



**CITY OF STANWOOD
CITY COUNCIL
AGENDA STAFF REPORT**

SUBJECT: City Hall/Police Remodel - Update	FOR AGENDA OF: DEPARTMENT OF ORIGIN:
ATTACHMENT(S): A. City hall schematic drawing B. RMC Scope of Work C. Deliverables Update D. Kingworks Police Visit E. AWA Police Report F. Rice Police Report G. Knebel Police Building H. Kingworks City Hall Visit I. AWA City Hall Report J. Rice City Hall Report K. Knebel City Hall Building	DATE SUBMITTED: CLEARANCES: (check box) <input type="checkbox"/> City Attorney _____ <input type="checkbox"/> City Clerk/HR _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Fire _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Police _____ <input type="checkbox"/> Public Works _____ APPROVED FOR SUBMITTAL BY THE CITY ADMINISTRATOR: _____
COST OF PROPOSAL: N/A	AMOUNT BUDGETED: \$40,000 city hall space study \$45,000 city hall retrofit – lights, doors, etc. \$-0- police station

ISSUE

The issue in front of the finance committee is to review the preliminary schematic drawing for the city hall remodel and recommend the city council proceed with design phase (A-2) of the scope of work (Attachment B).

SUMMARY STATEMENT

On May 9, 2013, the city council authorized RMC Architects to proceed with Task A.1 (Investigation Phase) of the scopes of work to design and prepare bid documents for renovations to city hall and the police station.

RMC Architects have completed Task A.1 and are ready to proceed with Task A.2. The hazardous materials, mechanical, structural and electrical reports will be completed by July 31, 2013 and available for the city council's August 8, 2013 meeting.

Pelletier and Schaar have provided a preliminary schematic drawing of the proposed remodel in order to get council feedback before beginning Task A.2.

DISCUSSION

During the 2013 budget process, the city council made a policy decision to renovate the interior of the existing city hall facility rather than relocate city hall or build a new facility.

The city initiated a search for an on-call architectural firm to assist the city with renovating city hall and other architectural needs. The city council approved a contract with RMC Architects not to exceed \$100,000 on March 28, 2013.

City staff met with the consultant on April 17, 2013 to review the contract and discuss the scope of work for the city hall renovation.

There was a discussion of safety improvements and space needs at the police station to address long and short-term issues identified by public safety employees. Adding the police station was prompted by a request from public safety employees to form a work party to replace the entry tile that is lifting, reseal and weather proof the front door, and replace the window blinds and worn carpet.

During the meeting, police department staff raised a number of concerns:

- The front and back office areas of the police station are not well utilized.
- When members of the public enter the building they have line-of-sight to working deputies in the back office.
- Sensitive documents cannot always be safely secured.
- Detainees are walked through the front office past the general public and civil staff to reach the interview room.

The police department requested funding to replace worn fixtures and reconfigure the office to move the detective to the front office and using the existing back office as an interview room. This would also open up the back office for deputies.

Since this is an on-call contract, city staff requested a written scope of work and related information from RMC for the city council to review and approve.

On May 9, 2013, the city council authorized RMC Architects to proceed with Task A.1 (Investigation Phase) of the scopes of work to design and prepare bid documents for renovations to city hall and the police station.

The recommendation is to come back to the city council after the investigation phase with a recommended space layout and cost estimates based on information from Task A.1.

FINANCIAL IMPACT

The city council set aside \$40,000 for a city hall space study and \$45,000 for short-term renovations to city hall in the 2013. The city council did not anticipate renovating the police station during the 2013 budget discussions.

Although the police station renovation wasn't included in the 2013 budget, there are sufficient funds in the Building Improvement budget to award the Investigation Phase.

The city council directed staff to proceed with the Investigation Phase for both city hall and the police station. The Investigation Phase included the following tasks:

- Analyze data provided
- Coordinate scope of engineers and subconsultants
- Hazardous materials and structural assessment report
- Confirm as-built conditions per field visit. Create new CAD baseline, existing conditions plans, section and elevations to describe the building

RMC has prepared a cost estimate to take the project through bidding and construction management. The table below shows the top end of the range provided in the scope of work. The big unknowns are the hazardous materials and structural deficiencies of the buildings. The cost estimates will be refined after each phase.

Phase	Timeline	City Hall	Police Station
Investigation	May-June	\$14,820	\$11,594
Design Phase	July-Sept	\$11,125	\$9,325
Permit and Bid Documents	Oct-Dec 2013	\$18,325	\$12,325
Bidding and Construction	Jan-Dec 2014	\$12,180	\$7,980
Reimbursable Allowance		\$2,000	\$2,000
Total		\$58,540	\$43,224

The cost estimate to complete the investigation phase for both city hall and the police station is \$26,414. The cost estimate to complete Phases 1-3 (Investigation through Bid Documents) for both buildings in 2013 is \$77,514. Total architectural cost estimate for both buildings is \$101,764.

The city council should be aware the total building fund budget is \$100,000. There is \$60,000 earmarked for roof replacements at the city shop, library and police station. The actual cost of the roof replacement is \$136,132.

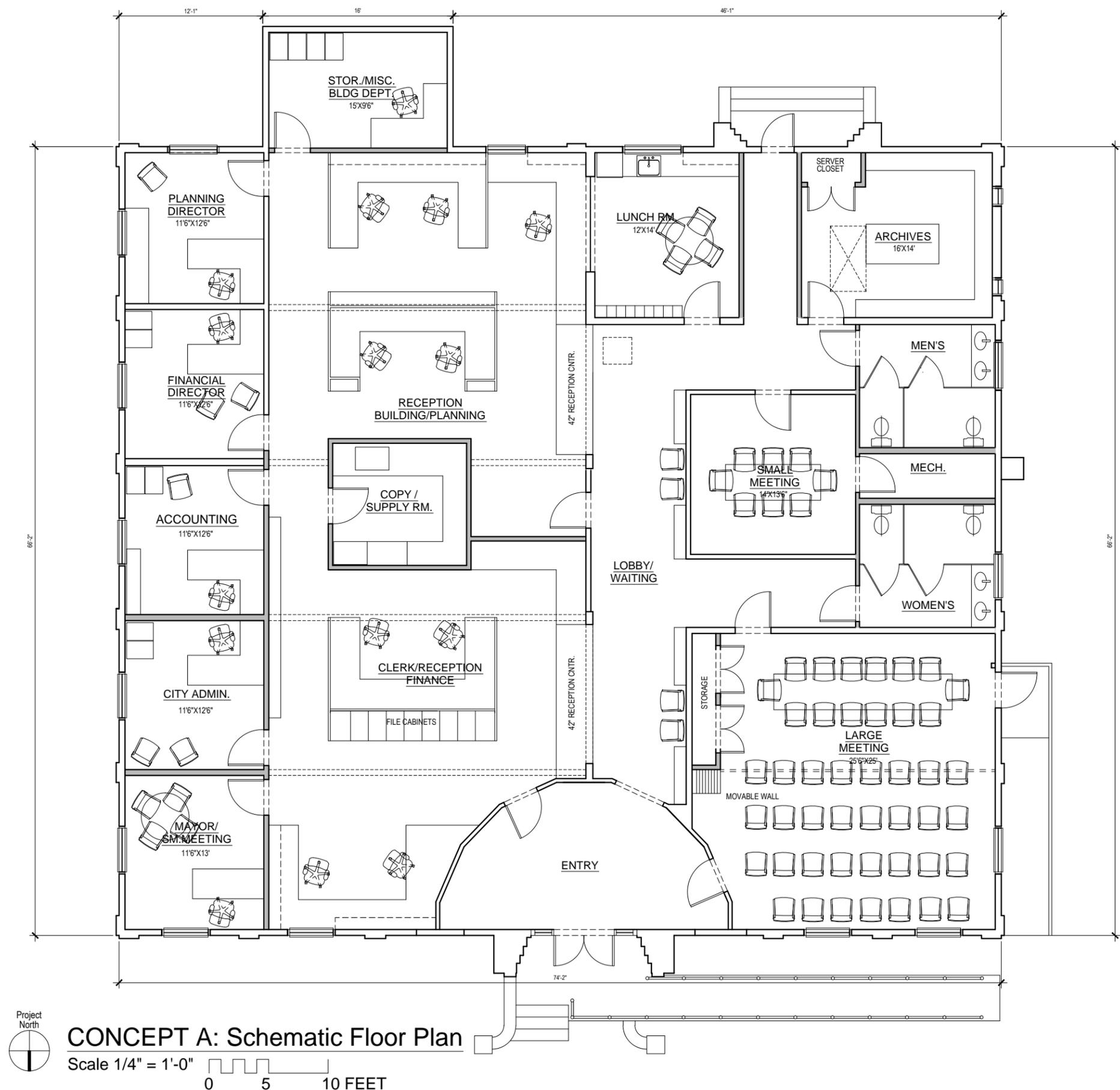
Project	Budget	Actual	Difference
Roof Replacement	\$60,000	\$136,132	\$76,132
City Hall Space Study	\$40,000	\$58,540	\$18,540
City Hall Retrofit	\$45,000		<\$45,000>
Police Station Remodel	\$0	\$43,224	\$43,224
Total	\$145,000	\$237,896	\$92,896

CITY COUNCIL OPTIONS

1. Recommend the city council give RMC notice to proceed with the Design Phase (A.2) for both city hall and the police station.
2. Recommend the city council give RMC notice to proceed with the Design Phase for city hall only.
3. Recommend the city council give RMC notice to proceed for the Design Phase and other phases as the city council directs.
4. Do not recommend the city council give RMC notice to proceed. Remand the issue to the public works subcommittee for review and recommendation to the full city council.

RECOMMENDATION

Review the preliminary schematic drawing for the city hall remodel and recommend the city council proceed with design phase (A-2) of the scope of work (Attachment B).



CONCEPT A: Schematic Floor Plan

Scale 1/4" = 1'-0"
 0 5 10 FEET

WALL LEGEND
 [Solid line] EXISTING WALLS TO REMAIN
 [Dashed line] NEW WALLS (SEE TYPES ON A601)

Exiting Area Summary
 Main Floor City Hall 5,069 S.F.

PELLETIER + SCHAAR
 VISION BASED ARCHITECTURE
 269 11 98TH DR. N.W., SUITE B
 STANWOOD, WA 98292
 360-629-5375

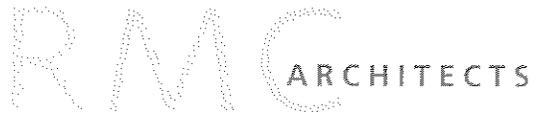
RMC ARCHITECTS
 RMC Architects, PLLC • 1223 Railroad Avenue • Bellingham, WA 98225
 P: 360.676.7733 • F: 360.738.0448 • www.rmcarchitects.com

**ALTERATIONS TO
 STANWOOD CITY HALL**
 Stanwood, Washington 98292

Job No:	Date: 7/10/2013
File No:	
Drawn By:	DRP & CM
Checked By:	
Issued For:	

SCHMATIC FLOOR PLAN

A1A



29 April 2013

Deborah Knight, City Administrator
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292

**RE: Professional Services for Renovations to City Hall
City Hall – 10220 270th Street NW – Stanwood, WA
RMC Proposal #1311.01**

Dear Ms. Knight:

Thank you for the opportunity to provide this proposal for design services on this project.

SCOPE OF WORK

This proposal is based on the walk through of the facility and our previous conversations. We understand the City seeks to assess this single level, non-sprinklered, 1930's wood frame structure for code/life safety deficiencies and to focus on increased interior space efficiencies including layout, finishes, natural daylighting, ADA accessibility and HVAC systems.

Hazardous Material and systematic seismic studies appear not to be available, nor are existing drawings/documents of the existing structure. Projected building area is around 5,700 sf.

COST ESTIMATE

The City has not set a MACC for this project. However, once a delineated assessed value for the structure is finalized, the Team will work forward toward a scope to not exceed 50% of assessed valuation.

PROPOSED SERVICES

Services provided by RMC Architects and Subconsultants and shall consist of the following for each component phase:

A1. Basic Services: Investigation Phase:

- Analyze data provided, summarize and prepare proposal
- Coordinate scope of the Engineers/Subconsultants.
- Have Hazardous Materials and Structural Subconsultants assess major building conditions in a report.
- Confirm as-built conditions per field visit. Create new CAD baseline Existing Conditions Plans, Sections, and Elevations to describe the building.

A2. Design Services:

- Define space needs and relationships and confirm space standards (i.e – office sizes) and furniture reuse vs. new.
- Determine extent of systems furniture.
- Create up to three scenarios for new interior layout, refine the client preferred scheme.
- Create (phased) strategies to correct building system deficiencies.
- Develop a 30% Cost Estimate.

A3. Basic Services: Documentation Phase:

- Provide minimum permit drawing set once the extent of building system repairs and remediation is defined by the A2 Services. Prepare 60% and 90% project cost estimates. This phase will include a short form specifications for City use in Small Works Roster bidding and construction. We will assume the City will prepare DIVISION 1 – GENERAL REQUIREMENTS for Bidding and will facilitate the bid advertising, document/print distribution, and intake of proposals.

A4. Basic Services: Bid/Permit Phase and Construction Administration Services:

- Clarify and amend the documents and respond to Contractor/Subcontractor inquiries during the bid/negotiation phase.
- Review submittals and product samples.
- Attend precon meeting/amend documents.
- Assist in administration of the construction contract.
- Attend on site construction meetings.
- [VERIFY]On site representation for Hazardous Materials Abatement during Contractor Mobilization.
- Prepare Substantial Completion Punch List, Final Completion Site Visit, and project close-out documentation.

PROFESSIONAL FEES

We propose the following breakdown of fees for services as outlined above:

BASIC SERVICE:

- A1. Services for the Investigation Phase will be provided for an hourly fee not to exceed the following. This fee is based on a projection of work requirements as described above.

RMC/Pelletier & Schaar	\$ 3,850 – 4,370
Knebel Company (Haz Mat)	\$ 4,285 – 7,425
Kingworks (Structural)	\$ 825
The Rice Group (Mechanical)	\$ 1,100
AWA Electrical(Electrical)	\$ 1,100
Subtotal	<u>\$11,160 – 14,820</u>

- A2. Services for the Design Phase shall be provided on an hourly basis not to exceed the following.

RMC/Pelletier & Schaar	\$ 4,800
The Rice Group (Mechanical)	\$ 1,375 – 1,925
AWA Electrical(Electrical)	\$ 3,740 – 4,400
Kingworks (Structural)	\$TBD
Knebel Company (Haz Mat)	\$TBD
Subtotal	<u>\$9,915 – 11,125</u>

- A3. Services for the Documentation Phase shall be provided to enable local permitting and bidding. We assume the City will utilize their standard bidding methodology and will assist with this process.

RMC/Pelletier & Schaar	\$12,000
The Rice Group (Mechanical)	\$ 1,375 – 1,925
AWA Electrical(Electrical)	\$ 3,740 – 4,400
Kingworks (Structural)	\$TBD
Knebel Company (Haz Mat)	\$TBD
Subtotal	<u>\$17,115 – 18,325</u>

A4. Services for the Bidding and Construction Phase are projected as follows:

RMC/Pelletier & Schaar	\$ 7,200
The Rice Group (Mechanical)	\$ 1,100 – 1,650
AWA Electrical(Electrical)	\$ 3,330
Kingworks (Structural)	\$TBD
Knebel Company (Haz Mat)	\$TBD
Subtotal	\$11,630 – 12,180
A1 to A4 SUBTOTAL	\$49,820 – 56,450
Reimbursable Allowance (for qualifying mileage, printing, postage and delivery services)	\$ 2,000
TOTAL	\$51,820 – 58,450

RMC BILLING RATES

The hourly fees noted above will be billed at the following 2013 rates.

Principal	\$150
Project Architect	\$ 85-120
Architect I	\$ 75-85
CAD	\$ 65
Administrative	\$ 45

PELLETIER + SCHAAR HOURLY RATES

Principal	\$120
Project Architect	\$100
Designer/CAD	\$ 85

KINGWORKS HOURLY RATES

The hourly fees for engineering above will be billed at the following 2013 rates.

Principal	\$116
Project Manager/Associate	\$106
Sr. Engineer	\$ 94
Staff Engineer	\$ 89
EIT	\$ 84
Technician	\$ 68
Clerical	\$ 41

RICE GROUP BILLING RATES

The hourly fees for engineering above will be billed at the following 2013 rates.

Principal	\$135
Project Manager	\$125
Project Engineer	\$115
Design	\$ 95
Energy Analyst	\$ 95
Drafting	\$ 90
Clerical	\$ 50

AWA ELECTRICAL CONSULTANTS BILLING RATES

The hourly fees for engineering above will be billed at the following 2013 rates.

Sr. Engineer	\$125
Design Engineer	\$110
AutoCAD	\$ 75
Clerical	\$ 55

THE KNEBEL COMPANY BILLING RATES

The hourly fees for engineering above will be billed at the following 2013 rates.

Services	\$ 95 – 100
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REIMBURSABLES

Qualifying expenses include Subconsultants contracted through RMC, postage, printing expenses, delivery services, and mileage beyond a 60 mile radius from the project site. These expenses are passed on to the Client at cost x1.10. Receipts and backup can be provided for all these qualifying reimbursable expenses.

Thank you for giving us the opportunity to work with you. Once the structural and haz mat testing scope of the project is complete it will better define the necessary documentation services and projected scope, which may amend this proposal. Please return one copy of this proposal signed with a City Purchase or Task No., to our offices to initiate services.

Sincerely,



Brad P. Cornwell, AIA

Accepted By

Date

Stanwood City Hall #1311.01	P+S	RMC				Mell	SUBTOTAL
		Brad	P-Arch	CAD			
A1 Invest	1,860 - 2,380	1,500	-	400	90	3,850 - 4,370	
A2 Design	1,440 - 1,920	1,800	990 - 1,470	-	90	4,800	
A3 Documentation	-	2,400	5,400	3,750	450	12,000	
A4 Bid / CA	2,000 - 2,400	1,200 - 1,600	3,330	-	270	- 7,200	
SUBTOTAL						27,850 - 28,370	

From: Jack King <jack@king-works.com>
Subject: RE: City of Stanwood two Projects
Date: April 23, 2013 1:58:38 PM PDT
To: Brad Cornwell <brad@rmcarchitects.com>

1 Attachment, 31 KB

Brad,

I have attached our hourly rates.

As we discussed on the phone today, I am giving you a fee estimate for a site assessment of the two buildings, only, since it is not possible to estimate a scope for further services at this point. The site assessment for each building would include a site visit, narrative, and sketches identifying structural systems and general conditions to the extent possible without removing finishes.

The fee for these services is estimated to be \$750 per building for a total of \$1500 (including travel expenses).

Thanks for considering us for this project.

--
John R (Jack) King, PE, SE
Kingworks Consulting Engineers, PLLC
P/F: 360.714.8260 (ext. 3)
www.king-works.com

BASE \$
 $750 \times 1.10 = 825$

Confidentiality Notice: This message is confidential and intended solely for use of the individual or entity to whom it is addressed. If you are not the person for whom this message is intended, please delete it and notify the sender immediately. Please do not copy or send this message to anyone else.

From: Brad Cornwell [mailto:brad@rmcarchitects.com]
Sent: Monday, April 22, 2013 12:25 PM
To: Jack King
Subject: Fwd: City of Stanwood two Projects

Jack: can you assist? Brad

The City has asked RMC to prepare two proposals for *interior renovations* at **two** different City facilities:

The single story 1930's **City Hall @ 10220 270th Street NW**

and

the late 1940's (former Bank) **Police Station @ 8727 271st Street.**

Attached is a 2009 SSL assessment report which covered some short term and other facility recommendations, and briefly describes the facilities and has some images of each. At the time of this report, the political focus was to abandon the current City Hall. *That has changed to keeping that facility in use.* RMC will deliver backgrounds of the existing plans and limited building sections and elevations for your use. Specific building systems will

FEE SCHEDULE

Services performed by Kingworks Consulting Engineers, PLLC ("KW") on the basis of hourly rates will be charged at the following rates:

<i>CLASSIFICATION</i>	<i>HOURLY RATE</i>
Principal	\$116.00
Project Manager / Associate	106.00
Senior Engineer	94.00
Staff Engineer	89.00
EIT	84.00
Technician	68.00
Clerical	41.00

The rates may be changed annually in accordance with KW's normal review practices.

Reimbursable Expenses are in addition to compensation for Basic Services and Extra Services and include expenses incurred by KW directly related to the PROJECT, including the following:

- 1 Outside consultant or testing services will be charged at cost plus 10%
- 2 51.0 cents per mile will be charged for use of KW or KW personnel's privately-owned vehicles used to travel on PROJECT related business.
- 3 Actual travel and subsistence expenses incurred by KW personnel when away from the home office performing services related to the PROJECT will be charged at cost.
- 4 The actual expense of outsourced printing and reproduction of drawings and other documents (not for KW's internal use) will be charged at cost.
- 5 5 cents will be charged per page for letter size documents and 40 cents per square foot will be charged for large format documents printed or reproduced in house (not for KW's internal use).
- 6 Delivery expenses, such as express shipment, messenger charges and postage will be charged at cost.
- 7 Other similar PROJECT-related expenses.

Reimbursable Expenses will be billed monthly. Except as specifically stated above, Reimbursable expenses will be charged at cost.

From: duanelew@aol.com
Subject: Fwd: City of Stanwood two Projects
Date: April 24, 2013 4:33:03 PM PDT
To: brad@rmcarchitects.com
Cc: dlewellen@ricegroup.com

1 Attachment, 28 KB

Brad,
Attached is our current rate schedule.

Regarding fees I would budget \$1,000/each for assessment and recommendations. Design fees at approximately \$2500-\$3500/each. CA fees at min. \$1,000/each (one site visit and shop drawing review) or \$1,500 for two site visits. Perhaps the best way to handle CA is on a T&M basis not to exceed amount.

I will be back in the office on Friday if you want to discuss.

Duane Lewellen
RICE Group, Inc.

-----Original Message-----

From: Duane Lewellen <dlewellen@ricegroup.com>
To: Duane Lewellen <duanelew@aol.com>
Sent: Mon, Apr 22, 2013 12:28 pm
Subject: FW: City of Stanwood two Projects

Duane J. Lewellen
Vice President
RICE Group, Inc.
425-774-3829
www.ricegroup.com

	WITH PASS THRU M/U x1.10
ASSESSMENT	\$ 1100
DESIGN	\$ 2750-3850
CA	\$ 1100-1650
ST	\$ 4950-6600

From: Brad Cornwell [mailto:brad@rmcarchitects.com]
Sent: Monday, April 22, 2013 12:22 PM
To: Duane J. Lewellen
Subject: City of Stanwood two Projects

The City has asked RMC to prepare two proposals for *interior renovations* at **two** different City facilities:

The single story 1930's **City Hall @** 10220 270th Street NW

and

the late 1940's (former Bank) **Police Station @** 8727 271st Street.

Attached is a 2009 SSL assessment report which covered some short term and other facility recommendations, and briefly describes the facilities and has some images of each. At the time of this report, the political focus was to abandon the current City Hall. *That has changed to keeping that facility in use.* RMC will deliver backgrounds of the existing plans and limited building sections and elevations for your use. Specific building systems will however need to be verified by your firm. The City

RICE Group, Inc.

Consulting Engineers

RICE Group, Inc. - 2013 HOURLY FEE SCHEDULE

Professional services are generally provided on a fixed fee or on an hourly basis with a "not to exceed" amount. A statement of services is prepared monthly and the fee is due and payable upon receipt. The fixed fee is generally negotiated.

Hourly rates are as follows:

Principal-in-Charge	\$135.00 / hr
Project Manager.....	\$125.00 / hr
Project Engineer.....	\$115.00 / hr
Designer.....	\$ 95.00 / hr
Energy Analyst.....	\$ 95.00 / hr
Drafter.....	\$ 90.00 / hr
Administrative Support.....	\$ 50.00 / hr

Reimbursable expenses shall include, but not necessarily be limited to the following: Printing of drawings and specifications other than those used for coordination purposes, Courier, Mileage at \$.565 per mile, meals, lodging, car rental, parking, and air fare. These expenses shall be billed at cost plus 15%.

Past due accounts are subject to a monthly service charge (of 1.5% per month) to begin one month after due date.



**ELECTRICAL
CONSULTANTS,
INC.**

19015 - 36th AVENUE WEST, SUITE E • LYNNWOOD, WA 98036 • P: (425) 775-1799 • F: (425) 774-9870

April 24, 2013

RMC Architects
1223 Railroad Avenue
Bellingham, WA 98225

Attention: Brad Cornwell
Subject: **Stanwood City Hall – Building Upgrades**

Dear Brad,

This is regarding the Request for Proposal for the above subject project for review and participation. We appreciate the opportunity to be considered as a part of this project.

Project Information:

	<u>BASE</u>	<u>WITH M/W</u>
1. ASSESSMENT PHASE	\$1,000.00	1100
a. Site visit to evaluate existing electrical system conditions – combined with Police Station		
b. Assessment report & preliminary cost estimate (per sq. ft. basis)		
2. DESIGN PHASE		
a. Lighting upgrade – Fixture layout, specifications, energy code compliance, controls	\$3,000.00	7480- 8800
b. Fire alarm system – Performance specification	\$600.00	
c. HVAC/Plumbing connections – Feeders, connections to new systems	\$1,000.00	
d. Electrical service upgrade – If required to accommodate new HVAC, or condition	\$1,200.00	
e. Telcom equipment separation from power equipment – provide new location	\$1,000.00	
f. Security system design – Layout and specifications	\$1,200.00	
3. CONSTRUCTION ADMINISTRATION		
a. Submittal/shop drawing review, RFI's, ASI's	\$1,900.00	3330
b. Site visit and report (ea. visit)	\$625.00	
c. Review close-out documentation, as-builts	\$500.00	

ST | 11,910 - 13,230

Exclusions:

The following are items not included in the scope of work, but can be added on an hourly basis or as otherwise directed by your firm:

- Lighting photometric calculations
- Reimbursable Expenses – travel, delivery, printing - est. \$200
- Formal value engineering or alternate designs related to cost savings
- 30-day metering of existing panels (if needed to determine existing capacity) – est. \$900 per location

Hourly Rate Schedule

Senior Engineer	\$125.00/hr
Design Engineer	\$110.00/hr
AutoCAD	\$75.00/hr
Clerical	\$55.00/hr

THE KNEBEL COMPANY, INC.
 9122 169th AVENUE NORTHEAST
 GRANITE FALLS, WASHINGTON 98252
 PHONE (360) 691-5910

April 25th, 2013

Brad Cornwell
 RMC ARCHITECTS
 1223 Railroad Avenue
 Bellingham, WA 98225

Re: City of Stanwood, **City Hall**
 Proposal for Asbestos and Lead Inspection, Design, and Onsite Services

Dear Mr. Cornwell,

The Knebel Company, Inc. is submitting the following proposal for the due diligence inspection, design, and abatement oversight, for asbestos, lead, and PCB containing materials affecting the renovation of the Stanwood City Hall. It is our understanding that the building is to be renovated to correct certain deficiencies caused by water intrusion, and age.

- The inspection of project consists of bulk sample collection and analysis, incorporation of existing report data, and a due diligence inspection report.
- The design of the project consists of coordination with the design team to determine the locations and quantities of asbestos, lead, and PCB materials affected by the renovation, and the design of abatement scope of work and acceptable abatement work practices.
- Project oversight/management by an abatement consultant during the abatement project is not a regulatory requirement, however; the services listed below limit building Owners' liability by ensuring that all regulatory rules are adhered to and that the project is performed in a safely and timely manner.

The project oversight consists of daily on-site observation, PCM, and lead air sample collection during abatement contractor activity, and contractor regulatory compliance. Daily reports will include PCM sample data, sampling locations, and an observation log of pertinent Contractor activity. Copies of pertinent project information will be compiled into a closeout report upon completion of the project.

City Hall

Inspection:

					Lower	Upper
AHERA Inspector –site inspection	16 - 32 hours	@	\$95.00	per hour	\$1,520.00	\$3,040.00
Previous report review	1-2 hours	@	\$95.00	per hour	\$95.00	\$190.00
Report generation	8-16 hours	@	\$95.00	per hour	\$760.00	\$1,520.00
Asbestos Sample Analysis	25-40	@	\$30.00	each	\$1,000.00	\$1,200.00
TCLP lead (for waste designation)	1 to 2	@	\$100.00	each	\$100.00	\$200.00
Total Lead Sample Analysis	14-20	@	\$30.00	each	\$420.00	\$600.00

Cost Range for Inspection

\$3,895.00 \$6,750.00

MN(x1.10) 4285 7425

Design:

Scope of work and coordination	24 - 40 hours	@	\$95.00	per hour	\$2,280.00	\$3,800.00
Meetings and walkthrough	8-16 hours	@	\$95.00	per hour	\$760.00	\$1,520.00

Cost Range for Design

\$3,040.00 \$5,320.00

MN(x1.10) 3344 5852

On-site observation and air monitoring

Submittal Review	0-8 hours	@	\$95.00	per hour	\$0.00	\$760.00
Mobilization and Preabatement sampling	0-8 hours	@	\$95.00	per hour	\$0.00	\$760.00
On-site (for abatement contractor activity only)	0-60 hours	@	\$95.00	per hour		\$5,700.00
Closeout submittal review and reports	0-8 hours	@	\$95.00	per hour	\$0.00	\$760.00
Cost Range On-Site Observation					\$0.00	\$7,980.00
					<i>W/MI:</i>	<i>8778</i>

Cost includes per diem and/or mileage.

If you need any additional information, please contact us. We are looking forward to working with you on this project.

Sincerely,


Sara Knebel
(President)

DATE: July 15, 2013

TO: Deborah Knight, City Administrator

FROM: Brad Cornwell

CC: David Pelletier, P+S
Jack King, Kingworks
Chris Wright, Rice

Sara Knebel, Knebel Co.
Brad Adcock, AWA

**RE: Investigation Phase Services Update
RMC #1311.01 – City Hall Renovations
RMC #1311.05 – Police Station Renovations**

Per your request, I have verified and am summarizing our contractual deliverables for Investigation Service Phases A1.

A. City Hall Site – A1 Services (#1311.01)	
<ul style="list-style-type: none"> Field measure site and record/photograph existing conditions. Create new CAD baseline drawings of structure (plans, building section, exterior elevations) Facilitate Engineers access to the site Engineers assess major building systems/conditions in a brief memo/report. Review programming assumptions Research valuation to improvement capacity for clarity at project start of regarding full 'code' generated building upgrades. 	<p>Done Done</p> <p>Done Done</p> <p>Done Done</p>
B. Police Station (#1311.05)	
<ul style="list-style-type: none"> Field measure site and record/photograph existing conditions. Create new CAD baseline drawings of structure (plans, building section, exterior elevations). Facilitate Engineers access to the site. Engineers assess major building systems/conditions in a brief memo/report. Meet with Police Staff to understand their programming needs and previously generated improvement request. Contact WH Engineering for copies of (outside of this scope) roofing repairs. 	<p>Done Done</p> <p>Done Done</p> <p>Done</p> <p>Done</p>

I have attached electronic copies of all these new generated Building Document “plans” and accompanying Engineering Reports for your records. We will await your approval to proceed further with the projected A2-Design Phase Services.

End.

7/15/2013

Project: RMC - Stanwood City Hall / Police Station 13058
To: Brad Cornwell
RMC
sent via email
CC:
Re: Stanwood Pollice Station Building Site Observation

Site Observation: 2 PM to 3 PM on 5/29/13

Also Present: Representatives for Stanwood, RMC, Rice Group, and AWA Electrical Consultants

We became generally familiar with the structure. Observations were made on the main and upper floors, and on the roof. We also looked down an access hatch into the crawl space where standing water was present.

The building is a mid 1900's masonry and concrete structure utilizing wood framing for the upper floor and roof structures. The main floor appears to be a structural concrete slab. The wood framed roof was covered with mechanical equipment and duct work. It has areas that do not slope to drains, so standing water is present.

The existing building construction would not meet modern code requirements for seismic/wind lateral loads, extensive modifications including adding a shear force resisting element on the wall facing the street, reinforcing the diaphragm, and improving the connection of the structural elements (especially the wood floor and roof elements to the exterior walls) would be necessary if the planned remodel triggers bringing the building up to code. There may be voluntary seismic improvements that can be performed in areas where finishes are removed during an interior remodel. Improving the attachment of the walls to the roof and upper floor would be strongly recommended.

The observed wood framing appears to be in good condition, but it is anticipated that there may be areas of rot or insect damage, uncovered during remodel activities. Some repairs should be anticipated.

From: John R. (Jack) King, PE SE
Principal



CITY OF STANWOOD POLICE STATION ELECTRICAL FIELD REPORT

Date: May 29, 2013

Time: 2:00pm

By: Brad Adcock, P.E.
AWA Electrical Consultants, Inc.

Observations

1. The **interior lighting** consists of mainly 2'x4' recessed fluorescent linear fixtures (T12 lamps) in the main office area and surface 4'-0" fluorescent types in other areas. They are old, in fair/poor condition.
Recommendation: Lighting fixture replacement.
2. The **exterior lighting** consists of recessed downlights at the main entrance canopy. Considering the building is bordered by two main streets, and parking lot in the back, the associated ambient lighting provided by street lighting appears to be adequate
Recommendation: Replace front entry area lighting
3. The **electrical distribution** consists of a 600 Amp, 208/120V, 3ph, 4W service panelboard in the mechanical room. There is one available service disconnecting means "Space" to allow a future circuit breaker. The panel is in fair condition and has adequate capacity for the building needs. Branch panels are of similar age, but have limited capacity for brach circuits (minimal spaces/spares). Significant (HVAC) upgrades may trigger a service replacement.
Recommendation: None
4. The **emergency system** consists of a 100 Amp manual transfer switch and receptacle on the building exterior for a portable generator. The panel serves basic building system needs like lighting and receptacles but does back-up HVAC. A building-wide permanent generator and automatic transfer switch (ATS) might be a long-term goal, considering the facility usage.
Recommendation: Long Term – Permanent building wide generator and ATS.
5. The building does not appear to have a **fire alarm system**, other than a few 120V residential type smoke detectors. It does not have visual annunciation.
Recommendation: New code-compliant fire alarm system and monitoring
6. Various electric **emergency lighting** units are located in the building, but there does appear to be a deficiency of devices.
Recommendation: Provide additional exit/egress lighting.
7. There are a few existing recessed floor mounted receptacle/data outlets in the open office area that are damaged, and a trip hazard.
Recommendation: Provide new branch circuiting and outlets in open office area.

***STANWOOD POLICE DEPARTMENT BUILDING
8727 271st Street NW
STANWOOD, WA
MECHANICAL SYSTEM ASSEMENTS***

JUNE 15, 2013

DRAFT

PREPARED BY

***CHRISTOPHER T. WRIGHT, P.E.
PRINCIPAL
RICE GROUP, INC.***

As President of RICE Group, Inc., Consulting Mechanical Engineers, Mr. Wright draws upon twenty years experience which includes a wide variety of HVAC, plumbing and fire protection system projects. His experience includes new construction and retrofit of commercial office buildings, medical facilities, multi-family projects and manufacturing plants. He has been responsible for many existing HVAC investigations including indoor air quality issues, feasibility studies, energy studies, and life-cycle cost analysis. Mr. Wright is licensed as a Professional Engineer in California, Washington, Nevada and numerous other states.

Description

The Stanwood City Hall is a 4,900 SF building including a 1,400 SF mezzanine. It is a 1960's vintage store front retail type building. Previously it was used as a bank and in fact the vault is still located inside.. The building now is used for general office purposes for the City of Stanwood's Police Department. Located adjacent to the building is another store front building called the Annex. Though not the subject of this report there is some shared equipment that will be examined.



**Stanwood Police Department Building
Stanwood, WA**

Objective:

The objective of this report is to examine the mechanical systems determine the remaining life and provide a list of deficiencies and potential upgrades (if desired by the owner)

Description of Mechanical System

Heating and Ventilation System

The main ground level is heated and cooled by a gas fired air conditioner (Rheem RKKA A072CL13E 6 ton AC, 109,000 btu/hr gas heat) located on the roof of the building. The mezzanine is heated and cooled by a split system heat pump (HP8 413 1FFL). Both the

roof top air conditioner and the split system heat pump are old and have already exceeded their expected life. The Roof Top Air Conditioner is ducted to the first floor by exposed ductwork on the roof. With a re-roof imminent, it makes sense to relocate all the ductwork inside of the building rather than on the roof.

The Annex appears to be heated by a small electric boiler (General Machine EB3C12). This boiler has been disabled since it was leaking water and the cost of the water/sewer bills was high. We would recommend the installation of a Packaged Heat Pump for cooling and heating the Annex.



Roof Top AC and Ductwork



Mezzanine Heat Pump



Annex Boiler

Plumbing System.

The plumbing system is simply old. All of the plumbing fixtures are out of date.

The Drainage, Waste and Vent (DWV) system is cast iron and probably in good condition (though no samples were available to verify).

The hot and cold water system piping was not observed so we cannot determine its adequacy.

The hot water heater is an electric 40 gallon storage type heater and is located in the back room. It was covered with aftermarket insulation and we could not determine the age..



Plumbing Fixtures



Water Heater

Fire Sprinkler System

The building is not sprinkled.

Deficiencies

- 1) The entire HVAC System for the main level and Annex are old and or broken. Both the boiler and Packaged Roof Top Unit have exceeded their useful life. New ductwork would be required for the Annex and the 1st floor of the Police Station..
- 3) The plumbing fixtures are out of date. Without the detailed information on the adequacy of the piping we would recommend replacement of the piping to be on the safe side.
- 4) Though not technically a deficiency, there is no sprinkler system. These are relatively inexpensive and have an excellent track record in saving property and life.

Recommended Upgrades

1) Replace Rooftop AC and Ductwork for Police Station	\$30,000
2) Add Rooftop AC and Ductwor for Annex	\$25,000 (excludes electrical)
3) Replace all plumbing	\$25,000 Total
4) Provide Sprinkler Coverage	\$40,000 (includes upgrade from street)

Remaining Equipment Life and Replacement Cost

Below is a table of mechanical equipment life is when about when the 10% of similar equipment will start to fail. Thus, actual equipment may last substantially longer.

Remaining Equipment Life Effective June 2013

# of Units	Equipment	Life yrs	Remaining Life	Replacement Cost
1	Water Heater	15	?	\$2,500
1	Roof Top AC	15	0	\$9000 ea
2	Exhaust fans	10	2	\$400 ea
3	Paddle Fans	15	10	\$500 ea
1	Boiler and Pump	30	0	\$15,000

**Inspection for the Presence of
Asbestos Containing Building Materials,
Lead in Paint, and PCB Light Ballast**

June 7, 2013

**Stanwood Police Department
Located at
8727 271 NW Street
Stanwood, Washington**

**This inspection report must be on-site during all phases of
abatement/renovation of the structure.**

**The Knebel Company, Inc.
9122 169th Avenue NE
Granite Falls, WA 98252
(360) 691-5910**

**8727 271 NW Street
Stanwood, Washington**

INTRODUCTION

A non-destructive inspection for the presence of asbestos containing building materials, lead in paint, and PCB light ballast was conducted on June 7, 2013, in the occupied Stanwood Police Department located at 8727 271st NW Street in Stanwood, WA. This inspection is to identify asbestos containing materials that will affect the proposed renovation of the structure. Brad Cornwell from RMC Architects, requested the inspection. Sara Knebel & Dan Shelly, AHERA certified building inspectors from The Knebel Company, Inc. conducted the inspection. Samples were analyzed by NVL Laboratories, Inc., which is a NVLAP certified laboratory. The following report contains material descriptions, sample locations, assessment of asbestos containing building materials, laboratory results and accreditation, and inspector certification.

AHERA Building Inspector: Sara Knebel
Inspector Number: 140796
Expiration Date: February 27, 2014

Signature_____

AHERA Building Inspector: Dan Shelly
Inspector Number: 141544
Expiration Date: May 1, 2014

Signature_____

LIMITATIONS OF SURVEY

The sole purpose of this inspection report is to document the asbestos containing materials and lead in paint discovered during the inspection and sampling of suspect materials by The Knebel Company, in the Stanwood Police Department located at 8727 271 NW Street in Stanwood, WA.

In strict accordance with NESHAPS regulations, this site visit consisted of a thorough visual walk through of the Stanwood Police Department Building for the purpose of viewing and sampling potential asbestos containing materials. As inspections are non-comprehensive by nature, The Knebel Company, Inc. cannot be held liable for materials which require destructive means to access, materials which are hidden from sight (e.g. materials hidden behind walls), materials which cannot be found due to their obscure nature, or which otherwise cannot be discovered with reasonable diligence.

Due to electrical shock hazard, none of the wiring was sampled. Below grade areas are flooded and could not be physically accessed.

All sample analysis reported here-in were analyzed using analysis method specified in Appendix E, subpart E, 40 CFR part 763, section 1, Polarized Light Microscopy.

“Friable asbestos material means any material containing more than 1 percent asbestos as determined using the method specified in Appendix E, subpart E, 40 CFR part 763, section 1, Polarized Light Microscopy, that, when dry, can be crumbled, pulverized, or reduced to powder by hand pressure.

This survey does not include documentation for other hazardous materials that may exist on site, including: lead, soil contamination due to underground storage tanks, etc.

ASBESTOS SUMMARY with RECOMMENDATIONS
(Recommendation comments are not to be used as contract document directives.)

8727 271 NW Street Stanwood, Washington

This is a two story concrete building constructed in the 1940's, on a concrete foundation. There is a crawl space under the building accessed through the mechanical room, on the first floor. Piping appeared to be wrapped with fiberglass insulation. It has a flat 2-level roof covered with tar roofing. The building is heated by an HVAC unit located in the storage room on the second floor.

ASBESTOS:

(Homogenous Material # 14) **Gray brittle interior glazing compound** was discovered and sampled from the interior of the mechanical room windows on the north side of the room. **This material was found to contain 3% chrysotile asbestos.** *Linear footage is a total of Homogenous Materials # 14 & 25.*

MATERIAL	AREAS	AMOUNT	ASSESSMENT	DAMAGE
Gray brittle glazing compound	Rooms 6A, 7, 9, 10, 11, 12, 13, 14, & 15	linear feet	Non-friable	minimal

(Homogenous Material # 24) **Black torched down roofing over Styrofoam insulation over brown insulation over tar and paper** was discovered on the upper and lower roofs. **This material was found to contain 23% chrysotile asbestos.**

MATERIAL	AREAS	AMOUNT	ASSESSMENT	DAMAGE
Black torched down roofing over Styrofoam insulation over brown insulation over tar and paper.	Upper & lower flat roofs	3700 square feet	Non-friable	minimal

(Homogenous Material # 25) **Exterior gray window glazing compound** was discovered and sampled from the exterior windows, of meeting room # 11, south windows. **This material was found to contain 3% chrysotile asbestos.** *Linear footage is a total of Homogenous Materials # 14 & 25.*

MATERIAL	AREAS	AMOUNT	ASSESSMENT	DAMAGE
Exterior gray window glazing compound.	Rooms 6A, 7, 9, 10, 11, 12, 13, 14, & 15	linear feet	Non-friable	minimal

(Homogenous Material # 26) **Composition roofing with tar sealant and paper** was discovered on the upper & lower roofs, parapet walls. **This material was found to contain 4% chrysotile asbestos.** *Square footage is a total of Homogenous Materials # 26 & 27.*

MATERIAL	AREAS	AMOUNT	ASSESSMENT	DAMAGE
Composition roofing with tar sealant and paper	Upper & lower flat roofs	696 square feet	Non-friable	minimal

(Homogenous Material # 27) **Black tar roofing sealant over silver coat roofing sealant** was discovered on the upper & lower roofs, parapet walls. **This material was found to contain between 3% and 21% chrysotile asbestos.** *Square footage is a total of Homogenous Materials # 26 & 27.*

MATERIAL	AREAS	AMOUNT	ASSESSMENT	DAMAGE
Black tar roofing sealant over silver coat roofing sealant	Upper & lower flat roofs	696 square feet	Non-friable	minimal

(Homogenous Material # 36) **Gray/white interior & exterior window sealant** was discovered and sampled from the exterior windows, on the west side of the building. **This material was found to contain 2% chrysotile asbestos.**

MATERIAL	AREAS	AMOUNT	ASSESSMENT	DAMAGE
Gray/white interior & exterior window sealant	Rooms 1, 5, & north hallway	linear feet	Non-friable	minimal

(Homogenous Material # 37) **Pliable rubbery sealant over old gray sealant** was discovered and sampled on the west side of the building, between the brick and concrete wall. **This material was found to contain 4% chrysotile asbestos.**

MATERIAL	AREAS	AMOUNT	ASSESSMENT	DAMAGE
Pliable rubbery sealant over old gray sealant	North, south, & west sides of the building	linear feet	Non-friable	minimal

Materials sampled by The Knebel Company Inc., and found to be NON-ASBESTOS CONTAINING MATERIALS.

- (Homogenous Material # 01) Black exterior window sealant
- (Homogenous Material # 02) 12" x 12" beige floor tile with brown , white, and gray streak pattern, and mastic
- (Homogenous Material # 03) 5" taupe colored cove base with white and brown residual mastic
- (Homogenous Material # 04) Spray applied wall/ceiling texture (orange peel type)
- (Homogenous Material # 05) Black interior window sealant
- (Homogenous Material # 06) 2' x 4' ceiling/door tile with dots and gouged pattern (adhesive was not accessible)
- (Homogenous Material # 07) Off white interior wall sealant
- (Homogenous Material # 08) Brown carpet mastic
- (Homogenous Material # 09) White and brown sheet vinyl flooring with mosaic pattern, and tan mastic
- (Homogenous Material # 10) Brown cove base with brown mastic
- (Homogenous Material # 11) Smooth wall/ceiling plaster
- (Homogenous Material # 12) 4" black cove base with brown and white mastic
- (Homogenous Material # 13) 9" x 9" beige floor tile with maroon streak pattern and brown and tan mastic
- (Homogenous Material # 15) Brick and mortar
- (Homogenous Material # 16) Light gray sink undercoating

- (Homogenous Material # 17) 4" brown cove base with white and beige mastic
- (Homogenous Material # 18) Sheet vinyl flooring with small square pattern over brown flooring with black backing
- (Homogenous Material # 19) Brown/gold interior window sealant
- (Homogenous Material # 20) Stair tread material with black mastic
- (Homogenous Material # 21) Tan carpet mastic
- (Homogenous Material # 22) Black flex connector material
- (Homogenous Material # 23) Brown sheet vinyl flooring with burlap backing
- (Homogenous Material # 28) Brick and mortar
- (Homogenous Material # 29) Gray duct sealant
- (Homogenous Material # 30) Black tar duct sealant
- (Homogenous Material # 31) Black composition roofing mat
- (Homogenous Material # 32) Brown exterior building sealant
- (Homogenous Material # 33) 12" x 12" ceiling tile with evenly pegged holed pattern, and brown mastic
- (Homogenous Material # 34) Black paper, tar, and yellow fiberglass insulation
- (Homogenous Material # 35) 2' x 4' ceiling tile with pinhole and gouged pattern
- (Homogenous Material # 38) Exterior white stucco material
- (Homogenous Material # 39) Exterior patching caulking

LEAD samples collected by the Knebel Company in 2013.

Sixteen samples of interior and exterior paint were collected and analyzed for the presence of lead.

Sample #	Description	Substrate	mg/Kg	Percentage
01L	Thick white trim paint	Wood	2100.0	0.21%
02L	Gray floor paint	Concrete	< 48.0	< 0.0048%
03L	Bright green interior paint	Wood	< 43.0	< 0.0043%
04L	Gray over white paint	Wood	< 100.0	< 0.01%
05L	Blue over white paint	Plaster	2700	0.27%
06L	Green over white paint	Plaster	< 45.0	< 0.0045%
07L	White over beige interior paint	Concrete	4200.0	0.42%
08L	White over beige interior paint	Brick	2100.0	0.21%
09L	Mortar	Mortar	< 30.0	< 0.003%
10L	White interior paint	Plaster	< 47.0	< 0.0047%
11L	Blue over beige paint	Metal	3300.0	0.033%
12L	Brown interior paint	Plaster	2000.0	0.2%
13L	Exterior light blue paint	Metal	< 46.0	< 0.0046%
14L	Exterior beige paint	Concrete	< 45.0	< 0.0045%
15L	Orange interior paint	Wood	5700.0	0.57%
16L	Beige over white exterior paint	Concrete	220.0	0.022%

PCB BALLAST AND ASSOCIATED LIGHT TUBES

40 PCB containing light ballast were discovered.
80 light tubes containing mercury vapor were discovered.

7/15/2013

Project: RMC - Stanwood City Hall / Police Station 13058
To: Brad Cornwell
RMC
sent via email
CC:
Re: Stanwood City Hall Building Site Observation

Site Observation: 1 PM to 2 PM on 5/29/13

Also Present: Representatives for Stanwood, RMC, Rice Group, and AWA Electrical Consultants

We became generally familiar with the structure. Observations were made on the main floor and in the crawlspace and attic.

The building is an early 1900's wood framed structure utilizing heavy timber and trusses for the roof structure, and timber beams and joists for the floors. The walls are wood framed and appear to have been balloon framed. City representatives said that there is sometimes water in the crawlspace. They also pointed out areas where leaks have occurred in the past along the south wall.

The building construction would not meet modern code requirements for seismic/wind lateral loads, extensive modifications including adding shear walls, reinforcing the diaphragm, and improving the connection of the structural elements would be necessary if the planned remodel triggers bringing the building up to code. There may be voluntary seismic improvements that can be performed in areas where finishes are removed during an interior remodel.

The observed wood framing appears to be in good condition, but it is anticipated that there may be areas of rot or insect damage, uncovered during remodel activities. Some repairs should be anticipated.

From: John R. (Jack) King, PE SE
Principal



CITY OF STANWOOD CITY HALL ELECTRICAL FIELD REPORT

Date: May 29, 2013

Time: 1:00pm

By: Brad Adcock, P.E.
AWA Electrical Consultants, Inc.

Observations

1. The **interior lighting** consists of mainly 4'-0" fluorescent linear fixtures (T12 lamps), but are old, in fair/poor shape with yellowed lenses, and are inefficient. Some areas consist of incandescent recessed downlights, in similar condition. The attic has incandescent fixtures. The main entry has a chandelier and wall sconces.
Recommendation: Lighting fixture replacement.
2. The **exterior lighting** consists of various decorative wall sconces at the main entrance, incandescent dual-head flood lights, and parking area pole mounted HID type fixtures. The fixtures appear to be in fair condition, but do not seem to adequately cover the perimeter parking areas or entrances from a safety standpoint. Further they are not full-cut off type and provide a large amount of unused light spillage on adjacent properties.
Recommendation: Lighting fixture replacement
3. The **power distribution** consists of two new 200 Amp, 240V panels, which appear to have been installed in a recent upgrade in 2007. They are in good condition and appear to have adequate capacity for the present building needs.
Recommendation: None
4. The building does not appear to have a **fire alarm system**, other than various 120V residential type smoke detectors. It does not have visual annunciation.
Recommendation: New code-compliant fire alarm system and monitoring
5. The building does have a recently installed **security system** with motion sensors and exterior door monitoring. However it doesn't appear to be monitored by a monitoring company.
Recommendation: Provide system monitoring.
6. Various electric **exit signs and emergency lighting** units are located in the building, but there does appear to be a deficiency of devices.
Recommendation: Provide additional exit/egress lighting.

***STANWOOD CITY HALL
10220 270th ST NW
STANWOOD, WA
MECHANICAL SYSTEM ASSEMENTS***

JUNE 15, 2013

DRAFT

PREPARED BY

***CHRISTOPHER T. WRIGHT, P.E.
PRINCIPAL
RICE GROUP, INC.***

As President of RICE Group, Inc., Consulting Mechanical Engineers, Mr. Wright draws upon twenty years experience which includes a wide variety of HVAC, plumbing and fire protection system projects. His experience includes new construction and retrofit of commercial office buildings, medical facilities, multi-family projects and manufacturing plants. He has been responsible for many existing HVAC investigations including indoor air quality issues, feasibility studies, energy studies, and life-cycle cost analysis. Mr. Wright is licensed as a Professional Engineer in California, Washington, Nevada and numerous other states.

Description

The Stanwood City Hall is a 4,900 SF, 1960's vintage building that was originally constructed as a theater. The building now is used for general office purposes for the City of Stanwood.



**Stanwood City Hall
Seattle, WA**

Objective:

The objective of this report is to examine the mechanical systems determine the remaining life and provide a list of deficiencies and potential upgrades (if desired by the owner)

Description of Mechanical System

Heating and Ventilation System

The facility is heated by two gas fired furnaces. One is located downstairs in a closet (Rheem RGPH 12EARJR 125000 btu/hr) and one is located in the attic (Rheem RGLH 12EARJR 125000 btu/hr) Both furnaces are relatively new and in good condition. However, neither has any outside air for ventilation ducted to them. In several of the larger rooms there are several paddle fans (clearly an attempt to provide some cooling)

The facilities source of ventilation air is a combination of small (toilet room type) exhaust fans located in each room and operable windows.

The building has no air conditioning. We did not verify if these fans were operating. However, usually they are noise and not used or not serviced over time.

The Restrooms have no source of exhaust and have a very strong odor.

The break room has a residential style oven/range top. Above the oven/range is a built up hood. The hood does not provide full coverage of the oven/range. Again we question if this hood is operable or if it is if it is ever used. Based on codes residential hoods can only be used in single occupancy residence. Thus, this hood would have to be classified as a type I or type II hood. We do not feel it would classify as either.

The data equipment is not in an air conditioned environment.



Paddle Fan



Kitchen Hood



Gas Furnace

Plumbing System.

The plumbing system is simply old. All of the plumbing fixtures are out of date. Subjectively, they look as they were intended for a penitentiary

The Drainage, Waste and Vent (DWV) system is cast iron and probably in good condition (though no samples were available to verify).

The hot and cold water system is mainly galvanized pipe, with new additions being made in copper. No dielectric fittings were seen so the copper to steel connections will deteriorate with time. The RICE Group's, experience with galvanized pipe is that it tends to corrode by developing deposits on the inside of the pipe which will eventually totally obstruct the pipe. However, we did not observe any reduction in pressure in the building.

The hot water heater is an electric 40 gallon storage type heater and is located in the break room. The location of this water heater in the break room while acceptable by all local codes is just not a standard location for water heaters.



Plumbing Fixtures



Water Heater in Break Room



Piping (copper, and galvanized)

Fire Sprinkler System

The building is not sprinkled.

Deficiencies

- 1) There is not adequate ventilation in the toilet rooms. They smell terribly and need ventilation immediately.
- 2) The existing gas furnaces do not have outside air. Thus, when exhaust fans are running the building is sucking outside air into the space in an uncontrolled manner.
- 3) The plumbing fixtures are out of date...literally by 50 years. The whole plumbing system is inadequate. The water heater is poorly located. The galvanized piping is not recommended any more for water systems.
- 4) Though not technically a deficiency, there is no sprinkler system. These are relatively inexpensive and have an excellent track record in saving property and life.
- 5) Again, though not technically a deficiency, there is no air conditioning. This is very uncommon in public facilities today.
- 6) The kitchen hood is too big and covers far too much area. Also, it is probably not up to current standards.
- 7) Data equipment is not located in an air conditioned environment.

Recommended Upgrades

- | | |
|--|--|
| 1) Add Exhaust Fans to Toilet Rooms | \$5,000 |
| 2) Add Air Conditioning and Associated Ductwork
Recommend Roof Top installation | \$75,000 (excludes electrical) |
| 3) Replace all plumbing | \$30,000 Total |
| 4) Provide Sprinkler Coverage | \$40,000 (includes upgrade
from street) |
| 5) Re-work the kitchen hood (Type II) | \$8,000 |
| 6) Provide AC for Data Equipment | \$8,000 |

Remaining Equipment Life and Replacement Cost

Below is a table of mechanical equipment life is when about when the 10% of similar equipment will start to fail. Thus, actual equipment may last substantially longer.

Remaining Equipment Life Effective June 2013

# of Units	Equipment	Life yrs	Remaining Life	Replacement Cost
1	Water Heater	15	8	\$2,500
2	Gas Fired Furnaces	15	10	\$4500 ea
6	Exhaust fans	10	2	\$400 ea
6	Paddle Fans	15	10	\$500 ea

**Inspection for the Presence of
Asbestos Containing Building Materials,
Lead in Paint, and PCB Light Ballast**

June 6, 2013

**Stanwood City Hall
Located at
10220 270 NW Street
Stanwood, Washington**

**This inspection report must be on-site during all phases of
abatement/renovation of the structure.**

**The Knebel Company, Inc.
9122 169th Avenue NE
Granite Falls, WA 98252
(360) 691-5910**

**10220 270 NW Street
Stanwood, Washington**

INTRODUCTION

A non-destructive inspection for the presence of asbestos containing building materials, lead in paint, and PCB light ballast was conducted on June 6, 2013, in the occupied Stanwood City Hall located at 10220 270th Street NW in Stanwood, WA. This inspection is to identify materials, that will affect the proposed renovation of the structure. Brad Cornwell from RMC Architects, requested the inspection. Sara Knebel & Dan Shelly, AHERA certified building inspectors from The Knebel Company, Inc. conducted inspection. Samples were analyzed by NVL Laboratories, Inc., which is a NVLAP certified laboratory. The following report contains material descriptions, sample locations, assessment of asbestos containing building materials, laboratory results and accreditation, and inspector certification.

AHERA Building Inspector: Sara Knebel
Inspector Number: 140796
Expiration Date: February 27, 2014

Signature_____

AHERA Building Inspector: Dan Shelly
Inspector Number: 141544
Expiration Date: May 1, 2014

Signature_____

LIMITATIONS OF SURVEY

The sole purpose of this inspection report is to document the asbestos containing materials, and lead in paint discovered during the inspection and sampling of suspect materials by The Knebel Company, in the Stanwood City Hall located at 10220 270 NW Street in Stanwood, WA.

In strict accordance with NESHAPS regulations, this site visit consisted of a thorough visual walk through of the Stanwood City Hall for the purpose of viewing and sampling potential asbestos containing materials, and lead in paint. As inspections are non-comprehensive by nature, The Knebel Company, Inc. cannot be held liable for materials which require destructive means to access, materials which are hidden from sight (e.g. materials hidden behind walls), materials which cannot be found due to their obscure nature, or which otherwise cannot be discovered with reasonable diligence.

Due to electrical shock hazard, none of the wiring was sampled.

All sample analysis reported here-in were analyzed using analysis method specified in Appendix E, subpart E, 40 CFR part 763, section 1, Polarized Light Microscopy.

“Friable asbestos material means any material containing more than 1 percent asbestos as determined using the method specified in Appendix E, subpart E, 40 CFR part 763, section 1, Polarized Light Microscopy, that, when dry, can be crumbled, pulverized, or reduced to powder by hand pressure.

This survey does not include documentation for other hazardous materials that may exist on site, including: soil contamination due to underground storage tanks, etc.

ASBESTOS SUMMARY with RECCOMMENDATIONS
(Recommendation comments are not to be used as contract document directives.)

10220 270 NW Street Stanwood, Washington

This is a one story building constructed in the 1930's, on a concrete foundation. There is a crawl space under the building and an attic space above the first floor. The building is heated with gas-fired furnaces located in the mechanical room and attic. Piping in the building was wrapped with fiberglass insulation.

ASBESTOS:

(Homogenous Material # 08) **Thick brittle interior & exterior window glazing compound** was discovered and sampled in the women's restroom. **This material was found to contain 2% chrysotile asbestos.**

MATERIAL	AREAS	AMOUNT	ASSESSMENT	DAMAGE
Thick brittle interior & exterior window glazing compound	Women's & men's restrooms and	linear feet	Non-friable	minimal

(Homogenous Material # 16) **Gray cement board** was discovered in the mechanical room floor. **This material was found to contain 24% chrysotile asbestos.**

MATERIAL	AREAS	AMOUNT	ASSESSMENT	DAMAGE
Gray cement board	Mechanical room	36 square feet	Non-friable	minimal

(Homogenous Material # 19) **Roofing paper and tar debris** was discovered in the attic space on top of insulation. **This material was found to contain 5% chrysotile asbestos.** (This material appears to be left over from a previous roof removal/replacement project.)

MATERIAL	AREAS	AMOUNT	ASSESSMENT	DAMAGE
Roofing paper and tar debris	Throughout attic space	4700 square feet	Non-friable	All

(Homogenous Material # 28) **White pliable building sealant with silver paint** was discovered on the exterior of the building. **This material was found to contain 3% chrysotile asbestos.** (Unable to analyze silver paint as a separate layer. Asbestos content primarily found in silver paint.)

MATERIAL	AREAS	AMOUNT	ASSESSMENT	DAMAGE
White pliable building sealant with silver paint	Exterior of building	linear feet	Non-friable	minimal

(Homogenous Material # 31) **Silver paint on white painted concrete** was discovered on the exterior of the building. **This material was found to contain 3% chrysotile asbestos.** (Unable to analyze silver paint as a separate layer. Asbestos content primarily found in silver paint.)

MATERIAL	AREAS	AMOUNT	ASSESSMENT	DAMAGE
Silver paint on white painted concrete with silver paint	Exterior of building	linear feet	Non-friable	minimal

Materials sampled by The Knebel Company Inc., and found to be NON-ASBESTOS CONTAINING MATERIALS.

- (Homogenous Material # 01) Brown sheet vinyl flooring with burlap backing and mastic
- (Homogenous Material # 02) Black vapor barrier paper
- (Homogenous Material # 03) Tan brittle window sealant
- (Homogenous Material # 04) Black window sealant
- (Homogenous Material # 05) 2' x 4' suspended ceiling tile with pinhole and gouged pattern
- (Homogenous Material # 06) Black paper
- (Homogenous Material # 07) Thick white mudded wall/ceiling texture
- (Homogenous Material # 09) Smooth skim coat over plaster
- (Homogenous Material # 10) Spray applied wall texture (orange peel type)
- (Homogenous Material # 11) Gypsum wallboard with mudded and tape seams
- (Homogenous Material # 12) Thick troweled on wall texture over wood
- (Homogenous Material # 13) Gray sheet vinyl flooring with mosaic pattern, over beige sheet vinyl flooring with gold speckle pattern, and mastic
- (Homogenous Material # 14) White grout with brown mastic
- (Homogenous Material # 15) Brick and mortar
- (Homogenous Material # 17) White interior door sealant
- (Homogenous Material # 18) Red sheet vinyl flooring with burlap backing
- (Homogenous Material # 20) Brown over black paper, black tar, and yellow fiberglass insulation
- (Homogenous Material # 21) Silver foil over brown paper, adhesive and fiberglass insulation
- (Homogenous Material # 22) Gray pliable duct sealant
- (Homogenous Material # 23) Tan carpet mastic
- (Homogenous Material # 24) Exterior thick white paint on concrete
- (Homogenous Material # 25) Exterior stucco with thick white paint over concrete
- (Homogenous Material # 26) White/gray exterior building sealant
- (Homogenous Material # 27) White/gray window glazing compound over with pliable sealant
- (Homogenous Material # 29) Thick yellow paint
- (Homogenous Material # 30) Dark gray window sealant

LEAD samples collected by the Knebel Company in 2013.

Eighteen samples of interior and exterior paint were collected and analyzed for the presence of lead.

Sample #	Description	Substrate	mg/Kg	%
01L	Brown trim paint	Wood	2900.0	0.29%
02L	Yellow paint	Wood	< 160.0	< 0.016%
03L	Gray floor paint	Concrete	14000.0	1.4%
04L	Blue interior wall paint	Wood	240.0	0.024%
05L	Thick white trim paint	Wood	74.0	0.0074%
06L	White over green paint	plaster	280.0	0.028%
07L	Dark brown over light brown wall paint	Wood	< 97.0	< 0.0097%
08L	White over beige wall paint	Pressboard	14000.0	1.4%
09L	Maroon over white paint	Wood	60000.0	6.0%

10L	Red over gray paint	Concrete	14000.0	1.4%
11L	White over gray paint	Metal	71000.0	7.1%
12L	White over beige paint	Plaster	660.0	0.066%
13L	Off white exterior paint	Concrete	12000.0	1.2%
14L	Yellow paint	Concrete	< 46.0	< 0.0046%
15L	White over gray paint	Concrete	5900.0	0.59%
16L	Gray deck paint	Concrete	< 43.0	< 0.0043%
17L	Gray over brown paint	Metal	< 46.0	< 0.0046%
18L	Gold over white paint	Concrete	77.0	0.0077%

PCB BALLAST AND ASSOCIATED LIGHT TUBES

66 PCB containing light ballast were discovered.

140 light tubes containing mercury vapor were discovered.