

Manlius Town Hall

Building Conditions Assessment

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1. EXECUTIVE SUMMARY

The Town of Manlius Town Board has engaged VIP Architectural Associates to provide this building conditions assessment of the existing Town Hall and grounds located at 301 Brooklea Drive. VIP Architectural Associates (VIPAA) contracted with additional consultants to complete this study including IPD Engineering (structural, mechanical, electrical, and plumbing) and Keplinger Freeman Associates (site).

We understand that the goal of this report is to identify the facilities' shortcomings and make recommendations that will restore the structure into good operating condition, increase accessibility, and provide a functional Town Hall and courtroom for the community.

This report is based on analysis of key building systems stated below, several site visits conducted by VIPAA and its consultants, as well as interviews with staff who occupy the Town Hall on a day-to-day basis. The analysis used the requirements in the 2020 Building Code of New York State, Guidelines for New York State Court Facilities, Section 34.0 amended Dec 12, 2023, 2017 ICC/ANSI A117.1- Accessible and Usable Building Facilities, and all required codes that apply to the facility and grounds.

Additionally, we utilized previous assessments of the Town Hall, courtroom, and police facilities. The first study was dated October 1999 completed by Quinlivan Pierik & Krause (QPK) and the second one was dated April 2018 completed by King + King Architects. This report will focus only on the Town Hall and courtroom facilities. Some of the items mentioned in the previous reports will be reiterated as they are currently still relevant.

This report will review the current conditions and summarize our recommendations in the following areas:

- Identify all building systems that require major upgrades to maintain the facilities' current use including windows, roofs, domestic water, parking, etc.
- Interview all departments within the Town Hall and courtroom to identify shortcomings of the current space and future/current needs to help better service the public
- Develop a strategy for replacement/upgrades to the heating, ventilation, and air conditioning (HVAC) systems and control systems
- Determine the feasibility of adding an elevator to the two story building, as well as any accessible upgrades needed to bring the facility to code. This includes restrooms, water fountains, curb cuts, transaction windows, and entrances into the building/meeting room/court area
- Develop a recommendation to provide adequate security for the facility. This includes reconfiguration of existing spaces, adding additional square footage to the building, and providing separate entrances for the court facility and Town Hall
- Identify all life safety concerns throughout the facility.
- Provide a building condition survey worksheet that will group various building elements into the following conditions:
 - "Good" Condition – limited work needed in the next 20 years, perform required maintenance only
 - "Fair" Condition – Will exceed expected useful life within 20 years, requires repairs
 - "Poor" Condition – Should be addressed and/or replaced in next 5 years
 - "Very Poor" Condition – Not currently functional

- “Non Compliant” Condition – Does not meet current code requirements and will need to be upgraded
- Provide an estimated cost to repair each system as a standalone task, if possible
- Provide a pre-renovation hazardous material survey to identify locations of any asbestos containing materials, Polychlorinated Biphenyls (PCBs) and lead based paint

2. EXISTING SITE DESCRIPTION

- The existing site sits between the business zone on Brooklea Drive and the residential zones within the Village of Fayetteville. The zoning requirements for the site are not clearly defined within the Village of Fayetteville zoning code
- The site backs against Limestone creek and jogging paths.
- The South and East side of the building are at grade with Brooklea Drive. The West and North sides of the building slope away toward the creek, providing access to the ground floor.
- The multilevel building has split parking Lot # 1 – upper drop loop, Lot #2 – upper parking lot, and the largest lot, Lot # 3 – lower parking lot.
- There is no accessible path connecting the two levels of parking or entrances into the facility. If you need access to the Town Hall staff and the courtroom area, you would need to drive to and from the different parking lots.
- A new three bay storage building was constructed in 2017 to provide additional storage for the recreational department, which is located on the lower floor of the Town Hall.

3. EXISTING BUILDING DESCRIPTION

- The existing facility is approximately 14,500 square feet, split between two levels. The original building was built in the 1960s and there was an addition and renovation in the 1980s.
- The roof is a flat, ventilated built-up roof with internal rainwater leaders. The upper roof over the board meeting room drains into an open rainwater leader.
- All exterior doors are keyed, some have automatic door operators.
- The facility has one central stairwell that connects the upper and lower portions of the building.
- The Town Hall portion has a centrally located foyer with a recently replaced skylight. The Tax Receiver, Assessment, Town Clerk, and Town Planning and Zoning Offices service the public at 3 transaction windows.
- The Town Supervisor office and meeting room is located on the upper level of the building, adjacent to the foyer for the remaining Town Hall offices.
- The Recreation Department is in its own wing on the lower level, adjacent to the Courtroom entrance. This department also has a 3-bay garage storage facility located adjacent to the lower parking lot.
- Storage of sensitive material such as building plans, permits, ledgers, courtroom documents, and wedding certificates are distributed throughout the building.
- Existing restroom facilities are shared with the public, Town Hall staff, and Court staff.
- The building consists of a mixture of HVAC Systems
 - The 1986 addition is served by a central indoor air handling unit that has a split DX

cooling coil, no heat. The air handling units (AHU) associated 20 Ton condensing unit is using an obsolete refrigerant (R-22). The addition is served by multiple variable air volume (VAV) boxes and utilizes a return air plenum. The VAV boxes are equipped with hot water reheat coils for individual temperature controls.

- The original building is served by a mixture of fan coil units, packaged terminal air conditioners (PTACs), and perimeter fin tube radiation.
- The heating plant consists of a hot water boiler and dual circulating pumps that deliver hot water throughout the building. The boiler has a capacity of 700 MBH and was replaced in 2014.
- The building has a Johnson control system that does not function as intended, requiring local controls that do not communicate with other systems.
- The courtroom is located on the lower level which shares a common entrance and lower parking area with the Town Hall.
 - All courtroom visitors, staff, police, and dependents come through the same entrance.
 - The 900 SQ FT for the court room / waiting areas isn't large enough to handle the number of court cases reviewed on a typical night (+/- 100 cases)

4. BUILDING ASSESSMENT

Envelope / Structural / Finishes

- The roof has moss growing in shaded areas along with soft spots in the insulation. These are signs the roof has reached its life expectancy. As per discussions with the building engineer, the roof is due for replacement, and the latest attempts to fix leaks has caused the leak to migrate along the roof.
- Atrium windows and flashing have been replaced within the past 10 years, however leaks continue to persist due to the age of the roof. The town has replaced over 40 windows throughout the facility, except for the store front windows at the entrance of the facility. The East facing store front experiences solar heat gain which increase interior temperatures.
- There are two large vaults adjacent to the stairwell located on the first and second floor, which appear to be load bearing.
- Within the 1960s portion of the building, active leaks are present along the perimeter of the foundation wall.
- The flooring consists of carpet, vinyl composite tile (VCT), and ceramic tiles. Some staining and discoloration as expected due to the age of the flooring. Majority is in good condition.
- The existing ceilings consist of a combination of drywall bulkhead, concealed spline, and a variety of acoustical ceiling tiles. A majority of the tiles show signs of age, coloring, and sagging.
- A variety of metal doors are present throughout the facility. All appear to be in working order and in good condition.
- Doors do not have accessible hardware or access controls.

Heating and Cooling

- In the renovated areas the indoor AHU, VAV boxes, and outdoor condenser are in poor

- condition and well past their useful life. Using a return air plenum can cause airflow issues due to the a lack of return air.
- The remaining areas use a mixture of equipment, all past their current life expectancy. The fin tube lacks controllability and does not operate in conjunction with the rest of the HVAC systems.
 - The boiler is in good condition, however the circulating pumps are original to the building and are inefficient and require replacement.

Electrical and Telecommunication Services

- The service equipment is a 600A, 120/208V, 3 phase main distribution panel with one meter. The distribution panel (G.E. 'QMR') is in good condition.
- The branch panelboards MP and LP (Square D 'NQOB') and LP2 (G.E. 'AF43S') are in fair condition. Panelboard MP shows signs of corrosion and should be replaced.
- The lighting consists of fluorescent and incandescent fixtures that are in poor condition. Lighting should be replaced with energy efficient LED fixtures and lighting controls.
- Telecommunications/data equipment appears to be in good condition. Spare capacity of the system is unknown.
- The facility does not have an emergency back up generator.

Plumbing

- **Domestic water Service**
 - Existing (single line) domestic water service enters the basement with a gate valve and drops down to valves and meter; piping is insulated.
 - Gate valves on the water service are not in good condition and should be replaced.
 - There is no backflow prevention on the domestic water service.
- **Sanitary**
 - The existing sanitary service is underground, not visible and there has not been any issues, piping is assumed to be in good working condition.
- **Storm**
 - The existing storm is in good condition.
 - Existing roof drains are in good condition. Some roof drains were obstructed by debris and should be cleared.
 - The high roof drains onto the lower roof via an open rain leader and should be replaced.
- **Gas Service**
 - The existing gas service is provided by National Grid; meter located on the outside of the building, rated for 800 cfh 2" gas service, enters the basement and serves the water heater and boiler.
 - The gas service is in good working condition.
- **Hot Water Heater**
 - The existing gas fired 40-gallon hot water heater located in the mechanical room was installed in 2013, and is approaching the end of its anticipated life span (15 years)

- The water heater should be replaced.
- **Hot and cold-water piping**
 - The water piping is in good condition and insulated. Valves on the domestic hot and cold water are gates valves.
 - Valves are not in good working condition and should be replaced
- **Plumbing Fixtures**
 - The existing lavatories, water closets, and urinals are in good condition.
 - Mop service basin is in good working condition. Existing walls are damaged from presence of water. Wall protection should be considered.

Life Safety / Accessibility

- The fire alarm is a four (4) zone system (Silent Knight model SK-5208). The system was installed within the last ten years. Spare capacity of the system is unknown. There doesn't appear to be any Carbon Monoxide detection and notification devices.
- No sprinklers are installed in the building; however they were not required at the time the building was constructed. If any alterations take place, the building will be required to be code compliant.
- There is no accessible path between floors.
- The existing transaction windows for the Town Hall and the courtroom are not ADA compliant for either the staff or the public.
- The judge's bench isn't accessible.

5. Facilities Shortcomings

- **Town Hall Function:**
 - a. There is a need for a private office for the Building Code Official as well as a layout space for the assessor and code officials for large format prints.
 - b. A dedicated scanning area is needed for documents processed through the Town Clerk and Building Code Official.
 - c. Proper climate controlled long term storage is needed for Town Hall staff.
 - d. A private meeting area/room is needed for Town Hall staff to meet with the public. Currently any disputes are discussed in the open.
 - e. Existing transaction windows do not meet current accessibility requirements and need an upgrade to meet today's technological requirements.
 - f. Office of Recreation needs additional storage.
 - g. The board room is too small for large gathering.
- **Courtroom Function:**
 - a. Currently there is not enough room to separate public parties, or separate the incarcerated and the public.
 - b. There is no parking or separate entrance for transporting incarcerated defendants into the courtroom.

- c. There is no separation between the Judge, the prosecutor, and the defendant. The current configuration has a separation less than 10 feet between each party.
- d. There are acoustical issues due to the multiple HVAC units within the courtroom and check-in is located within the courtroom.
- e. The courtroom is roughly 900 SQ FT. Per the `lines for New York State Court Facilities, Section 34.0 amended Dec 12, 2023, a minimum of 1,200 SQ FT is needed, plus ancillary spaces which the current facility does not have. Some recommended spaces are:
 - i. Jury deliberation room
 - ii. Jury box within the courtroom area.
 - iii. Separate entrances for staff and public.
 - iv. Dedicated, secure attorney client interview rooms.
 - v. Holding facility for incarcerated persons.
- Security between the public and Town Hall staff is a recurring issue.
- Existing parking does not accommodate increased attendees/vehicles during special events at the Town Hall, such as Town Hall meetings and court nights.
- Mechanical, electrical, and plumbing systems have exceeded their life expectancy. See Town of Manlius – Building Assessment worksheet for further breakdown of individual systems.

6. Recommendations

Due to the age of the facilities, surpassing the life span of the mechanical systems, and facilities shortcoming of both the Town Hall and courtroom, a significant renovation and addition is recommended. The cost and effort to repair all of the existing systems to a good condition would not fix all of the shortcoming listed above. One of the primary issues is the lack of an accessible route within the Town Hall. Unfortunately installing an elevator within the footprint of the building would cause additional space shortages, as the current footprint doesn't accommodate the function of the building.

The original 1960's construction and the 1980's renovation could not have anticipated the need of a modern Town Hall and courtroom. The increase in the size of the town, the need to keep vital documents on premises, and the state requirements for the courtroom, have pushed the program needs beyond what the current building can comfortably support. The proposed design would incorporate all necessary upgrades to meet current codes. Including:

- Installing an addressable fire alarm system
- Installing a fire sprinkler throughout the facility
- HVAC systems and controls
- A two-story elevator
- Additional egress stairwell

The proposed design incorporates new programmatic requirements for the Town Hall functions as well as the courtroom's need. The addition was sited based on existing infrastructure and functions of the facility to minimize the cost and impact to parking. The addition will hold new public restrooms, keep the courtroom functions separate from the Town Hall, and will alleviate security concerns. A conceptual site plan was created to show added parking on both the upper and lower lots to help facilitate the current needs.

The probable cost for the construction of a new addition and the renovation of the existing building would be:

Renovation : \$4,000,000 - \$5,000,00
Addition: \$5,000,000 - \$7,000,00
Total: \$9,000,000 - \$12,000,000 *

*Probable cost includes 10% design contingency and 20% construction contingency.

7. Probable Cost and Exclusions

- Abatement of Hazardous materials is excluded from the probable cost, as the scope of work and timing will affect the cost.
- Current costs are based in 2024. A 7-10% increase per year should be expected.
- The recommendation and costs are based on one phase, where the functions of the court are located elsewhere during the time of the renovation. Additional phases are not included in the scope or estimate.
- No cost for temporary relocation is included, as the scope of work will affect the requirements for the relocation and length of time.
- Furniture, Fixtures, and Equipment (FFE) have been excluded in this study due to the unknown requirements and overall range of product selections available.
- No geotechnical testing was conducted as part of this study.
- This is our opinion of the probable cost of the recommended work. These costs should be considered approximate at this time. In providing opinions of probable construction costs, please understand that we have no control over the price of labor, equipment, materials, or any contractor's method of pricing. We make no warranty, expressed or implied, as to the accuracy of such estimates as compared to bid or actual costs.