



EXISTING FACILITIES EVALUATION REPORT

Dane County Clerk's Office Election Center Facility

DRAFT October 10, 2023

Commission No. 233108

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EXECUTIVE SUMMARY

Wold Architects and Engineers is pleased to present this report related to evaluation of existing facilities being considered by Dane County and County Clerk's Office for potential purchase and adaptive re-use for the creation of a new Elections Center.

Earlier this year, Wold worked with representatives from Dane County and the City of Madison to study the programmatic and functional needs for a new elections center capable of meeting the operational objectives for administering secure, fair, and effective elections in the County. At the conclusion of that pre-design effort, the County began the process of identifying potential properties suitable for purchasing and renovating to suit the identified needs.

Wold was engaged by the County to with evaluating the adequacy of the identified properties for accommodating the functional program requirements appropriate to the operational objectives of the County Clerk's office. The properties currently identified to be evaluated are as follows:

1. 2002 Pankratz Street (Ale Asylum) – 2-story, 32,782 square feet
2. 2919 Commerce Park Drive (United Vaccines) – 2-story, 45,038 square feet

After visiting both properties, Wold believes each presents sufficient size and opportunity for accommodating the functions of an Elections Center. In general, both are well maintained and in good physical condition. The report that follows highlights our observations of each building's existing conditions and outlines recommendations for capital improvements that should be considered by the County when weighing the overall costs to be anticipated along with purchase and redevelopment.

Wold has also prepared conceptual fit plans that demonstrate how each of the properties could be adapted to fit the space needs of an Elections Center. With interior expansion (i.e., construction of new 2-story space within the current 2-story volume), the 2002 Pankratz Street property can be renovated to adequately accommodate the identified program. The 2919 Commerce Park Drive property is limited in terms of opportunities for interior expansion and does is not able to accommodate the full program identified for the Elections Center facility.

Based on our analysis of each facility, Wold's opinion is that the 2002 Pankratz Street property presents the best opportunity for adaptive re-use to accommodate the programmatic and functional requirements of the County Clerk's office for operating an Elections Center facility. A total project budget of \$18,784,075 is recommended to purchase, renovate, and outfit the facility.

2002 PANKRATZ STREET



Year Constructed: 2011

Square Footage: 45,038 SF

Acreage: 4.861 acres, 150 parking stalls

Municipality: Madison, WI

Zoning: SE – Suburban Employment District

GENERAL CONDITIONS ASSESSMENT

Site

General

The site is located on approximately 4.5 acres of land, includes a building +/- 40,700 SF, a parking lot, access drives, loading docks, concrete paved areas of approximately 1.7 acres, 151 parking stalls (7 ADA), 3 loading docks, a drive-in shipping/receiving entrance, a fenced 1st story concrete patio and a 2nd floor overlook patio. Access to the site is excellent. The stormwater system is comprised of inlets, manholes, piping and three (3) bio-retention basins. The property is currently vacant, but some maintenance of the lawn and placement of shredded mulch in the landscape areas is evident.

Some facility maintenance and repair should be anticipated, as there are areas within the site that do not meet requirements of current standards, have not been properly maintained and/or are failing.

Facility Walkways and Paved Patio

The walkways within the property boundaries are generally in good to moderate condition. Areas in need of repair include the short path between the sidewalk and outside patio (currently wood walkway), areas of cracked and broken concrete pavement a 25' long section of walkway that shows signs of significant pavement raveling between the facility and the intersection of STH 113 and International Lane. The concrete patio on the northwest corner of the facility has a significant crack at the entrance point but is in good to very good condition throughout the remainder of the pad.



Asphalt Paved Parking Lot & Drives

The asphalt parking lot, loading areas and drive lanes are in moderate to poor condition. Areas in need of repair are contained within the parking lot area, where pavement surface raveling, buckle and intermittent alligator cracking are evident. The areas where delivery, sanitation and transport truck traffic occurred have a high degree of pavement degradation. In some of these

areas, it may be possible to patch existing conditions in the short term. Limited pavement and subsurface aggregate replacement should be considered for areas where heavy truck traffic was concentrated as deflection, rutting and heavily degraded pavement conditions exist. The remainder of the parking lot area will require cleaning, patching, crack sealing and seal-coat to remain viable for the next ten years.

Concrete Pavements and Pads

The concrete pavement in the loading dock and at-grade delivery door areas are in moderate condition. Although there is some cracking of the pavements in both areas and a loading dock bay with poor drainage slope, the overall condition of these features and maintenance of these areas can be accomplished with minimal effort and expense. The concrete pad within the Enclosed Dumpster/Trailer area shows significant surface raveling. While not an immediate replacement priority, it should be assumed that this concrete pavement will need replacement within 10 years. The concrete area of the tank farm (NE corner of the building) is generally in good to very good condition, the concrete tank foundation support pillars may hinder use of this area for other purposes. Removal of the existing pad and support pillars and an alternate use should be considered as this is in the general area of the entrance to the facility.

Curb & Gutter

Existing curb and gutter within the property limits is generally in good condition. There are some locations where replacement should be considered (honeysuckle) in mediocre health while others are only covered by shredded hardwood bark mulch or Kentucky bluegrass. Some landscape screening plants exist at the building's northeast corner to screen a transformer. These plants are in sufficient health.

Frontage trees along Packers Ave (7 overstory deciduous, 3 ornamental deciduous, 4 evergreen) appear to be in good health and provide a slight buffer between the street and parking lot. Semi-mature street trees exist along Pankratz Street. These trees appear to be establishing themselves and in fine health. Stormwater bio basins along the east edge of the parking lot are lush with plant material, however juvenile trees have begun to occupy the bottom of the basins and invasive weed species are beginning to occupy the basins. These should be removed and replaced with appropriate native bio-basin plugs/grasses. There are some instances of invasive Cattails in each basin. These should be removed as well.

It should be noted that the existing condition, location, and quantity of the landscape plantings would be considered minimal or lacking by the current City of Madison landscape standards. Foundation plantings, interior parking lot plantings, parking lot perimeter plantings, and frontage landscaping would likely need enhancements should any site improvements go through the Site Plan Review process.

Fencing

Three (3) types of fencing are currently installed at the facility; ornamental fencing around the patio area, coated chain link fencing around the previous tank farm area and wood slat fencing

over a galvanized steel framework. The ornamental fencing around the patio area (NW Corner) is in good to very good condition with no rework of repairs required. The coated chain link fence around the tank farm area is in moderate to poor condition. Unless the potential purchaser of this property wants/needs this fenced area, we would suggest removal of the existing fencing and framework. All wood slat fencing in the enclosed trailer/dumpster will require pressure washing and treatment with a weather resistant, water-proofing base and stain. The galvanized posts and framework are in very good to excellent condition and will not require repair or rework at this time.

Building Envelope

Roof

The roofing system is a black, ethylene propylene diene terpolymer (EPDM), single-ply membrane. The membrane appears to be a fully adhered system. The structure of the upper (larger) roof area is sloped to provide positive drainage to roof drains located along the east and west sides of the building. The roof system at the upper (larger) roof area is assumed to date from the building's original construction and appears to be in excellent condition. It was raining at the time of Wold's site visit and there was no visible evidence of standing or ponding water on the roof.

The lower (smaller) roof area over the office portion of the facility (at the north side of the building) is also covered with a black EPDM, single-ply membrane roof system, and is also assumed to be a fully adhered system. Some standing water was observed around the roof drain, however, upon removal of the roof drain strainer the water began evacuating quickly. Debris was removed from the strainer before it was put back into place. The lower roof area was observed to exhibit a few "soft spots" where the insulation beneath the roof membrane gave way when stepped upon, however, there was no evidence of failure in the membrane or evidence of leaks in the occupied area below.

A significant area of the upper (larger) roof area was covered by photovoltaic solar panels. The solar panels appear to be self-supported on a rail system that sits upon rubber pads. There are minimal roof penetrations associated with the solar panels.



Based on the age of the building, the existing roof system would be within the limits of a typical 20- or 30-year warranty period. Given the condition of the roof, it is our recommendation that the existing roof has at least 10 years of useful life remaining.

Exterior Walls

The building's exterior is primarily constructed of structural precast concrete wall panels on the north, east and west sides of the facility, with an architectural, exposed aggregate-type finish.

The south (rear) side of the building is clad with an architectural metal panel system installed over a steel framed and metal stud wall. The building was planned for potential expansion to the south; therefore, structural precast concrete wall panels were not an economical choice at the time for construction that was anticipated to one day be dismantled for expansion. The existing metal panel system is in good physical condition and would not need to be replaced.

Windows and Doors

The main entrance and primary facades (north and west) have aluminum storefront openings at both levels. Given their age, the storefront systems are assumed to be thermally broken assemblies that will provide sufficient energy efficiency; however, newer glazing and frame technology could provide for enhanced performance. Overall, the glazed openings appear to be in good physical condition. Only the front door exhibits wear consistent with heavy use.

Wold would not recommend replacing the aluminum storefront openings as part of any planned renovations unless the County was seeking some type of energy efficiency rating or certification.

HVAC

Heating Plant

There is evidence of a boiler plant that has been removed from the building. It is assumed this system was used primarily for process heating, not as part of the building's heating system.

Two gas-fired, packaged rooftop units provide heating and cooling to the office areas of the facility. A gas-fired make-up air unit provides heating only to the warehouse area of the facility. All units are assumed to provide ventilation at the code-required rate. The unit serving the upper-level office area is a VVT system with four temperature control zones. All units were installed in 2012 and are in good condition.

An exhaust hood and make-up air unit serve the Kitchen and are equipped with an Ansul fire suppression system. All equipment was installed in 2012 and are in good condition.

The Lab room adjacent to the Warehouse is cooled by a wall-mounted split-system cooling unit, with the 2.75-ton condensing unit located on the roof.

Plumbing

Domestic Water System

A 6" combination fire suppression and domestic water service enters the west side of the building. The 3" domestic branch is metered and equipped with an appropriate backflow prevention device. All visible domestic water piping is uninsulated PVC. There is a backflow preventer and associated segments of the process water piping system abandoned throughout the facility, consideration should be given to removing abandoned equipment/systems.

A water softener of unknown age softens all water distributed throughout the building.

A HTP model PH199-80 water heater with 199,000-btuh input capacity and 80-gallon storage capacity provide domestic hot water for the entire facility. The water was installed in 2012 and is nearing the end of its life cycle. There is no means of circulating hot water throughout the facility, consideration should be given to adding a circulating pump and piping.

All plumbing fixtures appear to be in adequate condition.

Drainage, Waste, and Vent (DWV) System

All visible DWV piping is PVC and appears to be in good condition. Many of the trench drain grates are showing signs of damage and should be replaced or removed.

Storm Drainage System

All visible piping is PVC and appears to be in good condition. None of the piping is insulated, which can result in condensation issues. All primary storm drainage piping spills onto grade at the building exterior, with some located adjacent to walkways and/or building entrances.

Fire Suppression

A 6" combination fire suppression and domestic water service enters the west side of the building. The 6" fire suppression branch is equipped with an appropriate backflow prevention device. The entire facility is protected by a wet-pipe fire suppression system that appears to be in good condition.

Electrical

Service and Distribution

The building is served from 2000-amp, 480/277 volt 3 phase, 4 wire switchboard located in the electrical room. Switchboard and electrical panels were installed in 2012 and are in good condition. The switchboard feeds 150KVA transformer that provides 208/120 volt. Building's electrical circuitry contains multiple brewery-dedicated circuits that can be demolish/abandon, with that said, it can accommodate office need without major electrical service upgrades. There are PV panels that cover most of the roof, based on the equipment that controls PV panels, the system is cable of handling no more than 2000kW. No generator on site, a new generator is recommended.

Lighting

The building's general lighting system is inadequate for office purposes and needs to be upgraded. Additionally, emergency lighting is outdated and with unknown battery condition, it should also be replaced. Exterior lighting consists of wall fixture and parking lot light poles which seem appropriate.

Fire Alarm

The building is sprinkled and has a GE EST fire alarm panel but does not have any fire notification devices which should be added.

Elevators

Evaluation of the building's existing elevator was excluded from Wold's scope of services. Instead, it was recommended that the County ask for the seller/broker to disclose available elevator inspections and maintenance reports. None have been provided at this time.

The existing 2-stop elevator serves the main and upper levels and is believed to date from the building's original construction in 2011. The elevator was manufactured by ThyssenKrupp and has a capacity of 2100 pounds.

The elevator is operational. The interior of the cab is in good physical condition and the elevator controls appear to be in good, functioning condition.



Hazardous Materials

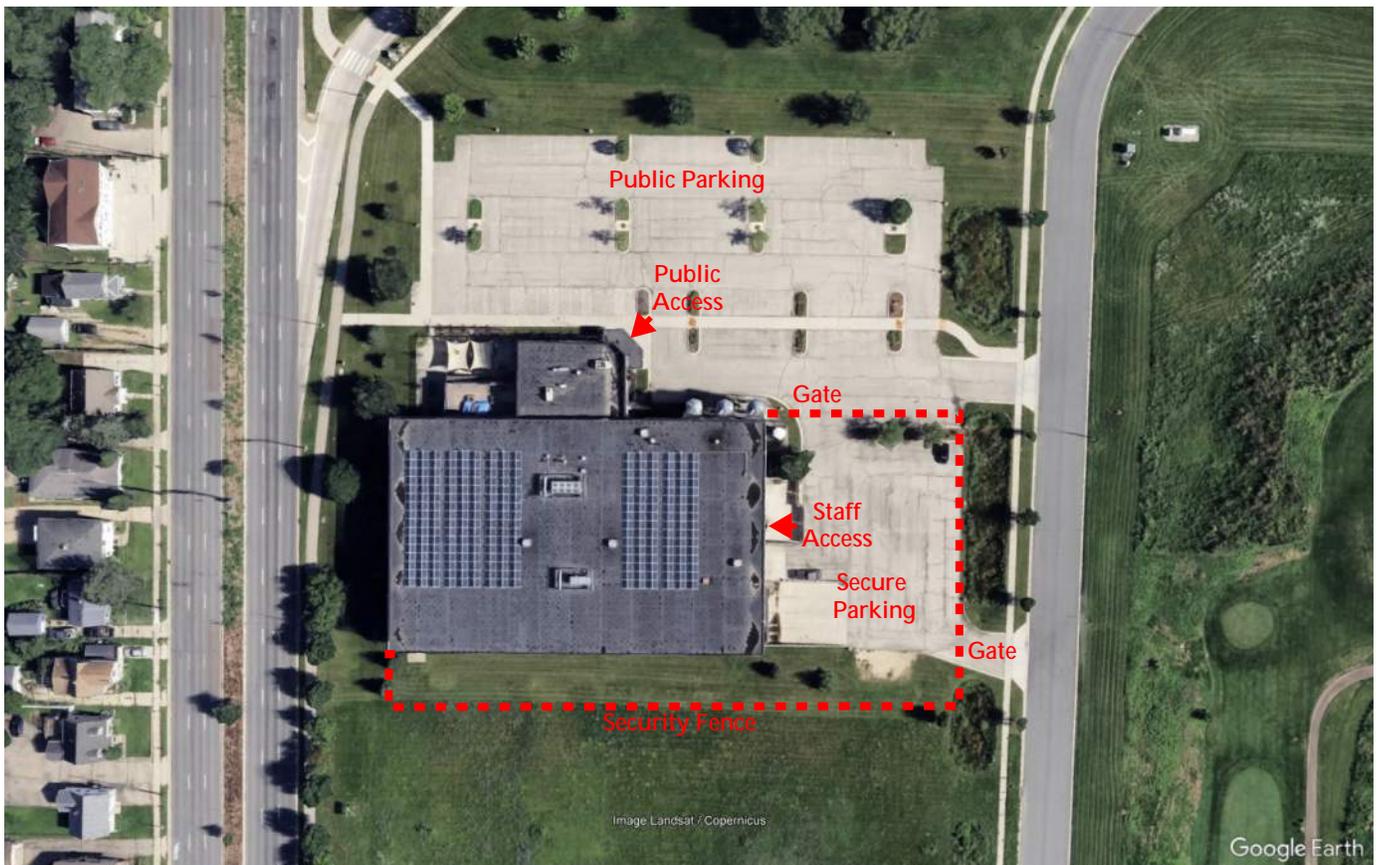
Based on the age of the facility, there is no cause for concern relative to hazardous building materials that may have been utilized in its construction.

The appendix of this report includes a Phase 1 Environmental Site Assessment completed in 2011, prior to the building's construction, that indicates that there were no findings of contamination at the related to the existence of a former landfill adjacent to the property. The report does note that the City of Madison would require a "passive gas venting system for any new building at the property". Wold did not observe this system during our site visit. It is recommended that the County confirm the identified passive gas venting systems was installed and is operating properly prior to a decision to purchase the facility.

PROGRAMMATIC ADEQUACY

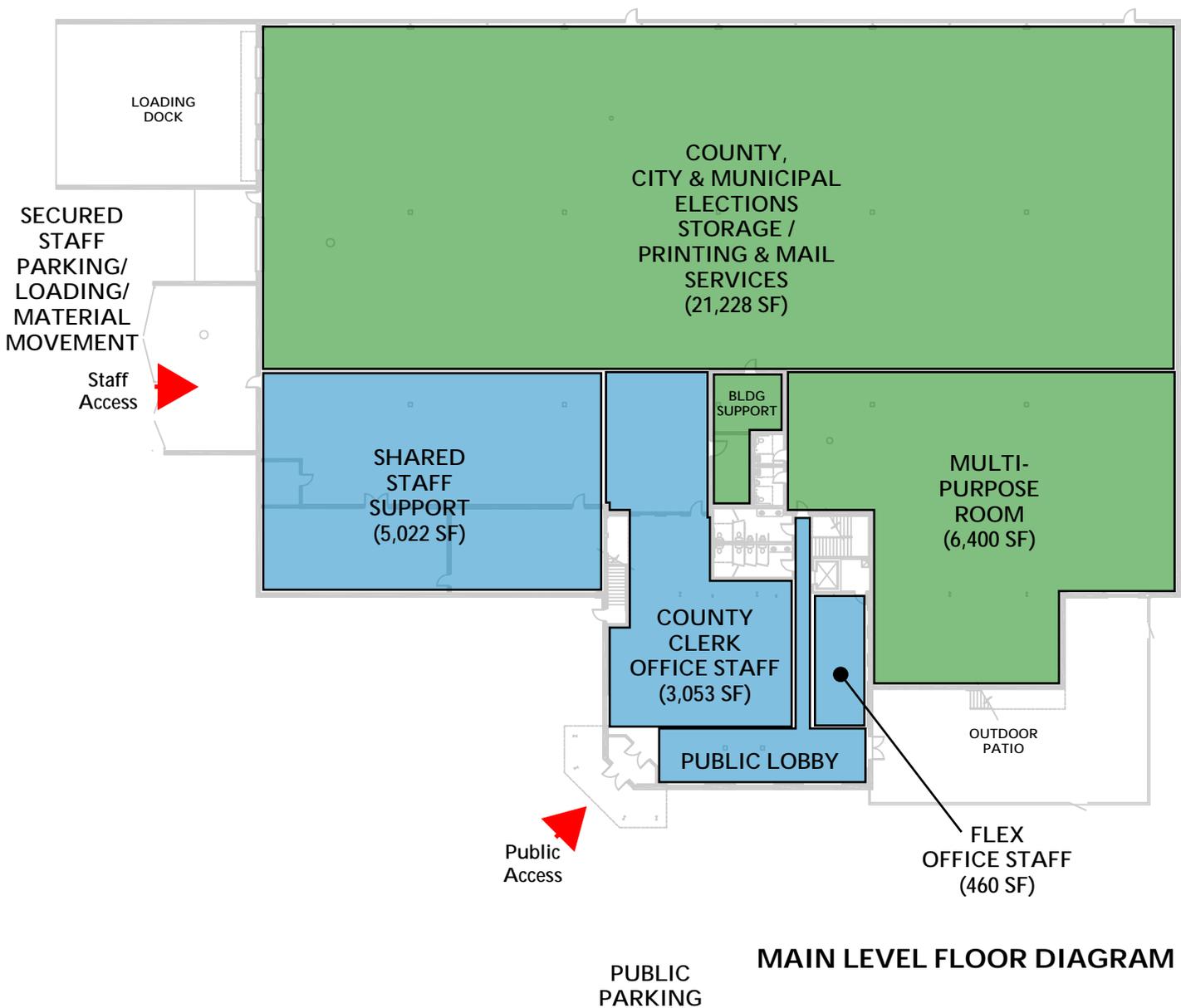
Conceptual Site Diagram

The diagram below was developed to illustrate opportunities for dividing use of the site for public access and secured staff parking and materials movement. In general, the 2002 Pankratz Street property appears to provide ample space to achieve the functional requirements for an Elections Center facility.

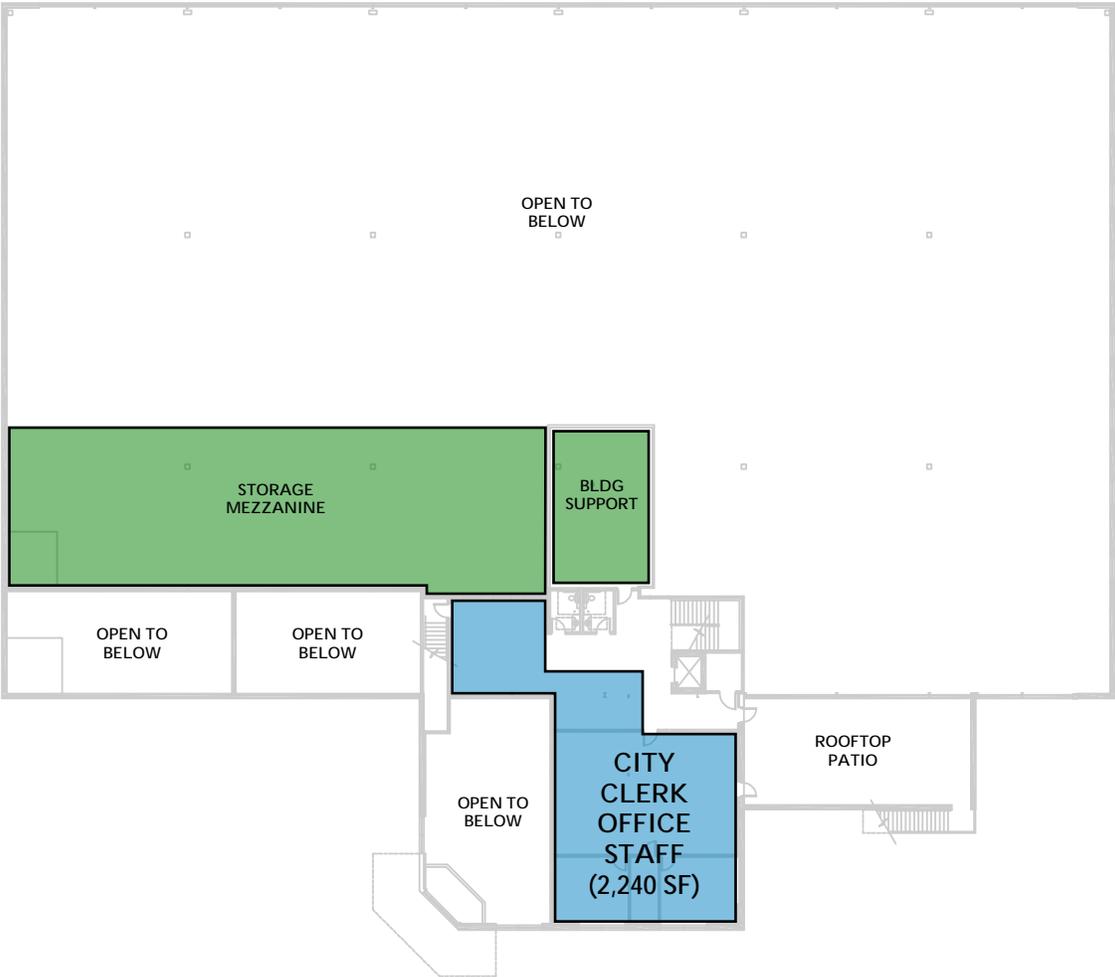


Conceptual Fit Plan

The following plans were developed to illustrate a preliminary concept for repurposing and adapting the available space at 2002 Pankratz Street to satisfy the identified programmatic needs of the proposed Elections Center facility. Complete demolition and reconstruction of most of the existing interior spaces is anticipated except for the existing toilet room, stair, and elevator core, which would be renovated in place. The construction of new 1- and 2-story space within the volume of the existing warehouse is anticipated to accommodate the Multi-Purpose Room and Staff Support areas. The space above the Staff Support area is envisioned as a mezzanine that would support the Elections Storage warehouse area.



Conceptual Fit Plan



UPPER LEVEL FLOOR DIAGRAM

Conceptual Project Budget

The following is a conceptual total project budget which considers all potential costs associated with acquisition, construction/renovation, and outfitting the 2002 Pankratz Street property for the creation of a new Elections Center facility.

<u>Acquisition</u>				<u>Budget</u>
Purchase Price				\$5,300,000
Other Fees, Expenses				TBD
Sub-Total Acquisition				\$5,300,000
<u>Construction</u>				<u>Budget</u>
	<u>Qty</u>	<u>Unit</u>	<u>Cost/Unit</u>	
Site Work	1	LS	\$750,000	\$750,000
Renovation - Heavy	24000	SF	\$325	\$7,800,000
Renovation - Moderate	2250	SF	\$225	\$506,250
Renovation - Light	1650	SF	\$150	\$247,500
Renovation - Warehouse	21225	SF	\$50	\$1,061,250
Design Contingency	1	LS	\$300,000	\$300,000
Sub-Total Construction				\$10,665,000
<i>cost per GSF (49,125 GSF)</i>				<i>\$217</i>
<u>Soft Costs</u>				<u>Budget</u>
AE Fees (est. 7.5% of Construction Cost)				\$799,875
AE Fees (credit for Pre-Design)				(\$16,500)
Plat/Topographic Survey				\$12,500
Permitting, Inspections				\$75,000
Construction Testing				\$35,000
Commissioning				\$50,000
Bid Advertising, Printing				\$5,000
Legal				\$10,000
Moving Costs				\$10,000
Other (Allowance)				\$50,000
Sub-Total Soft Costs				\$1,030,875
<u>Fixtures, Equipment & Furniture (FF & E)</u>				
Office Furniture	1	LS	\$85,000	\$85,000
Technology/Audiovisual	1	LS	\$350,000	\$350,000
Warehouse Equipment	1	LS	\$300,000	\$300,000
Other (Allowance)	1	LS	\$200,000	\$200,000
Sub-Total FF & E				\$935,000
<u>Construction Contingency</u>				
Owner's Construction Contingency (8%)				\$853,200
Sub-Total Construction Contingency				\$853,200
Total Project Budget				\$18,784,075

2919 COMMERCE PARK DRIVE



Year Constructed: 1991 (original), 2012 (addition)

Square Footage: 32,782 SF

Acreage: 1.36 acres, 38 parking stalls

Municipality: Fitchburg, WI

Zoning: I-G General Industrial District

GENERAL CONDITIONS ASSESSMENT

Site

General

The site is located on approximately 1.4 acres of land, includes a building +/- 28,700 SF, a parking lot, access drives, a recessed loading dock, a drive-in shipping/receiving bay and paved areas of approximately 17,900 SF with 36 parking stalls (2 ADA). Access to the site is excellent. The stormwater system is comprised of 2 inlets; no on-site basin(s) exist on-site as this site is handled by a regional detention/stormwater treatment pond. The property is currently vacant, but maintenance of the lawn and landscape areas are evident.

Aside from some landscape replacement/upgrades, the site features (parking lot, paint striping, curb, ornamental and loading dock walls, concrete pavement) are in excellent or new condition.

Facility Walkways and Pads

The walkways within the property boundaries are generally in new to excellent condition. No work is required to repair or replace walkways or pads within the property limits.

Asphalt Paved Parking Lot & Drives

The asphalt parking lot and access drives are in excellent condition. Recent repaving of the asphalt is evident. No work is required to repair or replace asphalt lot or access drives within the property limits.



Concrete Pavements and Pads

The concrete pavement in the loading dock and at-grade delivery door areas are in good to moderate condition. Although there is some minor cracking of the pavement, the overall pavement condition is good, and maintenance can be accomplished with minimal effort and expense.

Curb & Gutter

Existing curb and gutter within the property limits are generally in good condition. No work is required to repair or replace curb & gutter within the property limits.

ADA Features

ADA features of the site appear to be in good condition. The Detectable Warning Field requires no work. The existing railing at the front entrance of the building is in good condition, but the ramped exit adjacent to the loading dock area should have railing installed from the base of the ramp to the railed pad at the entrance door.

Parking Lot Paint Striping

The parking lot paint striping is in good to very good condition. No work is required to repair or replace lot paint striping within the property limits.

Exterior Site Lighting (Non-Building)

No exterior (non-Building) site lighting.

Storm Sewer/Storm Drainage

The existing storm sewer system appears to be in good to very good condition. There is a minor amount of sediment accumulation in both inlet structures. Inlet structures should have sediment accumulation removed and the cinder block refuse at the inlet on the Northwest corner of the building should be disposed of.

Landscape Features

The existing landscape is made up of semi-mature to mature trees, shrubs, and perennial grasses. Overall, plant material is in sufficient health with minimal shrubs and grasses experiencing a lack of water. Landscape maintenance appears to have taken place overtime, as planting areas are mainly weed and debris free. Planting gaps in the foundation plantings suggest that plants that have failed over time have been removed. Foundation plantings still present today exist mainly along the east face (main entrance) of the building within stone mulch planting beds (3/4" rounded river stone – multi color). A 2' wide stone mulch maintenance strip wraps the north and east building foundations, contained by polyethylene edging.

Minimal interior parking lot plantings exist within one parking lot island. Karl Foerster ornamental grasses fill the stone mulch planting bed. Parking lot perimeter plantings are minimal as well, consisting of a planter bed at each driveway entrance and a planting bed at the top of a boulder wall at the corner of Commerce Park Drive and Cottonwood Drive. A total of seven trees in sufficient health border the parking lot ranging in size and species. Along with the parking lot perimeter trees, five street trees exist on Commerce Park Drive. These are young to semi-mature trees in sufficient health.

Two landscape retaining walls exist on site. A modular block wall that wraps the foundation of the northeast corner of the building is in good condition and elevates plantings while bordering the parking lot edge. A boulder wall at the southeast corner of the parking lot is also in good condition and shows no sign of deterioration.

The amount, location, and quality of landscape plantings appear to be in compliance with City of Fitchburg zoning and landscape requirements.

Building Envelope

Roof

The roof of the facility is comprised of a combination of two roofing systems: a black, ethylene propylene diene terpolymer (EPDM), single-ply membrane and a white, EPDM, single-ply membrane. The roofing systems are assumed to date from different periods. No information was made available to Wold regarding the age of the roof systems.

Both the black and white membrane appears to be a fully adhered system. The structure of the primary roof area is sloped to provide positive drainage to guttered downspouts at the west side of the building. The gutters and downspouts are equipped with heat tape to help prevent freezing and ice build-up.

The roof systems appear to be in fair condition. The workmanship was of a substandard quality and the membrane appeared in several areas to be loose or “baggy”. The roof was also observed to exhibit a few “soft spots” where the membrane was stretch taught over an uneven (assumed roof insulation) substrate beneath making it noticeable when walked upon. It was raining at the time of Wold’s site visit and there was no visible evidence of standing or ponding water on the roof.

Without knowing the exact age of the roof systems, we recommend that the County assume that portions (if not all) of the roof are beyond the limits of a typical 20- or 30-year warranty period. Given the condition of the roof, it is our recommendation that the County budget for full replacement of the roof system as part of intended renovations to the facility for adaptive re-use.

Exterior Walls

The east elevation of the building is clad with a combination of split-face concrete masonry units (lower portion) and architectural metal wall panels (upper portion). This materiality extends partially to the north and south elevations, and then the exterior walls transition to a vertical-ribbed wall panel system at the north, south and west elevations. Overall, the exterior of the building is in good physical condition; however, the metal wall panels will be a maintenance item over time.

Windows and Doors

The existing windows and doors appear to be in good condition.

HVAC

Heating Plant

A Peerless model PF-399-N-REV 2 gas-fired condensing boiler, with 399,000-btuh input capacity, provides heating water to VAV reheat coils and other supplemental heating units. Heating water is circulated by an inline pump. All equipment appears to be in good condition.

Seven gas-fired, packaged rooftop units provide heating and cooling to the entire facility. All units are assumed to provide ventilation at the code-required rate. The units serving the office area are a VAV system with individual temperature control zones. Most of the units have been installed within the past 12 years and are in good condition. Unit AHUT 007 was installed in 2004 and is nearing the end of its useful life.

There does not appear to be a means of exhaust or make-up air in the Warehouse area. Consideration should be given to adding a system if vehicular traffic is allowed within the space.

A Carrier brand building automation system manages the temperature control system for the facility. It is unknown if all equipment communicates with the BAS, or if it's only the VAV systems serving the office area. The head-end computer is located in the second floor Mechanical Room.

Plumbing

Domestic Water System

An 8" combination fire suppression and domestic water service enters the south side of the building. The 1" domestic branch is metered and equipped with an appropriate backflow prevention device.

Two water heaters provide domestic hot water for the entire facility. Both units are located on mezzanine spaces that are difficult to access, so no information about their capacity, condition, or age is available. One unit is located above the south locker rooms and presumably serves the plumbing fixtures in that area. The other unit is located above the shared Lobby/Warehouse toilets & presumably serves the fixtures in the office area.

All plumbing fixtures appear to be in adequate condition.

Drainage, Waste, and Vent (DWV) System

All visible DWV piping is PVC and appears to be in good condition.

Storm Drainage System

All roofs are sloped to a perimeter gutter and downspout system. All downspouts spill onto grade at the building exterior, with some located adjacent to walkways and/or building entrances.

Fire Suppression

An 8" combination fire suppression and domestic water service enters the south side of the building. The 4" fire suppression branch is equipped with an appropriate backflow prevention device. The entire facility is protected by a wet-pipe fire suppression system that appears to be in good condition.

Electrical

Service and Distribution

There is not dedicated electrical room in the building. The building is served from 1200-amp, 480/277 volt 3 phase, 4 wire switchboard located in warehouse/storage room. The switchboard and electrical panels are in good condition, with some panels being newer/recently installed. With that said, there are several panels that should be replaced within the next 5 to 10 years. There are several transformers throughout the building that step down voltage to 208/120 volt. They appear in good condition but might need an upgrade if buildings power requirements increase. The building has a 480V, 150kW generator that appears to be capable of backing up the whole building. There should not be any immediate major electrical distribution upgrade to accommodate office use.

Lighting

Most building's lighting fixtures have been updated to LEDs, but there are multiple office rooms that seem to have inadequate lighting and/or missing appropriate controls. Upgrades to new LED fixtures, new controls are recommended in these offices. Some of the areas have retrofitted LED light bulbs to fluorescent fixtures, these should also be upgraded to new LED fixtures. Warehouse/Storage room lights have been upgraded and do not require any improvements at this time. There is newer, LED exterior lighting throughout the whole building and North parking lot has light poles, which overall should provide adequate lighting; no upgrades/changes are recommended at this point.

Fire Alarm

The building is sprinklered and there is a Silent Knight fire alarm system. Although there are fire notification devices throughout, we estimate they are passed their useful life and should be replaced.

Elevators

Evaluation of the building's existing elevator was excluded from Wold's scope of services. Instead, it was recommended that the County ask for the seller/broker to disclose available elevator inspections and maintenance reports. None have been provided at this time.

The existing 2-stop elevator serves the main and upper levels. The elevator was manufactured by ThyssenKrupp and has a capacity of 2100 pounds.

The elevator is operational. The interior of the cab is in excellent physical condition and the elevator controls appear to be in good, functioning condition. It appears that the elevator has likely undergone either replacement or modernization in the last few years.



Hazardous Materials

The appendix of this report includes a Phase II Environmental Site Assessment was performed by Terracon in October 2019. The site was historically agricultural until 1937, until 1962, when the site began to be used as part of a gravel pit operation.

Naphthalene was detected in one of the soil samples (P-1 (24')), which corresponds with the detection of DRO at a concentration of 108 mg/kg. The naphthalene concentration was below the LOQ and well below RCLs. No other soil samples contained detectable concentrations of VOCs.

Toluene and chloromethane were detected above their respective LODs in the groundwater sample collected from the site. The concentrations of chloromethane and toluene were below their respective LOQs and NR 140, WAC, standards.

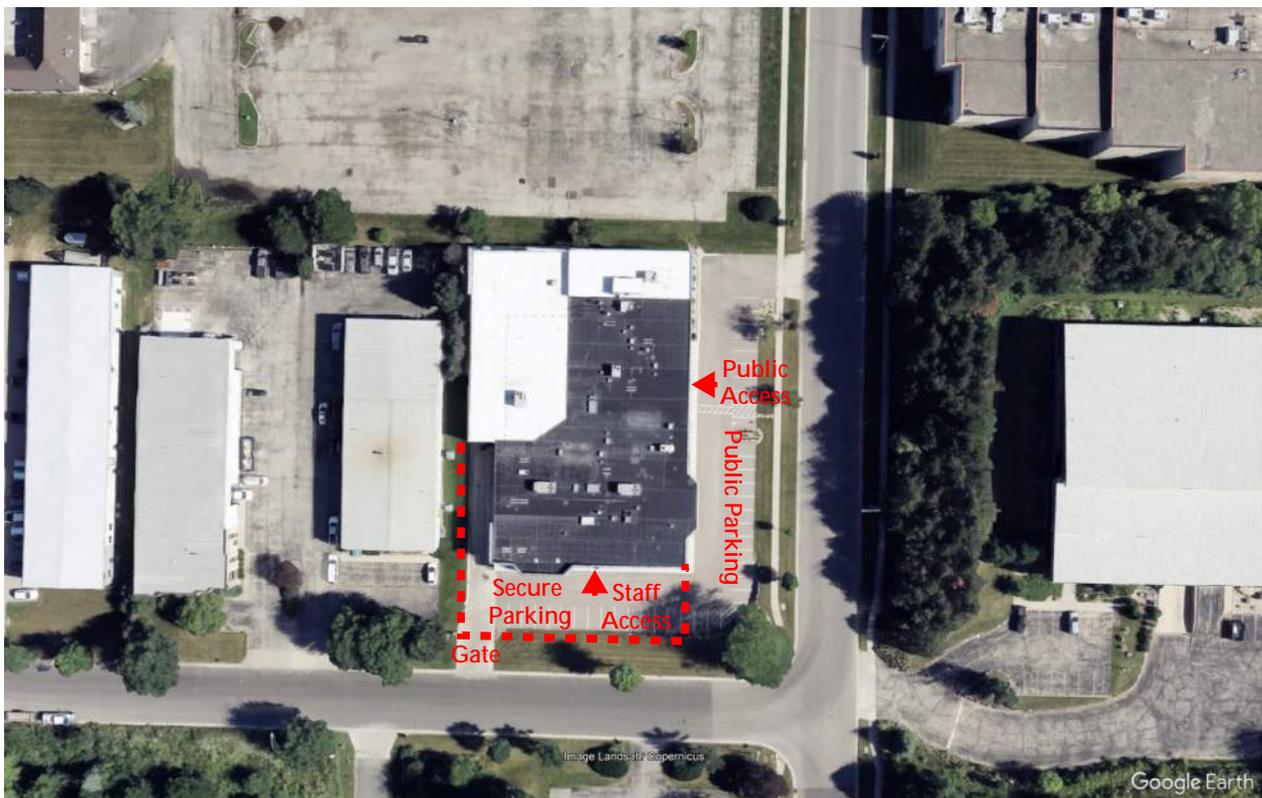
Terracon recommended reporting these findings to the WDNR. Reporting these detections is required per Section 292.11, Wis. Stats, which is also known as the "Spill Law".

In January 2020, the State of Wisconsin Department of Natural Resources issued a "No Action Required" determination relative to environmental liabilities and current conditions at the facility. The letter indicated that hazardous material discharges or environmental pollution had previously occurred at the property, however, no response actions are required.

PROGRAMMATIC ADEQUACY

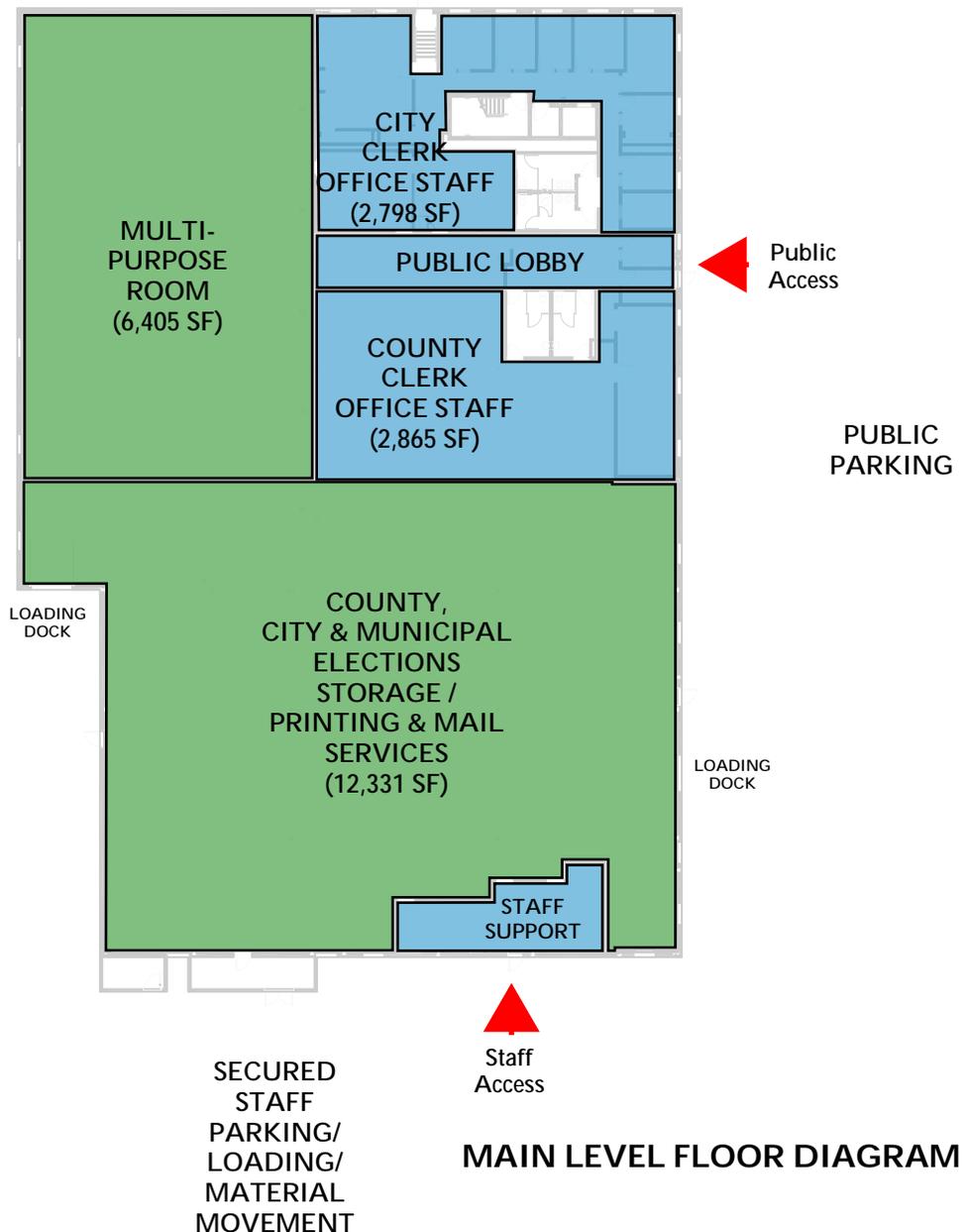
Conceptual Site Diagram

The diagram below was developed to illustrate opportunities for dividing use of the site for public access and secured staff parking and materials movement. In general, the 2919 Commerce Park Drive property appears to provide sufficient space to achieve the functional requirements for an Elections Center facility.

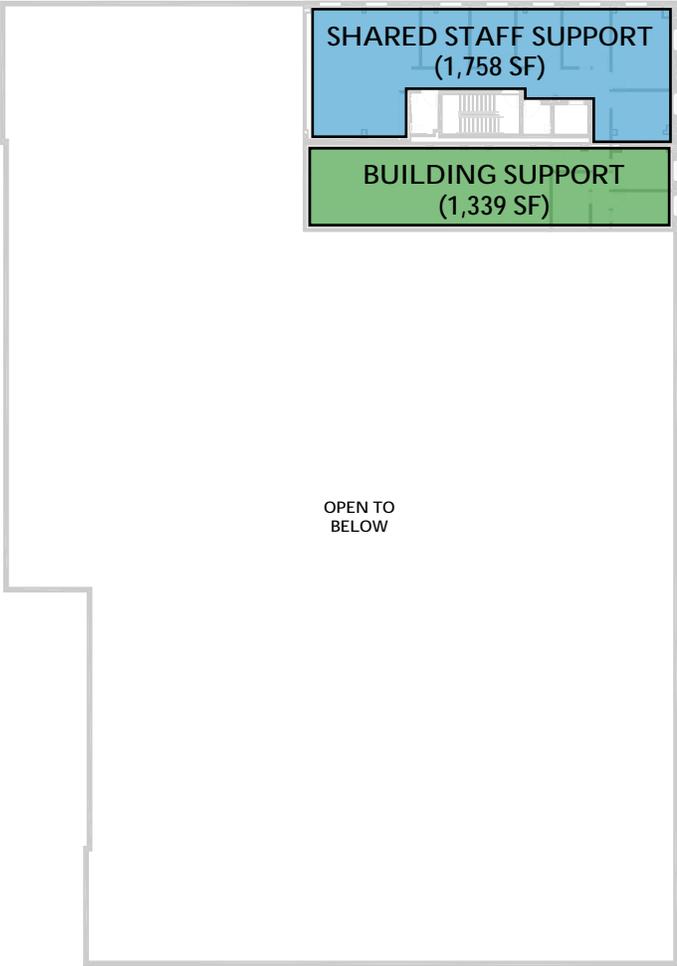


Conceptual Fit Plan

The following plans were developed to illustrate a preliminary concept for repurposing and adapting the available space at 2919 Commerce Park Drive to satisfy the identified programmatic needs of the proposed Elections Center facility. Complete demolition and reconstruction of most of the existing interior spaces is anticipated except for the existing toilet room, stair, and elevator core, which would be renovated in place. The construction of new 1-space within the volume of the existing warehouse is anticipated to accommodate the Multi-Purpose Room. The creation of an expanded main entry and shared public lobby to relieve the existing compactness of the arrival sequence is proposed. The volume of the warehouse portion of the facility is too short to accommodate construction of additional space (i.e., 2-story or mezzanine space) within the existing building footprint.)



Conceptual Fit Plan



UPPER LEVEL FLOOR DIAGRAM

Conceptual Project Budget

The following is a conceptual total project budget which considers all potential costs associated with acquisition, construction/renovation, and outfitting the 2919 Commerce Park Drive property for the creation of a new Elections Center facility.

<u>Acquisition</u>				<u>Budget</u>
Purchase Price				\$3,250,000
Other Fees, Expenses				TBD
Sub-Total Acquisition				\$3,250,000
<u>Construction</u>				<u>Budget</u>
	<u>Qty</u>	<u>Unit</u>	<u>Cost/Unit</u>	
Site Work	1	LS	\$550,000	\$550,000
Renovation - Heavy	13200	SF	\$325	\$4,290,000
Renovation - Moderate	4400	SF	\$225	\$990,000
Renovation - Light	2385	SF	\$150	\$357,750
Renovation - Warehouse	12500	SF	\$50	\$625,000
New Roof	28885	SF	\$40	\$1,155,400
Design Contingency	1	LS	\$300,000	\$300,000
Sub-Total Construction				\$8,268,150
<i>cost per GSF (32,485 GSF)</i>				<i>\$255</i>
<u>Soft Costs</u>				<u>Budget</u>
AE Fees (est. 7.5% of Construction Cost)				\$620,111
AE Fees (credit for Pre-Design)				(\$16,500)
Plat/Topographic Survey				\$12,500
Permitting, Inspections				\$65,000
Construction Testing				\$30,000
Commissioning				\$50,000
Bid Advertising, Printing				\$5,000
Legal				\$10,000
Moving Costs				\$10,000
Other (Allowance)				\$50,000
Sub-Total Soft Cofts				\$836,111
<u>Fixtures, Equipment & Furniture (FF & E)</u>				
Office Furniture	1	LS	\$85,000	\$85,000
Technology/Audiovisual	1	LS	\$350,000	\$350,000
Warehouse Equipment	1	LS	\$300,000	\$300,000
Other (Allowance)	1	LS	\$200,000	\$200,000
Sub-Total FF & E				\$935,000
<u>Construction Contingency</u>				
Owner's Construction Contingency (8%)				\$661,452
Sub-Total Construction Contingency				\$661,452
Total Project Budget				\$13,950,713

RECOMMENDATIONS

After analyzing both properties, it is the recommendation of Wold Architects and Engineers that the 2002 Pankratz Street property is a suitable option for the development of a new Elections Center facility for Dane County. The building is recently constructed and is in excellent physical condition. While significant interior renovations are anticipated to appropriately transform the space for purposeful, efficient operations; there is adequate square-footage and volume available to achieve a highly functional design. The height and layout of the existing warehouse space and associated loading docks present good opportunities for achieving the County Clerk’s vision for efficient, centralized storage of elections-related materials and equipment.

While the 2919 Commerce Park Drive facility does meet several of the criteria, it is Wold’s recommendation that the building is too small to adequately meet the full programmatic needs of the Election Center facility. Its interior layout will not easily be adapted, and the existing 2-story volume is too short to lend itself to either efficient storage of elections supplies and equipment or the expansion of the interior footprint (i.e., 2-story construction or mezzanine space). A full replacement of the existing roof would be required to make the facility ready for Election Center operations.

Should the County decide to move forward with purchase and redevelopment of the 2002 Pankratz Street building, Wold would anticipate an approximate 14- to 17-month timeline for design, permitting, construction, and move-in activities prior to the facility being ready for occupancy.

Design Phase	3-4 month
Construction Document Phase	3 months
Bidding/Contract Negotiations	2 months
Construction/Move-In	6-8 months

APPENDIX

2002 Pankratz Street

- Phase I Environmental Site Assessment Report
- Maintenance Expense Records
- Security Alarm Maintenance Records
- Fire Suppression Inspection Records

2919 Commerce Park Drive

- Phase I Environmental Site Assessment Report
- State of Wisconsin DNR “No Action Required” Determination
- HVAC Equipment Summary
- Fire Protection System Summary