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Friday 20 August 2020 Project Number 202547

Town Hall: Final Report

Background Scope:

After responding to a Request for Proposal in April of this year, Cornerstone Architectural Group was engaged to perform analytical and design services for Mendham Township. The scope pertained to addressing the current state of Town Hall, and the means to incorporate the programmatic needs of the adjacent Police Department.

Cornerstone met with the mayor and her team to outline the intention of a two-part assessment and feasibility study:

Part I:

Document the existing conditions of Town Hall

Provide a **Property Conditions Assessment Report** - The team was directed to evaluate the premises in accordance with current building code, life safety, and ADA accessibility - flagging building deficiencies, material failure, infrastructure replacement, and other professional recommendations.

Establish a **Budget** - provide a cost estimate breaking down each item as identified in the property conditions assessment report.

Part II:

Design and Test Fit the integration of the Police Department into Town Hall.

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Historical Significance

A report created by the CRCG (Cultural Resources Consulting Group) dated 15 October 2008 identifies the historical significance of Town Hall located at 2 West Main Street in Brookside. The investigation included:

- A review of the Brookside Historical District National Register Nomination
- A review of the Historic Preservation Plan element of Mendham Township's Master Plan
- Site specific research pertaining to the subject building and preliminary evaluation of significance
- A review of planning/feasibility studies pertaining to the Mendham Township Municipal Complex

A summary of that document is outlined here:

Brookside is a historic district with "well-preserved domestic architecture," recognized at the State and National level for "numerous single-family dwellings, outbuildings, and artifacts to various water-powered industries which existed in the village between 1780 and 1943…"

The building in question was constructed to house the Brookside School and opened in September of 1923 (97 years old). It replaced a 1860 Schoolhouse that was subsequently relocated across the street to the southeast corner of West Main Street and Cherry Lane and repurposed as a Community Center.

In 1981 an addition was introduced to the west elevation of the building, expanding the footprint, prior to the building's listing on the New Jersey State and National Register in 1995/1996.

The elements discussed are indeed historic, however they are not consistent with the historic styles celebrated in the district. The building does not fit the description of intended preservation, it is not a single-family dwelling outbuilding, or artifact and there is no discussion of the building in the Historic Preservation Plan indicating that its sole significance lies in its association with the district.

The report states, based upon the research, the building does not appear to contribute to the historical or architectural significance of the district – there is no association with water-powered industry or diversity of 18-20th century domestic architectural styles, but it may be argued that it does contribute to the overall historic development of the Mendham community. The building's exterior largely retains its integrity of original construction but does not appear to exhibit features or elements that would constitute an individual listing from either a historical or architectural standpoint.

It is recommended that the Mendham Township Historic Preservation Committee be solicited for an opinion by the planning board in the review and approval of the proposed changes to any historic resource in the township, though their role is not substantiated by the New Jersey Municipal Land Use Law, especially with regard to the review of municipally owned properties.

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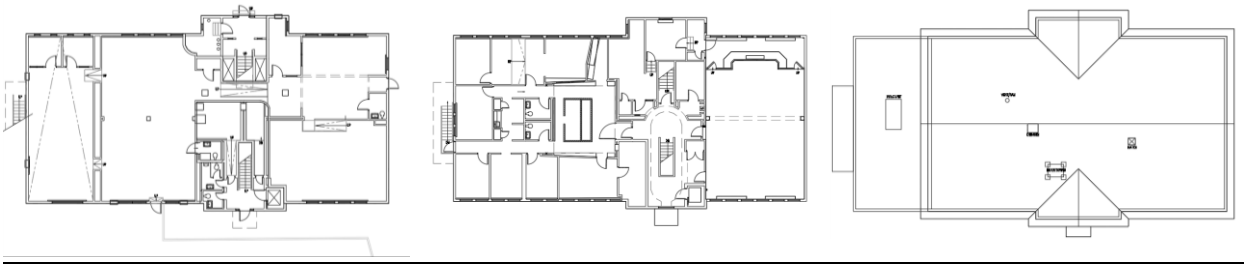

Part I:

Existing Conditions and Property Conditions Assessment Report

The building was documented and analyzed, resulting in the identification of the following major deficiencies**:**

1. The building envelope is failing
   - The building skin shows signs of failure – plaster is bulging, cracking, breaking, and spalling.
   - The roof membrane is failing – tears in EPDM and compromised fiberboard substrate.
   - Windows are single glazed and uninsulated – framing/casing/trim are deteriorating.
   - Soffits, cornices, coping, and flashing at the roofline are damaged – promoting water infiltration.

2. The building infrastructure is reaching a critical threshold of thermal and mechanical deficiency
   - The natural gas boiler in the mechanical room has exceeded its anticipated useful life.
   - Access for removal/installation of infrastructure will be difficult due to clearances/headroom.
   - The first floor has no central air conditioning – window units are residential grade.
   - The second-floor mechanical system utilizes a refrigerant that is no longer in production.

**Note that water infiltration, high humidity, heat, and organic material is a recipe for mold growth.*

3. Liability - Public buildings, set up for township meetings, should be ADA accessible
   - The elevator does not meet ADA requirements.
   - The toilet rooms do not meet ADA requirements.
   - Various floor changes occur within the building exceed the permissible slope or are not ramped.

A property assessment report, was issued by Cornerstone Architectural Group, delivered on Monday 15 June 2020. As a result of this study, the team concluded that the estimated cost for deficiencies to the building, including the major items mentioned above, amounted to **$2,678,697.48** including contingency, permitting and soft costs.

This budget estimate was strictly for building repairs and reconstruction as necessary to compensate for aging infrastructure and differed maintenance. This budget does not include modification of the existing layout to accommodate a new user such as the police department.

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Part II:

The original direction was for Town Hall to be repaired/reconstructed, for the police department to move into the first floor, and for the municipal/administrative offices to remain on the second floor.

Design and Test Fit - Police

Cornerstone Architectural Group met with representatives from the police department to understand the current facility and gather space and personnel requirements/needs.

The current police facility, located across the parking lot from Town Hall, is a converted 1960's split level, residential structure. Departmental needs far exceed the square footage allotment and overflow has pushed into two separate trailers as well as the adjacent fire house. The police do not have suitable facilities to carry out their tasks and cannot continue to function in their current space – as a matter of public safety. Expansion of the existing building is not possible due to flood plain restrictions.

Some of the major deficiencies include:

- Lockers are located across the parking lot in the fire house and do not include shower facilities.
- No female locker rooms are available.
- The existing fire alarm system does not function.
- The evidence room is located in the basement and has flooded in the past.
- Archives are located in an attic crawl space and are difficult to access.
- No public toilet facilities are available.
- Lack of ancillary spaces such as interview rooms, meeting rooms, and training spaces.

If relocated to Town Hall, the police would desire first floor residency for access and logistics – meaning the municipal/administrative offices and meeting room could remain on the second floor but the library on the lower level would need to vacate the premises. A new location would need to be established to house the library.

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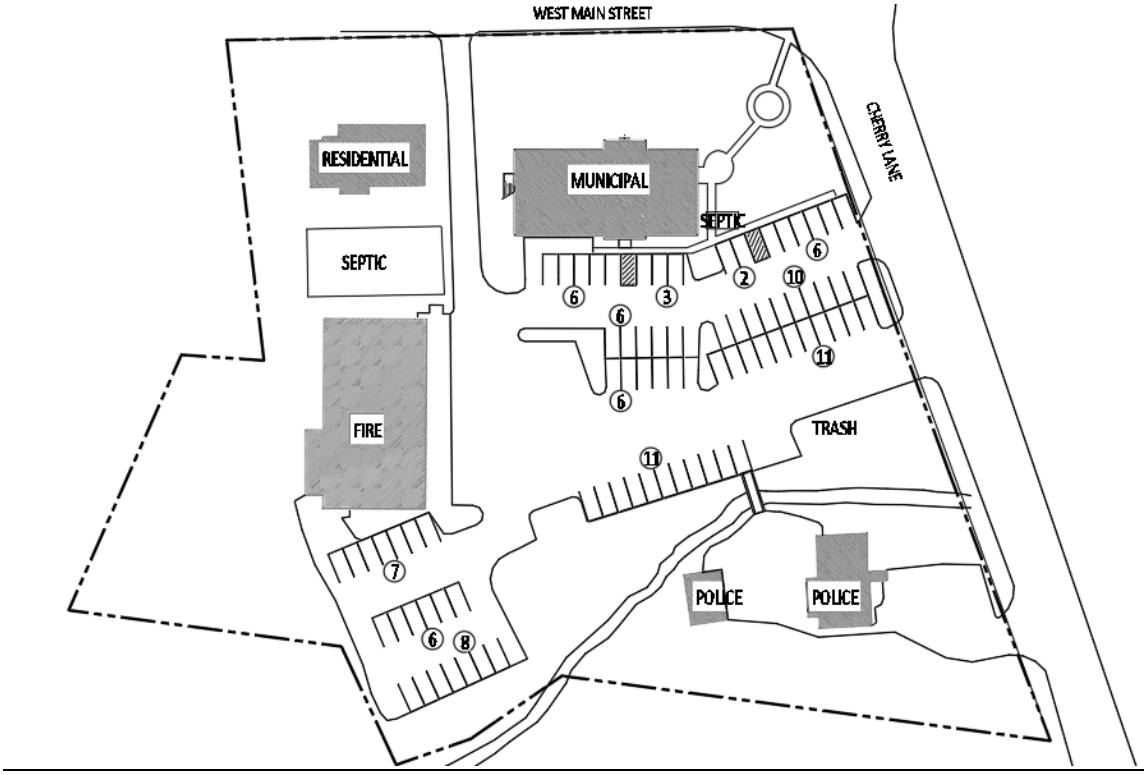
A series of scenarios have been depicted to address the design and test fit of the township needs.



Base Case Scenario:

The existing Town Hall is repaired/reconstructed based upon the cost analysis provided by Cornerstone.
A new library would be constructed on the adjacent residential property (owned by the town) – pad site.
The police occupy the first floor of Town Hall with minimal impact on stairs/elevator/Infrastructure.
The Municipal/Administrative Offices continue to occupy the second floor of Town Hall as it exists today.

- ✓ The building could remain.
- ✓ The building would maintain its historic significance and be rejuvenated.
- ✓ The existing parking would remain.
- ✓ Septic system would remain.

- The library would be isolated from the main parking lot – high demand for prime parking spaces.
- The library would be isolated from the Brookside Community Club/overflow parking.
- The cost to construct the library would be in addition to any costs associated with this analysis.
- If phased, the police would need to wait for the library facility to be built.
- The police need will not be fully accommodated by the first floor of Town Hall as it exists today.
- The building will continue to struggle with dissimilar floor planes, accessibility, and circulation

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Reuse and Expansion

In order to better accommodate the needs of the police department and increase efficiency in the building, a core addition was proposed as part of the repair/reconstruction. The addition would assist in bringing the building up to code, resolve ADA accessibility issues, and connect all parts of the building through new vertical and horizontal circulation paths. The efficiency of the floor plate would allow for accommodation of all the police needs (personnel and spaces) and an improved/expanded layout for the second floor municipal/administrative offices.

Proposed Scenario 'A':

The existing Town Hall is repaired/reconstructed and expanded upon.
A new library is constructed adjacent to the building, on site (presumably on the residential, pad site).
The police occupy the first floor of newly expanded Town Hall - new stairs/elevator/Infrastructure.
The Municipal/Administrative Offices occupy the newly renovated second floor of Town Hall.

- ✓ The building could remain.
- ✓ The existing parking would remain.
- ✓ Septic system would remain.
- ✓ The building would be more efficient with connected floor planes, accessibility, and circulation
- ✓ The police need will be accommodated by the first floor of Town Hall.
- ✓ The project could be phased to allow for incremental cash flow.

- The building would require modification of historic elements but could recreate them.
- The library would be isolated from the main parking lot.
- The library would be isolated from the Brookside Community Club/overflow parking.
- The cost to construct the library would be in addition to any costs associated with this analysis.
- If phased, the police would need to wait for the library facility to be constructed prior to moving.

Cost Analysis

A cost analysis was performed to evaluate this scenario and resulted in a high-level budget of **$5,382,447.85** including contingency, permitting and soft costs. This lump sum could be broken up into two (or three phases), however the final phase - the police fit out, is estimated at $3.5m.

This cost estimate includes building repairs/reconstruction, reorganization of building infrastructure, new horizontal and vertical circulation (stair/elevator), an interior gut of both floors, new exterior envelope, new interior layout for both floors, and a $1m contingency for unforeseen circumstances. This budget does not include the library. These numbers are essentially "New Construction" numbers, despite the fact that it would be a reconstruction project.

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Alternative Approach

The overwhelming cost associated with rehabilitation of the existing Town Hall and the inability to house all entities currently inhabiting the site, has led the mayor to redirect the investigation. Cornerstone was asked to simultaneously explore new construction options, and increased scope, that may include the library. When renovation numbers match new construction numbers, a more prudent solution may be to build-to-suit.

New Construction Options:
Cornerstone Architectural Group was tasked with schematic design for a new building that houses the police, library, municipal/administrative, and meeting room requirements. The options look at applying the build-to-suit in various locations across the property with the intention of demolishing the existing building.

Since both the police and library would benefit from a first-floor solution, the direction was to, at least partially, accommodate both with the following criteria:

The police would occupy the west half of the floor plate with +/-5,000 square feet across two floors
The library would occupy the east half of the floor plate with +/-5,000 square feet across two floors
The municipal/administrative offices would occupy +/-3,000 square feet of expanded attic/third floor
The meeting space would occupy +/-700 square feet of expanded attic/third floor

New Construction - Option 1:
Locate a three-story structure on the footprint of the former residential unit.

- ✓ The building could remain until construction was complete, no downtime or temporary space.
- ✓ The existing parking would remain and could be expanded upon.
- ✓ The septic requirements would be shared with the existing fire department septic system.
- ✓ All needs would be accommodated including future growth as it is build-to-suit

- The building would not retain its historic significance.
- The library would be isolated from the main parking lot.
- The library would be isolated from the Brookside Community Club/overflow parking.
- The police would have difficulty with street access/Sally Port – parking/access is one-sided.

This location was undesirable due to vehicular circulation and single-sided access to the building.

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New Construction - Option 2:
Locate a three-story structure in front of the existing Town Hall along West Main Street.

- ✓ The building could remain until construction was complete, no downtime or temporary space.
- ✓ The existing parking would remain and could be expanded upon.
- ✓ All needs would be accommodated including future growth as it is build-to-suit
- ✓ The library would continue to utilize the main parking lot
- ✓ The library would remain connected to the Brookside Community Center/overflow parking.
- ✓ The police would have street access for the Sally Port

- The building would not retain its historic significance.
- The site would have no front yard setback – a 3-story obtrusive structure right on the street.
- Construction would be difficult with the existing building directly adjacent.
- A new septic system would need to be established.

This location was undesirable due to scale of the building and proximity to West Main Street.

New Construction - Option 3:
Locate a three-story structure at the corner of West Main Street and Cherry Lane.

- ✓ The building could remain until construction was complete, no downtime or temporary space.
- ✓ The existing parking would remain and could be expanded.
- ✓ All needs would be accommodated including future growth as it is build-to-suit
- ✓ The library would continue to utilize the main parking lot
- ✓ The library would remain connected to the Brookside Community Center/overflow parking.
- ✓ The police would have street access for the Sally Port
- ✓ Direct engagement of the Post Office and Brookside Community Center – forming a procession

- The building would not retain its historic significance.
- The site would have no front or side yard setback – a 3-story obtrusive structure on the corner.
- Construction would be difficult with the existing building directly adjacent.
- A new septic system would need to be established.

This location was undesirable due to scale of the building and proximity to West Main/Cherry Lane.

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New Construction - Option 4:
Locate a three-story structure perpendicular to the existing building along Cherry Lane.

- ✓ The building could remain until construction was complete, no downtime or temporary space.
- ✓ The existing parking would mostly remain and could be expanded.
- ✓ All needs would be accommodated including future growth as it is build-to-suit
- ✓ The library would continue to utilize the main parking lot
- ✓ The library would remain connected to the Brookside Community Center/overflow parking.
- ✓ The police would have street access for the Sally Port

- The building would not retain its historic significance.
- The site would have no front yard setback – a 3-story obtrusive structure on a secondary street.
- Construction would be difficult with the existing building directly adjacent.
- A new septic system would need to be established.

This location was undesirable due to scale of the building and proximity to Cherry Lane

– A secondary road for a primary facility.

New Construction - Option 5:
Locate a three-story structure behind the existing building, within the current parking lot.

- ✓ The building could remain until construction was complete, no downtime or temporary space.
- ✓ All needs would be accommodated including future growth as it is build-to-suit.
- ✓ The library could utilize an entrance off West Main Street and create parking in the front yard.
- ✓ The library would remain connected to the Brookside Community Center/overflow parking.
- ✓ The police would have street access, a private/rear entrance and parking behind the building
- ✓ The site would have a large front yard setback – a 3-story structure would not be obtrusive.

- The building would not retain its historic significance.
- Construction would be difficult with the existing building directly adjacent.
- A new location for the septic system may be needed.
- The existing parking would need to be reconfigured and expanded.
- The new building would be constructed directly in front of the fire department.

This location seemed to have merit for a phased move, appropriate setting for the building's scale, and both vehicular and pedestrian circulation.

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New Construction - Option 6:
Locate a three-story structure in place of the existing building.

- ✓ All needs would be accommodated including future growth as it is build-to-suit.
- ✓ The parking could remain as is.
- ✓ The library would remain connected to the Brookside Community Center/overflow parking.
- ✓ The site would have a large front yard setback – a 3-story structure would not be obtrusive.
- ✓ The existing septic system could remain.
- ✓ The police would have street access for the Sally Port

- The building would not retain its historic significance.
- The building would be demolished prior to new construction – Occupants would work remotely
- The library would require temporary swing space during construction.

This location seemed to have merit as an appropriate setting for the building's scale and sight lines. Modifications to the site could accommodate vehicular and pedestrian circulation, but temporary/swing space would need to be solved logistically.

New Construction - Option 7:
Locate a one/two-story structure in place of the existing building.

- ✓ All needs would be accommodated including future growth as it is build-to-suit.
- ✓ The library would remain connected to the Brookside Community Center/overflow parking.
- ✓ The site would have 50' front and side yard setback.
- ✓ The library would remain connected to the Brookside Community Center/overflow parking.
- ✓ Direct engagement of the Post Office and Brookside Community Center – forming a procession
- ✓ The police would have street access for the Sally Port

- The building would be demolished prior to new construction – Occupants would work remotely
- The library would require temporary space.
- The existing parking would need to be reconfigured and expanded.
- A new location for the septic system may be needed.

This location seemed to have the most merit as an appropriate setting for the building's scale and sight lines. Modifications to the site could accommodate vehicular and pedestrian circulation, but temporary/swing space would need to be solved logistically.

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Development of Scenario 5 and 7

After review of scenario 1-7 with the mayor, Cornerstone Architectural Group was directed to develop the following:

New Construction - Option 5

The three-story structure located in the parking lot behind the existing building

This solution allows for a phased move and unveil the new building during demolition of the former.

A preliminary study of this option shows a single building with a shared lobby/core. Floors one and two offer (2) 2,400 square foot tenant spaces; one on each side of each floor. The police would occupy the west units on floors one and two while the library would occupy the east units. The third floor would offer (2) 1,800 square foot units; one of which could be expanded to 2,400 square feet in order to accommodate the municipal/administrative offices and the other reduced to address the need of the meeting room/overflow and storage. The preliminary layout is perhaps oversized to accommodate the varying needs per floor and could be tightened up to reduce size, cost, and improve flexibility.

New Construction - Option 7

The one/two-story structure with the appropriate scale and placement on the site.

This solution is perhaps the correct solution for the site if logistics of the phased move become moot.

A preliminary study of this option shows a single building with a shared lobby/core. A police wing runs parallel to West Main Street and a library wing runs parallel to Cherry Lane. The building engages the corner and since there is a hierarchy to the circulation, asymmetry is appropriate to the building's form, meaning the police wing and library wing need not be equal – this provides a means to tighten up the layout and reduce size, cost, and improve flexibility. Each entity can balance their program with the allocated budget independently. The meeting space occupies the corner of the first floor engaging the public, uniting the building, absorbing the acute angle created by the street, and offers a terminus to the procession of East Main Street. The second floor accommodates the municipal/administrative offices and, again, is not restricted by square footage of the other areas of the building so balancing program and budget would be independent.

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Comparison and Feasibility

Base Case – 15,860 square feet of space – Existing Building/New Library
Phased Expenditure, Phased Move, Maintains Historical Building Elements.
Repair/Reconstruct the Existing Building - $2.7m
Incorporate Bare Bones Police Requirements - $2.4m
Construction New Library - $2.8m - $400 (hard) $558 (all in) per Square Foot x $5,000
Total estimated cost - $7.9m - Total Time Frame – 3 years
Hard Construction Cost/Square Foot – $341 per Square Foot
Hard and Soft Cost – All In $/Square Foot - $497 per Square Foot

Scenario 'A' – 17,235 square feet of space – Addition of Vertical Circulation Towers/New Library
Phased Expenditure, Phased Move, Does Not Maintain Historical Elements
Repair/Reconstruct/Expand the Existing Building – $1.7m
Incorporate All Police Requirements – $3.7m
Design/Construct New Library - $2.8m - $400 (hard) $558 (all in) per Square Foot x $5,000 – 1 year
Total estimated cost - $8.2m - Total Time Frame – 3 years
Hard Construction Cost/Square Foot – $328 per Square Foot
Hard and Soft Cost – All In $/Square Foot - $474 per Square Foot

New Const. - 15,200 square feet of space
Single Project, Temp Space/Logistics, Does Not Maintain Historical Elements
New Construction for Police, Municipal/Admin, and Library
Includes Demolition, Site, Septic
Total estimated cost - $8.2m - Total Time Frame – 1 year
Hard Construction Cost/Square Foot – $412 per Square Foot
Hard and Soft Cost – All In $/Square Foot - $575 per Square Foot

**All Options Exclude Furniture, Temp/Swing Space, and Moving of People/Assets*
20% Contingency for Existing Building Work - 10% Contingency on New Construction Work

***State Level Library Grant Opportunity*

The New Jersey Library Construction Bond Act plans to reopen with a second round of acceptances for funding applications in the fourth quarter of 2020. As such, Mendham may be eligible to fund up to half of the costs associated with eligible library upgrades, renovations, and/or new construction.

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Another Look at Scenario 'A' – Value Engineering

Cornerstone Architectural Group was asked to re-examine Scenario 'A' - the reconstruction and expansion of the existing building, reconfiguring the stairs, elevator, and infrastructure, along with the construction of a new library. The library could be constructed on the existing residential property (pad site) or potentially adjacent to the existing building, in the parking lot, parallel to Cherry Lane, to more closely resemble New Construction Option #7. Cornerstone was tasked with value engineering the project down to a more palatable $6 million budget, with the understanding that there will be trade-offs from the assumptions used to price the project thus far.

The existing septic system in the front yard of Town Hall will need to be studied by a third party to verify capacity and condition for the modified load. As such, the septic system has been deemed outside the scope of work for the estimated budget at this time.

The window for State grant applications is scheduled to open shortly, offering the opportunity to offset as much as 50% of construction costs associated with library renovation or construction projects. Though the grant is not guaranteed, should Mendham be awarded funds from the state, the relief would offset a substantial burden of library portion of the proposed budget.

The value engineering budget assessment was in progress at the time of this final report, verification of the cost and associated trade-offs will follow but the proposed site plans are reflected below:

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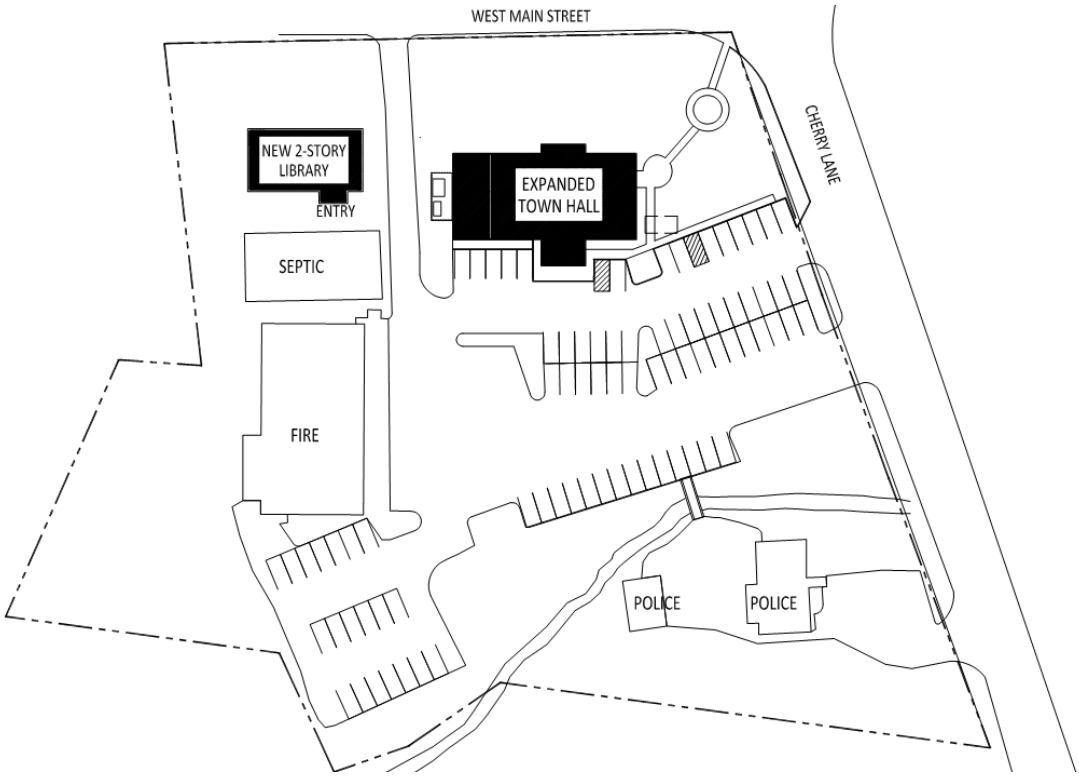

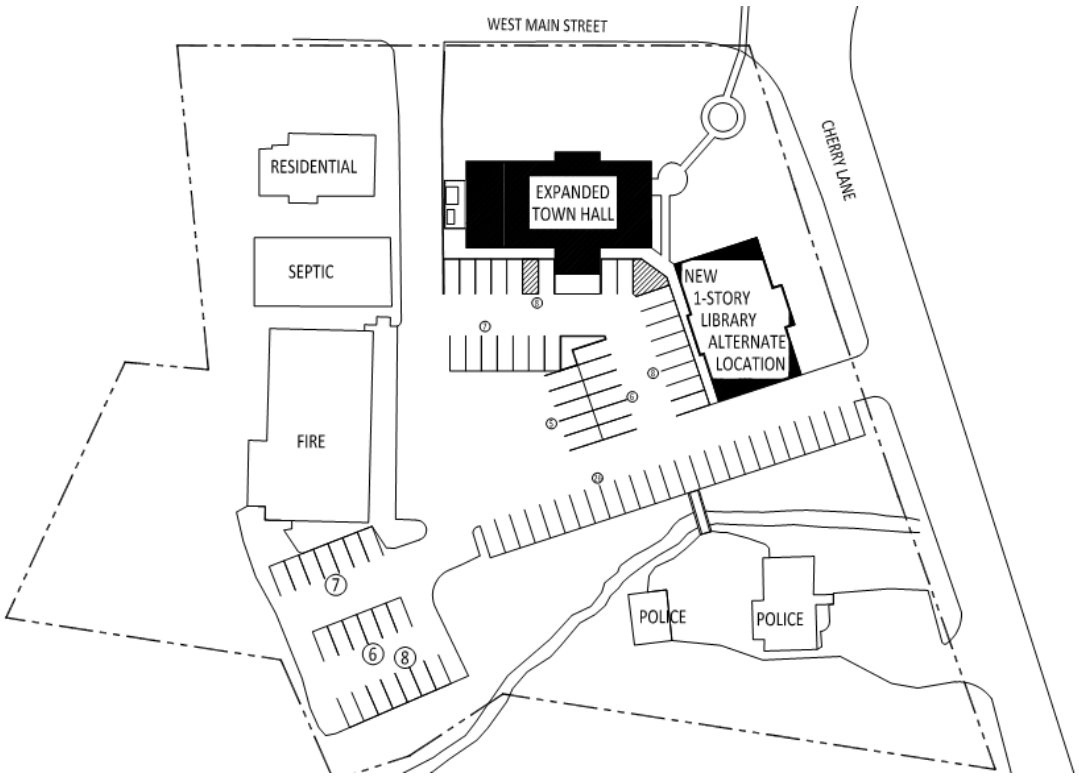

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Town Hall: Property Conditions Assessment Report

Issued Monday 15 June 2020

Project Number: 202547

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Monday 15 June 2020 Project Number 202547

Town Hall: Property Condition Assessment Report

Project Brief

The Mendham Town Hall is located at 2 West Main Street in Mendham, New Jersey, at the corner of Cherry Lane. Town Hall occupies a portion of the property identified as block 137, lots 15 & 16. The formal entry, pictured above, faces North and runs parallel to West Main Street. The building is a two-story structure, slab on grade, composed of concrete, masonry, stucco, and wood. Each floor measures approximately 5,400 square feet for a total building area of 10,800 square feet. Utilities to the building include electric, natural gas, and public water. The building has a septic sanitary system located along the east facade. A fire alarm and sprinkler system were observed during the survey. The property boundary also contains several other structures: a residential dwelling along West Main Street, the Mendham Fire Station with an associated shed, which is located behind the residential dwelling, and the Mendham Police Station with two associated trailers, located along Cherry Lane.

Project Scope

This report represents the results of an on-site visual observation of the Town Hall building, along with its structural, mechanical, electrical, plumbing, and fire protection systems, as performed by Cornerstone Architectural Group and their partnering Engineering team, Engineering Driven Design. The inspection was conducted on Tuesday 26 May 2020, with documentation of the existing conditions gathered one week prior.

The inspection team founded the conclusions in this report based upon field observations and information provided by the town.

Building Overview

- **Building Area/Land**

  - The site measures approximately 3.65 acres of land. A portion of the property is in a flood plain, draining to a small stream and culvert under Cherry Lane.

  - The site has one central parking lot as well as two small, dedicated parking lots: one for Police and one for Fire.

    - The main, shared parking lot is in the center of the site and has a capacity of 61 vehicles. Eleven of the spaces in the main lot are dedicated to accommodating marked Police vehicles.

    - The segregated Police lot is accessed from Cherry Lane and parking is located between the building and the trailer. Spaces are not designated but the parking area appears to accommodate about five vehicles. The dedicated Police parking lot is connected to the main lot by a pedestrian bridge only, no vehicular connection is available without accessing Cherry Lane.

    - The Fire Department lot is accessed from the main parking lot and is located on the South side of the Fire Station.

  - The Town Hall Building is two stories, totaling approximately 10,800 square feet. The facility has a footprint of 5,400 square feet. A small septic occupies the East side of the site, near the Library entrance.

  - The Fire Station is two stories, totaling approximately 13,700 square feet. The facility has a footprint of 6,850 square feet. A large septic system for the Fire Station occupies the green space just North of the Fire Station, behind the Residential unit.

  - The Police Station is a two-story split-level residential conversion, totaling approximately 3,000 square feet. The police also have two (2) one-story fixed trailers on site that handle additional storage and break room accommodations. A 50 KW generator is located on the North side of the Police Station and backs up the entire facility.

  - The residential dwelling unit is two stories, totaling approximately 4,550 square feet. The structure has a footprint of 2,275 square feet.

- **Building Use**

  - The Town Hall building's current use is identified as administrative offices, the Public Library, and the Municipal Court, however the Municipal Court is no longer active at this site.

  - Adjacent buildings house the Police and Fire Departments.

- **Building height**

    - The Town Hall building is two stories and measures a height of approximately 30’-0” above grade.

- **Zoning information**

  The site is in an R-10, Single Family Residential Zone with a primary use identified as a Detached Single Dwelling. The site is not a Detached Single Dwelling, it is instead occupied by three primary structures including the Town Hall/Library, Police and Fire Departments as well as a few ancillary, accessory structures.

  The zone requires a minimum lot area of ten acres. The site measures approximately 3.65 acres and is existing, non-conforming.

  The site does not meet many of the other bulk requirements; the minimum diameter lot geometry circle (LGC), the minimum diameter building envelope circle (BEC), as well as the minimum front, side, or rear yard setbacks. The site is existing, non-conforming.

  The zone has a minimum net building envelope area (buildable area) of 140,000 square feet. The entire site is approximately 160,000 square feet and as such, should allow for encroachment on the front, side, and rear yards as well as the other bulk requirements.

  The zone’s maximum height is 35 Feet – The Township Hall building is approximately 30 feet high and conforms to the ordinance.

  Impervious surface for the site is approximately 50%

- **Building Structural Narrative**

  The modern-day Mendham Township, Town Hall, located in Brookside, was originally constructed as a school. The two story, symmetrical, wood structure is slab-on-grade with a low slope, gable roof and a central CMU core. Columns run longitudinally down the middle of the building, from East to West, supporting the roof peak. A transverse axis splits the building symmetrically in the opposite direction and the building bumps out slightly, to the North and South, along this axis. The roof structure is comprised of wood trusses, though a twelve-foot-high flat ceiling on the second floor conceals the structural elements with plaster and lath. A raised parapet and roof cricket on each side offer hierarchy to the front and rear entry points. The structural organization of the original design sets up a natural divide, creating four quadrants with a central circulation path: a common configuration for school buildings in the late 1800s to early 1900s. It is likely that the exterior plaster finish was applied much later, over the original building skin (likely wood siding). Though evidence of interior plaster and lath remain on the interior, most have been removed, replaced with gypsum board at the time of the building’s conversion of use.

  An addition was constructed to the West side of the building, extending the structure out approximately twenty feet. The addition has a flat roof and offers a somewhat similar aesthetic to the original building. Based upon the inconsistency in the building skin, it is likely that the main entry on the South side of the building, was re-plastered over, at the time of the addition.

Seismic Data

The building is designated in category 'C' for seismic design criteria

Date	4/27/2020, 11:56:36 AM
Design Code Reference Document	ASCE7-16
Risk Category	IV
Site Class	D - Stiff Soil

Type	Value	Description
S_S	0.252	MCE_R ground motion. (for 0.2 second period)
S_1	0.056	MCE_R ground motion. (for 1.0s period)
S_{MS}	0.403	Site-modified spectral acceleration value
S_{M1}	0.135	Site-modified spectral acceleration value
S_{DS}	0.269	Numeric seismic design value at 0.2 second SA
S_{D1}	0.09	Numeric seismic design value at 1.0 second SA

Type	Value	Description
SDC	C	Seismic design category
F_a	1.598	Site amplification factor at 0.2 second
F_v	2.4	Site amplification factor at 1.0 second
PGA	0.151	MCE_G peak ground acceleration
F_{PGA}	1.498	Site amplification factor at PGA
PGA_M	0.226	Site modified peak ground acceleration
T_L	6	Long-period transition period in seconds
SsRT	0.252	Probabilistic risk-targeted ground motion. (0.2 second)
SsUH	0.268	Factored uniform-hazard (2% probability of exceedance in 50 years) spectral acceleration
SsD	1.5	Factored deterministic acceleration value. (0.2 second)
S1RT	0.056	Probabilistic risk-targeted ground motion. (1.0 second)
S1UH	0.06	Factored uniform-hazard (2% probability of exceedance in 50 years) spectral acceleration.
S1D	0.6	Factored deterministic acceleration value. (1.0 second)
PGAd	0.5	Factored deterministic acceleration value. (Peak Ground Acceleration)
C_{RS}	0.941	Mapped value of the risk coefficient at short periods
C_{R1}	0.941	Mapped value of the risk coefficient at a period of 1 s

- **FEMA Data**

  A section of the site, associated with Harmony Brook and the culvert going under Cherry Lane, is classified as a Zone A flood area according to FEMA map 3405110004B, Panel 4 of 11. This area does not encroach on the Town Hall building but is relegated to the parking area. The Town Hall building itself is located in Zone X, an area outside the 500-year flood and protected by levee from 100-year flood. The building has a minimal risk of flood hazard. The Police Department structure is within the Zone A flood area and has incurred water at the basement level and a portion of the first floor.

- **Building Code**

  - Existing Occupancy Classification is:
    'A-3' (Assembly - First Floor (Library) and Second Floor (Municipal Court/Meeting Rooms).
    'B' (Business - Second Floor (Office/Administrative Spaces).

    The height and area table allows for 'A-3' Use Group two stories and 60 feet in height.

    Should a Police Station be proposed for the first floor, occupancy classification for the would change the use to 'B' Business with an accessory 'I' (Institutional) in any cell areas.

  - Construction Classification: 'VB' (Wood Frame)

  - Building Class 2

  - The building is fully sprinklered and requires a one-hour fire rating between 'A-3' and 'B' Uses.

  - No fire-resistance rating is required for building elements or exterior walls with a fire separation distance of 30' or more.

  - No limitation on unprotected openings in exterior walls of sprinklered buildings with a fire separation of 30' or more.

  - The building has a conventional (zoned) fire alarm system with limited smoke detection. The central stair is an atrium space with a two-hour fire rated enclosure.

  - An egress study was conducted based upon theoretical capacity and was found to be sufficient, and well in excess for the building load.

  - Toilet facilities were found to be insufficient for the building occupant load. Additional toilet facilities should be incorporated to satisfy the current code requirements. (5) water closets and (5) lavatories should be provided for each sex based upon the current allocation of space for the uses employed.

Description and Condition

- **Site**

  The site is between 1-1/2 and 1-3/4 acres and is situated at the corner of West Main Street and Cherry Lane in Mendham, New Jersey. The site contains several structures, including buildings allocated to the Fire and Police Departments as well as a single-family residential unit.

- **Paving**

  A central parking lot is shared between the Town Hall/Library, the Police Station, and the Fire Station. The Police and Fire Facilities have small private parking lots but utilize the shared, central lot for overflow of vehicles. There are vehicular access points to the main parking lot from West Main Street and Cherry Lane.

  Condition

  The asphalt has some cracking but appears to be in good condition (Photo 1-2). Some damage and areas of patching were observed along the street at Cherry Lane and West Main Street (Photo 3-4). The small parking lot at the Fire Station is a continuation of the large, shared lot, and as such was in good condition with some cracking (Photo 5-6).Upkeep should be continued in order to maintain a smooth, paved surface, free of potholes and tripping hazards. The small parking lot at the Police Station showed significant deterioration, layers of patching, and repair (Photo 7-8).

- **Drainage**

  The lower (South East) area of the parking lot, near the Police Station, is in a flood zone. Water accumulates in this area and is directed, via storm water drains and stone landscaping, to a small waterway and culvert (Photo 9-12). For the most part, the site's grading appears to slope away from the buildings and should not constitute an issue for the site as long as it continues to be maintained. Catch basins were observed in a few locations around the parking lot including a low point in grading outside the first-floor emergency exit door at the Library. The door in this area is raised a step, presumably to avoid water infiltration at the low elevation.

  Condition

  Drainage appears to be functioning well for the facility, the site had no areas of standing water at the time of inspection and there were few indicators of damage due to water runoff.

- **Parking**

  According to Library representatives, adequate parking is provided for the various facilities on a typical day. An overflow lot, owned by the local Community Center across Cherry Lane, has been utilized in the past for peak hours of Library Programs, free of charge.

Conditions

Striping, within the parking lot, is faint and weathered (Photo 13-15). The lot should be restriped for parking and pedestrian access aisles.

- **Lighting**

Some site lighting was observed. Two small, pole mounted fixtures were located around the building; one near the main Town Hall entrance, off the parking lot, and one at the Library entrance (Photo 16, Revisit Photo 14-15). Some building lighting and emergency lighting was observed around the parking lot areas and exit ways (Photo 17-20). Building, site, security, and safety illumination appeared inadequate and should be reassessed.

Interior lighting consisted of LED replacement lamps, fluorescent tubes, and incandescent A-lamps. Lighting fixtures varied throughout the space, ranging from Paracube and Prismatic 2x4 troffers; surface mounted, pendant hung, and recessed, to downlighting, track lighting, and decorative pendants (Photo 21-31).

Exit signs and emergency lighting was observed but varied in type, style, and color (Photo 32-35).

Conditions

The fixtures around the outside of the building were varied and inconsistent in type, location, style, lamping, and output. The function and output were not tested during the course of the investigation.

Interior fixtures appeared to be in fair condition, but the technology is outdated, inefficient, and does not meet the current code. Controls for the light fixtures are manual, with the exception of some toilet rooms. The controls are outdated, inefficient, and do not meet the current code. If renovations were proposed which disrupted the lighting layout, both the lighting and controls would require update.

Color temperatures varied, between fixtures, and also within multi-lamped fixtures.

- **Landscaping**

Small buffers of green space break up the paved parking areas and should be maintained.

Site drainage is directed toward the existing culvert/water way and is shed away from the buildings. The drainage grills should be kept clear for free flow of runoff and the landscaping maintained.

A large berm flanks the property at the Police Station side, providing a natural boundary for safety, security, and privacy.

Conditions:

The landscaping appeared to be in good condition. It should be maintained.

- **Signage**

  A large post mounted sign on Cherry Lane identifies the "Township of Mendham", "Township Hall", "Municipal Court of the Mendhams", and the public "Library" (Photo 36). The building no longer supports the Municipal Court.

  A large Building Mounted Sign is located at the entrance to the Library (Photo 37)

  A large post mounted sign on Cherry Lane identifies the Police Station (Photo 38).

  Three flagpoles were located around the site: one at the corner of Cherry Lane and West Main Street at the Library entrance, one at the front of the Fire Station, and one at the front of the Police Station (Photo 39-41).

  A four-sided wooden display kiosk is located outside the library and acts as an information booth (Photo 42).

  Conditions:

  The signage and flagpoles appeared to be in good condition.

  The wooden display kiosk was in disrepair and should be replaced.

- **Façades**

  The exterior wall of the building comprised of a concrete base and stucco skin (Photo 43-45). Based upon non-invasive discovery, it is believed that the existing substrate is wood framing and the original building skin, likely some sort of wood siding or shake, has been plastered over, perhaps more than once in some locations.

  At some point, an addition was added to one side of the symmetrical footprint, extending one side of the building an extra twenty feet (Photo 46-47).

  Conditions:

  The exterior wall finish is starting to bulge in some areas and evidence of cracking, breaking, and spalling was observed (Photo 48-54). The stucco has been patched or resurfaced around the main entrance at the South side of the building and other, smaller areas of the building perimeter. The stucco may continue to be repaired, however, unless sections of the finished surface are removed back to sound material, the surface will continue to crack and bulging areas may begin to sag or break away from the façade. If repairs are approved, standards should be used to address the textured wall finish. The texture of the patchwork around the main entrance and at the building addition, does not match the texture of the rest of the original building (Photo 55-56).

  The soffits and cornices along the roofline of the building are in need of repair and/or replacement. Damage/cracking was observed (Photo 57-72). The copper flashing above the main entry door on the South elevation (parking lot side) appears wavy (Photo 73), creating the

opportunity for water infiltration; it should be replaced. Coping along the top of the parapet wall is old and deteriorated (Revisit Photo 59-60), it should be replaced.

Water damage was observed at the formal entry way on the North Façade (Photo 74). Damaged wood trim, window casings, and dentil molding (Photo 75-78) should be removed back to sound material and flashing installed to prevent water infiltration.

A cracked cast iron storm pipe was observed at the South façade (parking lot side) at the juncture of the original building and the new addition (Photo 79). The pipe should be replaced to prevent accumulation of water, freeze/thaw cycles, and further deterioration or water infiltration.

Mold was observed on the exterior skin, windows, and wood trim (Photo 80-86). The building should be power washed and cleaned.

Paint is peeling, chipping, and spalling from the exterior façade, particularly at the concrete base. A fresh coat of paint is recommended once all other damaged areas are repaired.

- **Fenestration**

The building features tall, (mostly double hung) windows with extended wood casings and dental moldings at both the North and South facades (Photo 87-88). The windows on the second level are taller and more numerous than those on the first level, implying grandeur and importance to the modest two-story building. The main entrance at the North and South side of the building has been pulled out slightly from the main facade and the doors flanked with glass sidelights and transoms for prominence.

The North façade's formal entry features decorative trim around the fenestration and an arched window above the main entry door. The arch's decorative keystone ties into the dentil molding at the roofline above. The entire entry area is pulled away from the building façade and narrow windows have been incorporated in the extruded entry at both the first and second levels. A grouping of four windows flank the main entry on the first-floor measure approximately 65" high and 45" wide. The second floor at this elevation, expands to a grouping to six windows and their measurements increase to 100" high while maintaining alignment to the 45" wide windows below.

The South façade's main entry mimics the North façade, only in a more economical fashion. The main entry, at the parking lot side, is not pulled away from the building as far as the formal entry on the West Main Street side; thus, the windows perpendicular to the entry door are eliminated. The decorative trim around the entry door is replaced with a small canopy. The arched window above the entry door is replaced by two, stacked, rectangular windows. And the first-floor windows along the West side of the South façade have been reduced to clearstories.

The building addition draws some cues from the original building design; however, the window sizes and types vary, presumably due to budget and utility. The North elevation of the addition includes 22" square, awning windows on the first floor, while the South elevation incorporates a 9'-0" wide by 8'-0" high fixed window bay that formerly served as an overhead door. Both elevations see the reduction in height of the upper story windows, measuring only 70" high.

The East façade acts as the Library entry and is relatively blank (Photo 89). Only one window is present, however an existing wood fascia implies that additional windows did exist on this façade at one time.

The West façade (at the addition) incorporates three windows at the upper level measuring 32" wide and 45" high (Photo 90).

- **Roofing**

The existing roofing system is comprised of a low slope black EPDM over fiberboard (Photo 91-92). The original building has an existing brick chimney and a horn tower. HVAC equipment is located on the roof of the addition.

Conditions:

The condition of the membrane varies across the roof, ranging from fair to poor (Photo 93-99). Large tears were observed in the membrane allowing water infiltration. The substrate material felt soft underfoot indicating a deterioration of structural integrity. Areas of patching were observed, some of which were lifting away from the underlayer. Pitch pockets were pulling back, seams were splitting, and copper flashing was in poor condition.

The chimney, at the center of the original building appeared to have been repointed and is in good condition (Photo 100).

- **Structural**

The building structure has a concrete foundation, slab on grade, and wood framing. The exterior walls were presumably clad in wood siding and then plastered over with stucco. Inside, the core of the building was composed of concrete masonry units at the main entry spaces on both the North and South sides. The formal stair, elevator, mechanical, electrical, and toilet rooms are all encased in CMU partitions. The stairs leading to the main entry at the parking lot side, interior partitioning, and second level floor structure are composed of wood.

Based upon the observed door labels surrounding the atrium, it appears that a two-hour fire rating was part of the original design for the open stair leading to the main entry. Over time some of the labels have been lost or painted over. The rating should be verified, maintained, and new labels attached.

Large voids were measured in the first-floor layout, but their purposes were unable to be observed without invasive probes. Some discovery will be necessary through probing or during demolition should the project propose modification in these areas.

The roof structure is comprised of a wooden truss system with a low-pitched EPDM (Photo 101).

Weight capacity will need to be evaluated by a structural engineer for any change in loading. Openings created in any core, masonry walls will require structural reinforcing.

- **Interior Spaces**

The building's formal entry is accessed off the North elevation, from West Main Street. Two steps lead into the building at the raised walking surface and raised ceiling height. Inside the formal entry, stairs lead up to the second floor (Photo 102) and off to the right, four steps lead down to a depressed slab in the utility room: housing the sprinkler riser and the electrical service (Photo 103-106).

The building's main entry is accessed off the South elevation at grade (Photo 106). There is a limited use/limited access elevator/lift (Photo 107-110), a single unit men's toilet room, a single unit women's toilet room (Photo 111-112), a ramp down to a boiler room (Photo 113-115), and a step down to an electrical room (Photo 116-117). A set of open stairs lead up to the second level (Photo 118), creating an atrium (Photo 119-120), which has been designed with a two-hour separation from the rest of the building.

The first floor Library space is accessed from the exterior only (Photo 121), no connection to the rest of the building is available. The main Library entry door is located on the East façade facing Cherry Lane. The door enters at grade and has access to a single unit unisex toilet room (Photo 122). The first space provides for open area shelves, computer kiosks, and one private office (Photo 123-129). Toward the South side of the building, a ramp leads down to another area of book stacks (Photo 130-137). Toward the West side of the building, a ramp connects the East wing to the West wing, between the core areas of the building (Photo 138-140). The West wing of the building offers a larger book stack area (Photo 141-147) with an emergency exit (Photo 148), a storage closet, and a single occupant toilet room (Photo 149-153). Further to the West, two small ramps provide access to a children's area with two private offices (Photo 154-159) and a large window (formerly an overhead door) (Photo 160). A swing door was observed on the exterior but was sealed and covered on the interior (Photo 161).

The second-floor atrium provides access to both stairs down to the first floor entrance/exits, the elevator/lift, the Municipal Court Room, a small closet with a roof scuttle, a large storage room, the Court Clerk's Office, and the West wing of the building which houses the administrative office area (Photo 162-167).

The Municipal Court Room is equipped with a raised dais and court bench (Photo 168-169). The court bench has a bullet-resistant plate at the center and two center windows behind the dais have been reinforced with bullet-resistant glass. A door at the dais provides access to a small Judge's Chamber (Photo 170-171) with steps up (above the first-floor formal entry) to a Judge's Office/Conference Room (Photo 172-173). The arched perimeter window in this conference room has also been reinforced with bullet-resistant glass. The room exits back down to the Court Clerk's Office described below.

The small storage closet has a ladder to a scuttle which accesses an interstitial space in the ceiling above. The roof hatch, wooden trusses, and the underside of the roof deck were observed from this interstitial space, however, the roof hatch has been mechanically secured in the closed position and is no longer accessible.

The Court Clerk's Office (Photo 174-179) features a bullet-resistant, pass through window for fines and paperwork. The room house a small IT/Server closet, some work areas, and provides for stairs up to the small Judge's Office/Conference Room (above the first-floor formal entry).

The Administrative Office area occupies the West wing of the second floor as well as the second floor of the building addition. A reception area with plan tables greet visitors (Photo 180-183). To the North there is a copy room (Photo 184) and the Tax Assessor/Finance Department with a pass-through sliding window (Photo 185, Revisit Photo 180). To the South is the Clerk's Office with access to the vault (Photo 186-187), the Planning/Zoning Boards, the Construction Office, and the Board of Health. Behind the Reception station are toilet rooms (Photo 188-189), a pantry/vending/storage space (Photo 190-193), and the Administrator's Office. A second means of egress from this suite exits through the building addition and down a set of exterior metal stairs down to grade (Photo 194-195). The exterior stair is 3'-8" wide with a landing that measures 3'-8" wide by 3'-11" long. The stair has open risers, only one hand rail with inadequate handrail extensions; at the bottom of the run the handrail extension measures 1'-11" above grade.

Floors and Finish

The walking surfaces vary from space to space with some areas ramping up/down, stepping up/down, or changing height independently due to inaccessibility to the spaces around them. The Library entry space for example, has two large ramps leading to sunken spaces on the first floor. The main library space also ramps up to the building addition, which has an internal slope of its own. The addition, previously designed to handle vehicular access, pitches toward the parking lot and has a 5" grade change across the open area. The dais within the Municipal Court Room, and subsequently the room directly adjacent, is on a 7" high raised floor. The Judge's Office/Conference room beyond, is located above the raised ceiling of the formal entry requiring 32" change in elevation from the rest of the building. The walking surface of the formal entry is at a different elevation than the walking surface at the main entrance. The utility spaces off the formal entry slope or step down as you enter, likely eventually aligning with the walking surface of the main entry, though the latter could not be verified.

The building is mostly carpeted with a mixture of broadloom and carpet tile. The base trim is wood throughout (Photo 196-197).

Some small areas, such as the main entry, the formal entry, and the toilet rooms feature a more resilient ceramic tile and base trim (Photo 198). The Library's rear toilet room has a concrete base and a small area rug (Photo 199).

Back-of-House infrastructure spaces such as mechanical and electrical rooms are left with exposed concrete slabs.

Wall Materials and Finish

While the walls were all originally plaster, much of the plaster and lath has been removed and replaced with gypsum wall board. It was also confirmed that the gypsum board has been doubled up in areas of two-hour fire rating.

Walls throughout the occupied spaces are painted and many spaces have a painted wooden chair rail (Photo 200).

Ceiling Heights, Materials, and Lighting

Ceilings vary in type (acoustic hung versus hard ceiling), in height, and are individual to each room throughout both floors.

On the first floor, the ceiling type was mostly 2x4 acoustic hung tile, though the patterns were variations on the standard installation (photo 201). Hard ceilings were observed in the two core areas off the main and formal entryways, in the toilet rooms, the rear stack area, and the children's library space (Photo 202-203). The ceiling height on the first floor ranges from 8'-3" to 9'-1" above the finished floor; this variation is mostly due to change in elevation of walking surfaces.

On the second floor, the ceiling type was mostly 2x4 acoustic hung tile (Photo 204), though the orientation was inconsistent from space to space. Some areas incorporated hard ceilings and layers of cove lighting for design aesthetics (Photo 205-207). It is expected that each room was assessed separately to implement lighting appropriately. The ceiling height on the second floor ranges from 7'-1" to 12'-0" above the finished floor; this variation is mostly due to design (layered cove ceilings), desired scale of the room (Municipal Court Room versus smaller rooms) and/or the ability to control thermal comfort (Private Offices). The ceiling height capacity of the second floor has been established at 12'-0" above the finished floor with a hard, continuous ceiling across the whole floor. Any interstitial space above the dropped ceilings acts as a return air plenum. Hard ceilings were observed in the atrium and surrounding alcoves as well as in the reception area of the administrative office.

In areas of perimeter spaces with lower ceiling planes, window/drapery pockets have been incorporated extending up to the 12'-0" head height (Photo 206). In the event that proposed work includes a redesign of the façade, we recommend connecting the features of the exterior façade to the use within the building; either raising ceiling heights to more closely match the window head condition or reducing the height of the windows to match the internal use/need. Currently a substantial portion of the upper windows, particularly on the second floor, are blocked by soffits and low ceilings.

With the exception of the hard ceiling in the rear stack space in the Library, all ceilings (grids, tile, gypsum board, etc.) are white. The rear stack space is painted a dark sepia tone (Photo 209).

Lighting throughout the first-floor library space is predominantly 2x4 prismatic, fluorescent troffers (Photo 210). Downlights, decorative pendants, and track lighting are illuminated by incandescent A-lamps or fluorescent or LED replacement lamps (Photo 211-213). Areas in and around the rear stack area must have low ceiling clearances as pipes and ductwork are exposed. As such lighting in this area has been pendant hung using linear fluorescent fixtures (Photo 214). The first floor of the addition, presumably, has similarly low clearances and inadequate plenum space as the fixtures in this area are surface mounted (Photo 215).

Lighting throughout the second floor consists of 2x4 prismatic, fluorescent troffers (Photo 216). Downlights are illuminated by incandescent A-lamps or LED replacement lamps (Photo 217). Fluorescent cove lighting was observed in the atrium and the reception area of the administrative office (Photo 218).

Illuminated exit signs and emergency fixtures were observed on site (Photo 219-220).

Doors/Hardware

The doors throughout the first-floor space, including the main Librarian's Office door (Photo 221), toilet room doors (Photo 222), closet doors, utility room doors (Photo 223), etc. are flush type solid core, wood doors, 6'-8" high with wood frames. The rear office doors in the Children's area were panelized, solid core, with half glass (upper panel) (Photo 224). Knob hardware was observed at all interior conditions. The main entry door, formal entry door, Library Entry door, and Library Emergency Egress door (Photo 225-227) incorporated panic hardware on the inside and pull hardware on the outside. For the most part doors and hardware, including closers, appeared to function fully. The Main Entry door at the parking lot side (South elevation) and the Library entry door (East elevation) could be closed softly without engaging the positive latching; this could constitute a security concern.

Doors throughout the second-floor space were panelized, solid core wood doors, 6'-8" high, with wood frames (Photo 228-231). Private offices were half glass (upper panel) and the IT Closet Door was half louvered (lower panel). Knob hardware was observed most interior conditions, and some narrow doors incorporated only two hinges. The second-floor Municipal Court Room doors (Photo 232), and the egress door leading to the exterior stair in the Administrative Office Area (Photo 233) incorporated panic hardware. The egress door included no re-entry hardware on the outside. For the most part doors and hardware, including closers, appeared to function fully.

Millwork

The dais and Municipal Court bench appeared to be in good condition (Photo 234).

Plastic laminate millwork throughout the building; in the Court Clerk's Office, in the copy room, the vanities in the Library (rear) toilet rooms, the pantry countertop and cabinets, etc. appeared to be in poor condition and should be replaced (Photo 235-240).

The plastic laminate countertop in the finance area is mismatched and in fair condition. The sliding panel pass-through is difficult to navigate and poorly constructed. The whole counter/pass-through assembly should be replaced (Photo 241).

The reception area desk is in good/fair condition (Photo 242-243). A new gate and glass surround have recently been constructed to assist in social distancing.

- **Life Safety Concerns**

All hold-open devices on rated doors should automatically disengage when the fire alarm system is activated, or they should be removed.

The sprinkler riser occupied the same space as the building's main electrical room.

Guardrails were not provided at all required conditions surrounding stairs and ramps. When guardrails were present, they were not consistently installed at the proper height.

- **Accessibility (ADA)**

The site is accessed by pedestrians from the corner of Cherry Lane and West Main Street. A crosswalk was observed, and a tactile mat was present on the far side of the street, but not on the side associated with the Town Hall (Photo 244-245).

Signage for designated accessible parking spaces was observed but the posts were slumped and sinking below the required mounting height (Photo 246). Signs should be reinstalled so that the lowest sign is mounted 5'-0" above the driving surface.

Designated accessible parking spaces and circulation paths leading to the building's entrance were difficult to discern on the asphalt (Photo 247).

The threshold to the main entry door, the Library Entry Door, and the Court Clerk's Office exceed the maximum height change permitted by ADA. A maximum of ½" height change is permitted when the threshold is beveled at 45 degrees (Photo 248-249).

The existing elevator/lift is antiquated; it utilizes a manual swing door and an internal sliding gate. The interior cab measures just 3'-7" by 4'-4" and does not meet the minimum size (16 sqft with a minimum 54" depth) required for an ADA accessible elevator (Photo 250). The door is accessed with knob hardware and is manually operated (Photo 251). There are no lanterns. Braille was not observed at the call buttons. Closing the gate required grasping and twisting. No audible signals were observed. A fail secure locking mechanism ensures the doors cannot be opened in an emergency or power outage. The elevator should be replaced.

The door to the Judge's Office/Conference Room is raised four steps, has no landing, an the door at the top of the steps measured 2'-6" wide which does not provide for 32" clear as required for ADA accessibility (Photo 253).

Knob hardware was observed throughout. All knobs should be replaced with lever type handles (Revisit Photo 251).

Existing toilet rooms throughout the building do not provide adequate clearances around fixtures, do not offer proper heights, widths, or accessories to meet ADA accessibility (Revisit Photo 111-112, 122, 150-151, 188-189). Toilet rooms should be reassessed for the proposed population and reconfigured to meet ADA requirements.

The existing plastic laminate millwork at the reception desk of the administration area does not accommodate ADA requirements for a front approach (Revisit Photo 182-183).

The existing plastic laminate millwork counter at the finance area of the administration space does not accommodate ADA requirements for a front (or side) approach (Revisit Photo 180, 241). Use of the sliding panel pass-through is outside the capability of a differently abled employee.

The existing plastic laminate millwork at the pantry within the administration area does not accommodate ADA requirements for a front approach and all pantry hardware consisted of knob pulls (Revisit Photo 238-240).

Vertical risers were open on the exterior egress stair, exiting from the second floor administrative area. The exit door at this condition did not operate without excessive force (Revisit Photo 195).

Handrails were not provided on both sides of all ramps and stair runs. When handrails were present, they were not consistently installed at the proper height. Handrail extensions were not observed at the top and bottom of all ramp and stair runs (Photo 130-131, 135, 138-140, 170, 179, 195, 197, 230, 252).

The existing water fountain at the atrium on the second floor was not functioning and did not meet ADA requirements (Photo 253). No drinking fountain (or pantry sink) was observed within the lower level.

- **Fire Protection**

The incoming fire water service is located in the main electric room for the building and appears to be a six-inch service (Photo 254). The piping enters through the floor of the room, branches off for a fire department connection, and then serves to two risers (Photo 255). There is one dry riser for the attic and a second riser for the remainder of the building. All fire protection piping is made of black steel. No backflow preventor could be located on the incoming water piping.

Sprinklers are an exposed fusible link pendent style sprinkler (Photo 256). Online research indicates the sprinkler model was last manufactured in the year 2000. Sprinklers were installed both above and below the drop ceiling on the second floor, with upright sprinklers installed to protect the wood frame above the ceiling.

Near the second-floor windows there is a gap between the drop ceiling and the old hard ceiling. No sprinkler coverage was observed in this area. The first-floor elevator machine room did not have full sprinkler coverage.

Observations throughout the attic were limited due to the limited access to the attic. Therefore, the sprinkler system could not be fully assessed beyond attic entryway.

The second-floor sprinkler drain was observed in the corner of the community meeting room. The dry sprinkler system drain was observed on the extreme opposite side of the building in the corner of an office.

<u>Assessment:</u>

No leaks were observed in the fire protection system. The system appears to cover most of the spaces and appears to be appropriate for the building.

- **Plumbing**

The incoming domestic water service is located in a chase in the library near the entrance. Incoming water service from the street is plastic. Incoming water service consists of a pressure reducing valve (PRV) and a water meter (Photo 257). Both meter and PRV appear to be recently installed. The incoming water line size is estimated at 1-1/2". No backflow preventor was observed. Domestic water distribution piping is made of copper with the main sized at 1-1/4". No insulation was observed on any piping. No labeling was found on any domestic water piping. The domestic water main appears to date from the original construction of the building with the various branches installed at different times during different renovations of the building.

Building sanitary and vent piping consist of a combination of polyvinyl chloride (PVC) and cast-iron piping. Observed sanitary piping, penetrating the 1st floor slab, was cast iron and therefore we surmise all below grade sanitary piping is cast iron. Hubless fittings were used on PVC piping in select areas (Photo 258). Select sanitary piping was labeled, stating what the piping was serving. Labels were handwritten. All sanitary piping is routed to a septic tank on site. The septic tank could not be observed during the survey, but it is understood to be on the East side of the building adjacent to the library entrance. It is believed that the cast iron piping dates from the building's original construction.

The toilet room adjacent to the entrance of the library consists of one tank-type toilet and one counter-mounted lavatory. There was no insulation installed on the exposed piping below the counter. There was no hot water available at the lavatory. A large cast iron sanitary pipe with cleanout sticks out of the floor in this room below the lavatory (Photo 259).

The rear toilet room in the library consists of a tank-type toilet and a wall-hung lavatory. The lavatory was equipped with a two-handle manual faucet. There is a step required to access this toilet room. Piping in this room was exposed with no insulation (Photos 260-261).

In the section of the library where there is an exposed ceiling, there is a small box along the exterior wall. This box contains a shut off valve for a hose bib on the exterior. Also visible is the domestic water and sanitary piping serving the toilet rooms and pantry on the floor above. There are four domestic water pipes serving the toilet rooms and pantry. Final routing was above a hard ceiling and could not be determined. A lone, uninsulated copper pipe was also located in this area. It traversed the ceiling, separate from the others before turning to feed the second floor. As no plumbing fixtures where in that area its purposes in unclear. A similar pipe was found above the ceiling in the adjacent room.

The mechanical room and additional first-floor toilet rooms can only be accessed through the entrance to the Town Hall building. All second-floor sanitary piping is routed to the mechanical room where it drops below grade. A service sink is located in the mechanical room that is directly connected to the sanitary system. The water heater serving the entire building is located in the mechanical room and is an electric, tank-type, water-heater. The name plate could not be read, however a handwritten date on the water heater and expansion tank indicating 5/13/19 is presumed to be the date of installation. The condition of the water heater and the piping connecting it support this assumption. The water heater volume is estimated to be 20 gallons based on visual inspection. The electrical requirements could not be determined. No floor drain

was found in the mechanical room. The boiler in this room is fed by a three-inch gas pipe that comes from the other side of the building.

The gas meter is located on the exterior of the building and enters above grade into the same room as the incoming fire water service (Photo 262). A three-inch gas line then traverses the building to get to the boiler. Incoming gas pressure could not be determined. No other gas fired equipment was identified.

The men's room adjacent to the boiler room consisted of one urinal, one tank-type water closet, and one wall-hung lavatory. There was no floor drain in the toilet room. The women's room in this area consists of one tank-type water closet and one wall-hung lavatory.

All second-floor plumbing fixtures have the plumbing system piping derived from the first floor.

In the second-floor entrance way there is a water fountain. The water fountain does not meet ADA requirements and does not appear to be functional.

There are two single occupancy toilet rooms on the second floor. One is labeled as a women's room and the other a men's room. Both toilet rooms consist of one tank-type toilet and one wall-hung lavatory. The piping below the lavatory was not insulated. The lavatories were equipped with two-handle, manual faucets. There is a floor drain in each toilet room with no clear method of trap priming.

There is one drop-in stainless steel pantry sink located on the second floor. The sink was equipped with a two-handle, manual faucet and did not feature a sprayer. There was no insulation installed on the below-counter piping.

There are three hose bibs located on the exterior of the building. One is located by the library entrance. One is located in the front, middle of the building; and one is located in the rear, middle of the building. Hose bibs did not appear to be freeze proof.

All storm water is routed through exterior gutters and downspouts. No storm water conductors were observed inside the building.

There were two grade cleanouts located outside the building, but it was not clear if they served sanitary or storm water piping. One cleanout was located near the library entrance (Photo 263) while the other was located near the Town Hall building entrance (Photo 264).

No seismic bracing was identified on the existing piping system.

Assessment:

The capacity of the existing domestic water mains are adequate for the existing plumbing system. The below-grade sanitary piping was not observable, nor was the septic system. The capacity of the natural gas system appears to be adequate for the existing needs of the building.

- **Mechanical**

The building is equipped with a 1,075 thousand British thermal units per hour (MBH) input cast-iron sectional, gas-fired, boiler providing hot water to perimeter radiators (Photos 265-266). The boiler was originally designed to provide steam as the source of heat but was converted to hot water sometime after the installation. The hot water piping system consists of eight circulating pumps, branched off the hot water supply main, serving the different areas of the building. The Piping returns to the hot water return main through eight balancing valves. The boiler system consists of a diaphragm style expansion tank and an air separator fitting.

The boiler pulls combustion air through a fresh air duct routed through the electric room and library space. The boiler flue venting is routed through a shaft in the mechanical room directly to the roof. Although there isn't a nameplate on the boiler with a manufacturing date it appears to have been installed in the 1980's. The perimeter radiators consist of baseboard radiators and cast-iron radiators (Photo 267). The radiators are controlled via local thermostatic radiators valves which vary the hot water flow based on the space temperature. The hot water piping is visible in the mechanical room and in the library. The piping is uninsulated in all visible locations suggesting the entire system is uninsulated.

There is an electric unit heater in the main electric room that provides heat for that area.

The first floor, roughly 4,500 square feet of the building is equipped with seven window air condition units (Photo 268). Of the seven units, six serve the open library area and the remaining one serves an office. There were outdoor covers on the units during the site visit suggesting these units only provide cooling during the cooling season. The first floor has operable windows and doors along the perimeter which allows the space to be ventilated naturally. It is unlikely that the amount of ventilation engaged through manual operation of the windows, meets the requirements of the current mechanical code.

The second floor, roughly 5,200 square feet of the building is heated, ventilated, and cooled by a single 20-ton, natural gas-fired, electric-cooling packaged rooftop unit. The unit utilizes R-22 as a refrigerant. The unit supplies air to variable air volume terminal units (VAV boxes) throughout the second floor (Photo 269). These units vary the amount of supply air to each zone based on the zone temperature. The supply air is delivered from the VAV boxes to each of the spaces via linear diffusers with a few supply grilles. The return air is delivered back to the rooftop unit from the return air plenum above the ceiling. There are return grilles in the ceiling throughout the second floor that allow the air to travel from the spaces to the return air plenum.

The toilet rooms in the building each have ceiling exhaust fan that discharges directly outdoors via a wall cap or venting thorough the roof.

<u>Assessment:</u>

The existing boiler can deliver roughly 110 British thermal units per hour (BTUH) per square foot which is more than adequate for the building.

- **Electrical**

The electric service is derived from a utility-pole mounted across the street where three pole-mounted transformers provide a 208 Wye / 120 Volt, three phase, four wire electric service to the building (Photo 270). The service drop provides a single set of conductors to the building. The drop connects to two sets of service conductors, down the side of the building, through two weatherheads, to two utility meters, and then to the main electric room tying into their respective panelboards (Photo 271).

Meter 1
The service conductors drop as SE cable to the JCP&L meter and then into the main electric room to the Library panelboard. The Library panelboard is a 208/120V, single-phase, three-wire panelboard with a 150 Ampere main circuit breaker (Photo 272).

This service supports the Library area, approximately 4000 square feet, providing 8 Volt-Amps per square foot.

Meter 2
The service conductors drop in conduit into the Main Distribution Panelboard (MDP) in the main electric room. The service conductors are metered with the use of exposed current transformers (CTs) installed before the weatherhead. The MDP is a 208 Wye/ 120V, three-phase, four-wire panelboard with a 400 Ampere main circuit breaker. The MDP also serves panelboards A and B, as well as the rooftop unit (Photo 273).

This service supports the Admin area and the rest of the building, approximately 6000 square feet, providing approximately 24 Volt-Amps per square foot.

The total available power for the building, considering both meters, is approximately 17 Volt-Amps per square foot.

Wiring methods vary for the branch circuitry. Within the electric room there appears to be Type MC cable, pulled conductors in metal conduit, Type NM cable, and Type SE cable.

The main electric room is also used as the fire protection service entrance.

The house lighting consists primarily of recessed fluorescent troffers and A-lamp downlights (Photos 274-277). Some fixtures throughout the building have been retrofit with LED lamps. The exterior lighting appears to be very limited to a few pole mounted fixtures and building mounted fixtures. Occupancy sensor wall switches appear to control most of the lighting inside the building. The exterior lighting control could not be observed.

Exit and emergency lighting within the building are accomplished through self-contained emergency lighting units and exit signs with integral battery packs. The exit signs are mixed with some white thermoplastic with red lettering and others green with white lettering.

There is a conventional fire alarm system in the building. The fire alarm control panel is a Silent Knight Model SK-5208 located on the first floor in a storage closet, along with older panels that may no longer be in service (Photo 278). The system appears to be to monitor the fire protection system and handle what appears to be the upper lobby smoke corridor doors. All the doors to this area have hold opens and smoke detection on either side. There are three notification appliances as part of the system, one horn strobe in the upper lobby and in the center of the Library area, as well as a bell on the building exterior. The fire protection system is monitored with tamper switches and flow switches in the main electric room and the IT closet on the second floor.

Telephone and internet services also have their point of demarcation in the main electric room. These services appear to connect to the various areas of the building including the IT closets on the second floor.

Assessment:

The electrical distribution system does not appear to have any major code-compliance issues, other than the CTs for Meter 2.

Conclusion of MEP&FP Systems

In general, the condition of the mechanical, electrical, plumbing, and fire protection systems in this building is fair. The building is operational as is although we recommend a replacement of the systems and equipment to ensure continued, reliable operation into the future.

Recommendations

- ***Paving***
  - The asphalt driving surface of the main parking lot is beginning to show signs of wear. The conditions should be maintained and eventually repaved or topped to maintain a smooth and even driving surface.
- ***Drainage***
  - Storm water runoff/collection/drainage should be watched carefully and maintained.
- ***Parking***
  - The main parking lot should be restriped for vehicle stalls and pedestrian access aisles.
- ***Lighting***
  - Exterior illumination should be reassessed for security and safety. New and supplemental LED fixtures, and controls, should be installed to provide adequate illumination.
  - All fluorescent or incandescent lighting should be replaced with LED (or otherwise upgraded to meet the current energy code). Color temperature should be the same for all fixtures where possible.
  - Controls should be upgraded to meet the current energy code.
  - All unused or abandoned conduit and wiring should be removed back to the source.
- ***Landscaping***
  - Site drainage should continue to be observed and maintained.
- ***Signage***
  - Provide an allowance for signage replacement.
  - Replace existing four-sided wooden display kiosk located outside the library.
- ***Façades***
  - Remove bulging, cracking, breaking, spalling, or otherwise damaged plaster/stucco from exterior surface of perimeter walls back to sound material. Provide new building finish (plaster/stucco, wood siding, or other).
  - Repair and/or replace damaged soffits and cornices along the roofline of the building.
  - Replace copper flashing above the main entry door on the South elevation (parking lot side).

- Replace coping along the top of the parapet wall at all four elevations.
- Replace damaged wood trim at the North Façade (formal entry) along West Main Street.
- Provide an allowance to repair/replace damaged wood trim boards, window casings and dentil molding.
- Replace the cracked cast iron storm pipe receiving the roof leader along the South façade (parking lot side) at the juncture of the original building and the new alteration.
- Reopen the inaccessible swing door leading from the parking lot into the children's room in the library. The door has been sealed shut and has been covered over on the inside of the building. Reveal the door, frame, and hardware from the inside and allow operation and function of the door as a means of egress. Repair the partition, ceiling, and floor finishes around the condition to match the adjacent materials.
- Incorporate solid risers in the exterior stair leading from the second floor Administrative Office area down to grade, at the West elevation. Scrape and repaint.
- Power wash the building, eliminate mold, dirt, grime, and staining.
- Repaint the building on all sides.

- ***Fenestration***
  - Caulk around all openings in the building skin.
  - Replace all single pane windows with new double/triple pane insulated glazing units.

    Review proposed construction scope, verify desired ceiling heights within the building, and resize windows accordingly, matching size and style throughout.

- ***Roof***
  - The existing roof should be completely removed back to sound material. New fiberboard substrate should be installed, fascia boards and soffits repaired, new flashing provided, a new EPDM membrane installed, and the coping replaced.
  - The roof hatch should be repaired or replaced with a secure, functioning, lockable cover.
  - A more convenient and straight forward ladder access point should be established.

- **Structural**
  - Allow for discovery probes or contingency allocation during demolition phase, in areas of non-accessible spaces.
  - Consider exposing existing trusses at second floor ceiling conditions.

- **Life Safety**
  - Install/replace guard rails at exterior stair and ramp landings, where applicable. Heights shall be a minimum of 3’-6”
  - All hold-open devices on rated doors should automatically disengage when the fire alarm system is activated, or they should be removed.
- **Accessibility (ADA)**
  - A tactile mat should be installed at the pedestrian access point on the corner of Cherry Lane and West Main Street.
  - Signage for designated accessible parking spaces should be raised to the correct mounting height.
  - Designated accessible parking spaces and circulation paths leading to the building’s entrance should be restriped.
  - Elevator access should be available to visitors from the formal entry.
  - The threshold to the main entry door, the Library Entry Door, and the Court Clerk’s Office exceed the maximum height change permitted by ADA. The door thresholds should be replaced with those that meets the constraints of the accessibility guidelines.
  - The elevator/lift located at the building’s main entry (off the parking lot) should be replaced with a new elevator that meets the criteria for access, dimensions, controls, and communicative devices, etc. The door is accessed with knob hardware. There are no lanterns. Braille was not observed at the call buttons. Closing the gate required grasping and twisting. No emergency phone was observed within the cab. No audible signals were observed.
  - All doors in the path of egress, or leading to habitable spaces, should provide for 32” clear as required. Doors measuring shy of 3’-0” in width should be replaced.
  - All doors should operate with no more than 5 pounds of pressure. The egress door at the exterior stair in particular, should be evaluated and adjusted accordingly.
  - Toilet rooms should be expanded and reconfigured to meet the requirements of accessibility; there should be an adequate approach, fixtures should be properly spaced and mounted, ADA accessories should be incorporated, etc.
  - All ramps should not exceed the maximum slope of 1:12.
  - Stairs and ramps should receive new handrails with rail extensions that meet the requirements of accessibility at the top and bottom of each run.
  - Provide solid risers at exterior egress stair.

- Replace all knob hardware with lever type handles.

- The pantry within the Administrative Office area should be replaced with a new, accessible countertop, sink, and faucet. At least one appliance of each type should be within the designated reach range. All cabinet hardware should be ADA accessible and not require grasping, pinching, or twisting.

- The existing water fountain on the second floor, within the atrium, should be replaced with one that meets the requirements of accessibility.

- A water fountain or pantry sink should be incorporated into the library space since it has no connection to the rest of the building.

- The reception counter within the Administrative office area should have a designated ADA section that meets the criteria for front or side approach.

- The finance counter within the Administrative office area should have a designated ADA section that meets the criteria for front or side approach. The sliding panel pass-through should be replaced.

- Provide a ramp to the dais in the Municipal Court Room with a maximum slope of 1:12. The ramp may be removable.

- **Fire Protection**

  - Sprinkler heads should be incorporated for full coverage of the building. Fire protection devices and requirements associated with the expanded coverage, for instance; shunt of power to the elevator prior to sprinkler discharge should also be incorporated as part of the system upgrade.

  - The team was unable to observe the full dry system in the attic, the system should be reviewed to ensure appropriate installation and coverage throughout the attic.

  - A plan should be proposed to replace the existing sprinkler heads over time. The heads should be upgraded to a commercially available sprinkler head. This can be done over time as areas are renovated.

  - A backflow preventer is required on the incoming fire water service and there should be a plan to install a backflow preventer on the current service.

- **Plumbing**

  - No leaks were identified in the plumbing system, although not all fixtures appeared functional. The fixtures should be replaced and the piping serving them should be fixed to ensure they operate.

- The domestic cold water piping should be insulated to provide condensation control within the building envelope.
- The domestic hot water piping should be insulated as an energy cost savings measure.
- Labeling should be provided.
- Hot water will need to be brought to the toilet room near the library entrance.
- A domestic hot water recirculation system is required for the water heating system since the furthest fixture is greater than 100-feet from the water heater.
- The below-slab sanitary system should be video scoped to document the condition of the underground piping.
- The domestic water piping should be tested for lead, notably the main, and in areas where the piping is hidden in block walls.
- A septic system company should be retained to observe the existing septic system and identify the capacity and condition of the existing septic system. Recommendations to expand the plumbing fixture counts and capacity should also be evaluated as it pertains to the increased load on the septic system.
- The domestic water service does not have a backflow preventer. We recommend installation of a backflow preventer.
- The men's room with a urinal and a water closet requires a floor drain and one should be added to meet the current code requirements.

- **Mechanical**

  - The natural gas fired boiler in the mechanical room has exceeded its anticipated useful life and should be replaced. Careful consideration is needed for replacement equipment. The doorway to the room is only 24-inches wide which may be too narrow for modern boilers. The building may also way to consider designing two replacement boilers to provide an efficient and redundant system.
  - The entire piping system should be insulated to meet current code requirements.
  - The windows units serving the first floor should be replaced with commercial grade equipment that can provide mechanical ventilation to the space.
  - Due to the low structure in between the left and right side of the building we recommend installing two systems, one on each side. Based on the area of the spaces, two five-ton, hot-water heating, electrically cooled units should provide an adequate amount of cooling. Since the structure is low, soffits could be installed to route and conceal the necessary ductwork. Locations for the units would need to be coordinated with the building.

- The packaged rooftop unit serving the second floor is 14 years old and is less than its anticipated useful life. However, the refrigerant used for cooling has been phased out of production and will be increasingly hard to obtain. The existing unit is sized for roughly 260 square feet per ton of cooling which is adequate for this space.

- Since the existing rooftop unit uses a refrigerant that has been phased out of production, we recommend replacing the rooftop unit in-kind with a variable air volume solution.

- An air balancing of the existing system can be performed to identify appropriate airflow throughout the second floor.

- The VAV boxes appear to be operational and but should be replaced, with pressure independent direct digital controlled VAV boxes.

- **Electrical**

  - It is recommended to have the Meter 2 CTs be moved to a proper CT cabinet on the exterior of the building and then route the service conductors into the building main electric room to the existing MDP.

  - The code does not allow Type NM in a commercial building. All of the Type NM wiring in the building should be removed and replaced with type MC (metal clad) or AC (armored) cable.

  - The interior lighting appears sufficient, but not efficient. The lighting package should be upgraded.

  - The exit and emergency fixtures should be tested to ensure the batteries will last 90 minutes upon a power outage.

  - The exterior lighting appears to be insufficient and should be replaced and expanded to provide for proper egress lighting.

  - The fire alarm system is an antiquated conventional system. It is recommended that the existing system and older obsolete panels be replaced to allow for better coverage and operation.

- **Hazardous Materials**

  - The site was not inspected for hazardous materials. An environmental consultant should be engaged to test for, and dispose of, hazardous materials including, but not limited to; lead paint and asbestos.

CORNERSTONE
ARCHITECTURAL GROUP, LLC

BUDGET ESTIMATE

Proposed Rehabilitation for
MENDHAM TOWN HALL: PROPERTY ASSESSMENT REPORT
2 West Main Street, Brookside, New Jersey

15 June 2020

PROPERTY ASSESSMENT

No.	*Description of Work*	*Line Item Costs*	*SubTotals*	*Comments*
1	**PAVING (Main Shared Parking Lot)**		**$103,807.00**	
	Milling of Existing Parking Lot	$31,050.00		
	Resurface of Existing Parking Lot	$62,100.00		
	Restriping of Existing Parking Lot	$1,220.00		
	General Conditions	$9,437.00		10% of Work
2	**LIGHTING**		**$216,562.50**	
	Replace Exterior Lighting Fixtures	$71,250.00		
	Remove Existing Lighting Fixtures and Wiring			
	New Pole Mounted LED Lighting Fixtures			*including pole*
	New Building Mounted LED Lighting Fixtures			
	New Lighting Controls			
	Replace Interior Lighting Fixtures	$125,625.00		
	Remove Existing Lighting Fixtures and Wiring			
	New Interior LED Lighting Fixtures			
	New Lighting Controls			
	General Conditions	$19,687.50		10% of Work
3	**SIGNAGE**		**$12,425.00**	
	Remove Wall Mounted Sign (Library)	$50.00		
	New Wall Mounted Sign	$500.00		
	Remove 4 Post Kiosk	$800.00		
	New Kiosk	$7,500.00		
	Remove Existing Post Mounted Sign	$250.00		
	New Post Mounted Sign	$3,000.00		
	General Conditions	$325.00		10% of Work
4	**FAÇADE**		**$169,490.00**	
	Remove Plaster/Stucco Back to Sound Substrate	$45,000.00		
	Soffit and Cornice Reconstruction	$12,000.00		Removal and Reconstruction
	Replace Copper Flashing Above Main Entrance	$300.00		Door at South Elevation
	Replace Damaged Wood Trim at North Façade	$9,400.00		Formal Main Street Entrance / Includes New Door
	New Wood Doors			
	Door Hardware			
	Replace Interior Wood Frame/Paneling			
	Remove Existing Exterior Wood Surround			
	New Fiberglass Decorative Surround			
	Miscellaneous Trim and Flashing			
	Repair/Replace Damaged Wood Trim	$10,000.00		Trim Boards, Window Casings, Dentil Moldings / 25%
	Replace Cracked Cast Iron Storm Pipe	$500.00		South Façade
	Open Existing Door	$750.00		Sealed off at Interior-Remove Interior GWB/Framing
	Scrap/Repaint Exterior Metal Stair	$600.00		
	Provide New Building Skin	$72,000.00		with New Wood Siding, 1" Insulation, Furring
	Paint/Stain Wood Siding and Trim	$18,000.00		
	General Conditions	$940.00		10% of Work
5	**FENESTRATION**		**$135,435.00**	
	Caulk Around All Openings in Building Skin	$12,000.00		
	Removal of Wood Fascia at East Elevation	$125.00		Patching of Stucco included in New Bldg. Skin above
	Window Replacement	$112,100.00		
	Demolition/Removal of Existing Windows			*includes dumpsters*
	Reframing of Existing Openings			*to Receive New Windows*
	New 45"wide x 100"high Windows			*Double Hung Windows/includes screens*
	New 45"wide x 65"high Windows			*Double Hung Windows/includes screens*
	New 45"wide x 84"high Windows			*Decorative Arched Windows*
	General Conditions	$11,210.00		10% of Work

No.	Description of Work	Line Item Costs	SubTotals	Comments
6	**ROOFING**		**$96,932.00**	
	Remove Existing Roofing System	$15,400.00		Membrane, Fiberboard, Flashings and Copings
	Remove Existing Roof Hatch	$200.00		
	Frame New Roofing hatch Location	$400.00		
	Install New Single-Ply Membrane Roofing System	$61,600.00		
	Install New Roof Hatch	$1,300.00		36" square
	Install New Gutters and Leaders	$3,120.00		185lf gutters / 240lf leaders
	Install New Aluminum Copings	$4,500.00		
	Install New Access Ladder (Interior)	$1,600.00		Inside Existing Closet up to Roof
	General Conditions	$8,812.00		10% of Work
7	**INTERIOR SPACES**		**$178,722.50**	
	New Floor Finishes	$75,600.00		Used Carpet as the Basis of Design
	Remove Existing Floor Finishes			
	Install New Floor Finishes			
	New Wall Finishes	$30,000.00		
	Install New Wall Finishes			*Paint*
	New Acoustical Ceilings	$56,875.00		
	Remove Existing Acoustical Ceilings			
	Install New Acoustical Ceilings			
	General Conditions	$16,247.50		10% of Work
8	**LIFE SAFETY**		**$5,910.00**	
	Guard Rails	$5,100.00		
	Remove Existing Guard Rails (Upper Stairs)			*West Side Metal Exit Stairs*
	Install New Guard Rails (Upper Stairs)			
	Install Risers (Upper Stairs)			
	Remove Existing Guard Rails (Ramp Landings)			*New Ramps priced with New Rails BELOW*
	Install New Guard Rails (Ramp Landings)			*New Ramps priced with New Rails BELOW*
	Remove Manual Hold Open Devices	$300.00		Can be accomplished by Staff
	General Conditions	$510.00		10% of Work
9	**ACCESSIBILITY (ADA)**		**$333,862.25**	
	Install Tactile Mat	$200.00		at corner of Cherry Lane/West Main Street
	ADA Parking Spaces & Circulation Aisle Striping	$120.00		
	ADA Parking Space Signage	$600.00		
	Replace Thresholds	$750.00		Includes Surface Mounted Drop Seal
	New Elevator	$91,105.00		
	Remove Existing Elevator			*including cab, doors, rails, etc.*
	Infill Existing Elevator Space (Pit)			*stone fill and 6" concrete slab*
	Infill Existing Elevator Space (Upper Floor/Walls)			*wood joists and plywood subfloor*
	Create New Elevator Space - Footings			*Elevator and Mechanical Room*
	Create New Elevator Space - CMU Partition			*including foundation CMU*
	New Roof Structure			*steel beams and deck*
	New EPDM Roof			
	New Elevator/Equipment			*ADA*
	New Door, Frame & Hardware			*Alum. Frame/FRP Door - Mech. Ept. Room Access*
	Drainage			
	Miscellaneous			
	Expand/Reconfigure Toilet Rooms	$138,000.00		
	Demolish 6 Existing Toilet Rooms			
	Creat 4 New ADA Toilet Rooms			4 Unisex Toilet Rooms
	Creat Men's/Women's 2 Fixture ADA Toilet Rms			Two Fixture Male / Two Fixture Female
	Raise/Rampr Floor for Lower Level Toilets			
	Miscellaneous Plumbing/Electrical			
	Modify Ramps to 1:12 Slope	$22,375.00		
	Remove Existing Ramps			
	Install New Ramps			*wood construction*
	Install New Hand/GuardRails			*painted steel railings*
	New Handrails with Rail Extensions	$8,040.00		
	Full Exterior Stair			*includes removing existing handrails*
	Full Interior Stairs			*includes removing existing handrails*
	Partial Interior Stairs			*includes removing existing handrails*
	Replace Door Knobs with Lever Sets	$9,600.00		
	New Pantry at Administration Area	$16,077.50		Upper/Lower Cabinets, Sink, Microwave, Refrigerator
	Demolish Existing Pantry Area (Completely)			*including cabinets, sinks, built-ins, ceilings & finishes*
	Install New GWB			*includes spackling - ready for paint*
	Paint Walls in New Space			*including trim, doors, etc.*
	Install New Cabinetry and Sink			
	Install New Flooring			*VCT*
	Install New Ceiling			*Acoustical Grid / Tile Ceiling*
	Install New Lighting			
	New Microwave and Refrigerator			
	Miscellaneous			

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No.	Description of Work	Line Item Costs	SubTotals	Comments
	Replace Water Fountain at Atrium	$3,000.00		includes removal of existing
	New Water Fountain in Library	$2,500.00		
	Modify Reception Desk at Administration Area	$2,400.00		to meet ADA Access Requirements
	Remove Section of Existing Counter			
	Construct ADA Counter			Counter and Face
	Miscellaneous Coordination Work			
	Modify Finance Counter at Administrationn Area	$5,950.00		to meet ADA Access Requirements
	Remove Section of Existing Counter			
	Construct ADA Counter			Base Millwork with Counter
	Miscellaneous Coordination Work			
	Provide Ramp to Dias in Municipal Court	$3,500.00		Wd Framed Ramp, Stl Ptd. Railings, Modify Swing Door
	Remove Lower Egress Door at Library	$1,250.00		Wood Frame, Insulated and GWB/Plywood
	General Conditions	$28,394.75		10% of Work
10	**FIRE PROTECTION**		**$30,250.00**	
	Full Coverage Sprinklers in All Areas	$7,500.00		
	Sprinkler Contractor Access & Evaluate Attic System	$2,500.00		
	Replace Existing Sprinkler Heads Throughout	$7,500.00		
	Modify Incoming Water Service with Backflow Preventer	$10,000.00		
	General Conditions	$2,750.00		10% of Work
11	**PLUMBING**		**$62,150.00**	
	Replace Water Fountain	$4,000.00		and ensure operation
	Insulate Domestic Hot/Cold Water Piping	$15,000.00		
	Domestic Hot Water Recirculation System	$20,000.00		
	Scoping Below-Slab and Below Grade Piping	$2,500.00		
	Water Testing	$1,000.00		for lead and other contaminants
	Septic System Evaluation	$2,500.00		
	Backflow Preventer on Incoming Water Service	$4,000.00		
	Floor Drain Installation in Toilet Room	$7,500.00		
	General Conditions	$5,650.00		10% of Work
12	**MECHANICAL**		**$464,750.00**	
	Replace Boiler System	$200,000.00		Boiler, Pumps and Controls
	Insulat Hot Water Piping	$15,000.00		
	First Floor HVAC Systems	$80,000.00		2 - 5-Ton Systems
	Replace Packaged Rooftop Unit	$80,000.00		20-Ton System
	Air Balancing of the Existing System	$7,500.00		
	Replace Existing VAV Boxes and Controls	$40,000.00		
	General Conditions	$42,250.00		10% of Work
13	**ELECTRICAL**		**$96,250.00**	
	Revamp Meter 2 Metering Equipment	$20,000.00		
	Replace Existing Type NM Cabling	$50,000.00		
	Upgrade Existing Exit ands Emergency Lighting	$2,500.00		
	Replace and Expand the Fire Alarm System	$15,000.00		
	General Conditions	$8,750.00		10% of Work

CONSTRUCTION TOTAL	**$1,906,546.25**	**$1,906,546.25**
SOFT COSTS		
Contingency		$381,309.25
Permit Fees		$47,663.66
Design Fees		$343,178.33
TOTAL BUDGET ESTIMATE		**$2,678,697.48**

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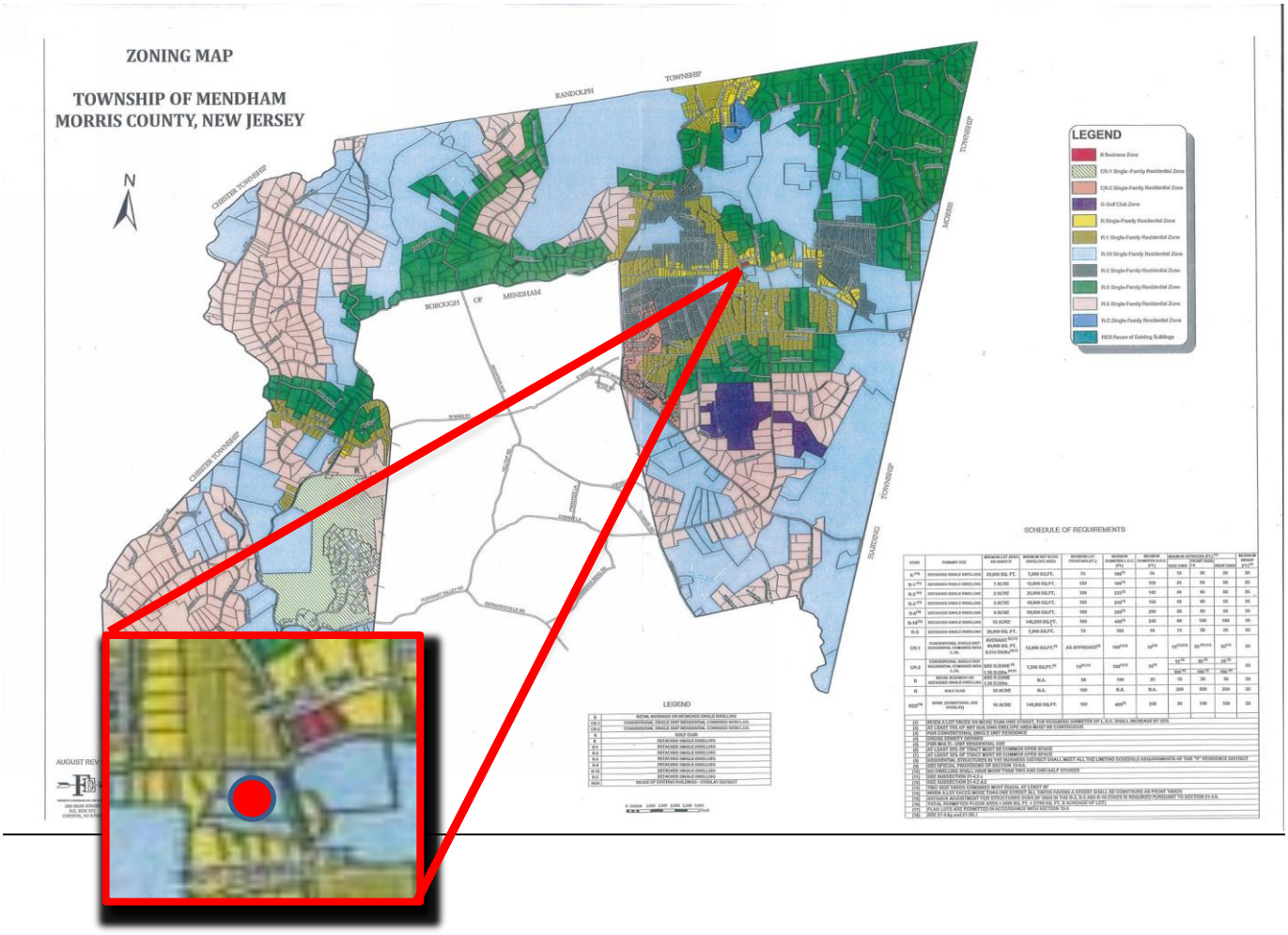
Contingency		$381,309.25
Permit Fees		$47,663.66
Design Fees		$343,178.33
TOTAL BUDGET ESTIMATE		**$2,678,697.48**

Exhibit A - Certificate of Occupancy

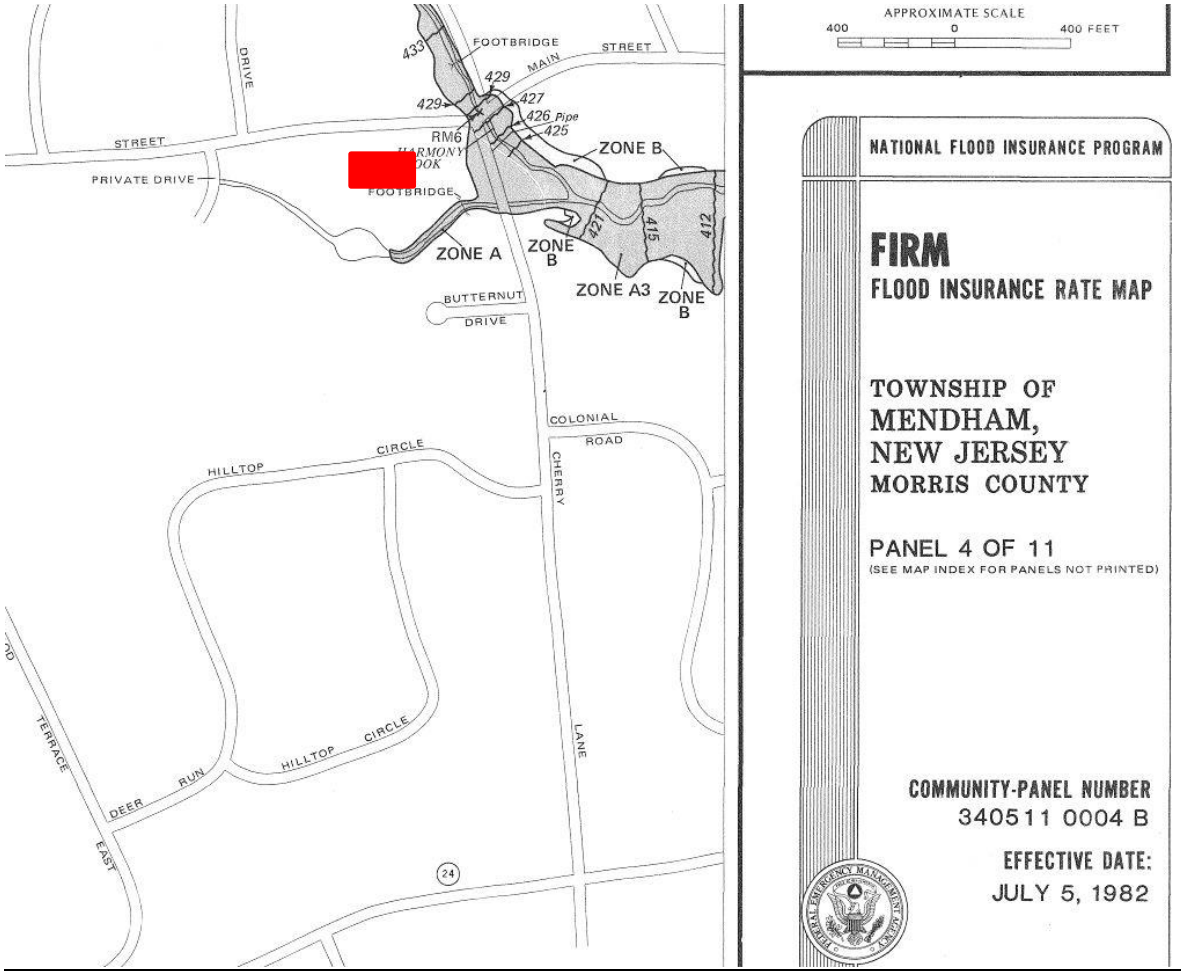
None available at this time of this report.

Exhibit B – Zoning Map



Site is located in an R-10 Zone

EXHIBIT B - FEMA FLOOD MAP



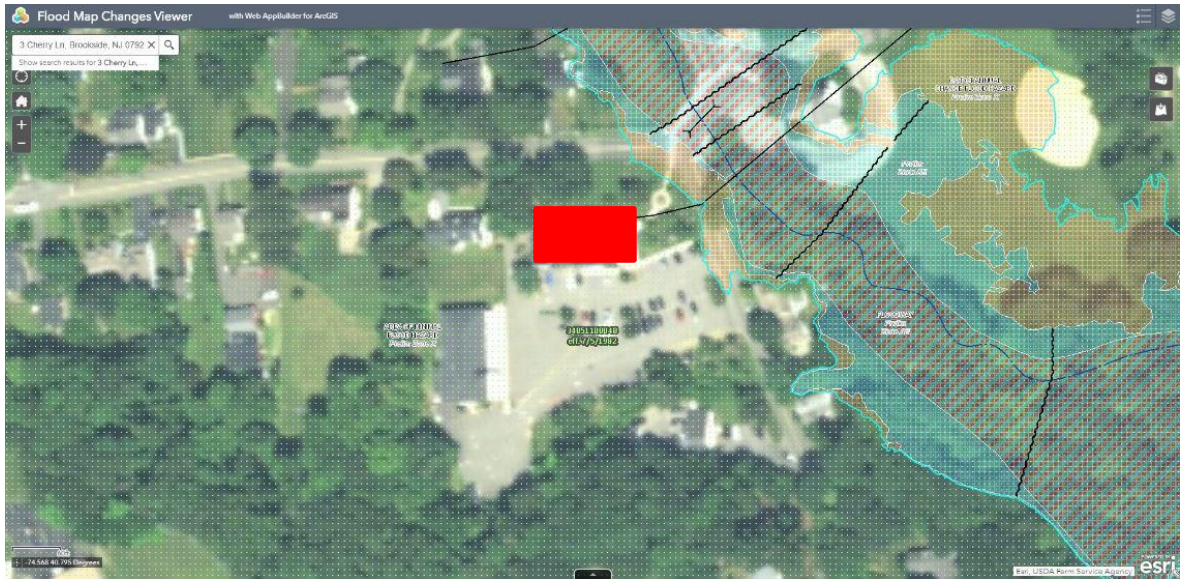
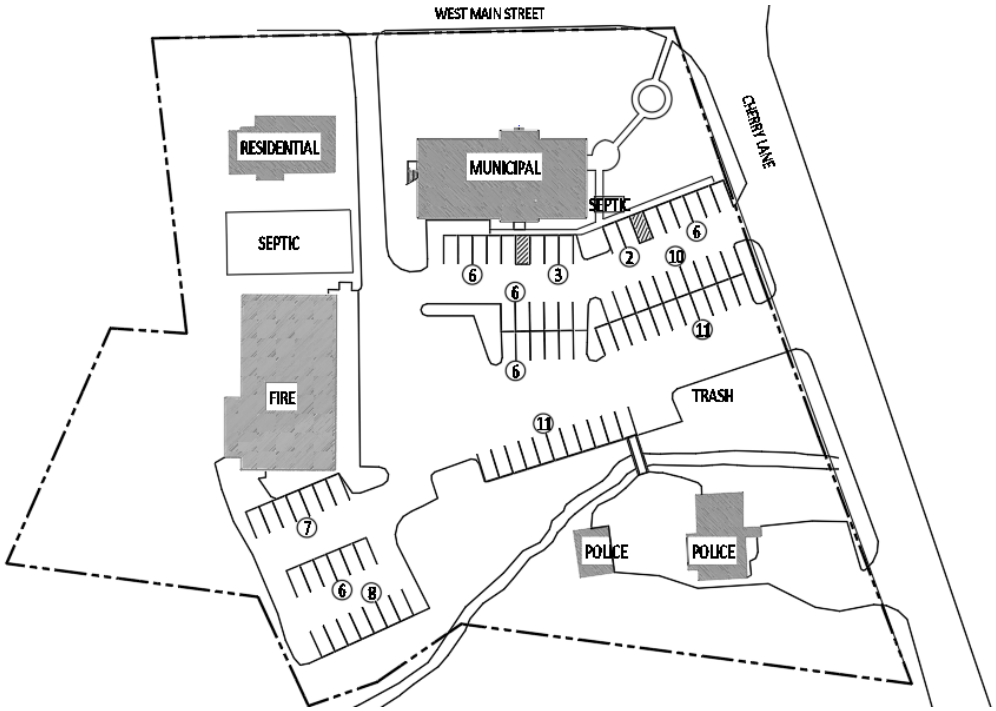
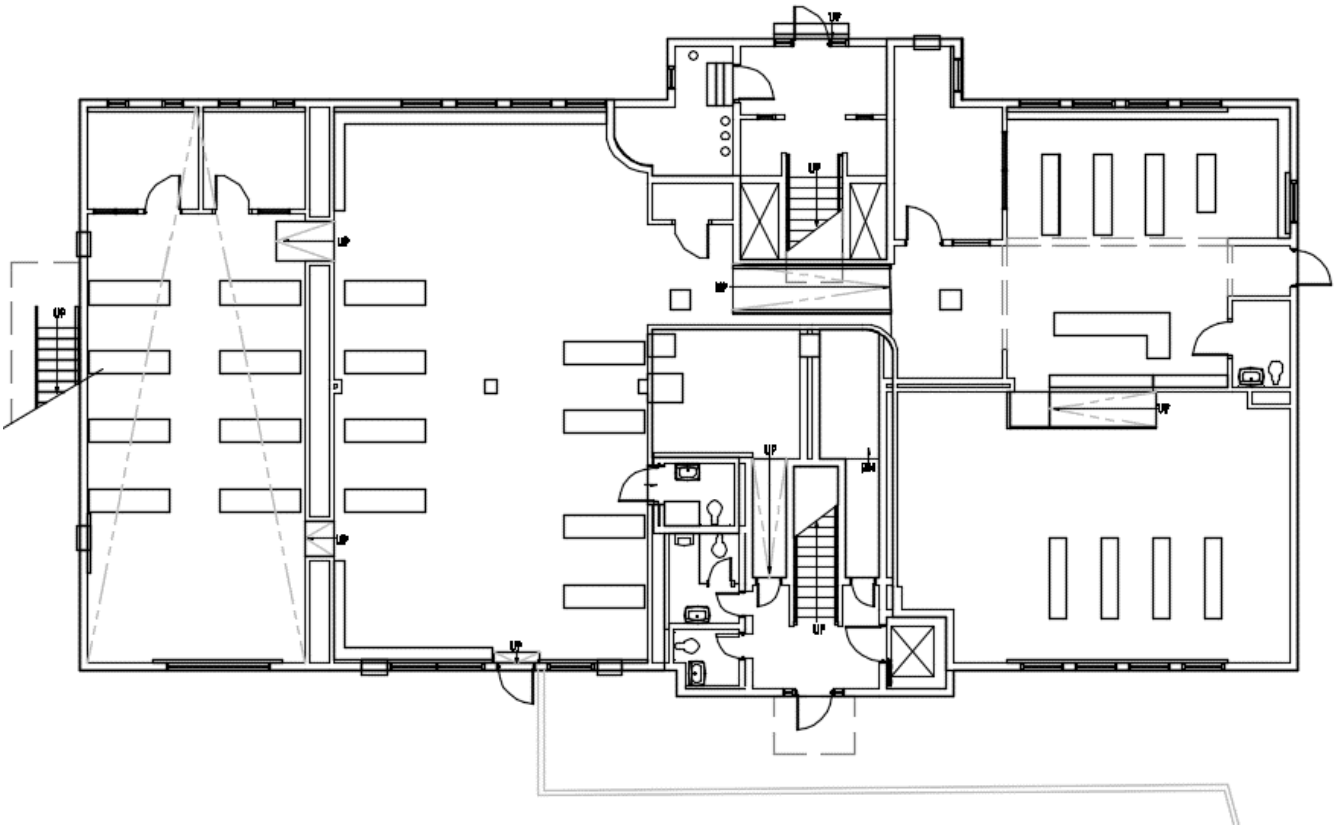


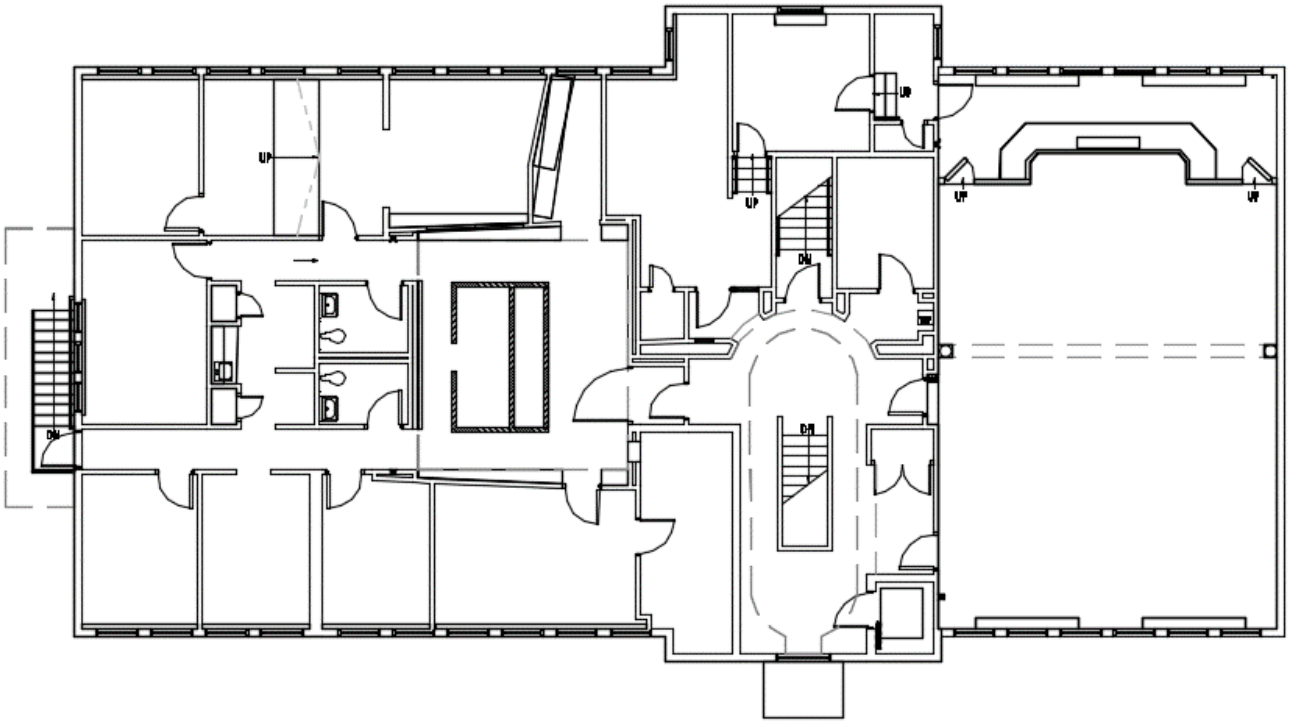
EXHIBIT C – EXISTING CONDITIONS DRAWINGS



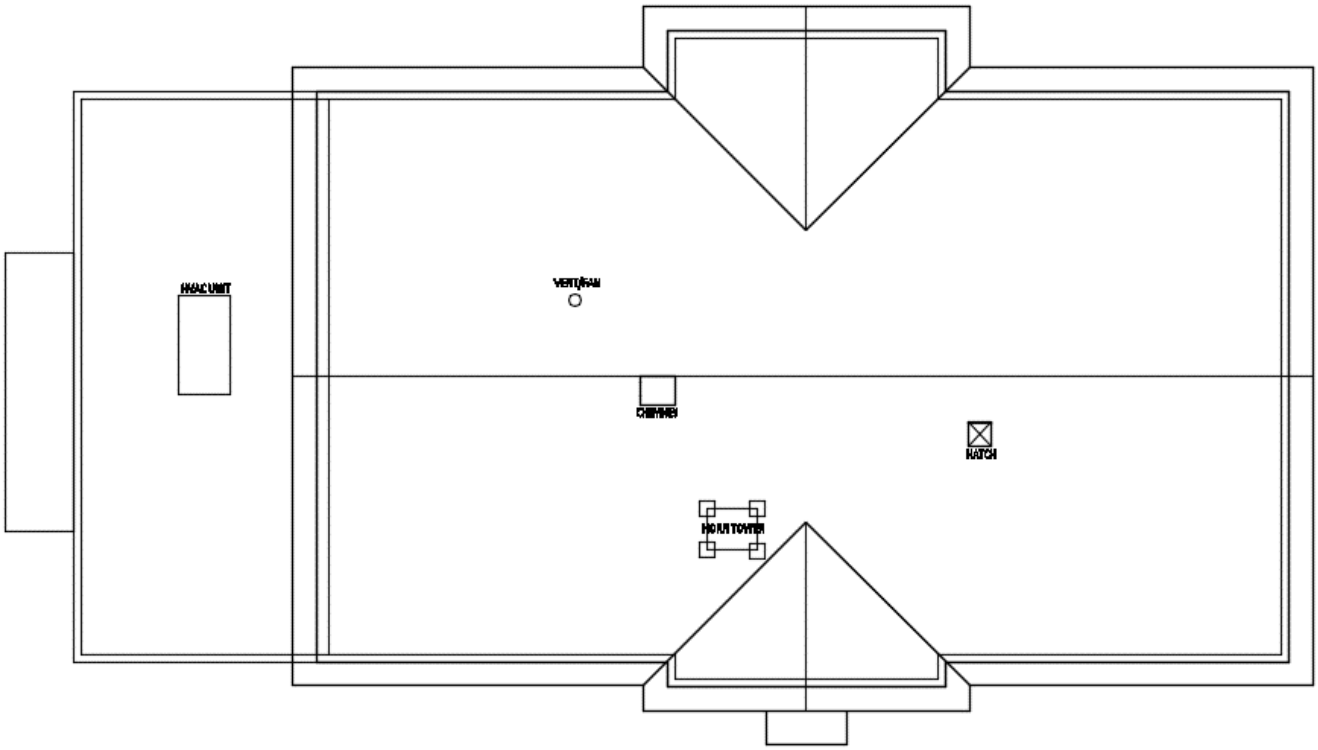
SITE PLAN



FIRST FLOOR PLAN



SECOND FLOOR PLAN

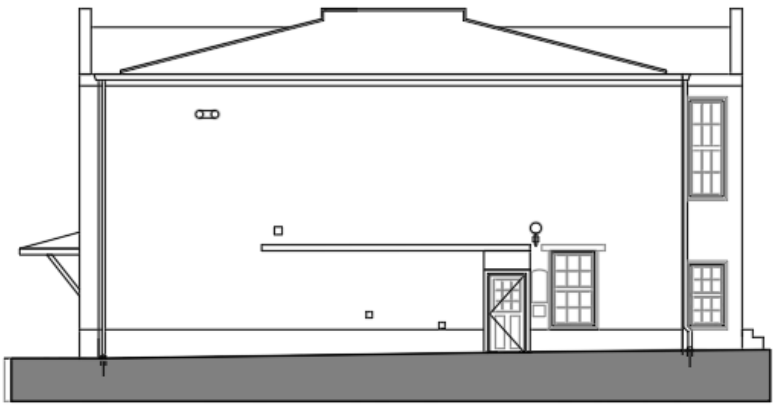


ROOF PLAN

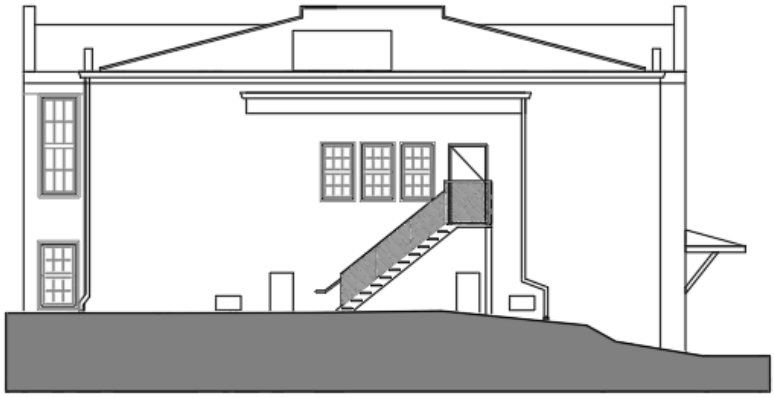
ELEVATIONS AND BUILDING SECTIONS

NORTH ELEVATION AT WEST MAIN STREET

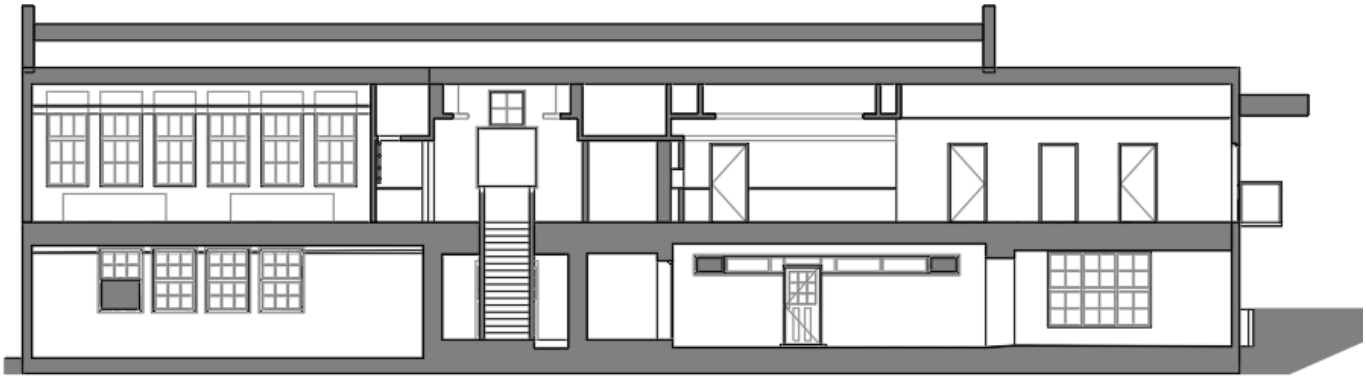
SOUTH ELEVATION AT PARKING LOT



EAST ELEVATION AT CHERRY LANE



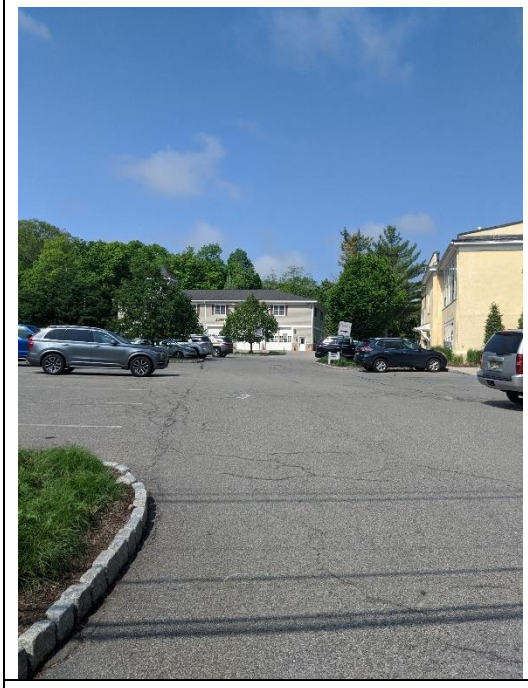
WEST ELEVATION



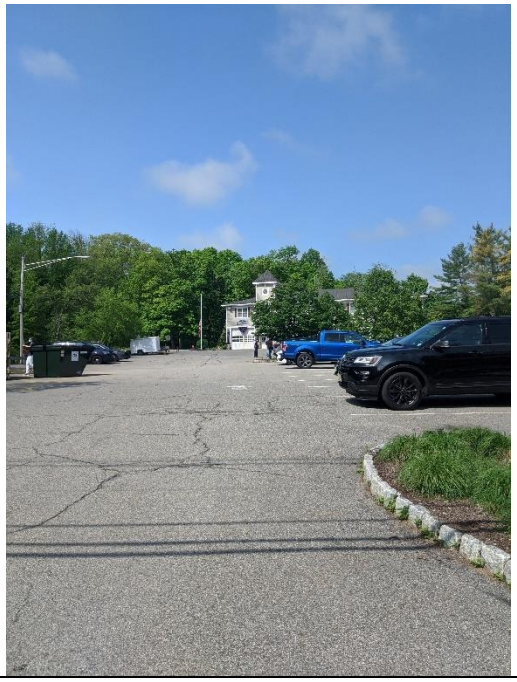
BUILDING SECTION THROUGH MAIN ENTRY FACING PARKING LOT

BUILDING SECTION THROUGH FORMAL ENTRY FACING WEST MAIN STREET

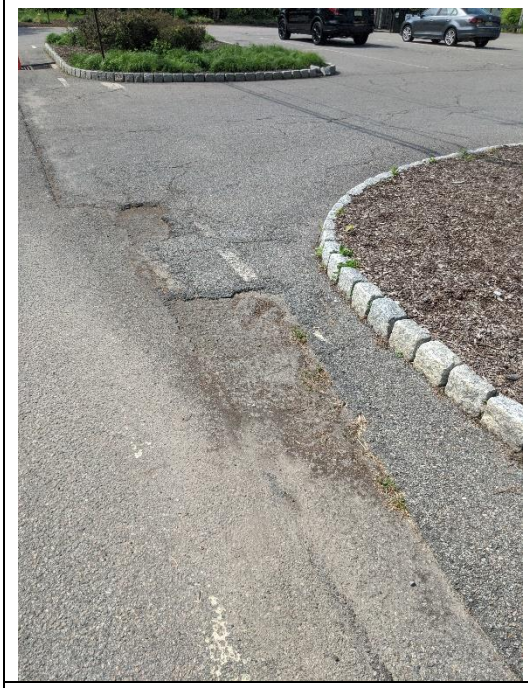
Exhibit D – Photographs



1. Asphalt Paving at Main Lot

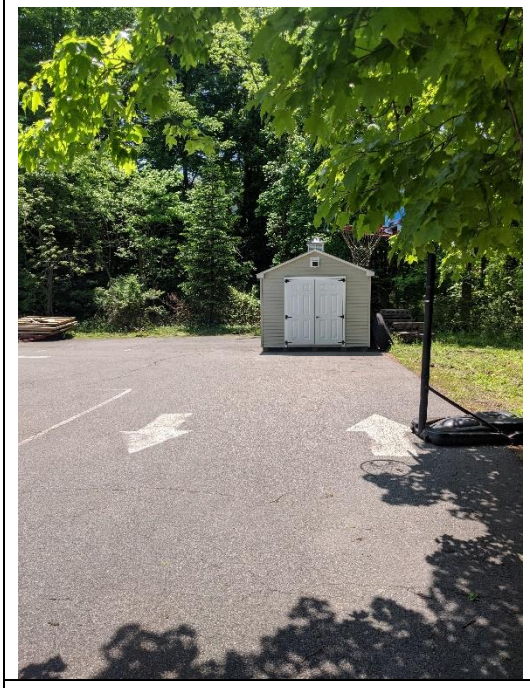


2. Asphalt Paving at Main Lot



3. Asphalt Paving – Lot Entry/Cherry Lane

4. Asphalt Paving – Lot Entry/W. Main Street

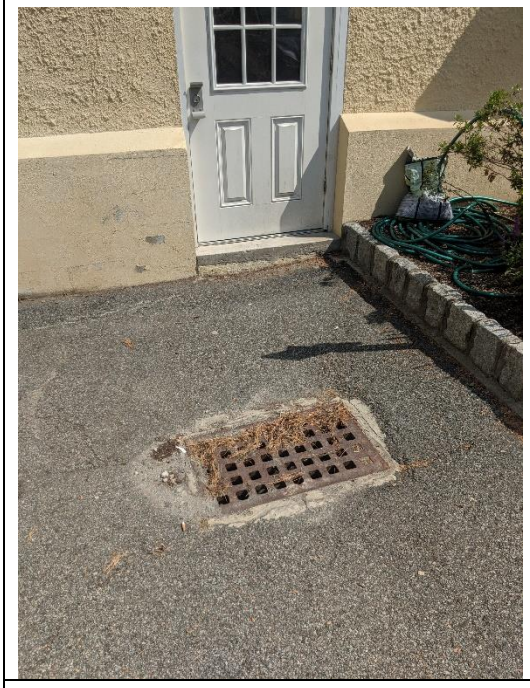


5. Paved Parking at Fire Station Lot

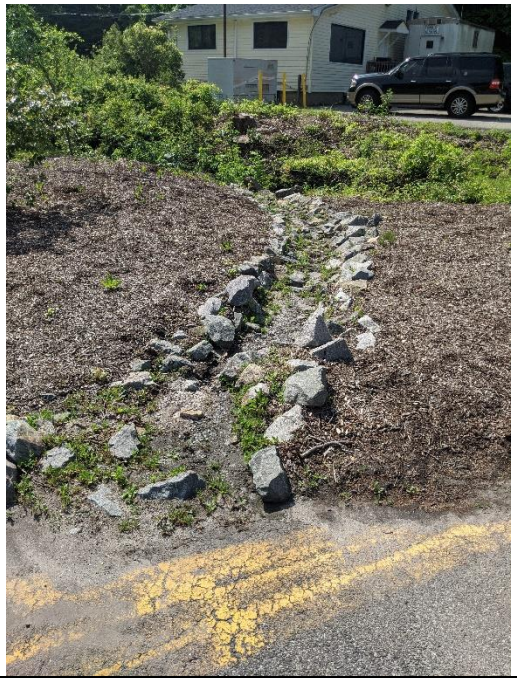
6. Paved Parking at Fire Station Lot

7. Paved Drive at Police Station Lot

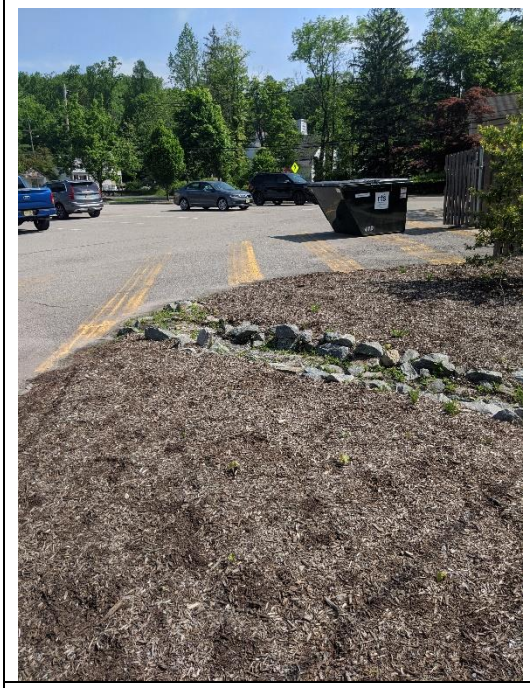
8. Paved Parking at Police Station Lot



9. Storm Water Drain

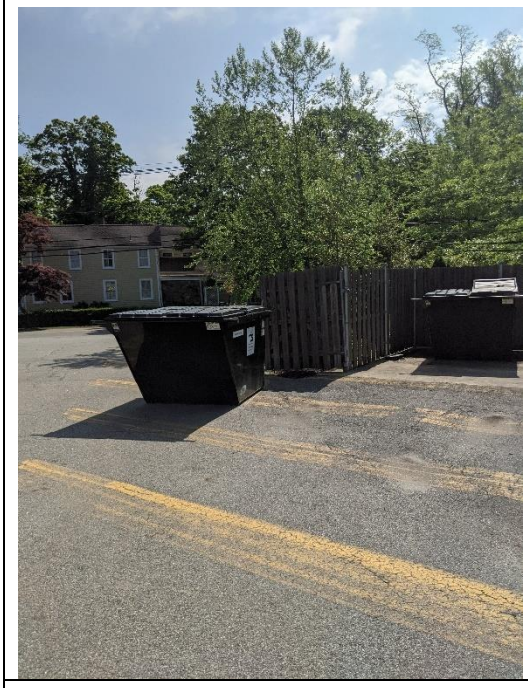


10. Landscape Drain

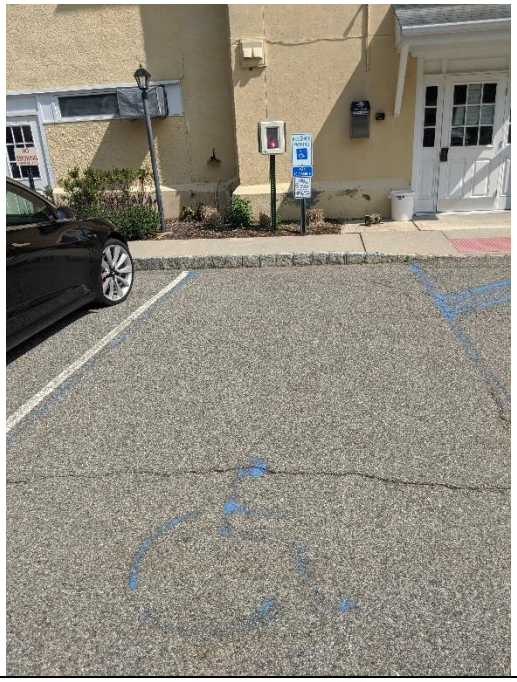


11. Landscape Drain

12. Stream to Culvert



13. Parking Lot Striping



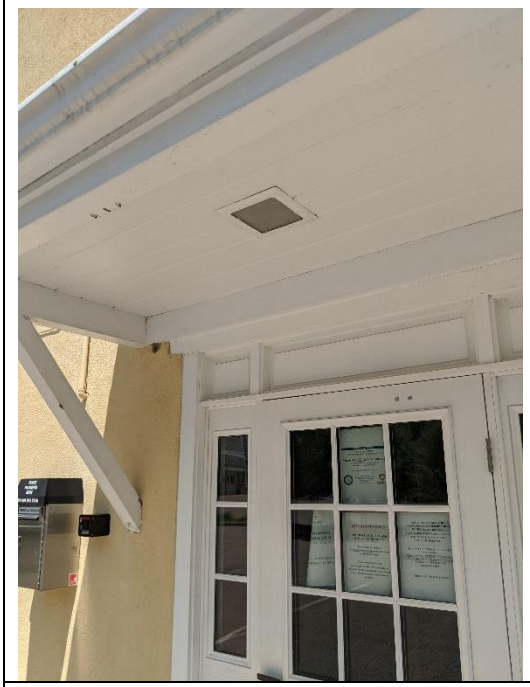
14. Parking Lot Striping/Pole Lighting

15. Parking Lot Striping/Pole Lighting

16. Pole Lighting

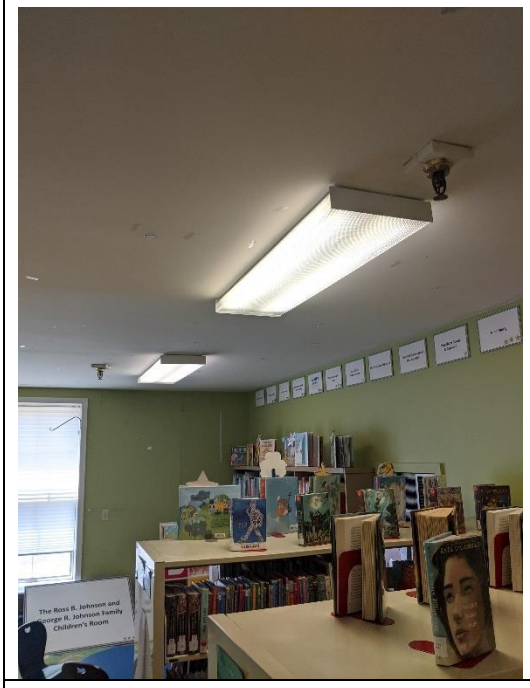
17. Building Lighting

18. Building Lighting

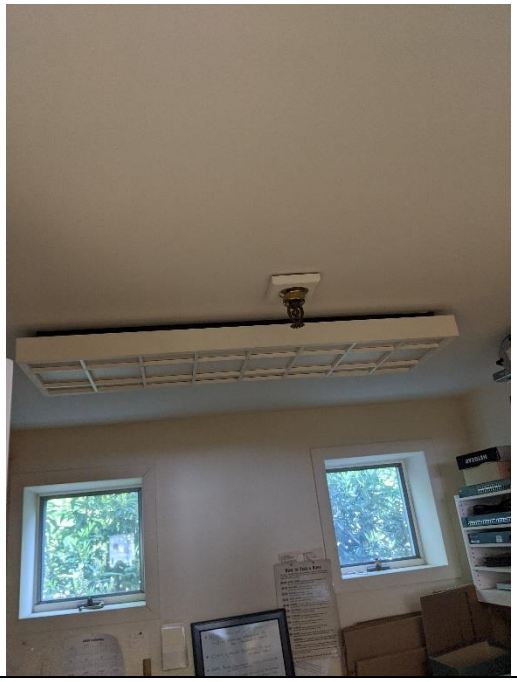


19. Building Lighting

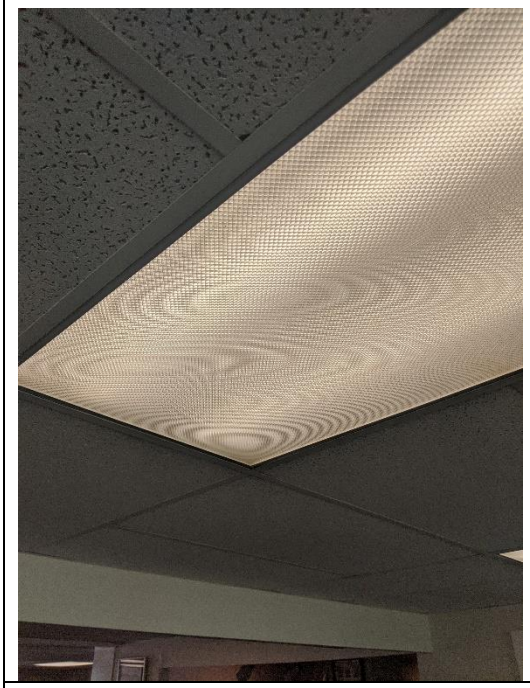
20. Building Lighting



21. Prismatic Surface Mounted Lighting

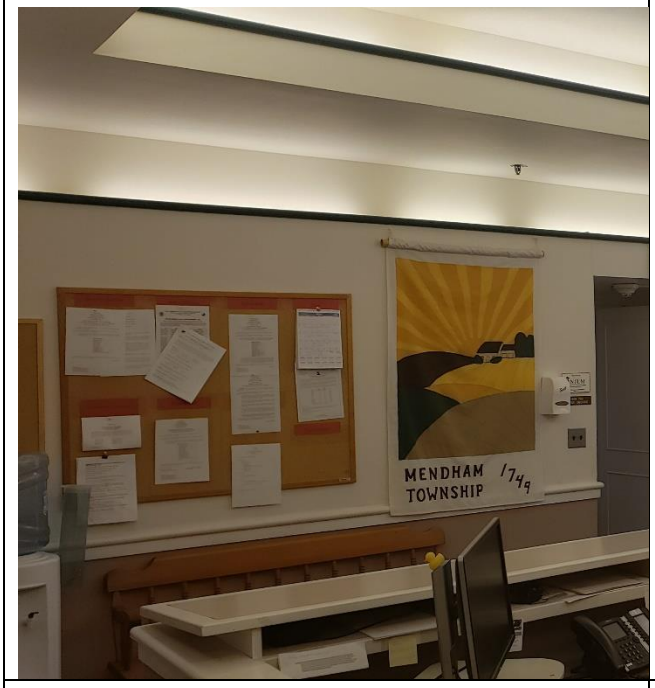


22. Prismatic Surface Mounted Lighting



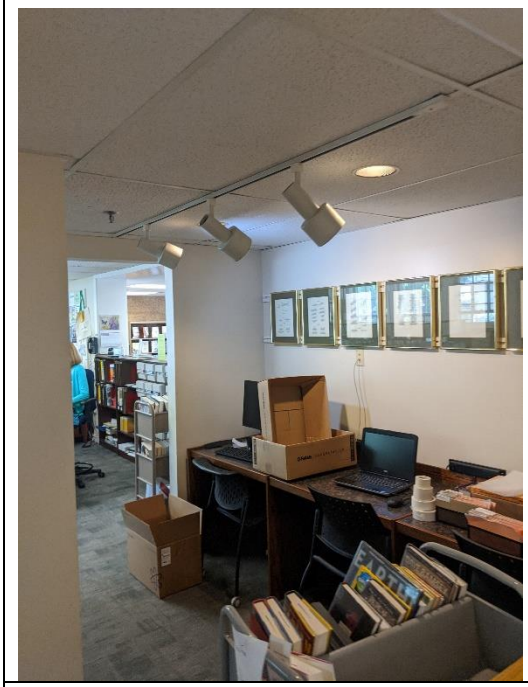
23. Prismatic Recessed 2x4 Troffer

24. Paracube Recessed 2x4 Troffer



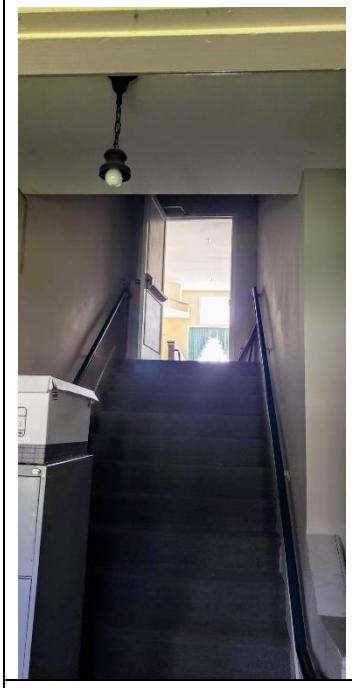
25. Cove Lighting

26. Linear Fluorescent Lighting



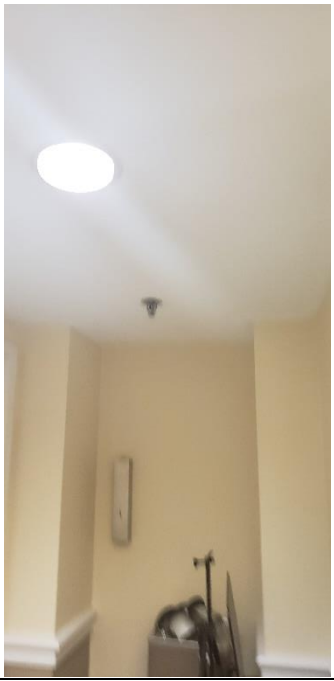
27. Track Lighting

28. Track Lighting



29. Decorative Pendant

30. Decorative Pendant



31. Downlight

32. Exit Signs

33. Combination Exit and Emergency Light

34. Emergency Light

35. Emergency Light

36. Post Mounted Sign

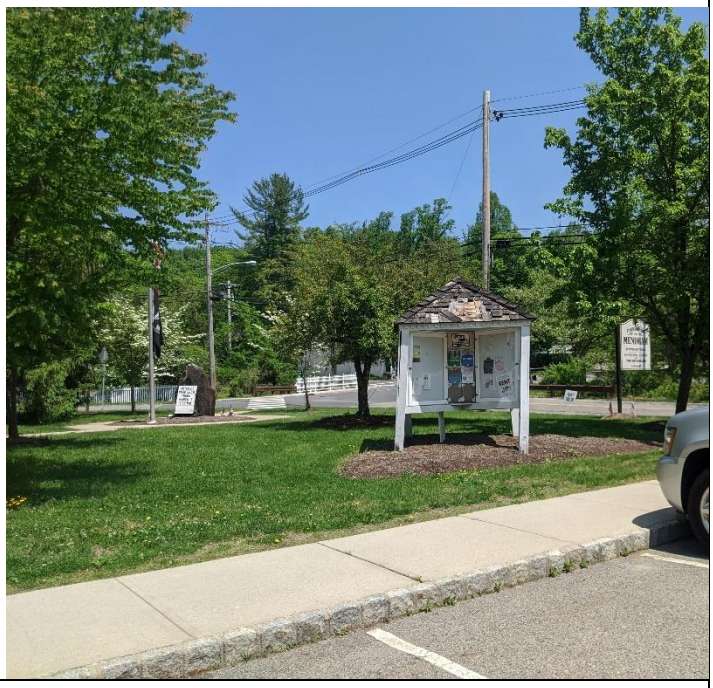
37. Building Mounted Sign

38. Post Mounted Sign

39. Flagpole at Police Station

40. Flagpole at Library

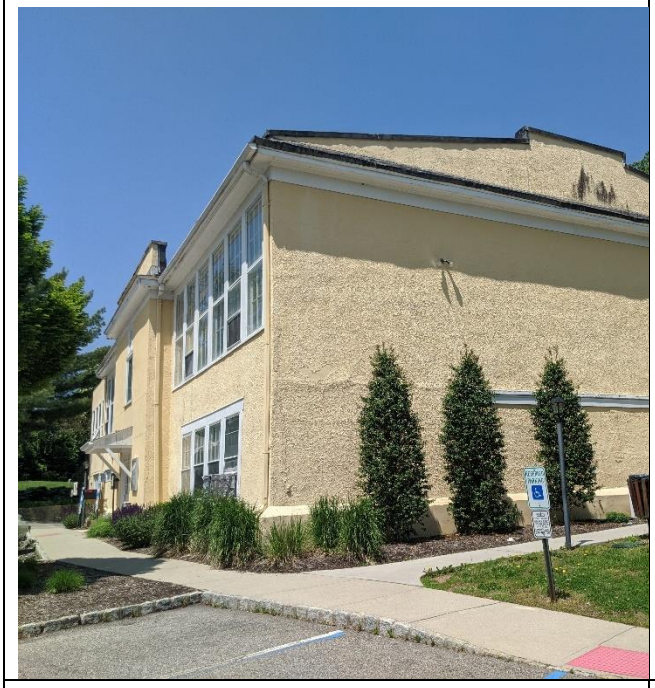
41. Flagpole at Fire Station



42. Four-Sided Wooden Display Kiosk

43. Building Façade – North

44. Building Façade – West Elevation



45. Building Façade – South/East

46. Addition – North Elevation

47. Addition – South Elevation

48. Addition – South Elevation

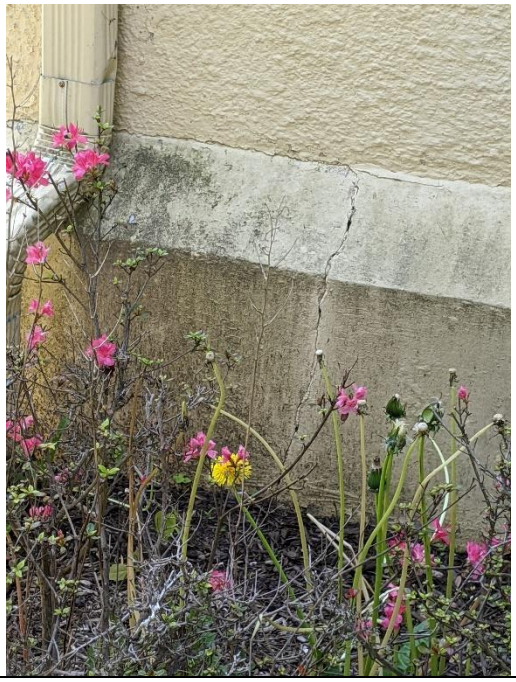
49. Façade Damage

50. Façade Damage

51. Façade Damage

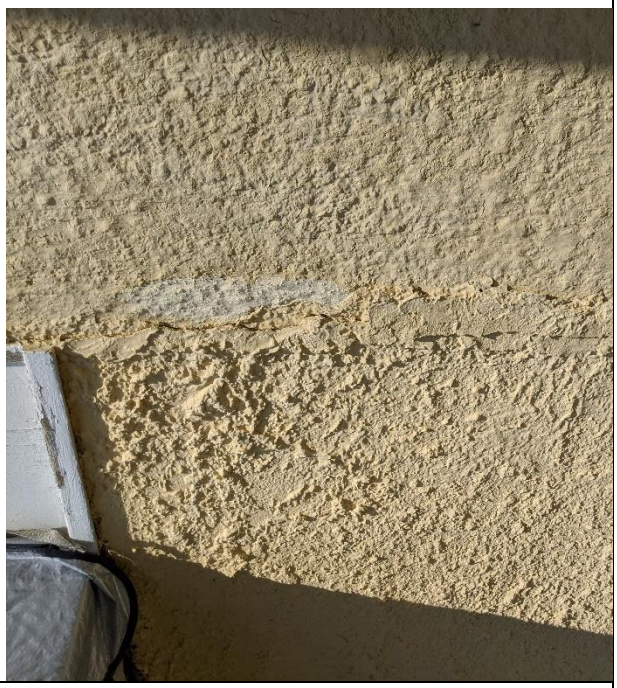
52. Façade Damage

53. Façade Damage

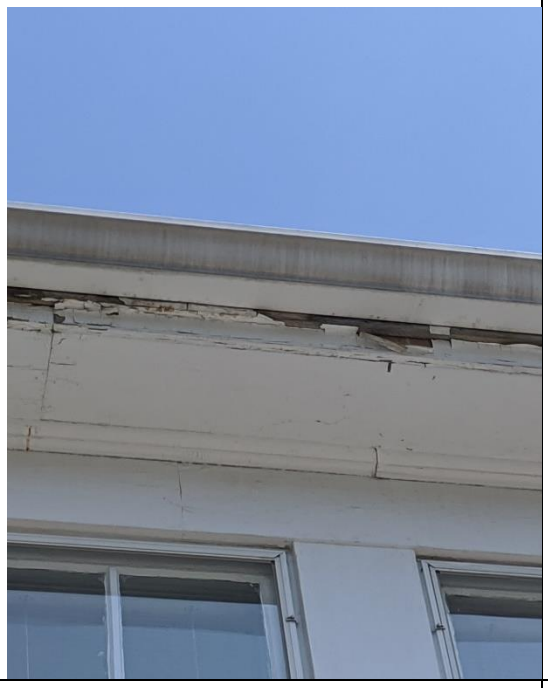


54. Façade Damage

55. Variation in Finish/Texture at Addition



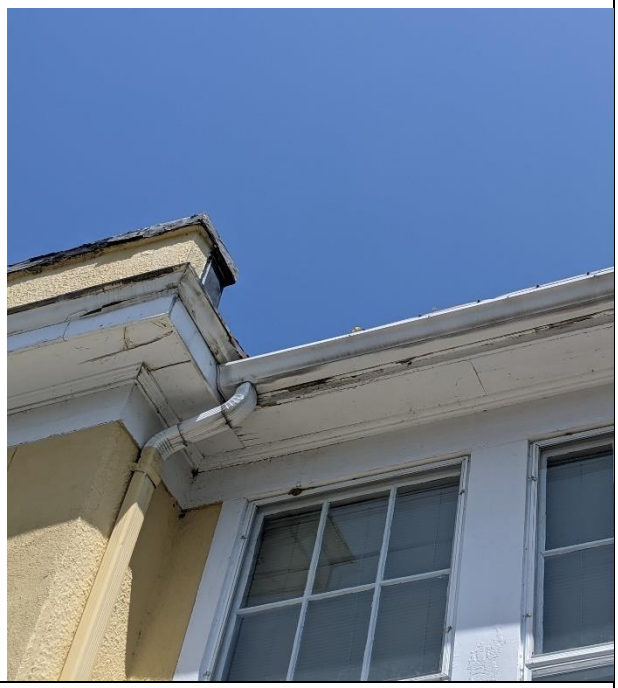
56. Variation in Finish/Texture at Original Building



57. Soffits and Cornices

58. Soffits and Cornices

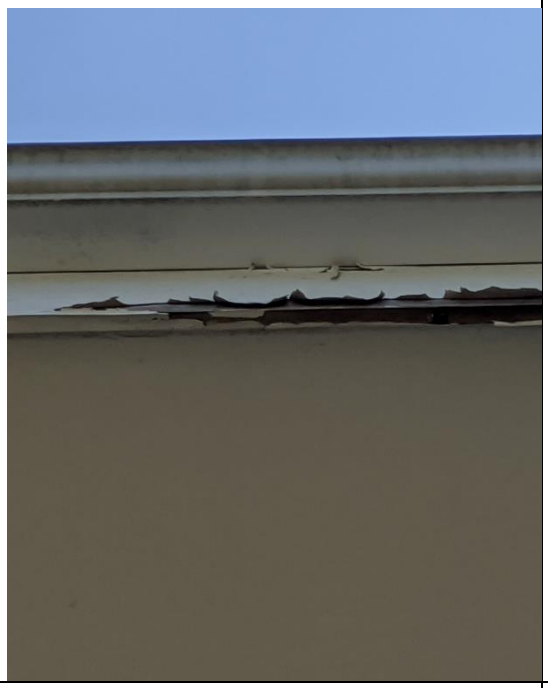
59. Soffits and Cornices



60. Soffits and Cornices

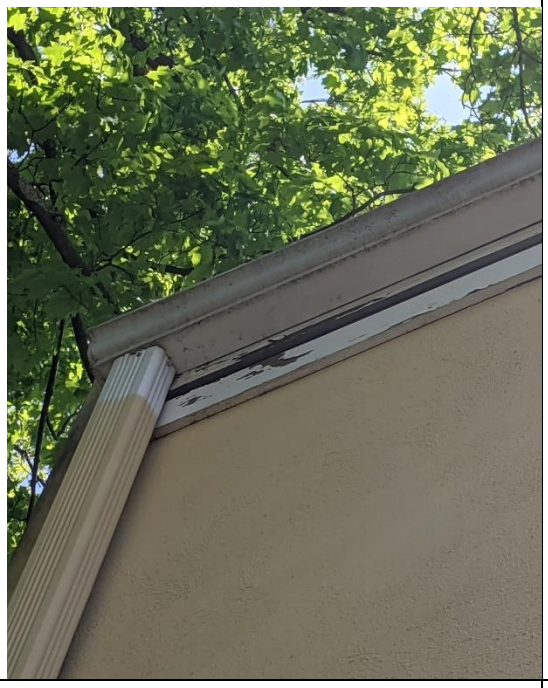
61. Soffits and Cornices

62. Soffits and Cornices



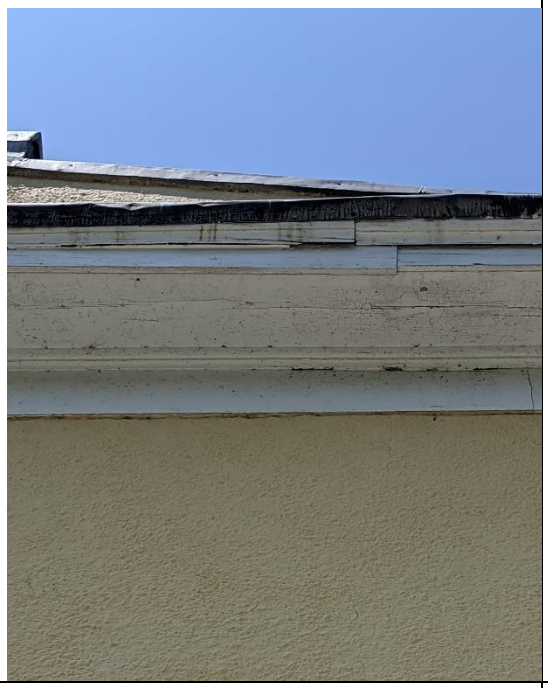
63. Soffits and Cornices

64. Soffits and Cornices

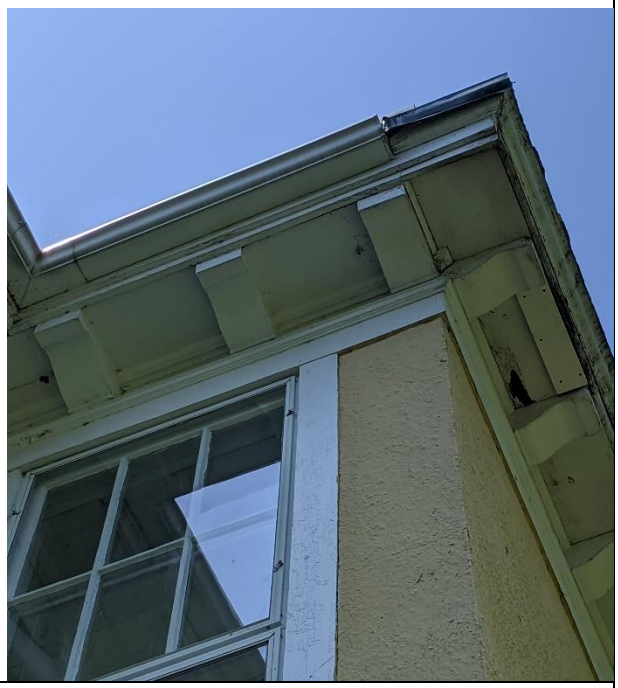


65. Soffits and Cornices

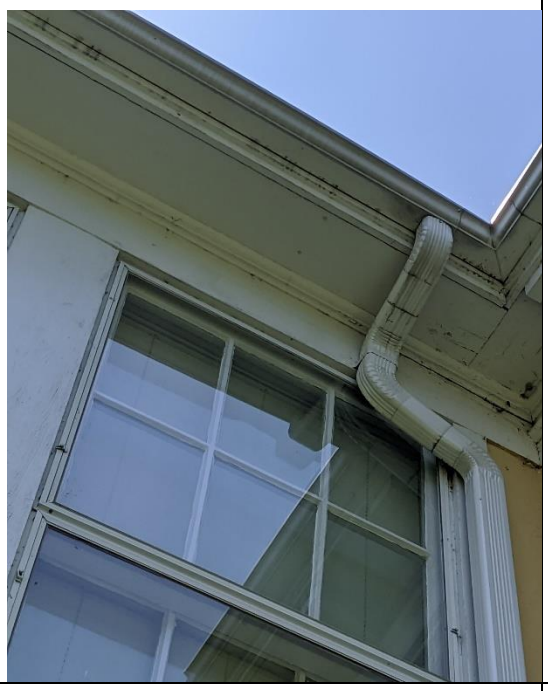
66. Soffits and Cornices



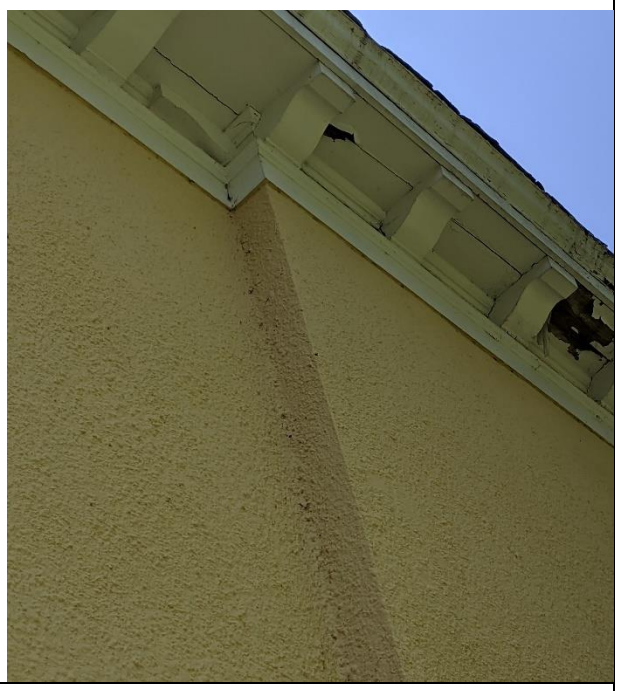
67. Soffits and Cornices



68. Soffits and Cornices



69. Soffits and Cornices



70. Soffits and Cornices

71. Soffits and Cornices

72. Soffits and Cornices

73. Copper Flashing at South Elevation

74. Water Damage at North Façade – Entry Door

75. Damage at Window Casing/Wood Trim

76. Damage at Window Casing/Wood Trim

77. Damage at Window Casing/Wood Trim

78. Damage at Window Casing/Wood Trim

79. Cracked Storm Pipe

80. Mold/Staining

81. Mold/Staining

82. Mold/Staining

83. Mold/Staining

84. Mold/Staining

85. Mold/Staining

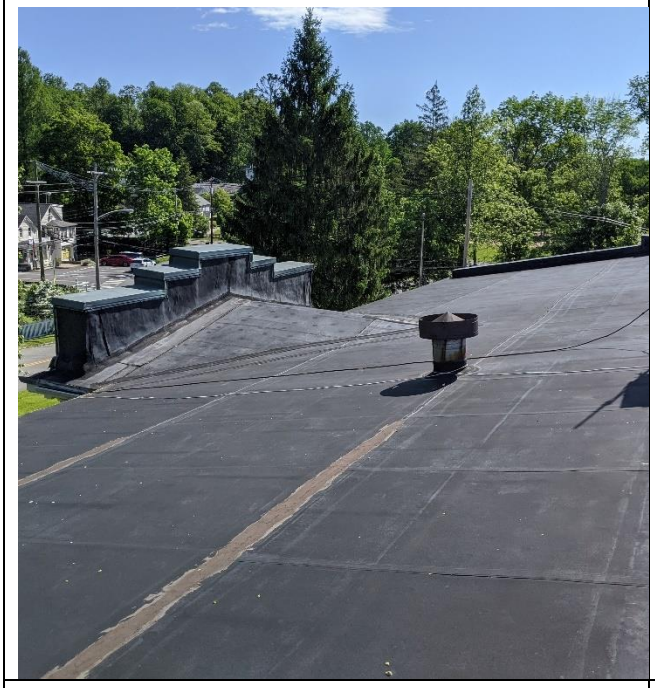
86. Mold/Staining

87. North Elevation

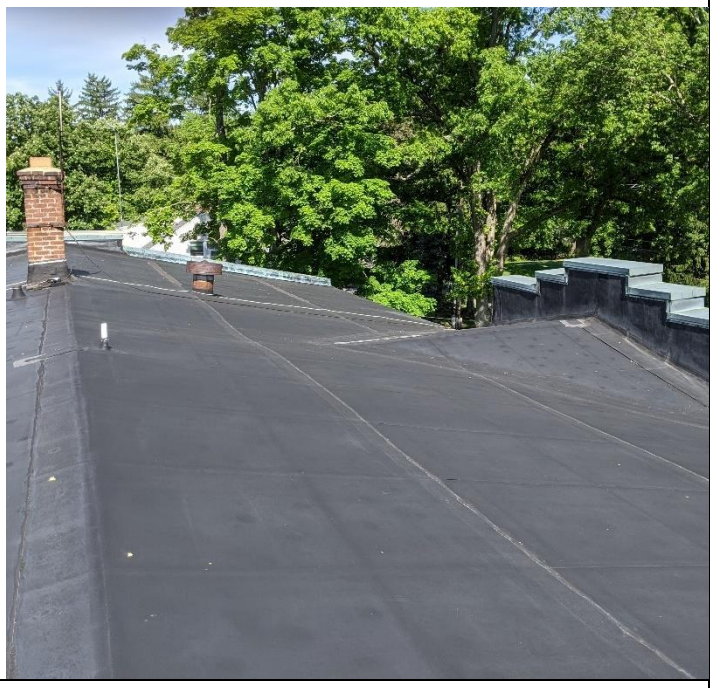
88. South Elevation

89. East Elevation

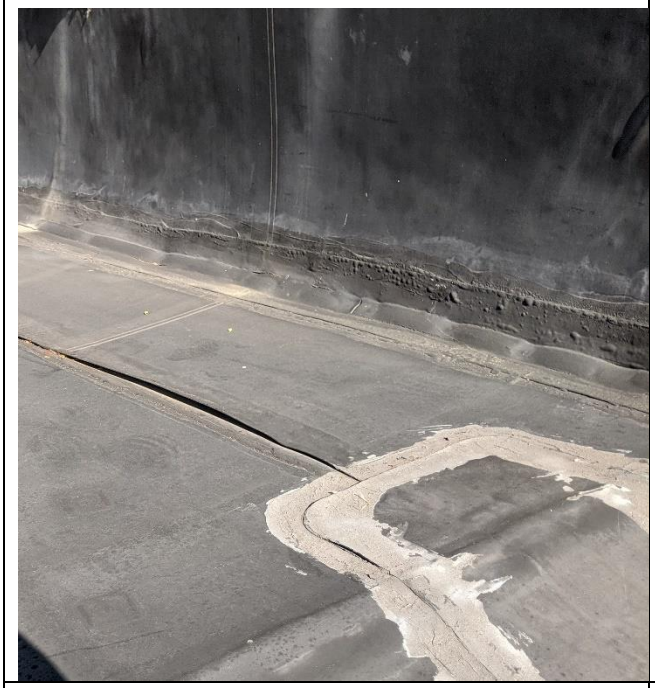
90. West Elevation



91. Roof Membrane and Parapet



92. Roof Membrane and Parapet

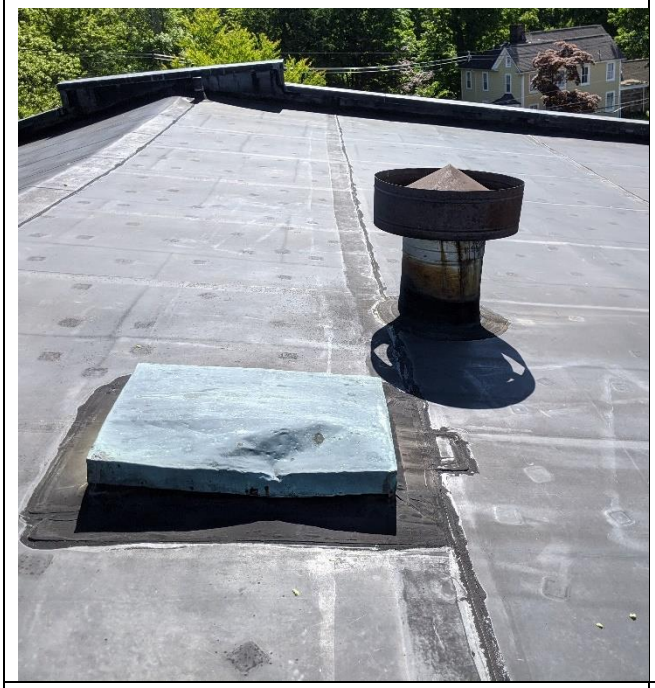


93. Roof – Membrane Peeling/Patching

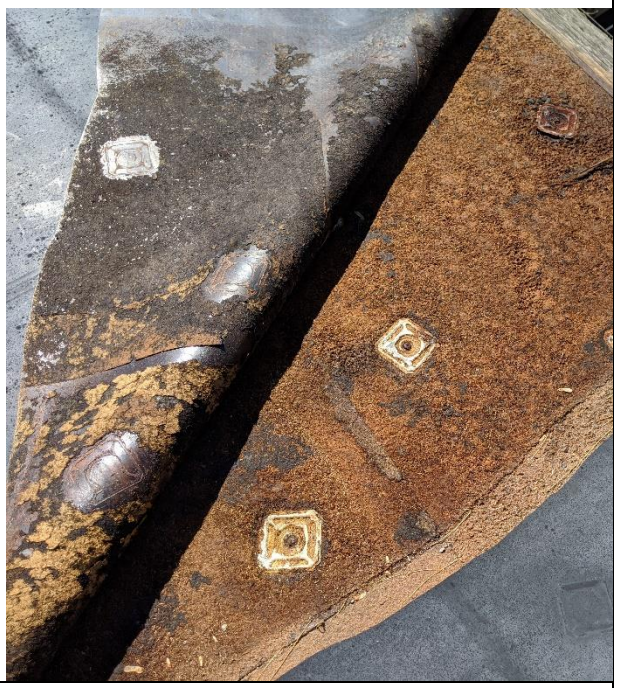
94. Roof – Fascia/Fascia/Coping

95. Roof – Membrane Tear

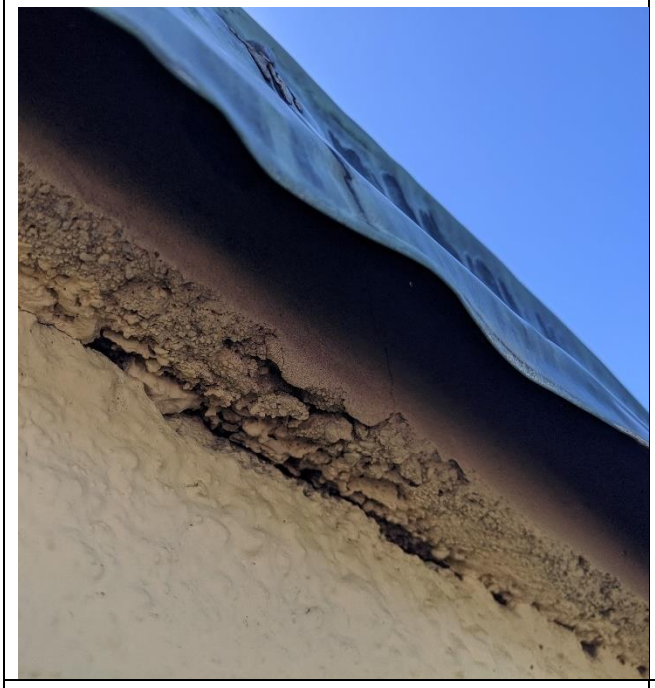
96. Roof – Mechanical Equipment at Addition



97. Roof – Damaged Scuttle Hatch

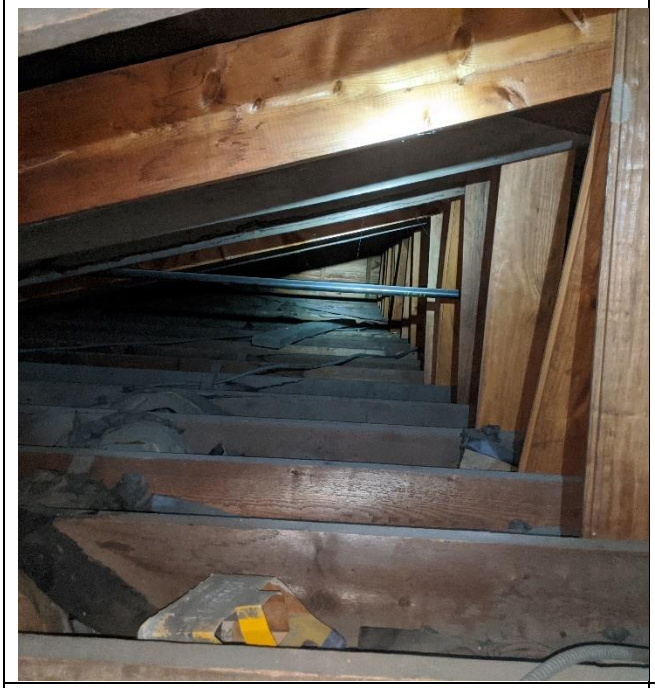


98. Roof – Exposed Substrate

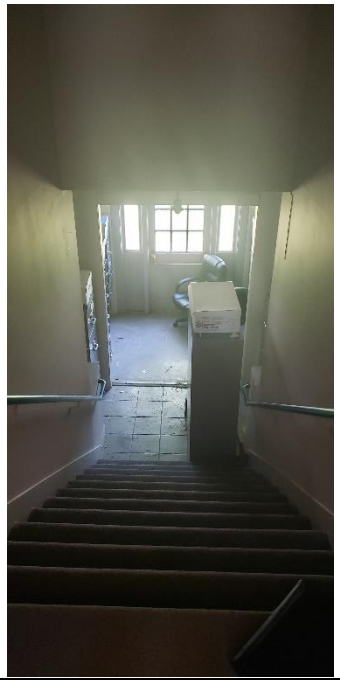


99. Roof – Wavy Flashing

100. Roof - Chimney



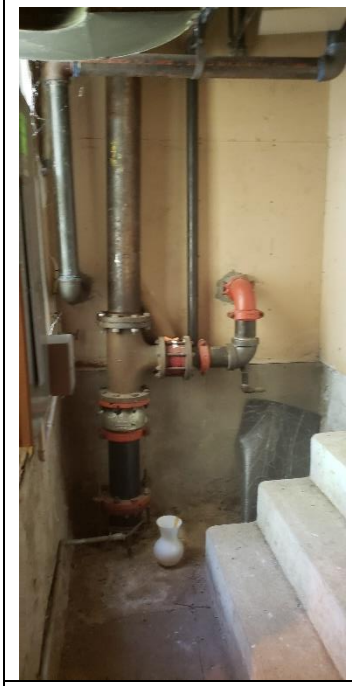
101. Roof Structure – Wooden Trusses



102. Formal Entry

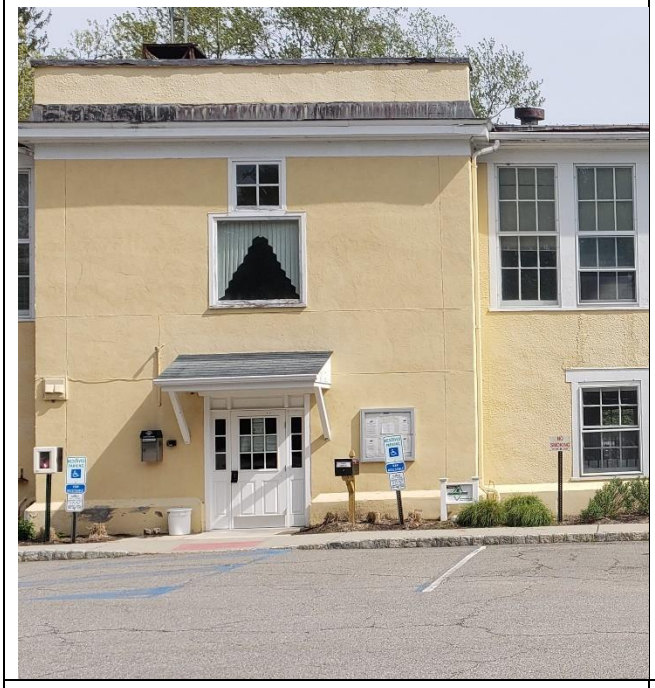
103. Depressed Slab at Utility Room

104. Electrical Panels in Utility Room



105. Plumbing Riser in Utility Room

106. Plumbing Control Valves at Utility Room



106. Main Entry

107. Elevator Entry Door

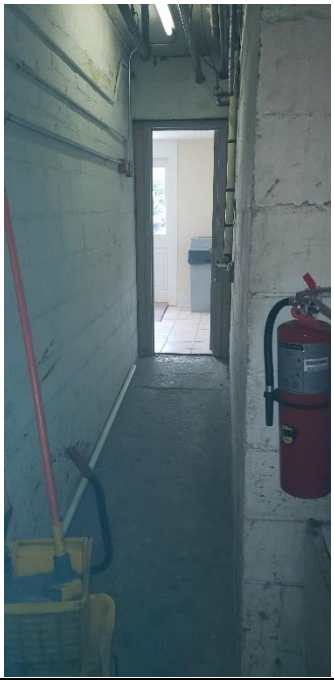
108. Elevator Call Buttons

109. Elevator Cab Interior

110. Elevator Controls

111. Public Toilet Room

112. Public Toilet Room

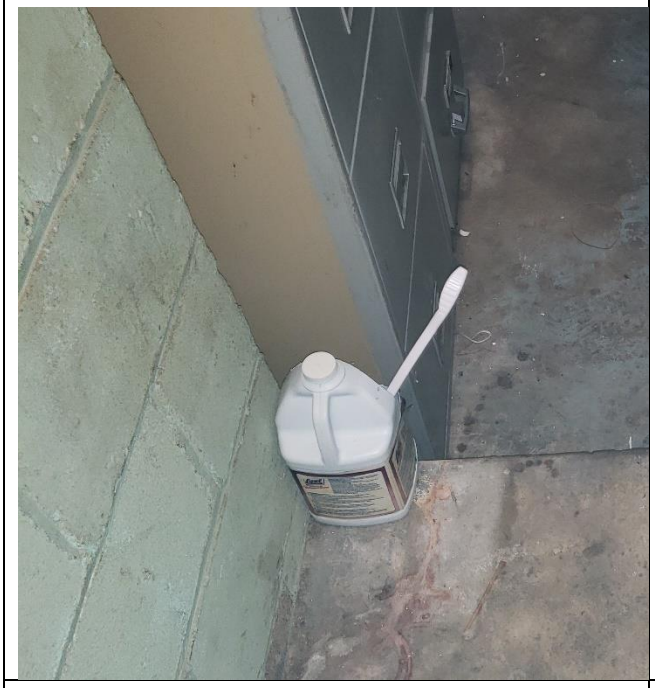


113. Boiler Room

114. Boiler Room

115. Boiler Room

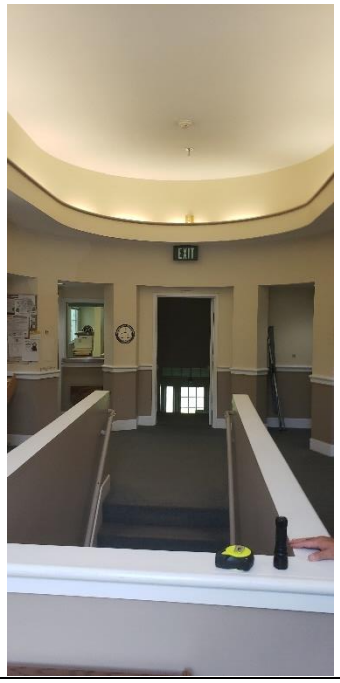
.



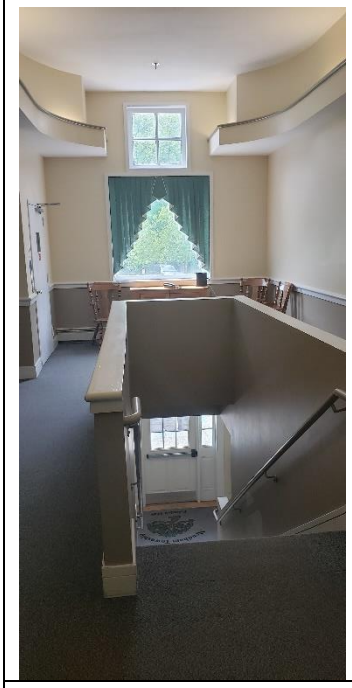
116. Electrical Room

117. Electrical Room

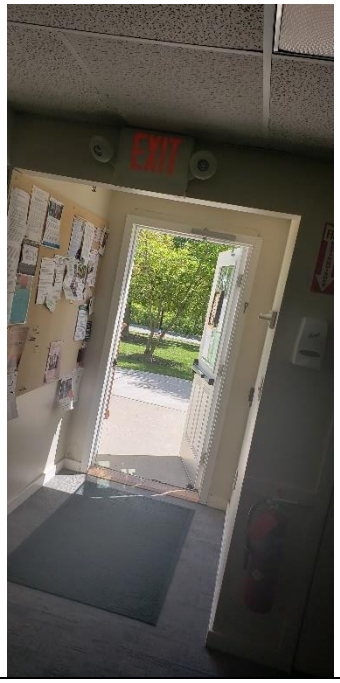
118. Stairs to Atrium



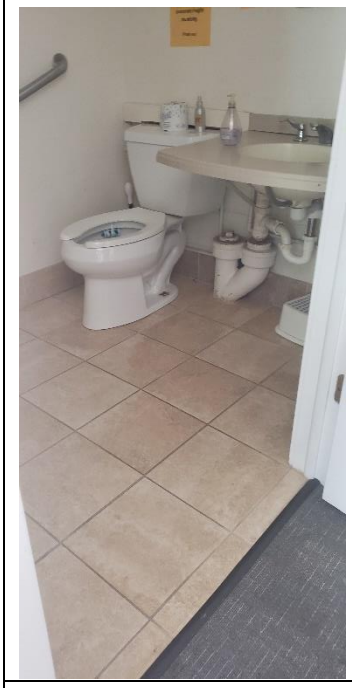
119. Atrium – Second Floor



120. Atrium – Second Floor

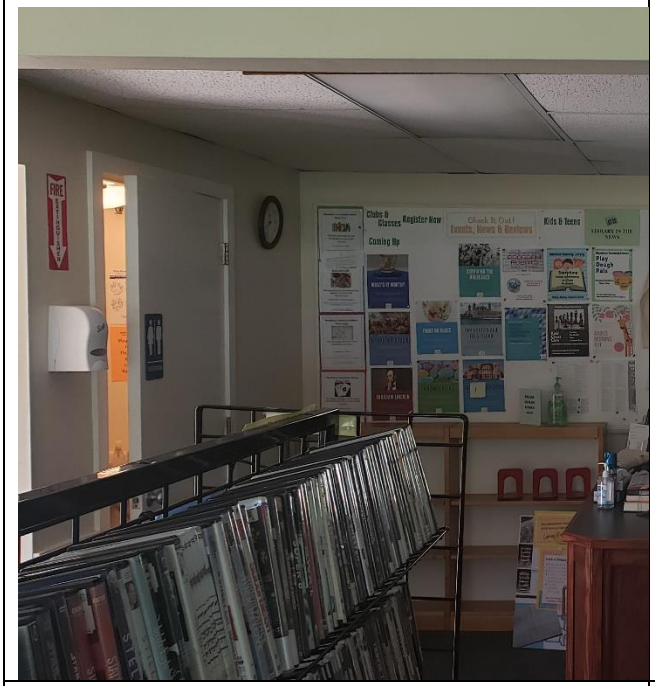


121. Library Entry

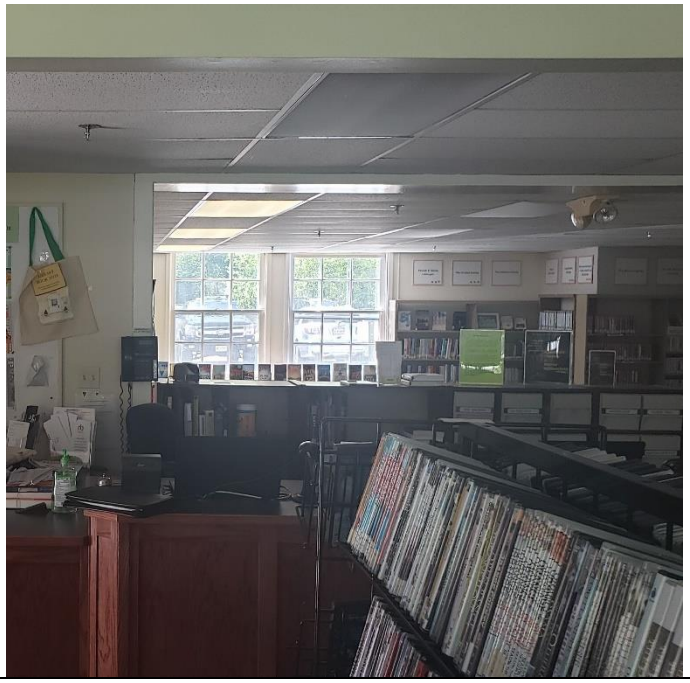


122. Library – Public Toilet Room (Front)

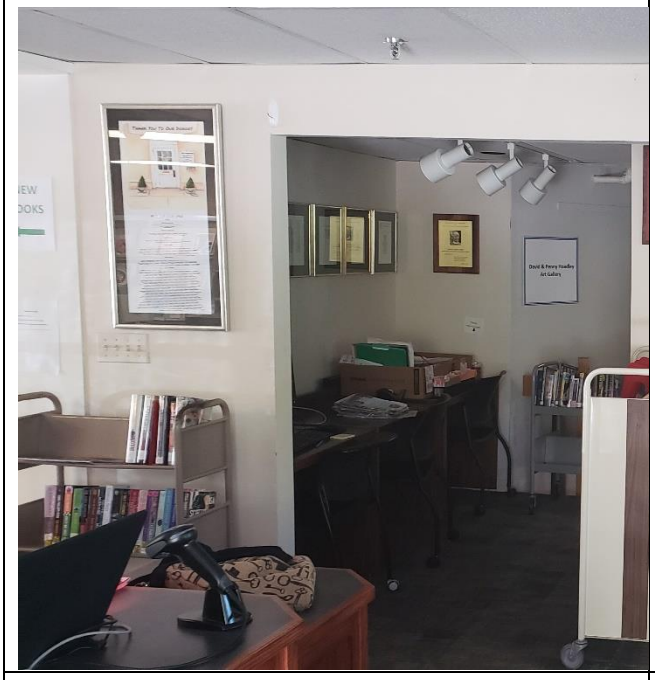
123. Library - Open Area



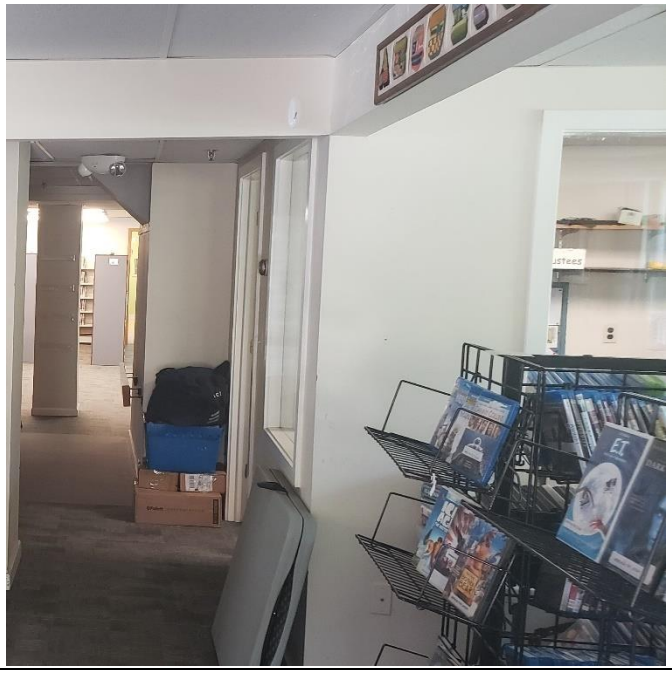
124. Library - Open Area



125. Library - Open Area

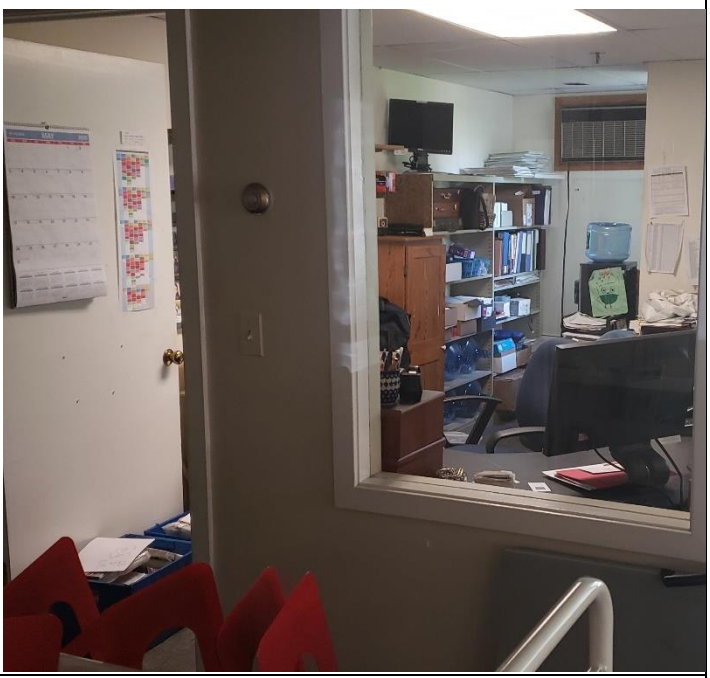


126. Library - Open Area

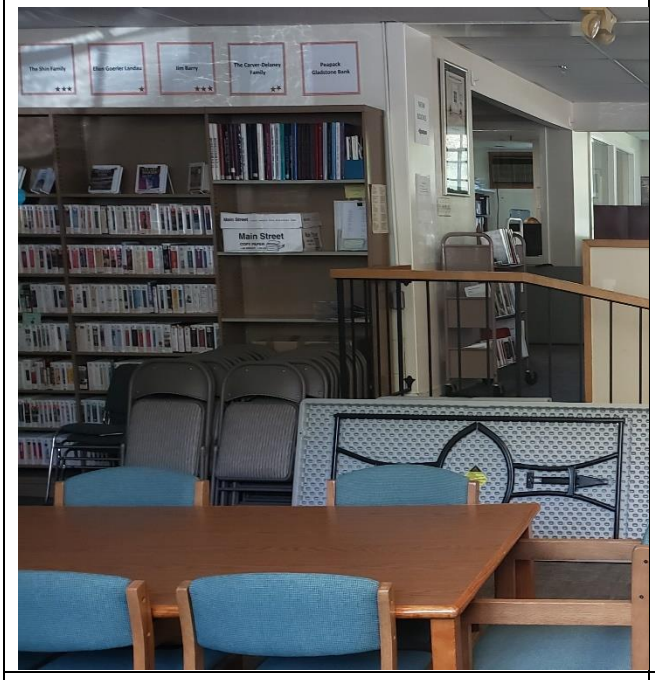


127. Library - Open Area

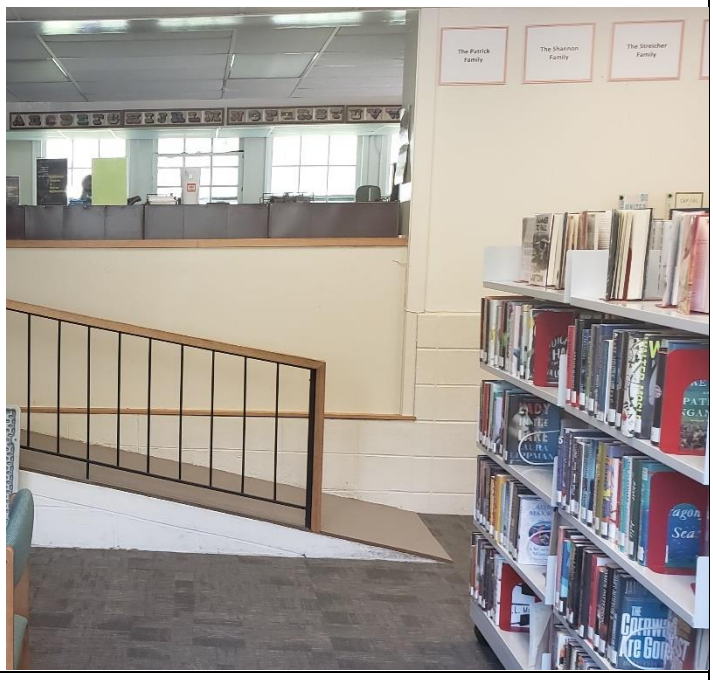
128. Library – Private Office



129. Library – Private Office



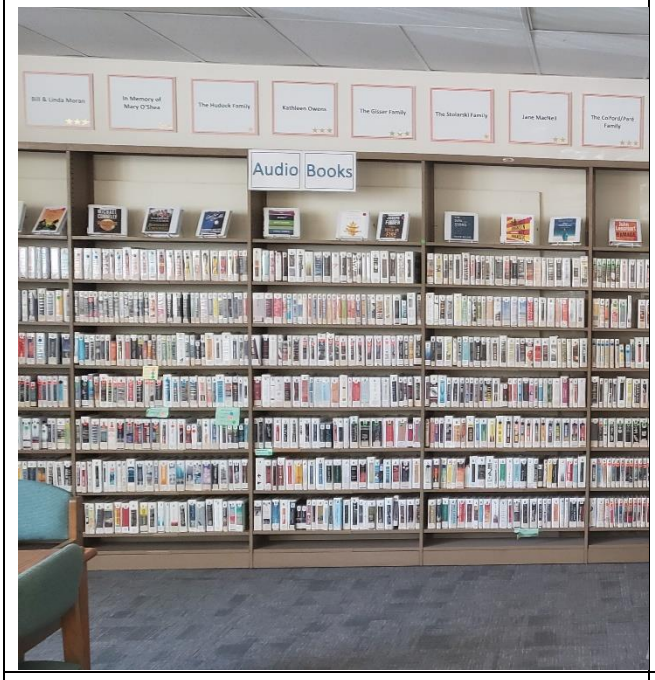
130. Depressed Slab – Stack Area



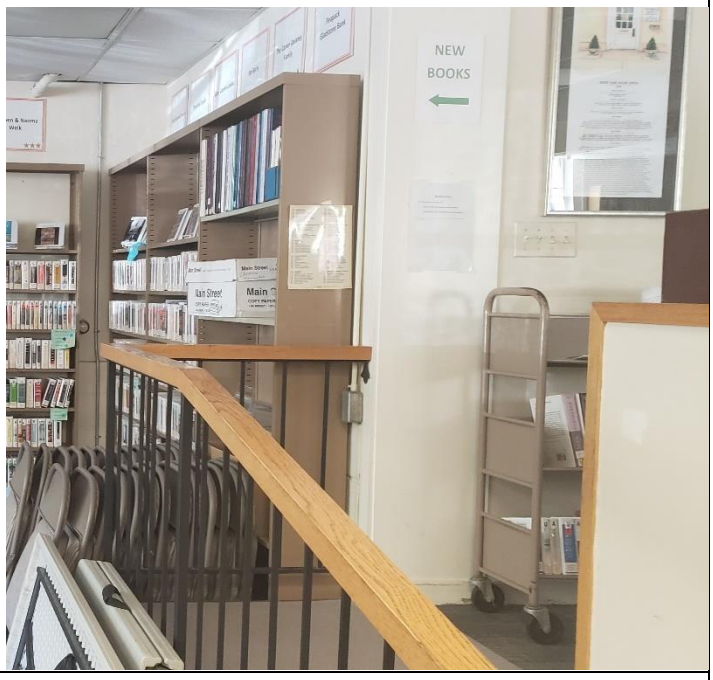
131. Depressed Slab – Stack Area

132. Depressed Slab – Stack Area

133. Depressed Slab – Stack Area



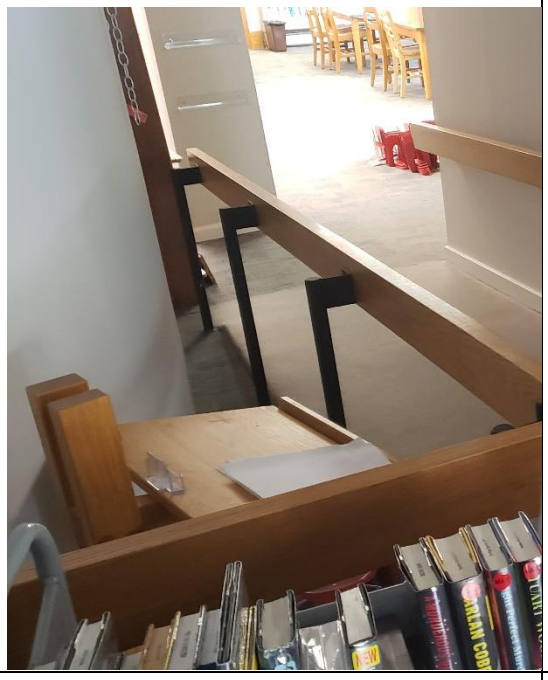
134. Depressed Slab – Stack Area



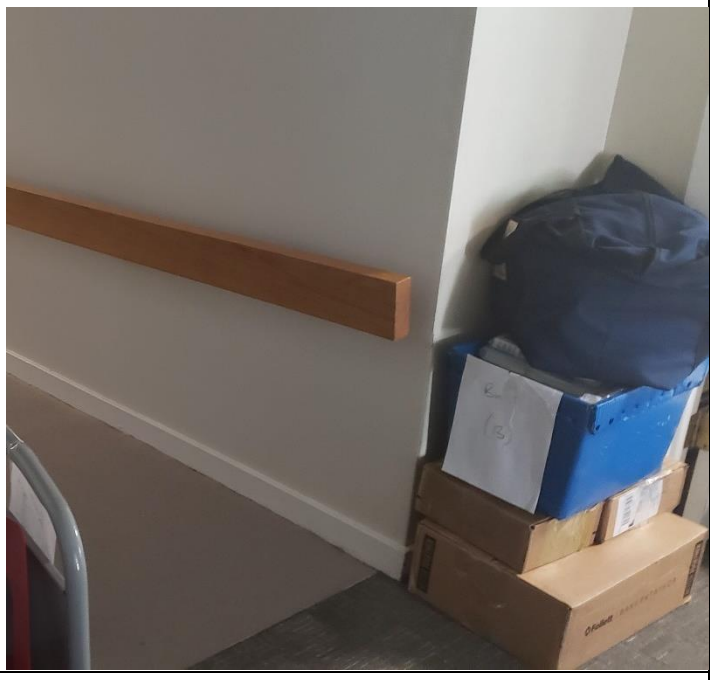
135. Depressed Slab – Stack Area

136. Depressed Slab – Stack Area

137. Depressed Slab – Stack Area



138. Ramp Connecting Wings



139. Ramp Connecting Wings

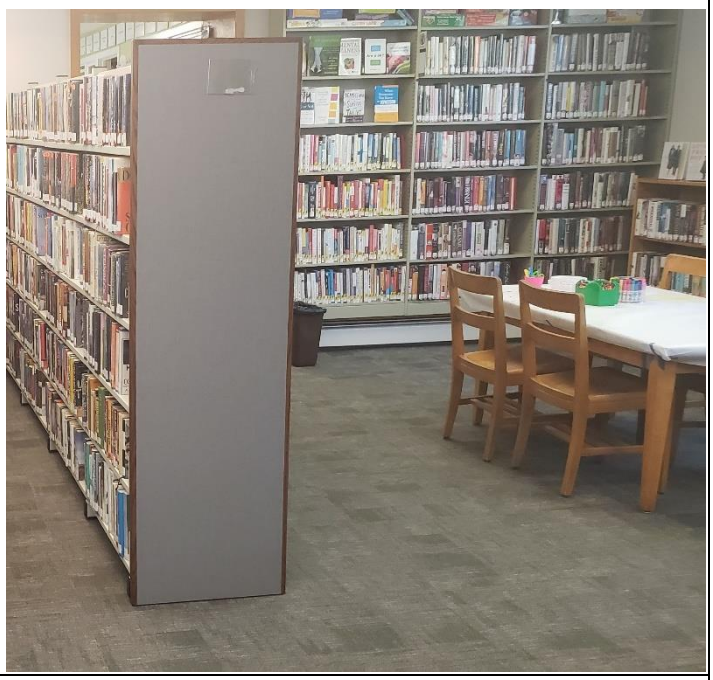
140. Ramp Connecting Wings

141. West Wing Stacks

142. West Wing Stacks

143. West Wing Stacks

144. West Wing Stacks



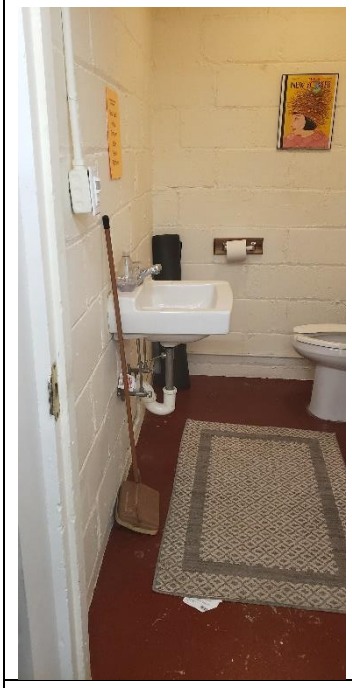
145. West Wing Stacks

146. West Wing Stacks

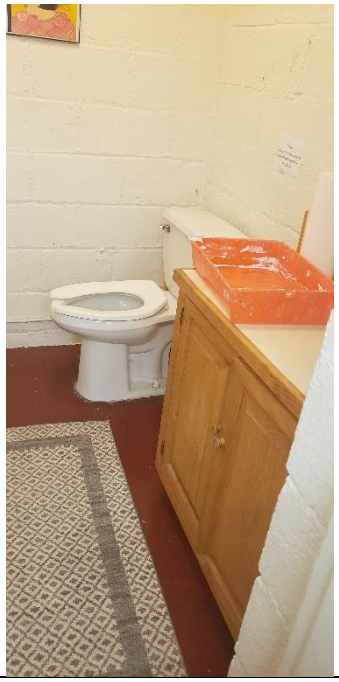
147. West Wing Stacks

148. Emergency Exit - Library

149. Library – (Back) Toilet Room



150. Library – (Back) Toilet Room

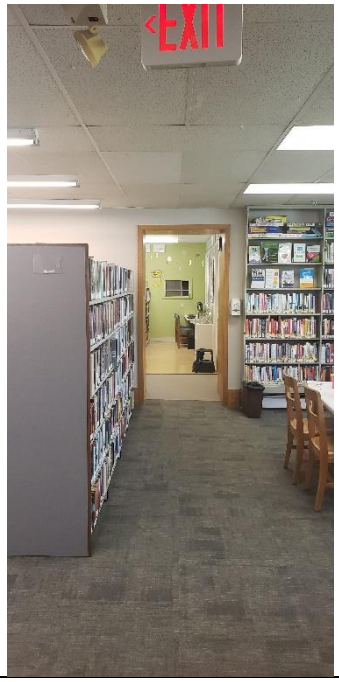


151. Library – (Back) Toilet Room

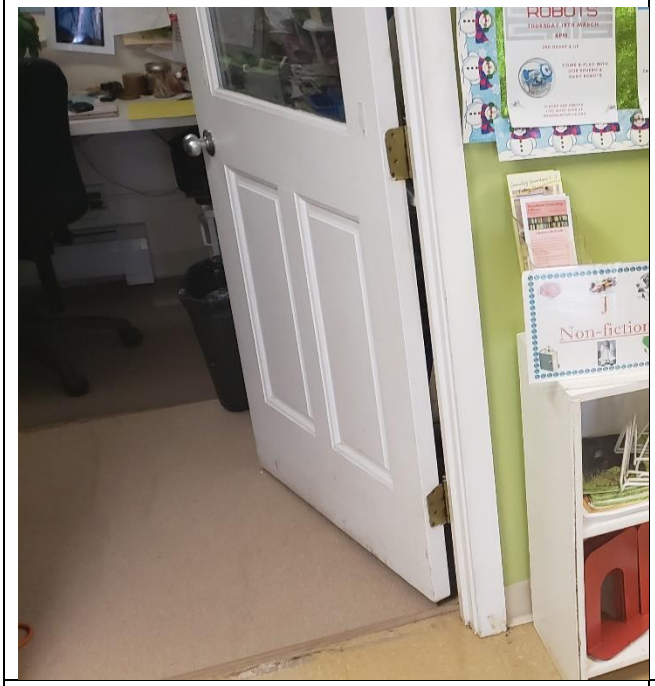
152. West Wing Stacks

153. West Wing Stacks

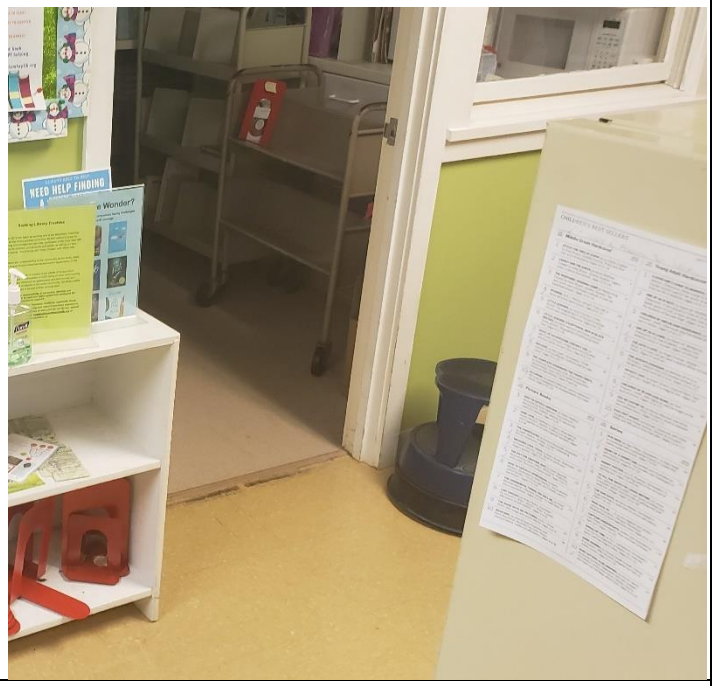
154. Children's Room



155. Children's Room

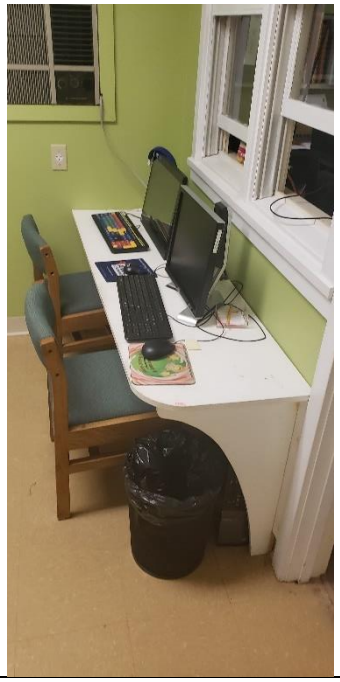


156. Children's Room Offices

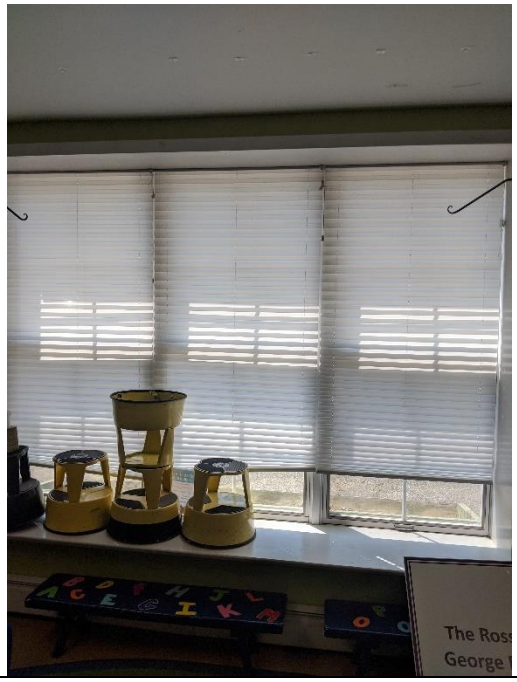


157. Children's Room Offices

158. Children's Room

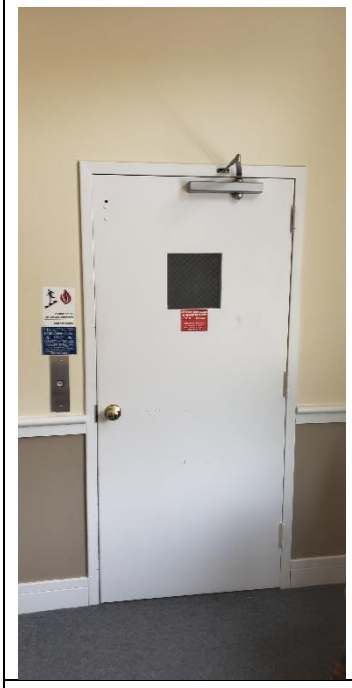


159. Children's Room



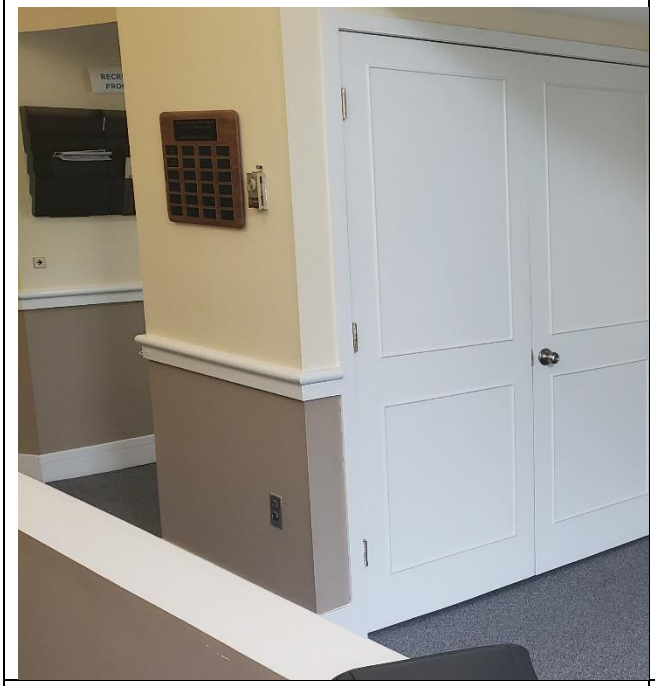
160. Former Overhead Door

161. Former Overhead Door

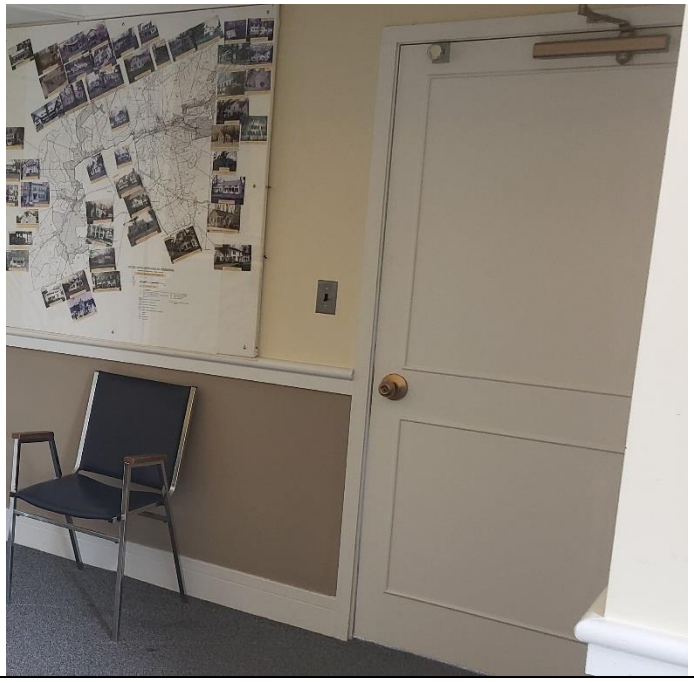


162. Atrium – Second Floor - Elevator

163. Atrium – Second Floor - Scuttle

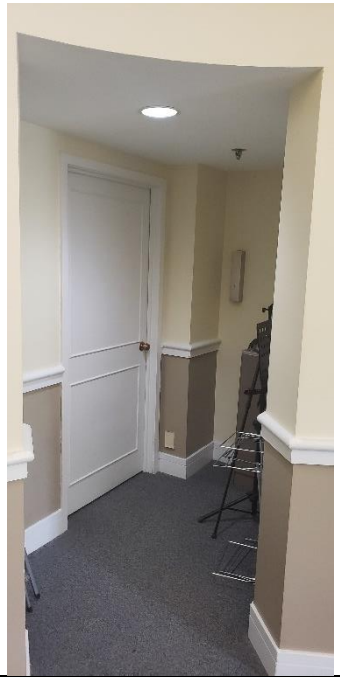


164. Atrium – Second Floor – Storage Closet

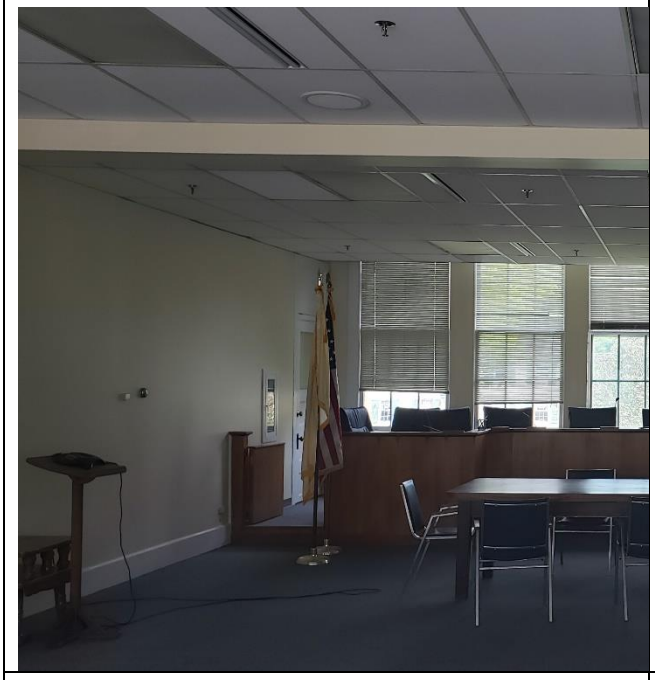


165. Atrium – Second Floor – Court Room

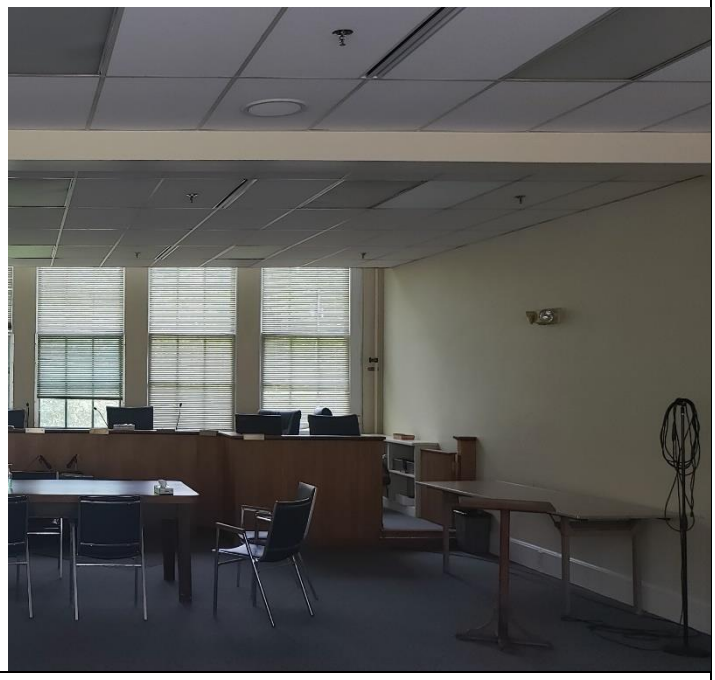
166. Atrium – Second Floor – Court Clerk



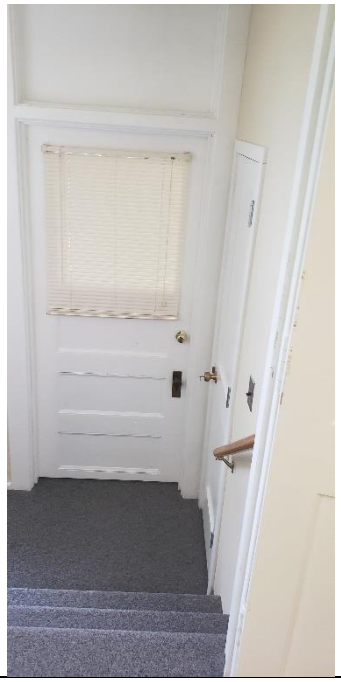
167. Atrium – Second Floor – Storage



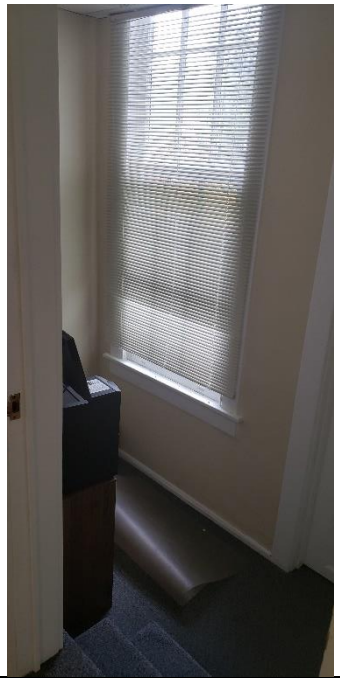
168. Municipal Court Room



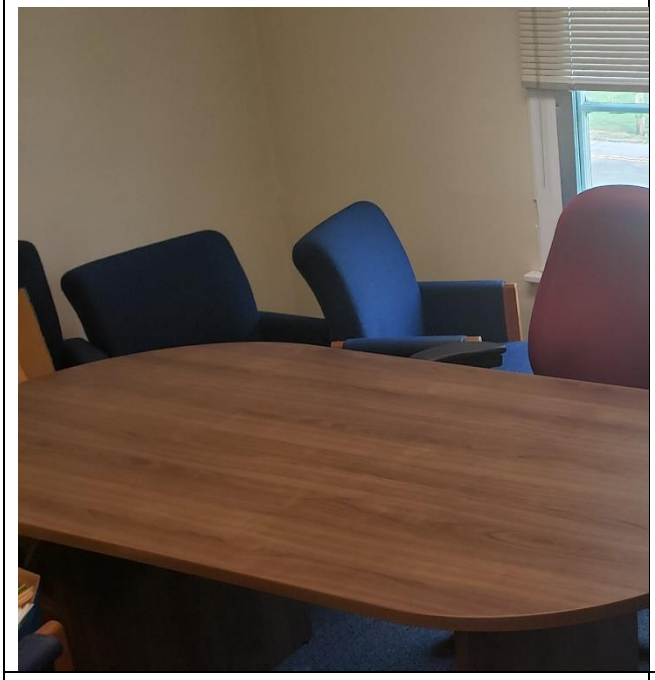
169. Municipal Court Room



170. Small Judge's Chamber



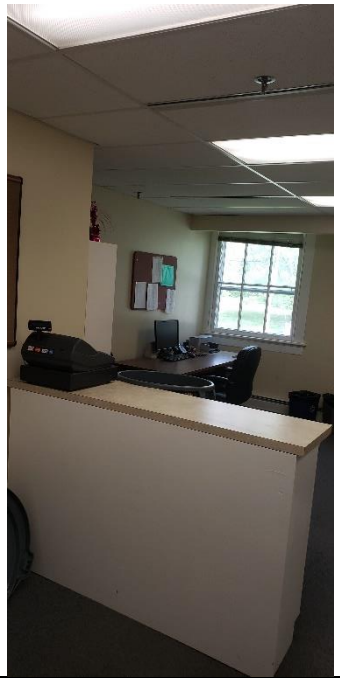
171. Small Judge's Chamber



172. Judge's Office/Conference

173. Judge's Office/Conference

174. Court Clerk's Office

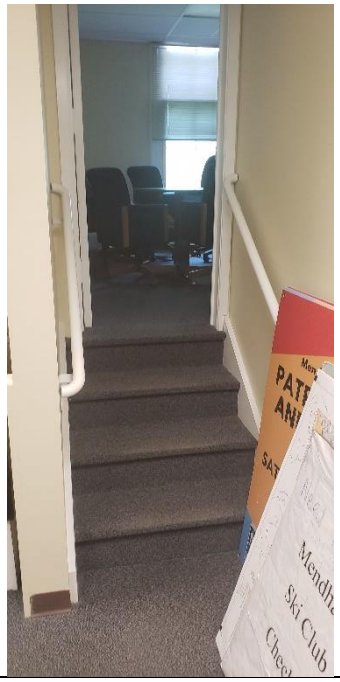


175. Court Clerk's Office

176. Court Clerk's Office

177. Court Clerk's Office – IT Closet

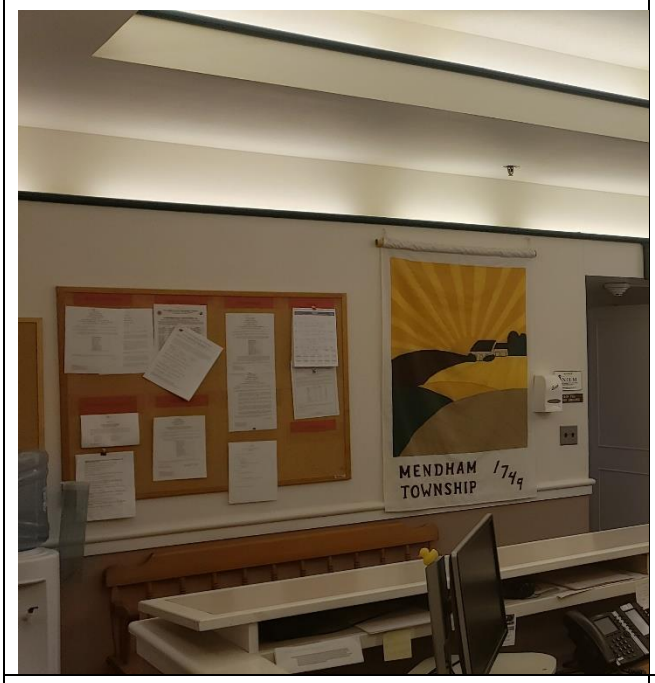
178. Court Clerk's Office – IT Closet



179. Stairs to Judge's Office/Conference

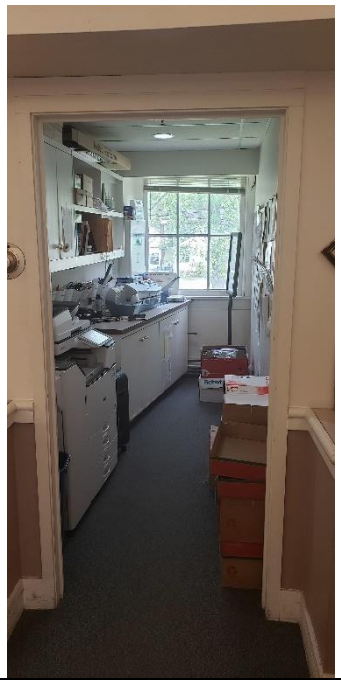
180. Administration Area

181. Administration Area

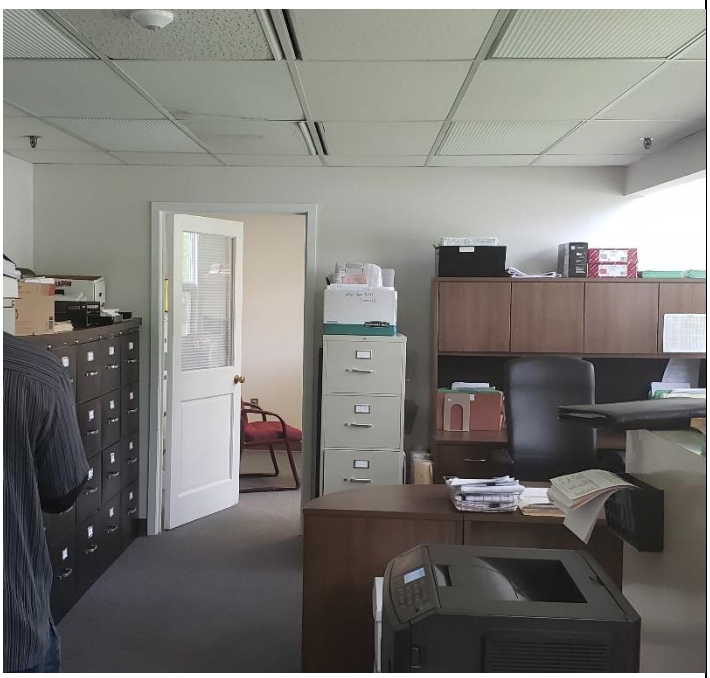


182. Administration Area

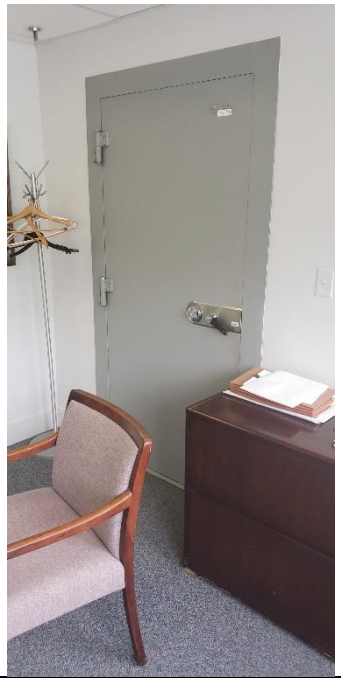
183. Administration Area



184. Copy Room – Admin Area



185. Tax Assessor/Finance Area

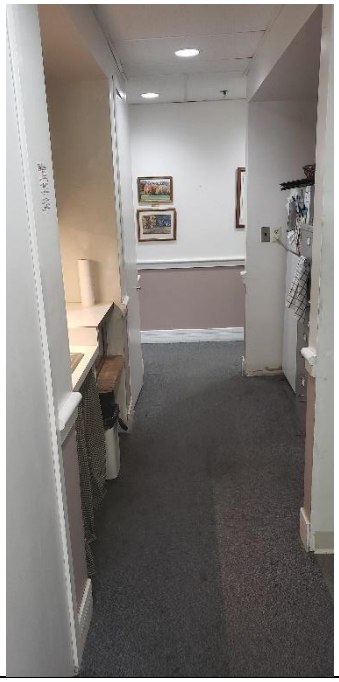


186. Vault Access

187. Clerk's Office

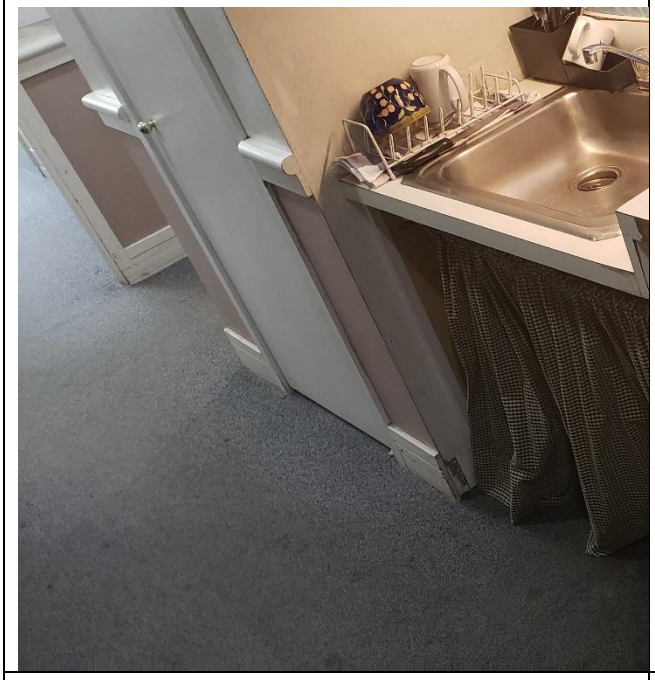
188. Administrative Toilet Room

189. Administrative Toilet Room



190. Pantry – Admin Area

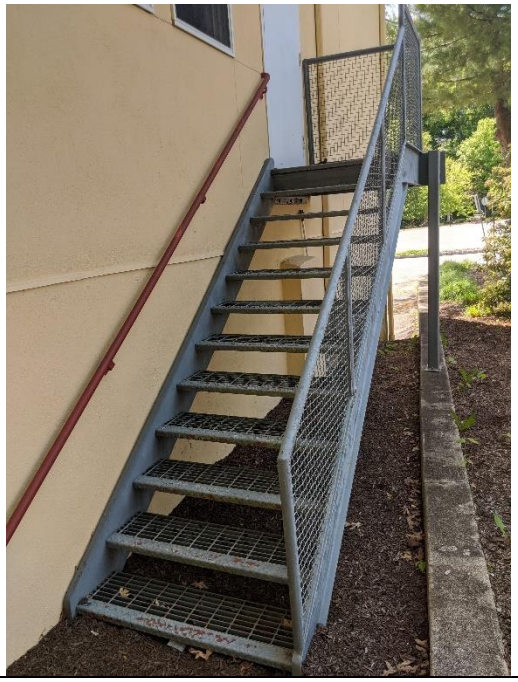
191. Pantry – Admin Area



192. Pantry – Admin Area

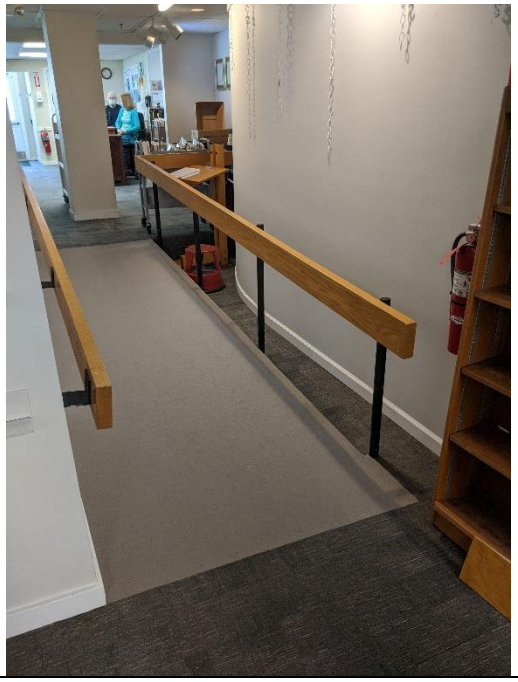
193. Pantry – Admin Area

194. Second Means of Egress at Admin Area

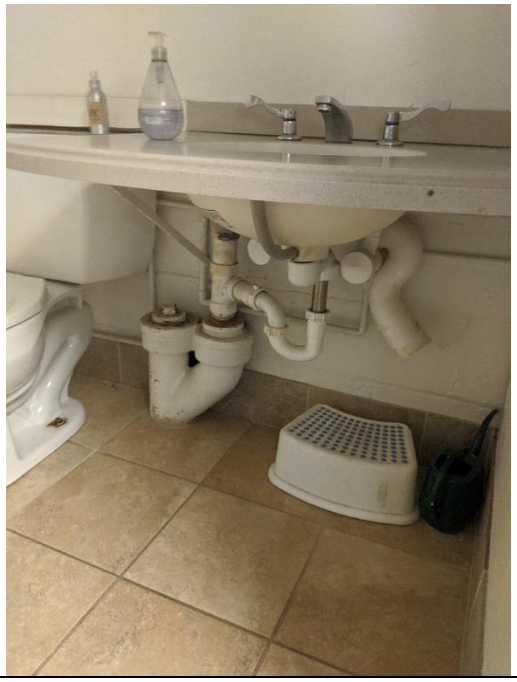


195. Exterior Stair

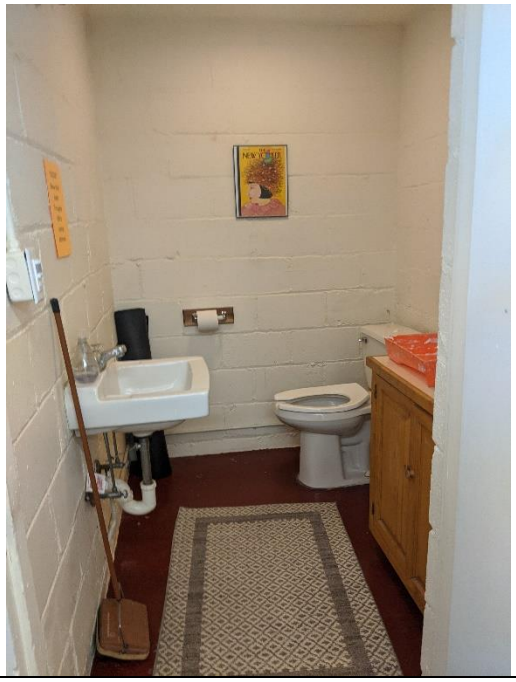
196. Carpet and Base Trim Throughout Library



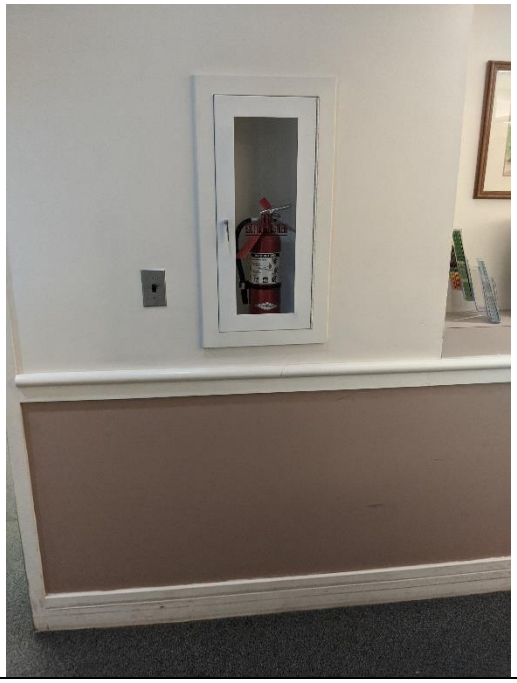
197. Broadloom Carpet at Ramp



198. Resilient Flooring



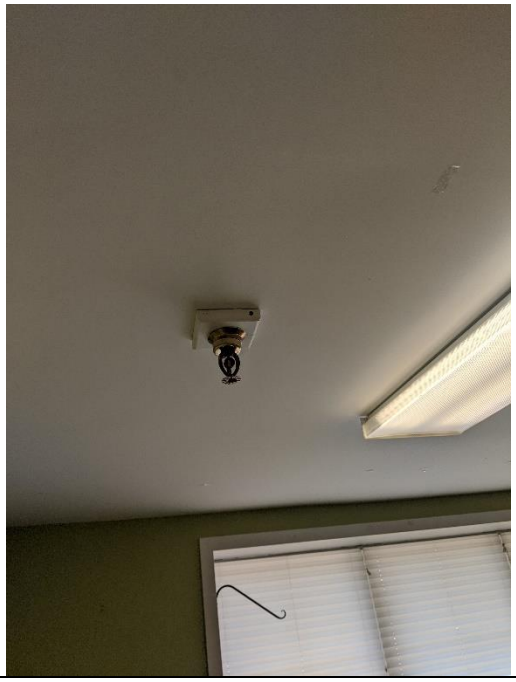
199. Library's Rear Toilet Room



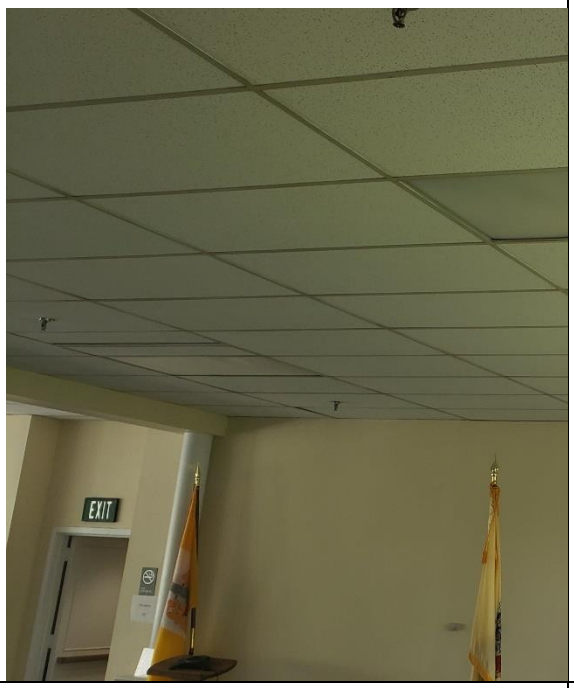
200. Painted Walls, Chair Rail

201. Ceiling Tile Pattern Variation

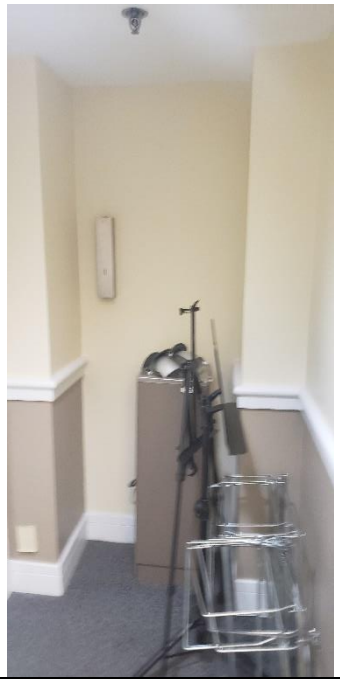
202. Ceiling Conditions at Library Rear Stacks



203. Hard Ceiling Conditions Tight to Structure



204. Ceiling Grid – Second Floor



205. Hard Ceiling – Second Floor

206. Cove Lighting at Atrium

207. Layered Cove Lighting at Admin Area

208. Window Drapery Pocket

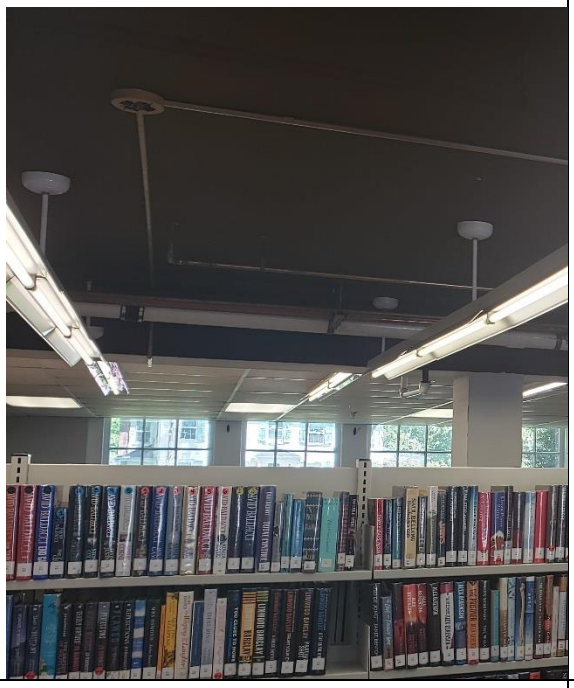
209. Painted Ceiling at Rear Stacks

210. Prismatic Troffers – Library

211. Downlights and Track Lighting

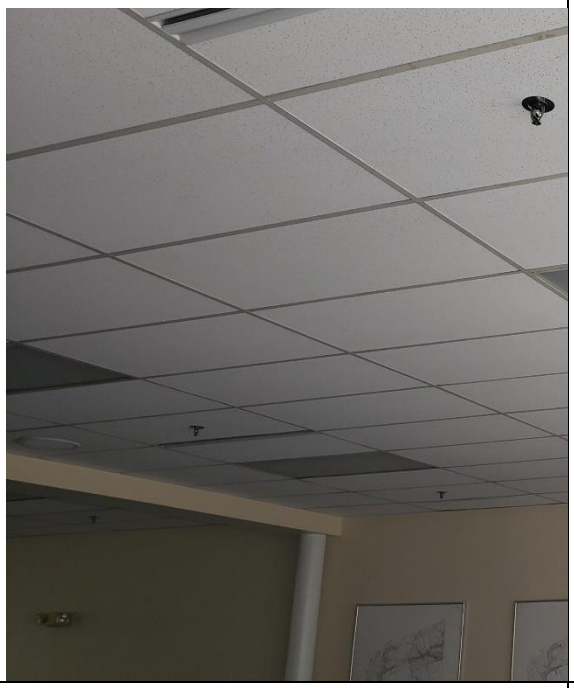
212. Track Lighting

213. Decorative Pendants



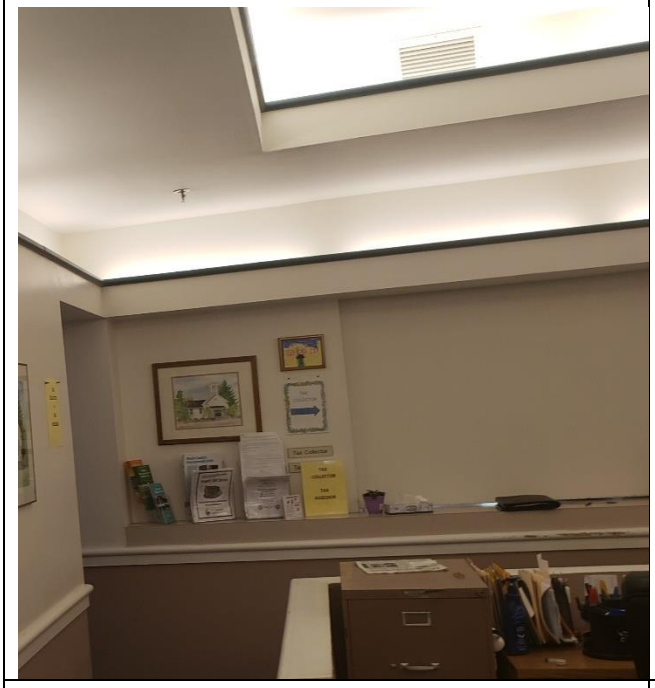
214. Linear Pendants

215. Surface Mounted Troffers



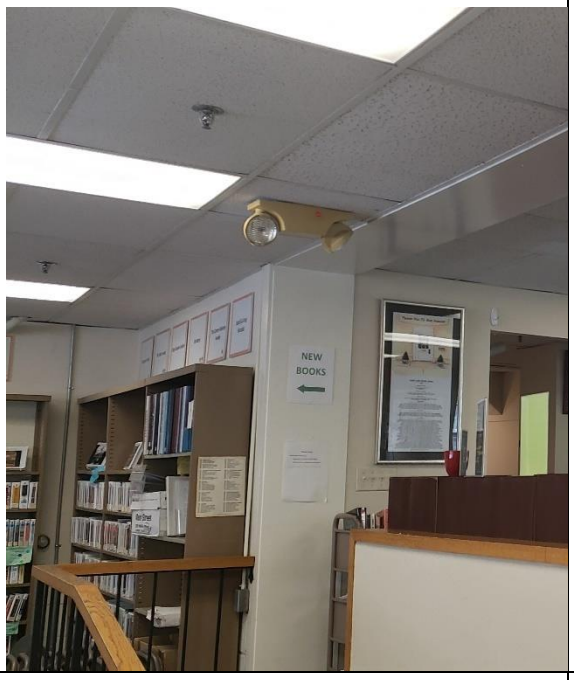
216. Prismatic Troffers – Second Floor

217. Downlighting – Second Floor Atrium

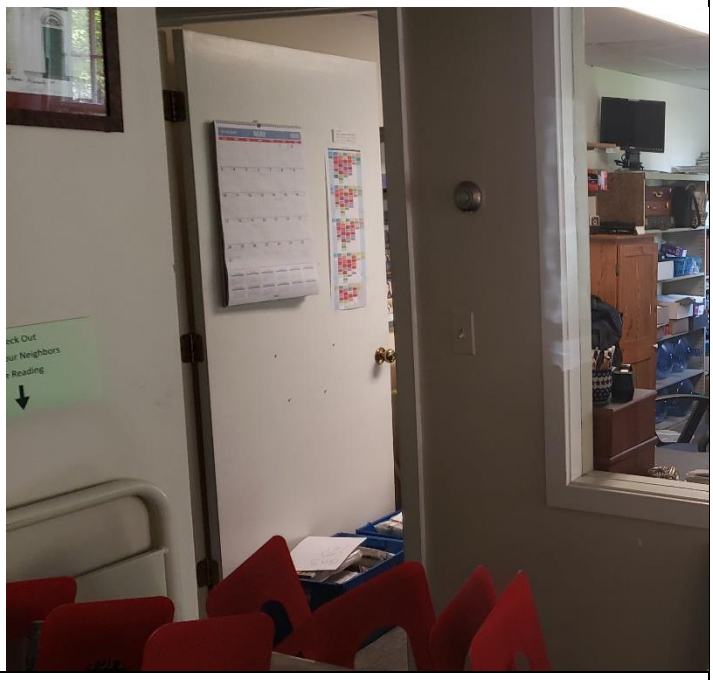


218. Admin Area Cove Ceiling

219. Typical Exit sign – Main Entry



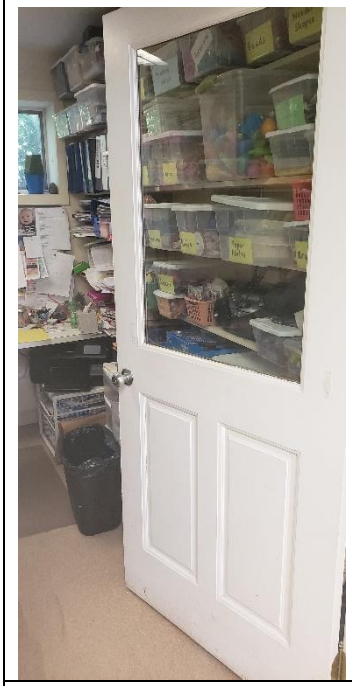
220. Emergency Lighting – Library Level



221. Library Office Doors – 1/2 Glass, Panelized

222. Library Toilet Room Door (Rear Stacks)

223. Utility Room – Formal Entry



224. Private Office Door – 1/2 Glass, Panelized

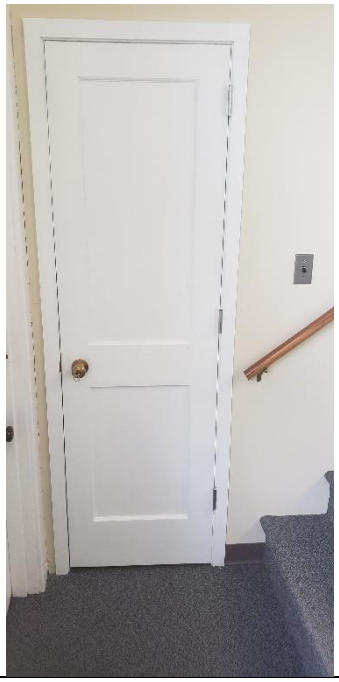
225. Main Entry Door – Panic Hardware

226. Library Entry Door – Panic Hardware

227. Library Emergency Exit – Panic Hardware

228. Office Doors – 1/2 Glass, Panelized

229. Toilet Room Doors Panelized

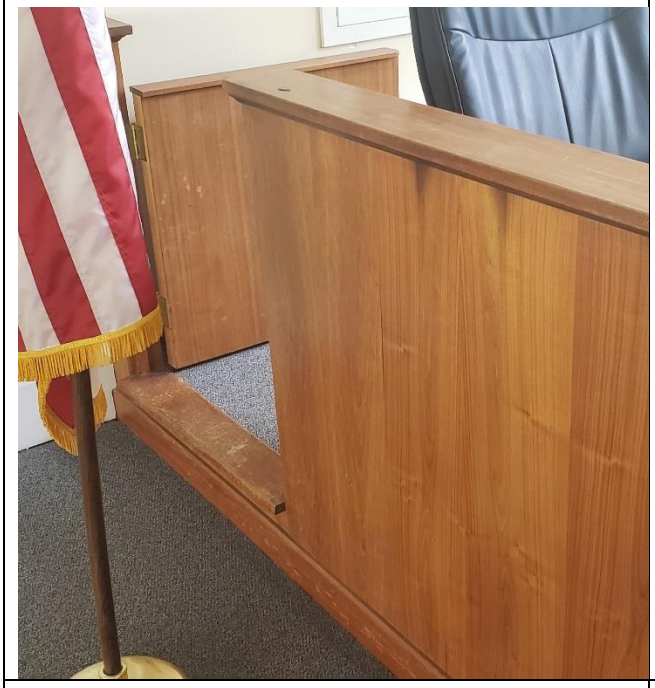


230. Closet Doors - Panelized

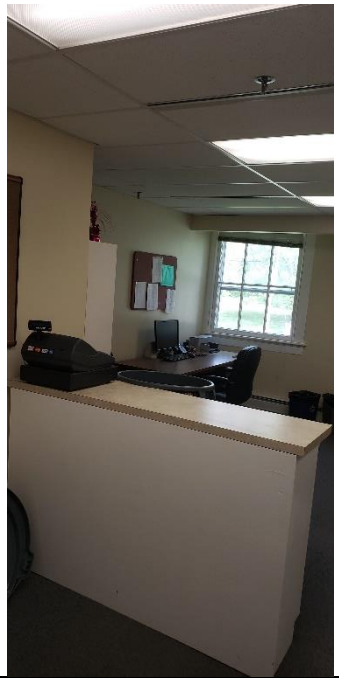
231. IT Closet Door – Louvered, Panelized

232. Municpal Court Room Door – Panic Harware

233. Egress Door – Panic Hardware



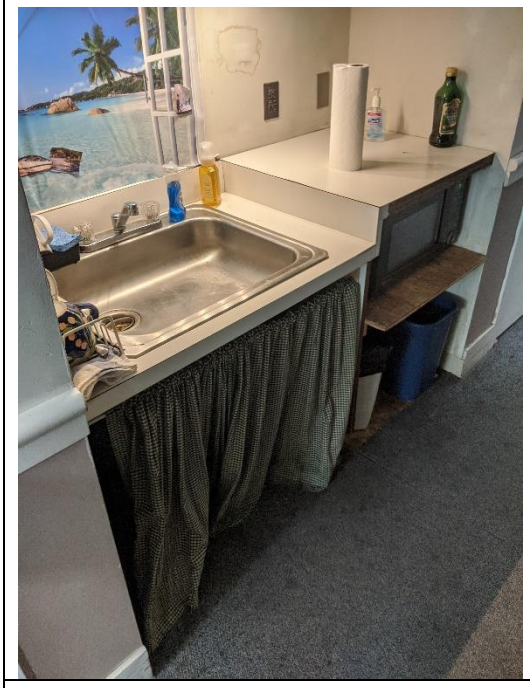
234. Millwork Dais at Municipal Court Room



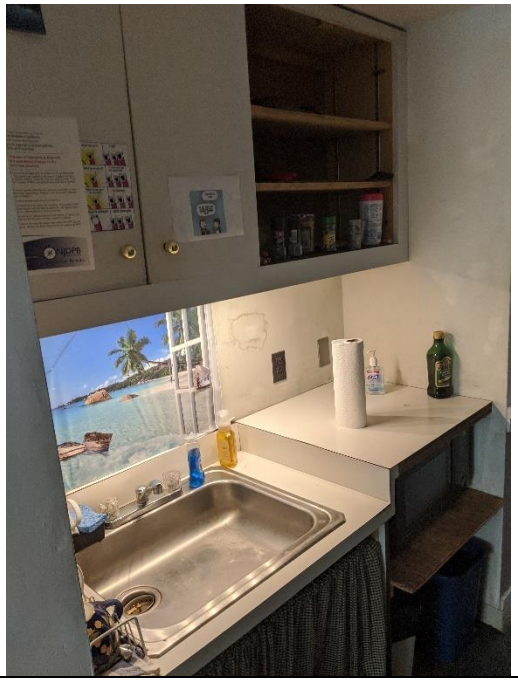
235. Court Clerk's Office Millwork

236. Copy Room Millwork – Second Floor Admin

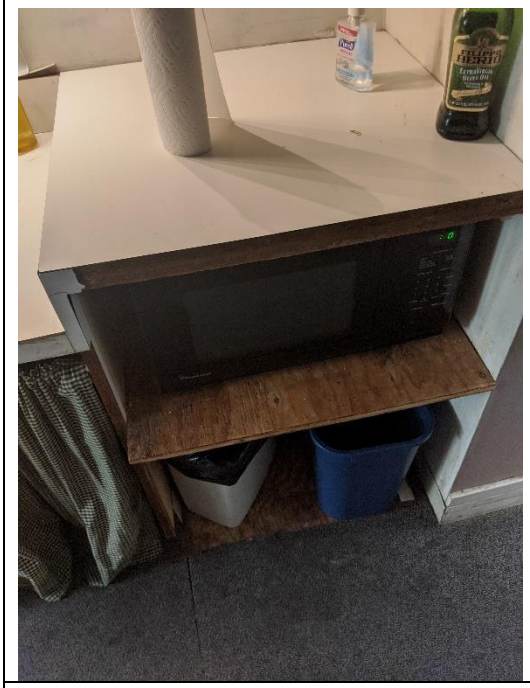
237. Library (Rear Stack) Toilet Room



238. Pantry Millwork

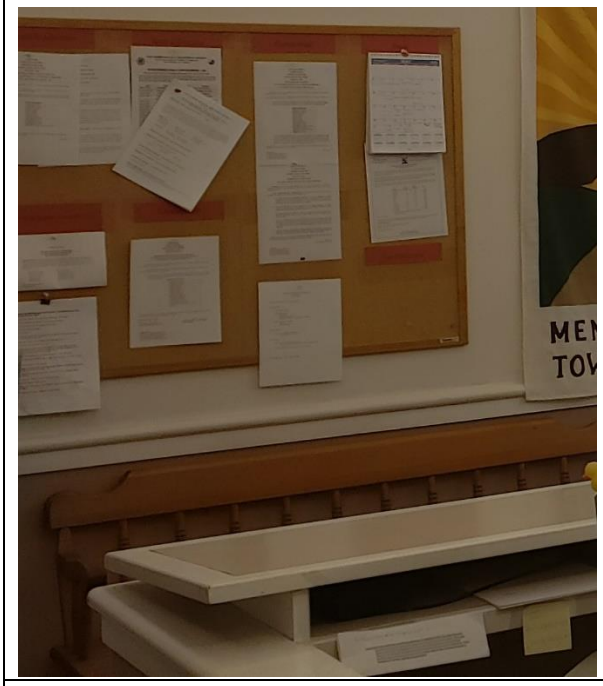


239. Pantry Millwork

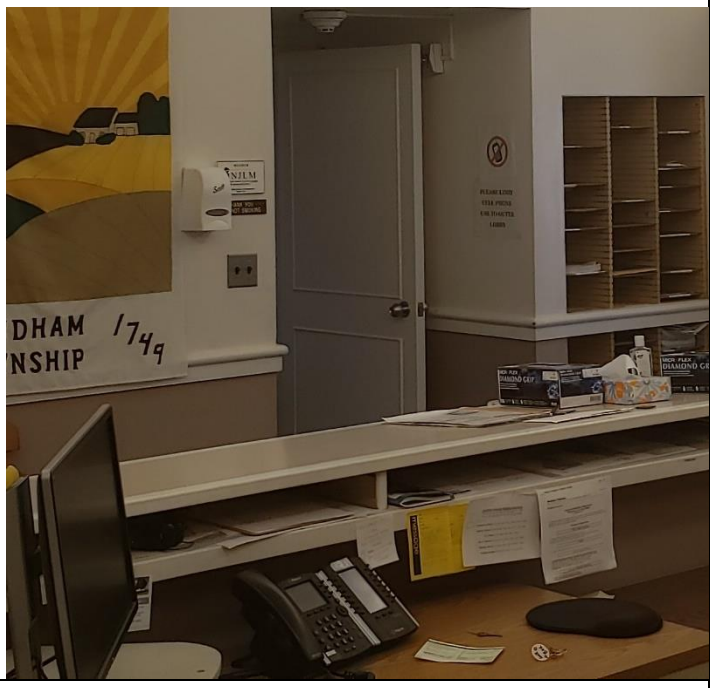


240. Pantry Millwork

241. Finance Pass-Through



242. Administrative Reception Desk

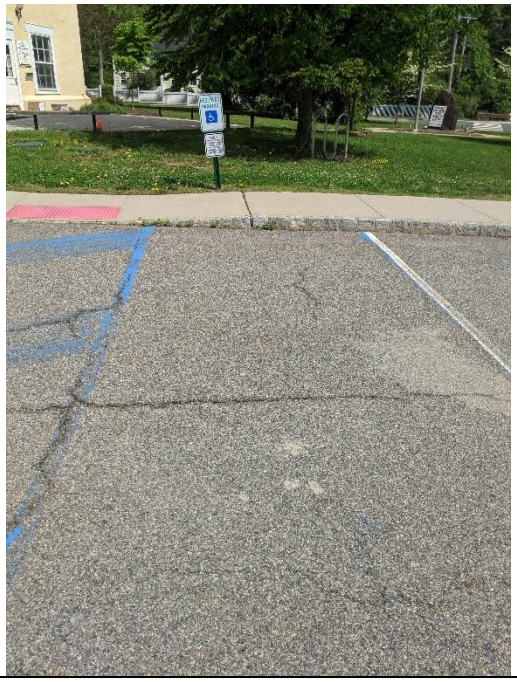


243. Administrative Reception Desk

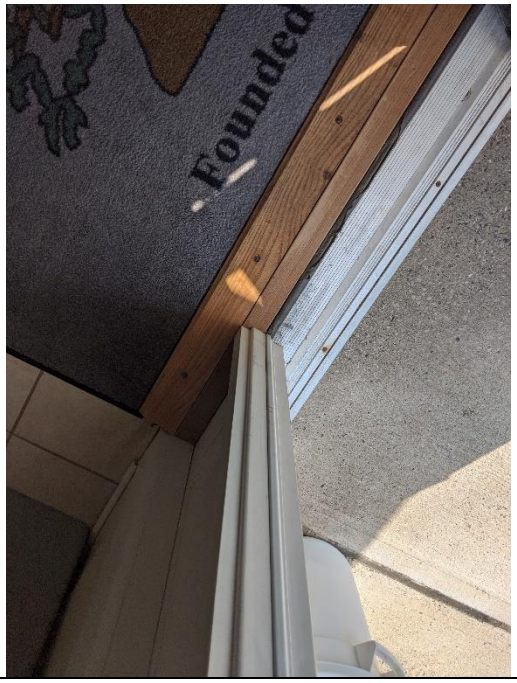
244. ADA Site Approach

245. ADA Site Approach

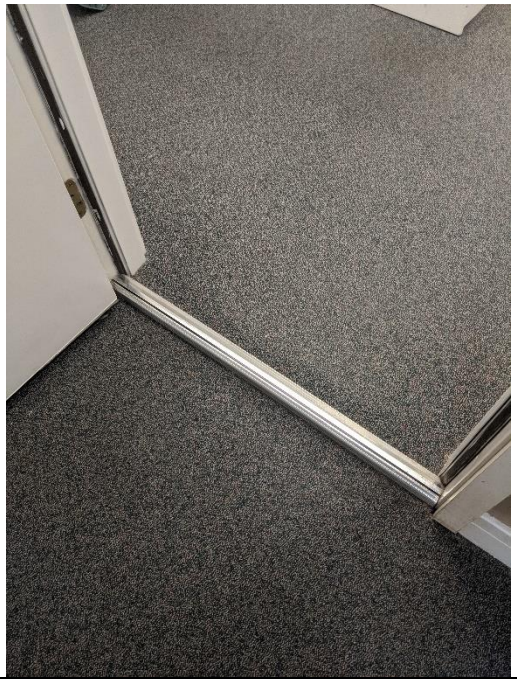
246. ADA Parking Signage



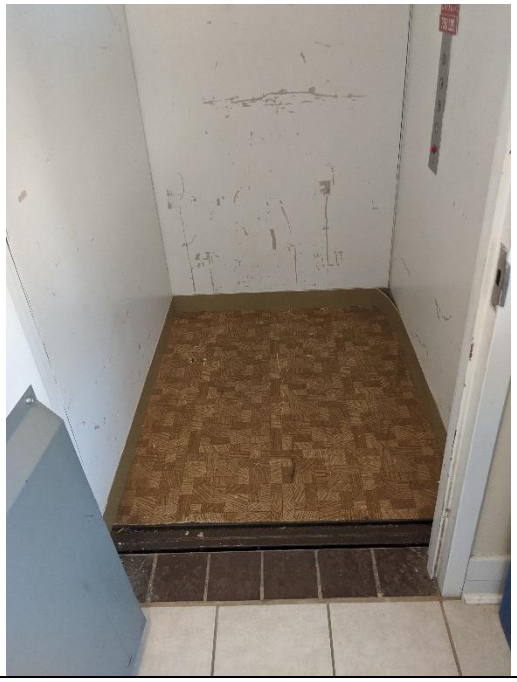
247. ADA Parking Designation - Striping



248. Main Entry Threshold

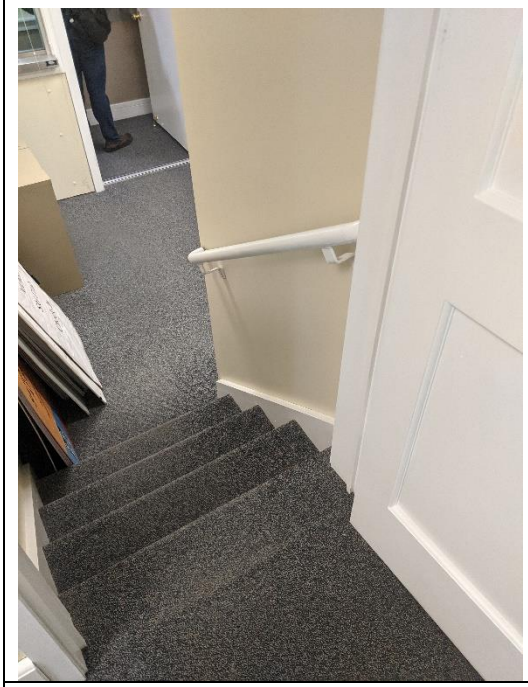


249. Court Clerk's Office Threshold

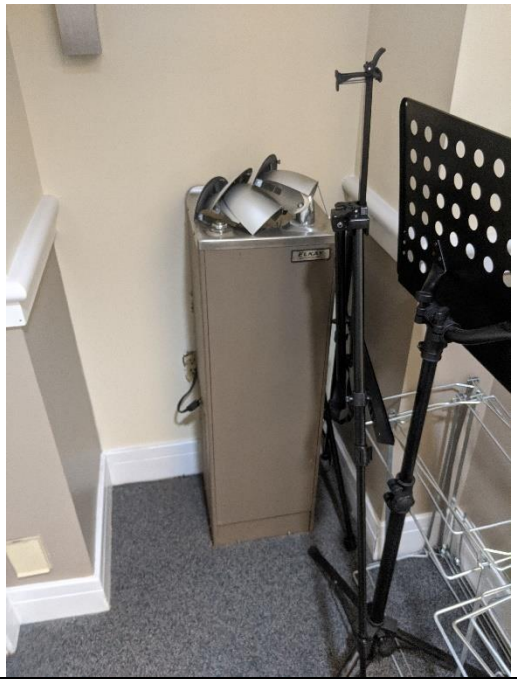


250. Elevator Cab

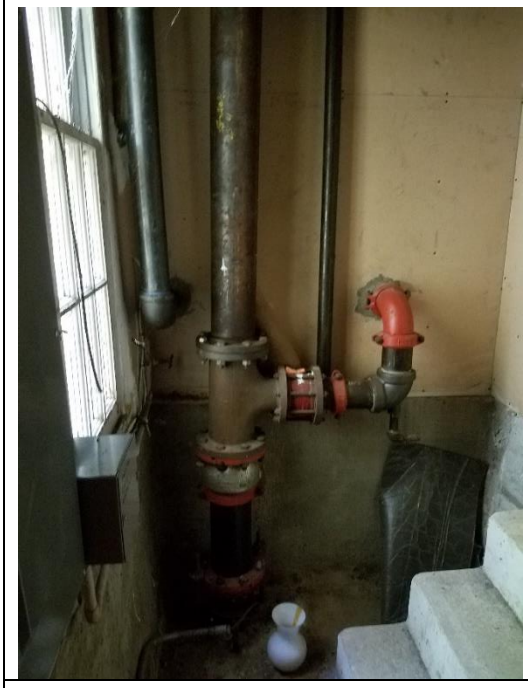
251. Elevator Access



252. Narrow Door to Judge's Office/Conf.



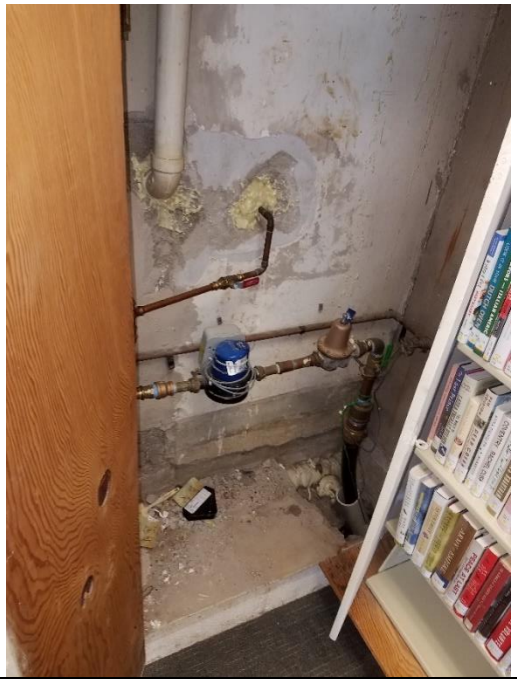
253. Drinking Fountain



254. Incoming Fire Water Service

255. Fire Protection Risers

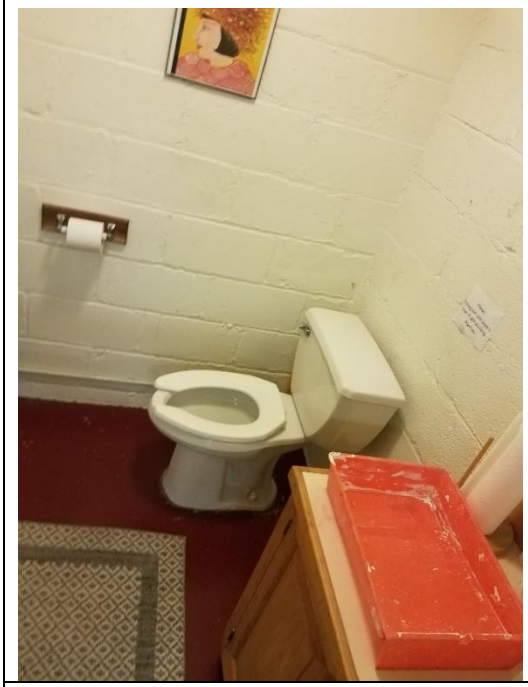
256. Typical Sprinkler Head



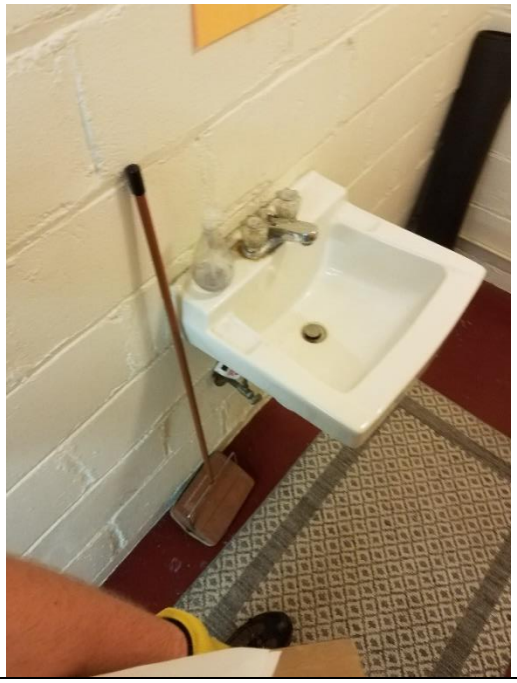
257. Incoming Domestic Water Service

258. Various Sanitary Piping

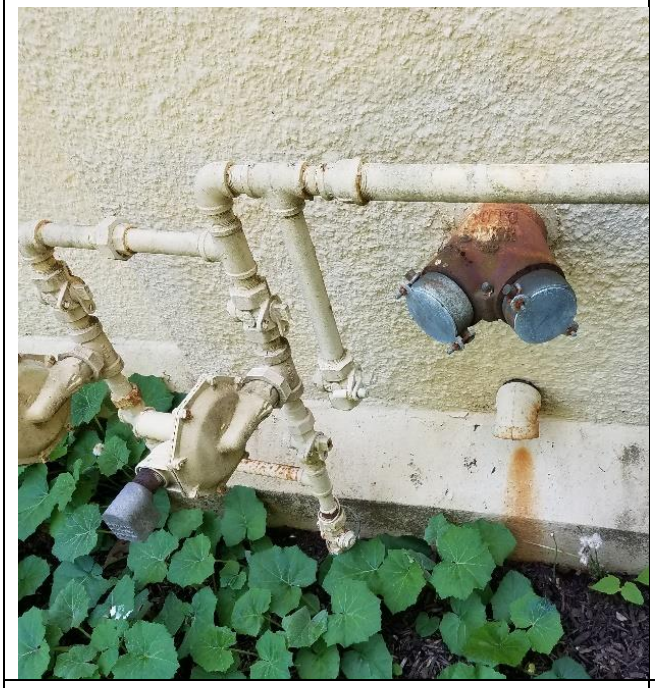
259. Library Toilet Room Fixtures



260. Rear Library Toilet Room

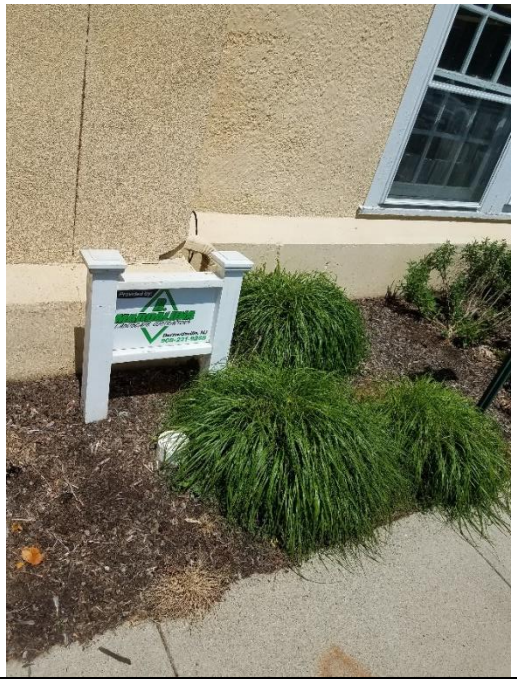


261. Rear Library Toilet Room Lav



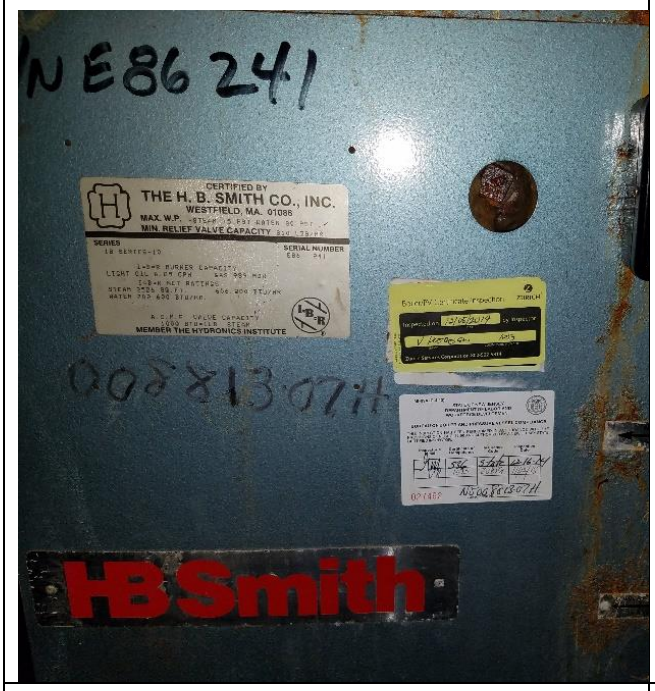
262. Natural Gas Service/Fire Dept. Connection

263. Exterior Clean Outs on East Side of the Building



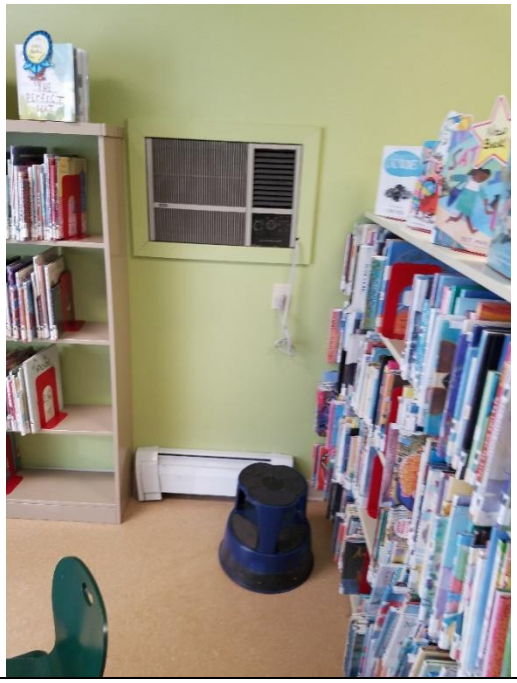
264. Exterior Grade Clean Out

265. Boiler



266. Boiler Nameplate

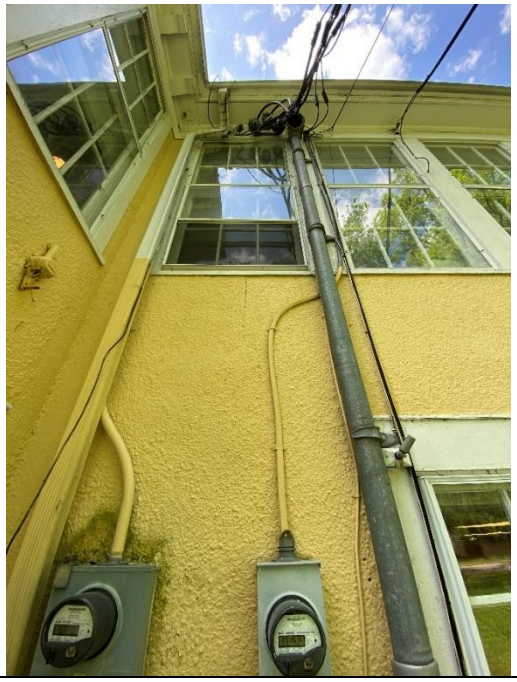
267. Perimeter radiator



268. Through-Wall Air Conditioning Unit

269. Existing VAV Terminal Unit

270. Electrial Service Transformers



271. Weatherheads and Electric Meters

272. Library Panelboard

273. Town Hall Building MDP

274. Typical Lighting in Library

275. Typical Lighting in Library

276. Typical Lighting in Library

277. Municipal Court Lighting

	
278. Fire Alarm Control Panel	