



ENGINEERING REPORT
EXISTING TOWN HALL EVALUATION
TOWN OF POTSDAM
ST. LAWRENCE COUNTY, NEW YORK

Prepared for:

TOWN OF POTSDAM
35 Market Street
Potsdam, New York 13676

Prepared by:

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January 23, 2008

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ENGINEERING REPORT

EXISTING TOWN HALL EVALUATION TOWN OF POTSDAM ST. LAWRENCE COUNTY, NEW YORK

January 23, 2008

I. EXISTING STRUCTURE

A. General:

The existing building was constructed in 1889 and consists of a basement and two (2) above grade stories each with a gross floor area of 2,520 square feet. The existing structure is a brick masonry structure with precast concrete veneer. The foundation is stone masonry. There are no available plans to show the existing foundation details (wall thickness, reinforcing details, footing width, basis of design, etc.).

The roof structure on the building is flat with parapet walls and a rubber based membrane system.

The heating system consists of a steam boiler system with cast iron radiators. The air-conditioning system consists of ductless mini split systems.

Portions of the building have been evaluated by this office as far back as 1994. The Town has made life safety, roof and heating system improvements based on these evaluations. The amount of usable space and other deficiencies has been reviewed informally by the Town, Tisdel Associates and Brooks Washburn, AIA.

B. Existing Deficiencies:

A number of deficiencies exist which are greatly affecting the functionality of the Town Office/Court Space. The issues are as follows:

- ▶ The building does not meet current New York State Building Code requirements for egress and accessibility.
- ▶ The existing building does not meet Americans' With Disabilities Act (ADA) requirements.
- ▶ The building does not have convenient public restrooms, nor is the number of restrooms adequate per the New York State Building Code.

- ▶ The existing heating, ventilating and air conditioning (HVAC) systems are inefficient and unreliable. The system inefficiencies result in high annual energy costs.
- ▶ Many of the heating pipes are still covered with asbestos insulation.
- ▶ The existing building is not energy efficient due to inadequate insulation.
- ▶ The structure includes some 9" x 9" vinyl composition floor tile that may be asbestos-containing materials (ACM's). Buildings of this era often have ACM's in plaster, drywall compounds, flooring mastic, etc.
- ▶ Multiple roof leaks are apparent around the second floor. Ongoing roof leaks can lead to additional structural damage.
- ▶ The existing roof system needs to be completely torn off and replaced. Additional insulation should be added if needed. The parapet walls need to be repointed and new flashing installed.
- ▶ The existing court space does not meet current justice court guidelines or guidelines for New York State Court Facilities. Some of the deficiencies include:
 - lack of secure and illuminated parking;
 - lack of private meeting space for defendants to confer with their attorneys;
 - lack of adequate jury room;
 - lack of dedicated defendant holding room; and
 - lack of secure and private judges and court clerk offices.
- ▶ There are not enough ADA accessible parking spaces.
- ▶ The existing parking is limited and it is often difficult to find parking within reasonable proximity.
- ▶ The existing vestibule allows cold air to intrude to the second floor.
- ▶ There is no space available for an employee break room.
- ▶ There are no private conference spaces or private offices to allow individuals to conduct private business with Town employees. The existing layout of the Town Hall and Court Space does not allow individuals to have confidential meetings with the various Town employees (Assessor, Code Enforcement Officer, Clerk, etc.).
- ▶ Some of the existing windows and doors in the building are not energy efficient and should be replaced.
- ▶ The existing basement, where records are currently stored has flooded on a number of occasions. The flooding destroyed a significant number of Town records.

- ▶ There is not sufficient space to store historical records in a fire rated enclosure.

The northwest corner and west wall of the building have been investigated and we found that the masonry joints on the northwest corner of the building have opened up and the north wall is pulling away from the back west wall. The chimney is located in this corner of the structure and is likely the cause of this damage. It appears that the flashing and joints around the chimney cap and parapet wall have failed and are allowing moisture to get in around the chimney which is then subjected to repetitive freeze-thaw cycles. The precast blocks comprising the north parapet have been displaced and the joints are severely weathered. The joints in the cap blocks have disintegrated and are open to the weather. The decorative balusters along the east side parapet wall are cracked, and some have spalled apart. The rear brick masonry wall is covered with stucco that has numerous cracks, a sign that significant moisture has gotten trapped behind the stucco. Some of the stucco is spalling off the wall. This is another avenue for moisture to get into the building and cause damage.

If the Town is going to continue to occupy the building, corrective measures need to be taken. The upper portion of the northwest wall masonry needs to be rebuilt and tied back to the structure. The chimney needs to be re-flashed and the cap blocks repointed. The upper courses of the north parapet wall shall be rebuilt and re-flashed. The parapet cap blocks all need to be repointed and the terra cotta cappings needs to be re-caulked. Additional repointing and recasting of the east parapet wall balusters and cornices is required. The loose stucco on the rear masonry wall should be removed and replaced. The existing cracks shall be gouged and the entire wall parged.

In summary, the existing building requires significant renovations.

II. POTENTIAL IMPROVEMENTS

A. Renovations:

The following renovations should be completed to make the building more habitable and ADA compliant. All renovations should be completed in accordance with the NYS Building Code. Our suggested renovations are as follows:

- ▶ Add ADA compliant public and employee restrooms.
- ▶ Add a front entrance ramp and handrails to provide access to the first floor.
- ▶ Replace the existing basement restroom.
- ▶ Add an elevator to access the basement as well as the second floor.
- ▶ Provide fireproof enclosures around the existing stair wells.
- ▶ Repair the parapet walls and install new roof flashing.
- ▶ Remove the existing roof and install a new roof system.

- ▶ Replace the existing HVAC system (boiler and AC units) with more energy efficient units.
- ▶ Gut and reconstruct the first and second floors to provide individual offices, meeting rooms, court upgrades, etc.
- ▶ Waterproof the existing basement and renovate to provide more usable space. Add ramps, raise floors, etc. to make the entire basement accessible.
- ▶ Make structural repairs to the northwest corner and north wall of the building.
- ▶ Install new windows and doors.
- ▶ Make any necessary electrical upgrades/improvements.
- ▶ Perform an asbestos investigation and remove all ACM's.

As requested, we considered the option of adding a third floor to existing building. In evaluating this option, we considered the impact to adjacent structures, the historical nature of existing building, practical construction methods, costs, and use of new space. We determined it is impractical to add a third floor because the existing structure was not designed to support a third floor. In addition, a new third floor would block the apartment windows on the west side of the adjacent building. The cost to construct a third floor on the existing building would likely cost on the order of \$500 per square foot (over \$1,260,000) due to the difficulty of construction, as well as the high cost of matching the ornate and historical exterior of the existing structure.

B. Estimated Opinion of Cost:

The estimated cost to renovate the existing Town Hall is estimated to be \$1,453,040 (see Attachment A). This cost does not include the remediation of ACM's as the extent of ACM's is not known. The opinion of cost assumes that the basement, first and second floors are totally gutted and renovated. The cost opinion also includes a new HVAC system, electrical improvements, a new roof, new doors, new windows (north wall), an elevator, new restrooms, ADA accessibility improvements, etc.

C. Conclusions:

The renovations outlined in Part IIA would improve the functionality of the existing building, but they would not address the major problem with the existing Town Hall. No matter what renovations are made, there will not be adequate floor space to meet the Town's requirements. In fact, improvements such as adding ADA compliant restrooms, adding an elevator shaft, enclosing the existing stair wells, etc. as well as renovations to meet the current court guidelines will serve to reduce the available space for the Town Hall and Town Court employees. In fact, additional costs will be incurred by the Town as much of the renovation work would not be practical while the building is occupied. If Town services are relocated due to a renovation project, the overall project cost will likely increase.

D. Recommendations:

Based on the condition of the existing building, the lack of available space and the fact that the renovations will likely result in less available office and storage space, we recommend that the Town pursue the construction of a new building.

Respectfully submitted,
TISDEL ASSOCIATES



Aaron B. Jarvis, P.E.
Principal Engineer

ABJ/bt

TOWN HALL RENOVATION PROJECT BUDGET / COST OPINION

Project Name: Town Hall Renovations
Town of Potsdam, New York

Date: January 23, 2008

Report No.: Preliminary
 Actual:
 Estimate:

Funding Source	Amount
RD Loan:	
RD Loan:	
RD Grant:	
RD Grant:	
SUBTOTAL:	

Funding Source	Amount
Other Source:	
Other Source:	
Other Source:	
SUBTOTAL:	
TOTAL:	

ITEM	ORIGINAL BUDGET	PROPOSED BUDGET	PREVIOUS EXPENDITURES	EXPENDITURES THIS PERIOD	EXPENDITURES TO DATE	BALANCE REMAINING
A. ADMINISTRATIVE						
1. Legal	\$5,000					
2. Bonding	\$6,000					
2a. Net Interest	\$25,000					
3. Fiscal Coordination						
4. Bookkeeping & Rptg.	\$2,000					
5. Lands, ROW						
6. Single Audits	\$4,500					
7. Miscellaneous	\$5,000					
Total A. Administrative	\$47,500					
B. TECHNICAL SVCS.						
1. Engineering	\$110,000					
2. Construction Inspection	\$35,000					
Total B. Technical Svcs.	\$35,000					
C. CONSTRUCTION						
1. Construction	\$1,181,540					
Total C. Construction	\$1,181,540					
D. CONTINGENCY						
1. Contingency (15%)	\$189,000					
Total D. Contingency	\$189,000					
TOTAL PROJECT COST	\$1,465,000					

**TOWN OF POTSDAM
TOWN HALL RENOVATIONS
OPINION OF PROBABLE CONSTRUCTION COST**

January 23, 2008

I. BASEMENT RENOVATIONS		
Demolition	2,520 S.F. x \$10/S.F.	\$25,200
New Construction	2,520 S.F. x \$90/S.F.	\$252,000
II. FIRST FLOOR RENOVATIONS		
Demolition	2,520 S.F. x \$10/S.F.	\$25,200
New Construction	2,520 S.F. x \$110/S.F.	\$277,200
III. SECOND FLOOR RENOVATIONS		
Demolition	2,520 S.F. x \$7/S.F.	\$17,640
New Construction	2,520 S.F. x \$100/S.F.	\$252,000
IV. MISCELLANEOUS IMPROVEMENTS		
New HVAC System		\$70,000
New Roof		\$20,000
Structural Repairs to North Wall and New Corner		\$40,000
New Elevator		\$100,000
New Windows and Doors		\$20,000
New Front Ramp and Handrails		\$5,000
Asbestos Investigation (to be determined)		
Subtotal		\$1,104,240
Mobilization/Demobilization (7%)		\$77,300
Total		\$1,181,540