4 (2015)

3. We recommend budgeting for maintenance and as-needed repairs to the existing boiler and associated piping. Our opinion of the cost for this work is $5,000.

## Air Distribution Systems with Cooling

### Description

Cooling at the building is provided by two packaged air cooled chiller units located at the single-story roof of the building (reference Photograph 18 in Appendix C). Air-handling units, located on the first and second floors, are provided chilled water to cooling coils for serving each floor. The packaged rooftop AC units and the air-handling units were manufactured by Trane.

### Condition

The packaged rooftop AC units are in good condition, having been installed in 2006, and should be suitable for continued use throughout the six-year study period.

### Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

No required maintenance expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

## Ventilation and Exhaust Systems

### Description

Operable windows installed throughout the building provide outside air into the living and accommodation areas, restrooms, and office areas. Additional ventilation of the building is supplied through the main vehicular doors which remain regularly open and provide outside air into the main portion of the engine room. Mechanical ventilation is provided by the two main air handling units, provided fresh air from rooftop intake hood.

The building exhaust system includes numerous rooftop vehicular bay ventilators. The roof ventilators typically consist of a capped sheet metal duct, with air displaced at the roof level with an angular configuration on top of the vent to prevent water entry. Rooftop exhaust fans are provided for the restrooms, locker rooms, and kitchen.

An exhaust system is provided in the main vehicle room specifically to remove vehicle exhaust fumes. The ceiling-mounted exhaust extraction system includes mechanically-attached, ceiling-mounted steel tracks with suspended flexible 6" diameter ducts that can be connected directly onto the exhaust system of the vehicles while operating inside the building. The system included an exhaust fan, mounted on the exterior wall at the rear of the building, manufactured by Cincinnati Fan Company.

### Condition

Ventilation and exhaust systems in the building appeared to be adequate. We do not anticipate a requirement to replace the ventilation and exhaust systems within the six-year study period. The vehicle exhaust system,

replacing the rooftop gravity ventilators, appears to have been installed in the past five years and is in good condition.

Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

No required maintenance expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

Temperature Control Systems

Description

Controls for the HVAC systems consist of wall-mounted local thermostats located throughout the building. A building automation system (BAS), including pneumatic controls for the air handling units, is provided with a compressor pump in the first floor mechanical room and control panels in each of the first and second floor mechanical rooms.

Condition

The thermostat controls appear to be adequately working and we do not anticipate a requirement to replace the controls within the six-year study period. The BAS panels were in operable at the time of our assessment, although the compressor appeared to be fully functional. We recommend the BAS be tested and panel and line repairs completed to provide proper control of the air handling units.

Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

4. We recommend that the building automation system be tested, including the air lines and control panels, and repairs completed as needed to make the system fully functional. Our opinion of the a reasonable allowance for this work is $3,944 ($0.25 per square foot).

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

## D40 FIRE PROTECTION

Fire and life safety elements observed include structural fire protection, fire-rated means of egress, and hand held fire extinguishers.

### Structural Fire Protection

#### Description

The structure consists of a reinforced concrete slab, structural steel-frame consisting of beams and columns, and steel-framed roof deck with concrete masonry walls at the enclosure of the building. The single stairwell appears to be constructed with a two-hour fire rating, with wall of concrete masonry. Doors at the firehouse appear to consist of ¾-hour solid-core fire resistance rated construction. The building construction resembles a Type IB construction per IBC Table 601.

#### Condition

We noted the condition and adequacy of the structural fire protection systems throughout the building. The structural fire protection appeared to be in good to fair condition and generally installed in accordance with industry accepted practice and the codes enforced at the time of construction.

### Means of Egress

#### Description

The building is provided with first floor exiting through the primary pedestrian entrance at the front, with three additional exits located at the rear and sides. The doors are typically 36" wide steel doors in steel frames. The building does not contain common corridors, but the single stairway is enclosed with two-hour fire-rated materials. The second floor's emergency egress is through the stairwell, which exits directly to the rear parking area.

### Condition

The paths of egress appeared to be generally compliant with the building codes in effect at the time of construction. The guards and handrails at the stairway were noted to not be compliant with current life safety code requirements for height and extension beyond the top and bottom risers.

### Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

No required maintenance expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

### Fire Suppression Systems

### Description

The building is not protected with an automatic fire sprinkler system or standpipes. Handheld fire extinguishers are provided at the facility and on the emergency vehicles.

### Condition

There are a number of handheld fire extinguishers installed at the facility. Based on the existing use of the facility as a firehouse, we anticipate that the fire extinguishers are tested and inspected regularly by the on-duty trained firefighters.

### Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

No required maintenance expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

Fire Detection and Alarm Systems

The building is not protected by hard-wired fire alarm system.

## D50 ELECTRICAL

The electrical systems include the service entrance equipment, panelboards, safety switches, motor controls, lighting fixtures, and power outlets.

### Electrical Service and Distribution Equipment

#### Description

*Electrical Service Equipment*

The building receives electrical service from a utility vault transformer supplied by Potomac Electric Power Company (PEPCO). Service characteristics are 120/208-volt, 3-phase, 4-wire. Underground ducts are routed from the utility company's transformer to a current transformer (CT) cabinet located in the main electrical room at the first floor of the building.

Branch electrical panels and disconnect are located throughout the building. All of these are 120 volt or 120/208 volt equipment. The service size is 400 amps.

*Power Distribution*

Voltages

Large motors in the building (e.g. those serving the HVAC equipment, pumps, and fans) are supplied at 208-volt, 3-phase. Light fixtures, general purpose receptacles, and small appliance and equipment loads are served at 120-volt.

Wire and Conduit

Electrical distribution is typically accomplished using wiring in conduit. Observed wiring consists of copper with thermoplastic insulation. Conduit types varied in the building based on area and usage. Rigid metal conduit is used in areas subject to constant moisture or physical damage. Electrical metallic tubing (EMT) is used in

interior spaces. Limited amounts of flexible metal conduit and Metal Clad (MC) flexible cable are used for connections to typically vibrating machinery.

Panelboards

The building is provided with high amperage distribution panels. Panelboards are located at the main mechanical and electrical room and utilize circuit breakers for overcurrent and short circuit protection of circuits.

Safety Switches

Fusible and non fused type safety switches are also installed near equipment such as pumps and fans and serve as the required local disconnecting means for the equipment.

Motor Control

The motor control for pumps and fans consists of individual motor starters located near the associated equipment. The typical control unit consists of a magnetic contactor, overload relays, and associated control wiring.

Automatic Transfer Switch

The automatic transfer switch re-routes standard utility power to an automatic control scheme. Typically the switch has a control interlock with the normal utility power feed. The interlock controls the contactor for the switch. If the main incoming power is interrupted, the interlock will signal the contactor to engage, causing the switch to transfer incoming power from primary utility power to emergency generator power. The typical control unit consists of a magnetic contactor, overload relays, and associated control wiring.

Equipment Manufacturers

Electrical equipment manufacturers installed in the building varies and includes Cutler Hammer and Penn Panel and Box Company.

## Condition

*General*

The panelboards in the building appear to be in excess of 20 years old. Electrical distribution equipment of the type installed in this building is generally considered to have a service life of 30-years. Switches, panelboards, motor starters, and wiring are often serviceable for 20 years or more beyond this time if properly maintained, and not subjected to repeated overload or short circuit conditions.

There were no service records available for the electrical system during our assessment. Furthermore, there is no evidence of routine maintenance or an implemented strategy to maintain the electrical system. We have

recommended budgeting for the replacement of the existing switchboard panels and overhaul of the electrical system in 2012.

We have also recommended budgeting for the ongoing preventative maintenance of the electrical system.

Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

No required maintenance expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

1. Replace existing switchboard panels and overhaul existing electrical system. Our opinion of the cost for this work is $17,353 in 2012. This cost is based on a unit cost of $1.10 per square foot.

Priority 4 (2015)

2. We recommend budgeting for preventative maintenance consisting of cleaning the interiors of all enclosures, and infrared scans of connections, fuses, and breakers in switches, panelboards, and motor starters. Our opinion of the cost for this work is $4,000.

Emergency Power Generation and Distribution Equipment

Description

Emergency power is provided by one on-site emergency generator. The generator is located adjacent to the rear of the building and is manufactured by Generac (reference Photograph 19 in Appendix C). The diesel-fuelled generator was manufactured in 2002. The generator is supplied fuel from a day tank located under the unit.

Emergency power distribution within the building is similar in configuration to that for normal power. Wiring is run in conduit, and cables consist of copper conductors with rubber or thermoplastic insulation. Conduits consisted of a combination of rigid metal conduits, electrical metallic tubing (EMT), flexible metallic tubing (Greenfield), and Type MC metal clad cable. Power is provided primarily for the Fire and Emergency Medical Service communications system, with secondary service for truck bay door operators and the building lighting system.

Condition

The generator is in good condition. However, no service or maintenance records for the unit were available during our assessment. We recommend the completion of annual service and regular weekly operation of the emergency generator. We assume this work can be completed as an operational expense or as part of an active equipment service agreement. The emergency power system safety switches, panelboards, and distribution (wire and conduit) are in good condition.

Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

## Lighting Systems

### Description

Ceiling mounted or recessed fluorescent lighting is typically used in the building. Incandescent lighting is used in multiple service areas, including small storage and equipment rooms. Lighting control is via local switching located in the respective room.

### Condition

We noted removed, damaged and inoperable light fixtures primarily in the second floor sleeping quarters. We have recommended budgeting for the near-term replacement of these light fixtures.

Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

3. We recommend budgeting for replacing the absent and inoperable light fixtures. Our opinion of the cost for this work is $2,150 ($215 each).

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

Communications and Data Systems

Description

Telephone service appears to enter the building in the main mechanical room at the side elevation of the building. The incoming cables and equipment are owned and maintained by the utility company. Cabling and equipment within the building is maintained by the building.

Condition

The data and telephone infrastructure appeared to be in good condition should not require significant repair or replacement within the six-year study period.

Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

No required maintenance expenditures are anticipated at this time.

Priority 3 (2011– 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

## D60 SAFETY, SECURITY & ACCESS CONTROL

### Description

Access to the Property consists of a buzzer entry system located at the pedestrian entrance of the front elevation. Combination key-pad type locksets, as well as standard keyed locksets are used at the exterior doors.

### Condition

The access control system is in fair condition and was in working order during our assessment. We do not anticipate a requirement to replace the access control system within the six-year study period.

### Blast Shrapnel Protection

The windows were not provided with blast shrapnel protection. Based upon their construction type, the use of non-tempered glazing panels and their general configuration, the existing window system will provide poor blast shrapnel protection.

### Safety / Security Review

In addition to observation of the safety, security, and access control systems, we completed a cursory level safety and security review. The purpose of the review was to determine and document hazards and required improvement in all areas of the building and surrounding site.

The Property is provided with minimal security features. The urban site is not enclosed, except at the rear parking area. However, the gates at the driveway entry into the parking area were damaged and inoperable at the time of our assessment. Windows are not provided with steel security grating. Consideration should be given to the installation of enhanced security at the existing window systems located at the less observable rear area of the building.

Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

No required maintenance expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

# E. EQUIPMENT & FURNISHINGS

## E10 EQUIPMENT

### Description

Existing equipment installed at the Property includes the ceiling-mounted vehicular exhaust extraction system installed at the main engine room, a mechanically-attached, wall-mounted LED display monitor at the main engine room (reference Photograph 20 in Appendix C) manufactured by DataNet, fitness equipment including an electronically operated running machine, exercise bicycle, and weight training equipment in a designated fitness room on the second floor and metal lockers in the locker rooms.

### Condition

The vehicular exhaust extraction system appeared to be in good condition and we do not anticipate a requirement to replace it within the six-year study period. The emergency data system for the current responsive emergency calls appears to be in good condition. We do not anticipate a requirement to replace the emergency data system with the six-year study period. The fitness equipment and lockers were in fair condition.

### Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

No required maintenance expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

## E20 FURNISHINGS

### Description

Furnishings provided at the Property were minimal and include kitchen cabinets and countertops, sofas, beds, dining furniture, office furniture, and kitchen equipment, including a range and refrigerator.

### Condition

The furnishings listed above appeared to be functional and adequate for their intended use at the facility.

### Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

No required maintenance expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

## F. SPECIAL CONSTRUCTION

### F10 SPECIAL CONSTRUCTION

None.

## G. SITE FEATURES

### G10 SITE SYSTEMS

Site systems include cast-in-place concrete sidewalks and vehicular driveways, vehicular parking area and alley, asphalt-paved dumpster surface, wood rail fencing, brick planter with integrated ceramic tiled sign, graveled loading area, and landscaping (reference Photographs 21 and 22 in Appendix C). Storm drain management features are located throughout the site. Site lighting is provided by limited building-mounted light fixtures at the side (east) and rear elevations and by public roadway lighting.

#### Description

The Property is located at the intersection of M Street and 23rd Street NW, with the building's main entrance facing M Street NW. The Property is provided with landscaped areas comprising grass at the side (west) elevation, along 23rd Street. The Property is accessible by both vehicular and pedestrian traffic. The side (east) elevation and rear of the Property contain the cast-in-place concrete-paved access alleys which are utilized as a parking area and connected with M Street and 23rd Street NW. The dumpster provided at the west elevation of the Property is situated on an asphalt-paved surface, adjacent to the public sidewalk.

Table G10 summarizes the approximate area of the asphalt and concrete site features.

Table G10 Asphalt & Concrete Site Features

| Concrete Pavement (s.y.) [1] | Asphalt Pavement (s.y.) [1] | No. Parking Stalls (inc. ADA) [2] | Area of Concrete Sidewalks (s.f.) [3] | Length of Concrete Curb & Gutter (l.f.) [4] |
|---|---|---|---|---|
| 690 | 33 | 10 | 480 | 0 |

1. s.y. indicates square yards
2. ADA indicates that parking stalls are marked and signed in general accordance with the intent of the 1991 Americans with Disability Acts Accessibility Guidelines (ADAAG) – No Designated Accessible Spaces are Marked.
3. s.f. indicates square feet
4. l.f. indicates linear feet

Steel-framed vehicular gates with integrated fence portions are provided at the west driveway, rear of the Property. A low-level wood rail site boundary fence is provided at the west elevation of the Property.

Exterior lighting is provided by building mounted fixtures located on all exterior elevations.

#### Condition

The cast-in-place concrete-paved vehicular parking area and access road are in fair condition. The concrete-paved area is subjected to continual use of heavy vehicular traffic. Consequently, we noted localized cracking and sub-surface failure at the concrete-paved areas. We have recommended budgeting for near-term localized repairs at the defective concrete-paved areas at the Property.

The cast-in-place concrete sidewalks at the side and rear of the building are generally in fair condition. We noted localized cracking and sub-surface failure at the concrete sidewalks (reference Photograph 23 in Appendix C), and have recommended budgeting for near-term localized repairs.

The brickwork at the brick planter and sign located at the southwest corner of the site has cracked due to expansion and movement within the structure (reference Photograph 24 in Appendix C). We have recommended budgeting for near-term localized rebuilding of the affected portions of brickwork.

We observed the condition of the steel-framed vehicular entrance gate and noted buckled portions, in addition to corroded and deteriorated portions of the steel-frame (reference Photograph 25 in Appendix C). We have recommended budgeting for near-term repairs to consist of welding and repainting of the steel-framed gate and frame.

We noted loose and detached wood rail fence components at the side (west) elevation. We recommend for the completion of rudimentary repairs to the affected portions of wood rail fence components and anticipate this work will be completed as an operational expense.

### Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

1. We recommend budgeting for localized repairs at the defective portions of the cast-in-place concrete vehicular access road and parking area at the side and rear of the Property. Our opinion of the cost of this work is $1,200 in 2010 ($20 per square yard).

2. We recommend budgeting for localized repairs at the defective portions of the cast-in-place concrete sidewalks at the side and rear of the Property. Our opinion of the cost of this work is $3,000 in 2010 ($6 per square foot).

3. We recommend budgeting for localized brickwork repairs to consist of rebuilding the cracked portion of the clay brick planter / sign. Our opinion of the cost for this work is a $500 allowance.

4. We recommend budgeting for repairs to the existing vehicular entrance gate at the side (west) elevation of the Property. Repairs should include localized welding at defective portions of the steel frame, adjustment to ensure the gates are correctly operational, and repainting. Our opinion of the cost for this work is $880 (8 man-hours) at $60 per hour, plus $400 for materials).

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

# H. ACCESSIBILITY ISSUES

## H10 Accessibility

### Introduction

As a publicly accessible facility, access to and within the building for disabled building users will be governed (where applicable) by the 1991 Americans with Disability Act (ADA) Accessibility Guidelines. As the building in its present condition likely received a Certificate of Occupancy prior to the above mentioned act coming into effect, any continued occupancy of the current building would not be subject to the guidelines of the ADA.

Title I deals with employment discrimination, and requires that employers not discriminate against a disabled person in hiring or employment. This can impact the configuration and features of buildings and those employers are expected to make "reasonable accommodation", including making facilities readily accessible to disabled employees.

Title III requires that public accommodation provide goods and services to disabled patrons on an equal basis with the non-disabled patrons. This title is the part of the Act with perhaps the greatest impact on buildings, which provide public accommodations.

The ADA has provided a benchmark for measuring accessibility, primarily orientated towards new construction. It also provides guidance for modification of existing facilities to eliminate barriers to access. This benchmark is the ADA Accessibility Guidelines (ADAAG). The ADAAG was written by the Architectural and Transportation Barriers Compliance Board, and first issued in final form in July 1991. The stated purpose of the guidelines is to ensure that newly constructed facilities and altered portions of existing facilities covered by the ADA are readily accessible to disabled persons.

This report has been based upon the ADAAG issued in July 1991. Discussion has been made by the Architectural and Transportation Barriers Compliance Board for modification to the presently enforceable ADAAG. The details and enforcement date of these modifications have yet to be released. In light of this information, we recommend that prior to conducting any improvement, advice is sought from legal counsel and current guidelines be adhered to.

Regulatory implementation of the ADA includes the following priorities for barrier removal in existing facilities:

- Accessible Entrances. Providing access from public sidewalks, parking or public transportation that enables disabled individuals to enter the facility.
- Access to Goods and Services. Providing access to areas where goods and services are made available to the public.
- Usability of Restrooms. Providing access to restroom facilities.
- Removal of Remaining Barriers. Providing access to the goods, services, facilities, privileges, advantages, or accommodations.

### Applicability

The ADA in its purist form relates only to facilities occupied or significantly altered after March 13, 1991. For facilities with Certificates of Occupancy issued prior to March 13, 1991 and not significantly altered after this date, the ADA is seen as a "good practice guide" with a requirement to complete accessibility upgrades typically made by civil suit and employee / user request.

The building received its initial Certificate of Occupancy prior to the March 13, 1991 implementation of the ADA and has not been subject to major renovation since this date. As a result, under the current use, the building enjoys a grandfathered code status and is not required to complete accessibility upgrades. However, we have recommended that allowances be budgeted for correction of ADA violations as follows: installation of ADA compliant handrails at the existing stairs, provision of an ADA compliant parking space, and restroom alterations.

### Accessibility Considerations

#### Accessible Entrances

The first consideration of the ADAAG relates to measures that will enable individuals with disabilities to physically approach and enter a place of public accommodation. The priority of "getting through the door" recognizes that providing actual physical access to a facility from public sidewalks, public transportation, or parking, is generally preferable to any alternative arrangement in terms of both business efficiency and the dignity of individuals with disabilities. In general terms this can mean exterior access to the building.

Persons traveling to the building by public transportation, specifically bus or Metrorail, will arrive at stops located near the Property along M Street NW. Access from the bus stops to the site is by sidewalks along the public streets. Based upon our review, access to the building entrance is ADA compliant.

#### Route of Travel

Disabled persons wishing to access the building are able to gain a suitable means of entry via route of travel along the current municipal sidewalks. A sidewalk connecting the public roadway's sidewalk with the building entrance sidewalk is provided. The cast-in-place concrete sidewalks at the front elevation of the building provide access from the public sidewalk to the main entrance into the building.

#### Accessible Parking

There are currently no public or visitor parking, nor ADA-compliant parking spaces provided at the Property. Section 4.1.2 (paragraph 5) of The ADAAG stipulates that for a facility with 1 to 25 parking spaces, at least one space must be accessible. We have recommended budgeting for the application of pavement striping and marking and the installation of an ADA compliant parking space sign to be located at the parking space nearest to the most accessible entrance of the building.

Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

1. We recommend budgeting for marking out and striping of a designated ADA compliant parking space, and the provision of a pole-mounted ADA compliant sign at the head of the parking space located nearest to the most accessible entrance at the building. Our opinion of the cost for the work is $450 ($350 for the sign and $100 for the parking space markings).

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

### Accessible Drop-Off and Pick-Up Areas

Accessible drop-off and pick-up areas were not provided.

### Access to Goods & Services

The second consideration relates to measures that will enable individuals with disabilities to access areas within the Property that provides goods and services.

### Accessible Routes and Amenities

### Horizontal and Vertical Circulation

The building is a two-story building and is not provided with an elevator. Once within the building, a disabled individual is provided with level and generally unrestricted access to the first floor only.

### Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

No required maintenance expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

### Door Widths and Signage

Section 4.1 (Minimum Requirements) of the ADAAG states that, when entrances are not all accessible, then the inaccessible entrances shall have directional signage to indicate the route to the nearest accessible entrance. The main building entrance requires signage to indicate it as the accessible entrance.

The ADAAG requires that signs that identify permanent rooms and spaces, such as those identifying restrooms and exits or providing classroom numbers, must have Braille and raised letters or numbers, so that they may be read visually or tactilely. The signs must also meet specific requirements for mounting location, color contrast, and non-glare surface. We anticipate that ADA compliant directional signage will be installed as a minimal operational expense.

### Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

No required maintenance expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

### Usability of Restrooms

The third priority emphasizes those measures that will provide individuals with disabilities with access to restroom facilities. The building contained male and female restrooms, which were not compliant with the ADAAG (reference Photograph 26 in Appendix C). The existing restrooms have narrow door openings which restrict access for wheelchair users. We have recommended budgeting for the provision of ADA compliant door openings at the first floor restrooms. We have also recommended installing ADA compliant water closet cubicles within the existing restrooms.

## Projected Capital Expenditures

### Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

1. We recommend budgeting for increasing the width of the restrooms doors at the first floor locker rooms and also at the main restrooms. Our opinion of the cost for this work is $6,000 ($3,000 per door opening). This cost includes costs for increasing the width of the existing opening in CMU walls, installation of a new compliant steel door and frame and all necessary ADA compliant door hardware.

2. We recommend budgeting for refurbishing the existing first floor restrooms, to be coordinated with recommended interior repairs in Section C, Interiors, of the report. Our opinion of the cost for the accessibility work is $14,000 ($7,000 per restroom) and includes the following:

    - Remove existing water closet cubicle partitions and replace with ADA compliant configurations and systems (provide a minimum of one regular layout ADA compliant sized cubicle) at $5,000.
    - Provide grab-bars, mirror, and other accessories in each restroom at $2,000.

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

### Removal of Remaining Barriers

### Drinking Fountains

The only drinking fountain in the building is on the inaccessible second floor. No action is recommended.

Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

No required maintenance expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

# I. HAZARDOUS MATERIALS

## I10 Hazardous Materials

Faithful+Gould was not requested to perform an environmental assessment of the Property and has not performed sampling or testing of materials as part of our assessment. However, as part of our assessment we noted materials that may be hazardous. Previous condition assessment reports were not available for review.

It is recommended that a Hazardous Materials Study (Phase I Environmental Site Assessment) be conducted at the subject property. Based upon our visual observation of the building, the building contains numerous suspect hazardous materials as detailed below:

- The presence of interior damp and mold spores caused by the current problem of water ingress at the exterior closure systems
- 9" x 9" and 12" x 12" vinyl floor tiles and associated mastics throughout the building that may be asbestos containing
- Pipe insulation at the mechanical systems that may be asbestos containing
- Paint at areas throughout the interior and exterior of the building that may be lead-based

The hazardous materials observed during our evaluation varied in apparent condition from fair (intact, non-friable and contained/encapsulated) to poor (friable and damaged boiler and pipe insulation). However, our evaluation consisted of a limited-scope visual assessment without the completion of sampling or destructive analysis. The true condition of the hazardous materials and the extent of the hazard they present will only be known after the completion of a more-in depth analysis.

### Projected Capital Expenditures

### Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

1. We recommend conducting and environmental assessment of the Property to determine the presence of hazardous materials. Our opinion of the cost for this work is $9,000.

Priority 2 (2010)

No required maintenance expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

# J. ENVIRONMENTAL ANALYSIS

## J10 LEED Analysis

### LEED INTRODUCTION

The Property was evaluated using the Leadership in Energy and Environmental Design for Existing Buildings: Operations and Maintenance (LEED-EB) rating system to determine the required upgrades necessary to achieve LEED certified status.

LEED-EB is intended to maximize a building's operational efficiency while minimizing environmental impacts. As a consensus-based system for certifying green building performance, operations, and maintenance, LEED-EB provides a means for property managers, portfolio owners, and service providers to lower operational costs, while increasing occupant productivity in an environmentally responsible manner.

The LEED-EB Rating System is a set of voluntary performance standards for the upgrades and operation of buildings not undergoing major renovations. It provides sustainable guidelines for building operations, periodic upgrades of building systems, minor space use changes and building processes.

LEED-EB addresses exterior building and site maintenance programs, efficient and optimized use of water and energy, purchasing of environmentally preferred products, waste stream management, and ongoing indoor environmental quality (EQ). In addition, LEED-EB provides sustainable guidelines for whole-building cleaning and maintenance, recycling programs and systems upgrades to improve building energy, water, EQ, and materials use.

To achieve LEED-EB certification, buildings must meet all prerequisites in the Rating System and a minimum of 34 points. The flexibility of the Rating System allows building owners, managers, and practitioners to determine which credits to pursue based on performance goals. LEED-EB Operations and Maintenance ratings are awarded according to the following point thresholds:

- Certified 34–42 points
- Silver 43–50 points
- Gold 51–67 points
- Platinum 65–92 points

To determine any improved operational procedures or facility upgrades required for the Property to achieve LEED certification, we first established the current, or existing, numerical rating of the Property. We then compared this numerical value to the range of minimum points required to achieve LEED certification. To determine the current point value of the Property, we used the LEED for Existing Buildings: Operations and Management project checklist. This checklist allows an existing building to score a maximum of 92 points under the following six categories:

• Sustainable Sites (SS) -12 Possible Points
• Water Efficiency (WE) - 10 Possible Points
• Energy & Atmosphere (EA) - 30 Possible Points

• Materials & Resources (MR) - 14 Possible Points
• Indoor Environmental Quality (EQ) - 19 Possible Points
• Innovation in Operation, Upgrades and Maintenance (IO) - 7 Possible Points

The available credits, credits achieved and credits not achieved are shown in the attached LEED for Existing Buildings: Operations and Management Project Checklist. The following section, LEED Evaluation, is based on this data.

LEED EVALUATION

MINIMUM PROGRAM REQUIREMENTS

- The building must be fully occupied for at least 12 months preceding certification application; at least 75% of the floor area must be physically occupied at normal capacity and the corresponding building systems shall operate normally for a year.
- The project scope must include 100% of the total floor area of each building in the certification application, with the following exception: If operations are under separate management control for a portion of the building, up to 10% of its floor area may be excluded for that reason. Other exemptions are prohibited.
- The building must be in compliance with federal, state, and local environmental laws and regulations, including but not limited to those addressing asbestos, PCBs, water discharge, and water management.

At present, the percentage of physically occupied space within the building appears to be at 100% and therefore appears to meet the Minimum Program Requirements for LEED EB certification. The following sections will identify the areas in which the buildings can gain credits to become certified.

PREREQUISITE CREDITS

To be eligible to achieve LEED Certified status, the building is required to meet all the prerequisite criteria. The following prerequisites are still to be achieved (refer to the LEED for Existing Buildings: Operations and Management Project Checklist):

Water Efficiency (WE) Prerequisite 1: Minimum Indoor Plumbing Fixture and Fitting Efficiency.

To achieve this prerequisite, potable water usage must be reduced to the level of or below the designated baseline for the building. The baseline is designated as 160% of the water usage that would occur if all the plumbing fixtures met the International Plumbing Code (IPC) 2006 fixture and fitting performance requirements. This baseline applies as the last major plumbing renovation was prior to 1993.

Energy & Atmosphere (EA) Prerequisite 1 – Minimum Efficiency Best Management Practices: Planning, Documentation and Opportunity Assessment.

This prerequisite can be achieved by documenting the operations of the building, and preparing systems narratives that describe the electrical and mechanical systems and the preventative maintenance required for them.

EA Prerequisite 2 – Minimum Energy Efficiency Performance

To achieve this prerequisite, the building is required to score a minimum EPA rating of 69 using the Energy Star Portfolio Manager tool.

EA Prerequisite 3 – Refrigerant Management: Ozone Protection

To achieve this prerequisite, evidence must be submitted indicating that the HVAC&R base building systems do not contain CFC-based refrigerants. If the current systems do contain CFC-based refrigerants, a phase out plan must be created and implemented or a third party audit is required to calculate whether the systems' replacement is economically feasible.

Materials & Resources (MR) Prerequisite 1 – Sustainable Purchasing Policy

This prerequisite requires a sustainable purchasing policy is implemented for the building and site. This policy should include the on-going consumables as illustrated in MR Credit 1, and at least one further Sustainable purchasing credit, such as MR Credit 2: Sustainable Purchasing – Durable Goods.

MR Prerequisite 2 – Solid Waste Management Policy

This prerequisite can be achieved by providing a policy that identifies the requirements to achieve MR Credits 7, 8 and 9 which cover Ongoing Consumables, Durable Goods, and Facility Alterations and Additions respectively. The prerequisite requires only policies, not actual sustainable performance, with the exception of the recycling of all mercury containing lamps.

Indoor Environmental Quality (EQ) Prerequisite 1 – Outdoor Air Introduction and Exhaust Systems

To achieve this prerequisite, evidence is required that the supply of outdoor air ventilation meets the rate required by ASHRAE 62.1-2007 Ventilation Rate Procedure under all normal operating conditions. Additionally; all air handlers are required to be measured for this prerequisite. A HVAC maintenance program is required to ensure the proper operations and maintenance of HVAC components, and testing and maintenance of all the building exhaust systems, including bathroom, shower, kitchen and parking exhaust systems is also required.

EQ Prerequisite 2 – Environmental Tobacco Smoke (ETS) Control

To ensure this prerequisite is achieved, the designated smoking areas need to be located 25 feet from building entries, outdoor air intakes, and operable windows.

EQ Prerequisite 3 – Green Cleaning Policy

The policy required for this prerequisite covers the following points: the purchase of sustainable cleaning products and equipment, the implementation of Standard Operating Procedures (SOPs) for the cleaning of the building, hand hygiene strategies, chemical storage and handling standards, and staffing and training requirements for the maintenance personnel of the building.

The prerequisites indicated above are all feasibly achievable with building improvements and the adoption of sustainable building operations and maintenance policies.

CURRENT LEED CREDITS

At the time of assessment, the building was not deemed eligible for any LEED Credits based on the conditions observed and discussions with the building occupants.

CREDITS AVAILABLE THROUGH RECOMMENDED IMPROVEMENTS

The recommendations included in the LEED for Existing Buildings: Operations and Management Project Checklist provide opportunity for modifications to be made to the building or its operation in order to achieve LEED credits. This section will identify credits that can be gained for the building with the work recommended in the report and operations and maintenance policy and procedural changes.

Sustainable Sites (SS) Credit 7.2 – Heat Island Reduction: Roof

One point is available for using roofing materials with a solar reflectance index (SRI) of 78, at a minimum of 75% of the roof area. The existing roof covering consists of a built-up asphalt roof system. Replacement of the existing system with an EPDM material with a minimum SRI of 78 would provide an opportunity for one LEED EB point to be gained.

Energy & Atmosphere (EA) Credit 1.0 – Optimize Energy Performance

To achieve the points available for this credit, the building has to achieve an EPA rating of at least 69 using the Energy Star's Portfolio Manager Tool. This achievement is worth two points and also satisfies EA Prerequisite 1. This credit is worth up to 15 points for the highest rated buildings. For the purposes of this LEED assessment, an estimate of two points has been designated for attaining this credit as part of replacing the existing single-glazed window systems at the firehouse facility.

Materials and Resources (MR) Credit 3.0 – Sustainable Purchasing: Facility Alterations and Additions

One point is available for maintaining a sustainable purchasing program for materials used for renovations, demolitions, retrofits, and new construction additions. This applies to items or elements permanently or semi-permanently attached to the building, such as floor and ceiling finishes, and structural components such as wall studs (list not exhaustive). To achieve the credit, 50% of purchases are required to be sustainable. This could be achieved as part of our various recommendations for interior improvements.

MR Credit 9.0 – Solid Waste Management: Facility Alterations and Additions

One point is available for diverting at least 70% of waste (by volume) generated by facility alterations and additions from disposal to landfills and incineration facilities. One point can be achieved by ensuring at least 70% of the existing roofing, window, and restroom (cubicles) materials are diverted from disposal to landfills and incineration facilities.

CREDITS AVAILABLE THROUGH STRATEGIC POLICY AND BEST PRACTICE

This section addresses the credits to be gained in operations and maintenance procedures which are not mentioned otherwise in our recommendations. These procedures include credits to be gained through the building management implementing Policies and Procedures that establish a more environmentally sustainable and efficient way to operate and maintain the building. The following credits appear within this category:

Sustainable Sites (SS) Credit 2 – Building Exterior and Hardscape Management Plan

One point is available for the implementation of a management plan that reduces harmful chemical use, energy waste, water waste, air pollution, solid waste, and/or chemical runoff in the management of the building exterior and hardscape areas. The plan is to cover the maintenance equipment, snow and ice removal, cleaning of building exterior, paints, and sealants on building exterior and the cleaning of sidewalks, pavement, and other hardscape.

SS Credit 3 – Integrated Pest Management, Erosion Control, and Landscape Management Plan

To achieve the point available for this credit, the building must have in place an environmentally sensitive management plan for the site's natural components. The plan must employ best management practices that significantly reduce harmful chemical use, energy waste, water waste, air pollution, solid waste, and/or chemical runoff (e.g., gasoline, oil, antifreeze, salts) compared with standard practices.

Water Efficiency (WE) 1.1 & 1.2: Water Performance Measurement

One point may be achieved by regularly recording the water usage data and producing monthly and annual data summaries from the existing water meter. A second point may be achieved by installing permanent sub-meters to meter irrigation, indoor plumbing fixtures and fittings, cooling towers, and / or domestic hot water systems.

Energy & Atmosphere (EA) Credit 1.0 – Optimize Energy Performance

To achieve the points available for this credit, the building has to achieve an EPA rating of at least 69 using the Energy Star's Portfolio Manager Tool. This achievement is worth two points and also satisfies EA Prerequisite 1. This credit is worth up to 15 points for the highest rated buildings. For the purposes of this LEED assessment, an estimate of two points has been designated for this credit at the recreational facility. This is in addition to the anticipated points gained as part of recommended improvements detailed above.

EA Credit 2.1 – Existing Building Commissioning: Investigation & Analysis

The Investigation and Analysis portion of this credit is worth 2 points. In this phase, a plan for the commissioning or re-commissioning of the major energy systems of the building is developed. The investigation and analysis process for the phase is to be conducted. From this process, an energy use breakdown is documented and the operational problems that affect occupants' comfort and energy use, and operational solutions for the problems are developed. Potential capital improvements for cost effective energy savings are identified and a cost benefit analysis for each potential improvement is prepared.

EA Credit 2.2 – Existing Building Commissioning: Implementation

This is the second phase of EA Credit 2.1 and is worth 2 points. The no or low cost improvements identified in the Investigation and Analysis process are implemented and the financial benefits and costs (anticipated or observed) of the improvements are demonstrated. Training should be made available for management staff to build awareness and skills in a broad range of sustainable building operations topics. This training will help develop a 'green' mentality for future operations and maintenance decisions. Sections from the investigation and analysis phase should be updated where necessary.

EA Credit 2.3 – Existing Building Commissioning: Ongoing Commissioning

The third phase of the Existing Building Commissioning credit is intended to ensure continual commissioning of the building. This section is worth 2 points. An ongoing commissioning program is developed and implemented to address future operating problems when they arise. A written plan to summarize the overall commissioning cycle for the building by equipment or building system group is also developed. The plan will cover a period of no more than 24 months and includes an equipment list, performance measurement frequency for each item and steps to respond to deviation from expected performance levels. Half of the projected work items should be completed in the first commissioning cycle prior to application for LEED certification. The building operation plan should also be updated diligently when changes to the building occur.

EA Credit 4.1-4.4 – On-Site and Off-Site Renewable Energy

To achieve the points available for this credit, the building must meet some or all of the building's total energy use with on-site or off-site renewable energy systems. Up to four points are available in this credit, by demonstrating a that off-site renewable energy sources provide 25% of the buildings' energy; one point, 50% of the buildings' energy; two points, 75% of the buildings' energy; three points, and 100% of the buildings' energy; four points. We anticipate for the Property that two points could be gained by providing 50% of the buildings' energy from an off-site renewable source.

EA Credit 6 – Emissions Reduction Reporting

To achieve the point in this credit, building performance parameters must be identified that reduce conventional energy use and emissions, quantify those reductions, and report them to a formal tracking program.

Materials & Resources (MR) Credit 1.1 to 1.3 – Sustainable Purchasing: Ongoing Consumables

To achieve the points available for this credit, the building has to maintain a sustainable purchasing program covering materials with a low cost per unit that are regularly used and replaced through the course of business. These materials include, but are not limited to, paper (printing or copy paper, notebooks, notepads, envelopes), toner cartridges, binders, batteries, and desk accessories but exclude food and beverages. For the purposes of this assessment, an estimate of 80% of total purchases has been made, scoring three points.

MR Credit 2.1 and 2.2 – Sustainable Purchasing: Durable Goods

Two possible points are available for the adoption of a sustainable purchasing program for high unit cost items, infrequently replaced and purchases that may require capital program outlays.

- Credit 2.1 is concerned with the purchases of electronic equipment such as computers, printers, monitors and appliances such as refrigerators and dishwashers (lists not exhaustive). To achieve this credit, 40% of purchases are required to be sustainable.
- Credit 2.2 is concerned with the purchases of furniture to achieve this credit, 40% of purchases are required to be sustainable.

For the purposes of this assessment, a conservative estimate of 40% has been made, scoring two points.

MR Credit 4.0 – Sustainable Purchasing: Reduced Mercury in Lamps

This credit is a requirement as part of MR Prerequisite 1: Sustainable Purchasing Policy. To achieve the points in this credit, a sustainable purchasing policy needs is implemented for all lamp purchases in the study period and beyond. To achieve the maximum of two points, at least 90% of mercury containing lamps must have a maximum content of 70-picograms per lumen-hour. This credit does not cover the lamps currently installed within the building.

MR Credit 6.0 – Solid Waste Management: Waste Stream Audit

One credit is available for conducting an audit of the entire facilities ongoing consumables waste stream. This data should be used to calculate a baseline usage and identify opportunities for sustainability improvements, for example recycling or waste diversion.

MR Credit 7.1 and 7.2 – Solid Waste Management: Ongoing Consumables

Two points have been targeted for the reuse, recycling or composting of 70% of the ongoing consumables waste stream. The ongoing consumables are the same as listed previously, with the inclusion of glass, plastics, cardboard, old corrugated cardboard, food waste, and metals. A program to divert at least 80% of batteries from the trash should also be implemented.

MR Credit 8 – Solid Waste Management: Durable Goods

One point is available for recycling or reusing 75% of the durable goods as previously outlined entering the waste stream. The durable goods waste stream is defined as goods leaving the project building, site, and organization that have fully depreciated and reached the end of their useful lives for normal business operations.

Indoor Environmental Quality (EQ) Credit 1.1 – IAQ Best Management Practices: IAQ Management Program

To achieve the available one point for this credit, an indoor air quality (IAQ) management plan should be developed and implemented based on EPA's "Indoor Air Quality Building Education and Assessment Model (I-BEAM)," EPA Reference Number 402-C-01-001, December 2002.

EQ Credit 1.4 – IAQ Best Management Practices: Reduce Particulates in Air Distribution

To achieve the available one point for this credit, the Property must have in place filtration media with a minimum efficiency reporting value (MERV) greater than or equal to 13 for all outside air intakes and inside air recirculation returns over the performance period. A regular schedule for maintenance and replacement of these filters would need to be established.

EQ Credit 2.1 – Occupant Comfort: Occupant Survey

To achieve the available one point for this credit, an occupant survey should be undertaken to collect anonymous responses about thermal comfort, acoustics, indoor air quality, lighting levels, and other occupant comfort issues. The survey should be a representative sample of 30% of the buildings occupants. The survey results and corrective actions to address comfort issues should be documented.

EQ Credit 2.2 – Occupant Comfort: Occupant-Controlled Lighting

To achieve the available one point for this credit, lighting controls must be used that enable adjustments to suit the task needs and preferences of individuals for at least 50% of individual workstations, AND for groups sharing a multi-occupant space or working area for at least 50% of multi-occupant space in the building.

EQ Credit 3.1 – Green Cleaning: High-Performance Cleaning Program

There is a point available for having a sustainable cleaning policy that addresses; Appropriate staffing levels, a training plan for maintenance personnel in the hazards, use, maintenance, disposal and recycling of cleaning chemicals, dispensing equipment and packaging; the use of chemical concentrates; the use of sustainable cleaning materials, products, equipment, janitorial paper products and trash bags; the use of sustainable cleaning and hard floor and carpet care products meeting the sustainability criteria outlined in EQ Credit 3.4 – 3.6 and the use of cleaning equipment meeting the sustainability criteria outlined in EQ Credit 3.7.

EQ Credit 3.2 and 3.3 – Green Cleaning: Custodial Effectiveness Assessment

To achieve the 2 possible points for this credit the building must score 2 or less in an audit with APPA Leadership in Educational Facilities "Custodial Staffing Guidelines" which will determine the appearance level of the facility. The audit must cover a representative sample of the different types of spaces within the building such as, offices, corridors etc.

EQ Credit 3.4 to 3.6 – Green Cleaning: Purchase of Sustainable Cleaning Products and Materials

The points in this credit are awarded for the percentage of cleaning products and materials purchased over the course of the study period that meet the sustainable criteria. One point is awarded each 30% of purchases. For the purposes of this assessment, we have targeted 60% of purchases to meet the criteria, scoring the building 2 points.

EQ Credit 3.7 – Green Cleaning: Sustainable Cleaning Equipment

To achieve the point available for this credit, the building has to have in place a program for the use of janitorial equipment that reduces building contaminants and minimizes environmental impact. The cleaning equipment program must meet sustainable criteria such as operation at less than 70dBA, "Green Label", Carpet and Rug Institute's "Seal of Approval", and equipped with environmentally friendly batteries.

Innovation in Operations (IO) Credit 3 – Documenting Sustainable Building Cost Impacts

Two points may be gained by documenting overall building operating costs for the previous five years and track changes in overall building operating costs over the performance period. This should include tracking building operating costs to identify any positive impacts related to the sustainable performance improvements to the building and its operations.

SUMMARY

The recommendations provided above identify the necessary steps required to achieve Certified and/or Silver status at this present time, using the LEED-Existing Buildings Operations and Maintenance rating system. When the future use of the building is determined, a further LEED study may be required to evaluate whether a different LEED rating system should be utilized, for example; LEED New Construction and Major Renovations, LEED for Commercial Interiors or LEED for Healthcare.

We have based our recommendations for obtaining LEED credits on pursuing those credits which appear to be the most feasible and practical for the building based on factors including the building's characteristics, and type of operation. The suggested credits provide an opportunity to achieve LEED Silver status. The number of suggested credits could be reduced if the building was to achieve Certified status only, in which case it would be prudent to pursue the more feasible credits out of the recommended credits suggested for the pursuance of LEED Silver.

A summary table showing potential LEED points is included on the following page.

SUMMARY

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Possible Maximum | 92 | points | | | | | |
| | LEED CERTIFIED Minimum | 34 | points | | | | | |
| | LEED SILVER Minimum | 43 | points | | | | | |
| | LEED GOLD Minimum | 51 | points | | | | | |
| | LEED PLATINUM Minimum | 68 | points | | | | | |

| | Group Name | Pts Possible | Existing Condition (1) Detail/No of Credits | Existing Condition (1) Notes | From FCA (2) Detail/No of Credits | From FCA (2) Notes | To LEED Certification (3) Detail/No of Credits | To LEED Certification (3) Notes |
|---|---|---|---|---|---|---|---|---|
| | Sustainable Sites | 12 | 0 | | 1 | | 2 | |
| | Water Efficiency | 10 | 0 | | 0 | | 2 | |
| | Energy and Atmosphere | 30 | 0 | | 2 | | 11 | |
| | Materials and Resources | 14 | 0 | | 3 | | 11 | |
| | Indoor Environmental Quality | 19 | 0 | | 0 | | 10 | |
| | Innovation in Operation, Upgrades & Maint. | 7 | 0 | | 0 | | 2 | |
| | Existing Condition (1) | 92 | 0 | Subtotal | 6 | Subtotal | 38 | Subtotal |
| | From FCA (2) | | 6 | | | | | |
| | Total after FCA | | 6 | | | | | |
| | To LEED Certification (3) | | 38 | | | | | |
| | LEED TOTAL POINTS | | 44 | SILVER | | | | |

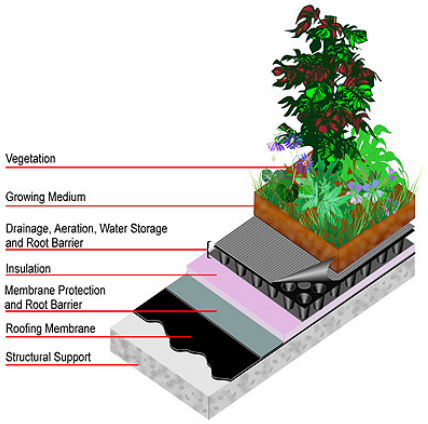
| | | |
|---|---|---|
| | (1) Existing Condition | Credits observed based on the facilities' condition and operations and maintenance procedures in place at the time of assessment. |
| | (2) From Facility Condition Assessment (FCA) | Credits that can be achieved through the implementation of recommended improvements included in this FCA. |
| | (3) To LEED Certification | Credits that can be achieved through the implementation of operations and maintenance policies and procedures, without the use of FCA requirements. |

## J20 Green Roof Feasibility

Faithful+Gould was requested to conduct a study for the design and installation of a green roof system to support low impact development solutions. This study consisted of an evaluation of the existing roof structure, subsurface components (i.e. roof system), drainage systems, and structural load limits.

### Introduction

A green roof system consists of a landscaped system installed over the waterproofing membrane of a low-slope roof. For the Property, this would consist of a series of landscaped elements installed over the top of the existing low-slope roof areas. The sectional detail of a typical green roof system is as detailed in the attached plan, and includes the roof membrane, a root repellant system, a drainage system, filter cloth, an irrigation system and a lightweight growing medium and plants.




### Options

The Property is faced with two principal options when deciding the type of green roof system to be installed.

1. Option one consists of an “Extensive Green Roof”. This type of system consists of a Soil Depth (Shallow depth) of 0.8 – 6 inches, an imposed weight on the structural systems of 15 – 50 lbs/sf (depending on the soil depth and type of substrate used), and require limited maintenance. The system is usually not meant to be publicly accessible except for maintenance purposes. Plant selection and diversity is based on hardiness and climate adaptability with plants typically chosen because of their shallow root systems. The variety of plants that can be used is limited compared to an intensive green roof. The growing medium consists of mineral-based mixture including gravel sand crushed brick, soil, lightweight expanded clay aggregate, peat, and organic matter.

2. Option two consists of “Intensive Green Roofs”. This system is similar to a traditional garden or manicured landscape Intensive green roofs are meant to be accessible or showcased for public use. Soil Depth is typically 6 inches or more (typically 8 – 24 inches). Weight load on the structure is significant at 80-150 lbs/sf. Maintenance is aggressive with the system requiring regular watering and landscaping. This system also requires a complex irrigation and drainage system

Based upon the configuration and extensive nature of the roof areas, no requirement for the green roof to be accessible for public use, and anticipated cost and construction constraints, we have recommended that if installed, an Extensive Green Roof be selected.

### Existing Roof Structure and Structural Load Limits

The main single-story and two-story low-slope roofs are installed over a steel-framed roof structure. Structural drawings were not available to determine the designed live and dead loadings of the roof structures. Based upon the observed structural systems, we anticipate that the roof structures were designed with a superimposed live load of 20 pounds per square foot (psf), a snow load of 20 psf and a dead load of 80 psf. Assuming installation of an Extensive Green Roof at all roof areas, this would add approximately 17 (dry) to 30 (wet) psf to a roof's load. Based upon the anticipated design loadings and even with the later installation of a recovery roof system, the roof structure should be of adequate capacity to allow installation of a green roof system.

### Roof System & Drainage Systems

The building contained the single-story and two-story which are each drained via 4" diameter drainage outlets. If a green roof is to be installed, the existing drainage system appears to be of an adequate capacity.

### Installation Costs

The cost for the installation of green roofs can vary considerably and will include the following major components:

- Consultant fees: Structural analysis, designers, landscapers, and contractors fees
- Structural analysis recommendations: Safety and repairs needed before installation of green roof.
- Irrigation system: Drip system (permanently installed) or sprinkler and drainage costs
- Garden materials: Growing medium, plants, fertilizers, substrate containers (extensive green roofs), and pavers (to prevent spread of fire and allow accessibility).
- Plants.
- Maintenance: Initial (extensive green roofs) and sometimes long-term (intensive green roofs) maintenance costs depending on the size and type of green roof installed. For example, extensive green roofs regular maintenance is only needed for 6-12 months (after plants are established) after which watering a weeding once a season is sufficient.
- Professional assistance and permits.

Based upon these costs and the project constraints (i.e. multiple roof areas), we recommend an allowance of $12 per square foot as reasonable for this work. Due to the significant capital expenditures this would require at the Property, we have not included additional allowances for the installation of a green roof.

The replacement of the existing roof system, as described in Section B30, Roofing, could be substituted with a green roof system. Costs for the recommended roof system replacement are provided above under the Roofing section.

Our unit rate for a green roof system is based upon the cost factors detailed within Table J-20.

Table J-20 Green Roof Cost Factors

| Component | Costs Per Square Foot | Cost Factors |
|---|---|---|
| Green Roof System (drainage, filtering, paving, growing medium) | $7 | Growing medium (type and depth), pavers (size and type), and square footage of the green roof (project size) |
| Plants | $2 | Season of installation, type of plants, and size of seeds being planted |
| Installation and Labor | $3 | Equipment necessary to move materials on to the roof (E.g. crane, if rented is: $ 4,000.00 /day), project size, design, and planting methods |

Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

No required maintenance expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

## J30 Energy Efficiency

Faithful+Gould was requested to identify areas of the building that could be improved to increase energy efficiency. Buildings make up 40% of total U.S. energy consumption (including two-thirds of the country's electricity) and 16% of total U.S. water consumption. They are responsible for 40% of all material flows and produce 15%– 40% of the waste in landfills within the D.C. market.

Older buildings such as the Property contribute significantly to this energy use and therefore provide a potential source to reduce energy use through improving energy efficiency. The Property contains systems that although efficient at the time of installation now represent poorly efficient installations that can be replaced or modified to achieve energy savings. Based upon our evaluation of the Property, we identified the following as the primary source for energy savings:

- Building Lighting Systems
- Window Systems

### Projected Expenditures

*Required Capital Expenditures:*

Priority 1 (Immediate)

No required capital expenditures are anticipated at this time.

Priority 2 (2010)

No required capital expenditures are anticipated at this time.

Priority 3 (2011 – 2014)

No required capital expenditures are anticipated at this time.

Priority 4 (2015)

No required capital expenditures are anticipated at this time.

*Required Maintenance Expenditures:*

Priority 1 (Immediate)

No required maintenance expenditures are anticipated at this time.

Priority 2 (2010)

1. Building Lighting: The Property uses outdated incandescent lamps and non-energy efficient ballasts. These lamps use significant power. Replacing the existing building lights with energy efficient fluorescent tube and compact fluorescent fixtures will result in significant cost savings. Based upon the quantity, spacing, and types of lights installed at the Property, we anticipate that existing lights each use between 100 – 200 kilowatts per hour. Replacement compact fluorescent fixtures will typically use 58 – 104 kilowatts per hour providing immediate cost savings.

2. Window Systems: The Property consists of single-glazed windows which provide poor insulation and are not energy efficient. Replacing the existing window systems with more efficient double-glazed windows provides the opportunity to reduce energy consumption at the Property. Replacement costs are provided in the Exterior Closure section of this report.

Priority 3 (2011 – 2014)

No required maintenance expenditures are anticipated at this time.

Priority 4 (2015)

No required maintenance expenditures are anticipated at this time.

SPACE UTILIZATION SURVEY

Faithful+Gould was requested to develop an occupancy profile for the Property to indicate current utilization of the building. This effort consisted of producing a location and tenant specific inventory of furnishings and people, developing a floor plan for each occupiable floor, and calculating various usable and gross floor area matrixes. The process used to generate these deliverables along with the findings of our study are detailed below.

## Inventory & Occupancy Number

Faithful+Gould walked the interior of each occupiable area of the Property, quantified major items of furniture and counted the number of persons contained within those spaces. The intent is that this list will provide an inventory of contained furnishings and details of the number of occupants within each area. Upon completion of our on-site assessment, we entered our findings into a database system that allows sorting by any of the major system elements (i.e. floor, tenant, furniture etc.). The results of this inventory and occupancy profile are included within the following pages. A sample of this sheet is shown below.

FAITHFUL + GOULD
CONSTRUCTIVE EXPERTISE

By Tenant

Printed: 3/2/2009
Filter: NONE

**FEMS/MPD** **FEMS/MPD**

| Tenant | Space Name | Space ID | Space Use | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Communication Center Annex & New Facility | Shower | 115 | Storage | 1 | | | | | | | | | | | |
| Communication Center Annex & New Facility | MPD Watch Commander | 156 | Office | 1 | 1 | 1 | 2 | 1 | 2 | | | | | | |
| Communication Center Annex & New Facility | Server Room | 146 | Server | 1 | 0 | | | | | | | | | | |
| Communication Center Annex & New Facility | Server Room | 102 | Server | 1 | 0 | | | | | | | | | | |
| Communication Center Annex & New Facility | UPS Room | 148 | Uninteruptable Power Supply | 1 | 0 | | | | | | | | | | |
| Communication Center Annex & New Facility | Kitchen | 107 | Food Preparation | 1 | 0 | | | | | | | | | | 3 |
| Communication Center Annex & New Facility | Vending | 108 | Vending | 1 | 0 | | | | | | | | | | |
| Communication Center Annex & New Facility | Dining | 110 | Dining | 1 | | | 15 | | | | | 6 | | | |
| Communication Center Annex & New Facility | Janitors Closet | 132 | Storage | 1 | | | | | | | | | | | |
| Communication Center Annex & New Facility | Conference / SOCC | 114 | Conference | 1 | 0 | | 12 | | | | | 3 | | | |
| Communication Center Annex & New Facility | Radio Shop | None | Office | 1 | 4 | 4 | 4 | 2 | 2 | | 2 | | | | |
| Communication Center Annex & New Facility | Intermediate Distribution Frame Room | 118 | Telecommunications | 1 | | | | | | | | | | | |
| Communication Center Annex & New Facility | Electrical Room | 119 | Electrical Service | 1 | | | | | | | | | | | |
| Communication Center Annex & New Facility | No Name | 120 | Vacant | 1 | | 2 | | | | | | | | | |
| Communication Center Annex & New Facility | MPD Captain Office | 117 | Vacant | 1 | | | | | | | | | | | |
| Communication Center Annex & New Facility | Chief Operations Unit Fire EMS | 125 | Office | 1 | 1 | 1 | 1 | 1 | | | | | | | |
| Communication Center Annex & New Facility | Watch Commander Fire EMS | 151 | Office | 1 | 1 | 1 | 1 | 1 | | | | | | | |
| Communication Center Annex & New Facility | Fire EMS Transcript Room | 201 | Office | 2 | 1 | 1 | 1 | 1 | 1 | | | | | | |
| Communication Center Annex & New Facility | MPD Cell Phone & Pager Unit | 111 | Office | 1 | 7 | 7 | 7 | | | | 7 | | | | |
| Communication Center Annex & New Facility | Training Classroom / Conference | 224 | Training | 2 | 0 | 14 | 9 | 0 | 0 | | | 0 | | | |

Page 1 of 5 Faithful + Gould Condition Assessment

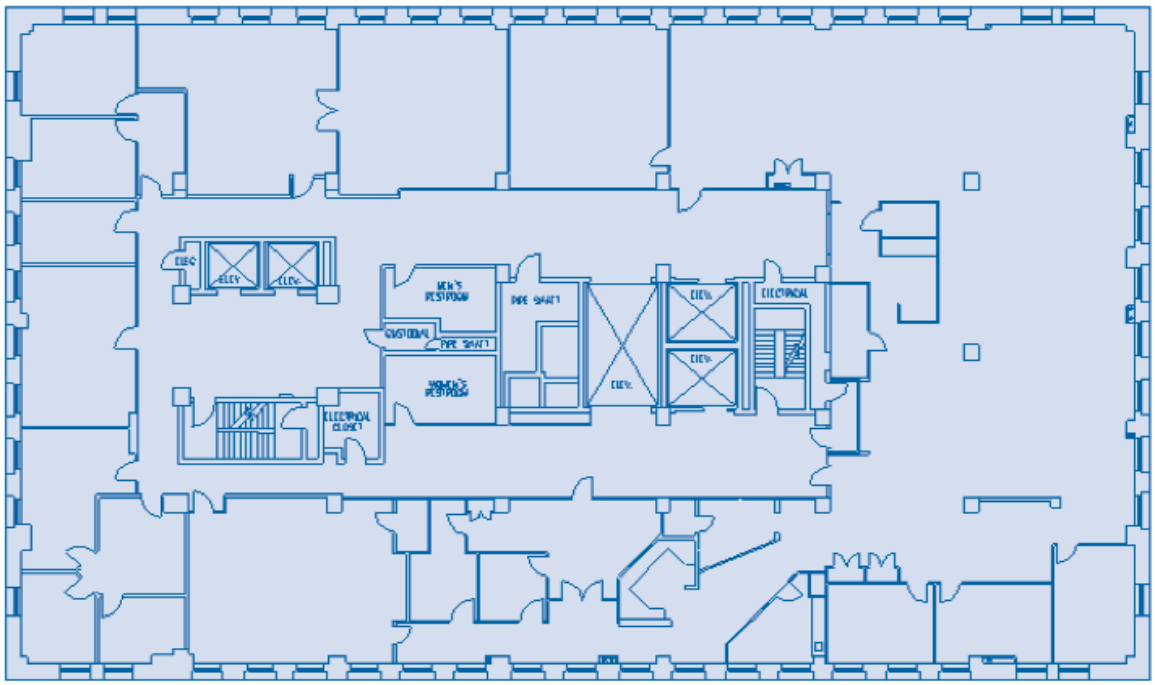
## Floor Plans & Area Calculations

In conjunction with the completion of our on-site inventory and occupancy survey, we completed detailed measurements of the building interiors. Measurements were taken to determine the interior dimensions of each room and common area, the interior area of each room, the location of all walls, partitions, doors, and windows, and the location and extent of the building core area, including elevator shafts, toilets, storage area, public corridors and other support areas.

At the conclusion of our on-site measurements we produced space level floor plans of each occupiable level using AutoCAD. Floor plans were utilized to determine the key building measurements detailed below. On-site measurements and floor area calculations were completed in accordance with the PBS National Business Assignment Guide standards and ANSI/BOMA Z65.1-1996.

### Gross Floor Area

Gross Measured Area is the total "constructed area" of a building (also referred to as Design Gross). NOTE: In Federal and Leased buildings where the government is the sole tenant, this area is the Total Construction Area. However, in Leased buildings where the government is a partial tenant, the Design Gross is the occupied portion plus the pro rated share of the Common space.



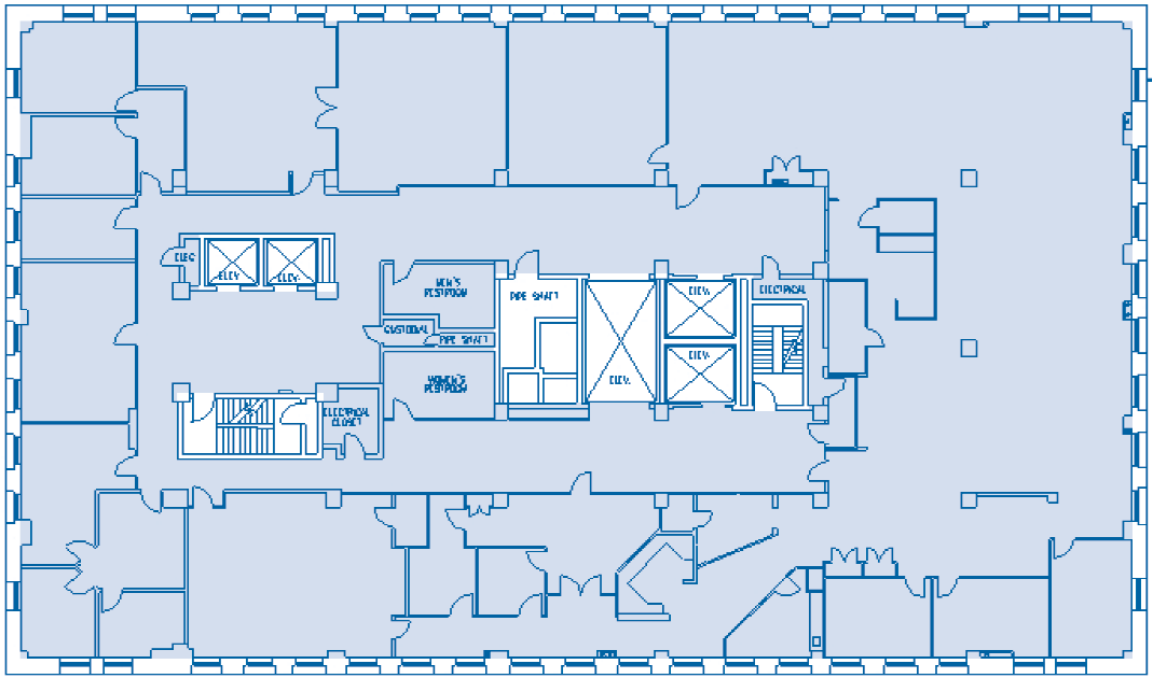
The Gross Measured Area is typically used for measuring building value and/or building costs. It is calculated by measuring to the outside dominant finished surface (without deductions) and adding the sum of all enclosed floors including:

- Basements and Sub-basements;
- Mechanical equipment floors;
- Penthouses;
- Structured parking;

- Crawl space.

Net Rentable Area

Rentable (ANSI Rentable) area is defined as the tenant's usable area plus their share of Building Common area. Non-assignable area(s) are not included in this calculation. Rentable is used to calculate the tenant's rent bill and is calculated as follows: Rentable = Usable area + Building Common.




Building Common

Building Common

Assigned as ANSI Category 02 and according to BOMA the Building Common area is "the areas of a building that provide services or circulation to building tenants but which are not included in the Office or Storage area of any specific tenant. EXCLUDED from Building Common are parking, portions of loading docks outside the building line and major vertical penetrations (see above)." Specific examples and/or illustrations of Building Common are as follows:

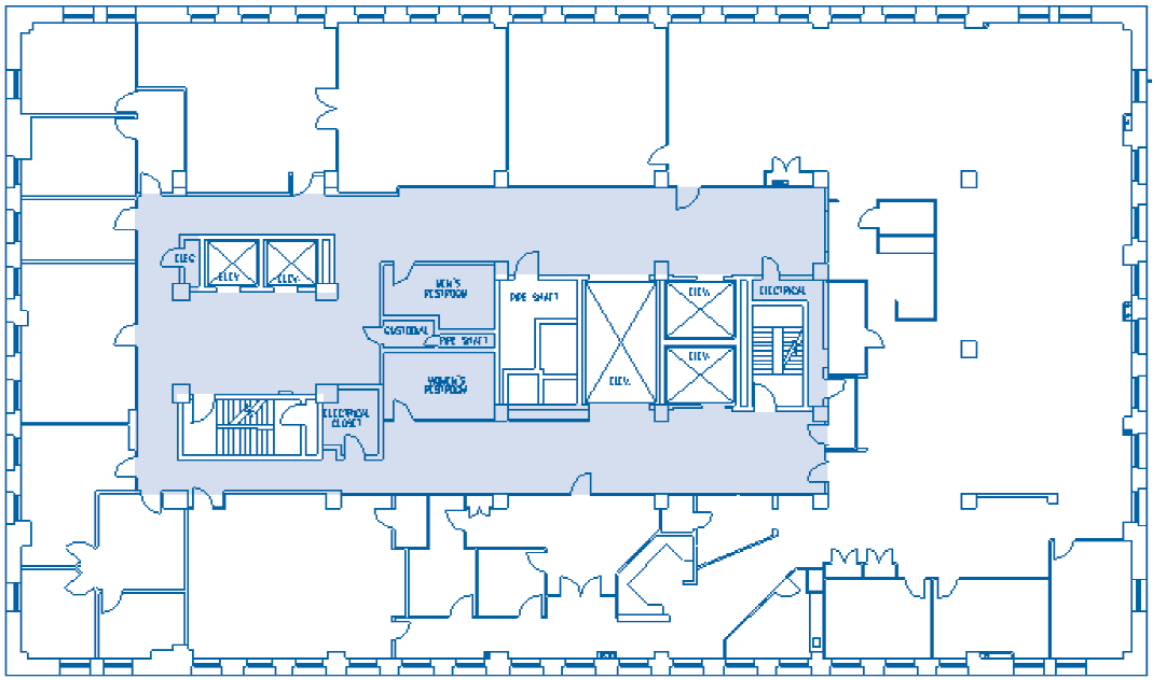
- Public corridors and main auxiliary lobbies used by all tenants in the building;
- Tenant support or security areas such as concierges, security desks and fire control rooms;
- Fully enclosed courtyards within the building line;
- Mechanical and/or telephone rooms that service (support) more than one floor (i.e. the whole building) and are not specialty spaces for a single tenant;
- Public toilets used by all tenants that are required by the Uniform Building Code for the floor where they are located. The public toilet square footage includes the associated plumbing chase and (according to BOMA) are NOT vertical penetrations; and
- Spaces used for the sole purpose of supporting building operations or upkeep, such as:
- Property Management Office (PMO) specifically used to support or service the building in which it is located;

- Spaces used to house or support building operations and maintenance, such as: storage rooms (doors, paint, light bulbs, ceiling tiles…), maintenance offices and contractor space used specifically to support or service the building in which it is located; and
- Guard and building monitoring stations within the building, but are NOT used for other types of office functions.

Floor Common

Assigned as ANSI Category 03 and according to BOMA, the Floor Common Area is "the areas on a floor, such as washrooms, janitorial closets, electrical and telephone rooms, mechanical rooms, elevator lobbies and public corridors that are available primarily for the use of the tenants on that floor." Specific examples and/or illustrations of Floor Common are as follows:

- Horizontal Circulation spaces such as public corridors and elevator lobbies;
- Public toilets (and associated plumbing chases) required by the Uniform Building Code for the floor where they are located; and
- Support spaces such as janitorial closets, electrical, telephone, mechanical and equipment rooms that specifically support the floor on which it is located.

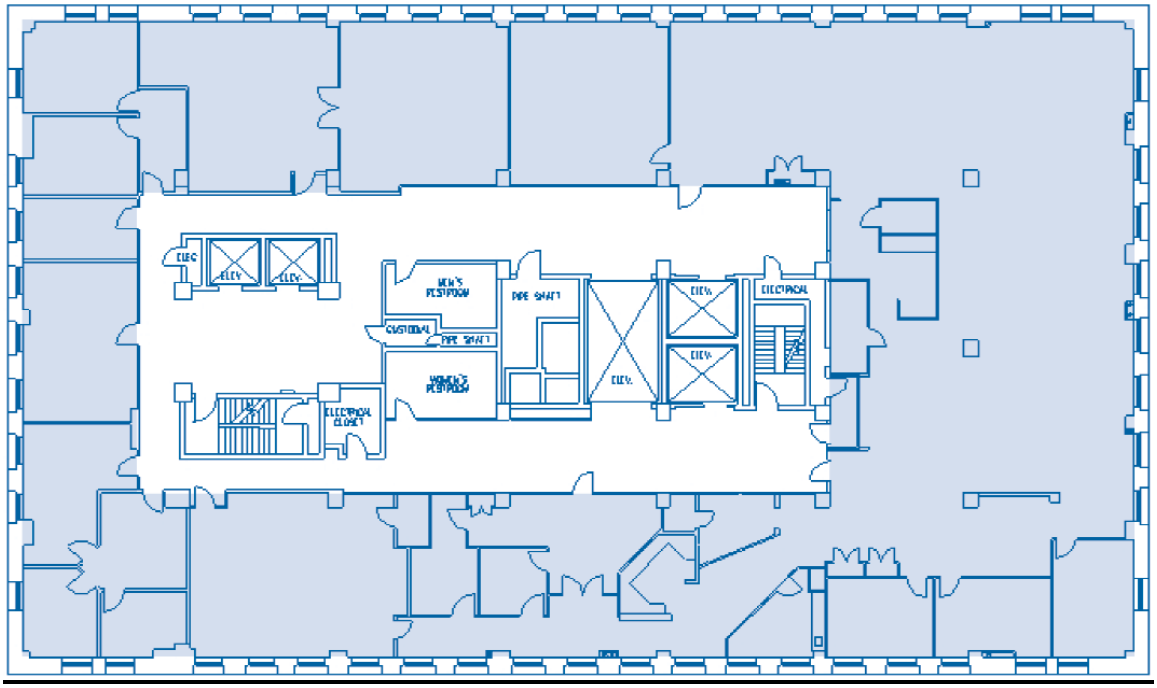



Building Common is calculated by summing all of the following Space Types within a particular building:

- Circulation Horizontal (CRH)
- Mechanical (MCH)
- Toilets (TLT)
- Custodial (CST)

Usable

Usable space (ANSI Usable) is defined as all Assignable and Joint Use space within the building. This is used for calculating the actual space occupied by tenants. The calculation to determine usable square footage is to measure the area(s) enclosed between the Finished Surfaces of Office Areas (ex. the office side of a corridor), the dominant portion or major vertical penetration and the center of partitions that separate office spaces. No deduction is made for columns and projections necessary to the building.




Vertical Penetrations

Assigned as ANSI Category 04 and according to BOMA, Vertical Penetrations are "the areas such as stairs, elevator shafts, flues, pipe shafts, vertical ducts and their enclosing walls are considered vertical penetrations. Atria, lightwells and similar penetrations above the finished floor are also included within this definition." Specific examples and/or illustrations of Vertical Penetrations are as follows:

- Generally, the space must be large enough for a person to fit comfortably through the penetration (approximately 9 square feet);
- The space must be deducted from the floor slab it penetrates—however, sleeved slabs and/or openings for plumbing, electrical or telephone chases are NOT vertical penetrations;
- Examples of common vertical penetrations are:
  - Atrium spaces that are NOT an amenity to a single tenant,
  - Attic space on a mezzanine floor level,
  - Elevator shafts,
  - Incinerator chimneys,
  - Fire egress stairwells,
  - Public and or multi-tenant stairs, and
  - Return/supply air chase; and
- Vertical penetrations built specifically for the private use of a tenant are NOT classified as vertical penetrations

## Property Specific Calculations

Gross Floor Area

The Gross Measured Area is calculated by measuring to the **outside** dominant finished surface (without deductions) and adding the sum of all enclosed floors including:

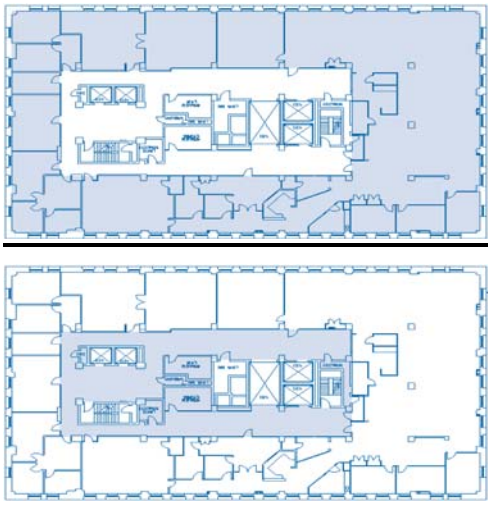
- Basements and Sub-basements;
- Mechanical equipment floors;
- Penthouses;
- Structured parking;
- Crawl space.

| Engine 1 | |
|---|---|
| Floor Number | Gross Measured Area (SF) |
| 1 | 9,548 |
| 2 | 6,227 |
| TOTAL | 15,775 |

Net Rentable Area

Rentable (ANSI Rentable) area is defined as the tenant's usable area plus their share of Building Common area. Non-assignable area(s) are not included in this calculation. Rentable is used to calculate the tenant's rent bill and is calculated as follows: Rentable = Usable area + Building Common.

Rentable = Usable Area + Building Common



Usable Area = Usable space is defined as all Assignable and Joint Use space within the building. The calculation used to determine usable square footage is to measure the area(s) enclosed between the Finished Surfaces of Office Areas (ex. the office side of a corridor), the dominant portion or major vertical penetration and the center of partitions that separate office spaces. No deduction is made for columns and projections necessary to the building. The area shaded blue on the attached plan is measured. The central core shown in white is not measured.

Building Common = Building common is "the areas of a building that provide services or circulation to building tenants but which are not included in the Office or Storage area of any specific tenant. EXCLUDED from Building Common are parking, portions of loading docks outside the building line and major vertical penetrations.

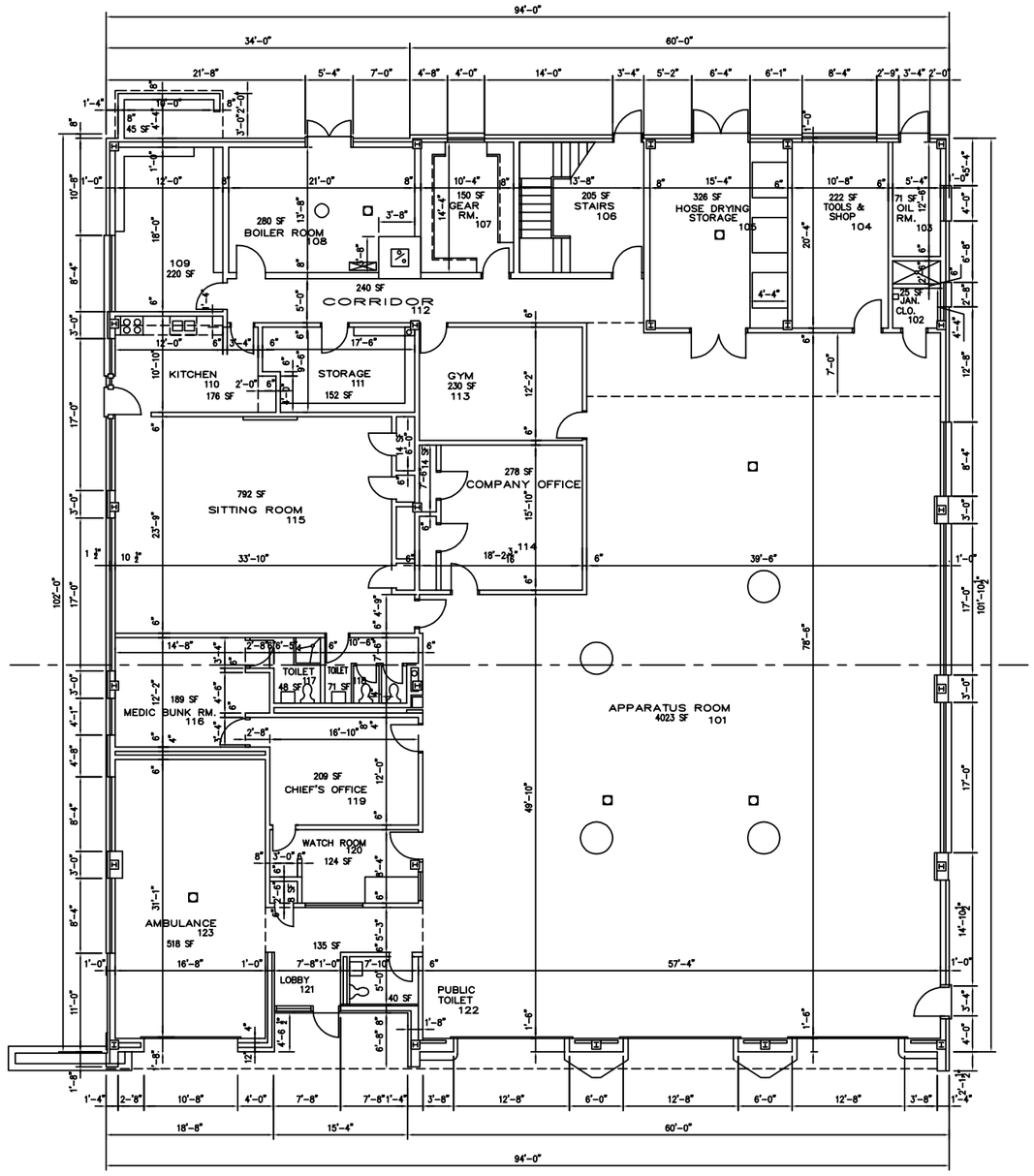
As the building is configured for single tenant use the net rentable area is basically the floor area measured from the interior face of the exterior walls minus the area of the major vertical penetrations. Major vertical penetrations consist of vertical shafts, stairs and chimneys.

Net Rentable Area calculation

| Engine 1 | |
|---|---|
| Floor Number | Gross Measured Area (SF) |
| 1 | 5,804 |
| 2 | 9,124 |
| TOTAL | 14,928 |

Tenant Profiles & Inventory

The building is occupied by the District of Columbia Fire and Emergency Management Service. At the time of our assessment, the building contained 14 staff.




GROSS FLOOR AREA = 9548 SF
NET RENTABLE AREA = 9124 SF

FIRST FLOOR PLAN

SCALE: 1/16" = 1'

N

PROJECT
NORTH

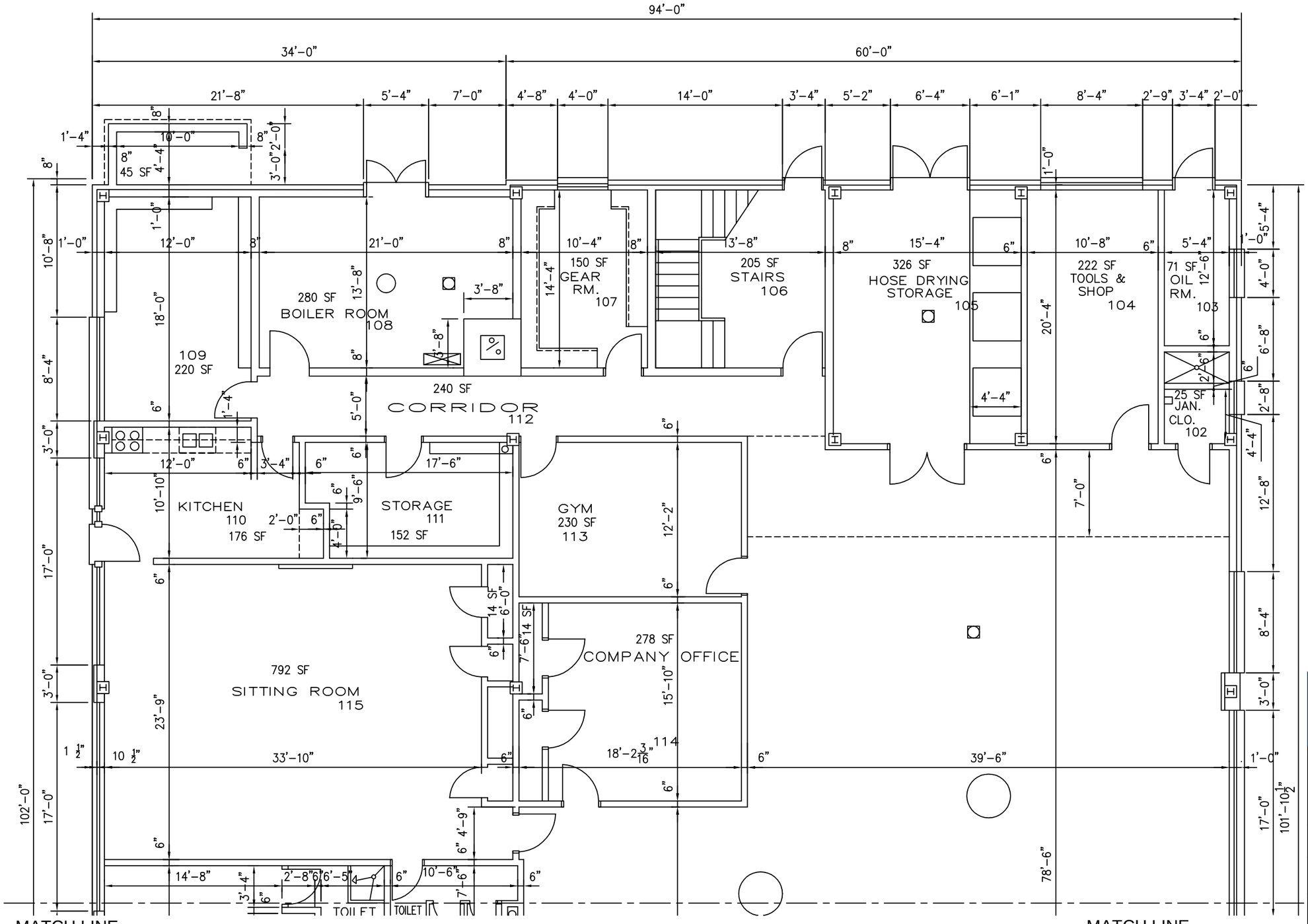
FAITHFUL + GOULD
CONSTRUCTIVE EXPERTISE

Project:
TRUCK NO. 2
ENGINE NO. 1

Sheet No.:
1 OF 3

Sheet Title:
A-1

Description:
FIRST FLOOR PLAN




FIRST FLOOR PLAN A

SCALE: 1/8" = 1'

GROSS FLOOR AREA = 9548 SF
NET RENTABLE AREA = 9124 SF

N

PROJECT NORTH

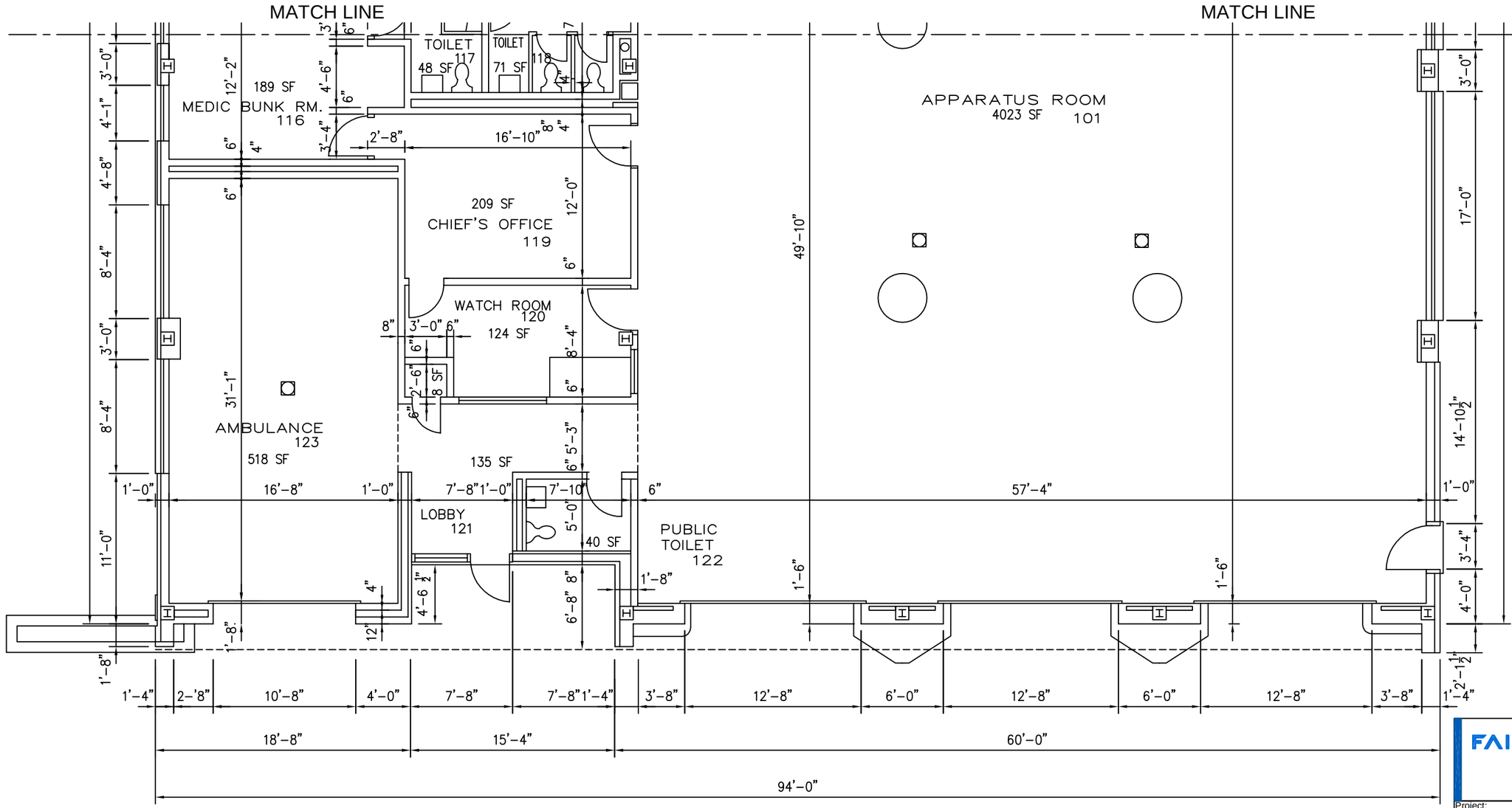
FAITHFUL + GOULD
CONSTRUCTIVE EXPERTISE

Project:
TRUCK NO. 2
ENGINE NO. 1

Sheet No.:
2 OF 3

Sheet Title:
A-2

Description:
FIRST FLOOR PLAN A




FIRST FLOOR PLAN B

SCALE: 1/8" = 1'

GROSS FLOOR AREA = 9548 SF
NET RENTABLE AREA = 9124 SF

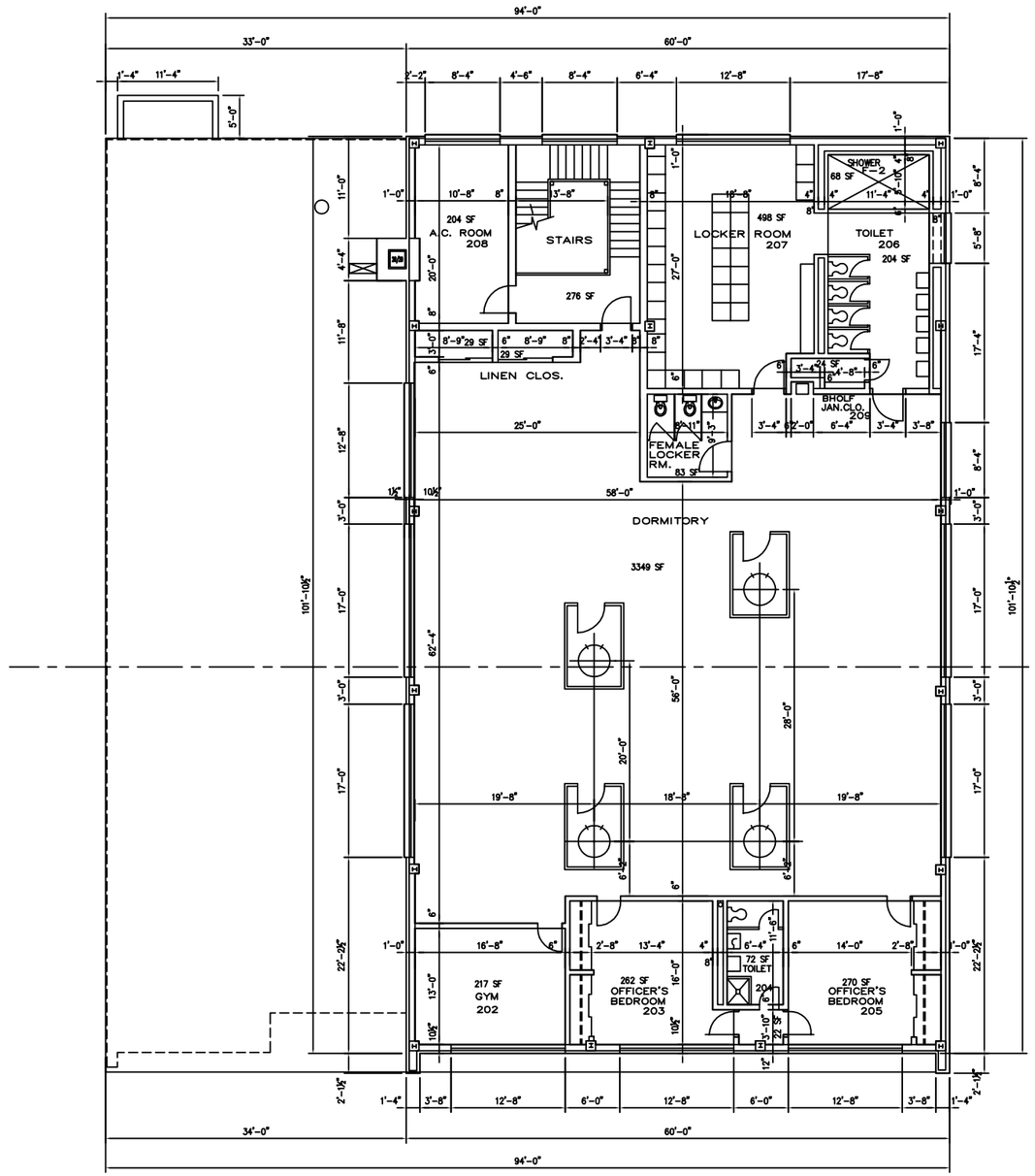
FAITHFUL + GOULD
CONSTRUCTIVE EXPERTISE

Project:
TRUCK NO. 2
ENGINE NO. 1

Sheet No.:
3 OF 3

Sheet Title:
A-3

Description:
FIRST FLOOR PLAN B




SECOND FLOOR PLAN

SCALE: 1/16" = 1'

GROSS FLOOR AREA = 6227 SF
NET RENTABLE AREA = 5804 SF

N

PROJECT
NORTH

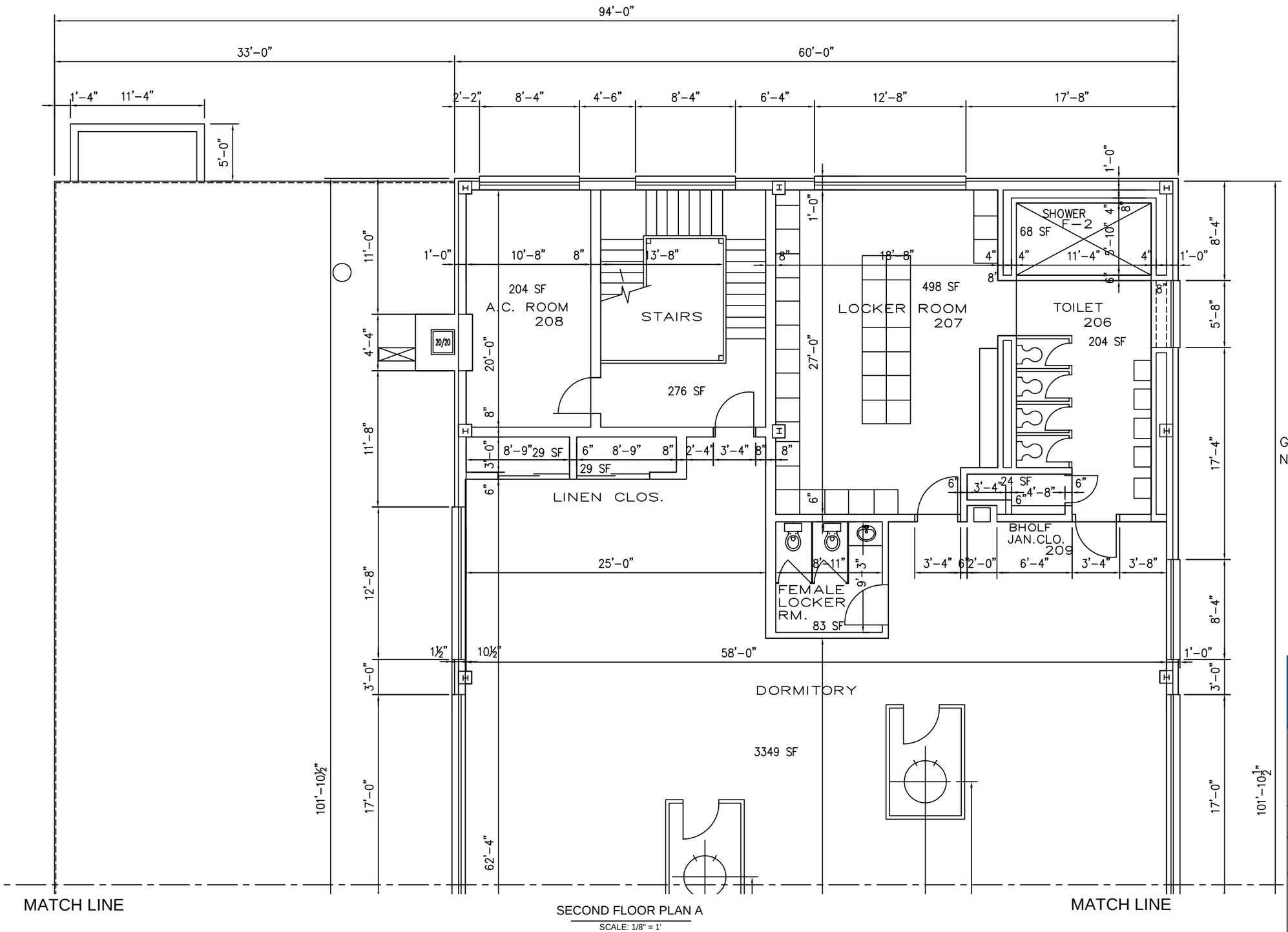
FAITHFUL + GOULD
CONSTRUCTIVE EXPERTISE

Project:
TRUCK NO. 2
ENGINE NO. 1

Sheet No.:
1 OF 3

Sheet Title:
A-1

Description:
SECOND FLOOR PLAN




SECOND FLOOR PLAN A

SCALE: 1/8" = 1'

GROSS FLOOR AREA = 6227 SF
NET RENTABLE AREA = 5804 SF

N

PROJECT NORTH

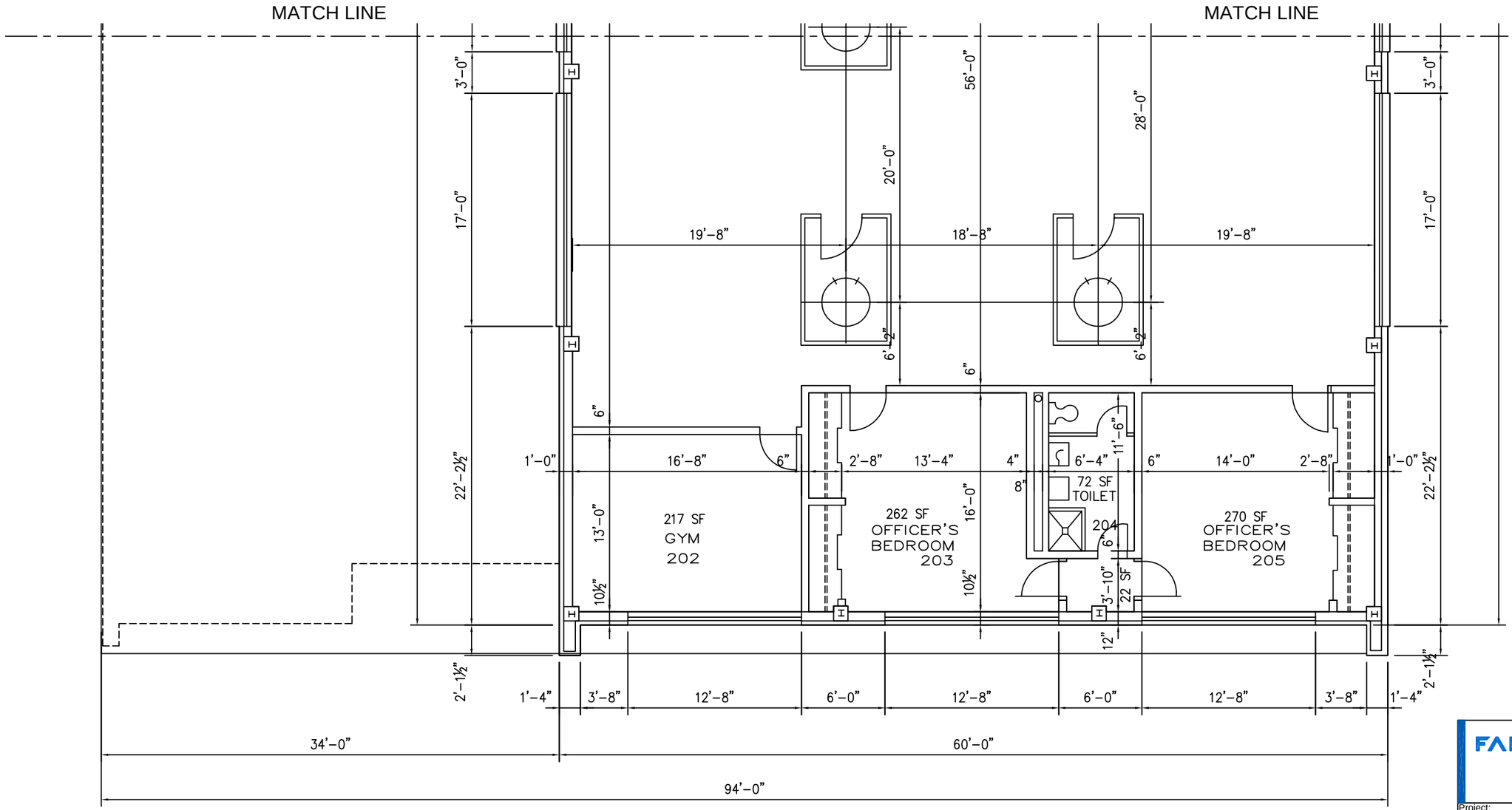
FAITHFUL + GOULD
CONSTRUCTIVE EXPERTISE

Project:
TRUCK NO. 2
ENGINE NO. 1

Sheet No.:
2 OF 3

Sheet Title:
A-2

Description:
SECOND FLOOR PLAN A




SECOND FLOOR PLAN B

SCALE: 1/8" = 1'

GROSS FLOOR AREA = 6227 SF
NET RENTABLE AREA = 5804 SF

N

PROJECT NORTH

FAITHFUL + GOULD
CONSTRUCTIVE EXPERTISE

Project:
TRUCK NO. 2
ENGINE NO. 1

Sheet No.:
3 OF 3

Sheet Title:
A-3

Description:
SECOND FLOOR PLAN B

# Inventory and Occupancy

By Building

# Engine 1

| Tenant | Tenant ID | Space Name | Space ID | Space Use | SF | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FEMS | Fire & Emergency Management Service | Chief's Office | 119 | Office | 209 | 1 | 0 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FEMS | Fire & Emergency Management Service | Boiler Room | 108 | Boiler Room | 280 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FEMS | Fire & Emergency Management Service | Serge Room | 107 | Storage | 150 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FEMS | Fire & Emergency Management Service | Storage | 111 | Storage | 152 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| FEMS | Fire & Emergency Management Service | Kitchen | 110 | Kitchen | 176 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| FEMS | Fire & Emergency Management Service | Sitting Room | 115 | Day Room | 792 | 1 | 0 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| FEMS | Fire & Emergency Management Service | Boot Room | 113 | Storage | 230 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FEMS | Fire & Emergency Management Service | Company Office | 114 | Office | 278 | 1 | 0 | 1 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FEMS | Fire & Emergency Management Service | Hose Drying Storage | 105 | Storage | 326 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FEMS | Fire & Emergency Management Service | Storage | 109 | Storage | 220 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| FEMS | Fire & Emergency Management Service | Chief's Bedroom | 116 | Accomodation | 189 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Engine 1

Continued from previous page ....

| Tenant | Tenant ID | Space Name | Space ID | Space Use | SF | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FEMS | Fire & Emergency Management Service | Officer's Bedroom | 203 | Accomodation | 262 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FEMS | Fire & Emergency Management Service | Watch Room | 129 | Watch Room | 124 | 1 | 0 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FEMS | Fire & Emergency Management Service | Apparatus Room | 101 | Apparatus Room | 4023 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FEMS | Fire & Emergency Management Service | AC Room | 208 | Mechanical | 204 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FEMS | Fire & Emergency Management Service | Locker Room | 207 | Locker Room | 498 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FEMS | Fire & Emergency Management Service | Toilet | 206 | Toilet | 204 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FEMS | Fire & Emergency Management Service | Dormitory | | Dormitory | 3450 | 2 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FEMS | Fire & Emergency Management Service | Ambulance Crew | 202 | Accomodation | 217 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FEMS | Fire & Emergency Management Service | Officer's Bedroom | 203 | Accomodation | 262 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FEMS | Fire & Emergency Management Service | Tools & Shop | 104 | Tools | 222 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | **Total for Engine 1** | | | 14 | 3 | 15 | 4 | 0 | 0 | 0 | 0 | 1 | 1 | 7 |
| | | | | **Total for Report** | | | 14 | 3 | 15 | 4 | 0 | 0 | 0 | 0 | 1 | 1 | 7 |

# Inventory and Occupancy

By Floor

## 1

| Building | Tenant | Space Name | Space ID | Space Use | SF | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Engine 1 | FEMS | Chief's Office | 119 | Office | 209 | 0 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Engine 1 | FEMS | Boiler Room | 108 | Boiler Room | 280 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Engine 1 | FEMS | Serge Room | 107 | Storage | 150 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Engine 1 | FEMS | Storage | 111 | Storage | 152 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Engine 1 | FEMS | Kitchen | 110 | Kitchen | 176 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Engine 1 | FEMS | Sitting Room | 115 | Day Room | 792 | 0 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| Engine 1 | FEMS | Boot Room | 113 | Storage | 230 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Engine 1 | FEMS | Company Office | 114 | Office | 278 | 0 | 1 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Engine 1 | FEMS | Hose Drying Storage | 105 | Storage | 326 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Engine 1 | FEMS | Storage | 109 | Storage | 220 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Engine 1 | FEMS | Chief's Bedroom | 116 | Accomodation | 189 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Engine 1 | FEMS | Watch Room | 129 | Watch Room | 124 | 0 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Engine 1 | FEMS | Apparatus Room | 101 | Apparatus Room | 4023 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Engine 1 | FEMS | Tools & Shop | 104 | Tools | 222 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | **Total for 1** | | 1 | 3 | 15 | 4 | 0 | 0 | 0 | 0 | 1 | 1 | 7 |

## 2

| Building | Tenant | Space Name | Space ID | Space Use | SF | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Engine 1 | FEMS | Officer's Bedroom | 203 | Accomodation | 262 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Engine 1 | FEMS | AC Room | 208 | Mechanical | 204 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Engine 1 | FEMS | Locker Room | 207 | Locker Room | 498 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Engine 1 | FEMS | Toilet | 206 | Toilet | 204 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Engine 1 | FEMS | Dormitory | | Dormitory | 3450 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Engine 1 | FEMS | Ambulance Crew | 202 | Accomodation | 217 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Engine 1 | FEMS | Officer's Bedroom | 203 | Accomodation | 262 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | **Total for 2** | | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | **Total for Report** | | 14 | 3 | 15 | 4 | 0 | 0 | 0 | 0 | 1 | 1 | 7 |

# Inventory and Occupancy

By Space

FAITHFUL+GOULD

## AC Room 208

| Building | Tenant | Tenant ID | Space Use | SF | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Engine 1 | FEMS | Fire & Emergency Management Service | Mechanical | 204 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | **Total for AC Room** | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Ambulance Crew 202

| Building | Tenant | Tenant ID | Space Use | SF | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Engine 1 | FEMS | Fire & Emergency Management Service | Accomodation | 217 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | **Total for Ambulance Crew** | | | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Apparatus Room 101

| Building | Tenant | Tenant ID | Space Use | SF | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Engine 1 | FEMS | Fire & Emergency Management Service | Apparatus Room | 4023 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | **Total for Apparatus Room** | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Boiler Room 108

| Building | Tenant | Tenant ID | Space Use | SF | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Engine 1 | FEMS | Fire & Emergency Management Service | Boiler Room | 280 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | **Total for Boiler Room** | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Boot Room 113

| Building | Tenant | Tenant ID | Space Use | SF | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Engine 1 | FEMS | Fire & Emergency Management Service | Storage | 230 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | **Total for Boot Room** | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Chief's Bedroom 116

| Building | Tenant | Tenant ID | Space Use | SF | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Engine 1 | FEMS | Fire & Emergency Management Service | Accomodation | 189 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | **Total for Chief's Bedroom** | | | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Chief's Office 119

| Building | Tenant | Tenant ID | Space Use | SF | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Engine 1 | FEMS | Fire & Emergency Management Service | Office | 209 | 1 | 0 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | **Total for Chief's Office** | | | 0 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Company Office 114

| Building | Tenant | Tenant ID | Space Use | SF | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Engine 1 | FEMS | Fire & Emergency Management Service | Office | 278 | 1 | 0 | 1 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | **Total for Company Office** | | | 0 | 1 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Dormitory

| Building | Tenant | Tenant ID | Space Use | SF | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Engine 1 | FEMS | Fire & Emergency Management Service | Dormitory | 3450 | 2 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | **Total for Dormitory** | | | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Hose Drying Storage 105

| Building | Tenant | Tenant ID | Space Use | SF | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Engine 1 | FEMS | Fire & Emergency Management Service | Storage | 326 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | **Total for Hose Drying Storage** | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Kitchen 110

| Building | Tenant | Tenant ID | Space Use | SF | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Engine 1 | FEMS | Fire & Emergency Management Service | Kitchen | 176 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| | | | **Total for Kitchen** | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

## Locker Room 207

| Building | Tenant | Tenant ID | Space Use | SF | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Engine 1 | FEMS | Fire & Emergency Management Service | Locker Room | 498 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | **Total for Locker Room** | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Officer's Bedroom 203

| Building | Tenant | Tenant ID | Space Use | SF | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Engine 1 | FEMS | Fire & Emergency Management Service | Accomodation | 262 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Engine 1 | FEMS | Fire & Emergency Management Service | Accomodation | 262 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | **Total for Officer's Bedroom** | | | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Serge Room 107

| Building | Tenant | Tenant ID | Space Use | SF | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Engine 1 | FEMS | Fire & Emergency Management Service | Storage | 150 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | **Total for Serge Room** | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Sitting Room 115

| Building | Tenant | Tenant ID | Space Use | SF | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Engine 1 | FEMS | Fire & Emergency Management Service | Day Room | 792 | 1 | 0 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| | | | **Total for Sitting Room** | | | 0 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |

## Storage 109

| Building | Tenant | Tenant ID | Space Use | SF | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Engine 1 | FEMS | Fire & Emergency Management Service | Storage | 220 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Engine 1 | FEMS | Fire & Emergency Management Service | Storage | 152 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| | | | **Total for Storage** | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |

## Toilet 206

| Building | Tenant | Tenant ID | Space Use | SF | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Engine 1 | FEMS | Fire & Emergency Management Service | Toilet | 204 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | **Total for Toilet** | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Tools & Shop 104

| Building | Tenant | Tenant ID | Space Use | SF | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Engine 1 | FEMS | Fire & Emergency Management Service | Tools | 222 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | **Total for Tools & Shop** | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Watch Room 129

| Building | Tenant | Tenant ID | Space Use | SF | Floor | # Occ's | Desks | Chairs | Filing Cabinets | Book Shelves | Workstations (Triple) | Workstations (Single) | Tables (Standard) | Tables (Conference) | Sofas | Fridges |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Engine 1 | FEMS | Fire & Emergency Management Service | Watch Room | 124 | 1 | 0 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | **Total for Watch Room** | | | 0 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Total for Report** | 14 | 3 | 15 | 4 | 0 | 0 | 0 | 0 | 1 | 1 | 7 |

# Appendix A

## Six Year Capital Expenditure Forecast

**SIX YEAR CAPITAL EXPENDITURE FORECAST**
**Engine Company No. 1**
**2225 M Street, NW**
**Washington, D.C. 20037**

| | ITEM | EUL | RUL | Unit Cost | Quantity | Unit of Measurement | Priority | Repair / PM | Replace | A/E Serv. | GC Allow. | Immediate | 2010 Year 1 | 2011 Year 2 | 2012 Year 3 | 2013 Year 4 | 2014 Year 5 | 2015 Year 6 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | Priority 1 | Priority 2 | Priority 3 | | | | Priority 4 | |
| A. SUBSTRUCTURE | | | | | | | | | | | | | | | | | | | |
| A10 Foundations | | | | | | | | | | | | | | | | | | | |
| No Capital Expenditures are Forecasted | | | | | | | | | | | | | | | | | | | |
| | SECTION SUBTOTALS = | | | | | | | | | | | | | | | | | | $0 |
| A20 Basement Construction | | | | | | | | | | | | | | | | | | | |
| No Capital Expenditures are Forecasted | | | | | | | | | | | | | | | | | | | |
| | SECTION SUBTOTALS = | | | | | | | | | | | | | | | | | | $0 |
| | SUBSTRUCTURE TOTALS = | | | | | | | | | | | | | | | | | | $0 |
| B. SHELL | | | | | | | | | | | | | | | | | | | |
| B10 Superstructure | | | | | | | | | | | | | | | | | | | |
| No Capital Expenditures are Forecasted | | | | | | | | | | | | | | | | | | | |
| | SECTION SUBTOTALS = | | | | | | | | | | | | | | | | | | $0 |
| B20 Exterior Closure | | | | | | | | | | | | | | | | | | | |
| 1 | Replace All Steel-Framed Windows | 30 | 0 | $91.90 | 1,310 | SF | 2 | | √ | | | | $120,389 | | | | | | $120,389 |
| | SECTION SUBTOTALS = | | | | | | | | | | | | | | | | | | $120,389 |
| B30 Roofing | | | | | | | | | | | | | | | | | | | |
| 1 | Replace Low-Slope Roof | 25 | 0 | $12.00 | 9,180 | SF | 2 | | √ | | | | $110,160 | | | | | | $110,160 |
| | SECTION SUBTOTALS = | | | | | | | | | | | | | | | | | | $110,160 |
| | SHELL TOTALS = | | | | | | | | | | | | | | | | | | $230,549 |
| C. INTERIORS | | | | | | | | | | | | | | | | | | | |
| No Capital Expenditures are Forecasted | | | | | | | | | | | | | | | | | | | |
| | SECTION SUBTOTALS = | | | | | | | | | | | | | | | | | | $0 |
| | INTERIORS TOTALS = | | | | | | | | | | | | | | | | | | $0 |
| D. SERVICES | | | | | | | | | | | | | | | | | | | |
| D10 Conveying | | | | | | | | | | | | | | | | | | | |
| No Capital Expenditures are Forecasted | | | | | | | | | | | | | | | | | | | |
| | SECTION SUBTOTALS = | | | | | | | | | | | | | | | | | | $0 |
| D20 Plumbing | | | | | | | | | | | | | | | | | | | |
| No Capital Expenditures are Forecasted | | | | | | | | | | | | | | | | | | | |
| | SECTION SUBTOTALS = | | | | | | | | | | | | | | | | | | $0 |
| D30 HVAC | | | | | | | | | | | | | | | | | | | |
| No Capital Expenditures are Forecasted | | | | | | | | | | | | | | | | | | | |
| | SECTION SUBTOTALS = | | | | | | | | | | | | | | | | | | $0 |
| D40 Fire Protection | | | | | | | | | | | | | | | | | | | |
| No Capital Expenditures are Forecasted | | | | | | | | | | | | | | | | | | | |
| | SECTION SUBTOTALS = | | | | | | | | | | | | | | | | | | $0 |
| D50 Electrical | | | | | | | | | | | | | | | | | | | |
| No Capital Expenditures are Forecasted | | | | | | | | | | | | | | | | | | | |
| | SECTION SUBTOTALS = | | | | | | | | | | | | | | | | | | $0 |
| | SERVICES TOTALS = | | | | | | | | | | | | | | | | | | $0 |

# SIX YEAR CAPITAL EXPENDITURE FORECAST

**Engine Company No. 1**
**2225 M Street, NW**
**Washington, D.C. 20037**

| ITEM | EUL | RUL | Unit Cost | Quantity | Unit of Measurement | Priority | Repair / PM | Replace | A/E Serv. | GC Allow. | Immediate | 2010 Year 1 | 2011 Year 2 | 2012 Year 3 | 2013 Year 4 | 2014 Year 5 | 2015 Year 6 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | Priority 1 | Priority 2 | Priority 3 | | | | Priority 4 | |
| E. FURNISHINGS & EQUIPMENT | | | | | | | | | | | | | | | | | | |
| E10 Equipment | | | | | | | | | | | | | | | | | | |
| No Capital Expenditures are Forecasted | | | | | | | | | | | | | | | | | | |
| E20 Furnishings | | | | | | | | | | | | | | | | | | |
| No Capital Expenditures are Forecasted | | | | | | | | | | | | | | | | | | |
| SECTION SUBTOTALS = | | | | | | | | | | | | | | | | | | $0 |
| FURNISHINGS & EQUIPMENT TOTALS = | | | | | | | | | | | | | | | | | | $0 |
| F. SPECIAL CONSTRUCTION & DEMOLITION | | | | | | | | | | | | | | | | | | |
| F10 Special Construction | | | | | | | | | | | | | | | | | | |
| No Capital Expenditures are Forecasted | | | | | | | | | | | | | | | | | | |
| F20 Demolition | | | | | | | | | | | | | | | | | | |
| No Capital Expenditures are Forecasted | | | | | | | | | | | | | | | | | | |
| SECTION SUBTOTALS = | | | | | | | | | | | | | | | | | | $0 |
| SPECIAL CONSTRUCTION & DEMOLITION TOTALS = | | | | | | | | | | | | | | | | | | $0 |
| G. BUILDING SITEWORK | | | | | | | | | | | | | | | | | | |
| G10 Site Systems | | | | | | | | | | | | | | | | | | |
| No Capital Expenditures are Forecasted | | | | | | | | | | | | | | | | | | |
| SECTION SUBTOTALS = | | | | | | | | | | | | | | | | | | $0 |
| BUILDING SITEWORK TOTALS = | | | | | | | | | | | | | | | | | | $0 |
| H. ACCESSIBILITY | | | | | | | | | | | | | | | | | | |
| H10 Site Improvements | | | | | | | | | | | | | | | | | | |
| No Capital Expenditures are Forecasted | | | | | | | | | | | | | | | | | | |
| SECTION SUBTOTALS = | | | | | | | | | | | | | | | | | | $0 |
| ACCESSIBILITY TOTALS = | | | | | | | | | | | | | | | | | | $0 |
| I. HAZARDOUS MATERIALS | | | | | | | | | | | | | | | | | | |
| No Capital Expenditures are Forecasted | | | | | | | | | | | | | | | | | | |
| SECTION SUBTOTALS = | | | | | | | | | | | | | | | | | | $0 |
| HAZARDOUS MATERIALS TOTALS = | | | | | | | | | | | | | | | | | | $0 |
| J. ENVIRONMENTAL ANALYSIS | | | | | | | | | | | | | | | | | | |
| No Capital Expenditures are Forecasted | | | | | | | | | | | | | | | | | | |
| SECTION SUBTOTALS = | | | | | | | | | | | | | | | | | | $0 |
| J20 Green Roof Feasibility | | | | | | | | | | | | | | | | | | |
| No Capital Expenditures are Forecasted | | | | | | | | | | | | | | | | | | |
| SECTION SUBTOTALS = | | | | | | | | | | | | | | | | | | $0 |
| J30 Energy Efficiency | | | | | | | | | | | | | | | | | | |
| No Capital Expenditures are Forecasted | | | | | | | | | | | | | | | | | | |
| SECTION SUBTOTALS = | | | | | | | | | | | | | | | | | | $0 |
| ENVIRONMENTAL ANALYSIS TOTALS = | | | | | | | | | | | | | | | | | | $0 |
| | | | | | | | | | | | | | | | | | | |
| TOTALS | | | | | | | | | | | $0 | $230,549 | $0 | $0 | $0 | $0 | $0 | $230,549 |
| | | | | | | | | | | | | | | | | | | |
| TOTALS (w/ Inflation @ 4%) | | | | | | | | | | | $0 | $230,549 | $0 | $0 | $0 | $0 | $0 | $230,549 |

| | |
|---|---|
| Total Expenditures (current $) | $424,148 |
| Expenditures Considered by FCI (Exc. Environ. Analysis, Includes Maintenance) | $424,148 |
| Current Replacement Value (current $) | $2,334,700 |
| Facility Condition Index (FCI) | 0.18 |

# Appendix B

## Six Year Maintenance Forecast

# SIX YEAR MAINTENANCE FORECAST

**Engine Company No. 1**
**2225 M Street, NW**
**Washington, D.C. 20037**

| | ITEM | EUL | RUL | Unit Cost | Quantity | Unit of Measurement | Priority | Repair / PM | Replace | A/E Serv. | GC Allow. | Immediate | 2010 Year 1 | 2011 Year 2 | 2012 Year 3 | 2013 Year 4 | 2014 Year 5 | 2015 Year 6 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | Priority 1 | Priority 2 | Priority 3 | | | | Priority 4 | |
| **A. SUBSTRUCTURE** | | | | | | | | | | | | | | | | | | | |
| | No Maintenance Expenditures are Forecasted | | | | | | | | | | | | | | | | | | $0 |
| | | | | SECTION SUBTOTALS = | | | | | | | | | | | | | | | $0 |
| **A20 Basement Construction** | | | | | | | | | | | | | | | | | | | |
| | No Maintenance Expenditures are Forecasted | | | | | | | | | | | | | | | | | | $0 |
| | | | | SECTION SUBTOTALS = | | | | | | | | | | | | | | | $0 |
| | | | | SUBSTRUCTURE TOTALS = | | | | | | | | | | | | | | | $0 |
| **B. SHELL** | | | | | | | | | | | | | | | | | | | |
| **B10 Superstructure** | | | | | | | | | | | | | | | | | | | |
| | No Maintenance Expenditures are Forecasted | | | | | | | | | | | | | | | | | | |
| | | | | SECTION SUBTOTALS = | | | | | | | | | | | | | | | $0 |
| **B20 Exterior Closure** | | | | | | | | | | | | | | | | | | | |
| 1 | Localized Concrete Repairs at Exterior Façade | N/A | N/A | $20.00 | 250 | SF | 2 | √ | | | | | $5,000 | | | | | | $5,000 |
| 2 | Replace Sealant at Concrete Façade Panels and Door Frames | 10 | 0 | $13.60 | 1,514 | LF | 2 | | √ | | | | $20,590 | | | | | | $20,590 |
| 3 & 4 | Repaint Exterior Steel-Framed Doors and Frames | 5 | 0 | $5.00 | 189 | SF | varies | | | | | | $945 | | | | | $945 | $1,890 |
| | | | | SECTION SUBTOTALS = | | | | | | | | | | | | | | | $27,480 |
| **B30 Roofing** | | | | | | | | | | | | | | | | | | | |
| | No Maintenance Expenditures are Forecasted | | | | | | | | | | | | | | | | | | |
| | | | | SECTION SUBTOTALS = | | | | | | | | | | | | | | | $0 |
| | | | | SHELL TOTALS = | | | | | | | | | | | | | | | $27,480 |
| | No Maintenance Expenditures are Forecasted | | | | | | | | | | | | | | | | | | |
| | | | | SECTION SUBTOTALS = | | | | | | | | | | | | | | | $0 |
| **C. INTERIORS** | | | | | | | | | | | | | | | | | | | |
| 1 | Localized Repairs of Defective Portions of Ceiling and Plastered Wall Finishes | N/A | N/A | $4.00 | 700 | SF | 2 | √ | | | | | $2,800 | | | | | | $2,800 |
| 2 | Restroom Modernization (Including ADA Compliancy) | N/A | N/A | $2,000.00 | 2 | LS | 2 | | √ | | | | $4,000 | | | | | | $4,000 |
| 3 | Repaint Interior Walls and Ceilings | 5 | 0 | $3.00 | 9,500 | SF | varies | | | | | | $28,500 | | | | | $28,500 | $57,000 |
| | | | | SECTION SUBTOTALS = | | | | | | | | | | | | | | | $63,800 |
| | | | | INTERIORS TOTALS = | | | | | | | | | | | | | | | $63,800 |
| **D. SERVICES** | | | | | | | | | | | | | | | | | | | |
| **D10 Conveying** | | | | | | | | | | | | | | | | | | | |
| | No Maintenance Expenditures are Forecasted | | | | | | | | | | | | | | | | | | |
| | | | | SECTION SUBTOTALS = | | | | | | | | | | | | | | | $0 |
| **D20 Plumbing** | | | | | | | | | | | | | | | | | | | |
| 1 | Replace Piping and Fixtures | N/A | N/A | $1,280.00 | 1 | LS | varies | | √ | | | | $1,280 | $1,280 | $1,280 | $1,280 | $1,280 | $1,280 | $7,680 |
| 2 | Replace Water Heater | 15 | 1 | $2,500.00 | 1 | EA | 3 | | √ | | | | | | $2,500 | | | | $2,500 |
| | | | | SECTION SUBTOTALS = | | | | | | | | | | | | | | | $10,180 |
| **D30 HVAC** | | | | | | | | | | | | | | | | | | | |
| 1 | Boiler Maintenance and Repairs | N/A | N/A | $5,000.00 | 1 | LS | varies | √ | | | | | $5,000 | $5,000 | $5,000 | $5,000 | $5,000 | $5,000 | $30,000 |
| 2 | Building Automation System Testing and Repair | N/A | N/A | $0.25 | 15,776 | EA | 2 | | √ | | | | $3,944 | | | | | | $3,944 |
| | | | | SECTION SUBTOTALS = | | | | | | | | | | | | | | | $33,944 |
| **D40 Fire Protection** | | | | | | | | | | | | | | | | | | | |
| 1 | Testing and Repairs to Smoke Detectors | N/A | N/A | $2,000.00 | 1 | LS | 1 | √ | | | | $2,000 | | | | | | | $2,000 |
| | | | | SECTION SUBTOTALS = | | | | | | | | | | | | | | | $2,000 |
| **D50 Electrical** | | | | | | | | | | | | | | | | | | | |
| 1 | Replace Existing Switchboard Panels / Overhaul Electrical System | 25 | 0 | $1.10 | 13,650 | SF | 2 | | √ | | | | $15,015 | | | | | | $15,015 |
| 2 | Electrical Preventative Maintenance | 3 | 0 | $4,000.00 | 1 | LS | varies | √ | | | | | | | | $4,000 | | | $4,000 |
| 3 | Replace Defective Light Fixtures | N/A | N/A | $215.00 | 10 | EA | 2 | | √ | | | | $2,150 | | | | | | $2,150 |
| | | | | SECTION SUBTOTALS = | | | | | | | | | | | | | | | $21,165 |
| | | | | SERVICES TOTALS = | | | | | | | | | | | | | | | $67,289 |

# SIX YEAR MAINTENANCE FORECAST

**Engine Company No. 1**
**2225 M Street, NW**
**Washington, D.C. 20037**

| | ITEM | EUL | RUL | Unit Cost | Quantity | Unit of Measurement | Priority | Repair / PM | Replace | A/E Serv. | GC Allow. | Immediate | 2010 Year 1 | 2011 Year 2 | 2012 Year 3 | 2013 Year 4 | 2014 Year 5 | 2015 Year 6 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | Priority 1 | Priority 2 | Priority 3 | | | | Priority 4 | |
| **E. FURNISHINGS & EQUIPMENT** | | | | | | | | | | | | | | | | | | | |
| **E10 Equipment** | | | | | | | | | | | | | | | | | | | |
| | No Maintenance Expenditures are Forecasted | | | | | | | | | | | | | | | | | | |
| **E20 Furnishings** | | | | | | | | | | | | | | | | | | | |
| | No Maintenance Expenditures are Forecasted | | | | | | | | | | | | | | | | | | |
| | | | | SECTION SUBTOTALS = | | | | | | | | | | | | | | | $0 |
| | | | | FURNISHINGS & EQUIPMENT TOTALS = | | | | | | | | | | | | | | | $0 |
| **F. SPECIAL CONSTRUCTION & DEMOLITION** | | | | | | | | | | | | | | | | | | | |
| **F10 Special Construction** | | | | | | | | | | | | | | | | | | | |
| | No Maintenance Expenditures are Forecasted | | | | | | | | | | | | | | | | | | |
| | | | | SPECIAL CONSTRUCTION & DEMOLITION TOTALS = | | | | | | | | | | | | | | | $0 |
| **G. BUILDING SITEWORK** | | | | | | | | | | | | | | | | | | | |
| **G10 Site Systems** | | | | | | | | | | | | | | | | | | | |
| 1 | Localized Repairs at Defective Concrete Access Road | N/A | N/A | $20.00 | 60 | SY | 2 | √ | | | | | $1,200 | | | | | | $1,200 |
| 2 | Localized Repairs at Defective Concrete Sidewalks | N/A | N/A | $6.00 | 500 | SF | 2 | √ | | | | | $3,000 | | | | | | $3,000 |
| 3 | Brickwork Repairs at Planter | N/A | N/A | $500.00 | 1 | LS | 2 | √ | | | | | $500 | | | | | | $500 |
| 4 | Repairs at Defective Steel-Framed Vehicular Gates | N/A | N/A | $880.00 | 1 | LS | 2 | √ | | | | | $880 | | | | | | $880 |
| | | | | SECTION SUBTOTALS = | | | | | | | | | | | | | | | $5,580 |
| | | | | BUILDING SITEWORK TOTALS = | | | | | | | | | | | | | | | $5,580 |
| **H. ACCESSIBILITY** | | | | | | | | | | | | | | | | | | | |
| 1 | Provision of ADA Parking Space and Signage | N/A | N/A | $450.00 | 1 | LS | 2 | | | | | | $450 | | | | | | $450 |
| 2 | Increase Width of Restroom Doors | N/A | N/A | $3,000.00 | 2 | LS | 2 | | | | | | $6,000 | | | | | | $6,000 |
| 3 | Refurbish 1st Floor Bathrooms to Comply with ADAAG | N/A | N/A | $14,000.00 | 1 | EA | | | | | | | $14,000 | | | | | | $14,000 |
| | | | | SECTION SUBTOTALS = | | | | | | | | | | | | | | | $20,450 |
| | | | | ACCESSIBILITY TOTALS = | | | | | | | | | | | | | | | $20,450 |
| **I. HAZARDOUS MATERIALS** | | | | | | | | | | | | | | | | | | | |
| 1 | Environmental Evaluation (Hazmat and Moisture Infiltration) | N/A | N/A | $9,000.00 | 1 | LS | 1 | | | √ | | $9,000 | | | | | | | $9,000 |
| | | | | SECTION SUBTOTALS = | | | | | | | | | | | | | | | $9,000 |
| | | | | HAZARDOUS MATERIALS TOTALS = | | | | | | | | | | | | | | | $9,000 |
| **J. ENVIRONMENTAL ANALYSIS** | | | | | | | | | | | | | | | | | | | |
| **J10 LEED Analysis** | | | | | | | | | | | | | | | | | | | |
| | No Maintenance Expenditures are Forecasted | | | | | | | | | | | | | | | | | | |
| | | | | SECTION SUBTOTALS = | | | | | | | | | | | | | | | $0 |
| **J20 Green Roof Feasibility** | | | | | | | | | | | | | | | | | | | |
| | No Maintenance Expenditures are Forecasted | | | | | | | | | | | | | | | | | | |
| | | | | SECTION SUBTOTALS = | | | | | | | | | | | | | | | $0 |
| **J30 Energy Efficiency** | | | | | | | | | | | | | | | | | | | |
| | No Maintenance Expenditures are Forecasted | | | | | | | | | | | | | | | | | | |
| | | | | SECTION SUBTOTALS = | | | | | | | | | | | | | | | $0 |
| | | | | ENVIRONMENTAL ANALYSIS TOTALS = | | | | | | | | | | | | | | | $0 |
| | TOTALS | | | | | | | | | | | $11,000 | $115,254 | $6,280 | $8,780 | $10,280 | $6,280 | $35,725 | $193,599 |
| | TOTALS (w/ Inflation @ 4%) | | | | | | | | | | | $11,000 | $115,254 | $6,531 | $9,496 | $11,564 | $7,347 | $43,465 | $204,657 |

**Total Expenditures (current $)** **$193,599**

# Appendix C
## Photographs


Photograph No. 1

Front Elevation

Photograph No. 2

Side (West) Elevation

Photograph No. 3

Steel-Framed Second Floor Structure

Photograph No. 4

Saturated Pre-Cast Concrete Panels

Photograph No. 5

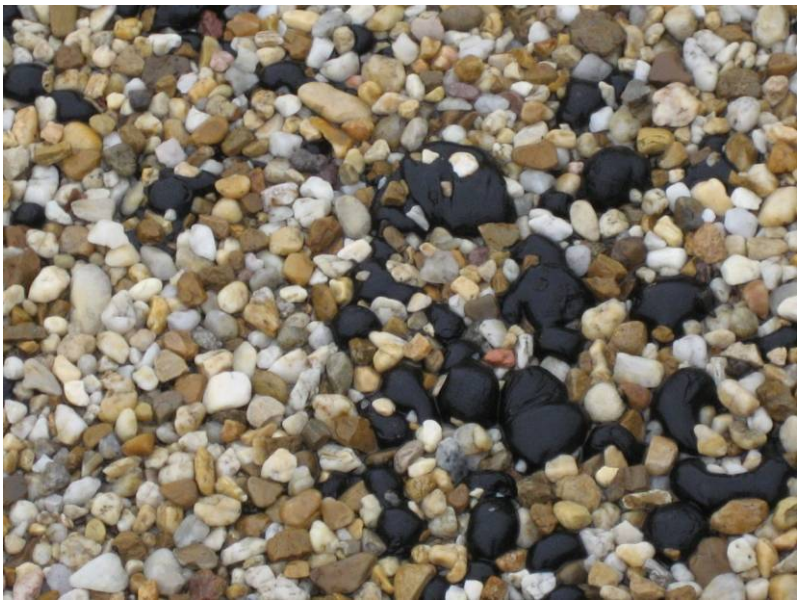
Defective Window Systems

Photograph No. 6

Single-Story Low-Slope Roof

Photograph 7

Two-Story Low-Slope Roof



Photograph No. 8

Exposed, Blistering at Asphalt Roof System

Photograph No. 9

Ponding Water at Two-Story Low-Slope Roof

Photograph No. 10

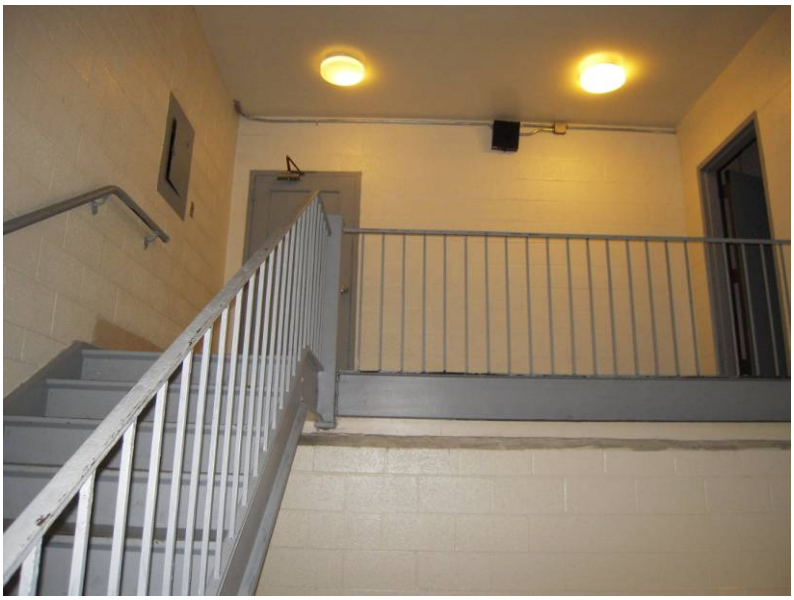
Interior Water Ingress From Low-Slope Roof

Photograph No. 11

Main Engine Room

Photograph No. 12

Recreational Area



Photograph No. 13

Interior Stairwell

Photograph No. 14

Dormitory

Photograph No. 15

Interior Dampness at Ceiling

Photograph No. 16

Domestic Water Heater


Photograph No. 17

Heating System Boiler

Photograph No. 18

Packaged Rooftop AC Units


Photograph No. 19

Emergency Generator


Photograph No. 20

LED Data System

Photograph No. 21

Concrete-Paved Access Alley and Parking Area at Rear of Station

Photograph No. 22

Landscaping and Boundary Fence at West side of Site


Photograph No. 23

Defective Cast-in-Place Concrete Sidewalks at Front of Site


Photograph No. 24

Deteriorated Brickwork at Planter/Sign

Photograph No. 25

Damaged Steel-Framed Vehicular Gates

Photograph No. 26

Existing Non-Accessible Restroom Configuration

Photograph No. 27

Suspect Asbestos-Containing Floor Tile and Mastic

# Appendix D
## Inventory & Checklist

CHECKLIST

| System | Detail | Yes / No | Comment |
|---|---|---|---|
| Foundation | Settlement, alignment changes or cracks | No | |
| | Moisture penetration | No | |
| | Surface material deterioration | No | |
| | Openings deterioration | No | |
| | | | |
| Basement | Cracking or arching | No | |
| | Wall deterioration / seepage | No | |
| | Inadequate ventilation | No | |
| | | | |
| Superstructure | Overall alignment | Okay | |
| | Deflection | No | |
| | Surface condition – cracks | No | |
| | Scaling, spalls, and pop-outs | No | |
| | Stains | Yes | At pre-cast concrete panels |
| | Exposed reinforcing | No | |
| | Type | Steel-frame, with solid clay brick façade | |
| | Loading capacity | Information not available | |
| | | | |
| Exterior | Paint or surface treatment | Okay | |
| | Caulking | Replace | Deterioration noted – reseal |
| | Windows and doors fittings | Poor | Replace |
| | Flashing conditions | Poor | At pre-cast concrete panels |
| | Hardware conditions | Fair | |
| | Material integrity | Fair | |
| | Cracks | Yes | At pre-cast concrete panels |
| | Evidence of moisture | Yes | |
| | Construction joints | Yes | |
| | Pointing of brick and stone works | Fair | |
| | Paving (walks and steps) | Yes | At front, side, and rear |
| | Type of paving | Concrete | |
| | Handicap accessibility | Yes | Generally level |
| | Railings | No | |
| | Exterior lighting | Yes | Minimal |
| | Peeling paint | Yes | |
| | Stains | Yes | At pre-cast concrete panels |
| | Dislocation | No | |
| | | | |
| | | | |
| | Roof ventilators | Yes | |
| Roofing | Water tightness (evidence of leaks) | Poor | Evidence of previous leaks |

| System | Detail | Yes / No | Comment |
|---|---|---|---|
| | Standing water | Yes | |
| | Roofing surface (blisters, wrinkles, cracks, holes, tears, alligatoring, fish mouths, ballast) | Poor | Blistered areas |
| | Insulation | Unknown | |
| | Flashing (deterioration, holes or damages, open joints) | Poor | Poor transition details at rooftop ventilators |
| | Drainage (alignment, corrosion) | fair | |
| | Parapets | No | |
| | Downspouts & gutters | No | |
| | Type of roofing | Asphalt | |
| | Drains, downspouts – Nos. & size | 4 x 4" diameter outlets | |
| | Loading limits | Information not available | |
| | Roof Top Equipment | Yes | Lower roof |
| | | | |
| Building Interior | Floors, walls and ceilings (stains, holes, tears, etc.) | Poor | Repaint and various repairs |
| | Restrooms | Fair | Non ADA |
| | Stairwells | Okay | |
| | Surface damage (missing tiles and floor coverings) | Yes | |
| | | | |
| Site | Paving (walks and driveways) | Yes | Localized repairs required |
| | Fountains | No | |
| | Parking (number of spaces & areas) | Yes | Approx. 10 unmarked spaces at rear of site – no ADA |
| | Fences | Yes | Repairs required |
| | Transformers | Not located | |
| | Underground storage tank | No | |
| | | | |
| Mechanical / Plumbing | Leaks, dripping, running faucets and valves | Okay | |
| | Pipe insulation | Yes | Possibly asbestos |
| | Hangers, supports and clamps | Yes | |
| | Drain and waste connections | Okay | |
| | Adequate flow | Yes | |
| | | | |
| Mechanical / HVAC | Condition of motors, fans, drive assembly and pumps – rust and corrosion | Okay | |
| | Wiring and electrical controls | Fair | |
| | Thermal insulation | Yes | |
| | Air cooled condensers | Yes | |

| System | Detail | Yes / No | Comment |
|---|---|---|---|
| | Compressors | Yes | |
| | Air distributors | Yes | |
| | Supply and return ducts – corrosion, cracks and air leaks | Okay | |
| | Burner assembly | Yes | |
| | Dampers, louvers and grilles | Yes | |
| | Heating and cooling capacity | Okay | |
| | Exhaust system | Yes | |
| | Air intake system | Yes | |
| | No. of Window Air Conditioning Units | None | |
| Electrical Service and Distribution | Transformer arching or burning | No | |
| | Exposed wiring | No | |
| | Missing breakers | No | |
| | Panel – marked | Yes | |
| | Incoming conduits – marked | No | |
| | Panel schedule | Yes | |
| | Emergency generator | No | |
| | Auto start and switch over | No | |
| | Cooling and exhaust | Yes | |
| | Exit signs | No | |
| | Emergency lighting | No | |
| | Public address system | No | |
| | | | |
| Conveying System (elevators and escalators) | Overall appearance | None | |
| | Door operation | | |
| | Control systems | | |
| | Noise | | |
| | Code compliance | | |
| | Handicap access | | |
| | Carriage lighting | | |
| | Signage | | |
| | Floor alignment | | |
| | | | |
| Fire Resistive Requirements | Exterior bearing walls | Yes | Suitable for intended building use |
| | Interior bearing walls | Yes | |
| | Exterior non bearing walls | Yes | |
| | Structural frame | Yes | |
| | Permanent partitions | Yes | |
| | Shaft enclosures | No | |
| | Floor & ceiling / floor | Yes | |
| | Exterior doors & windows | No | |
| | Stairway construction | Steel | |
| | | | |
| Fire Alarm Required | Provided | No | |
| | | | |

| System | Detail | Yes / No | Comment |
|---|---|---|---|
| Draft Stops | Provided | No | |
| | | | |
| Doors (Analyze doors for ratings in area separations, occupancy separations, and rated exitways) | Number | 7 exit doors | Front, sides, and rear |
| | Size | 3' x 7' | Singles and Pairs |
| | Sealant – Type and LF | Yes | |
| | Glazing | No | |
| | Location | Front, sides, and rear | |
| | Type | Steel-Frame | |
| | Hardware | Mechanical Lock Sets; round Handles | |
| Windows | Number | 28 | |
| | Size | Varies | |
| | Sealant – Type and LF | Yes | |
| | Glazing | Single | |
| | Location | Front, rear, and side elevation | |
| | Type | Steel-framed | Corroded |
| | Hardware | Steel | |
| | | | |
| Access Control | Card Reader | No | |
| | Type of access control | No | |
| | X-Ray machine | No | |
| | Interior Cameras | No | |
| | Exterior Cameras, Location | No | |
| | Intrusion Detection Systems | No | |
| | Emergency Call Boxes | No | |
| | | | |
| Fire Stops | Provided | No | |
| | | | |
| Exits (From Building) | Number Required | | |
| | Number Provided | 7 | |
| | Distance Required | | |
| | Distance Provided | | |
| | Width Required | | |
| | Width Provided | 3' | |
| | | | |
| Fire Extinguishers | Number Provided | Yes | |
| | Number Required | | |
| | | | |
| Automatic Fire Suppression System | Provided | No | |
| | Required | No | |
| | | | |
| ACCESSIBILITY | | | |
| Public Access | Accessible Parking | No | 1 marked space to be provided |
| | Floor or Ground Surfaces | Concrete | |
| | Curbs / ramps | No | |
| | Elevators | No | |
| | Stairways including Treads, Risers, Nosing and Handrails | Yes | |

| System | Detail | Yes / No | Comment |
|---|---|---|---|
| | | | |
| Entry Doors and Doorways | 32” Clear opening | No | Restrooms |
| | Clearances | Yes | |
| | ½” Maximum height threshold | Yes | |
| | Door hardware (lever type) | Yes – lever | |
| | Door – opening force | Okay | |
| | | | |
| Toilet Rooms | Wheelchair Turning Space | Yes | |
| | Water Closets & Toilet Compartments Including Location, Clearances, Height, Size & Accessories | Yes | Increase door width at restrooms ; reconfigure for access |
| | Grab Bars (42” long on side wall, 24” long on back wall) | No | |
| | Urinals (17” max) | | |
| | Lavatories and Sinks (34” Max. high) | Yes | |
| | | | |
| Drinking Fountains | Clearances | | |
| | Spout Height (36”) | No provided | |
| | | | |
| Alarms | Audible Alarms | Yes | |
| | Visual Alarms | No | |
| | | | |
| Signage | Signs | No | Install (operational expense) |

Project Name/Address: Engine Company No.1, 2225 M Street NW, Washington D.C.

Mechanical & Plumbing Equipment List

| Equipment Type/Use | Model Name/No. | Serial No. | Manufacturer's Name | Capacity/Rating | Installation Date | Comments |
|---|---|---|---|---|---|---|
| Air Conditioning / Condenser Unit | TTA150B300EA | 6255118AD | TRANE | 12.5 tons | 06/2006 | Rooftop |
| Air Conditioning / Condenser Unit | TTA120C300GB | 3254Y8XAD | TRANE | 10 tons | 06/2003 | Rooftop |
| Air Handler Unit (AHU) No. 2 | Climate Changer | K84817780 | TRANE | Fan – 3 HP, 200-volts | Not Indicated | 2nd floor |
| AHU No. 1 | Climate Change | K48417781 | TRANE | | Not Indicated | 1st Floor |
| Gas Boiler | 6050 121 (C500 SERIES) | Not Indicated | SPENCER | HOT WATER; 810,000 BTU / H | Not Indicated | 1st Floor |
| Gas Burner | JB1C-05-010-M.20-MP | W011424A | WEBSTER | Burner Fire Capability Range 800 – 2100 (Gas scfh) | Not Indicated | 1st Floor |
| Air Compressor | Not Indicated | 329946A | Not Indicated | Not Indicated | Not Indicated | |
| Pneumatics Air Dryer | Not Indicated | Not Indicated | SPEEDAIRE | Not Indicated | Not Indicated | |
| Equipment Controls #1 | Not Indicated | Not Indicated | JOHNSON CONTROLS | Not Indicated | Estimated 1980's | Not Operating |
| Equipment Controls #2 | Not Indicated | Not Indicated | JOHNSON CONTROLS | Not Indicated | Estimated 1980's | Not Operating |
| Overhead Hydronic Heating Unit in Truck Bays (2) | Not Indicated | Not Indicated | Not Indicated | Not Indicated | | |
| Vehicle Exhaust System | MagnaRail | Not Indicated | Nederman (Exhaust System) | Not Indicated | | Cincinnati (Exterior Fan) Baldor (Fan Motor) |
| Rooftop Exhaust Fans (8) | Not Indicated | Not Indicated | Not Indicated | Not Indicated | | Upper and Lower Roofs |
| Rooftop Gravity Ventilators (11) | Not Indicated | Not Indicated | Not Indicated | Not Indicated | | Upper and Lower Roofs |
| | | | | | | |
| Hot Water Pump Motors | 2/22Y7PP23 BF | 5654 D Series PF | THRUSH/AMTROL MARATHON (Motor) | 91 GPM | Estimated 1980's | |
| Hot Water Pump Motors | 2/22Y7PP23 BF | 5654 D Series PF | THRUSH/AMTROL MARATHON (Motor) | 91 GPM | Estimated 1980's | |
| Domestic Water Heater | SBF80199NE | KC0420613 | Not Indicated | 100 GAL, 199,990 BTU | | Gas Fired |
| Drinking Fountain | SCWT8A-2 | 016589070F89 | Halsey Taylor | Not Indicated | | |

Project Name/Address: **Engine Company No.1, 2225 M Street NW, Washington D.C.**

Electrical Equipment List

| Equipment Type/Use | Model Name/No. | Serial No. | Manufacturer's Name | Capacity/Rating | Installation Date | Comments |
|---|---|---|---|---|---|---|
| Panel Board | VB | D268135 | PENN PANEL & BOX CO. | 400Amps; 120/208 Volts. | | |
| Automatic Transfer Switch | 0006642 | 3639724 | GENERAC | Not Indicated | | |
| Panel Board | NAB | D268188 | PENN PANEL & BOX CO. | 100Amps; 120/208Volts. | | 3 Phase, 4 Wire; 1st floor |
| Panel Board ME | PB | - | CUTLER HAMMER | 120/208 Volts | | 3 Phase; 1st floor |
| Panel Board | NAB | D268189 | PENN PANEL & BOX CO. | 200Amps; 120/208 Volts. | | 3 Phase, 4 Wire |
| Panel Board PB | NAB | D268187 | PENN PANEL & BOX CO. | 70Amps; 120/208 Volts | | 3 Phase, 4 Wire |
| Emergency Generator | Series 2000 2590350100 | 2068698 | GENERAC | Not Indicated | | 120/208 Volts; 52 Amps |
| Fin Tube Convection Heater | Not Available | Not Available | Not Available | Hot Water | | |
| | | | | | | |
| Dryer | DTB75CQ | OTCK9908034223 | UNI MAC | Not Indicated | | Commercial Size |
| Washer | VW60P2OUI0001 | M0799151019 | UNI MAC | Not Indicated | | Commercial Size |
| Ice Maker | CS70 | 950520327 | MARITOWAC | Not Indicated | | Series 800 |
| Range | Not Indicated | Not Indicated | Vulcan | | | |
| Refrigerator | Not Indicated | Not Indicated | Not Indicated | Not Indicated | | |

# Appendix E

## Preventative Maintenance Recommendations

1.0. PM PROCEDURE NAME

## 1.1. Engine 1 Water Booster Pump Semi-Annual Mechanical PM

2.0. GENERAL EQUIPMENT DESCRIPTION

2.1. Water Booster Pumps (Various Manufacturers)

3.0. MATERIAL REQUIRED

3.1. N/A

4.0. EQUIPMENT REQUIRED

4.1. Hand tools

5.0. POWER REQUIRED

5.1. N/A

6.0. SAFETY WARNINGS OR SPECIAL PRECAUTIONS

6.1. Personnel servicing this equipment must use appropriate Personal Protective Equipment (PPE).

6.2. WARNING: Lockout / Tag out procedures must be followed prior to servicing equipment.

6.3. Obtain and review manufacturer's instructions. Follow manufacturer's instructions or procedures if different to these instructions or procedures.

7.0. OTHER REFERENCE DOCUMENTS

7.1. Lockout / Tagout Procedure
7.2. Material Safety Data Sheets (MSDS)
7.3. Manufacturer's Manuals

8.0. PREVENTIVE MAINTENANCE PROCESS

8.1. Check pump and motor bearings for noise, replace if worn or noisy. Lubricate bearings (if not sealed type).

8.2. Inspect pump packing; tighten or replace if necessary or replace mechanical seal if leaking.

8.3. Inspect coupling for alignment, lubricate (if applicable) and tighten bolts and set screws.

8.4. Inspect shaft. If shaft is damaged by defective coupling or bearings it will be removed, repaired or replaced. At this time packing sleeves, impellers, and housings can be inspected and repaired or replaced as required.

9.0. CLEANUP

9.1. Thoroughly clean work area once PM has been completed. Dispose of all waste and contaminated material properly.

10.0. REVISION (Employee, Date, Description)

10.1. Created: F+G 3-3-09

1.0. PM PROCEDURE NAME

## 1.1. Engine 1 Water Booster Pump Semi-Annual Electrical PM

2.0. GENERAL EQUIPMENT DESCRIPTION

2.1. Water Booster Pumps (Various Manufacturers)

3.0. MATERIAL REQUIRED

3.1 Electrical Contact Cleaner

4.0. EQUIPMENT REQUIRED

4.1. Hand tools
4.2. Digital Voltmeter
4.3. Amp Probe

5.0. POWER REQUIRED

5.1. N/A

6.0. SAFETY WARNINGS OR SPECIAL PRECAUTIONS

6.1. Personnel servicing this equipment must use appropriate Personal Protective Equipment (PPE).

6.2. WARNING: Lockout / Tag out procedures must be followed prior to servicing equipment.

6.3. Caution is to be exercised when working in starter cabinets due to live voltages possibly being present at terminal strips or disconnects. Ensure that guard covers are in place.

6.4. Obtain and review manufacturer's instructions. Follow manufacturer's instructions or procedures if different to these instructions or procedures.

7.0. OTHER REFERENCE DOCUMENTS

7.1. Material Safety Data Sheets (MSDS)
7.2. Manufacturer's Manuals
7.3. Lockout / Tagout Procedure

8.0. PREVENTIVE MAINTENANCE PROCESS

8.1. Inspect electrical connections, sealtites, fusing, starters or contactors, wires and insulation, and switches.

8.2. On pumps with starter, change oil in starter if so equipped.

8.3. Change contacts if pitted or worn excessively.

8.4. Check and adjust trip mechanism if applicable.

8.5. Inspect control coil, replace if burnt or defective.

9.0. CLEANUP

9.1. Thoroughly clean work area once PM has been completed. Dispose of all waste and contaminated material properly.

10.0. REVISION (Employee, Date, Description)

10.1. Created: F+G 3-3-09

1.0. PM PROCEDURE NAME

## 1.1. Engine 1 Vehicle Exhaust Extraction System Monthly PM

2.0. GENERAL EQUIPMENT DESCRIPTION

2.1. Rail Mounted Vehicle Exhaust Extraction System (Various Manufacturers)

3.0. MATERIAL REQUIRED

3.1. Replacement Parts as required.

4.0. EQUIPMENT REQUIRED

4.1. Hand tools

4.2. Cleaning Equipment

5.0. POWER REQUIRED

5.1. Standard Power Outlet

6.0. SAFETY WARNINGS OR SPECIAL PRECAUTIONS

6.1. Personnel servicing this equipment must use appropriate Personal Protective Equipment (PPE)

6.2. WARNING: Spring power must be Neutralized prior to any work commencing on the balancer.

6.3. Obtain and review manufacturer's instructions. Follow manufacturer's instructions or procedures if different to these instructions or procedures.

6.4. NOTE 1: The following procedures are intended to be suitable to perform preventive maintenance on a variety of rail mounted vehicle exhaust extraction systems, excluding the fan component.

7.0. OTHER REFERENCE DOCUMENTS

7.1. Material Safety Data Sheets (MSDS)

7.2. Manufacturer's Manuals

8. PREVENTIVE MAINTENANCE PROCESS

8.1. All Rail Mounted Vehicle Exhaust Extraction Systems:

8.1.1. Check the nozzle's internal contact surfaces. Clean when necessary.

8.1.2. The electro magnetic operation. Check the attachment with the connector and clean the magnet and anchor plate on the vehicle when necessary.

8.1.3. Disconnection position. The extraction hose should disconnect from the exhaust pipe immediately before the station door opening at normal speed, not more than 15 mph. Adjust the disconnection position by moving the disconnection magnet on the front rail.

8.1.4. The operation of the balancer, make sure that the hose lifts up properly. If necessary, adjust the lifting power of the balancer according to the instruction below. (See 8.2 – Increasing Balancer Spring Power)

8.2. Increasing Balancer Spring Power:

8.2.1. Hold the adjustment wheel firmly with one hand.

8.2.2. Turn the balancer drum with the other hand a 1/4 turn (= 1 click) at a time.

9.0. CLEANUP

9.1. Thoroughly clean work area once PM has been completed. Dispose of all waste and contaminated material properly.

10.0. REVISION (Employee, Date, Description)

10.1. Created : F+G 4-23-09

1.0. PM PROCEDURE NAME

## 1.1. Engine 1 Vehicle Exhaust Extraction System Annual PM

2.0. GENERAL EQUIPMENT DESCRIPTION

2.1. Rail Mounted Vehicle Exhaust Extraction System (Various Manufacturers)

3.0. MATERIAL REQUIRED

3.1. Replacement Parts as required.

4.0. EQUIPMENT REQUIRED

4.1. Hand tools

4.2. Cleaning Equipment

5.0. POWER REQUIRED

5.1. Standard Power Outlet

6.0. SAFETY WARNINGS OR SPECIAL PRECAUTIONS

6.1. Personnel servicing this equipment must use appropriate Personal Protective Equipment (PPE)

6.2. WARNING: Spring power must be Neutralized prior to any work commencing on the balancer.

6.3. Obtain and review manufacturer's instructions. Follow manufacturer's instructions or procedures if different to these instructions or procedures.

6.4. NOTE 1: The following procedures are intended to be suitable to perform preventive maintenance on a variety of rail mounted vehicle exhaust extraction systems, excluding the fan component.

7.0. OTHER REFERENCE DOCUMENTS

7.1. Material Safety Data Sheets (MSDS)

7.2. Manufacturer's Manuals

8. PREVENTIVE MAINTENANCE PROCESS

8.1. All Rail Mounted Vehicle Exhaust Extraction Systems:

8.1.1. Check the mounting brackets.

8.1.2. Check the cable on the balance block

8.1.3. Check the hoses

8.1.4. Check the current collectors

8.1.5. Check the wheels and low-friction material on the extraction units.

8.1.6. Check the function of the stop profiles

8.1.7. Clean and remove dirt and oil from the rubber strips

8.1.8. Check Electrical installation

8.2. Increasing Balancer Spring Power:

8.2.1. Hold the adjustment wheel firmly with one hand.

8.2.2. Turn the balancer drum with the other hand a 1/4 turn (= 1 click) at a time.

9.0. CLEANUP

9.1. Thoroughly clean work area once PM has been completed. Dispose of all waste and contaminated material properly.

10.0. REVISION (Employee, Date, Description)

10.1. Created : F+G 4-23-09

1.0. PM PROCEDURE NAME

## 1.1. Engine 1 Exhaust Fan Quarterly PM

2.0. GENERAL EQUIPMENT DESCRIPTION

2.1. Exhaust Fan, Direct and Belt Driven (Various Manufacturers)

3.0. MATERIAL REQUIRED

3.1. Mobil EP2 grease or equivalent

4.0. EQUIPMENT REQUIRED

4.1. Hand tools

4.2. Hand grease gun

5.0. POWER REQUIRED

5.1. Standard Power Outlet

6.0. SAFETY WARNINGS OR SPECIAL PRECAUTIONS

6.1. Personnel servicing this equipment must use appropriate Personal Protective Equipment (PPE

6.2. WARNING: Lockout / Tagout procedures must be followed prior to servicing equipment.

6.3. Obtain and review manufacturer's instructions. Follow manufacturer's instructions or procedures if different to these instructions or procedures.

6.4. NOTE 1: The following procedures are intended to be suitable to perform preventive maintenance on a variety of exhaust fan designs, including belt-driven, direct motor driven, with a variety of fan types and mounting styles.

7.0. OTHER REFERENCE DOCUMENTS

7.1. Material Safety Data Sheets (MSDS)

7.2. Manufacturer's Manuals

8. PREVENTIVE MAINTENANCE PROCESS

8.1. All Exhaust Fans:

8.1.1. Observe fan during operation to check for excessive vibration or operating noise. Correct any discrepancies observed or place equipment out of service if failure and possible damage appear imminent.

8.1.2. Check that mounting fasteners are secure and free of corrosion.

8.1.3. Check electric service conduits and switches for damage.

8.1.4. Remove covers as necessary to inspect fan for corrosion damage, wear, or accumulation of process materials. Clean any accumulation of process materials or corrosion if present.

8.1.5. Check inlet duct for damage and effectiveness of seal and that rain collar is installed properly.

8.1.6. Check exhaust outlet and/or stack for proper sealing and that bird screens are installed and properly secured. On vertical stacks, inspect the guy wires for proper adjustment and that they are securely fastened to roof.

8.1.7. Check motor for presence of grease zerks. Apply grease if so equipped. Use Mobil EP2 grease (MRO# 40-0520).

8.2. Horizontal shaft belt driven fans:

8.2.1. Remove necessary covers to expose belts and sheaves. Examine belts for wear and all components for proper alignment and absence of visible wear. Correct any discrepant conditions.

8.2.2. Lubricate any pillow block bearings which have grease zerks using Mobil EP2 grease (MRO# 40-0520).

8.3. Vertical shaft fans and direct drive fans:

8.3.1. Check motor to fan coupling for damage or wear.

9.0. CLEANUP

9.1. Thoroughly clean work area once PM has been completed. Dispose of all waste and contaminated material properly.

10.0. REVISION (Employee, Date, Description)

10.1. Created : F+G 3-3-09

1.0. PM PROCEDURE NAME

## 1.1. Engine 1 Condensing Unit Quarterly PM

2.0. GENERAL EQUIPMENT DESCRIPTION

2.1. Condensing Unit (Various Manufacturers)

3.0. MATERIAL REQUIRED

3.1. Non-detergent oil

4.0. EQUIPMENT REQUIRED

4.1. Hand tools
4.2. Air duster
4.3. High pressure washer
4.4. Fin comb
4.5. Refrigerant recovery/recycle unit

5.0. POWER REQUIRED

5.1. Standard Power Outlet

6.0. SAFETY WARNINGS OR SPECIAL PRECAUTIONS

6.1. Personnel servicing this equipment must use appropriate Personal Protective Equipment (PPE).

6.2. WARNING: Lockout / Tagout procedures must be followed prior to servicing equipment.

6.3. Review standard operating procedures for controlling hazardous energy sources.

6.4. Review standard operating procedures for selection, care, and use of respiratory protection.

6.5. No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.

6.6. Whenever refrigerant is added or removed from equipment, record the quantities on the appropriate forms.

6.7. Recover, recycle, or reclaim the refrigerant as appropriate.

6.8. If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the equipment.

7.0. OTHER REFERENCE DOCUMENTS

7.1. Lockout / Tagout Procedure
7.2. Material Safety Data Sheets (MSDS)
7.3. Manufacturer's Manuals

8.0. PREVENTIVE MAINTENANCE PROCESS

8.1. Check fan motor and fan blade for cleanliness and lubrication. Clean and lubricate bearings, as necessary.

8.2. Check motor for proper amperage load

8.3. Clean condenser with a vacuum

8.4. Check electrical connections for tightness and control and for proper operation.

8.5. Check for signs of contactor or relay arcing.

8.6. Check to see that power and ground connections remain secure.

8.7. Inspect unit coils and clean fins, if necessary, with cold water and compressed air.

8.8. Check refrigerant charge pressures

8.9. Check for corrosion.

9.0. CLEANUP

9.1. Thoroughly clean work area once PM has been completed. Dispose of all waste and contaminated material properly.

10.0. REVISION (Employee, Date, Description)

10.1. Created: F+G 3-3-09

1.0. PM PROCEDURE NAME

## 1.1. Engine 1 Air Handling Unit Quarterly PM

2.0. GENERAL EQUIPMENT DESCRIPTION

2.1. Air Handling Units (Trane)

3.0. MATERIAL REQUIRED

3.1. Filters

3.2. Belts

4.0. EQUIPMENT REQUIRED

4.1. Hand tools

5.0. POWER REQUIRED

5.1. N/A

6.0. SAFETY WARNINGS OR SPECIAL PRECAUTIONS

6.1. Personnel servicing this equipment must use appropriate Personal Protective Equipment (PPE).

6.2. WARNING: Lockout / Tag out procedures must be followed prior to servicing equipment.

7.0. OTHER REFERENCE DOCUMENTS

7.1. Manufacturer's Manuals

7.2. Lockout / Tagout Procedure

7.3. Material Safety Data Sheets (MSDS)

8.0. PREVENTIVE MAINTENANCE PROCESS

8.1. Check fan bearings for unusual noise and excessive bearing temperature.

8.2. Lubricate fan and motor bearings.

8.3. Check electrical components and wiring for evidence of overheating. Check wiring connections for tightness.

8.4. Check float switches for proper operation.

8.5. Observe fan motors in operation for noises which may indicate a problem or possible failure.

8.6. Check belts to fan units for proper adjustment and alignment and for wear. Replace belts if required.

8.7. Inspect the control valves for leaks and proper operation.

8.8. Clean blow-down strainers.

8.9. Check and replace disposable filters if required.

8.10. Check pressure gauges for proper operation.

8.11. Check Magnehelic gauge sensor lines and zero the Magnehelic gauge.

8.12. Record CFM reading.

8.13. Check condensate drain for obstructions and clear if necessary.

8.14. Check duct connections for proper sealing.

8.15. Check CW coils for build-up of dirt which interferes with air flow.

8.16. Check fan wheels and shaft for corrosion or build-up of dirt. Clean if required.

8.17. Check dampers, linkage, and operators for proper function. Clean as necessary.

8.18. Check door gaskets and repair/replace as required to ensure sealing of unit.

8.19. Check for corrosion.

9.0. CLEANUP

9.1. Thoroughly clean work area once PM has been completed. Dispose of all waste and contaminated material properly.

10.0. REVISION (Employee, Date, Description)

10.1. Created: F+G 3-3-095

1.0. PM PROCEDURE NAME

## 1.1. Engine 1 AHU Compressor Quarterly PM

2.0. GENERAL EQUIPMENT DESCRIPTION

2.1. Air Handling Unit Compressor (Trane)

3.0. MATERIAL REQUIRED

3.1. Approved refrigerant

4.0. EQUIPMENT REQUIRED

4.1. Hand tools
4.2. Self sealing quick disconnect refrigerant hose fittings
4.3. Refrigerant recovery/recycle unit
4.4. EPA/DOT approved refrigerant storage tanks
4.5. Refrigeration gauges
4.5. Leak detector-electronic or halogen
4.6. Pocket thermometer
4.7. Clamp on meter (volt - ohm - amp meter)
4.8. Flaring tool
4.9. Tubing cutters
4.10. Packing kit and packing
4.11. Crescent wrenches to 14
4.12. Grease guns and oilers

5.0. POWER REQUIRED

5.1. Standard Power Outlet

6.0. SAFETY WARNINGS OR SPECIAL PRECAUTIONS

6.1. Personnel servicing this equipment must use appropriate Personal Protective Equipment (PPE).

6.2. WARNING: Lockout / Tagout procedures must be followed prior to servicing equipment.

6.3. Obtain and review manufacturer's instructions. Follow manufacturer's instructions or procedures if different to these instructions or procedures.

6.4. No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.

6.5. Whenever refrigerant is added or removed from equipment, recover, recycle, or reclaim the refrigerant as appropriate

6.7. If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the appliance

7.0. OTHER REFERENCE DOCUMENTS

7.1. Material Safety Data Sheets (MSDS)
7.2. Manufacturer's Manuals

8.0. PREVENTIVE MAINTENANCE PROCESS

8.1. Check compressor and shaft seals for evidence of gasket or seal failure.

8.2. Check motors for proper operation. Lubricate, if necessary.

8.3. Test for leaking discharge and suction valves  repair as necessary.

8.4. Check motor amperage under load. Correct if overloaded

8.5. Analyze oil sample annually.

8.6. Clean and wipe down the condenser, compressor, motor control panel, and associated pumps and piping.

8.7. Inspect the unit and motor base.

8.8. Tighten all loose bolts, fasteners, and anchors.

8.9. Verify proper water treatment.

8.10. Check the refrigerant charge.

8.11. Check all electrical for proper fuse sizes, loose connections, frayed or worn wiring, etc.

9.0. CLEANUP

9.1. Thoroughly clean work area once PM has been completed.  Dispose of all waste and contaminated material properly.

10.0. REVISION (Employee, Date, Description)

10.1. Created: F+G 3-3-09

1.0. PM PROCEDURE NAME

## 1.1. Engine 1 Domestic Water Heater Monthly Mechanical PM

2.0. GENERAL EQUIPMENT DESCRIPTION

2.1. Domestic Water Heater, Gas Fired (Various Manufacturers)

3.0. MATERIAL REQUIRED

3.1. Honeywell aquastat
3.2. Spark plug
3.3. Ceramic insulator
3.4. Bearings
3.5. Lubricant
3.6. Mechanical seal
3.7. Boiler chemicals as directed by competent water treatment company

4.0. EQUIPMENT REQUIRED

4.1. Hand tools
4.2. Calibrated temperature pressure gauge
4.3. Automatic pressure reducing regulator
4.4. Tubing cutters
4.5. Small acetylene outfit
4.6. Combustion testing equipment
4.7. Hydrostatic pump and safety valve gag
4.8. Vacuum cleaner wet/dry type

5.0. POWER REQUIRED

5.1. Standard Electrical Power Outlet

6.0. SAFETY WARNINGS OR SPECIAL PRECAUTIONS

6.1. Personnel servicing this equipment must use appropriate Personal Protective Equipment (PPE).

6.2. WARNING: Lockout / Tagout procedures must be followed prior to servicing equipment.

6.3. Obtain and review manufacturer's instructions. Follow manufacturer’s instructions or procedures if different to these instructions or procedures. Obtain and review ASME Boiler and Pressure Vessel Codes for boilers.

6.4. Review Standard Operating Procedures for Controlling Hazardous Energy Sources.

6.5. If materials to be worked on are known or suspected to contain asbestos, check the building's asbestos management plan to see if they have been tested for asbestos. If they are suspect but have not been tested, have them tested. Manage asbestos in accordance with the plan.

6.6. Account for all tools and materials before closing boiler.

7.0. OTHER REFERENCE DOCUMENTS

7.1. Lockout / Tagout Procedure
7.2. Material Safety Data Sheets (MSDS)
7.3. Manufacturer’s Manuals
7.4. ASME Boiler and Pressure Vessel Codes

8.0. PREVENTIVE MAINTENANCE PROCESS

8.1. Check all natural gas lines for leakage around valves and fittings.

8.2. Check that all valves operate properly and are leak free.

8.3. Check all water tank plumbing for leaks, corrosion, and/or alkali build-up. Replace gaskets, seals and/or bolts where needed.

8.4. Clean or flush all sediment or scale deposits from hot water storage tank.

8.5. Check/adjust the pilot. The main burner should light smoothly from pilot and burn with a blue flame with a minimum of yellow tips.

8.6. Visually check main burner for plugged orifices and proper flame adjustment. Clean orifices and/or adjust for a blue flame, void of yellow tips if necessary.

8.7. Check the safety relief valve and associated discharge piping for proper operation an installation.

8.8. Check that any temperature gages are functional and in good repair. Replace any that are not.

8.9. Check any hot water recirculation pumps for excessive vibration, bearing noise, over heating or leakage around seals or fittings.

8.10. Check that all hangers are free of missing or loose fasteners, and are properly supporting piping and equipment.

8.11. Inspect insulation around hot water tank and piping. Replace or repair as necessary.

8.12. Keep thermostat at 120 degrees.

9.0. CLEANUP

9.1. Thoroughly clean work area once PM has been completed. Dispose of all waste and contaminated material properly.

10.0. REVISION (Employee, Date, Description)

10.1. Created: F+G 3-3-09

1.0. PM PROCEDURE NAME

## 1.1. Engine 1 Generator Annual Mechanical PM

2.0. GENERAL EQUIPMENT DESCRIPTION

2.1. Emergency Diesel Generator (Various Manufacturers)

3.0. MATERIAL REQUIRED

3.1. Grease guns and oilers
3.2. Oil and Oil Filters
3.3. Belts

4.0. EQUIPMENT REQUIRED

4.1. Hand tools

5.0. POWER REQUIRED

5.1. Standard Power Outlet

6.0. SAFETY WARNINGS OR SPECIAL PRECAUTIONS

6.1. Personnel servicing this equipment must use appropriate Personal Protective Equipment (PPE).

6.2. WARNING: Lockout / Tagout procedures must be followed prior to servicing equipment.

6.3. Have approved type fire extinguishers readily available.

6.4. Allow no open flame or smoking in area.

6.5. Use safety type fuel cans only.

6.6. Obtain and review manufacturer's instructions. Follow manufacturer's instructions or procedures if different to these instructions or procedures.

7.0. OTHER REFERENCE DOCUMENTS

7.1. Manufacturers Manual
7.2. National Fire Protection Association Form 18-D
7.3. Material Safety Data Sheets (MSDS)

8.0. PREVENTIVE MAINTENANCE PROCESS

8.1. Change fuel filters.

8.2. Inspect and adjust rack on unit injector or fuel distributor pump according to manufacturer's instructions.

8.3. Check governor, adjust for correct speed.

8.4. Determine fuel level, drain water from tank and inspect for contamination. Prior arrangements should be made for local procurement of fuel in emergencies.

8.5. Change engine oil and filter and perform other lubrication on engine and generator.

8.6. Inspect cooling system for leaks, air obstructions, "V" belt tension and proper anti-freeze solution. Make needed adjustments.

8.7. Inspect generator winding and clean if needed.

8.8. Clean commutator and collector rings. Check brush wear and tension in accordance with manufacturer's instructions.

8.9. Inspect generator heaters.

8.10. Remove old oil and diesel fuel from around generator area when maintenance is complete.

8.11. Check tank vents and overflow piping for obstructions.

8.12. Inspect fuel piping.

8.13. Inspect louver motor and controls.

8.14. Inspect exhaust system hangers and supports.

8.15. Inspect transfer switch main contacts.

8.16. Check the ignition system of the engine.

8.17. Clean electrical boxes, panels, and cabinets.

8.18. Check all fuses

8.19. Service the air cleaner for the engine.

8.20. Run the generator with its connected load for 30 minutes.

9.0. CLEANUP

9.1. Thoroughly clean work area once PM has been completed. Dispose of all waste and contaminated material properly.

10.0. REVISION (Employee, Date, Description)

10.1. Created : F+G 3-3-09

1.0. PM PROCEDURE NAME

## 1.1. Engine 1 Generator Weekly Mechanical PM

2.0. GENERAL EQUIPMENT DESCRIPTION

2.1. Emergency Diesel Generator (Various Manufacturers)

3.0. MATERIAL REQUIRED

3.1. N/A

4.0. EQUIPMENT REQUIRED

4.1. Hand tools

5.0. POWER REQUIRED

5.1. Standard Power Outlet

6.0. SAFETY WARNINGS OR SPECIAL PRECAUTIONS

6.1. Personnel servicing this equipment must use appropriate Personal Protective Equipment (PPE).

6.2. WARNING: Lockout / Tagout procedures must be followed prior to servicing equipment.

7.0. OTHER REFERENCE DOCUMENTS

7.1. Manufacturers Manual
7.2. National Fire Protection Association Form 18-D
7.3. Material Safety Data Sheets (MSDS)

8.0. PREVENTIVE MAINTENANCE PROCESS

8.1. Drain water and sediment from water separator and fuel storage system.

8.2. Top off the fuel tank with number 2 diesel. Take necessary precautions to prevent the entrance of dirt, water, or other contaminates into the fuel system while fueling.

8.3. Check engine oil level and top up if necessary.

9.0. CLEANUP

9.1. Thoroughly clean work area once PM has been completed. Dispose of all waste and contaminated material properly.

10.0. REVISION (Employee, Date, Description)

10.1. Created: C. Bourgoin, 4-6-04
10.2. Rev: Muthart, 7-14-04
10.3. Rev: F+G/VFA, 6-10-08

# Appendix F

## Scope of Services, Document Review and Limitations

FAITHFUL GOULD

## SCOPE OF SERVICES & DOCUMENT REVIEW

Faithful+Gould was requested to complete a Facility Condition Assessment and Space Utilization Study of the site and site improvements of the subject Property. This report was completed with the principal intention of identifying current conditions, recommending corrective actions and developing an occupancy profile to indicate current utilization of occupiable space.

The scope of services for the Facility Condition Assessment included performing a visual assessment of the interior, exterior and site components of the subject Property. The scope of services was governed by Faithful+Gould's revised proposal for Facility Condition Assessment as authorized under Purchase Order 287952 by Ms. Diane B. Wooden of the District of Columbia Construction, Design and Building Renovation Commodity Group on January 3, 2009.

The primary purpose of the Facility Condition Assessment was to identify visually apparent deficiencies in the building and site and to determine the general extent of capital and maintenance projects required to facilitate continued use of the building within its current use type. The evaluation included site visits to observe the building and site systems, interviewing available building management and maintenance personnel, and reviewing available maintenance systems, design and construction documents and plans, and public records.

The primary purpose of the Space Utilization Study was to provide an occupancy profile for the facility to indicate current utilization of occupiable space. This effort included providing an inventory of furnishings and occupants, and producing dimensioned floor plans of each occupied floor.

The Facility Condition Assessment was conducted in general accordance with industry standards and the American Society for Testing and Materials (ASTM) Standard E 2018-08 Standard Guide for Property Condition Assessment: Baseline Property Condition Assessment Process.

The Space Utilization Study was conducted in general accordance with industry standards and standards produced by the General Service Administration's Public Buildings Service and as contained within the ANSI/BOMA Z65.1-1996 Standard Method for Measuring Floor Area in Office Buildings.

### Facility Condition Assessment

We performed a visual non-destructive assessment of the interior, exterior and site components of the Property, including the following major components and systems:

1.0 Facility Attributes: During our field evaluation, we collected and verified real estate and certain environmental information in order to prepare an accurate building information system. The information collected included the following:

A. Building address, site location with at least two street references
B. Lot, square and ward numbers
C. Gross square foot area of building and land
D. Assessed building and land values
E. Occupancy status – occupied, vacant or partially occupied
F. Building designation – historic or non-historic
G. Building location – within or not within a historic district
H. Environmental details as provided within OPM supplied checklist

2.0 Condition Assessment: We conducted a condition assessment of the Property. The condition assessment consisted of a detailed on-site evaluation completed to determine or verify and document the condition of all building major systems and components. The condition assessment consisted of the following elements:

A. Collection of Baseline Facilities Data: We conducted a field survey of the Property for the purpose of updating and validating existing architectural floor plans. Updated floor plans are included within the report appendix.

B. Facility Existing Condition Data: We identified the facility status data (i.e. age, historical status, construction type, square footage, materials, user/tenants, and functional areas such as offices, mechanical / electrical rooms, etc.); architectural floor plans; and site plan/general development map data (surface man-made site features, and real estate boundary maps).

C. Condition Assessment Survey: As part of the condition assessment survey we:

i. Provided a description of systems along with manufacturer's name for each major piece of equipment and the estimate age.

ii. Identified the current condition of the facilities and their components. This included a description of the deficiencies indicating what the deficiency is, how much it is, and where it exists.

iii. We provided a description of the recommended corrective measures, the associated cost, the remaining service life of the building component or system if the deficiency is left uncorrected. We specifically included quantitative information on recommended work to include opinions of cost and recommended date of accomplishment. This information was presented within the OPM supplied cost spreadsheets.

iv. We prioritized the criticality of necessary repair, renovation and or replacement with estimated cost forecast by the projected year.

v. We furnished the survey findings in the format supplied to us by OPM.

vi. We quantified deferred maintenance and furnish estimated costs within the format supplied to us by OPM.

vii. We provided an annual preventative maintenance schedule for the installed equipment.

2.1 Drawing and Maintenance Review: We reviewed any available construction documents (plans, specifications, etc.) and maintenance and repair logs prior to visually assessing the buildings. In addition, we interviewed available maintenance personnel to determine the maintenance / repair history, and know defects in each building.

2.2 Included Components: We surveyed the physical components and systems of the identified facilities. These will include the following for:

2.2.1 Substructure: We visually evaluated the condition of the foundation systems, slab-on-grade, basement excavation and walls, and other applicable substructure elements. We evaluated for signs of distress (cracking, displacement, insect infiltration etc.) and have documented and photographed our findings.

2.2.2 Core and Shell: We visually evaluated the condition of the superstructure (floors, bearing walls, columns, beams, roofs and related structures): exterior closure (exterior walls, windows and doors): and roofing systems. The evaluation included assessment of the accessible shell components and ancillary elements for signs of distress and documentation and photographing of our findings. This included cracking, displacement, and connection adequacy, continuity of flashing and seals, and evidence of other types of distress. We also checked for flashing and connections for proper drainage on walls and for the condition and proper placement of expansion joints. When assessing the roofing, we accessed the roofs to visually observe the condition of the system and any accessories and details to include flashings and penetrations. We also documented existing warranties, replacement costs and remaining useful life.

2.2.3 Interiors: We visually evaluated the interior construction (interior partitions, doors and specialties such as toilet accessories, lockers, storage shelving, etc.); stairway and finishes; and interior finishes (paint and other wall finishes, flooring and interior ceiling finishes and systems). The evaluation included documenting and photographing the condition of the interior finishes.

2.2.4 Services: We visually evaluated the condition of the conveyor systems (elevators, and other vertical transportation and conveying systems), plumbing systems (fixtures, domestic water distribution, sanitary waste, rain water drainage and special plumbing systems such as gasoline dispending, compressed air, etc.); HVAC Systems to include heat generation, rejection, distribution and transfer systems; HVAC controls and instrumentations and other HVAC support elements; Fire detection and suppression systems (alarm systems, monitoring systems, sprinkler systems, standpipe and hose systems, pumps, fire protection specialties, and special fire suppression systems); Electrical Systems (service and distribution, feeder type), lighting and branch wiring, communications and security systems, emergency generators, UPS systems, electrical controls and instrumentation, service points, meters and capacities.

For each item of service equipment we visually evaluated the conditions and code compliance of the service and photographed and documented our findings. For the conveying systems (where provided), we reviewed available maintenance records and reports on the equipment and evaluate the performance and anticipated service life of the systems. For plumbing, HVAC and electrical systems, we observed the age, condition and adequacy of the capacity and status of maintenance of these systems and have documented their condition, deficiencies and code violations. We also commented on renovations to the system that would prove beneficial to their overall efficiency or performance, and have stated the estimated expected remaining useful service life of each major piece of equipment with and without repair. For fire and life-safety systems, we listed all major components and identified those systems that require upgrades. Findings were supported with photographs.

2.2.5 Equipment and Furnishings: We evaluated the condition of fixed components of the structure and non-moveable furnishings, office or support equipment. Representative examples include security vaults, commercial laundry equipment, fixed audio-visual equipment, parking control equipment, kitchen and food service equipment, fixed casework and seating etc. For each applicable piece of equipment or furnishing that we visually evaluated, we documented and photographed conditions, and produced a tabulated inventory of the equipment to include rating / capacity, make and manufacturer, year of manufacture, and location.

2.2.6 Other Building Construction: We visually evaluated items of special construction and systems (i.e. special security systems, incinerators, kennels, storage tanks, building automation systems, special purpose rooms etc.).

2.2.7 Building Site Improvements: We evaluated the condition of site improvements to include grading and drainage, slope stabilization, protection and erosion control; roadways and parking lots (pavement, curb, gutter, steps etc.); site development (fences and gates, recreational facilities, exterior furniture, bridges, flag poles, exterior signage etc.); and landscaping (planting, irrigation systems, etc.). For each element we visually evaluated, photographed and documented our findings. For grading and drainage, we observed the site systems for removal of storm water, and identified any areas that appear under-capacity or distressed. We also evaluated the site with respect to flood potential. We reviewed and documented the condition of the pavements, curb and gutter, sidewalks and plazas, retaining walls, fences, signs, landscaping and irrigation systems and will present our finding supplemented with photographs.

2.2.8 Accessibility: We completed an evaluation of the Property to determine compliance with applicable accessibility guidelines. This evaluation included a site review to determine major barriers to access to and into the building, through the building, to restroom facilities, and to other service areas within the building.

2.2.9 Safety / Security: We considered the facility as a whole when completing this evaluation. The evaluation included evaluation of the performance and current ability of lower-level wall / window system with regard to blast shrapnel protection. The evaluation also included a safety and security review to determine and document hazards and needed improvements in all areas of the building and surrounding site.

2.2.10 Access Control: We evaluated, documented and photographed the condition of doors and windows, including hardware and other components; intrusion detection systems; and the access control

system. We also identified a pattern in faulty hardware systems and controls, and have conducted a review of potential points of access and determined and documented the effectiveness of the access control system.

2.2.11 Hazardous Materials: We identified for further analysis building components and stored materials suspected of containing hazardous materials such as asbestos, lead, petroleum products etc.

2.2.12 Equipment List: The report includes an equipment list in tabulated form indicating the make, model, manufacturer's name, capacity / rating and installation date of each principal item of contained equipment.

At the completion of our on-site activities we issued this report of Facility Condition Assessment. The report includes detailed descriptions of installed systems, conditions and recommendations. The report also includes expenditures of anticipated capital and maintenance expenditures required over the next six-years. Expenditures are detailed in the year we recommend that they be completed and are prioritized as follows:

- Priority 1 – Critical (immediate) need that may prevent the continued use of the facility or is required to address issues of life safety and/or code compliance;

- Priority 2 – Potentially Critical (one to two years) need addressing system, equipment or component failure that, if not addressed promptly, may prohibit the continued use of the facility;

- Priority 3 – Necessary (but not yet Critical, three to five years) need that, if left unaddressed, will result in a portion or all of the facility to be unfit for continued use;

- Priority 4 – Recommended (six years and greater) need that represents a good practice improvement or action based on the observed conditions or the expected useful life of the component or system.

The scope of services under which the Facility Condition Assessment was completed was visual in nature and not intended to be destructive to the Property to gain access to hidden conditions. We did not perform any destructive testing or uncover or expose any system members. We have documented the type and extent of visually apparent defects in the systems in order to perform the condition assessment.

The scope of services includes only those items specifically indicated. The evaluation does not include any environmental services such as (without limitation) sampling, testing, or evaluation of asbestos, lead-based paint, lead-in-water, indoor air quality, PCB's, radon, mold, or any other potentially hazard materials, air-borne toxins or issues not outlined in the previous scope of services.

Space Utilization

We completed a space utilization survey to consist of providing an occupancy profile for the facility to indicate current utilization of occupiable space. Pertinent information collected will included:

A floor plan for each facility. The floor plan produced indicates interior dimensions and room areas for each floor. We also calculated the gross floor area versus occupiable (net rentable) area of each individual floor. Our determination of gross floor area and occupiable area was governed by the guidelines and methodology established by the General Service Administration's Public Buildings Service and as contained within the ANSI/BOMA Z65.1-1996 Standard Method for Measuring Floor Area in Office Buildings.

- Building core area, including elevator shafts, toilets, storage area, public corridors, and other support areas

- The location of all walls, partitions, doors, and windows

- Location and size of all occupiable areas and the name of current tenant agency

- Personnel density that includes number of personnel, furniture, files, and equipment in occupied space. This includes submission of the information gathered in written, graphic and digital format with floor and building summaries.

Document Review

None

## Exclusions & Interpretation

This report and the attached expenditure forecasts generally identify the Expected Useful Life (EUL) and the Remaining Useful Life (RUL) of observed systems and components. EUL is projected based upon industry-standard guidelines and our experience with similar systems. RUL is projected based upon our assessment of age, condition and maintenance / repair history.

Our opinion of cost included within this report are based upon our experience with similar buildings and systems, industry-standard cost data, local cost data, discussions with contractors, and information provided by the current building management and maintenance staff. The costs provided are for planning purposes only and assuming open procurement of the recommended works. Actual project costs may vary significantly to those projected based upon inflationary factors, weather and time of season, unforeseen economic circumstances and market trends, contractor schedules, unusual owner requirements, and other factors beyond our control.

Where recommended projects require the use of a registered architect, licensed engineer of other professional (collectively referred to as A/E) we have included an allowance of 10% of the base project fee for this retention. Where recommended projects are likely to involve the retention of a General Contractor, we have included a separate collective line item for this retention. This allowance includes a percentage fee based upon the base project cost of 15% for Project Management, 20% for Contractors Profit and Overhead and a Contingency allowance of 10%. Unless otherwise stated project line items included within the capital and maintenance forecasts do not include for A/E fees or General Contractor costs.

When making the determination as to whether a General Contractor will be retained, we have generally considered that a General Contractor will only be retained when a project requires management of multiple contractors is required. A typical example would be brick repair and refurbishment resulting in management of masons, lintel installers, painters and related trades. An example of a project where we have considered that a General Contractor would not be required is pavement resurfacing. For this type of project, we have assumed that a single specialty contractor will be retained to complete and manage the project. Under this scenario, we have included the 45% allowance previously detailed into our unit rate.

The timing of the projected expenditures and their associated costs represent our opinion considering the aforementioned factors. Alternative methods of managing the existing equipment or systems may be feasible over the six-year study period. However, these alternative methods will depend upon actual management practices, financing requirements, and the ability of the engineering staff to perform some of the repairs in-house. Alternative scenarios that have not been presented to Faithful+Gould have not been considered within this report.

This report has been presented based upon our on-site observations, information provided to us, discussion with building management and maintenance staff listed in the executive summary, our review of available documentation (see scope of services and document review section) and our experience with similar systems. If any information becomes available that is not consistent with the observations or conclusions expressed within this report, we request that this information be immediately forwarded to us.

The evaluation of existing structures requires that certain assumptions be made regarding existing conditions. This evaluation was based upon our visual non-destructive evaluation of accessible conditions of the Property. Furthermore, this evaluation was limited in time on-site, fee, and scope and was not based upon a comprehensive engineering evaluation. As such, our report is not intended to represent a complete review of all systems or system components or a check or validation of design professionals' computations. Therefore, Faithful+Gould's evaluation and this report do not represent, warranty or guarantee any system or system component or the future performance of any site improvement.

**Attachment B**

Form of Offer Letter

Attachment B

[Contractor's Letterhead]

[Insert Date]

District of Columbia Department of General Services
2000 14th Street, NW
Washington, D.C. 20009

Att'n: Mr. Brian J. Hanlon
Director

Reference: Request for Proposals
Public Safety Facilities Master Plan

Dear Mr. Hanlon:

On behalf of [INSERT NAME OF BIDDER] (the "Offeror"), I am pleased to submit this proposal in response to the Department of General Services' Request for Proposals (the "RFP") for a Public Safety Facilities Master Plan. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the "Bid Documents") and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit its Proposal in response to the RFP. The Offeror's proposal, the Facilities Inventory Fee and add prices for additional facilities (as defined in paragraph A), the Feasibility Study Fee (as defined in paragraph B), and the Master Plan Fee (as defined in paragraph C) and the Hourly Rates (as defined in paragraph D) are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents. (Collectively, the proposal, the Facilities Inventory Fee and add prices for additional facilities, the Feasibility Study Fee, the Master Plan Fee, and the Hourly Rates are referred to as the "Offeror's Bid".)

The Offeror's Bid is as follows:

A. The Facilities Inventory Fee is: $_____

Add Prices for Addition of a Facility to the Facility Inventory Report:

Small Leased Space (less than 1 floor in a building): $_____

Small Building (less 20,000 sqft): $_____

Medium Building (20,000 sqft to 75,000 sqft): $_____

Large Building (over 75,000 sqft): $_____

B. The Feasibility Study Fee is: $_____

C. The Master Plan Fee is: $_____

The Offeror acknowledges and understands that the above fees cover all of the Offeror's costs associated with the associated tasks, as outlined in the RFP.

D. Hourly Rates: $ see attached list of rates

The Offeror acknowledges and understands that the attached hourly rates are for additional work, as required.

The Offeror's Bid is based on and subject to the following conditions:

1. The Offeror agrees to hold its proposal open for a period of at least sixty (60) days after the date of the bid.

2. Assuming the Offeror is selected by the Office and subject only to the changes requested in paragraph 5, the Offeror agrees to enter into a contract with the Office on the terms and conditions described in the Bid Documents within ten (10) days of the notice of the award.

3. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this bid form and bind the Offeror to the terms of the Offeror's Bid. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Offeror's Bid.

4. The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a proposal in response to the RFP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.

5. The Offeror's proposal is subject to the following requested changes to the Form of Contract: [INSERT REQUESTED CHANGES. OFFERORS ARE ADVISES THAT THE CHANGES SO IDENTIFIED SHOULD BE SPECIFIC SO AS TO PERMIT THE OFFICE TO EVALUATE THE IMPACT OF THE REQUESTED CHANGES IN ITS REVIEW PROCESS. GENERIC STATEMENTS, SUCH AS "A MUTUALLY ACCEPTABLE CONTRACT" ARE NOT ACCEPTABLE. OFFERORS ARE FURTHER ADVISED THAT THE OFFICE WILL CONSIDER THE REQUESTED CHANGES AS PART OF THE EVALUATION PROCESS.]

6. The Offeror hereby certifies that neither it nor any of its team members have entered into any agreement (written or oral) that would prohibit any contractor, subcontractor or subconsultant that is certified by the District of Columbia Office of Department of Small and Local Business Enterprises as a Local, Small, Resident Owned or Disadvantaged Business Enterprise (collectively, "LSDBE Certified Companies") from participating in the work if another company is awarded the contract.

7. This bid form and the Offeror's Bid are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: _____
Name: _____
Its: _____

**Attachment C**

Disclosure Statement

Attachment C

The Offeror and each of its principal team members, if any, must submit a statement that discloses any past or present business, familiar or personal relationship with any of the following individuals:

A. D.C. Department of General Services

| | |
|---|---|
| Brian J. Hanlon | Director |
| Scott Burrell | Chief Operating Officer |
| JW Lanum | Associate Director, Contracts and Procurement Division |
| Camille Sabbakhan | General Counsel |
| Charles J. Brown, Jr. | Deputy General Counsel |

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

_____
_____
_____
_____
_____

B. Leftwich & Ludaway

Thomas D. Bridenbaugh

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

_____
_____
_____
_____
_____

C. Brailsford & Dunlavey
McKissack & McKissack

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

_____
_____
_____
_____
_____

This is to certify that, to the best of my knowledge and belief and after making reasonable inquiry, the above represents a full and accurate disclosure of any past or present business, familiar, or personal relationship with any of the individuals listed above. The undersigned acknowledges and understands that this Disclosure Statement is being submitted to the False Claims Act and that failure to disclose a material relationship(s) may constitute sufficient grounds to disqualify the Offeror.

OFFEROR:

By: _____
Name: _____
Title: _____
Date: _____

**Attachment D**

Tax Affidavit

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## Office of the Chief Financial Officer

### Office of Tax and Revenue

## TAX CERTIFICATION AFFIDAVIT

**THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.**

**Date** _____

**Authorized Agent**
**Name of Organization/Entity**
**Business Address (include zip code)**
**Business Phone Number**

**Authorized Agent**
**Principal Officer Name and Title**
**Square and Lot Information**
**Federal Identification Number**
**Contract Number**
**Unemployment Insurance Account No.**

I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue to release my tax information to an authorized representative of the District of Columbia agency with which I am seeking to enter into a contractual relationship. I understand that the information released will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization.

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia. The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities.

**Signature of Authorizing Agent** _____ **Title** _____

The penalty for making false statement is a fine not to exceed $5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code §47-4106.