

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: MINUTES OF MEETING HELD
MONDAY, MAY 19, 2003

PRESENT: RICK MODESITT, PRESIDENT
K.D. MERRITT, COMMISSIONER
ROBERT K. TEBAY, COMMISSIONER

At 9:30 A.M., the County Commission of Wood County met in regular session. They signed invoices, purchase orders and other correspondence.

At 10:00 A.M., Amanda Sams was sworn in as temporary summer help with the Sheriff's Tax Office.

At 10:30 A.M., the County Commission met with Jack Ankrom and Clint Pifer from Environmental Design Group to discuss contract documents in regard to Fort Boreman Historical Park. After discussion, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and passed, did hereby AUTHORIZE Rick Modesitt, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Contract for Professional Services by and between the Wood County Commission, Parkersburg, West Virginia, and Environmental Design Group (EDG), Vienna, West Virginia, in regard to the Fort Boreman Historical Park. EDG will prepare final contract documents for the park site work which will include construction drawings, specifications and bidding documents; erosion and sediment control plans (NPDES); retain a geotechnical firm to obtain soil borings, analyze sub-surface conditions and provide recommendations for the design of the roads, slope stabilization and building foundations; and retain a registered architect to provide architectural drawings for the shelters and restroom. The County Commission will pay EDG the sum of fifty-four thousand seven hundred fifty-four dollars and 00/100ths cents (\$54,754.00) which will be invoiced on a monthly basis for the work completed the prior

month, plus reimbursable expenses, an allowance of one thousand five hundred dollars (\$1,500.00) shall be made for reimbursable expenses which includes travel, overnight mailing and document reproduction cost. (Auto mileage will be charged at \$.40 per mile.) Either party may terminate this agreement with cause at any time upon thirty (30) days written notice to the other. Page two, paragraph three of the Contract has been changed to read "will include drawings", instead of "will not include drawings". This section was initialed by Jack Ankrom, Vice President of EDG and Rick Modesitt, President of the County Commission. An Order was prepared regarding this matter.

At 11:00 A.M., the County Commission met with Dave Ashley and Troy Cunningham from Precision Laser. The gentlemen discussed how their company could save the county money with refurbished cartridges. They left information that will be given to all elected officials and department heads.

At 1:00 P.M., the County Commission met with S.F. Greiner, Sheriff of Wood County and Mike St.Clair, Wood County Coroner to discuss drawing of blood for DNA samples. After discussion, the County Commission of Wood County, upon a motion made, seconded and passed, did hereby ORDER that Mike St. Clair, County Coroner, provide the service of drawing DNA samples of offenders of crimes listed in West Virginia Code 15-2B-6. Mr. St. Clair will provide the drawings at thirty dollars and 00/100ths cents (\$30.00) per individual. An Order was prepared regarding this matter.

At 1:30 P.M., the County Commission met with Adam Krayson from MS Consultants, Inc. to discuss Town Square. Mr. Krayson presented a Facility Assessment and then did a review of said assessment with the County Commission. (A copy is attached.) Steve Decker

from WesBanco, Larry Morehead, owner of Town Square, Jim Wakley from the Area Roundtable and Kathryn Drost, a county resident, were also present.

The County Commission of Wood County, in regular session, announced to all concerned, upon a motion made by K.D. Merritt, seconded by Robert K. Tebay and made unanimous by Rick Modesitt, that they, as a Commission, are calling for a SPECIAL SESSION to be held on Tuesday, May 27, 2003 at 10:00 A.M. Said Special Session is being held to meet with Harold Simmons from the State Historic Preservation Office and Jeff Harpold from the Division of Highways to view Fort Boreman to determine if further archaeological surveys are needed. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and made unanimous by Rick Modesitt appointed the following members to the Community Criminal Justice Board for Wood County.

- | | | |
|---|---|---|
| 1. S.F. Greiner | - | Sheriff of Wood County |
| 2. Ginny Conley | - | Prosecuting Attorney for Wood County |
| 3. Rick Wolfe of Cosenza,
Underwood & Merriman | - | Public Defender |
| 4. Jane Gainer, Counseling &
Wellness Center | - | Background in Mental Health Care &
Service |
| 5. Sophia Colombo | - | Advocating for the Rights of Victims |
| 6. Kelly Shook | - | Advocating for the Rights of Victims |
| 7. Art Gustke | - | At-large member |
| 8. Jenny Keup | - | At-large member |

Said appointments are pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by K.D. Merritt, seconded by Robert K. Tebay and passed, did hereby AUTHORIZE Rick Modesitt, in his

official capacity as President and on behalf of the County Commission, to EXECUTE the Group Contract by and between the Mountain State Blue Cross & Blue Shield, Parkersburg, WV, and the Wood County Commission, Wood County, West Virginia. The Contract Date is July 1, 2003 and shall continue through June 30, 2004. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by K.D. Merritt, seconded by Rick Modesitt and passed, adopted a Resolution in reference to Budget Revision No. 12 in the General County Fund Budget for the fiscal year 2002/2003. The Request for Revision to the Approved Budget, being submitted to the West Virginia State Auditor - Chief Inspector Division, Charleston, West Virginia, was signed by Rick Modesitt, President of the Wood County Commission. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by K.D. Merritt, seconded by Robert K. Tebay and made unanimous by Rick Modesitt, reappointed Jack Stewart, Jr. to the West Virginia Little Kanawha River Parkway Authority. Said announcement is pursuant to an Order appearing in Order Book 65, at Page 532 and bearing the date of June 19, 2003 putting Jack Stewart, Jr. in nomination. Said announcement is further pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, which deals with the procedure policy for appointments to Boards and Authorities. Mr. Stewart's new term will expire June 30, 2007. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by K.D. Merritt, seconded by Robert K. Tebay and made unanimous by Rick Modesitt, reappointed Peggy Merinar to the Vienna Public Library Board. Said announcement is pursuant to an Order appearing in Order Book 65, at Page 531 and bearing the date of June 19, 2003 putting Peggy

Merinar in nomination. Said announcement is further pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, which deals with the procedure policy for appointments to Boards and Authorities. Ms. Merinar's new term will expire June 30, 2008. An Order was prepared regarding this matter.

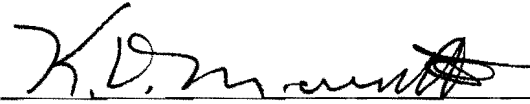
Having no further scheduled appointments or business to attend to, the County Commission adjourned at approximately 4:00 P.M.

APPROVED:

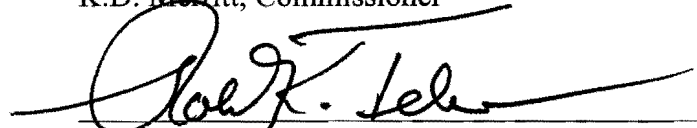
THE COUNTY COMMISSION OF WOOD COUNTY



Rick Modesitt, President



K.D. Merritt, Commissioner



Robert K. Tebay, Commissioner

PURCHASE ORDERS APPROVED ON MAY 19, 2003

28581	Casto & Harris	332.70
28723	CDW-G	5444.79
28769	Casto & Harris	312.25
28771	Parks Hardware	8.98
28773	Dowler's Tractor Sales	84.24
28775	Broadwaters Motorcar	30.30
28577	Parkersburg Office Supply	39.43
30336	Newberry Hardware	8.60
30366	Astorg Motor Co.	651.46
30378	Assurance Business Forms	1445.59
30382	Assurance Business Forms	1562.65
30472	Miller Communications	12.00
30482	Miller Communications	96.75
30484	Schwaab	33.05

30486	Wal-Mart	43.21
30492	Applied Industrial Tech.	20.82
30494	Garrison Brewer	110.27
30496	Washington County Prosecutor's Office	90.00
30500	Broadwaters Motorcar	237.31
30508	Sam's Club	161.77
30512	Parkersburg Office Supply	98.45
30514	Lowe's	200.39
30516	Parks Hardware	6.38
30518	Broadwaters Motorcar	11.08
30524	Broadwaters Motorcar	141.83
30528	Broadwaters Motorcar	87.36
30548	Broadwaters Motorcar	9.81
30554	NAPA	5.87

To listen to this meeting, please refer to Tape #262 and #263.

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May 19, 2003

1. R. Jack Annon - EDG, INC
2. Clint Fifer - EDG, INC.
3. Troy Cunningham - Precision Laser
4. David Ashley - Precision Laser
5. Mike St. Clair - Coroner
6. Steve Greiner - Wood Co Sheriff Dept.
7. Ann R. Frason - ms consultants, inc.
8. Steve Decker - WesBanco
9. Larry Morehead - Towne Sq
10. Jim Warkley - Round Table
11. Kathryn Drost - County resident

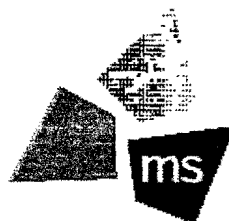
**Towne Square
Facility Assessment
Parkersburg, WV**

Prepared for the Wood County Commission

May 19, 2003



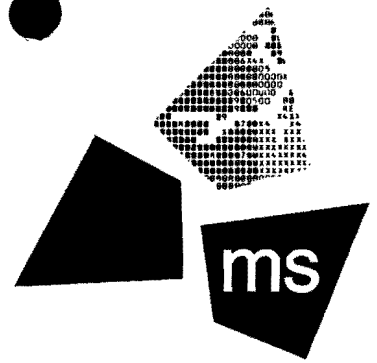
Prepared by:



ms consultants, inc.
engineers, architects, planners

ms consultants, inc.
engineers, architects, planners

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May 17, 2003

Wood County Commission
Attn: Commissioner Rick Modesitt
No. 1 Court Square, Suite 203
Parkersburg, WV 26101

Re: Towne Square Facility Assessment
Architect's Project Number 12527.112

Dear Commissioners:

Please find attached the Town Square Facility Assessment. Through a thorough review of both the existing structure and construction documents, **ms consultants** has answered questions about the Facility posed by the Wood County Commission (please see the Executive Summary). Additionally, **ms consultants** has prepared a detailed Assessment that addresses all of the major building systems.

Also please find attached a Proposed Floor Plan that gives the Commission one option for renovating the Facility. The Proposed Floor Plan does not involve any major structural revisions to the Towne Square Facility, which would be an unnecessary additional cost. Please note that due to the size of the Towne Square Facility, ample space is available for County Offices, leaving additional space for County/Community Meeting Rooms. The circulation was also revised in the Facility to provide a more secure environment.

Please contact me at your earliest convenience if we can provide any additional information regarding either the Assessment or the Proposed Floor Plan. **ms consultants, inc.** looks forward to assisting the Wood County Commission in your future endeavors.

Respectfully,

A handwritten signature in black ink, appearing to read 'A. R. Krason'.

Adam R. Krason, AIA
Project Architect

cc: GLG, MUR, LTB, 12527.112 file

Cover Letter

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Executive Summary

ms consultants reviewed both the building and construction documents to complete the attached Towne Square Building Assessment for the Wood County Commission. Our staff assessed the facility on Thursday, May 1st, 2003, which was preceded by a review of the existing construction documents. Following the physical assessment, the documents were again reviewed in an effort to verify concerns noted in the field.

The assessment of the Towne Square Facility was undertaken to answer the following questions:

“Is it physically and structurally sound, and can it be effectively converted to county offices and meeting rooms?”

Based upon our assessment, the Towne Square Facility is both physically and structurally sound, and as shown on the attached plans, could effectively be converted into county offices and meeting rooms. Please note that the amount of space available for renovation allows for adequate sizing of all office space, as well as ample circulation and waiting areas.

By stating that the Facility is both physically and structurally sound, **ms consultants** notes that through our assessment, no obvious defects or abnormalities that could be hazardous to building occupants were observed in the structure. A detailed structural analysis would be a requirement of any renovation project.

While our assessment indicates that the Towne Square Facility is a viable option for the Wood County Commission, renovation to the Facility would be required, as noted in our recommendations. Aside from the additional costs associated with the varying floor levels, the renovation of the Towne Square Facility into county office space involves items quite typical of a 20-year-old structure, including a new HVAC system, as well as new roofing. A large portion of the renovation costs will be spent on interior partitions and finishes, and construction estimates will therefore vary greatly depending on the level of quality established by the Wood County Commission for the project.



Heating, Ventilating, and Air Conditioning (HVAC) System

Current Status

Heating, Ventilating and Air Conditioning

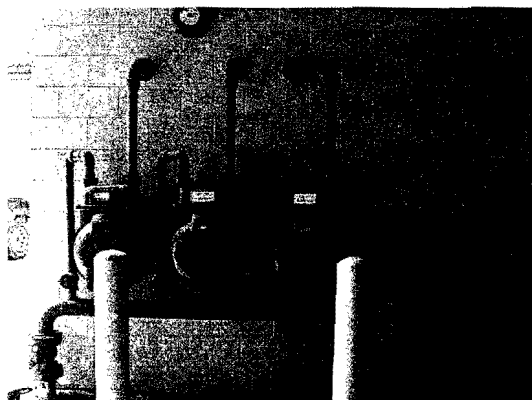
The Heating, Ventilating and Air Conditioning (HVAC) systems consist of primarily constant volume rooftop units, most of which are original to the construction. There are fourteen (14) rooftop units varying in size from ten (10) to fifteen (15) tons, and totaling one hundred seventy-five (175) nominal tons available for cooling. For the approximately 37,000 SF of area under roof, this works out to 211 SF/ton, which is capable of handling a typical office load of 350 SF/ton. Additionally, above the restaurant area is a gas fired make-up air unit for tempering outside air for the restaurant kitchen.

The natural gas service is located on the building exterior at the Northeast corner of the building. It consists of a 4" utility riser pipe manifolded to three 2" meters. Assuming an inlet pressure of 1 PSI and a maximum pressure drop of .3 inch WC, each metered service should be capable of providing 600 Cubic Feet of gas per hour for a total heating capacity of 1,800,000 BTU per hour. This capacity provides 48 BTU/SF which exceeds the 40 BTU/SF recommended for office space.

While the current systems have the capacity to provide heating and cooling for the renovated use, the age of the units must be considered. Additionally, the units may not meet the current requirements for fresh air intake.

Recommendations

Due to the age of the units, and considering lifecycle costs, **ms consultants** recommends that the current rooftop units be replaced. Additionally, all ductwork will need to be replaced to accommodate the new layout being considered for the Towne Square Property. The capacity supplied by the existing natural gas service should be sufficient to provide heating for the intended use.



Existing Gas Service



Constant Volume Rooftop Units



Roofing

Current Status

The existing roofing is a single-ply ballasted roofing membrane (Firestone 0.045). Based upon our discussion with the building maintenance supervisor, the current membrane is original to the building. Based on a review of the construction documents for The Towne Square, the rigid insulation is a standard 2 – 2 ½" thickness, and the actual structure slopes to provide drainage. Several deficiencies were noted in regard to the roofing system. These deficiencies included:

- Age of the roofing membrane.
- Shrinkage and pulling of the membrane in the restaurant area (see photo below).
- Pooling water at parapet wall in line with roof drains (inadequate slope to the insulation – see photo below).
- Multiple locations where the insulation has been “crushed” into the roof deck.
- Adequacy of roof drains is questionable as no overflow drains or scuppers were apparent.

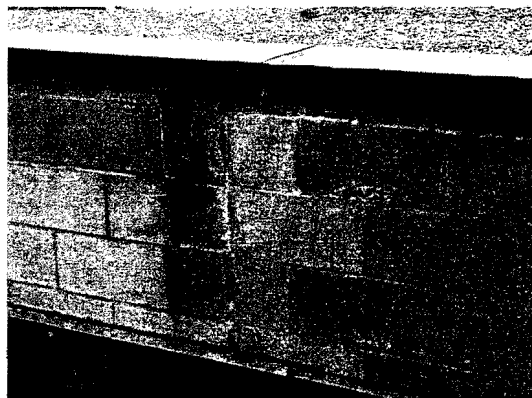
Recommendations

Due to the age of the roof, as well as the conditions noted above, **ms consultants** recommends the installation of a new roofing system, including, but not limited to, new roof insulation, new fully-adhered roof membrane, new overflow drains and/or scuppers, as well as the replacement of all related sheet metal flashings, reglets, and copings. The new roofing system should be supplied with a minimum twenty- (20) year warranty.

All areas with the tile roofing appeared to be in a satisfactory condition.



Ponding of Water on Roof



Deteriorated Metal Coping





Shrinkage and Pulling of the Membrane



Evidence of Water Damage



ms consultants, inc.
engineers, architects, planners

Electrical Systems

Current Status

Power Distribution

The electrical service entrance is located in the Northeast corner of the building and consisted of a 400 Amp, 480/277 Volt disconnect switch for the theater, and a 1600 Amp, 480/277 Volt panelboard for the rest of the building. The 1600 Amp service is then distributed to an 800 Amp panel for the restaurant space, and other sub-panels for each tenant. Total capacity of service is 332 KVA for the theater area, and 1330 KVA for the remainder of the structure, allowing for a unit capacity of 37 Watts/SF which is extremely conservative (high).

Lighting

The lighting fixtures in public corridor areas are mercury vapor high intensity discharge type downlights, and are in useable condition. The lighting fixtures for the office spaces are recessed fluorescent troffers and are also in useable condition. Lighting fixtures in the abandoned movie areas are in poor condition, and in the abandoned restaurant area the lighting fixtures were removed during demolition.

Recommendations

Power Distribution

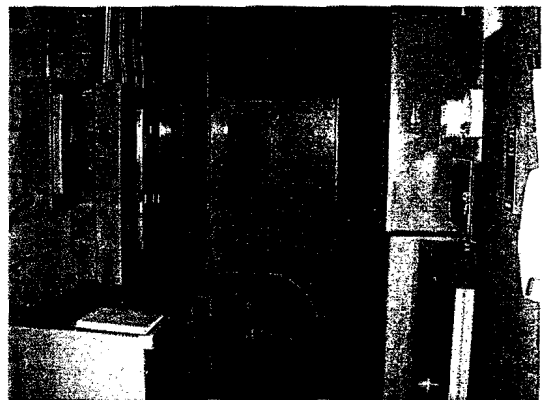
The power provided to the building through the current service is adequate to provide power for the County Offices being considered. Although the power capacity is high, and the switchgear reusable, the distribution panels, conduit and wire may be unusable depending on the layout.

Lighting

While some of the existing lights are in usable condition, during a renovation, it is often nearly as expensive to salvage and maintain lights and lamps through the construction process as it is to replace them. For that reason, **ms consultants** recommends that where feasible, existing lights remain in place (existing bathrooms, electrical rooms, vestibules), but that the lighting be replaced in all areas scheduled for renovation.



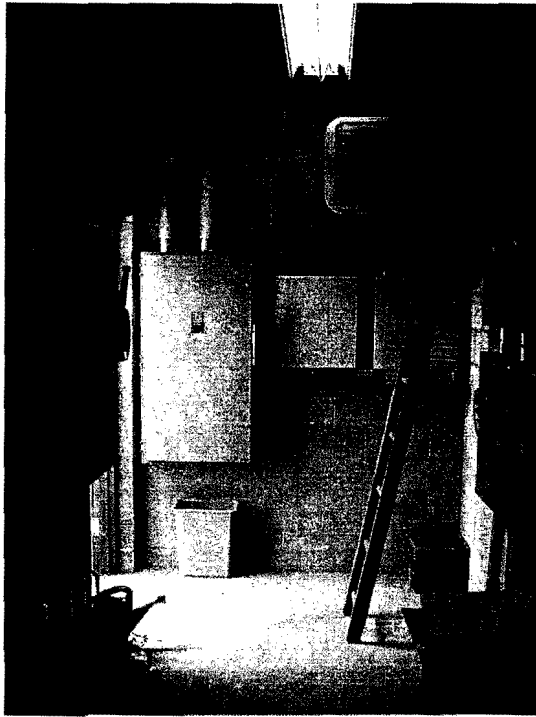
Existing Transformer



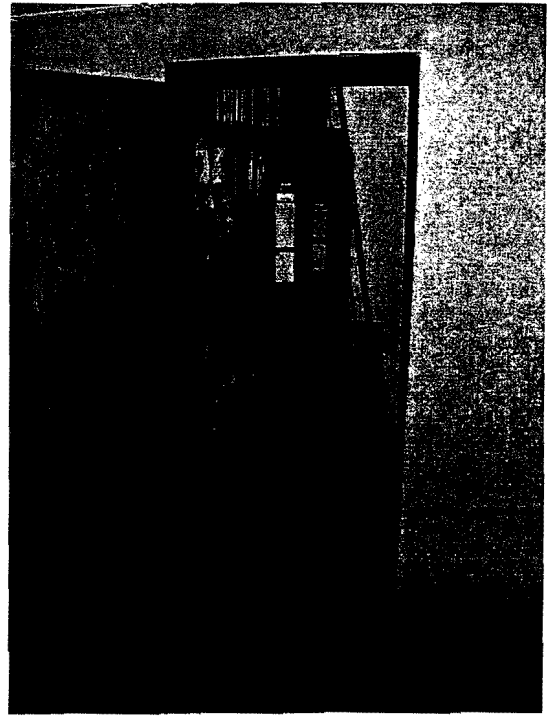
Existing Electrical Service



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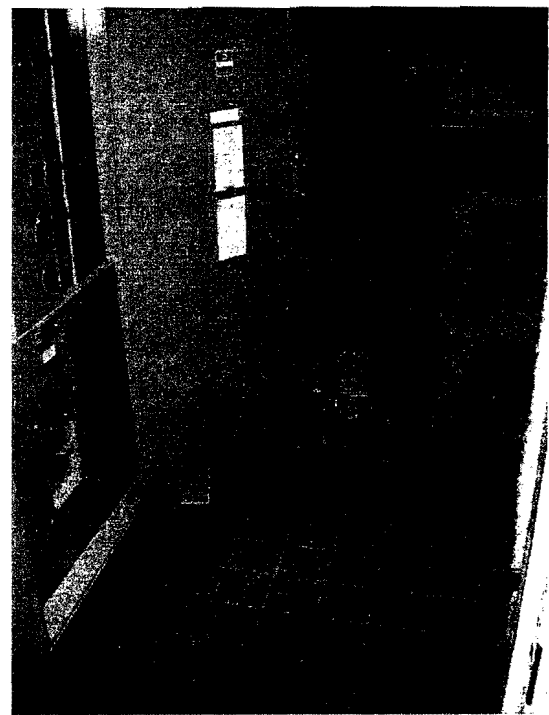
Existing Electrical Service



"Theatre Area" Sub-Panels



Tenant Sub-Panels (Fire Hazard)



Restaurant Transformer (Hazard)



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Plumbing and Fixtures

Current Status

Sanitary Waste and Vent

The sanitary waste and vent system cannot be visually inspected since it is buried below the existing slab. Plumbing plans for the original construction show one 4" sanitary drain from commercial spaces A and D (south), one 4" drain from Commercial space B and C, and one 4" drain from the Northeast public restrooms. All three 4" sanitary drains merge into a 5" horizontal sanitary main exiting the building on the East Side near the center of the restaurant space to an existing 8" sanitary main.

Domestic Water Supply

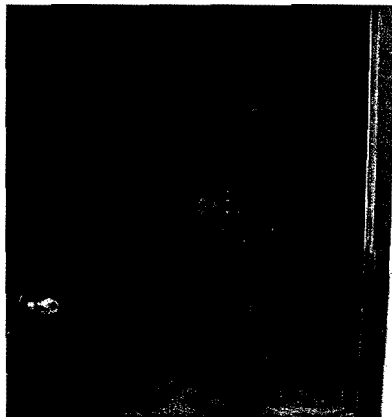
The 2" domestic water service is located with the fire protection riser in a closet at the Northeast corner of the building, behind the elevator. The water meter has a full size bypass with meter, and is capable of providing an adequate service for a restaurant and other miscellaneous water requirements. According to the staff, the water service has approximately 90 PSI of static pressure, which is relatively higher than most water services. No backflow preventer was evident on the main water service for the building.

Plumbing Fixtures

Those plumbing fixtures available for inspection (where the water to the building was currently on), were in satisfactory condition.

Recommendations

Since the existing plumbing and waste lines were sized to accommodate a restaurant kitchen, the lines should be adequate to supply the required capacity for county offices. A backflow preventer will be required on the main water service should one not be located upon further inspection.



Existing Water Service



Existing Restroom



Windows/Skylights

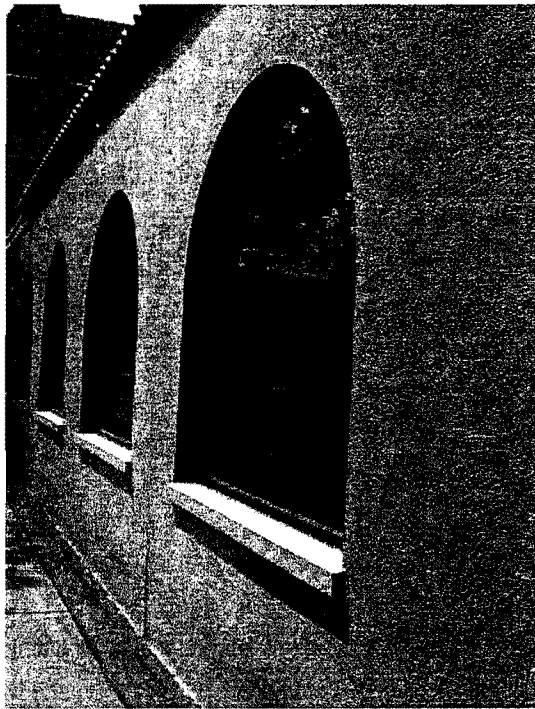
Current Status

The windows are tinted, double pane, fixed glazing. In general the windows and skylights are in acceptable condition. On the day the site visit was conducted no condensation was visible between the panes of glass, and none of the windows were broken or cracked. The skylights were in similar condition, with no water damage from leaks evident.

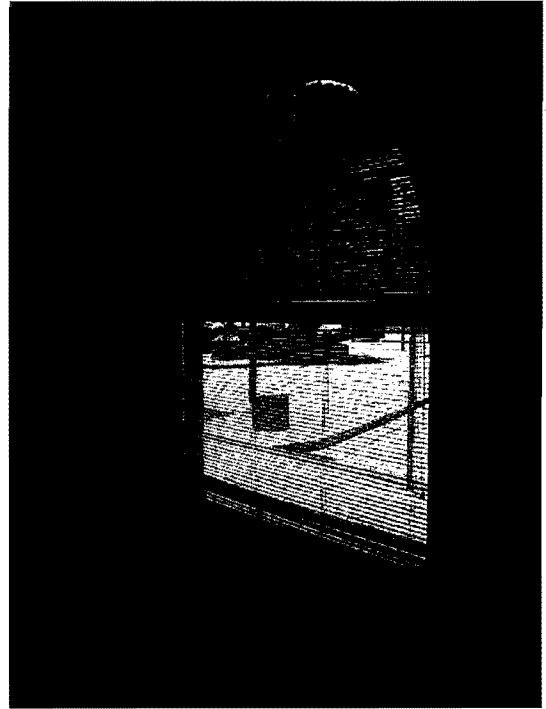
There was some evidence of leakage in the storefront glazing system at the front of the former restaurant area. It was unclear if the leak has been fixed. Due to the discoloration of the gypsum wallboard in this area, **ms consultants, inc.** recommends that the owner have the wallboard tested for mold.

Recommendations

Aside for the recommendation for mold testing, no additional work is required on the windows or skylights. Proper care must be taken during the re-roofing process to ensure that the skylights remain watertight. Additionally, some windows may need to be added or removed based on the final proposed layout of office space. The county may also want to consider revising the actual window fenestration to match the windows on the Wood County Courthouse.



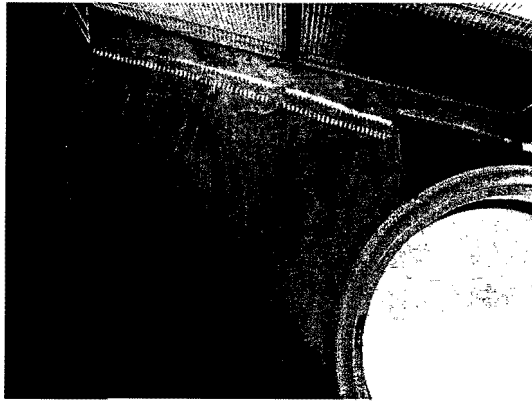
Typical Window – Exterior View



Typical Window – Interior View



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Water Damage at Storefront System



Main Interior Skylight



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Structural Foundation/Walls/Floor/Roof

Current Status

Based upon a walk-through of the building, and a review of the contract documents, the structure appears to be in generally good condition. Specifics regarding the separate elements of the structural system are noted below.

Foundation

Based upon a review of the construction documents, the existing foundation is reinforced cast-in-place concrete, and the bottom of the footing is a minimum 34" below finished grade. While the foundation is not accessible for viewing, problems with the foundation could be noted through cracking in the masonry walls, or through the displacement of other major building elements. At the time of the assessment, none of these problems were noted.

Walls

The majority of the fixed and exterior walls are 12" CMU's (concrete masonry units), reinforced horizontally every other course. The masonry walls in the theatre area support the roof joists, while the exterior masonry walls support only 2x12 wood joists, and clay tile. As noted above, no major cracking or displacement was noted in the masonry walls at the time of our assessment. The portion of the structure not carried by load bearing walls is carried by a steel structure.

Floor

Based upon a review of the contract documents, the floors are a standard reinforced 4" concrete slab over a compacted subgrade. Again, in general, the slabs appear to be in good condition, however, the following areas of settlement or cracking were noted:

- The floor slab has settled in the corner of the men's restroom (public, adjacent to the garage exit) near the janitor's closet (see attached photo).
- Major problems with slab settlement have occurred in the restaurant area adjacent to the raised platform.
- Some cracking is occurring from the point where the new raised slab for one of the added theatres was placed. This cracking may be due to the additional weight of the new slab.

Additionally, it is clear that the change in the floor level is one of the largest obstacles when considering the renovation of this structure.

Roof Structure

The primary roof system is open web steel joists, while some 2x12 framing is utilized around the perimeter. It was noted during the walk-through that overflow drains and scuppers are not provided on the roof. This can become a structural concern if the existing roof drains get backed-up, allowing water to pond, which could create an unanticipated load. Additionally, when examining the roof, it was noted that there appeared to be a large amount of deflection in the

joists over the theater area. The building maintenance supervisor noted that this area was designed for large deflection to dampen the sound of the HVAC units in the theatres.

Due to the deflection, the construction documents were reviewed to determine the general adequacy of the joists. The joists above the theatres are noted as 20H5 at 5'-0" on center, maximum spacing. The joists are within the Steel Joist Institute Guideline for the span/depth ratio of 24. The span for this location is 31'-6", which is considerably less than the 40'-0" allowed by this general rule. The roof joists in this area bear directly onto CMU walls, so deflection of beams in this area would not contribute to the problem.

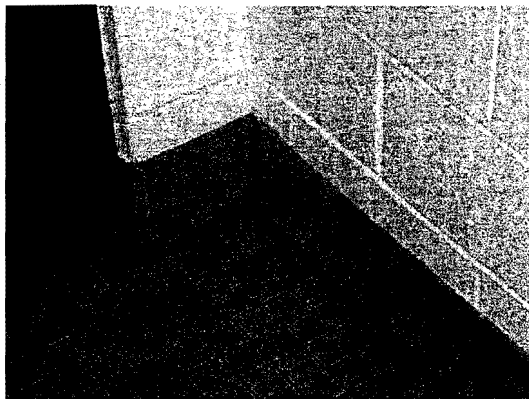
As noted for all structural systems, in general, the roof structure appears to be in satisfactory condition.

Recommendations

Due to the varying elevations of the finished floor, the recessed areas will need to be filled with a compacted base so that a new level slab can be poured. The walls surrounding these recessed areas will need to be examined to determine if they can accommodate the additional pressure that will be applied due to the new fill and slab, in an effort to determine if they will need to be reinforced prior to undertaking this renovation. Additionally, the areas that have been raised for the addition of the three theatres will need to be returned to their original condition.

The areas where floor slab failure has been identified will need to be removed. Once the floor slab has been removed, the compacted base will need to be examined and re-compacted before a new slab is placed.

Finally, the existing structural system needs to be considered when developing a strategy for the renovation. To the degree possible, the existing structural system should remain intact for both continued stability and cost efficiency.



Slab Settlement - NE Men's Restroom



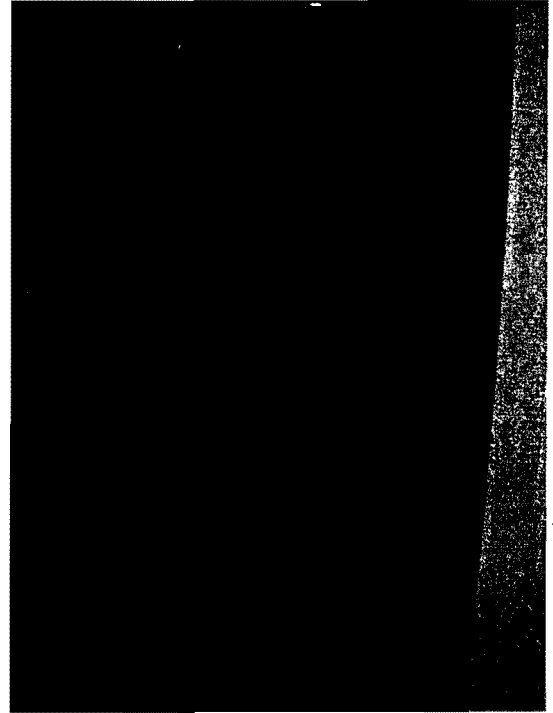
Slab Settlement - Restaurant



ms consultants, inc.
engineers, architects, planners



Extent of Settlement in Restaurant



"Built-Up" Ramp for New Theatre



ms consultants, inc.
engineers, architects, planners

General Finishes

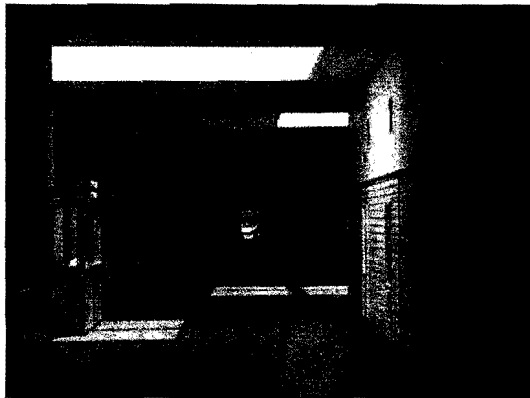
Current Status

The existing interior general finishes vary from space to space. The current finishes are appropriate for the present use of the structure.

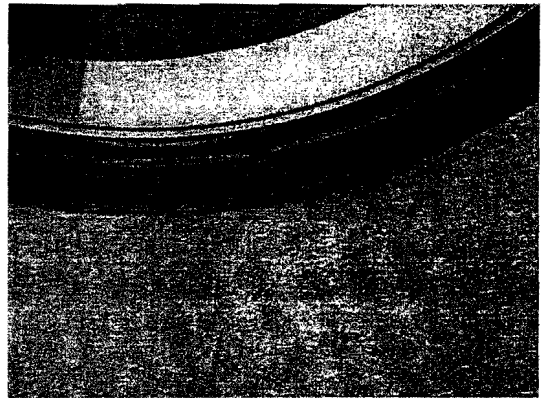
The exterior finish is a Direct Applied Exterior Finish System. The system appears to be vented at the entrance overhangs, and appears to be in satisfactory condition, although cleaning is required to prevent continued deterioration.

Recommendations

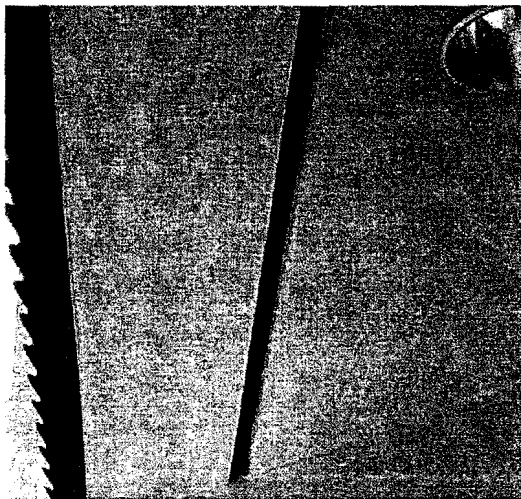
New finishes will need to be provided which are appropriate for county office space. All vestiges of the current commercial use of the space will need to be removed. Security, life cycle cost, as well as visual and audio privacy will play a large role in the selection of new finishes. Additionally, a new color is recommended for the exterior of the building that would be a close match to the Wood County Courthouse. The new finish will also allow for seamless exterior renovations.



Typical Interior Finishes



Exterior Finish System Discoloration



Soffit Ventilation



Exterior Finish System Discoloration

Security System

Current Status

The existing building does not currently have a security system.

Recommendations

Appropriate security systems will need to be provided for all offices, as well as an overall security system for the entire building.

Emergency/Egress Lighting

Current Status

The existing building currently has emergency and egress lighting that operates on battery packs, which must be tested on a regular basis. Several areas in the structure are missing required exit signage.

Recommendations

Due to the new use proposed for the structure, **ms consultants**, would recommend that a generator be installed for emergency power. The egress and emergency lighting layout will need to be revised during the renovation to accommodate the new County Offices.

Fire Protection/Fire Alarm

Current Status

Fire Protection

The fire protection service is 4" diameter, and is located in a closet at the Northeast corner of the building behind the elevator. Immediately after rising through the floor is a 2" diameter tee to the domestic water service. This water service would be adequate to serve a light hazard occupancy (office, restaurant seating, theater), possibly an ordinary hazard-group 1 occupancy (bakery, laundries, restaurant service areas), but not a high hazard occupancy (storage, printing, publishing). The service would therefore be adequate for the proposed use of County Offices.

Fire Alarm

The current fire alarm panel is an Edwards 8230 panel. The current panel is an old zone type.

Recommendations

The existing fire suppression system's riser is adequate to provide the flow needed, however, the sprinkler system layout will need to be revised to accommodate the new use. Similarly, the fire alarm system will need to be updated (horns, strobes, pulls, etc.). Additionally, we recommend merging the existing alarm panel with an addressable panel to meet current technology.



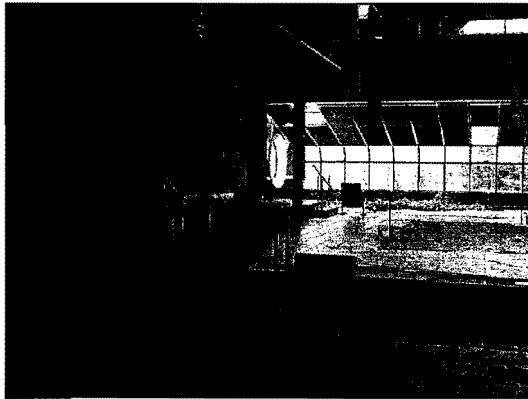
Accessibility

Current Status

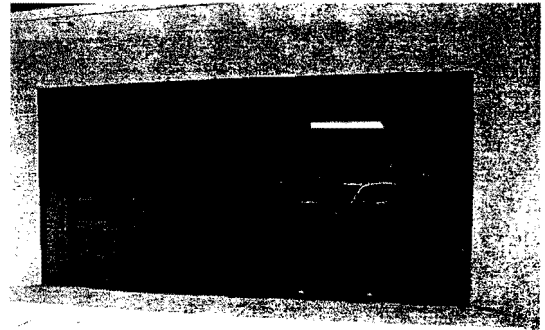
In general, the building is accessible. The ramps added for the new theatres are steeper than allowed by code, and some of the existing doors do not have the required clearances. The large group restrooms were designed for accessibility. The level changes for the original theatres also create accessibility issues.

Recommendations

In general, the building has few access problems since The Towne Square is one level. Many of the accessibility issues will be resolved when the new theatres are restored to their initial level, and when the original theatres are filled for use as office space. The layout of all new offices and restrooms should be designed for accessibility.



Level Changes Need to be Eliminated



All Primary Entry is at Grade



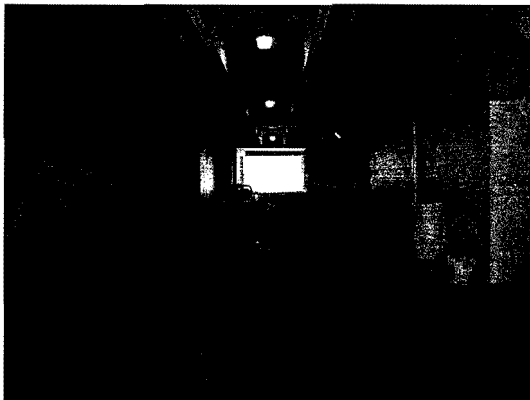
Site Conditions

Current Status

The building occupies the majority of the site. Tile outside of the front entry, at the intersection with the public sidewalk is damaged.

Recommendations

General repairs will be needed at all major entries to the building. Site traffic circulation will need to be revised in the alley if a drive-through window is to be created for the tax department.



Alley Circulation to be Reversed



Exterior Doors

Current Status

The exterior storefront glazing system appears to be in satisfactory condition, while many of the exterior hollow metal doors are corroded (see photo).

Recommendations

Clean and provide new door hardware for the storefront glazing system doors. Replace all exterior hollow metal doors.



Corrosion of Hollow Metal Doors



Storefront System at Entry Satisfactory

Asbestos

Current Status

No asbestos containing materials were visually noted during the inspection, furthermore, due to the age of the structure, no asbestos containing materials would be suspected.

Recommendations

Any suspected materials encountered during the renovation should be tested and abated as required by applicable law.



Life Safety Code

Current Status

In general, the building has substantial egress capacity that leads directly to grade. The building is also fully sprinkled, has emergency and egress lighting, and a fire alarm system. Some of the current unoccupied commercial spaces have dead-end corridors.

Recommendations

Based upon the current building code (2000 International Building Code) the existing construction is Type II-B (Non-combustible – meeting the requirement for the fire-retardant-treated wood utilized for the pitched roof). Utilizing the most restrictive Use Group intended for the building, A-3 (Assembly), the Maximum Allowable Building Area permitted would exceed the total area of the existing structure (utilizing the Area Modifications for Automatic Sprinkler Systems and Frontage). Based upon this information, the structure could be utilized for the intended purpose of County Offices, while complying with the current Building Code.

The new design for the space must include a new sprinkler layout, new egress and emergency lighting, and egress capacity to meet the current building code.

Technology

Current Status

The existing technology has been provided to meet the needs of the current tenants.

Recommendations

New voice and data systems would be required to support the County Offices. The building design should accommodate new and emerging technology relevant to the intended use.



General Cost Analysis

While all of the options available to the Wood County Commission for additional space were not physically reviewed by **ms consultants**, we offer the following general comments and cost analysis based on similar project experience:

- **Renovation of a Commercial Facility (Age of Facility – 20 Years)**

ms consultants, inc. recently worked with a client to renovate an existing Goodwill Building into Office Space. The area of the structure being renovated was 58,000 SF, which was completed for approximately \$3.5 Million. While this project involved more structural and life safety issues, the increased cost of finishes provided for County Office space make it a good comparison.

One advantage of renovating this type of facility is that it often contains a large open span structure (typical of commercial buildings), which permits ease of renovation, as well as adequate ceiling heights for large gathering spaces.

- **Renovation of a Commercial/Institutional Facility (Age of Facility – 100 Years)**

ms consultants, inc. recently worked with a municipality to convert a portion of the old "water-works" into Office Space for the Water Department. This particular facility lent itself to renovation, as it had a large open structure, which permitted new floor infill, and current building systems to be added. The cost for this renovation was approximately \$82/SF.

Typically, facilities in this age range do not have the structural floor to floor heights required to permit the inclusion of current building systems (HVAC, Elevators), while permitting adequate ceiling heights.

- **Correctional Facility Renovation**

When completing our recent work with the Division of Juvenile Services, an estimated cost of \$78/SF was included for the renovated areas. The cost was low for this type of facility since all of the spaces being renovated were one-story, clear span. For a more average correctional facility, the cost would increase by approximately \$20/SF to account for the labor-intensive structural revisions required.

Typically, jails are not considered ideal buildings for renovations because of their often-inflexible layout. While renovation is possible, it is often at a more expensive cost (\$95-105/SF), and may not provide the flexibility required for contemporary office space.

- **New Governmental Office Construction**

ms consultants, inc. recently worked with a municipality to complete an addition to their current facility. The addition involved secure areas, a 911 Facility, as well as an expensive (up-front cost) geothermal system. The addition was 21,540 SF, and was completed at a cost of \$3.4 Million. When this cost is adjusted to be more project specific, the cost per square foot for new construction ranges from \$120-140/SF depending on the level of quality established by the County Commission.

The advantages of constructing a new building include total flexibility in terms of planning, as well as total flexibility to make the building aesthetically match other Wood County Buildings.



Comparison of Estimated Unit Cost (Based Upon Similar Project Experience)*

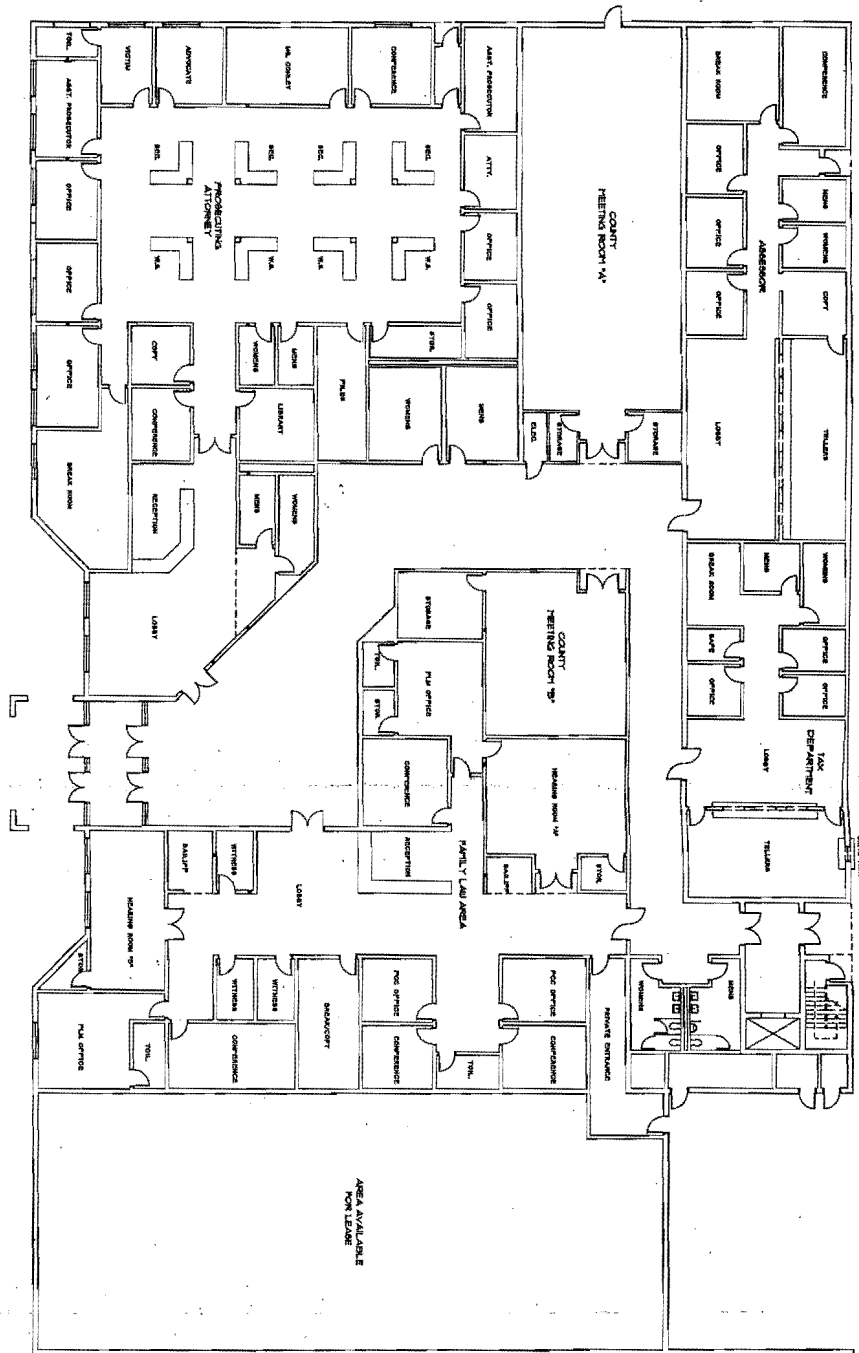
Commercial Facility Renovation (20 Years)	\$60-70/SF
Commercial Facility Renovation (100 Years)	\$80-85/SF
Detention Facility Renovation	\$90-105/SF
New Construction	\$120-140/SF

***Construction Costs**



ms consultants, inc.
engineers, architects, planners

Towne Square Assessment



PROPOSED FLOOR PLAN
SCALE: 3/32" = 1'-0"

A-1.0	COMPOSITE PLAN					ms consultants, inc. engineers, architects, planners 206 Capitol Street, Fourth Floor Charleston, West Virginia 25301 (304) 345-1211 FAX (304) 345-1213	TOWNE SQUARE ASSESSMENT AND PLANNING WOOD COUNTY COMMISSION PARKERSBURG, WEST VIRGINIA	DATE: _____ BY: _____	
	PROJECT NUMBER: 12527.112 DRAWN: ANK CHECKED: GLG DATE: 05/14/03 SCALE: 3/32" = 1'-0"							DATE: _____ BY: _____	
	TITLE: _____ SCALE: _____							DATE: _____ BY: _____	