168 mac

State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street – Room 100
Concord, New Hampshire 03301
(603) 271-3201 Office@das.nh.gov

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

May 15, 2024

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Purchase and Property to enter into a contract with Bureau Veritas Technical Assessments LLC (VC#494060), of Elliot City, MD in an amount up to and not to exceed $202,316.00 for facilities condition assessment services with an option to renew for up to an additional two-year period, effective upon Governor and Executive Council approval through April 30, 2026. 100% General Funds.

Funding shall be provided through the following account unit and class: 10-014-1415-70490000-048-500226. Source of funds is 100% General Funds.

EXPLANATION

The Department of Administrative Services, Division of Plant and Property, through the Bureau of Purchase and Property (BoPP) issued RFP 2784-24 on December 13, 2023 with responses due on January 16, 2024. The proposal reached four hundred ninety-six vendors through the NIGP registry with an addition ten directly sourced. There were six compliant responses received with Bureau Veritas Technical Assessments LLC achieving the highest overall score.

This contract, upon approval will allow the Division of Plant and Property to conduct facilities condition assessments on all thirty-seven buildings that are currently owned by the Division. These assessments will provide information regarding the current value, replacement costs or deferred costs of facility contents including interior and exterior walls, floors, ceilings, lighting as well as plumbing, heating, electrical and fire alarm/suppression systems for each building. The results of these assessments will assist the Division of Plant and Property in developing an all-inclusive capital plan to address current and future maintenance issues.

The tables below summarize the comprehensive scoring that was completed by the technical scoring team from the Division of Plant and Property and the commercial scoring team from the Department of Administrative Services, Bureau of Purchase and Property. The technical scoring team was comprised of Karen Rantamaki, Director of the Division of Plant and Property, Donald Perrin, Superintendent of Buildings and Grounds, Division of Plant and Property, and Robert Kelley, DAS, Information Systems Manager. The commercial scoring team was comprised of Andrea Olsson, DPSS Fleet Administrator, Andrew Bennett, DPSS Administrator III, Mathew Stanton DPSS Deputy Director, and Claudia Roy, DPSS Senior Purchasing Agent.

Bureau Veritas Technical Assessments LLC combined average scoring (Division of Plant and Property Management and BoPP scoring teams)		
Category	Possible points	Average score
Executive summary	1	.67
Bidder & Staff Qualifications	5	4
Capability, Capacity & Qualifications of Vendor	5	3.33
Work Plan	10	7.67
Facilities Condition Assessment Case Studies	6	4.33
Client References	3	2
Data & Reporting	5	3.67
Implementation	5	4.33
Questionnaire Responses	10	8
*Price proposal	50	50
Total	**100**	**88**

*Lowest overall Bidder cost / bidder cost X 50 = Points Assessed

Contract financials	
Estimated annual spend	$101,158.00
Estimated 2-year term spend	$202,316.00
Price limitation	$202,316.00

Based on the foregoing, I am respectfully recommending approval of the contract with Bureau Veritas Technical Assessments LLC.

Respectfully submitted,

Charles M. Arlinghaus
Commissioner

Division of Procurement Support Services
Bureau of Purchase Property

RFP Scoring Summary

Gary S. Lunetta
Director
(603) 271-2201

Bid Description	Facilities Condition Assessment	Agency	Dept. Administrative Services, Central Facilities Bureau
RFP#	2784-24		
Agent Name	Andrea Olsson	Bid Closing	January 16, 2024

Vendor	Term of Contract	Financial Score	Technical Score	Total Score
Bureau Veritas Technical Assessments LLC	2 years	50	38.00	88.00
Atkins Realis	2 years	40	44.84	84.84
Gordian (dba VFA)	2 years	34	42.49	76.49
Roth IAMS	2 years	35	41.18	76.18
FEA	2 years	36	32.16	68.16
MOCA Systems	2 years	19	39.34	58.34

Financial Scoring

Term of Contract	Bureau Veritas	Atkins Realis	Gordian (dbaVFA)	FEA	Roth IAMS	MOCA Systems
Year 1	$ 101,158.00	$ 127,652.795	$ 148,012.44	$ 141,417.635	$ 145,142.140	$ 264,711.52
Year 2	$ 101,158.00	$ 127,652.795	$ 148,012.44	$ 141,417.64	$ 145,142.14	$ 264,711.52
Sub Total	$ 202,316.00	$ 255,305.59	$ 296,024.88	$ 282,835.27	$ 290,284.28	$ 529,423.04
Sub Total Points	**50**	**40**	**34**	**36**	**35**	**19**

Division of Procurement Support Services
Bureau of Purchase Property

Gary S. Lunetta
Director
(603) 271-2201

RFP Scoring Summary

Technical Scoring

Atkins Realis

Category	Possible Points	Average	Notes
Executive Summary	1	1	
Bidder & Staff Qualifications	5	4.67	
Vendor	5	4.67	
Work Plan	10	9	
Facilities Condition Assessment Case Studies	6	5	
Client References	3	2.5	
Data & Reporting	5	4	
Implementation	5	4.67	
Questionnaire Responses	10	9.33	
Total	50	44.84	

Bureau Veritas

Category	Possible Points	Average	Notes
Executive Summary	1	0.67	
Bidder & Staff Qualifications	5	4	
Vendor	5	3.33	
Work Plan	10	7.67	
Facilities Condition Assessment Case Studies	6	4.33	
Client References	3	2	
Data & Reporting	5	3.67	
Implementation	5	4.33	
Questionnaire Responses	10	8	
Total	50	38.00	

FEA

Category	Possible Points	Average	Notes
Executive Summary	1	1	
Bidder & Staff Qualifications	5	2.67	
Vendor	5	2.67	
Work Plan	10	7.33	

Gary S. Lunetta
Director
(603) 271-2201

Facilities Condition Assessment Case Studies	6	3.33	
Client References	3	1.5	
Data & Reporting	5	3.33	
Implementation	5	3	
Questionnaire Responses	10	7.33	
Total	50	32.16	

MOCA Systems

Category	Possible Points	Average	Notes
Executive Summary	1	0.67	
Bidder & Staff Qualifications	5	4	
Vendor	5	3.67	
Work Plan	10	8	
Facilities Condition Assessment Case Studies	6	5	
Client References	3	2	
Data & Reporting	5	4	
Implementation	5	3.33	
Questionnaire Responses	10	8.67	
Total	50	39.34	

Roth IAMS

Category	Possible Points	Average	Notes
Executive Summary	1	0.67	
Bidder & Staff Qualifications	5	3.67	
Vendor	5	4	
Work Plan	10	9	
Facilities Condition Assessment Case Studies	6	4.67	
Client References	3	2.5	
Data & Reporting	5	3.67	
Implementation	5	4	
Questionnaire Responses	10	9	
Total	50	41.18	

Division of Procurement Support Services
Bureau of Purchase Property

Gary S. Lunetta
Director
(603) 271-2201

RFP Scoring Summary

Gordian d/b/a VFA, Inc.			
Category	**Possible Points**	**Average**	Notes
Executive Summary	1	1	
Bidder & Staff Qualifications	5	4	
Vendor	5	4.67	
Work Plan	10	8.33	
Facilities Condition Assessment Case Studies	6	5	
Client References	3	2.5	
Data & Reporting	5	4.33	
Implementation	5	4	
Questionnaire Responses	10	8.66	
Total	50	42.49	

Recommendation Summary			
Statewide Contract or Amendment	Contract		
Term of Contract	2 years		
Price Limitation	$202,316.00		
Number of Solicitations Received	6		
Number of Sourced Bidders	10		
Number of NIGP Vendors Sourced	496		
Number of non-responsive bidders	500		
P-37 Checklist Complete	Yes		
D&B Report Attached	Yes		
Method of Payment (P-card/ACH)	ACH		
FOB Delivered	Statewide		
Expiring Contract Price Limitation	N/A New Contract		
Total Cost Savings ($/%)	$0.00	%	Increase/Savings

***Final scoring is consensus based**

RFP 2787-24 Facilities Conditions Assessment Detailed Summary						
	Atkins Realis*	Bureau Veritas**	FEA	MOCA Systems	Roth IAMS	Gordian dba VFA***
Price per SF (2,093,957)	$ 0.1025	$ 0.08	$ 0.11	$ 0.1898	$ 0.1052	$ 0.119
Total Price per SF	$ 214,625.00	$ 167,517.00	$ 228,151.00	$ 397,433.00	$ 220,188.00	$ 249,180.88
Price per SF (addtl. 350,000)	$ 0.1025	$ 0.08	$ 0.11	$ 0.1898	$ 0.10	$ 0.119
Total Price per SF	$ 35,875.00	$ 28,000.00	$ 38,500.00	$ 66,430.00	$ 35,000.00	$ 41,650.00
Database Creation/Data Entry Fee	$ 2,000.00	$ 2,833.00	$	$ 55,000.00	$ 17,500.00	$ -
Database Maintenance Fee	$ 2,800.00	$ 3,966.00	$ 14,000.00	$	$ 17,500.00	$ 5,194.00
Grand Total	$ 255,300.00	$ 202,316.00	$ 280,651.00	$ 518,863.00	$ 290,188.00	$ 296,024.88
Points Awarded	40	50	36	19	35	34

Building Description			Atkins Realis		Bureau Veritas		FEA		MOCA Syatems		Roth IAMS		Gordian d/b/a VFA	
Building Name	Building Address	Square Footage	Price per SF	Total Price	Price per SF	Total Price	Price per SF	Total Price	Price per SF	Total Price	Price per SF	Total Price	Price per SF	Total Price
Boiler Plant, Downtown	33 Green Street, Concord	1,500	$3.18	$4,770	$0.08	$120.00	$1.90	$2,850.00	$0.1898	$284.7000	$2.4353	$3,652.95	$0.119	$178.50
Bridges House	21 Mountain Road, Concord	3,776	$0.88	$3,320	$0.08	$302.08	$0.76	$2,869.76	$0.1898	$716.6848	$0.9674	$3,652.90	$0.119	$449.34
Emergency Operations	110 Smokey Bear Blvd, Concord	67,644	$0.13	$8,830	$0.08	$5,411.52	$0.11	$7,440.84	$0.1898	$12,838.8312	$0.1043	$7,055.27	$0.119	$8,049.64
Hazen Drive Biomass Plant	29 Hazen Drive, Concord	3,100	$1.12	$3,465	$0.08	$248.00	$0.92	$2,852.00	$0.1898	$588.3800	$1.1784	$3,653.04	$0.119	$368.90
Health & Welfare Building	29 Hazen Drive, Concord	316,230	$0.08	$23,910	$0.08	$25,298.40	$0.05	$15,811.50	$0.1898	$60,020.4540	$0.0392	$12,396.22	$0.119	$37,631.37
Johnson Hall	107 Pleasant Street, Concord	27,840	$0.17	$4,770	$0.08	$2,227.20	$0.21	$5,846.40	$0.1898	$5,284.0320	$0.1968	$5,478.91	$0.119	$3,312.96
Legislative Office Building	33 North State Street, Concord	68,530	$0.08	$5,350	$0.08	$5,482.40	$0.11	$7,538.30	$0.1898	$13,006.9940	$0.1029	$7,051.74	$0.119	$8,155.07
Londergan Hall	101 Pleasant Street, Concord	50,766	$0.09	$4,770	$0.08	$4,061.28	$0.15	$7,614.90	$0.1898	$9,635.3868	$0.1389	$7,051.40	$0.119	$6,041.15
Medical & Surgical Building	109 Pleasant Street, Concord	79,296	$0.07	$5,350	$0.08	$6,343.68	$0.10	$7,929.60	$0.1898	$15,050.3808	$0.0889	$7,049.41	$0.119	$9,436.22
Materials & Research, DOT	5 Hazen Drive, Concord	29,318	$0.16	$4,770	$0.08	$2,345.44	$0.20	$5,863.60	$0.1898	$5,564.5564	$0.1868	$5,476.60	$0.119	$3,488.84
Mechanical Services, DOT	33 Smokey Bear Blvd, Concord	85,900	$0.06	$5,350	$0.08	$6,872.00	$0.09	$7,731.00	$0.1898	$16,303.8200	$0.0821	$7,052.39	$0.119	$10,222.10
John O Morton Building	7 Hazen Drive, Concord	96,800	$0.07	$6,510	$0.08	$7,744.00	$0.08	$7,744.00	$0.1898	$18,372.6400	$0.0729	$7,056.72	$0.119	$11,519.20
Division of Motor Vehicles	23 Hazen Drive, Concord	61,958	$0.09	$5,350	$0.08	$4,956.64	$0.12	$7,434.96	$0.1898	$11,759.6284	$0.1138	$7,050.82	$0.119	$7,373.00
Van McLeod Building	19 Pillsbury Street, Concord	9,198	$0.38	$3,465	$0.08	$735.84	$0.32	$2,943.36	$0.1898	$1,745.7804	$0.4417	$4,062.76	$0.119	$1,094.56
Records & Archives	9 Ratification Way, Concord	100,604	$0.06	$6,510	$0.08	$8,048.32	$0.09	$9,054.36	$0.1898	$19,094.6392	$0.0828	$8,330.01	$0.119	$11,971.88
James H. Hayes Building	33 Hazen Drive, Concord	117,113	$0.07	$7,670	$0.08	$9,369.04	$0.08	$9,369.04	$0.1898	$22,228.0474	$0.0712	$8,338.45	$0.119	$13,936.45
64 South Street	64 South Street, Concord	28,808	$0.17	$4,770	$0.08	$2,304.64	$0.21	$6,049.68	$0.1898	$5,467.7584	$0.1902	$5,479.28	$0.119	$3,428.15
Spaulding Hall	95 Pleasant Street, Concord	25,000	$0.19	$4,770	$0.08	$2,000.00	$0.18	$4,500.00	$0.1898	$4,745.0000	$0.2191	$5,477.50	$0.119	$2,975.00
State House	107 No. Main Street, Concord	84,698	$0.06	$5,350	$0.08	$6,775.84	$0.09	$7,622.82	$0.1898	$16,075.6804	$0.0833	$7,055.34	$0.119	$10,079.06
State House Annex	25 Capitol Street, Concord	76,650	$0.07	$5,350	$0.08	$6,132.00	$0.10	$7,665.00	$0.1898	$14,548.1700	$0.0920	$7,051.80	$0.119	$9,121.35
State Library	20 Park Street, Concord	38,568	$0.12	$4,770	$0.08	$3,085.44	$0.16	$6,170.88	$0.1898	$7,320.2064	$0.1420	$5,476.66	$0.119	$4,589.59
Storrs St. Warehouse (P&P)	12 Hills Avenue, Concord	46,733	$0.10	$4,770	$0.08	$3,738.64	$0.13	$6,075.29	$0.1898	$8,869.9234	$0.1172	$5,477.11	$0.119	$5,561.23
Upham Walker House	18 Park Street, Concord	4,000	$0.83	$3,320	$0.08	$320.00	$0.72	$2,880.00	$0.1898	$759.2000	$0.9133	$3,653.20	$0.119	$476.00
Walker Building	21 S. Fruit Street, Concord	110,000	$0.07	$7,670	$0.08	$8,800.00	$0.09	$9,900.00	$0.1898	$20,878.0000	$0.0758	$8,338.00	$0.119	$13,090.00
Annex	105 1/2 Pleasant St., Concord	8,099	$0.43	$3,465	$0.08	$647.92	$0.36	$2,915.64	$0.1898	$1,537.1902	$0.5017	$4,063.27	$0.119	$963.78
Bancroft Hall	113 Pleasant St., Concord	20,260	$0.24	$4,770	$0.08	$1,620.80	$0.22	$4,457.20	$0.1898	$3,845.3480	$0.2186	$4,428.84	$0.119	$2,410.94
Brown Building	129 Pleasant Street, Concord	110,000	$0.07	$7,670	$0.08	$8,800.00	$0.09	$9,900.00	$0.1898	$20,878.0000	$0.0758	$8,338.00	$0.119	$13,090.00
Dolloff Building	117 Pleasant Street, Concord	36,888	$0.13	$4,770	$0.08	$2,951.04	$0.16	$5,902.08	$0.1898	$7,001.3424	$0.1485	$5,477.87	$0.119	$4,389.67
Grounds Shop	28 Ratification Way, Concord	8,227	$0.42	$3,465	$0.08	$658.16	$0.35	$2,879.45	$0.1898	$1,561.4846	$0.4939	$4,063.32	$0.119	$979.01
Liberty House (includes garage)	119 Pleasant Street, Concord	3,269	$1.06	$3,465	$0.08	$261.52	$0.88	$2,876.72	$0.1898	$620.4562	$1.1175	$3,653.11	$0.119	$389.01
Main Building	105 Pleasant St., Concord	214,801	$0.09	$19,270	$0.08	$17,184.08	$0.05	$10,740.05	$0.1898	$40,769.2298	$0.0452	$9,709.01	$0.119	$25,561.32
NH Hosp. Laundry	127 Pleasant Street, Concord	15,277	$0.23	$3,465	$0.08	$1,222.16	$0.29	$4,430.33	$0.1898	$2,899.5746	$0.2898	$4,427.27	$0.119	$1,817.96
NHH Warehouse	28 Ratification Way, Concord	18,096	$0.19	$3,465	$0.08	$1,447.68	$0.24	$4,343.04	$0.1898	$3,434.6208	$0.2447	$4,428.09	$0.119	$2,153.42
Paint & Carpentry Shops	28 Ratification Way, Concord	17,810	$0.19	$3,465	$0.08	$1,424.80	$0.25	$4,452.50	$0.1898	$3,380.3380	$0.2486	$4,427.57	$0.119	$2,119.39

Storage Garages	28 Ratification Way, Concord	3,036	$0.85	$2,595	$0.08	$242.88	$0.94	$2,853.84	$0.1898	$576.2328	$1.2032	$3,652.92	$0.119	$361.28
Thayer Hall	97 Pleasant Street, Concord	97,164	$0.07	$6,510	$0.08	$7,773.12	$0.08	$7,773.12	$0.1898	$18,441.7272	$0.0726	$7,054.11	$0.119	$11,562.52
Transportation Garage	127A Pleasant Street, Concord	7,000	$0.47	$3,320	$0.08	$560.00	$0.41	$2,870.00	$0.1898	$1,328.6000	$0.5804	$4,062.80	$0.119	$833.00
	Total SF	2,093,957												
	Sub Total Section 1		**$0.1025**	**$214,625**	**$0.08**	**$167,517**	**$0.11**	**$228,151**	**$0.1898**	**$397,433**	**0.105162**	**$220,205**	**$0.119**	**$249,181**

		Atkins Realis		Bureau Veritas		FEA		MOCA Systems		Roth IAMS		Gordian dba VFA	
Description	Number of Months	Monthly Fee	Total	Monthly Fee	Total	Monthly Fee	Total	Monthly Fee	Total	Monthly Fee	Total	Monthly Fee	Total
Monthly Fee for Data Base Creation and Data Entry (during assessment phase)	10	$200.00	$2,000.00	$283.31	$2,833.00	$0.00	$0.00	$5,500.00	$55,000.00	$1,750.00	$17,500.00	$0.00	$0.00
Monthly Fee for Data Base Maintenance (retaining data/access after final reporting)	14	$200.00	$2,800.00	$283.31	$3,966.00	$1,000.00	$14,000.00	$0.00	$0.00	$1,250.00	$17,500.00	$432.83	$6,059.62
		Total	$4,800.00		$6,799.00		$14,000.00		$55,000.00		$35,000.00		$5,194.00
Additional Buildings up to 350,000 Square Feet	[redacted]	[redacted]	$35,875.00	[redacted]	$28,000.00	[redacted]	$38,500.00	[redacted]	$66,423.08	[redacted]	$35,000.00	[redacted]	$41,650.00
		Grand Tota	$40,675.00		$34,799.00		$52,500.00		$121,423.08		$70,000.00		$46,844.00

TECHNICAL PROPOSAL CATEGORIES	MAX Score	Atkins Realis				Bureau Veritas				FEA				MOCA Systems				Roth IAMS				Gordian (VFA)			
		DP	KR	RK	Avg	DP	KR	RK	Avg	DP	KR	RK	Avg	DP	KR	RK	Avg	DP	KR	RK	Avg	DP	KR	RK	Avg
Executive Summary	1	1	1	1		1	1	0		1	1	1		1	1	0		1	1	0		1	1	1	
Bidder and Staff Qualifications	5	4	5	5		3	4	5		2	4	2		4	4	4		4	4	3		4	4	4	
Capability, Capacity, and Qualifications of the Vendor	5	5	4	5		3	4	3		2	4	2		4	4	3		4	5	3		5	5	4	
Work Plan	10	9	9	9		7	9	7		6	9	7		7	9	8		9	10	8		8	9	8	
Faciities Condition Assessment Case Studies	6	5	5	5		4	5	4		3	4	3		4	5	6		4	5	5		4	6	5	
Client References	3	2		3		2		2		1		2		2		2		2		3		2		3	
Data & Reporting	5	4	4	4		3	4	4		2	4	2		4	4	4		4	4	3		5	5	3	
Implementation	5	4	5	5		4	4	5		2	4	3		3	4	3		4	4	4		4	4	4	
Questionnaire Responses	10	9	9	10		7	9	8		6	9	7		8	9	9		9	9	9		8	9	9	
TOTAL POTENTIAL TECHNICAL POINTS	50	43	42	47	44	34	40	38	37	25	39	29	31	37	40	39	39	41	42	38	40	41	43	41	42

Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Administrative Services Bureau of Plant and Property Management		1.2 State Agency Address 25 Capitol Street, Concord, NH 03301	
1.3 Contractor Name Bureau Veritas Technical Assessments LLC		1.4 Contractor Address 6021 University Blvd, Suite 200 Elliot City, MD 21043	
1.5 Contractor Phone Number 410-533-6988	1.6 Account Unit and Class 10-014-1415-70490000-048-500226	1.7 Completion Date April 30, 2026	1.8 Price Limitation $202,316.00
1.9 Contracting Officer for State Agency Karen Rantamaki		1.10 State Agency Telephone Number 603-271-2698	
1.11 Contractor Signature Date: 4/4/2024		1.12 Name and Title of Contractor Signatory Cheyenne Irby, Associate Vice President	
1.13 State Agency Signature Date: 4/24/24		1.14 Name and Title of State Agency Signatory Charles M. Arlinghaus, Commissioner	
1.15 Approval by the N.H. Department of Administration, Division of Personnel *(if applicable)* By:		Director, On:	
1.16 Approval by the Attorney General (Form, Substance and Execution) *(if applicable)* By: Duncan A. Edgar		On: April 30, 2024	
1.17 Approval by the Governor and Executive Council *(if applicable)* G&C Item number:		G&C Meeting Date:	

Contractor Initials CI

Date 4/4/2024

2. SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed.

3.3 Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8. The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof and shall be the only and the complete compensation to the Contractor for the Services.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 The State's liability under this Agreement shall be limited to monetary damages not to exceed the total fees paid. The Contractor agrees that it has an adequate remedy at law for any breach of this Agreement by the State and hereby waives any right to specific performance or other equitable remedies against the State.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws and the Governor's order on Respect and Civility in the Workplace, Executive order 2020-01. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of age, sex, sexual orientation, race, color, marital status, physical or mental disability, religious creed, national origin, gender identity, or gender expression, and will take affirmative action to prevent such discrimination, unless exempt by state or federal law. The Contractor shall ensure any subcontractors comply with these nondiscrimination requirements.

6.3 No payments or transfers of value by Contractor or its representatives in connection with this Agreement have or shall be made which have the purpose or effect of public or commercial bribery, or acceptance of or acquiescence in extortion, kickbacks, or other unlawful or improper means of obtaining business.

6.4. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with this Agreement and all rules, regulations and orders pertaining to the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 The Contracting Officer specified in block 1.9, or any successor, shall be the State's point of contact pertaining to this Agreement.

Contractor Initials CA

Date 4/4/2024

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) calendar days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) calendar days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) calendar days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) calendar days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. In addition, at the State's discretion, the Contractor shall, within fifteen (15) calendar days of notice of early termination, develop and submit to the State a transition plan for Services under the Agreement.

10. PROPERTY OWNERSHIP/DISCLOSURE.

10.1 As used in this Agreement, the word "Property" shall mean all data, information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any Property which has been received from the State, or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Disclosure of data, information and other records shall be governed by N.H. RSA chapter 91-A and/or other applicable law. Disclosure requires prior written approval of the State.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 Contractor shall provide the State written notice at least fifteen (15) calendar days before any proposed assignment, delegation, or other transfer of any interest in this Agreement. No such assignment, delegation, or other transfer shall be effective without the written consent of the State.

12.2 For purposes of paragraph 12, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.3 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State.

12.4 The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. INDEMNIFICATION. The Contractor shall indemnify, defend, and hold harmless the State, its officers, and employees from and against all actions, claims, damages, demands, judgments, fines, liabilities, losses, and other expenses, including, without limitation, reasonable attorneys' fees, arising out of or relating to this Agreement directly or indirectly arising from death, personal injury, property damage, intellectual property infringement, or other claims asserted against the State, its officers, or employees caused by the acts or omissions of negligence, reckless or willful misconduct, or fraud by the Contractor, its employees, agents, or subcontractors. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the State's sovereign immunity, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

Contractor Initials CA

Date 4/4/2024

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:
14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $1,000,000 per occurrence and $2,000,000 aggregate or excess; and
14.1.2 special cause of loss coverage form covering all Property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the Property.
14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.
14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or any successor, a certificate(s) of insurance for all insurance required under this Agreement. At the request of the Contracting Officer, or any successor, the Contractor shall provide certificate(s) of insurance for all renewal(s) of insurance required under this Agreement. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.
15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A *("Workers' Compensation")*.
15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or any successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. A State's failure to enforce its rights with respect to any single or continuing breach of this Agreement shall not act as a waiver of the right of the State to later enforce any such rights or to enforce any other or any subsequent breach.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

19. CHOICE OF LAW AND FORUM.
19.1 This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire except where the Federal supremacy clause requires otherwise. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.
19.2 Any actions arising out of this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration, but must, instead, be brought and maintained in the Merrimack County Superior Court of New Hampshire which shall have exclusive jurisdiction thereof.

20. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and any other portion of this Agreement including any attachments thereto, the terms of the P-37 (as modified in EXHIBIT A) shall control.

21. THIRD PARTIES. This Agreement is being entered into for the sole benefit of the parties hereto, and nothing herein, express or implied, is intended to or will confer any legal or equitable right, benefit, or remedy of any nature upon any other person.

22. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

23. SPECIAL PROVISIONS. Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

24. FURTHER ASSURANCES. The Contractor, along with its agents and affiliates, shall, at its own cost and expense, execute any additional documents and take such further actions as may be reasonably required to carry out the provisions of this Agreement and give effect to the transactions contemplated hereby.

25. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

26. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

Contractor Initials CA

Date 4/4/2024

EXHIBIT A - SPECIAL PROVISIONS

There are no special provisions of this contract.

Contractor Initials CA

Date 4/4/2024

EXHIBIT B - SCOPE OF SERVICES

1. **INTRODUCTION:**
Bureau Veritas (hereinafter referred to as the "Contractor") hereby agrees to provide the State of New Hampshire (hereinafter referred to as the "State"), Bureau of Plant and Property, Central Facilities Bureau, with Facilities Condition Assessment Services in accordance with the proposal submission in response to State Request for Proposal #2784-24 and as described herein.

2. **CONTRACT DOCUMENTS:**
This Contract consists of the following documents ("Contract Documents"):

- State of New Hampshire Terms and Conditions, General Provisions Form P-37
- EXHIBIT A Special Provisions
- EXHIBIT B Scope of Services
- EXHIBIT C Method of Payment
- EXHIBIT D RFP 2784-24
- EXHIBIT E Contractor's Proposal Response

In the event of any conflict among the terms or provisions of the documents listed above, the following order of priority shall indicate which documents control: (1), Form Number P-37 as modified by EXHIBIT A "Special Provisions, (2) EXHIBIT B "Scope of Services," (3) EXHIBIT C "Method of Payment," (4) EXHIBIT D "RFP 2784-24," and (5) EXHIBIT E "Contractor's Proposal Response."

3. **TERM OF CONTRACT:**
The term of the contract shall commence upon approval of the Governor and Executive Council, through April 30, 2026, a period of approximately two (2) years.

The Contract may be extended for up to an additional two (2) years thereafter upon the same terms, conditions and pricing structure with the approval of the Governor and Executive Council.

The maximum term of the Contract (including all extensions) cannot exceed four (4) years.

4. **SCOPE OF WORK:**
The following specifications are intended to outline and describe the State of New Hampshire, Central Facilities Bureau's expectations. The Contractor will perform all services and duties described. The collection of data and reports will be uniform across all buildings assessed. The Contractor shall:

Building/Facility Condition Assessment

- Provide qualified and experienced assessment team(s) to complete comprehensive facility condition assessments (FCAs) for all Central Facilities Bureau buildings. Teams should include qualified and experienced facility assessors who have a thorough knowledge of ASTM Designation: E 2018-01, Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process documents
- Perform visual inspections of all building assets included in this scope to assess the remaining lifecycle of major asset systems, identify deferred maintenance requirements, recognize life safety issues, and detect major accessibility concerns. Requirements are conditional, operational and system replacement needs, all relating to the system lifecycle. Each requirement shall be classified by priority, requirement category (cause of issue), asset system and cost to allow for multiple queries and data analysis
- The scope of the FCA shall include but is not limited to the buildings listed in Attachment 1. The State of New Hampshire reserves the right to include up to 5 additional buildings (350,000 square feet) as acquired by the Central Facilities Bureau

Data Collection and Management

- Inspection

Contractor Initials CA

Date 4/4/2024

- Visually inspect all building assets included in the scope of the project, identify deficient conditions and assess the remaining lifecycle of designated asset systems. The team(s) shall document deferred maintenance deficiencies, including digital photographs of asset exteriors and any observed conditions within the assets. The survey will include a visual inspection of the building and all of the building's architectural, mechanical, electrical, and site systems
  - After the on-site work is complete, the FCA team(s) will review their notes and findings with the appropriate State of New Hampshire personnel. This shall include descriptive narratives, condition data and photos
- Prioritization
  - Assign a priority to each deferred maintenance deficiency indicating its severity and the ideal time frame for correction. Priority settings should be flexible
- Categorization
  - Assign a category to each deferred maintenance deficiency to allow grouping the deficiencies into common sets. Recommended categories are listed in Table 3 but should be customizable
- Corrective Actions
  - Recommend a corrective action for each deficiency. The actions are based upon the materials and equipment required to repair or replace the identified deficiency along with necessary labor. Contractor will work with the State to identify any soft costs (i.e. permitting fees, project management fees, etc.) that should also be included
- Digital Photos
  - Take digital photos during the assessment to visually illustrate existing conditions. The photographs shall be of the exterior and the critical deficiencies within each asset
- Facility Condition Index (FCI)
  - Calculate the FCIs for each building and the entire portfolio. The State expects to be able to ascertain the impact of various funding levels on the FCI of the assets, or alternatively, the finding levels required to achieve a specific asset FCI

Table 1: Architectural, mechanical, and electrical systems as classified by ASTM E1557 UNIFORMAT III standards

Level 1 - Major Group Elements	Level 2 – Group Elements	Level 3 – Individual Elements
A Substructure	A10 Foundations	A1010 Standard Foundations A1020 Special Foundations A1030 Slab on Grade
	A20 Basement Construction	A2020 Basement Walls
B Shell	B10 Superstructure	B1010 Floor Construction B1020 Roof Construction
	B20 Exterior Enclosure	B2010 Exterior Walls B2020 Exterior Windows B2030 Exterior Doors
	B30 Roofing	B3010 Roof Coverings B3020 Roof Openings
C Interiors	C10 Interior Construction	C1010 Partitions C1020 Interior Doors C1020 Fittings
	C20 Stairs	C2020 Stair Finishes
	C30 Interior Finishes	C3010 Wall Finishes C3020 Floor Finishes C3030 Ceiling Finishes
D Services	D10 Conveying	D1010 Elevators and Lifts D1090 Other Conveying Systems
	D20 Plumbing	D2010 Plumbing Fixtures

Contractor Initials CA

Date 4/4/2024

		D2020 Domestic Water Distribution D2030 Sanitary Waste D2040 Rain Water Drainage D2090 Other Plumbing Systems
	D30 HVAC	D3010 Energy Supply D3020 Heat Generating Systems D3030 Cooling Generating Systems D3040 Distributing Systems D3050 Terminal & Package Units D3060 Controls & Instrumentation D3090 Other HVAC Systems & Equip.
	D40 Fire Protection	D4010 Sprinklers D4020 Standpipes D4030 Fire Protection Specialties D4090 Other Fire Protection Systems
	D50 Electrical	D5010 Electrical Service & Dist. D5020 Lighting & Branch Wiring D5030 Communications & Security D5090 Other Electrical Systems
E Equipment and Furnishings	E20 Furnishings	E2010 Fixed Furnishings

In addition to the building systems noted above, the assessment team will also assess the infrastructure systems noted in Table 1 above and evaluate the systems for their age, condition, and cost. Evaluate all system components individually and as an aggregate. This will enable a data-driven understanding of system conditions, replacement timing, and capital expenditure needs over a given period of time. The State requires that a twenty (20) year outlook be used.

Table 2: Priorities – associate deficiencies with a timeframe; standard priorities listed in this table may be tailored to meet the State's requirements.

Priority	Definition	Years Offset
Priority 1	Due within 1 year of inspection	1
Priority 2	Due within 3 years of inspection	3
Priority 3	Due within 10 years inspection	10
Priority 4	Not time based	Null

Table 3: Categories – group requirements by cause or reason

Category	Sub-category
Integrity	• Lifecycle • Reliability
Regulations	• Life Safety • Building Code • HazMat • Accessibility
Optimization	• Technological Improvements • Capacity • Mission • Maintenance • Abandoned • Energy • Sustainability

Building Infrastructure Lifecycle Facility Condition Assessment

- Provide qualified and experienced assessment teams(s) to complete a Systems Lifecycle Condition Assessment (LCA) for all Central Facilities Bureau buildings including:
  - Electrical distribution system
  - Steam distribution system (as part of building fixture or interior only)
  - Exterior Lighting (only if part of building structure - parking lot lighting not assessed)
  - Telecom and communications distribution
- Gather specific information for each system including date installed, type, capacity, effective age and overall operational condition. Develop infrastructure replacement costs so a replacement value for the infrastructure or utility can be calculated
  - System Renewal Requirements
    - Generate system renewal requirements based on observed conditions. A system renewal requirement is a requirement that represents the cost and action date of an asset system's renewal event
  - Lifecycle and Cost Estimate Validation
    - Verify both lifecycle (expected useful lifespan of each utility or infrastructure system) estimates and cost estimates and validate based on industry standards and/or historical information provided by the State
- Use RS Means system replacement cost estimates to evaluate for accuracy and compare to available historical cost information provided by the State. If it is determined that the raw cost data contained within the system records is low, the costs will be adjusted

DELIVERABLES/REPORTING

Based on the study findings, the Contractor shall prepare both interim reports and a final report and presentation to the State's leadership, with recommendations and cost estimates for the deficiencies and improvements identified.

- Periodic Update Reports
  - A kickoff meeting will be held with the Contractor prior to project initiation. Frequency, formatting of reports, specific reporting content/requirements will be agreed upon during this meeting
  - Draft Reports
    - Submit one preliminary draft report for each building within 2 business days of completing the FCA/LCA for each building This will allow the State an opportunity to review content, including a review of data classifications (such as priorities, categories and systems), general consistency of overall estimates, and report formats. Draft reports will be basis for progress payments. These shall be submitted with signed certificates of completion on a monthly basis
    - The preliminary draft reports will contain narrative summaries, digital facility photographs, facility work type summary, facility system summary, major deficiency photographs, and inspection details
- Final Draft Report
  - The final draft report will document the complete findings and analyses of the FCA, incorporate any State requested questions and/or changes developed during the preliminary draft report review and include the following sections for each building:
    - Executive Summary
    - Assessment methodology
    - Funding scenarios
    - Capital renewals
    - State summary data reports
    - Detailed deficiency reports
    - The State will review the final draft report(s) and provide feedback for the development of the final report(s)

Contractor Initials CA

Date 4/4/2024

- Final Report & Presentation
  - Once the assessment, analysis and review are complete, the Contractor will present their findings to the State of New Hampshire Central Facilities Bureau
  - The State's expectation is that cost estimates for recommended actions will include both hard and soft costs, be accurate and reflect the local cost of all inputs
- Interactive Data Access
  - The Contractor will provide a secure hosted, web-based database repository that allows the State:
    - Full access to FCA and facility data and is searchable by location, deficiency, major group element, group element, individual element, etc.
      - Sortable by location, date, priority, etc.
      - Editable to include progress notes, dates, etc.
    - Ability to analyze the data and develop detailed and flexible reports, some of which will be incorporated into capital planning analysis
    - Access to annually updated cost data utilizing industry standard cost sources to update cost data
    - The website shall be accessible upon completion of first building assessment and allow for real-time additions/modifications as additional buildings are completed and/or deficiencies are discussed and addressed
    - The assessment project is anticipated to be completed in approximately 10 months, but the Contractor shall maintain the archive for an additional 14 months for a total of two (2) years. At the conclusion of the contract term, the data shall be transferred from the Contractor's data base into a data base operated and maintained by the State of New Hampshire
- Storage and Data Transfer Security Requirements
  - Protection of personal privacy and data shall be an integral part of the business activities of the Contractor to ensure there is no inappropriate or unauthorized use of State information at any time. To this end, the Contractor shall safeguard the confidentiality, integrity and availability of State information and comply with the following conditions:
    - The Contractor shall implement and maintain appropriate administrative, technical and organizational security measures to safeguard against unauthorized access, disclosure or theft of Personal Data and non-public information. Such security measures shall be in accordance with recognized industry practice and not less stringent than the measures the Contractor applies to its own Personal Data and non-public data of similar kind
    - All data obtained by the Contractor in the performance of this contract and all Personal Data shall be encrypted at rest and in transit with controlled access. Unless otherwise stipulated, the Contractor is responsible for encryption of the Personal Data
    - Unless otherwise stipulated, the Contractor shall encrypt all non-public data at rest and in transit. The State shall identify data it deems as non-public data to the Contractor. The level of protection and encryption for all non-public data shall be identified and made a part of the resultant contract
    - At no time shall any data or processes – that either belong to or are intended for the use of the State or its officers, agents or employees – be copied, disclosed or retained by the Contractor or any party related to the Contractor for subsequent use in any transaction that does not include the State
    - The Contractor shall not use any information collected in connection with the service issued from the resultant contract for any purpose other than fulfilling the service
    - **Data Location**.
      The Contractor shall provide its Services to the State and its end users solely from data centers within the Continental United States. All storage, processing and transmission of State data shall be restricted to information technology systems within the Continental United States.

Contractor Initials CA

Date 4/4/2024

The Contractor shall not allow its personnel or sub-contractors to store State data on portable devices, including personal computers, except as specified and allowed by the resultant contract, and then only on devices that are used and kept at its data centers within the Continental United States. The Contractor shall permit its personnel and Contractors to access State data remotely only to provide technical support and as specified or required by the contract.

- **Security Incident or Data Breach**
  The Contractor shall inform the State of any security incident or Data Breach in accordance with NH RSA Chapter 359-C:20: Notice of Security Breach.

  Incident Response: the Contractor may need to communicate with outside parties regarding a security incident, which may include contacting law enforcement, fielding media inquiries and seeking external expertise as mutually agreed upon, defined by law or contained in the resultant Contract. Discussing security incidents with the State should be handled on an urgent as-needed basis, as part of the Contractor's communication and mitigation processes as mutually agreed upon, defined by law or contained in the resultant contract.

  Security Incident Reporting Requirements: the Contractor shall report a security incident to the State identified contact immediately if it reasonably believes there has been a security incident.

  Breach Reporting Requirements: If the Contractor has actual knowledge of a confirmed data breach that affects the security of any State content that is subject to applicable data breach notification law, the Contractor shall (1) immediately notify the appropriate State identified contact and (2) take commercially reasonable and consistent with industry best practices measures to address the data breach in a timely manner.

- **Breach Responsibilities**
  This section only applies when a Data Breach occurs with respect to State data within the possession or control of the Contractor and/or the third-party designee hosting the data as agreed upon by the Contractor and the State.

  The Contractor, unless stipulated otherwise, shall immediately notify the appropriate State identified contact by telephone in accordance with the agreed upon security plan or security procedures if it reasonably believes there has been a security incident.

  The Contractor, unless stipulated otherwise, shall promptly notify the appropriate State identified contact within 24 hours or sooner by telephone, unless shorter time is required by applicable law, if it confirms that there is, or reasonably believes that there has been a Data Breach the Contractor shall:
    - cooperate with the State as reasonably requested by the State to investigate and resolve the Data Breach;
    - promptly implement necessary remedial measures, if necessary; and
    - document responsive actions taken related to the Data Breach, including any post-incident review of events and actions taken to make changes in business practices in providing the services, if necessary

  Unless otherwise stipulated, if a Data Breach is a direct result of the Contractor's breach of its contract obligation or the third-party hosting company to encrypt Personal Data or otherwise

Contractor Initials CA

Date 4/4/2024

prevent its release, the Contractor and/or the third party hosting company shall bear the costs associated with:

- the investigation and resolution of the Data Breach;
- notifications to individuals, regulators or others required by State law;
- a credit monitoring service required by State (or federal) law;
- a website or a toll-free number and call center for affected individuals required by State law — all not to exceed the average per record per person cost calculated for Data Breaches in the United States (currently $201 per record/person) in the most recent Cost of Data Breach Study: Global Analysis published by the Ponemon Institute at the time of the Data Breach; and
- complete all corrective actions as reasonably determined by the Contractor based on root cause; all [(a) through I] subject to the resultant Contract's limitation of liability

OTHER PROJECT/CONTRACT REQUIREMENTS

- Facility Assessment Team
  - The Contractor shall determine the overall make-up and number of resources for their facility assessment team or teams using the following State requirements (the State reserves the right to ask for a replacement of any member of an assessment team at its sole discretion; however, this right is not expected to be exercised lightly or without due cause):
    - Designate a single, dedicated project manager who has overall responsibility for all assessments. The project manager will act as the overall lead, be the primary point person and direct and coordinate the project and ensure completion of all activities related to the FCA/LCAs. This role will require an individual with considerable expertise and experience delivering the requested services
    - Designate a dedicated team lead for each facility assessment team who has overall responsibility for the FCA(s) provided by the team and reports to the project manager
    - Ensure each facility assessment team has an adequate number and type of discipline expertise (i.e., architectural, mechanical, electrical, etc.) appropriate for the facility or site and systems being assessed
    - Ensure that all team members are properly trained, qualified (holding all appropriate professional designations), and experienced to conduct facility condition assessments; it is expected that all team members will be qualified technical personnel and capable of effectively interpreting existing facility condition reports, and conducting system assessments in mechanical, electrical and architectural disciplines
- Project Timeline
  - The Contractor will establish a project timeline that allows for timely inspections, reporting and recommendations for all buildings on an individual basis based upon the following benchmarks
  - Inspections, data collection and preliminary reporting
    - To include upload to data base
  - Final reporting shall be uploaded within 4 weeks after the inspection of the final building identified within the project
  - The State may add additional buildings at any time within the term of the contract

Except as otherwise provided in this Scope of Services, all services performed under this Contract shall be performed between the hours of 8:00 A.M. and 4:00 P.M. unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the Contracting Officer. The State requires ten-day advance knowledge of said work schedules to provide security and access to respective work areas.

The Contractor shall not commence work until a conference is held with each State agency intending to utilize the Contractor's services, at which representatives of the Contractor and the State are present. The conference will be arranged by the State agency.

Contractor Initials CA

Date 4/4/2024

The State shall require correction of any defective work and the repair of any damages to any part of a building or its appurtenances caused by the Contractor or its employees, subcontractors, equipment or supplies. The Contractor shall correct, repair, or replace all defective work, as needed, to complete said work in satisfactory condition, and damages so caused in order to restore the building and its appurtenances to their previous condition. Upon failure of the Contractor to proceed promptly with the necessary corrections or repairs, the State may withhold any amount necessary to correct all defective work or repair all damages from payments to the Contractor.

The work staff shall consist of qualified persons completely familiar with the products and equipment that they will use. The Contracting Officer may require the Contractor to dismiss from the work such employees as the Contracting Officer deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of security and the State.

Neither the Contractor nor its employees or subcontractors shall represent themselves as employees or agents of the State.

While on State property the Contractor, its employees, and its sub-contractors shall be subject to the authority and control of the State, but under no circumstances shall such persons be deemed to be employees of the State.

All personnel shall observe all regulations or special restrictions in effect at any State agency location at which services are to be provided.

The Contractor's personnel shall be allowed only in areas where services are to be provided. The use of State telephones by the Contractor, its employees, or its sub-contractors is prohibited.

If sub-contractors are to be utilized, Contractor shall provide information regarding the proposed sub-contractors including the name of the company, their address, contact person and three references for clients they are currently servicing. Approval by the State must be received prior to a sub-contractor starting any work.

5. OBLIGATIONS AND LIABILITY OF THE CONTRACTOR:

The Contractor shall provide all services strictly pursuant to, and in conformity with, the specifications described in State RFP #2784-24, as described herein, and under the terms of this Contract.

It is the responsibility of the Contractor to maintain this contract and New Hampshire Vendor Registration with up to date contact information.

Contract specific contact information (Sales contact, Contractor contract manager, etc.) shall be sent to the State's Contracting Office listed in Box 1.9 of Form P-37.

Additionally, all updates i.e., telephone numbers, contact names, email addresses, W9, tax identification numbers are required to be current through a formal electronic submission to the Bureau of Purchase and Property at: https://das.nh.gov/purchasing/vendorregistration/(S(q0fzcv55qhaeqs45jpyq5i45))/welcome.aspx.

The Contractor shall agree to hold the State of NH harmless from liability arising out of injuries or damage caused while performing this work. The Contractor shall agree that any damage to building(s), materials, equipment or other property during the performance of the service shall be repaired at its own expense, to the State's satisfaction.

6. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS:

The Contractor certifies, by signature of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.

7. CONFIDENTIALITY & CRIMINAL RECORD:

If requested by the using agency, the Contractor and its employees, and Sub-Contractors (if any), shall be required to sign and submit a Confidential Nature of Department Records Form and a Criminal Authorization Records Form. These forms shall be submitted to the individual using agency prior to the start of any work.

Contractor Initials CA

Date 4/4/2024

EXHIBIT C - METHOD OF PAYMENT

8. CONTRACT PRICE:

The Contractor hereby agrees to provide facilities condition assessment services in complete compliance with the terms and conditions specified in Exhibit B for an amount up to and not to exceed a price of $202,316.00; this figure shall not be considered a guaranteed or minimum figure; however, it shall be considered a maximum figure from the effective date through the expiration date as indicated in Form P-37 Block 1.7.

9. PRICING STRUCTURE:

Building Name	Building Address	Usage Description	Square Footage	Price per SF	Total Price
Boiler Plant, Downtown	33 Green Street, Concord	Other	1,500	$0.08	$120
Bridges House	21 Mountain Road, Concord	Single Family Home	3,776	$0.08	$302
Emergency Operations Center	110 Smokey Bear Blvd, Concord	Data Center	67,644	$0.08	$5,412
Hazen Drive Biomass Plant	29 Hazen Drive, Concord	Energy/Power Station	3,100	$0.08	$248
Health & Welfare Building	29 Hazen Drive, Concord	Office	316,230	$0.08	$25,298
Johnson Hall	107 Pleasant Street, Concord	Office	27,840	$0.08	$2,227
Legislative Office Building	33 North State Street, Concord	Social/Meeting Hall	68,530	$0.08	$5,482
Londergan Hall	101 Pleasant Street, Concord	Office	50,766	$0.08	$4,061
Medical & Surgical Building	109 Pleasant Street, Concord	Office	79,296	$0.08	$6,344
Materials & Research, DOT	5 Hazen Drive, Concord	Office	29,318	$0.08	$2,345
Mechanical Services, DOT	33 Smokey Bear Blvd, Concord	Repair Services	85,900	$0.08	$6,872
John O Morton Building	7 Hazen Drive, Concord	Office	96,800	$0.08	$7,744
Division of Motor Vehicles	23 Hazen Drive, Concord	Other-Public Service	61,958	$0.08	$4,957
Van McLeod Building	19 Pillsbury Street, Concord	Office	9,198	$0.08	$736
Records & Archives	9 Ratification Way, Concord	Library	100,604	$0.08	$8,048
James H. Hayes Building (Safety)	33 Hazen Drive, Concord	Office	117,113	$0.08	$9,369
64 South Street	64 South Street, Concord	Office	28,808	$0.08	$2,305
Spaulding Hall	95 Pleasant Street, Concord	Office	25,000	$0.08	$2,000
State House	107 North Main Street, Concord	Office	84,698	$0.08	$6,776
State House Annex	25 Capitol Street, Concord	Office	76,650	$0.08	$6,132
State Library	20 Park Street, Concord	Library	38,568	$0.08	$3,085
Storrs St. Warehouse (P&P)	12 Hills Avenue, Concord	Mixed Use	46,733	$0.08	$3,739
Upham Walker House	18 Park Street, Concord	Single Family Home	4,000	$0.08	$320
Walker Building	21 S. Fruit Street, Concord	Office	110,000	$0.08	$8,800
Annex	105 1/2 Pleasant St., Concord	Office	8099	$0.08	$648
Bancroft Hall	113 Pleasant St., Concord	Other	20260	$0.08	$1,621
Brown Building	129 Pleasant Street, Concord	Office	110000	$0.08	$8,800
Dolloff Building	117 Pleasant Street, Concord	Office	36888	$0.08	$2,951
Grounds Shop	28 Ratification Way, Concord	Repair Services	8227	$0.08	$658
Liberty House (includes garage)	119 Pleasant Street, Concord	Office	3269	$0.08	$262
Main Building	105 Pleasant St., Concord	Office	214801	$0.08	$17,184
NH Hosp. Laundry	127 Pleasant Street, Concord	Personal Services	15277	$0.08	$1,222
NHH Warehouse	28 Ratification Way, Concord	Warehouse-NonRefrig	18096	$0.08	$1,448
Paint & Carpentry Shops	28 Ratification Way, Concord	Repair Services	17810	$0.08	$1,425
Storage Garages	28 Ratification Way, Concord	Warehouse-NonRefrig	3036	$0.08	$243
Thayer Hall	97 Pleasant Street, Concord	Office	97164	$0.08	$7,773
Transportation Garage	127A Pleasant Street, Concord	Repair Services	7000	$0.08	$560

Description	Number of Months	Montly Fee	Total
Monthly Fee for Data Base Creation and Data Entry (during assessment phase)	10	$283.31	$2,833
Monthly Fee for Data Base Maintenance (retaining data/access after final reporting)	14	$283.31	$3,966
		Sub Total Section 2	$6,799

Description	Building Usage	Square Footage	Price per SF	Total Price
Additional Buildings up to 350,000 Square Feet	Varies	350,000	$0.08	$28,000

Contractor Initials CA

Date 4/4/2024

10. **INVOICE:**

Itemized invoices shall be submitted to the individual agency after the completion of the job/services and shall include a brief description of the work done along with the location of work.

- Invoicing and Payment
  - Upon Completion and acceptance of the walk-through by the State, a representative of the State will sign off (contractor developed certificate). Contractor shall provide certificate(s) accompanied by an itemized invoice prior to receiving payment by the State
  - Payment upon completion of preliminary reporting
    - Included data base, real time access as buildings are completed
    - Payment upon final report and presentation
  - Project payment milestones

Timeframe	Milestone	Documentation	Payment
Months 1 - 10	Complete assessments and preliminary reporting for all buildings.	Submit certificates of completion, preliminary report and itemized invoice to Central Facilities Bureau.	Invoiced monthly based on completed building SF (assessment and reporting).
Month 11	Discussion of findings and development of final reporting and recommendations.	Scheduled meeting with the State to discuss preliminary reporting, recommendations, and key elements to be included in final reporting.	Invoiced after meeting with the State and final reporting contents and formatting are decided.
Month 12	Final report completed. All data, and recommendations are uploaded to data-base.	Final presentation (s) to State leadership, agency stakeholders.	Invoiced upon completion of final presentation
Month 13-23	Maintain Data base, provide additional telephone support for assessment related questions and/or data-base issues.	Price per month maintenance fee as indicated in offer section	Payment will be the cost of maintaining the data base (fixed rate) and invoiced monthly.
Month 24	Transfer of data base contents to State maintained platform with support as needed.	Termination of contract Final report shall be delivered in Excel format.	Invoiced after the successful transfer of final report.

  - Payment will be issued monthly for the assessments and reporting completed (based on price per SF). Completed certifications signed by project manager and State representative must accompany the itemized invoice.
    - Invoice must contain at minimum:
      - Name of building, location, square footage, and date assessment was completed, contract number

11. **PAYMENT:**

Payments shall be made via ACH. Use the following link to enroll with the State Treasury for ACH payments: https://www.nh.gov/treasury.

Contractor Initials CA

Date 4/4/2024

EXHIBIT D - RFB 2784-24

RFP #2784-24 is incorporated here within.

Contractor Initials CA

Date 4/4/2024

EXHIBIT E - CONTRACTOR'S PROPOSAL

Contractor's proposal is incorporated here within.

Contractor Initials CA

Date 4/4/2024

State of New Hampshire

Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that BUREAU VERITAS TECHNICAL ASSESSMENTS LLC is a Maryland Limited Liability Company registered to transact business in New Hampshire on November 17, 2006. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: **567578**

Certificate Number: **0006672437**

IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 19th day of April A.D. 2024.

David M. Scanlan

Secretary of State

BUREAU VERITAS TECHNICAL ASSESSMENTS LLC

CERTIFICATE OF AUTHORITY

I, Matthew Munter, Executive Vice President, hereby certify that I am the duly elected and qualified Secretary of Bureau Veritas Technical Assessments LLC, a limited liability corporation organized and existing under the laws of the State of Maryland (the "Company"), and further certify, on behalf of the Company, that the person named below, acting singly, has the full authority of the Sole Member of the Company to act on behalf of the Company with respect to the execution of the New Hampshire Department of Administration RFP for FACILITY CONDITION ASSESSMENT SERVICES 2784-24:

AUTHORIZED SIGNATORY

Cheyenne Irby | Associate VP, Project Executive

IN WITNESS WHEREOF, I have hereunto set my hand on April 9, 2024.

By: _____

Matthew Munter, Executive VP

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY): 04/03/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
Aon Risk Services Northeast, Inc. Aon Risk Services Northeast, Inc. NY NY Office One Liberty Plaza 165 Broadway, Suite 3201 New York NY 10006 USA	PHONE (A/C, No, Ext): 866-283-7122	FAX (A/C, No.): (800) 363-0105
	E-MAIL ADDRESS:	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Bureau Veritas Technical Assessments LLC 6021 University Blvd. Stes. 200-210 Ellicott City MD 21043 USA	INSURER A: Hartford Fire Insurance Co.	19682
	INSURER B: Allianz Global Risks US Insurance Co.	35300
	INSURER C: Trumbull Insurance Company	27120
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 570104920383 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS,

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [ ] OCCUR [X] GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [ ] PRO-JECT [X] LOC [X] OTHER:			USL00159324	01/01/2024	01/01/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$2,000,000 $1,000,000 $10,000 $2,000,000 $2,000,000 $2,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			10 AB S41202 AOS	01/01/2024	01/01/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$2,000,000
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $10,000			USL00163324	01/01/2024	01/01/2025	EACH OCCURRENCE AGGREGATE	$1,000,000 $1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER (Mandatory In NH) Y/N [N] N/A If yes, describe under DESCRIPTION OF OPERATIONS below			10WNS41200 See State Policy Addendum	01/01/2024	01/01/2025	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE-POLICY LIMIT	$1,000,000 $1,000,000 $1,000,000
B	Architects & Engineers Professional			USF00248024 Claims Made SIR applies per policy terms & conditions	01/01/2024	01/01/2025	Each Claim Aggregate	$1,000,000 $1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of insurance. The Architects & Engineers policy includes coverage for Professional Liability and Contractors Pollution Liability.

CERTIFICATE HOLDER

New Hampshire Department of
Administrative Services
Bureau of Plant and Property Management
25 Capital Street
Concord NH 03301 USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon Risk Services Northeast Inc.

Holder Identifier :

Certificate No : 570104920383

AGENCY CUSTOMER ID: 570000048582

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Aon Risk Services Northeast, Inc.	Bureau Veritas Technical Assessments LLC
POLICY NUMBER	
See Certificate Numbe 570104920383	
CARRIER / NAIC CODE	EFFECTIVE DATE:
See Certificate Numbe 570104920383	

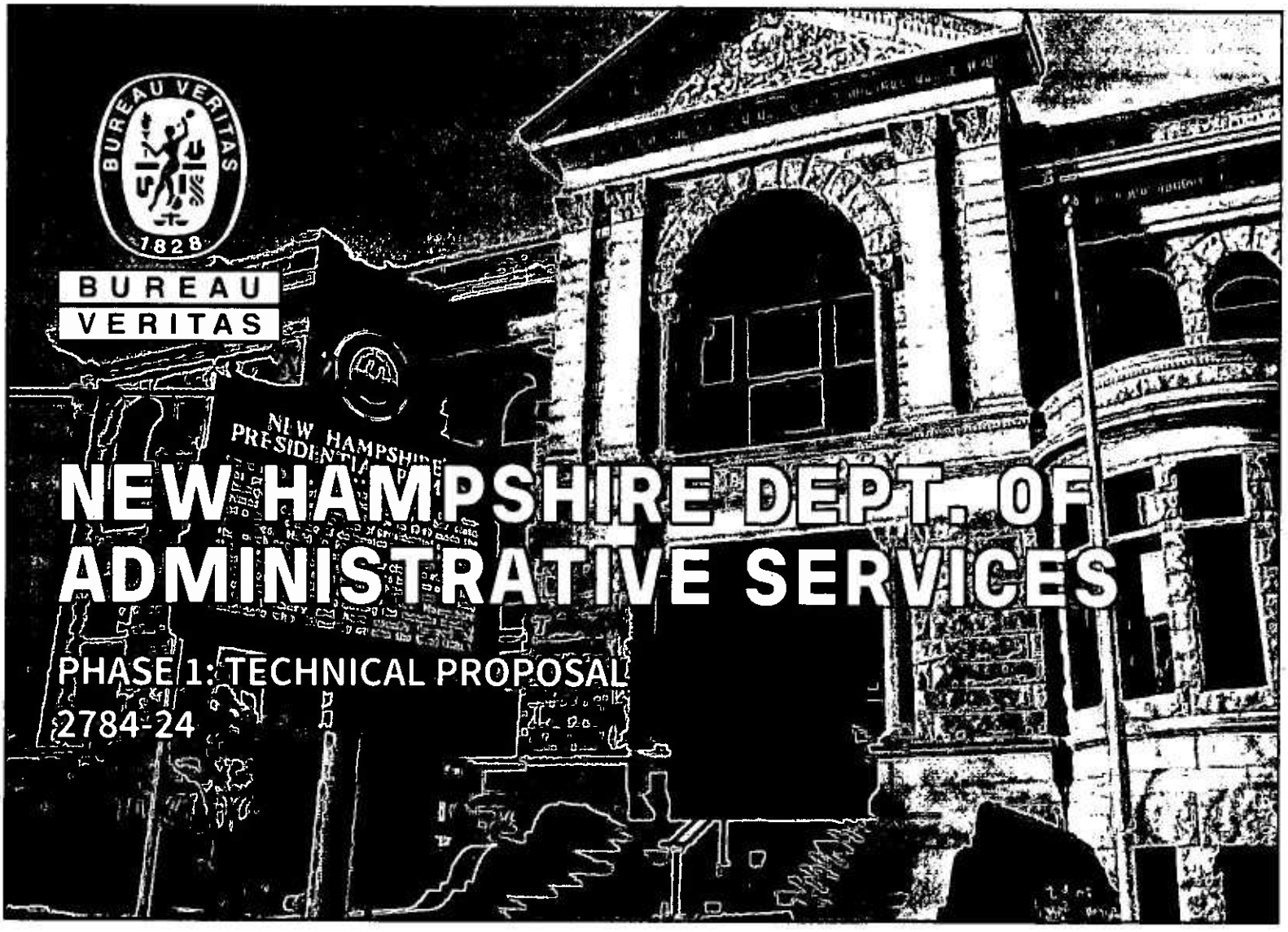
ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Workers Compensation/Employers Liability

10WNS41200	01/01/24-01/01/25	Trumbull Insurance AR,DC,IN,LA,NE,RI,UT
10WNS41200	01/01/24-01/01/25	Twin City Fire Insurance Company FL,ND,OH,WA,WY
10WNS41200	01/01/24-01/01/25	Hartford Insurance Company of the Midwest AK,ID
10WNS41200	01/01/24-01/01/25	Hartford Casualty Insurance Company MO,WV
10WNS41200	01/01/24-01/01/25	Nutmeg Insurance Company CT,IL
10WNS41200	01/01/24-01/01/25	Hartford Fire Insurance Company NH,OR,PA
10WNS41200	01/01/24-01/01/25	Hartford Accident and Indemnity Company AL,GA,KY,MI,MT,NY,TN,VT
10WNS41200	01/01/24-01/01/25	Property & Casualty Ins Co of Hartford CA,CO,DE,ME, MN,MS,SC
10WNS41200	01/01/24-01/01/25	Hartford Insurance Company of Illinois TX
10WNS41200	01/01/24-01/01/25	Hartford Insurance Company of the Southeast KS,MD
10WNS41200	01/01/24-01/01/25	Hartford Underwriters Insurance Company AZ,HI, NC,NJ,SD,VA
10WNS41200	01/01/24-01/01/25	Sentinel Insurance Company, Limited IA,NM,NV,OK
10WBRS41201	01/01/24-01/01/25	Twin City Fire Insurance Company WI
10WBRS41201	01/01/24-01/01/25	Hartford Underwriters Insurance Company MA
10WBRS41201	01/01/24-01/01/25	Hartford Fire Insurance Company PR



NEW HAMPSHIRE DEPT. OF ADMINISTRATIVE SERVICES

PHASE 1: TECHNICAL PROPOSAL

2784-24

January 16, 2023

BUREAU VERITAS | CHEYENNE IRBY
6021 UNIVERSITY BLVD, SUITE 200 ELLICOTT CITY, MD 21043
P 410.533.6988 | CHEYENNE.IRBY@BUREAUVERITAS.COM

STATE OF NEW HAMPSHIRE TRANSMITTAL LETTER

Date: 01/15/2024

Company Name: Bureau Veritas Technical Assessments LLC
Address:

6021 University Blvd., Suite 200, Ellicott City, MD 21043

To: Point of Contact: Andrea Olsson
Telephone: 603-271-7272
Email: Andrea.L.Olsson@das.nh.gov

RE: Proposal Invitation Name: Facility Condition Assessment Services
RFP Number: **2784-24**
RFP Posted Date (on or by): **December 13, 2023**
RFP Closing Date and Time: **January 16, 2024 @ 2:00PM (EST)**

[Insert name of signor] Cheyenne Irby, on behalf of ~~Bureau Veritas Technical Assessments LLC~~ [insert name of entity submitting RFP(collectively referred to as "Bidder") hereby submits an offer as contained in the written RFP submitted herewith ("RFP"), to the State of New Hampshire in response to RFP # 2784-24 for Facility Condition Assessment Services at the price(s) quoted herein in complete accordance with the RFP.

Bidder attests to the fact that:

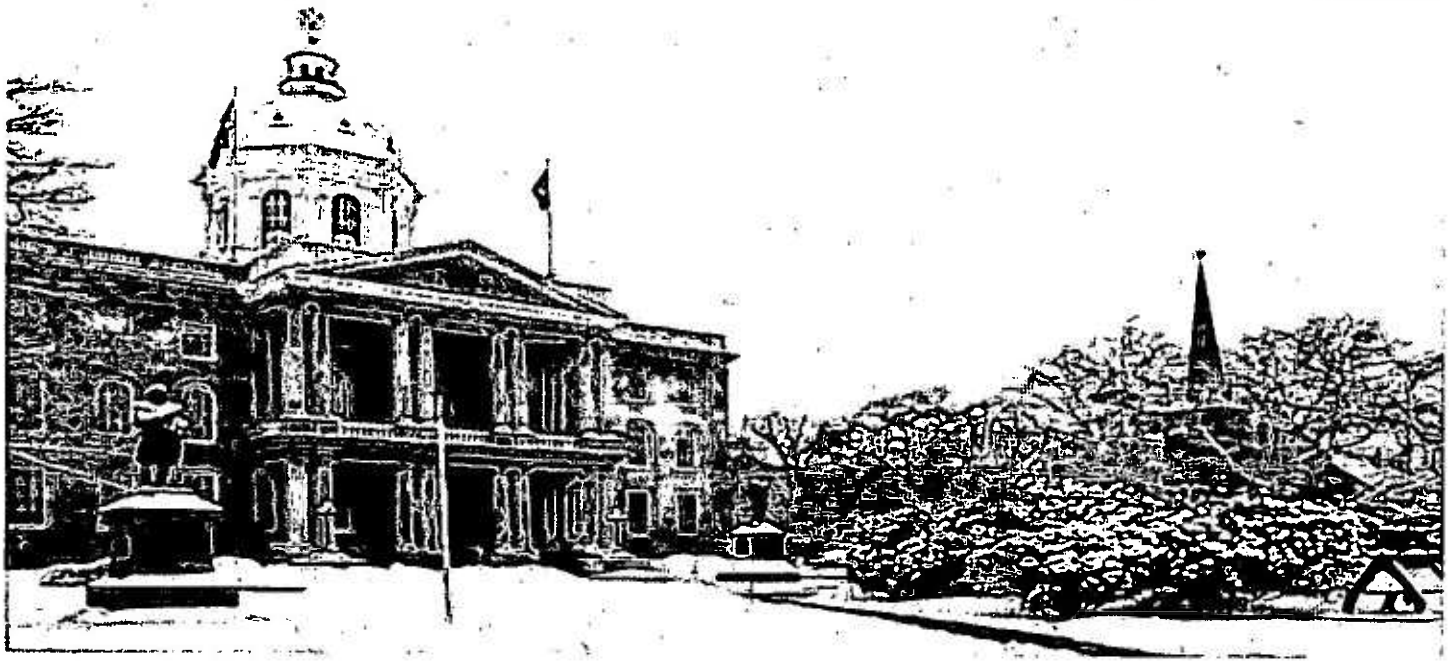
1. The Bidder has reviewed and agreed to be bound by the RFP.
2. The Bidder has not altered any of the language or other provisions contained in the RFP document.
3. The RFP is effective for a period of 180 days from the RFP Closing date as indicated above.
4. The prices Bidder has quoted in the RFP were established without collusion with other bidders.
5. The Bidder has read and fully understands this RFP.
6. Further, in accordance with RSA 21-I:11-c, the undersigned Bidder certifies that neither the Bidder nor any of its subsidiaries, affiliates or principal officers (principal officers refers to individuals with management responsibility for the entity or association):
   a. Has, within the past 2 years, been convicted of, or pleaded guilty to, a violation of RSA 356:2, RSA 356:4, or any state or federal law or county or municipal ordinance prohibiting specified bidding practices, or involving antitrust violations, which has not been annulled;
   b. Has been prohibited, either permanently or temporarily, from participating in any public works project pursuant to RSA 638:20;
   c. Has previously provided false, deceptive, or fraudulent information on a bidder code number application form, or any other document submitted to the state of New Hampshire, which information was not corrected as of the time of the filing a bid, proposal, or quotation;
   d. Is currently debarred from performing work on any project of the federal government or the government of any state;
   e. Has, within the past 2 years, failed to cure a default on any contract with the federal government or the government of any state;
   f. Is presently subject to any order of the department of labor, the department of employment security, or any other state department, agency, board, or commission, finding that the applicant is not in compliance with the requirements of the laws or rules that the department, agency, board, or commission is charged with implementing;
   g. Is presently subject to any sanction or penalty finally issued by the department of labor, the department of employment security, or any other state department, agency, board, or commission, which sanction or penalty has not been fully discharged or fulfilled;
   h. Is currently serving a sentence or is subject to a continuing or unfulfilled penalty for any crime or violation noted in this section;
   i. Has failed or neglected to advise the division of any conviction, plea of guilty, or finding relative to any crime or violation noted in this section, or of any debarment, within 30 days of such conviction, plea, finding, or debarment; or
   j. Has been placed on the debarred parties list described in RSA 21-I:11-c within the past year.

This document shall be signed by a person who is authorized to legally obligate the responding vendor. A signature on this document indicates that all State of New Hampshire terms and conditions are accepted by the responding vendor and that any and all other terms and conditions submitted by the responding vendor are null and void, even if such terms and conditions have terminology to the contrary. The responding vendor shall also be subject to State of New Hampshire terms and conditions as stated on the reverse of the purchase order.

Authorized Signor's Signature _____ **Authorized Signor's Title** Associate VP

Contractor Initials C.I.
Date 01/15/24

TABLE OF CONTENTS



1. EXECUTIVE SUMMARY

January 16, 2023

State of New Hampsnire Department of Administration
NH Bureau of Purchase & Property
25 Capitol Street - Room 102
Concord NH 03301

RE: REQUEST FOR PROPOSAL FOR FACILITY CONDITION ASSESSMENT SERVICES 2784-24

Dear Ms. Olsson:

Bureau Veritas Technical Assessments, LLC (Bureau Veritas or BVTA) is pleased to provide the New Hampshire Department of Administration (Department) with the enclosed qualifications in response to the Department's RFP forFacility Condition Assessment Services.

Proven Experience | Bureau Veritas has extensive experience providing Facility Condition Assessments, Equipment Inventory, Preventive Maintenance, Energy Studies, and Capital Planning for Department, County and State Government entities. We have completed thousands of municipal projects with more than 700 million square feet of space within the last five (5) years for state and local governments. BVTA positions itself as a non-biased third party representative that typically acts as an agent on behalf of the Department's best interest. Our services are not influenced on any type of follow-on or design work that my occur after our initial assessment service; we remain impartial consultants who's only goal is to provide the County with the most accurate data that arms them with decision intelligence.

Highly Qualified Team | Bureau Veritas is an architectural and engineering firm focused on building life cycle and capital planning with more than 800 building professionals nationwide; 150 of which are located in New England. Our proposed interdisciplinary project team has more than 20 years of collective average experience performing Facility Condition Assessments and Reserve Studies and frequently works together on similar projects throughout the country.

Regional Experience | Bureau Veritas has a wealth of experience in New England. We have completed over 2,000 similar projects in New Hampshire, Vermont, Maine, and Massachusetts. This year, we started assessments for both Boston Public Schools, and State Wide assessments of all public buildings throughout Vermont and Rhode Island. The following is a selection of Clients in the region:

- New Hamsphire Housing Finance Authority
- State of Rhode Island, Construction Department, RI
- Town of Exeter, NH
- Town of Acton, ME
- Eversource Energy, NH
- Town of Atkinson, ME
- City of Burlington, VT
- Town of Barnstable, MA
- Boston Public Schools, MA
- Vermont Dept of Buildings & General Services
- City of Albany, NY
- City of Cambridge, MA

The following pages detail our history, similar project experience, our key personnel and team, and our approach to your unique project. Bureau Veritas is committed to working with the New Hampshire Department of Administrationto provide the highest possible quality of service. We appreciate the opportunity to present our qualifications for this project and look forward to working with the Department. I am available at 410.533.6988, or at Cheyenne.Irby@bureauveritas.com to further discuss our qualifications. This project can be completed in 100 business days.

Sincerely,

Cheyenne Irby
Executive Vice President

BUREAU VERITAS | CHEYENNE IRBY
6021 UNIVERSITY BLVD, SUITE 200 ELLICOTT CITY, MD 21043
P 410.533.6988 | CHEYENNE.IRBY@BUREAUVERITAS.COM

2. BIDDER AND STAFF QUALIFICATIONS

Company Profile

Bureau Veritas Technical Assessments LLC ("Bureau Veritas" or "BVTA") is a professional services consulting firm providing comprehensive architectural, engineering, energy, and environmental solutions. Our team includes over 800 building professionals nationwide, including Registered Architects, Professional Engineers, Certified Energy Managers, Project Managers, Environmental Professionals, Building Systems Consultants, and Code Compliance Experts. We currently have no pending litigations and do not intend to use subcontractors for this effort, which maximizes savings for the Department.

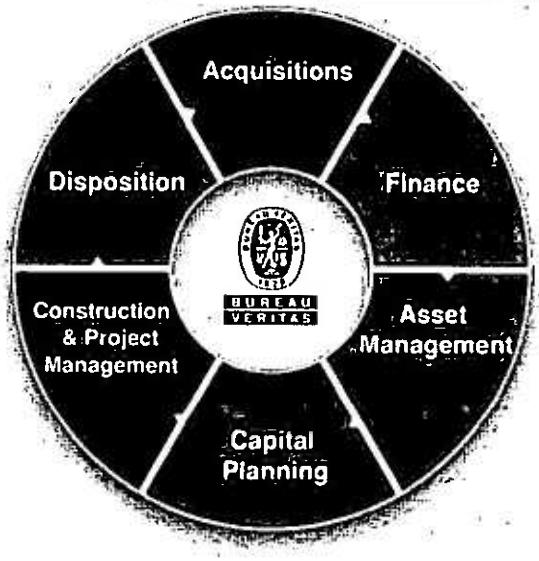
Annually, Bureau Veritas conducts thousands of assessments for Multifamily, Commercial, Industrial, Government, and Educational Departments. Having successfully completed billions of square feet of building assessments, we have developed a proven and efficient methodology for the performance of field assessments and data collection.

Bureau Veritas' recommendations are based on knowledge of property conditions, life-cycle analysis, regulations, and Department objectives. Bureau Veritas' subject matter expertise and understanding of buildings, parks, and property sites forms the foundation on which we team with Departments to create and implement facility and portfolio management solutions. BVTA currently does not have any pending litigation. BV services Vermont, Massachusetts, Maine, and New Hampshire from our office in Littleton, MA. Tom Bart will be the main point of contact that will be managing this program and he lives and is based out of Merrimack, New Hampshire.

ASSET MANAGEMENT SERVICES

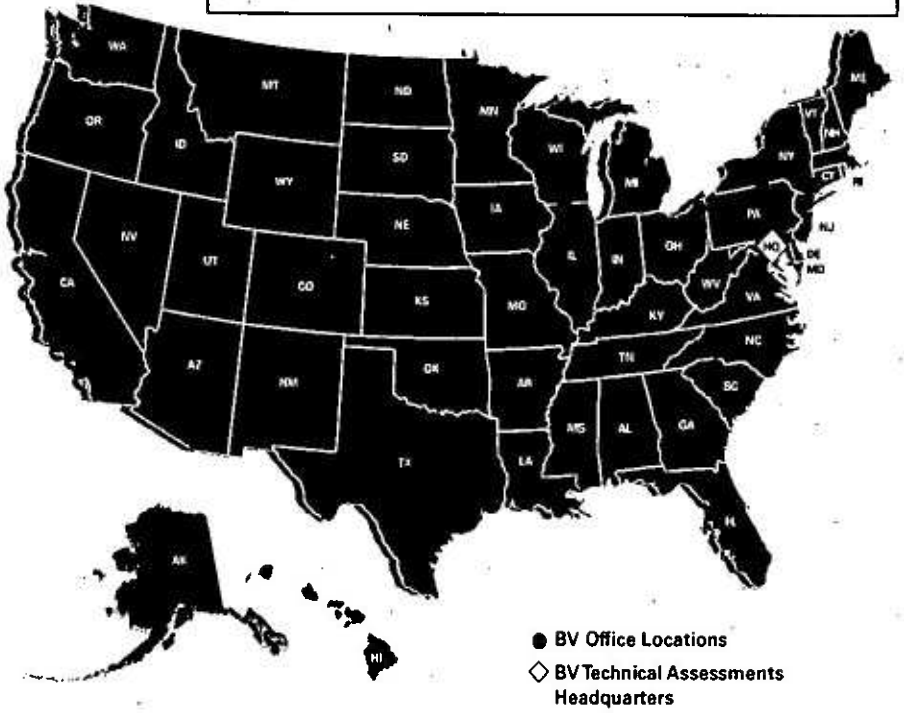
- Facility Condition Assessments
- Capital Planning Reports
- Accessibility Compliance
- Equipment and Asset Inventory
- Barcoding, QR Coding, and Tagging
- CMMS Consulting
- Preventive Maintenance Plans
- Space Analysis Studies
- Energy Audits and Modeling
- Commissioning (Cx and Rx)

What We Do



Company Information

Name of Company:	Bureau Veritas Technical Assessments LLC
Year Founded:	1828
Headquarters Address:	6021 University Blvd., Suite 200 Ellicott City, MD 21043
Local Office:	1 Distribution Center, Cir #1 Littleton,MA 01460
Primary Contact:	**Cheyenne Irby** Executive Vice President
Telephone:	**(410) 533-6988**
Email:	**cheyenne.irby @bureauveritas.com**
Website:	bvna.com



BUREAU VERITAS

BUREAU VERITAS

CHEYENNE IRBY

PROJECT EXECUTIVE

Mr. Irby is a trained Architect with experience in the government, K-12, higher education, and retail industries, as well as facilities with specialty programming. He has experience with consulting and implementing facility services such as operational management, capital planning, feasibility studies, facility management, and asset management. As Project Executive, he is responsible for defining the scope and deliverables for the project, as well as ensuring BVTA has sufficient field resources to staff the project.

PROJECT EXPERIENCE:

YEARS OF EXPERIENCE: 15

Town of Atkinson, NH
Building Condition Assessments

Vermont Department of Building and General Services, VT
Facility Condition Assessment

City of Burlington, VT
Facility Condition Assessment

Town of Weymouth, MA
Facility Condition Assessment, Inventory

Town of Wakefield, MA
Facility Condition Assessment

Town of Westerly, RI
Facility Condition Assessment, Inventory

City of Providence, RI
Facility Condition Assessment, Inventory

City of Danbury, CT
Facility Condition Assessment, Inventory

Delware County, PA
Facility Condition Assessment

City of Gaithersburg, MD
Facility Condition Assessment

City of Frederick, MD
Energy Audit

DC Department of General Services, DC
Facility Condition Assessment

Chesterfield County, VA
Facility Condition Assessment

Education
Master of Business, University of Maryland
MS, Real Estate Development & Architecture, University of Maryland
BS, Architecture, University of Maryland

BUREAU VERITAS

THOMAS BART
PROGRAM MANAGER

PROJECT EXPERIENCE:

Boston Public Schools, MA
Facility Condition Assessment

State of Vermont, VT
Facility Condition Assessment

State of Rhode Island, RI
Facility Condition Assessment

National Grid, NY
Facility Condition Assessment & Energy Audits

PSEG, CT, NY, NJ
Facility Condition Assessment & Energy Audits

Office of the Attorney General, MD
Facility Condition Assessment

YEARS OF EXPERIENCE: 25

Education
Bachelor of Science, Mechanical Engineering, University of Buffalo

BUREAU VERITAS

BILL CHAMPION, PHD, PE, CEM
ASSESSMENT TEAM

PROJECT EXPERIENCE:

City of Somerville, MA
Facility Condition Assessment & Inventory

Town of Weymouth, MA
Facility Condition Assessment & Inventory

City of Saco, MA
Facility Condition Assessment & Inventory

City of Salem, MA
Facility Condition Assessment

City of Danbury, CT
Facility Condition Assessment

City of Hoboken, NJ
Facility Condition Assessmen

YEARS OF EXPERIENCE: 30+

Education
Doctor of Philosophy, Civil Engineering, Univ of MD
MBA, University of Rochester
MS, Mechanical Engineering, State University of NY
BS, Mechanical Engineering, State University of NY

Registration
PE | MD #40120; NY #08786;
DC #PE906172
Certified Energy Manager #16649

LIA KNOWER
ASSESSMENT TEAM LEAD

PROJECT EXPERIENCE:

City of Sioux Falls, SD
Facility Condition Assessment

City of Lee's Summit, MO
Facility Condition Assessment

City of Toledo, OH
Facility Condition Assessment & Energy Audit

City of Ferndale, MI
Facility Condition Assessment & Energy Audit

City of Asheville, NC
Facility Condition Assessment & Barcoding

City of Rocky Mount, NC
Facility Condition Assessment

YEARS OF EXPERIENCE: 20

Education
Bachelor of Science, Communications, Southern Oregon University

DAVID HARRELL, PE, CEM
ASSESSMENT TEAM

PROJECT EXPERIENCE:

City of Danbury, CT
Facility Condition Assessment

City of Lancaster, PA
Facility Condition Assessment

Baltimore City Parks, MD
Physical Needs Assessment

City of Manassas, VA
Physical Needs Assessment

City of Norfolk, VA
Facility Condition Assessment

City of Sandy Springs, GA
Facility Condition Assessment & Barcoding

YEARS OF EXPERIENCE: 12

BUREAU VERITAS

TRAVIS WHITE
DATA TRANSFER SPECIALIST

PROJECT EXPERIENCE:

YEARS OF EXPERIENCE: 5

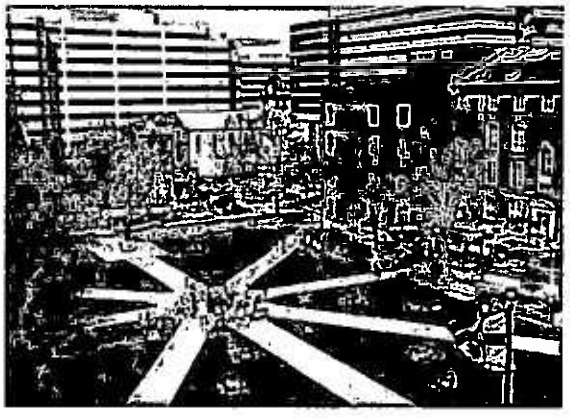
Montgomery County, MD
Facility Condition Assessment

George Washington University, DC
Facility Condition Assessment

Rhode Island Department of Administration, RI
Facility Condition Assessment

City of Detroit, MI
Facility Condition Assessment & Energy Audit

City of Highland Park, IL
Facility Condition Assessment



Education
Bachelor of Science, Mechanical Engineering, University of Utah

BUREAU VERITAS

MARY ENDSLEY, RA
ASSESSMENT TEAM

PROJECT EXPERIENCE:

YEARS OF EXPERIENCE: 23

City of Attleboro, MA
Facility Condition Assessment

City of Salem, MA
Facility Condition Assessment

City of Hartford, CT
District-wide Facility Condition Assessments

City of Gaithersburg, MD
Facility Condition Assessment

City of Rocky Mount, NC
Facility Condition Assessment

City of Pleasant Hill, MO
Facility Condition Assessment

Education
Bachelor of Architecture, NY Institute of Technology

License
Registered Architect | NY | 029419-1

Bureau Veritas Technical Assessments LLC is part of a larger group, Bureau Veritas SA. Please note—BVSA is a 5.1 billion dollar public company trading on the Euronext-Paris with over 85,000 employees and thousands of offices across the globe. This link takes you directly to our financial reports:

https://group.bureauveritas.com/investors/financial-information/financial-reports

CHANGE IN ADJUSTED ATTRIBUTABLE NET PROFIT

(€ millions)	
2021 adjusted attributable net profit	480.8
Organic change and scope	+35.0
Adjusted attributable net profit at constant currency	515.8
Currency	+18.1
2022 ADJUSTED ATTRIBUTABLE NET PROFIT	533.9

Adjusted earnings per share (or adjusted net profit per share) stood at €1.18 in 2022, versus €1.07 one year earlier.

5.2.8 RESULTS BY BUSINESS

CHANGE IN REVENUE BY BUSINESS

			Growth			
(€ millions)	2022	2021	Total	Organic	Scope	Currency
Marine & Offshore	418.3	375.2	+11.5%	+9.4%	-	+2.1%
Agri-Food & Commodities	1,224.6	1,065.2	+15.0%	+9.3%	(0.2)%	+5.9%
Industry	1,181.0	1,013.5	+16.5%	+11.4%	(0.6)%	+5.7%
Buildings & Infrastructure	1,664.0	1,458.4	+14.1%	+7.6%	+2.2%	+4.3%
Certification	428.3	398.2	+7.6%	+5.5%	+0.1%	+2.0%
Consumer Products Services	734.2	670.6	+9.5%	+1.0%	+3.2%	+5.3%
TOTAL GROUP	5,650.6	4,981.1	+13.4%	+7.8%	+0.9%	+4.7%

CHANGE IN ADJUSTED OPERATING PROFIT BY BUSINESS

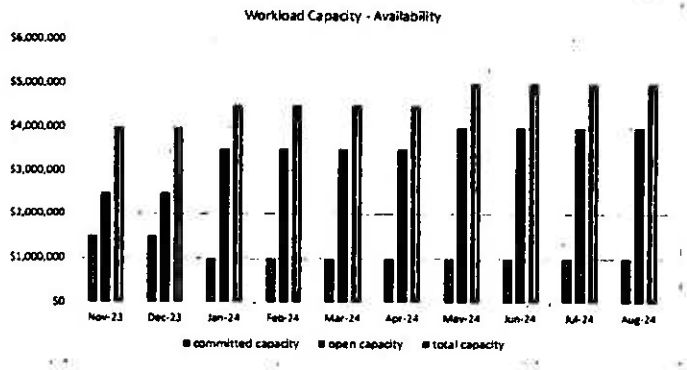
	Adjusted operating profit			Adjusted operating margin					
(€ millions)	2022	2021	Change	2022	2021	Total change (bps)	Organic	Scope	Currency
Marine & Offshore	100.7	84.1	+19.7%	24.1%	22.4%	+166	+130	+0	+36
Agri-Food & Commodities	176.0	142.5	+23.5%	14.4%	13.4%	+98	+103	+1	(6)
Industry	139.1	126.6	+9.9%	11.8%	12.5%	(71)	(102)	+16	+15
Buildings & Infrastructure	228.7	208.7	+9.6%	13.7%	14.3%	(56)	(65)	(2)	+11
Certification	81.4	75.5	+7.9%	19.0%	19.0%	+6	(2)	(3)	+11
Consumer Products Services	176.2	164.4	+7.2%	24.0%	24.5%	(52)	+3	(49)	(6)
TOTAL GROUP	902.1	801.8	+12.5%	16.0%	16.1%	(13)	(18)	(1)	+6

Availability and Capacity

Bureau Veritas has maintained itself as a viable, professional assessment services corporation. Bureau Veritas is fully staffed to manage any size project load, including simultaneous multiple site projects. Our field staff can provide a commitment of time suitable to the needs of the proposed Department program. We have the in-house resources to fully staff this project without program disruption or cost impact.

The regional team usually has approximately three to five concurrent assessment projects engaged that range from 400,000 SF to 6,000,000 SF. For example, currently we have three School Districts, two University and three local municipal projects, and two state-wide assessments concurrently in progress. Currently, Bureau Veritas is conducting State-wide assessments for Vermont and Rhode Island as well as a District-Wide assessment for Boston Public Schools. Bureau Veritas has a very scalable staff and can provide resources from one team to over ten teams on a project. To gain efficiency, we will utilize the resources and expertise from the current State-wide assessment teams.

Information and availability of all key personnel is included in the chart below.



Project Personnel

Key Personnel	Project Role	Years of Experience	Certification / Registration	Availability to Project	FCA Experience	Energy
Cheyenne Irby	Project Executive	9		20%	☒	☒
Thomas Bart	Program Manager	25		80%	☒	☒
Bill Champion	QA/QC	30+	PhD, PE, CEM	30%	☒	☒
David Harell	Assessment Team	12	PE, CEM	100%	☒	☒
Lia Knower	Assessment Team	20		100%	☒	☒
Mary Endsley	Assessment Team	23	RA	100%	☒	☒
Travis White	Assessment Team	5		100%	☒	☒

Experience and Capacity

Bureau Veritas philosophy and business motto is "Shaping a World of Trust." Annually, BVTA assesses thousands of properties for clients similar to the properties for the New Hampshire Department of Administration, and has developed a proven and efficient methodology for our assessments and data collection. This project is of interest to Bureau Veritas as we have completed projects similar to the scope that the Department has outlined and BVTA believes we can efficiently execute in a timely manner. Bureau Veritas has over 200 years of experience that includes facility condition assessments, energy audits, facility master planning, capital needs consulting, and capital improvement planning throughout the United States and globally, and we believe the New Hampshire Department of Administration will benefit by working with us. We share a common vision with the Department, and we can draw from our breath similar success stories to help the Department achieve its planning goals. The following is a sample set list of projects BVTA has conducted with similar scope and complexity to the Department's RFP. BVTA completes an average of 4,000 projects in a year; all within the proposed timeframe and within budget; a more extensive list can be generated, and additional references can be provided by request.

Client Name	State	Services	Completion
State of Michigan Dept of EDU	**MI**	**Facility Condition Assessment & Energy Audit**	**Just Awarded**
State of Rhode Island Dept. of Ed	**RI**	**Facility Condition Assessment & Energy Audit**	**Just Awarded**
DOD – Army Housing	**World-Wide**	**Facility Condition Assessment & Energy Audit**	**Just Awarded**
Socorro County	CA	Facility Condition Assessment, Barcoding, & Preventive Maintenance	Just Awarded
Napa County	**CA**	**Facility Condition Assessment & Energy Audit**	**Just Awarded**
State of Vermont	VT	Facility Condition Assessment & Energy Audit	Ongoing
Philadelphia Zoo	PA	Facility Condition Assessment, Barcoding, & Preventive Maintenance	Ongoing
City of Phoenix	AZ	Facility Condition Assessment & Energy Audit	Ongoing
City of Attleboro	MA	Facility Condition Assessment, Barcoding, & Preventive Maintenance	Ongoing
Town & Schools of Barnstable	MA	Facility Condition Assessment, Barcoding, & Preventive Maintenance	Ongoing
Town of Berlin	MA	FCA, Energy Audit, Space Utilization, Barcoding, & Preventive Maintenance	Ongoing
Town of Oak Bluffs	MA	Facility Condition Assessment, Barcoding, & Preventive Maintenance	Ongoing
State of Connecticut Military Dept.	CT	Facility Condition Assessment	Ongoing
City of Danbury	CT	Facility Condition Assessment	Ongoing
Delaware County	PA	Facility Condition Assessment & Energy Audit	Ongoing
City of Toledo	OH	Facility Condition Assessment, Energy Audit	2022
City of Danbury	CT	Facility Condition Assessment	2022
Delaware County	PA	Facility Condition Assessment & Energy Audit	2022
City of Ferndale	MI	Facility Condition Assessment	2021
Arlington County	VA	Facility Condition Assessment, Sidewalk Assessment	2021
City of Waterbury	CT	RAD Physical Condition Assessment	2021
City of Phoenix	AZ	Facility Condition Assessment	2021
City of Detroit	MI	Facility Condition Assessment & Energy Audit	2021
City of Phoenix	AZ	Facility Condition Assessment	2021

4. WORK PLAN

Project Understanding

Bureau Veritas understands that the Facility Condition Assessment (FCA) project with the New Hampshire Department of Administration (Department) will:

- Include a comprehensive assessment of all sites, buildings, building systems, and infrastructure.
- Follow ASTM E2018-15 Standard Guide for Property Condition Assessments, as applicable.
- Determine the present condition and estimated life expectancy of various building systems and components.
- Identify and document present condition of all physical assets including grounds, facilities, and infrastructure.
- Recommend corrections for all deficiencies and provide cost estimates for corrections.
- Prioritize and categorize deficient conditions, associated corrective actions, and information concerning building systems and deficiency categories.
- Establish anticipated renewal and replacement costs for the various systems and components.
- Result in strategic plan for capital repairs, lifecycle component replacement, and building modernization.
- Calculate the Current Replacement Value (CRV) and Facility Condition Index (FCI) for each facility.
- Prepare Energy Audits with Conservation Measures along with Energy Benchmark (EnergyStar) comparison to other buildings of similar size and use.
- Analyze FFE opportunities for functionality, ease of use, improved ergonomics, etc.
- Verify building square footage measurements.
- Collect Equipment Inventory and nameplate data for Department properties.
- Prepare a Preventative Maintenance Plan for assets for upload into CMMS system.

We understand that a key factor to performing FCAs is the evaluation of physical needs and accurate forecasting for capital repair and replacement budgets. Pre-emptive measures to manage maintenance budgets and programs are essential in ensuring the elimination of potential issues, which can range from deferred maintenance, or premature replacement of building systems that can prove costly.

Data Gathering and Interview

Our project plan details three distinct phases of the project. During each phase, we will require coordination and support from the Department's facility management.

Data Gathering Phase – Bureau Veritas will need the support of staff who can provide us access to drawings and records. The following is a typical list of exhibits requested.

- Inspection reports (sewer, boiler, chiller, etc)
- Building systems Maintenance Records
- Maintenance policy documentation
- Owner elected repair list (if available)
- Original building plans (can be viewed on-site)
- Capital expenditure schedules (prior or planned)
- Fire protection / life safety plans
- Rehabilitation budget and scope (draft or final)
- Certificates of occupancy / facility license
- Prior assessments
- Site plan / floor plans
- Accessibility transition plans / studies
- CMMS / IWMS data set
- Utility Bills (1 year of bills)
- Prior Utility Consumption Studies

In addition to the drawings and records, we will supply a pre-survey questionnaire for each facility or site. Our expectation is that someone with knowledge of maintenance and operations of the facility will complete this survey and be prepared to discuss it with us while on-site.

Site Phase – Bureau Veritas will need support in the form of escorts while in the facilities to help us access mechanical areas, to discuss with us any known issues in the facility, and to answer other technical questions.

Report Review Stage – Bureau Veritas will provide a complete deliverable for each building.

Bureau Veritas will become familiar with the Department's existing Project Directory - property list and contact directory for each location. We will contact or interview the facilities contacts as part of tour process to determine current use requirements and priority of properties based on agency goals.

Working with the Department, we will develop procedures to gain Facility Access. Our visits will be coordinated and pre-approved by the Department prior to the visit. We will work with the Department to establish a protocol that will ensure that our activities will have minimal disruption to the operation of each facility and will maintain a safe work environment.

Technical Approach

Prior to assessments beginning, Bureau Veritas will conduct a Kick-Off Meeting to review requirements and to consolidate exhibits such as drawings and prior completed reports.

During the term of the project, Bureau Veritas will conduct regular Progress Meetings to maintain open communication with the entire project team and the Department. Bureau Veritas will lead with an agenda that includes a focus on work plan, schedule, and project needs. This will permit the opportunity to proactively address challenges encountered, so that course adjustments may be made. Each meeting will conclude with task assignments, schedules, and goals to be met. Bureau Veritas will provide the Department with a written status report that tracks and monitors the progress of the assessments against the schedule submitted.

Bureau Veritas has allocated time for regular teleconference meetings and the following meetings: Kick-Off Meeting, Pilot Review Meeting, and a Final Findings Presentation meeting. Any additional in-person meetings will be on a time and expense basis.

PILOT PROGRAM

To begin the work, Bureau Veritas proposes a Pilot Program where we will perform an assessment of a single building and prepare a written Draft Report for review. A meeting will be held with the Department staff to review the draft report before assessing the remaining buildings. Bureau Veritas' Assessment Team will visit the building to evaluate the general condition of the buildings and site improvements, review available construction documents in order to become familiar with, and be able to comment on the in-place construction systems, life safety, mechanical, electrical and plumbing systems, and the general built environment.

FIELD ASSESSMENTS

The Assessment Team will conduct a walk-through survey of the facility and site to observe systems and components, identify physical deficiencies, and formulate recommendations to remedy the physical deficiencies.

As a part of the walk-through survey, the Team will survey 100% of each facility. Bureau Veritas will survey the exterior and grounds, including the building exterior, roofs, sidewalk/ pavement, and recreational/other areas as applicable. They will interview the building maintenance staff about the property's historical repairs and replacements and their costs, level of preventive maintenance exercised, pending repairs and improvements, and frequency of repairs and replacements. The Assessment Team will develop opinions based on their site assessment, interviews with the Department's building maintenance staff, and interviews with relevant maintenance contractors, municipal authorities, and experience gained on similar properties previously evaluated.

The Team may also question others who are knowledgeable of the property's physical condition and operation or knowledgeable of similar systems to gain comparative information to use in evaluation of the subject property.

The Assessment Team will review documents and information provided by the Department's maintenance staff that could aid the knowledge of the property's physical improvements,

extent and type of use, and/or assist in identifying material discrepancies between reported information and observed conditions.

The facility condition assessment will will include the Department identified assets and will focus on the following facility and site systems and components:

Site + Infrastructure

- Topography: Observe general topography and note any unusual or problematic features or conditions observed or reported.
- Paving, Curbing, and Parking: Identify material types of paving and curbing systems at the property.
- Flatwork: Identify material flatwork at the property (sidewalks, plazas, patios, etc.).
- Landscaping and Appurtenances: Identify material landscaping features, material types of landscaping (fences, retaining walls), and site appurtenances (irrigation systems, fountains, lighting, signage, ponds).
- Tunnel Systems: Evaluate the condition of the closed loop underground utility tunnel systems including the integrity of the concrete box, mounts, piping, ventilation, lighting, electrical distribution, wiring trays, and insulation.
- Utilities: Identify type of material utilities provided to the property (water, electricity, natural gas); and assess condition, physical deficiencies, life cycle repair, and replacement issues.

Structural Frame + Building Envelope

- Identify material elements of the structural frame and exterior walls, including the foundation system, floor framing system, roof framing system, facade or curtain-wall system, glazing system, exterior sealant, doors, commercial overhead doors, sliders, windows, and stairways, etc.
- Observe general conditions and note any physical deficiencies identified or unusual items or conditions observed. Observations may be subject to grade, and rooftop vantage points.
- Visually inspect observable areas for cracking and moisture infiltration as well as areas of apparent foundation settlement and displacement.
- In the event more information or exploratory testing is

required, in order to provide remedial measures, the report may include recommendation for additional investigative testing (Tier 1 or Tier 2).

EV Charging Stations

- With information provided by the Department document the payment software providing access to the charging station, if any. Identify the power source for the EV charging station and if possible, determine if the power used is billed to a Department electrical meter.
- Determine the age of the equipment and review for deterioration from weather and use. Identify the remaining useful life of the charging station equipment and the cost to replace the equipment. Review the signage, paving and surface materials around the charging stations for deterioration.

Wall Evaluation

- Photograph elevations and details both from internal and external vantage points, as well as from adjacent structures where possible.
- Observe representative operable and fixed panels on all facades, operating a representative sample of units to assess hardware and visually inspect exterior conditions and condition of waterproofing seals.
- Assess curtain wall condition to determine water infiltration, damage, caulk degradation, metal panel degradation, stone degradation and anchoring, and other related curtain wall issues.

Curtain Wall

- Review curtain wall condition and a sampling of fixed panels on facades to assess hardware and visually review exterior conditions and the condition of waterproofing seals, where accessible without the use of lifts, ladders, scaffolding, suspension devices, or the like; may include observations from internal and external vantage points, as well as adjacent structures. Observations are limited to grade and may include accessible balconies or rooftop vantage points.
- Review provided drawings and records of repair, replacement, and maintenance of framing and glazing.

Roofing (Non-Invasive Visual)

- Identify material roof systems (roof type, reported age, slope, drainage) and any unusual roofing conditions or rooftop equipment.
- Observe general conditions of the roof system (membranes, attachment methods, flashings, counter flashings, pitch pans, gravel stops, parapets, miscellaneous appurtenances, insulation).
- Observe for evidence of material repairs, significant ponding, or evidence of material roof leaks. Note if a roof warranty is in effect. Note any physical deficiencies identified or unusual items observed or reported.
- Identify material rooftop equipment or accessories (antennas, lightning protection, HVAC equipment, solar equipment). Include any material problems reported.
- Bureau Veritas understands that the Department will provide OSHA compliant ladders, lifts and/or scaffolding (depending on roof type) so that the Project Manager may safely access roof areas. If requested, Bureau Veritas can provide a quote for lift and/or ladder access as needed. Observations will be limited to readily accessible areas.

Plumbing

- Identify material plumbing systems at the property including domestic water supply, sanitary sewer, or any special or unusual plumbing systems (such as water features, fuel systems, gas systems, etc.).
- Identify type and condition of restroom fixtures, drinking fountains and/or other plumbing equipment.
- Observe general conditions and note any physical deficiencies identified or unusual items or conditions observed. Include any reported material system inadequacies.

Heating

- Identify material heat generating systems at the property.
- Observe general conditions, identify reported age of the equipment, note past material component replacements/upgrades, note apparent level of maintenance, and identify if a maintenance contract is in place. If heating equipment is not operational at the time of the walk-through survey, provide an opinion of the condition to the extent reasonably possible.
- Identify and observe any special or unusual heating systems or equipment present (fireplaces, solar heat, etc.) and note any reported material problems or inadequacies.

Air-Conditioning + Ventilation

- Identify the material air-conditioning and ventilation systems at the property. Include material equipment such as cooling towers, chillers (type of refrigerant used), package units, split systems, air handlers, thermal storage equipment, etc.
- Identify material distribution systems (supply and return, make-up air, exhaust) at the property.
- Observe general conditions, identify equipment reported age, note past material component upgrades/ replacements and apparent level of maintenance, and identify if a maintenance contract is in place (contractor name). If AC and ventilation systems are not operational at the time of the walk-through survey, provide an opinion of the condition to the extent reasonably possible.
- Observe general conditions and note any physical deficiencies identified or unusual items or conditions observed. Additionally, include any material reported system inadequacies or operating deficiencies.

- Identify and observe any special or unusual air-conditioning and ventilation systems or equipment (cold storage systems, special computer cooling equipment, etc.) and note any material reported problems or system inadequacies.

Electrical

- Identify the electrical service provided and distribution system at the property.
- Include material switchgear disconnects, circuit breakers, transformers, meters, emergency generators, general lighting systems, and other such equipment or systems.
- Observe general electrical items (distribution panels, type of wiring, energy management systems, emergency power, lightning protection).
- Observe general conditions and note any physical deficiencies identified or unusual items or conditions observed. Also, note the presence of any special or unusual electrical equipment, systems, or devices at the property, and include reported material problems or system inadequacies.

Life Safety + Fire Protection

- Identify material life safety/fire protection systems at the property, including sprinklers and stand pipes (wet or dry), fire hydrants, fire alarm systems, water storage, smoke detectors, fire extinguishers, emergency lighting, stairwell pressurization, smoke evacuation, etc.
- Observe general conditions and note any material physical deficiencies identified or unusual items or conditions observed or reported including any reported system inadequacies.

Elevators + Vertical Transportation

- Identify vertical transportation systems at the property. Include the equipment manufacturer, equipment type, location, number, capacity, etc.
- Observe elevator cabs, finishes, call and communication equipment, etc.
- Identify the company that provides elevator/ escalator maintenance at the property. Observe general conditions and note any physical deficiencies identified or unusual items or conditions observed or reported including any reported material system inadequacies.
- Out of Scope Issues: Performing any calculations, examination of operating system components such as cables, controller, motors, etc.; entering elevator/ escalator pits or shafts.

Interior Elements

- Identify offices, special use areas, and building standard finishes, including flooring, ceilings, walls, etc. Furnishings and fixed components will be reviewed and included in the cost estimate tables for replacements. Bureau Veritas will identify material building amenities or special features.
- Observe general conditions and note any physical deficiencies identified or unusual items or conditions observed or reported.

Food Service Spaces and Equipment

- Assess all food service equipment and spaces (kitchen, cafeteria, dining, serving areas). Food service equipment (fixed equipment) will be evaluated for adherence to life/ safety code and ventilation requirements as well for condition and capital replacement.

Special Systems and Equipment

- Include all special systems and equipment, such as Emergency Medical Systems (EMC), chillers, radio towers, equipment lifts, chair lifts, chemical storage or treatment areas, storage tanks, dumbwaiters, vaults, public address systems, and telephone systems.

Code Compliance of Facilities

- Bureau Veritas will evaluate each named facility to determine which building codes apply, and whether or not the facilities comply with these codes.

Limited Accessibility Compliance

- Provide a general statement of the building's likely compliance to the Americans with Disabilities Act to help identify whether the Department may be exposed to issues and there is the need for further review.

Suspected Fungal Growth

- Perform a limited assessment of accessible areas for suspected fungal growth. If the presence of mold, conditions conducive to mold growth, and/or evidence of moisture. elevated relative humidity, water intrusion, and mildew-like odors is discovered, affected areas will be photographed and recommendations for any additional moisture intrusion studies will be made.

Environmental Features

- Review environmental features of the property, to include appearance, cleanliness, acoustics, ventilation, and humidity.

Lead-based Paint

- Review existing testing data and other documentation regarding lead-based paint available on site (included in the cost of the FCA); evaluate physical condition and develop cost estimates for remediation of paint necessitated by pending renovations.
- Able to provide a licensed lead-based paint inspector to conduct testing using an x-ray fluorescence analyzer at the Project as an additional service. The instrument is completely non-destructive and yields instantaneous results.

Asbestos

- Review existing testing data and other documentation

regarding asbestos available onsite (included in the cost of the FCA); evaluate physical condition and develop cost estimates for remediation of asbestos likely to be disturbed by renovations.

- If asbestos testing is requested, Bureau Veritas will provide a licensed asbestos inspector to collect samples of suspect asbestos-containing materials at the Project as an additional service. Scope of this sampling will be determined after review of existing data, costs will be based on daily rate plus the cost of analysis.

Exhaust Collection Systems (Fire Stations)

- Bureau Veritas will verify existence of any exhaust collection systems in the apparatus bays. If a system is present, BVTA will conduct a carbon monoxide (CO) measurement at each exhaust collection system. If the apparatus bay shows evidence of irregular CO/CO2 levels, we will recommend additional testing from an industrial hygienist to determine levels of VOCs, NO2, SO2, CO and diesel exhaust particulates. Additional testing will verify performance standards with fire apparatus idling in bays, on the tarmac, and entering/exiting bays as would occur during normal station operation.

Energy Conservation Analysis

- Consider energy conservation savings when making repair or replace recommendations and include these projects in the project prioritization.
- Calculate an EnergyStar score to provide a comprehensive snapshot of your building's energy performance. It assesses the building's physical assets, operations, and occupant behavior on a scale of 1 – 100. The score is meant to be a screening tool that helps you assess your building's efficiency performance.
- Able to provide an Energy Audit (ASHRAE Level I, II, or III) or Benchmarking (EnergyStar) services as an additional service.

Ranking and Classification

Based upon our observations, research and judgment, along with consulting commonly accepted empirical Expected Useful Life (EUL) tables; Bureau Veritas will render our opinion as to when a system or component will most probably necessitate replacement.

Accurate historical replacement records provided by the facility manager are typically the best source for this data. Exposure to the weather elements, initial system quality and installation, extent of use, the quality and amount of preventive maintenance exercised are all factors that impact the effective age of a system or component. As a result, a system or component may have an effective age that is greater or less than its actual age. The Remaining Useful Life (RUL) of a component or system equals the EUL less its effective age.

Bureau Veritas can rate the condition of each facility with the below rating system, or another Department-specified scale:

5 **Excellent** - No visible defects, new or near new condition, may still be under warranty if applicable

4 **Good** - Good condition, but no longer new, may be slightly defective or deteriorated, but is overall functional

3 **Adequate** - Moderately deteriorated or defective, but has not exceeded useful life

2 **Marginal** - Defective or deteriorated in need of replacement; exceeded useful life

1 **Poor** - Critically damaged or in need of immediate repair; well past useful life

Bureau Veritas can also include alternative categories to rank and weight priorities as required by the Department, such as functional deficiencies, aesthetics, time-based urgencies, and other mission critical factors. The analysis will include all cost observations ranked by Priority Classes.

The five classes below are typical but can be altered to meet your specifications and needs:

PRIORITY CLASSES

The analysis will include all cost observations be ranked by Priority Classes. The five classes to the right are typical but can be altered to meet your specifications and needs.

1. **Currently Critical (Immediate):** Requiring immediate action including a cited safety hazard and areas of accelerated deterioration, returning a building component to normal operation.
2. **Potentially Critical (Years 1-2):** Requiring action in the next year including components experiencing intermittent operations, potential life safety issues, and rapid deterioration, returning a building component to normal operation.
3. **Necessary—Not Yet Critical (Years 3-5):** Requiring appropriate attention to preclude predictable deterioration, potential downtime, additional damage, and higher costs to remediation if deferred further.
4. **Recommended (Years 6-10; Years 15-20)** Representing a sensibile improvement to the existing conditions (not required for the most basic function of the facility; however, will improve overall usability and/or reduce long-term maintenance costs.
5. **Does Not Meet Current Code ("Grandfathered"):** No Action required at this time but should substantial work be undertaken correction would be required.

DEFICIENCY CATEGORIES/PLAN TYPES

Each deficiency identified in the Assessment shall be classified in the following manner (or other Department defined categories):

Category 1- Scheduled Maintenance: Maintenance that is planned and performed on a routine basis to maintain and preserve the condition.

Category 2 - Deferred Maintenance: Maintenance that was not performed when it was scheduled or is past its useful life resulting in immediate repair or replacement.

Category 3 - Capital Renewal: Planned replacement of building systems that have reached the end of their useful life.

Category 4 - Energy and Sustainability: When the repair or replacement of equipment or systems are recommended to improve energy and sustainability performance.

Category 5 - Security: When a system requires replacement due to a security risk or requirement.

Uniformat Categories

The deficiencies observed will be classified into categories such as those below using the Uniformat System (up to Level 4):

Level 2
A10 Foundations
A20 Basement Construction
B10 Superstructure
B20 Exterior Enclosure
B30 Roofing
C10 Interior Construction
C20 Stair
C30 Interior Finishes
D10 Conveying
D20 Plumbing
D30 HVAC
D40 Fire Protection
D50 Electrical
E10 Equipment
E20 Furnishings
F10 Special Construction
F20 Selective Building Demolition

Cost Estimating

Bureau Veritas' cost estimating database is comprised of RS Means data and further customized with proprietary cost tables developed by Bureau Veritas, based on historical and localized actual costs. Bureau Veritas maintains and updates our Uniformat-based cost estimating system with information received from the field. Through construction monitoring work, we have current cost data from hundreds of in-progress construction and rehabilitation projects. This data allows us to calculate costs based on local conditions to maintain a cost database that is typically more current than RS Means' models.

Each report will include a Capital Needs Analysis including an estimated cost for each system or component repair or replacement anticipated during the evaluation term. The report will provide options for repair of the deficiency, and the capital needs analysis will be presented as an Excel-based cost table that includes a summary of the description of each component, the age and estimated remaining useful life, the anticipated year of repair or replacement, quantity, unit cost and total cost for the repair of each line item.

A consolidated Capital Needs Analysis will be presented that includes all anticipated capital needs for all buildings. The cost estimate for capital deficiencies will be based on the estimate for maintenance and repair, but may at Department's option, also include project management costs, construction fees, and design fees. Project management costs, construction fees, and design fees will be derived using actual costs from previous projects. After determining these costs, we will confirm these costs with your staff.

Report Deliverables

Bureau Veritas will provide an in-depth report including a description of each of the building components and systems as described in the approach sections above. Each report is organized by building system and include digital photos of major systems and components and of all deficiencies identified. Reports will include current and anticipated repairs and deficiencies, recommended repair and component life-cycle replacements, and applicable options for repair or maintenance of building components.

The Capital Needs analysis will include a cost database sorted by building system and ranked by priority for repair. The format of the database will allow for reporting by building, system, or priority for repair, and a year-by-year analysis of capital needs.

Facility Condition Index

A Facility Condition Index will be calculated for each building. This index will be a function of required repairs compared to building replacement costs. The Facility Condition Index will be generated from the data collection/capital planning database and will be updated as components age or are replaced.

Capital Plan

Reports will reflect a 5, 10, or 20-year capital plan based on Bureau Veritas' 20-year building system evaluation. The analysis will include a cost table sorted by building and system and ranked by priority for repair. Tables will allow for the customization of reporting and a year-by-year capital needs analysis. The report will include:

- An Executive Summary with graphic presentation of results to provide a quick, user-friendly summary of the property's observed condition and estimated costs assigned by category. These estimated costs shall be cross-referenced to report sections where an elaboration of cost issues will be presented.
- Components observed that are exhibiting deferred maintenance issues and estimates for immediate and capital repair costs based on observed conditions, available maintenance history and industry-standard useful life estimates. If applicable, this analysis will include the review of any available documents pertaining to capital improvements completed within the last five-year periods, or currently under contract. Bureau Veritas shall also inquire about available maintenance records and procedures and interview current available on-site maintenance staff.
- Recommended schedule for replacement or repairs (schedule of priorities).
- Digital photographs for the buildings including photos of deficiencies.
- General description of the property and improvements and comment generally on observed conditions.
- Critical repairs and life safety issues separately from repairs anticipated over the term of the analysis.
- Facility Condition Index (FCI) number for the building.

Bureau Veritas will submit draft reports electronically via PDF format and once approved and finalized, a program summary report is provided to include a roll-up of all prioritized capital needs across all facilities. All electronic copies of the report will include all text, deficiency tables, digital photos, and supporting documentation and report appendices.

Program-wide Report

In addition to each building report, Bureau Veritas will develop a program-wide report that includes a ranked system-wide Capital Plan for all facilities with programmatic conclusions and recommendations. The report includes a brief narrative description of each facility/building component and system, and discusses the current and anticipated repairs and deficiencies of all buildings assessed. The report analyses will include tables sorted by building system and ranked by priority for repair. The format of the tables will allow for the several perspectives of reporting by FCI, building, system, or priority for repair, and a year-by-year analysis of capital needs.

Equipment and Asset Inventory

During the assessment, each field team will be responsible for collection and storing the inventory and condition assessment data in an electronic format that is readily transferable to the Department's CMMS system.

Bureau Veritas will collect information on the major pieces of facility equipment. Specifically, the data collection will include Department-defined assets, and also focus on the following components:

- **HVAC (level of detail for which Preventive Maintenance would be performed)**
  - Heating System
- **Identify boilers, furnaces, unit heaters and major labeled equipment**
  - Ventilation System
    - o Identify the major labeled equipment; exhaust hoods, fans
  - Air Conditioning System
    - o Identify the material air-conditioning components, including cooling towers, compressors, chillers, package units, roof top units, split systems and major labeled equipment. Excluded are window units, terminal units, VAV boxes, and thermostatic controls
- **Electrical**
  - Major panels only-for identification to track maintenance
  - Transformers
  - Switchgear
- **Equipment**
  - Building Automation System
- **Plumbing**
  - Pumps external to HVAC systems
  - Domestic Hot Water heaters over 80 gallons
  - Other major labeled equipment
- **Commercial Kitchen - major equipment (above approximately $2000 value)**
  - Walk-in freezer and refrigerator equipment
  - Ovens, stoves, broilers, grills
  - Reach-in refrigerators and freezers
  - Dishwashers
  - Fryers

- **Life Safety/Security**
  - High Level (system level) only-for identification to track maintenance
    - Alarm Panels
    - Emergency generators
    - Exhaust hood fire suppression

- **Vertical Transportation**

Where appropriate, the following data will be collected for each component:

- Location data
- Model
- Serial Number
- Manufacturer
- Manufactured Date

Preventative Maintenance Schedules Creation

BVTA will prepare a preventive maintenance plan for each facility based on industry standards and best practice recommendations.

The intent of the preventive maintenance plan will be to identify required procedures and inspections required to maintain and extend the useful life of existing equipment. BVTA will consult with the Client to develop equipment naming conventions and to discuss options where appropriate. The PMP will be delivered in a database or spreadsheet format and is intended to be uploaded to a CMMS or work order management system.

The following is meant to establish detail of the deliverable that BVTA will provide in the Preventive Maintenance Plan:

- Inventory data collection, tagging of equipment and naming conventions will be established during the data collection phase of the project
- The inventory will obtain major component level detail.
- The deliverable for this phase of the project will include a narrative introduction, a table for each building with equipment, recommended preventive maintenance routines, frequencies and time requirements.
- BVTA will develop an export of the data customized for upload into the selected Maintenance Management software system
- The preventive maintenance plan will be prepared following completion of field data collection and final entries into the client's database
- It is important that room numbers and locations of equipment appear on work orders so technicians can easily locate equipment. During the field data collection phase BVTA will determine facility buildings, locations, and area naming convention to be used, and will establish room and facility numbers consistent with any existing Client conventions. Where no numbering exists, BVTA will recommend best practices.
- During data collection phase BVTA will determine Equipment nomenclature to be used (Air Handling Unit (AHU), Unit Ventilator (UV) etc.), as directed by the client.
- During the data collection and equipment inventory stage, BVTA will determine equipment schemes (Groups, Classifications, and Types) to be used. Conduct a meeting with the client to review individual equipment maintenance schedules (by wing,equipment type, etc).
- During data collection phase BVTA will gather and record equipment locations and types through visual, on-site, walkthrough and referencing facility documentation obtained from the Owner (excludes equipment in concealed spaces, crawl spaces or other inaccessible areas)
- Develop maintenance procedures referencing manufactures' printed recommendations and/or industry standards for facility equipment.

Maintenance procedures will include:

Safety Points

- Start Up Procedures
- Appropriate tools required
- Time to complete maintenance
- Industry standards time to complete each maintenance work order
- Life expectance of equipment
- Step-by-step procedure to complete maintenance work order

The preventive maintenance plan will include the establishment of Key performance indicators or effective maintenance including:

- Planning and Scheduling
  - Percent of planned work
  - Schedule compliance
- Work Category
  - Percent of corrective maintenance
  - Percent of preventive maintenance
  - Percent of predictive maintenance (condition monitoring)
- Work Type
  - Percent of routine maintenance
  - Percent of turnaround maintenance

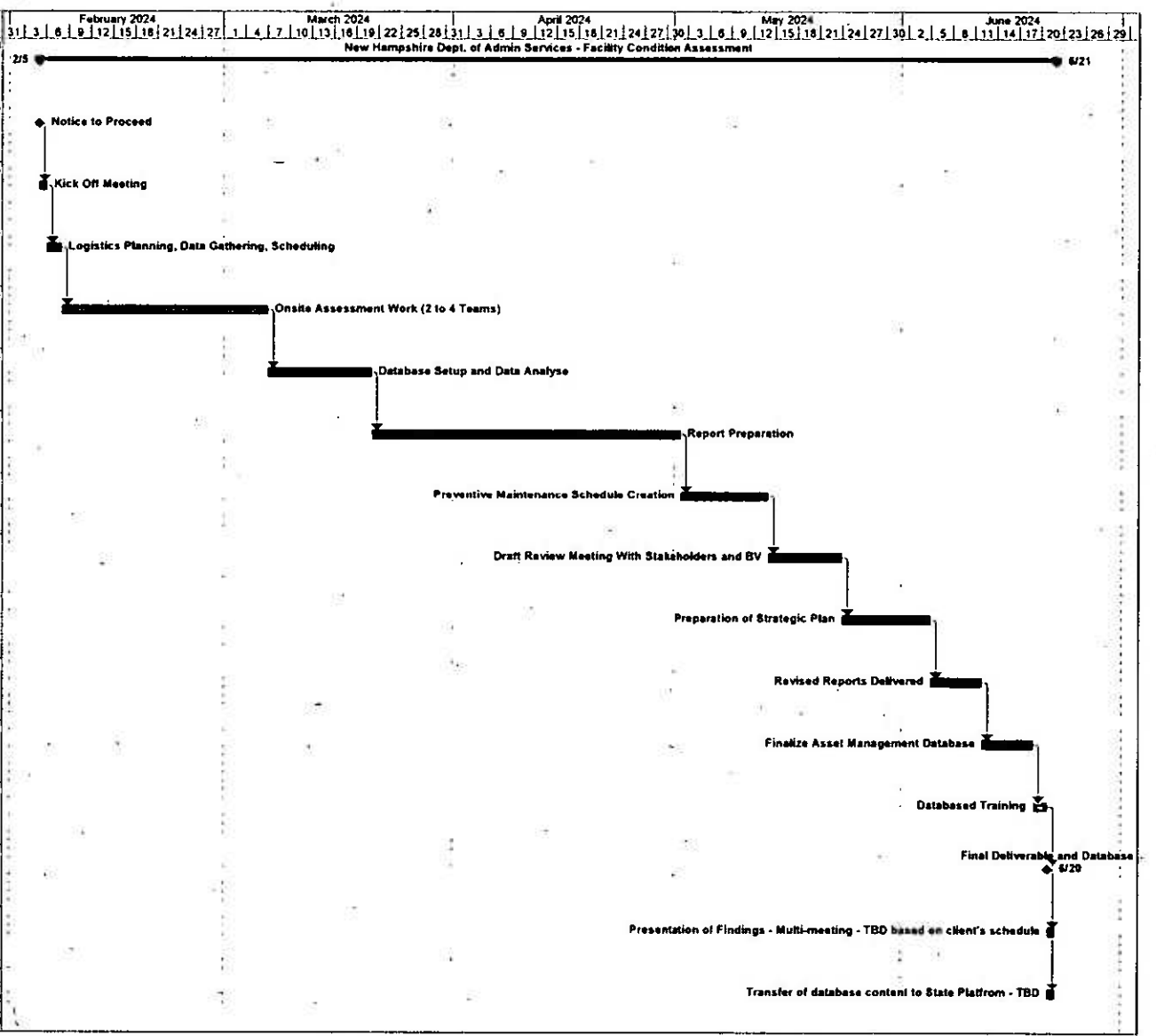
CMMS Integration

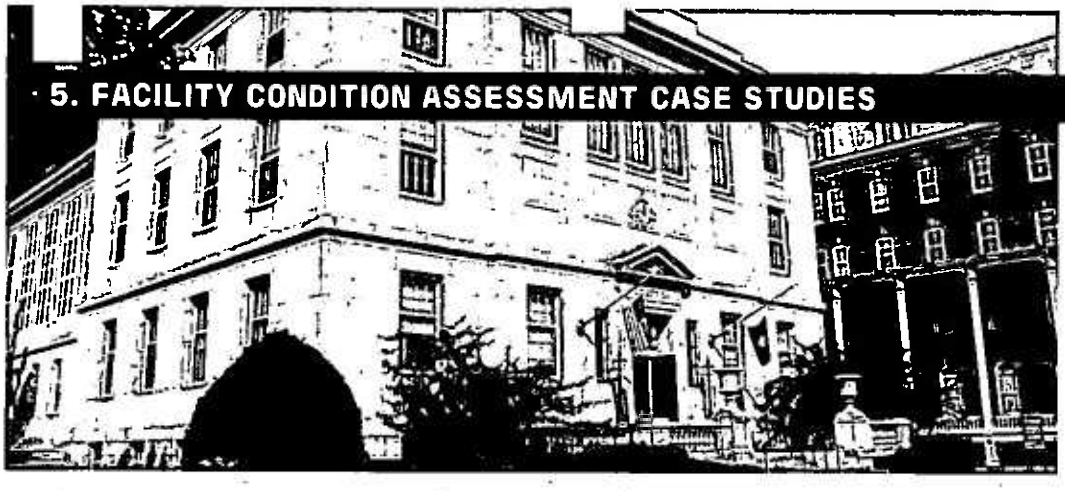
Bureau Veritas will collect and store all information in our SQL database. Our database allows us to routinely update and run reports for the Department after the initial assessment is complete. This system also allows us to export the Department's FCA data into existing or future CMMS work order platforms. Bureau Veritas has experience with more than 50 CMMS platforms including: CityWorks, Lucity, Dude Solutions (currently Brightly), Archibus, Maximo, TMA, Infor, Cartegraph and many more.

Timeline

Bureau Veritas has the required resources to perform the project in a timely manner. The proposed schedule below is open to discussion between the New Hampshire Department of Administration and Bureau Veritas, and outlines completion of the project.

ID	Task Name	Duration	Start	Finish
1	New Hampshire Dept. of Admin Services - Facility Condition Assessment	100 days?	Mon 2/5/24	Fri 6/21/24
2	Notice to Proceed	0 days	Mon 2/5/24	Mon 2/5/24
3	Kick Off Meeting	1 day	Mon 2/5/24	Mon 2/5/24
4	Logistics Planning, Data Gathering, Scheduling	2 days	Tue 2/6/24	Wed 2/7/24
5	Onsite Assessment Work (2 to 4 Teams)	20 days	Thu 2/8/24	Wed 3/6/24
6	Database Setup and Data Analyse	10 days	Thu 3/7/24	Wed 3/20/24
7	Report Preparation	30 days	Thu 3/21/24	Wed 5/1/24
8	Preventive Maintenance Schedule Creation	8 days	Thu 5/2/24	Mon 5/13/24
9	Draft Review Meeting With Stakeholders and BV	8 days	Tue 5/14/24	Thu 5/23/24
10	Preparation of Strategic Capital Plan & Prioritized Plan	8 days	Fri 5/24/24	Tue 6/4/24
11	Revised Reports Delivered	5 days	Wed 6/5/24	Tue 6/11/24
12	Finalize Asset Management Database	5 days	Wed 6/12/24	Tue 6/18/24
13	Database Training	2 days	Wed 6/19/24	Thu 6/20/24
14	Final Deliverable and Database	0 days	Thu 6/20/24	Thu 6/20/24
15	Presentation of Findings - Multi-meeting - TBD based on client's schedule	1 day	Fri 6/21/24	Fri 6/21/24
16	Transfer of database content to State Platfrom - TBD	1 day?	Fri 6/21/24	Fri 6/21/24





BUREAU VERITAS

PROJECT PROFILE

VERMONT DEPARTMENT OF BUILDINGS AND GENERAL SERVICES

FACILITY CONDITION ASSESSMENT, ENERGY AUDIT

Bureau Veritas Technical Assessments LLC (BVTA) was selected in 2013 on this 5-year contract to perform Facility Condition Assessments for the State of Vermont. The work included facility condition assessments and Level II Energy Audits on all State-owned buildings (excluding Waterbury State Office Complex); a total of 285 buildings with 3,590,000 gross square feet, and a replacement value of $785,000,000; all correctional facilities, a total of 690,000 gross square feet, and an update to the Vermont Veterans' Home Report of 2006 in phases over 4 years.

Our team organized the property assessment schedule and coordinated with the State regional team to perform assessments efficiently without disrupting facility activities. The assessments included complete visual inspections of facility components (exterior systems, interior finishes, fire/life safety systems, accessibility issues, MEP Systems, and security systems). We described facility deficiencies, provided corrective action for each deficiency, and established prioritization standards to characterize deficiencies. We also performed a Level II energy audit for each facility, and made recommendations for Energy Conservation Measures (ECMs).

BVTA's database included immediate/short term repairs, a 20-year capital plan with cost estimates, digital full color photographs of each property, and the Facility Condition Index (FCI) for each facility. An active database was provided to the State with property descriptions, breakdown of building components utilizing the Uniformat classification, and the capital plan presented as potential future projects.

BVTA was again awarded a statewide contract to perform energy audits on 351 facilities, a total of 3.4 million square feet, in 2021.

LOCATION

Vermont

SERVICE

Facility Condition Assessment
Energy Audit
Software Database Solution

SIZE

3.6 MM SF
285 Facilities

FACILITY TYPE

Fire Stations
Police Stations & Operations
Courthouses
Correctional Facilities
Museums
Agricultural Facilities
Administrative Offices
Warehouses & Garages
Hospitals
Info & Welcome Centers

DATE OF SERVICE

Ongoing

REFERENCE

Joe Aja
State of Vermont
2 Governor Aiken Avenue
Montpelier, VT 05633-5801
(802) 828-5694
joe.aja@vermont.gov

BUREAU VERITAS

PROJECT PROFILE

RHODE ISLAND DEPARTMENT OF ADMINISTRATION

CMMS IMPLEMENTATION / FACILITY CONDITION ASSESSMENT

Bureau Veritas Technical Assessments LLC (BVTA)* was contracted to provide professional architectural and engineering services for all state-owned facilities and land throughout the State of Rhode Island. The portfolio consists of over 18 million GSF of state-owned facilities; 5 million of which included Rhode Island's Higher Education and Community College Facilities. The goal of the study for the State included:.

The goal of the study for the State included:

- Survey all state-owned properties and collect data on all maintainable asset for the implementation of a state-wide CMMS. The intended capabilities of the CMMS included asset inventory, preventive maintenance and capital planning
- Facilitate the development of CMMS/CAFM business rules including asset naming conventions, asset classification and sub-classification hierarchy, location and sub-location hierarchy
- Develop preventive maintenance standards for each classification / sub-classification of asset to meet manufacturer requirements and compliance with health, safety and environmental regulations
- Compile an inventory of state-owned properties, including all buildings
- Deliver a database capable of managing all data related to long range facilities planning;
- Complete a space inventory and analysis of use by agency;
- Make recommendations for long term funding on demolition or disposition of properties

Our services included CMMS implementation, immediate and long-term facility needs planning; infrastructure and facility analysis; development of project priority and sequencing plans; existing condition review; systems life cycle analysis; infrastructure cost modeling; inventory of state-owned land; and development recommendations for improvement/replacement of building systems.

*Bureau Veritas Technical Assessments LLC was formerly known as EMG.

LOCATION

Rhode Island

SERVICE

CMMS Implementation
Facility Condition Assessment
Deferred Maintenance & Long-Range Capital Plan
Space Inventory
Inventory of State-Owned Land
Database Solution

SIZE

1,739 Locations
18 MM SF

FACILITY TYPE

University/College Campuses
Office Buildings & Research Labs
Police
Courthouses & Corrections
Hospitals & Health Clinics
Group Homes & Treatment Facilities
Fire Academy
Parks
Golf Courses
Historic Sites
Theaters & Museums
Piers
Recreational Facilities
Power Plants
Highway & Transit Facilities

DATE OF SERVICE

2017 & 2020

REFERENCE

Marco Schiappa
Rhode Island Dept. of Administration
One Capitol Hill
Providence, RI 02908
(401) 222-6200
Marco.Schiappa@DOA.RI.Gov

BUREAU VERITAS

PROJECT PROFILE

TOWN OF EXETER

FACILITY CONDITION ASSESSMENT

BV completed facilities condition assessments for the Town of Exeter.

The purpose of these assessments were to develop a list of immediate priorities, identify a long range capital plan and to show which facilities had the most critical need to assist in budget capital needs for the next 5 to 10 years. BV identified a list of defferred needs and ranked the facilites based on a prioritized index. BV's staff of licensed engineers and architects conducted all-inclusive assessments of 14 town facilities as well site and grounds. BV collected make, model, and serial number for each significant building component or piece of maintainable equipment. This information was entered into a database along with life cycle information, condition, and replacement cost.

BV evaluated building system and component assets for:

- condition rating
- remaining useful life
- asset inventory
- replacement/ renewal costs

BV completed a comprehensive reserve schedule to help in the budgeting and replacement of assets as needed over the next 20 years. The project prioritized capital improvement projects, repairs, replacements, and maintenance. This project included a capital planning database where assets could be filtered and queried to run reports.

The town utilized the assessment data to justify demonstration of demolition, replacement, or renovation of poor condition facilities; as well as evaluating space utilization.

LOCATION

Exeter, NH

SERVICE

Facility Condition Assessment

SIZE

Need This (not in vision)

FACILITY TYPE

Town Hall
Administrative Offices
Historic Society
Public Works Facilities
Maintenance Facilities
Highway Building
Parks & Rec
Community Center
Public Safety Complex
Fire Department

DATE OF SERVICE

2022

REFERENCE

Russel Dean
Town Manager
10 Front St
Exeter, NH 03833
rdean@exeternh.gov
1-603-778-0591

6. CLIENT REFERENCES

RHODE ISLAND DEPARTMENT OF ADMINISTRATION

FACILITY CONDITION ASSESSMENT, CMMS

IMPLEMENTATION
Marco Schiappa
Rhode Island Dept. of Administration
One Capitol Hill
Providence, RI 02908
(401) 222-6200

VERMONT DEPARTMENT OF BUILDING AND GENERAL SERVICES

FACILITY CONDITION ASSESSMENT, ENERGY AUDIT
Joe Aja
State of Vermont
2 Governor Aiken Avenue
Montpelier, VT 05633-5801
(802) 828-5694
joe.aja@vermont.gov
Date of Service: 2023 - Current

TOWN OF EXETER, RH

FACILITY CONDITION ASSESSMENT
Russel Dean
Town Manager
10 Front St
Exeter, NH 03833
rdean@exeternh.gov
1-603-778-0591
Date of Service: January 2023 - March 2023

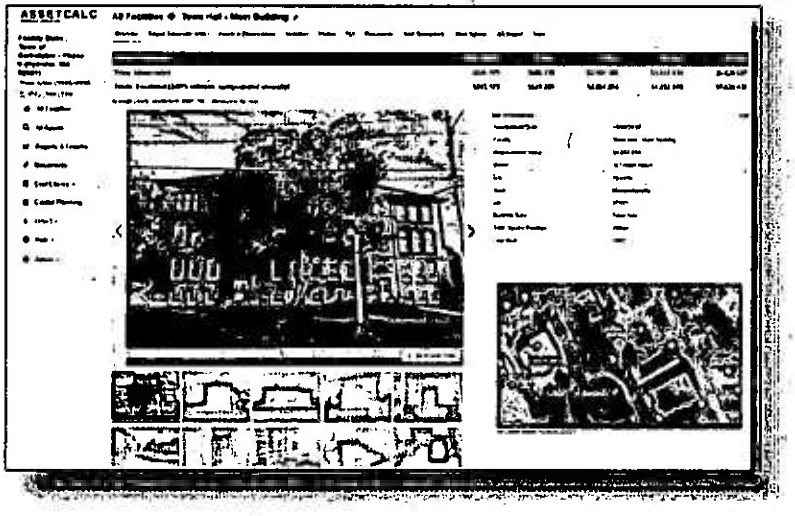
7. DATA AND REPORTING

Bureau Veritas will be utilizing AssetCALC™ as its platform for all data collected on this project as well as a database repository for all assets. AssetCALC™ is a cloud platform developed, licensed, maintained, and supported solely by Bureau Veritas for our Clients. The use of this software is included as part of the deliverable of the assessment; there are no hosting or subscription fees associated with the use of the AssetCALC Database. Bureau Veritas' software development team developed AssetCALC to streamline and build efficiency into all phases and aspects of our assessments; from project setup, field data gathering, data analysis, reporting, asset & project management, and data export into Computer Maintenance Management Solutions. All AssetCALC data is accessed via a web-based platform. Our data team maintains and archives all data from the assessment as long as the client needs it. All data is owned by the client and at any point can be exported as an excel file or export to a different database.

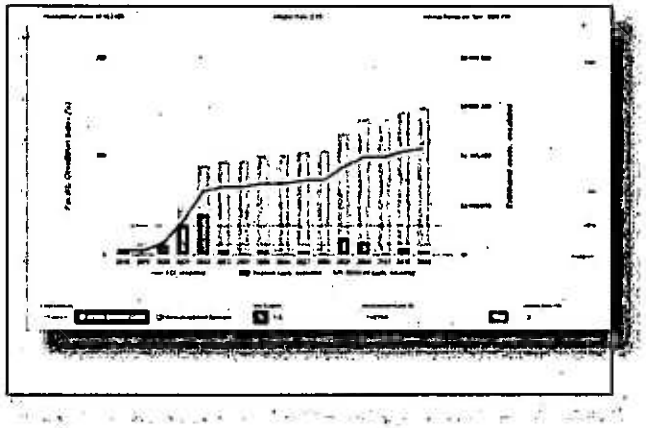
AssetCALC has the ability to create .xml file as well as the ability to export into a client's CMMS platform. AssetCALC™ is a web-based SQL database platform that enables users to:

- query, edit, and analyze their facility condition data
- plan immediate and short-term repairs
- budget capital expenditures throughout the lifecycle of a building or an entire portfolio
- Ability to benchmark comparable asset data metrics against similar facilites

The system unites Bureau Veritas' experienced field data collection methods with advanced planning and reporting tools, construction cost libraries, location mapping (GIS) features, digital photo management, and document storage. Within last 5 years, BV has assessed and completed capital planning exercises of over 100 Million SQ of K-12 Education Facilities. AssetCALC provides a database of these comparable facilities to allow for metric benchmarking of facilities conditions and funding levels for purposes of capital planning. AssetCalC include preferable data of over 300 school districts in the Northeast and over 1300 School Districts Nationwide. Additionally, BV is creating a custom planning database for Boston Public Schools that will be available to the Department.



Included Screenshots are from the Barnstable School District current Asset Management Database that BV maintains within AssetCALC.



AssetCALC™ includes a configurable facility hierarchy and asset data architecture – this will include all of your assets grouped based on site location, asset group, and function. Data can be exported to an Excel, XML, or an ODBC database format compatible for upload into your CMMS, EAM, or work-order systems. There is no subscription or hosting fee associated with AssetCALC; the database is a standard derivable with all FCA services.

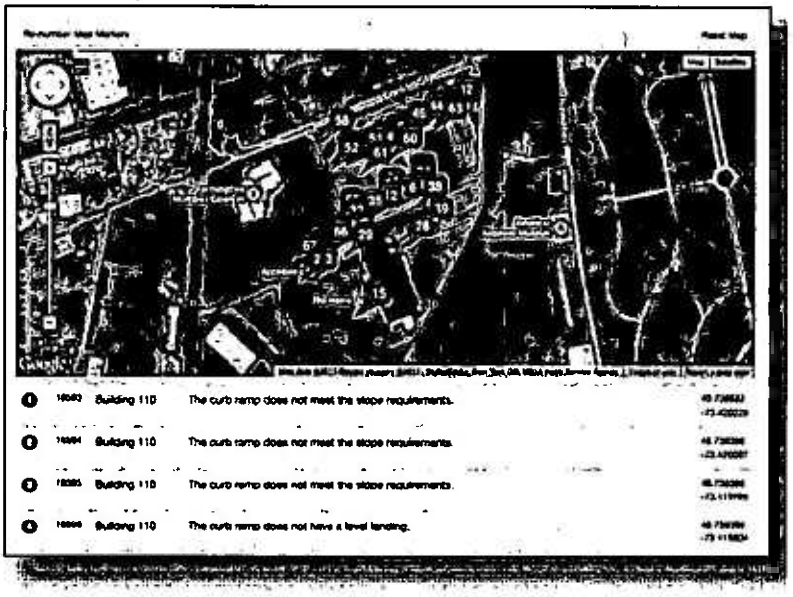
FEATURES INCLUDE:

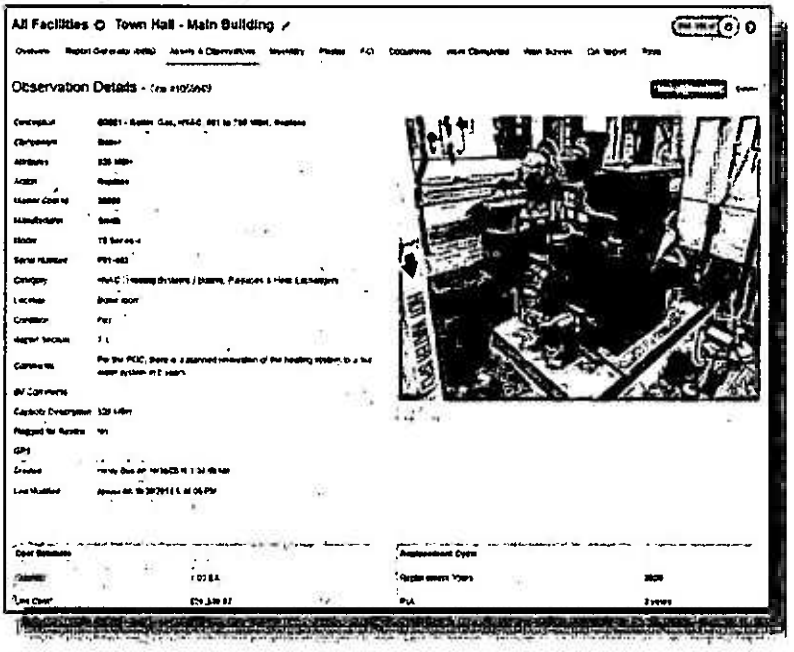
- Facility Condition Assessment access:
  - Component/system descriptions
  - Locations
  - Conditions and EUL/RUL
  - Repair and replace recommendations
  - Digital photos
  - Search and Sorting Functionality
- Prioritization of maintenance projects
- UniFormat II Cost Database
- Project Budgets and Capital Plans
- Unlimited concurrent user licensing
- Secure IT platform and back-ups
- Client is the owner of data collected and residing in the database
- Online User Training and Documentation
- Historical data of thousands of previous assessments for benchmarking

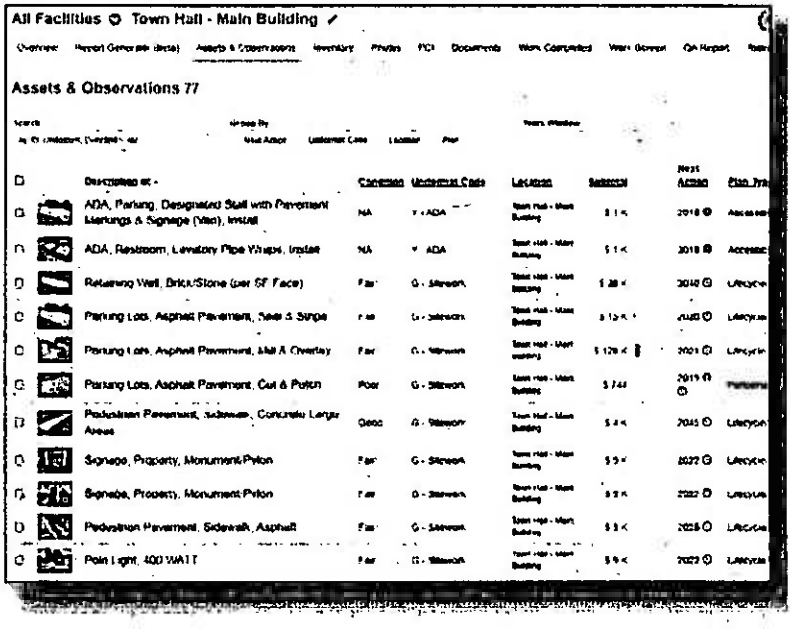
Reporting

AssetCALC™ includes more than a dozen standard options for data summaries and reports:

- Facility Condition Index (FCI) Reports
- Rank and Prioritize Capital Improvement
- Projects
- Deferred Maintenance Backlog
- Facility Queries (by building, priority, system,
- or dollar deficiency amount)
- Capital Budget Planning
- Year-by-Year Capital Needs Analysis
- 5, 10, or 20-Year Replacement Reserve
- Reports
- Custom 3rd party form automation available
- Microsoft Power BI is utilized by AssetCALC
- for Data Metrics Analytics







8. IMPLEMENTATION

ABILITY TO WORK IN A TIMELY MANNER

We pride ourselves on the scheduling, logistics, and mobilization of our staff to provide services at multiple sites across the country on a compressed schedule. With project managers nationwide, we can assemble a qualified team in the project area quickly. Our team is familiar with all codes governing this contract and is sensitive to the unique requirements of your community. A locally based project staff gives Bureau Veritas and the Department the benefit of direct client contact with our personnel performing and managing this project.

We are accustomed to completing large projects and have built-in measures as a part of our assessment and quality assurance methodology to ensure we complete programs to our client's satisfaction. We consider meetings, communication, scheduling, management, budget, and quality control crucial elements of each engagement.

Bureau Veritas has the capability to perform the full scope as listed in the RFP without the use of outside consultants. Bureau Veritas has in-house technical professionals with experience performing facility condition assessments. These professionals are also qualified to perform any add-on services that may be requested.

Bureau Veritas has the capability and experience to comply with set schedules. We will have a dedicated Program Manager, Mr. Tom Bart, erve as the direct point of contact for the Department during the entire project. Mr. Thomas Bart will manage the kick-off, coordination of the field teams during the on-site assessments, and reporting process. The Department will also have access to Project Executive, Cheyenne, and Quality Assurance Manager, Bill Champion, PhD, PE, CEM as needed, as well as the entire Assessment Team throughout the duration of the project.

ABILITY TO MEET BUDGET AND DEADLINES

Bureau Veritas has a proven track record in exceeding client expectations for meeting deadlines and project schedules and is committed to the timeliness and efficiency of report deliveries.

Bureau Veritas generally quotes Lump Sum for contracts which ensures meeting budgets. Our firm only generates change orders when additional services are required that are beyond the original scope.

BV has a track record of making deadlines for environmental services. Our track record of on-time report delivery exceeds 99% each year.

Our Project Management Plan, which we implement utilizing industry best practices, is available on the next page.

Management Plan

The following section outlines our project management approach.

1. **Program Manager.** BVTA will have a dedicated Program Manager as the single point of contact for coordination of work throughout the contract term. The Program Manager will be assisted by a logistics team who will be responsible for confirming each day's site visits. The Program Manager will conduct regular progress meetings to review each week's upcoming schedule and to review any issues identified in the prior week's work.
2. **Kickoff and Pilot.** The Program Manager and the Project Executive will ensure the work meets all requirements of the RFP. At the kickoff meeting—the first meeting after award—BVTA will walk through the entire scope of work with the Department's project team. Where scope of work items are unclear or ambiguous, the team will consult with the Department and a clarifying memo will become part of the project record. During the kickoff, sample deliverables will be reviewed and tentatively agreed upon. In order to ensure clarity on the scope, a pilot project will be scheduled in the first week after the kickoff. The pilot is an opportunity for us to prepare our team and calibrate our field process. More importantly, it gives us an opportunity to deliver a report for review that meets the full scope of work. The Department will be given an opportunity to review and comment on this deliverable, and once all parties are in agreement the field assessments will begin. We will deliver reports for review as they are completed.
3. **Schedule.** BVTA will ensure the work is finished on schedule by preparing a complete project schedule. We will update the schedule weekly. One issue that can impact the schedule is having access to the buildings to be assessed. We will schedule 2 weeks out with any required notifications to building staff—and 48 hours in advance of each assessment we will confirm with building staff and escorts.
4. **Quality.** We will apply our 5-point quality plan—explained on the next page—to ensure quality during all phases of the project.
   a. Overall project technical review: Includes scope review-review of field instructions consistent with the scope–review of existing reports and information prior to field work commencing.
   b. Initial Report reviews: Review by senior staff of each report prior to submission of draft. BVTA will have dedicated review staff working solely on report reviews in order to ensure consistence in results.
   c. Quality Assurance of Field work: The program manager will ensure a sample of sites are reviewed and compared to submitted results.
   d. Database Validation: Aggregated results of the field work will be reviewed, and anomalies identified will be flagged for additional review. This insures consistency across the entire portfolio and can often identify incorrect cost estimates, or areas where field observations are not correctly identified in the reports.
   e. Final Quality Review: Before final reports are delivered, a final review of each report will be done by a senior manager dedicated to the project.
5. **Team Resources.** BVTA will have a dedicated Program Manager responsible for managing all day-to-day activities of the team. If it is necessary to replace a team member during the project, the Program Manager will submit resumes to the Department for approval prior to any field activities for additional field staff.
6. **Communication.** BVTA understands communication is one of the keys to a successful project. We will establish a weekly meeting time at the project kickoff. Notes will be taken and submitted the same day as the weekly meeting. If issues are encountered in the field, they will be communicated on the same day and summarized in the weekly report.
7. **Risk Identification & Management.** Our field staff are trained to communicate if they feel there is any situation on site that puts them at risk and will communicate those to the Program Manager. These typically involve identifying confined space requiring personal protective equipment, ladder safety, and safe procedures for roof inspections.

ATTACHMENT #2: QUESTIONNAIRE

1. **Please provide the following information about your company**

Company Name:	Bureau Veritas Technical Assessments
Years in Business:	196 years
Parent Company Name (if applicable)	Bureau Veritas
Number of Employees (total)	85,000 Globally / 800 Within Division
Number of Employees Dedicated to Project and Title	7 Directly Dedicated to the Project with an additional 20 available immediately

2. **Has your company expanded, reorganized, or merged int the last year? If yes, please explain.** Bureau Veritas has purchased software, project & construction management, advanced lab testing, quality & conformity services, and code inspection firms nationally. Globally, Bureau Veritas has expanded our services through acquisition in engineering, mining, and lab-testing services in Canada, India, United Kingdom, Brazil, Australia, and China. All acquisitions were not new services but firms or businesses with expertise to expand and complement existing Bureau Veritas divisions and the service offerings they deliver.

3. **Do you plan to sub-contract any portion of the services required to another company?** If yes, please describe. No sub-Contractors will be used for this project. All expertise will be utilized internally via Divisions within Bureau Veritas.

4. **Describe any pending or prior litigation your company has been involved with over the last five (5) years.** Bureau Veritas does not have any pending or prior litigation within the United States or Globally.

5. **Has your company been subject to a market conduct or enforcement investigation within the last ten years?** If yes, explain the nature, current status, and the outcome(s). Bureau Veritas has not been subject to a market conduct or enforcement investigation within the last ten years.

6. **Is there any existing or potential conflict of interest with regard to any work performed or to be performed by your company with the State of New Hampshire?** Bureau Veritas does not have any potential conflict of interest to perform work with the State of New Hampshire.

7. **History and Customer Base (including Public Sector).** Bureau Veritas is nearly a 200 year old company that was founded in response to the decline of the Dutch East India Company. Founded in Antwerp, Belgium and now globally headquartered in Paris; Bureau Veritas got it start in inspecting and certifying the seaworthiness of ships traveling for East Asian Trade. The business expanded to inspecting and certifying all aspect of our client's assets from large infrastructure projects to commodities. Providing consulting information is deeply ingrained in our history and revered that Jules Verne wrote about Bureau Veritas in three of his novels.

In modern times, we specialize in testing, inspection, and certification and operate in many industry verticals from Agri-foods & commodities, industrial, marine, energy, and building & Infrastructure as our largest division. No matter the industry vertical, Bureau Veritas services are related to providing the client with detailed information so they can make informed decisions about their future. Regarding buildings & infrastructure, Bureau Veritas, takes the position of a non-bias third party client representative that provides our client with decision intelligence that helps determine preventive maintenance and capital planning choices related to modernizing and maintaining building portfolios. Unlike engineering or architecture firms, Bureau Veritas is solely consultative, and we are not influenced by any kind of follow-on work related to our assessments such as product sales, renovation or design work.

Burau Veritas has a long history working in the United States helping drive the American Industrial Revolution by inspecting and certifying the expansion of the rail roads, bridge building, chemical & metallurgy testing, oil processing, and city building during the early 19th century. During World War 2 and post war, Bureau Veritas assisted in the inspections of ship building and base construction activities. That relation with the United States DOD still exist today where we continue to do facility condition assessments, energy audits, preventive maintenance and capital planning consulting for DOD facilities globally. Bureau Veritas' Building and Infrastructure Division is based in Baltimore; near where we helped build the C&O Canal and the B&O Railroad.

Outside of the US DOD, Bureau Veritas has over 100 years of working with the public sector. Bureau Veritas has an Asset Management Division that solely works with K-12 & Higher Education, Local & State Municipalities, Institutional, Public Housing and Healthcare. Bureau Veritas provides various services that help these public organizations maintain and upgrade their building portfolios. Currently, Bureau Veritas is completing Facility Condition Assessments for the State of Vermont, State of Oregon Dept of EDU, State of Michigan Dept of EDU, Iowa Dept of General Services, Wyoming Dept of Construction, Boston Schools, and the State of Rhode Island.

8. **What makes your organization the most qualified as a bidder to provide these services?** Bureau Veritas is qualified to complete these services because of our long history of successfully executing similar projects for similar clients across the United States. As a large national firm, we have extensive resources and experience pools that allow our services to be executed efficiently and timely without the use of sub-contractors. As technical assessments are a core service, we have developed, refined, and invested capital into how we execute assessments and how we present our data. We have trained our engineers and architects not only how to accurately evaluate building systems, but we have invested in software and technology to aid them in providing accurate and detailed data that is consistent across a portfolio. This is achieved through data gathering software powered by image recognition and AI loaded onto mobile tablets. This removes the menial tasks of data gathering while allowing our field engineers and architects to focus on more pressing details related to the buildings.

9. **What is the size of your organization's average customer?** Bureau Veritas provides services to the Federal government, State-wide agencies, school districts, and cities across the United States as well as many small and medium towns. In 2023, we completed assessments for over 300 Million Sf of real estate where 2/3rds of that was for Federal, State-wide, and large K-12 School Districts. A slightly different view is that we completed over 4,000 assessment reports and more than half of those reports were for local municipalities with populations of 50,000 or less.

10. **What support if any, does your organization require from the State?** Please describe in detail. Bureau Veritas has developed strategies to successfully execute projects as well as identify possible problem areas. Here are some critical areas that we would like to identify in order to help guarantee a positive project outcome.

    Project Start – Strong kick-off meeting where Client engagement is critical. All parties will review the goals, review process, as well as establish expectations for the project.

    Project Execution and Onsite – The biggest huddle we typically face during this phase is building access. It is critical for our field team to be able to assess 100% of the facility as well as have an escort that is familiar with the history of the facility. It is useful if everyone at the facility, that we are assessing that day, understands that we are there in an engineering inspection capacity and someone should be available to give us access to all locked or secured areas.

    Project Wrap-up and Ending – The assessment results in an amassment of data that needs to be verified and reviewed by the Client. Feed-back is key to help validate that the data Bureau Veritas is providing is consistent and useful for the Client's use. If feed-back engagement from the Client is not committed too, it is hard to get conscience on the final data.

11. **What assessment forms does your organization use to conduct assessments, document findings, certify completion of work and report findings?** Please attach examples of each, as applicable.
    As a starting place, Bureau Veritas provides a Pre-Site Questionnaire (PSQ) to be filled out for each facility being assessed. The PSQ contains a series of questions related to performance and historical concerns related to the facility. This allows our assessors a focal point when they start their onsite work. It also informs them of issues that may not be evident during our assessment such as internal sweating pipes or cold spots in a facility that occur in winter-time.

    For all data gathering, data analysis, and report writing, Bureau Veritas utilizes an internally developed database platform called AssetCALC. In the field, our assessors use handheld tablets with a mobile version of AssetCALC to collect all data. This guarantees data is collected in a timely manner, efficiently, and consistently. The mobile platform is equipped with character and image recognition as well as AI to flag possible mistakes or missed data points; this helps add a high layer of data quality assurance and guarantee that an asset within a building system is accounted for and not missed.

    All data collected on the mobile platform is automatically uploaded to the main AssetCALC platform which is a Data Repository where the information from the field assessment is processed for Asset Management and Capital Planning reporting needs. From here, all the component parts of the buildings are organized as individual assets so they can be sorted to identify immediate, short-term, mid-term, and long-term needs of each facility.

    AssetCALC also allows us to create narrative reports for each facility arranged by building system that summarizes the associated needs and deferred maintenance that were observed. Additionally, AssetCALC allows seamless export of all assessment data into a client CMMS platform.

Additional information and screenshots from the AssetCALC mobile collection platform and the AssetCALC Database can be found in our proposal.

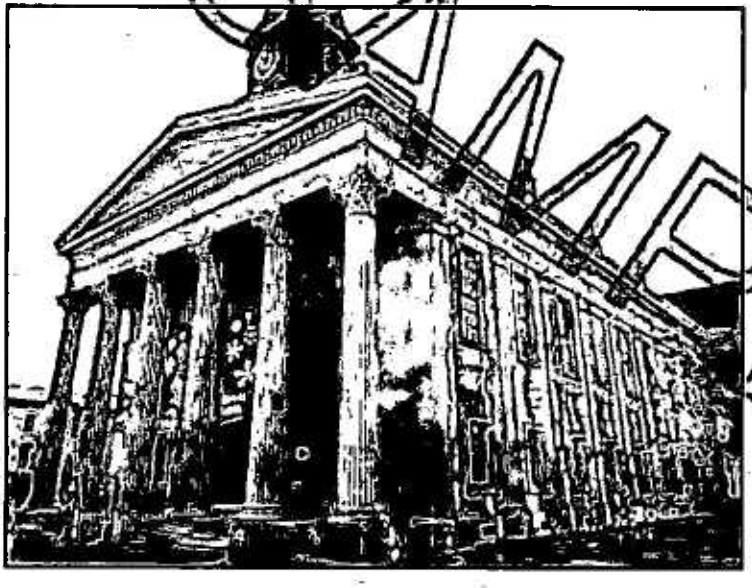
12. **What current data management software does your organization utilize and what is your experience in transferring this data to another, customer housed software management system?** How do you plan to facilitate a smooth transition?
As mentioned above Bureau Veritas utilizes an internally developed data management system called AssetCALC. AssetCALC is a software and technological system developed by Bureau Veritas to integrate and streamline all aspects of an assessment from data collection, report writing and data analysis, to data export to a client's Computer Maintenance Management System (CMMS) or Software management system.

The majority of Bureau Veritas' clients have a software system in place or intend to implement the roll-out of a software platform. Due to the size and amount of data export work related to our services, we have an internal data transfer division that manages the export of all assessment data to client's software platforms. We have worked with all major software platforms and have developed APIs between AssetCALC and other software platforms for seamless and instant data exports. Having a dedicated data division as well as a software research and development team allows a high level of confidence related to data processing and facilitates smooth transition of all information related to an assessment project.

FACILITY CONDITION ASSESSMENT

prepared for

County of Chester
313 W. Market St.
Suite 5402
West Chester, Pennsylvania 19380
Tony Igneczi



Historic Courthouse
2 North High Street
West Chester, Pennsylvania 19380

PREPARED BY:
Bureau Veritas
10461 Mill Run Circle, Suite 1100
Owings Mills, Maryland 21117
800.733.0660
www.us.bureauveritas.com

BV CONTACT:
Kaustubh Anil Chabukswar
Program Manager
800.733.0660 x7512
kaustubh.Chabukswar@bureauveritas.com

BV PROJECT #:
149682.21R000-004.354

DATE OF REPORT:
February 27, 2022
Final July 29, 2022

ON SITE DATE:
December 13, 2021

TABLE OF CONTENTS

1. Executive Summary

Property Overview and Assessment Details

General Information	
Property Type	Courthouse
Main Address	2 North High Street, West Chester, PA 19380
Site Developed	1842 and 1892
Site Area	0.6 acres (estimated)
Parking Spaces	None (nearby street and garage parking only)
Building Area	28,660 SF
Number of Stories	2 (plus basement level and mechanical penthouse)
Outside Occupants / Leased Spaces	None
Date(s) of Visit	December 14-15, 2021
Management Point of Contact	Chester County, Mr. Tony Igneczi 610.344.6020 tigneczi@chesco.org
On-site Point of Contact (POC)	Chester County, Mr. John Abraham 610.496.5159 phone
Assessment and Report Prepared By	Justin Dunn
Reviewed By	Kaustubh Anil Chabukswar, CEM, CRM Program Manager Kaustubh.chabukswar@bvna.com 800.733.0660 x 7512
AssetCalc Link	Full dataset for this assessment can be found at: https://www.assetcalc.net/

Significant/Systemic Findings and Deficiencies

Historical Summary

The Historic Courthouse was initially built in 1842, with an addition in 1892. The building is a judicial courthouse, portions of which are actively in use, other portions are only sporadically in use, and still others are primarily vacant.

Architectural

The Courthouse appears structurally sound, with no areas of settlement or structural-related deficiencies reported or observed. The roof finishes appear sound and no active roof leaks were reported. The exterior envelope systems and components were observed to be in generally adequate condition, with historical single-pane wood windows throughout and some isolated areas with minor staining. Interior finishes have been fairly recently replaced in the actively used areas but have not received any recent improvements in the sporadically-used or vacant areas of the building.

Mechanical, Electrical, Plumbing and Fire (MEPF)

The HVAC components appear to be functional and received numerous upgrades during renovations around 2012. The system was reported to provide adequate heating, cooling, and ventilation throughout the facility. The plumbing system is served by municipal water and sewer and appeared to provide adequate service. Some plumbing fixtures have been recently replaced, while others appeared functional but dated.

Electrical capacity and service at the facility is reportedly adequate, with a main switchboard and numerous distribution panels providing service throughout the building. However, no emergency power is provided, and management has identified a need for a generator and uninterrupted power supply (UPS). Costs have therefore been included in the tables for these items and an automatic transfer switch (ATS).

Fire alarm components were present and appeared adequate, but fire suppression equipment is limited to individual fire extinguishers. Regular routine maintenance of the MEPF systems and equipment is recommended.

Site

The site includes the Historic Courthouse and the land immediately adjacent. A monument and flagpole are located at the east edge of the site, with limited amounts of brick and masonry walkways. Landscaping is present but the site is of limited size.

Recommended Additional Studies

The POC reported that the columns at the east side of the facility may have some structural deterioration. A professional engineer must be retained to analyze the existing condition, provide recommendations and, if necessary, estimate the scope and cost of any required repairs. The cost of this study is included in the cost tables. Due to the ambiguity of the required repair scope at the time of this assessment, the cost for any possible subsequent repairs is not included

Facility Condition Index (FCI)

One of the major goals of the FCA is to calculate each building's Facility Condition Index (FCI), which provides a theoretical objective indication of a building's overall condition. By definition, the FCI is defined as the ratio of the cost of current needs divided by current replacement value (CRV) of the facility. The chart below presents the industry standard ranges and cut-off points.

FCI Ranges and Description	
0 – 5%	In new or well-maintained condition, with little or no visual evidence of wear or deficiencies.
5 – 10%	Subjected to wear but is still in a serviceable and functioning condition.
10 – 30%	Subjected to hard or long-term wear. Nearing the end of its useful or serviceable life.
30% and above	Has reached the end of its useful or serviceable life. Renewal is now necessary.

The deficiencies and lifecycle needs identified in this assessment provide the basis for a portfolio-wide capital improvement funding strategy. In addition to the current FCI, extended FCI's have been developed to provide owners the intelligence needed to plan and budget for the "keep-up costs" for their facilities. As such the 3-year, 5-year, and 10-year FCI's are calculated by dividing the anticipated needs of those respective time periods by current replacement value. As a final point, the FCI's ultimately provide more value when used to relatively compare facilities across a portfolio instead of being over-analyzed and scrutinized as stand-alone values. The table below summarizes the individual findings for this FCA:

FCI Analysis | Group - 1 Historic Courthouse - West Chester(1842)

Replacement Value	*Total SF*	*Cost/SF*
$ 13,871,500	*28,660*	*$ 484*

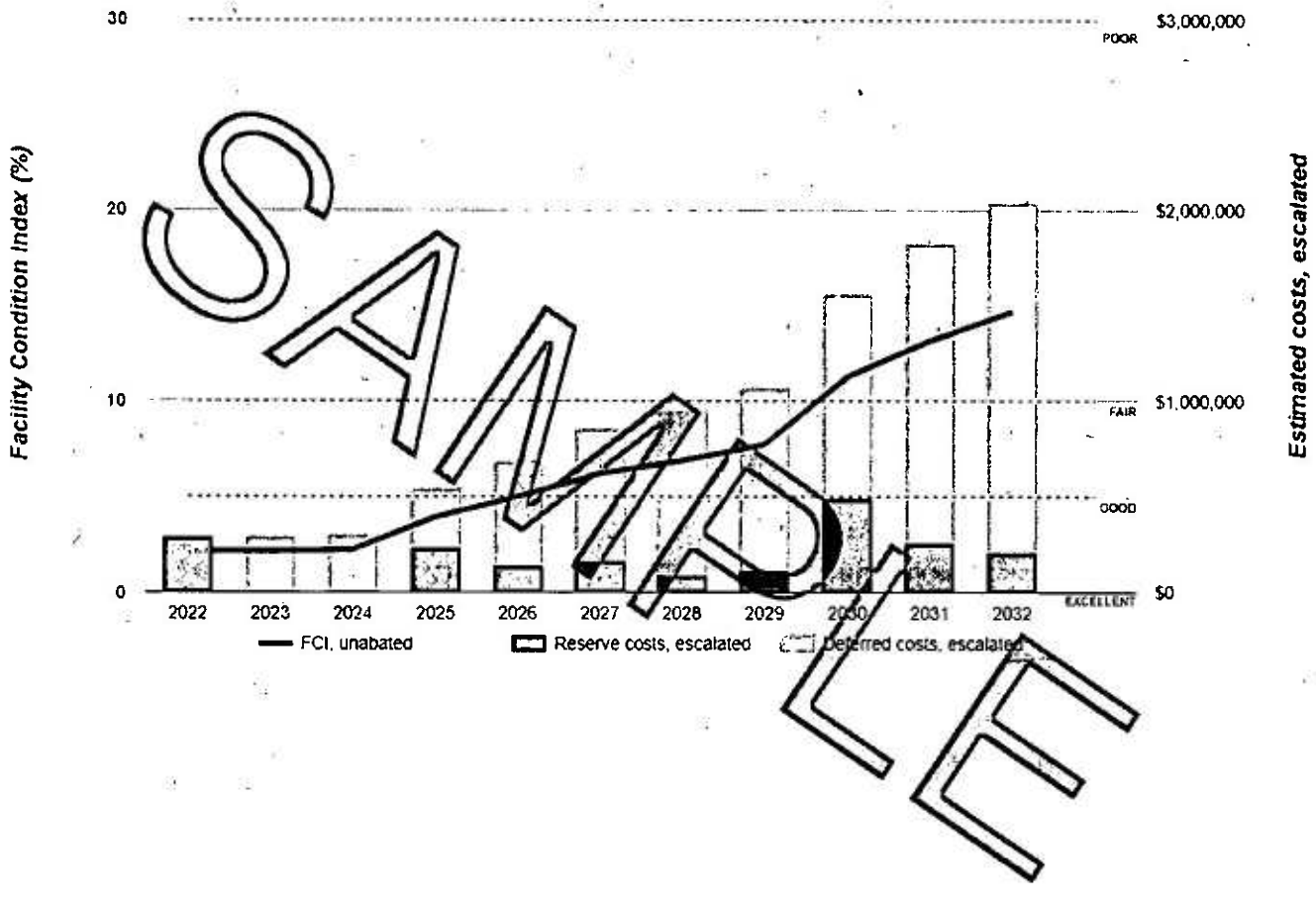
	Est Reserve Cost	FCI
Current	$ 297,900	2.1 %
3-Year	$ 544,800	3.9 %
5-Year	$ 859,000	6.2 %
10-Year	$ 2,040,300	14.7 %

The orange line in the graph below forecasts what would happen to the FCI (left Y axis) over time, assuming zero capital expenditures. The capital expenditures allocated for each year (blue bars) are associated with the dollar amounts along the right Y axis.

Needs by Year with Unaddressed FCI Over Time

FCI Analysis: Group - 1 Historic Courthouse - West Chester

Replacement Value: $13,872,000 Inflation Rate: 3.0% Average Needs per Year: $185,500



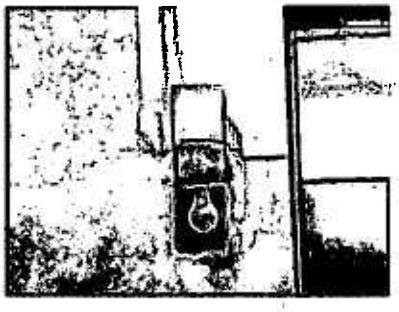
Immediate Needs

Facility/Building	Total Items	Total Cost
Historic Courthouse - West Chester	4	$61,300
Total	4	$61,300

Historic Courthouse - West Chester

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
3557706	Group - 1 Historic Courthouse - West Chester / Historic Courthouse - West Chester	Building exterior	B2010	Exterior Walls, any surface, Clean	Poor	Performance/Integrity	$4,900
3557640	Group - 1 Historic Courthouse - West Chester / Historic Courthouse - West Chester	Throughout building	C2030	Flooring, Carpet, Commercial Standard, Replace	Poor	Performance/Integrity	$48,500
3557628	Group - 1 Historic Courthouse - West Chester / Historic Courthouse - West Chester	Building exterior	G4050	Exterior Fixture w/ Lamp, any type, w/ LED Replacement, Replace	Poor	Safety	$400
3557883	Group - 1 Historic Courthouse - West Chester / Historic Courthouse - West Chester	Building exterior	P2030	Architectural Study, Building Envelope, Façade, Evaluate/Report	NA	Performance/Integrity	$7,500
Total (4 items)							$61,300

Key Findings



Exterior Fixture w/ Lamp in Poor condition.

any type, w/ LED Replacement
Historic Courthouse - West Chester Group - 1
Historic Courthouse - West Chester Building exterior

Uniformat Code: G4050
Recommendation: **Replace in 2022**

Priority Score: **90.9**

Plan Type: Safety

Cost Estimate: $400

$$$$

Damaged light fixture with sharp, broken cover at left elevation basement stairwell. - AssetCALC ID: 3557628

Exterior Walls in Poor condition.

any surface
Historic Courthouse - West Chester Group - 1
Historic Courthouse - West Chester Building exterior

Uniformat Code: B2010
Recommendation: **Clean in 2022**

Priority Score: **89.9**

Plan Type: Performance/Integrity

Cost Estimate: $4,900

$$$$

Minor, isolated staining and green growth - small areas need power washing. - AssetCALC ID: 3557708

Recommended Follow-up Study: Building Envelope, Façade

Building Envelope, Façade
Historic Courthouse - West Chester Group - 1
Historic Courthouse - West Chester Building exterior

Uniformat Code: P2030
Recommendation: **Evaluate/Report in 2022**

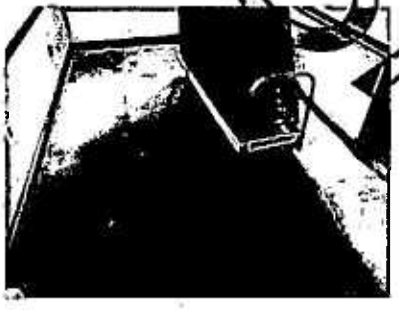
Priority Score: **81.9**

Plan Type: Performance/Integrity

Cost Estimate: $7,500

$$$$

POC stated that there is possible structural deterioration at columns at east elevation of building. Cost provided to perform study to determine presence of structural issues and develop plans for improvements if needed. - AssetCALC ID: 3557683



Flooring in Poor condition.

Carpet, Commercial Standard
Historic Courthouse - West Chester Group - 1
Historic Courthouse - West Chester
Throughout building

Uniformat Code: C2030
Recommendation: **Replace in 2022**

Priority Score: **81.9**

Plan Type: Performance/Integrity

Cost Estimate: $48,500

$$$$

Heavy wear, staining, and some limited wrinkling that creates potential trip hazards. - AssetCALC ID: 3557640

Fire Suppression System

Full System Install/Retrofit, High Density/Complexity
Historic Courthouse - West Chester Group - 1
Historic Courthouse - West Chester
Throughout building

Uniformat Code: D4010
Recommendation: **Renovate in 2025**

Priority Score: **60.7**

Plan Type: Retrofit/Adaptation

Cost Estimate: $216,300

$$$$

A facility-wide fire suppression system is not present in the building. Installation should be considered. - AssetCALC ID: 3557665

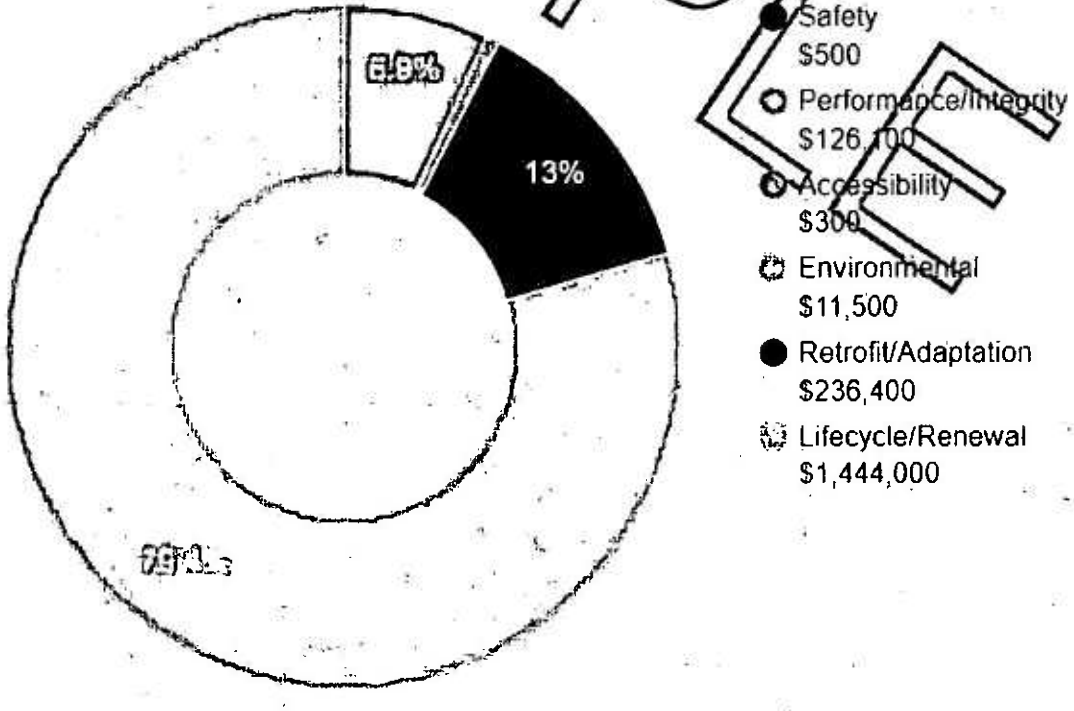
Plan Types

Each line item in the cost database is assigned a Plan Type, which is the primary reason or rationale for the recommended replacement, repair, or other corrective action. This is the "why" part of the equation. A cost or line item may commonly have more than one applicable Plan Type; however, only one Plan Type will be assigned based on the "best" fit, typically the one with the greatest significance.

Plan Type Descriptions

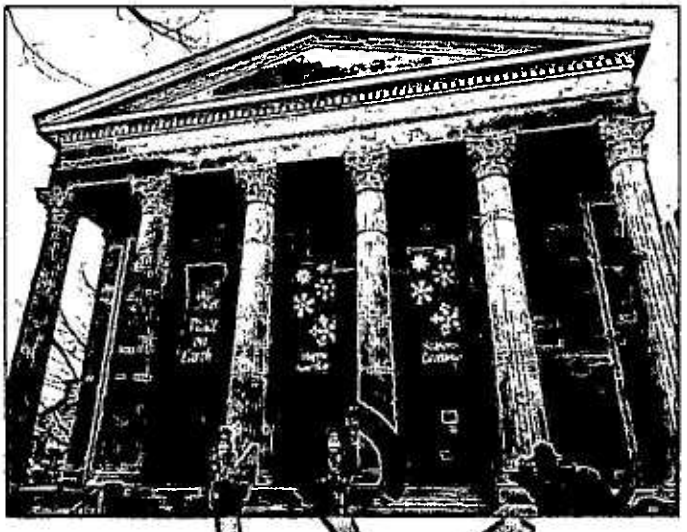
Safety	■	An observed or reported unsafe condition that if left unaddressed could result in injury; a system or component that presents potential liability risk.
Performance/Integrity	▫	Component or system has failed, is almost failing, performs unreliably, does not perform as intended, and/or poses risk to overall system stability.
Accessibility	■	Does not meet ADA, UFAS, and/or other handicap accessibility requirements.
Environmental	▫	Improvements to air or water quality, including removal of hazardous materials from the building or site.
Retrofit/Adaptation	■	Components, systems, or spaces recommended for upgrades in in order to meet current standards, facility usage, or client/occupant needs.
Lifecycle/Renewal	▫	Any component or system that is not currently deficient or problematic but for which future replacement or repair is anticipated and budgeted.

Plan Type Distribution (by Cost)



10-YEAR TOTAL: $1,818,800

2. Building and Site Information



Systems Summary

System	Description	Condition
Structure	Masonry bearing walls and wood- and steel-framed roofs	Good
Façade	Brick and stone witn wood windows	Fair
Roof	Primary: Gable construction with metal finish Secondary: Hip construction with slate covering	Fair
Interiors	Walls: Painted gypsum board and plaster, ceramic tile, unfinished Floors: Carpet tile, carpet, VCT, vinyl sheet, ceramic tile, terrazzo, unfinished Ceilings: Painted gypsum board and plaster, ACT, hard tile; unfinished/exposed	Fair
Elevators	Hydraulic: 1 cars serving all 3 floors	Fair
Plumbing	Copper supply and cast iron waste & venting Electric domestic water heaters Toilets, urinals, and sinks in all restrooms	Fair
HVAC	Central system with boilers, chillers, and air handlers feeding VAV boxes and fan coil terminal units Supplemental components: suspended gas unit heaters, energy recovery unit	Fair
Fire Suppression	Fire extinguishers only	Fair

Systems Summary

Electrical	Source & Distribution: Main switchboard with copper wiring Interior Lighting: T-8, LED, CFL, incandescent Emergency: None	Fair
Fire Alarm	Alarm panel, smoke detectors, alarms, strobes, pull stations, back-up emergency lights, and exit signs	Fair
Equipment/Special	None	--
Site Pavement	Masonry and brick walkways	Fair
Site Development	Monument and flagpole; dog waste receptacle	Fair
Landscaping and Topography	Moderate landscaping features Irrigation not present Stone retaining walls Low to moderate site slopes throughout	Fair
Utilities	Municipal water and sewer Local utility-provided electric and natural gas	Fair
Site Lighting	Pole-mounted: HID Building-mounted: HID Pedestrian walkway and accent landscaping lighting	Fair
Ancillary Structures	None	--
Accessibility	Presently it does not appear an accessibility study is needed for this property.	
Key Issues and Findings	Possible structural deterioration at east elevation columns; minor staining at isolated areas on exterior walls; suspected ACM 9" VCT flooring; heavily worn interior carpets; limited water infiltration reported through windows at the second floor and basement level; facility-wide fire suppression not present. No emergency power is provided; building requires a generator, automatic transfer switch (ATS). And uninterrupted power supply (UPS).	

System Expenditure Forecast

System	Immediate	Short Term (1-2 yr)	Near Term (3-5 yr)	Med Term (6-10 yr)	Long Term (11-20 yr)	TOTAL
Facade	$4,851	-	-	$432,988	$160,595	$598,434
Roofing	-	-	-	$13,856	$234,036	$247,892
Interiors	$48,510	$11,436	$256,332	$195,350	$896,043	$1,407,671
Conveying	-	-	-	$12,290	$7,461	$19,751
Plumbing	-	-	$7,074	$34,931	$608,773	$650,778
HVAC	-	-	$18,745	$52,363	$1,060,023	$1,131,131
Fire Protection	-	-	$236,321	-	-	$236,321
Electrical	-	-	$13,901	$239,567	-	$253,468
Fire Alarm & Electronic Systems	-	-	$18,199	$196,927	$28,354	$243,480
Equipment & Furnishings	-	-	-	$3,041	-	$3,041
Site Pavement	-	-	-	-	$42,813	$42,813
Site Development	-	-	-	-	$5,068	$5,068
Site Utilities	$431	-	$999	$12,601	$7,232	$21,263
Follow-up Studies	$7,546	-	-	-	-	$7,546
Accessibility	$215	-	-	-	-	$215
TOTALS (3% inflation)	**$61,600**	**$11,500**	**$551,600**	**$1,194,000**	**$3,050,400**	**$4,869,100**

3. Property Space Use and Observed Areas

Unit Allocation

All 28,660 square feet of the property are occupied by the City of Chester. The spaces are mostly courtrooms and other judicial spaces, with supporting offices, judges' chambers, conference rooms, and other administrative areas, and with overall supporting restrooms, utility closets, and mechanical and other utility spaces.

Areas Observed

The interior spaces were observed in order to gain a clear understanding of the property's overall condition. Other areas accessed included the site within the property boundaries, the exterior of the property, and the roofs.

Key Spaces Not Observed

All key areas of the property were accessible and observed.

4. Electrification

This analysis investigates replacing HVAC and other fossil fuel consuming system within the building with efficient electric alternatives. These improvements can be considered as green replacements to traditional "like and in kind" replacements as done as part of the FCA. These replacements are recommended under Capital improvements and not as energy improvements as the cost savings are not significant enough to offset the initial investment.

The replacement reserve report for the "Electrification" of fossil fuel consuming system can be found in the appendix of this report.

In order to take advantage of the saving by transferring the improvements to electrical usage an increase in electrical demand on your present system will be required. This will require ensuring that the electrical equipment is of adequate size to handle the increased load. There are several things to consider before making an upgrade on the electrical equipment..

1. First determine if the service you presently have will require an increase in size. This can be done by reviewing your current electrical usage to see if the additional load will be more than you present system can accommodate. By getting a copy of the last years usage from the utility company a comparison can be made to determine if your system can handle the additional load.

2. Updating you present equipment may be required, based on the age and condition of your present equipment. If your system is at the end of its useful life or parts are not available then a change to the entire system may be required. Things to consider beside the cost of a new system, is the cost of shutdown of your present system during the changeover and remodeling to replace present systems.

3. We recommend building another service alongside your present system to handle the increase from the changes being recommended. According to the National Electrical Code under the "Rule of Six" you are allowed to have 6 separate electrical services or six different main disconnects on your building. This rule allows you to build an additional electrical system to handle the increased load only.

Any changes made to your electrical system should be evaluated by an Electrical Engineer to ensure that the new system will meet the new load requirements and for compliance with all electrical codes. A cost for that study has been included in this evaluation.

5: ADA Accessibility

Generally, Title II of the Americans with Disabilities Act (ADA) prohibits discrimination by entities to access and use of "areas of public accommodations" and "public facilities" on the basis of disability. Regardless of their age, these areas and facilities must be maintained and operated to comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

A public entity (i.e. city governments) shall operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.

However, this does not:

1. Necessarily require a public entity to make each of its existing facilities accessible to and usable by individuals with disabilities;
2. Require a public entity to take any action that would threaten or destroy the historic significance of an historic property; or
3. Require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. In those circumstances where personnel of the public entity believe that the proposed action would fundamentally alter the service, program, or activity or would result in undue financial and administrative burdens, a public entity has the burden of proving that compliance with 35.150(a) of this part would result in such alteration or burdens. The decision that compliance would result in such alteration or burdens must be made by the head of a public entity or his or her designee after considering all resources available for use in the funding and operation of the service, program, or activity, and must be accompanied by a written statement of the reasons for reaching that conclusion. If an action would result in such an alteration or such burdens, a public entity shall take any other action that would not result in such an alteration or such burdens but would nevertheless ensure that individuals with disabilities receive the benefits or services provided by the public entity.

Removal of barriers to accessibility should be addressed from a liability standpoint in order to comply with federal law, but the barriers may or may not be building code violations. The Americans with Disabilities Act Accessibility Guidelines are part of the ADA federal civil rights law pertaining to the disabled and are not a construction code. State and local jurisdictions have adopted the ADA Guidelines or have adopted other standards for accessibility as part of their construction codes.

During the FCA, Bureau Veritas performed a limited high-level accessibility review of the facility non-specific to any local regulations or codes. The scope of the visual observation was limited to the same areas observed while performing the FCA and the categories set forth in the checklists that are included in the appendix. It is understood by the Client that the limited observations described herein do not comprise a full ADA Compliance Survey, and that such a survey is beyond the scope of this particular assessment. A full measured ADA survey would be required to identify any and all specific potential accessibility issues. Additional clarifications of this limited survey:

- This survey was visual in nature and actual measurements were not taken to verify compliance
- Two overview photos were taken for each subsection regardless of perceived compliance or non-compliance
- Itemized costs for individual non-compliant items are included in the dataset
- For any "none" boxes checked or reference to "no issues" identified, that alone does not guarantee full compliance

The facility was originally constructed in 1842 and added to in 1892. The facility was substantially renovated in 2012 and some accessibility improvements appear to have been implemented around that time.

During the interview process with the client representatives, no complaints or pending litigation associated with potential accessibility issues was reported.

No detailed follow-up accessibility study is currently recommended since no major or moderate issues were identified at the subject site. Reference the appendix for specific data, photos, and tables or checklists associated with this limited accessibility survey.

6. Purpose and Scope

Purpose

Bureau Veritas was retained by the client to render an opinion as to the Property's current general physical condition on the day of the site visit.

Based on the observations, interviews and document review outlined below, this report identifies significant deferred maintenance issues, existing deficiencies, and material code violations of record, which affect the Property's use. Opinions are rendered as to its structural integrity, building system condition and the Property's overall condition. The report also notes building systems or components that have realized or exceeded their typical expected useful lives.

The physical condition of building systems and related components are typically defined as being in one of five condition ratings. For the purposes of this report, the following definitions are used:

Condition Ratings	
Excellent	New or very close to new; component or system typically has been installed within the past year, sound and performing its function. Eventual repair or replacement will be required when the component or system either reaches the end of its useful life or fails in service.
Good	Satisfactory as-is. Component or system is sound and performing its function, typically within the first third of its lifecycle. However, it may show minor signs of normal wear and tear. Repair or replacement will be required when the component or system either reaches the end of its useful life or fails in service.
Fair	Showing signs of wear and use but still satisfactory as-is, typically near the median of its estimated useful life. Component or system is performing adequately at this time but may exhibit some signs of wear, deferred maintenance, or evidence of previous repairs. Repair or replacement will be required due to the component or system's condition and/or its estimated remaining useful life.
Poor	Component or system is significantly aged, flawed, functioning intermittently or unreliably; displays obvious signs of deferred maintenance; shows evidence of previous repair or workmanship not in compliance with commonly accepted standards; has become obsolete; or exhibits an inherent deficiency. The present condition could contribute to or cause the deterioration of contiguous elements or systems. Either full component replacement is needed or repairs are required to restore to good condition, prevent premature failure, and/or prolong useful life.
Failed	Component or system has ceased functioning or performing as intended. Replacement, repair, or other significant corrective action is recommended or required.
Not Applicable	Assigning a condition does not apply or make logical sense, most commonly due to the item in question not being present.

Scope

The standard scope of the Facility Condition Assessment includes the following:

- Visit the Property to evaluate the general condition of the building and site improvements, review available construction documents in order to familiarize ourselves with, and be able to comment on, the in-place construction systems, life safety, mechanical, electrical, and plumbing systems, and the general built environment.
- Identify those components that are exhibiting deferred maintenance issues and provide cost estimates for Immediate Costs and Replacement Reserves based on observed conditions, maintenance history and industry standard useful life estimates. This will include the review of documented capital improvements completed within the last five-year period and work currently contracted for, if applicable.
- Provide a full description of the Property with descriptions of in-place systems and commentary on observed conditions.
- Provide a high-level categorical general statement regarding the subject Property's compliance to Title III of the Americans with Disabilities Act. This will not constitute a full ADA survey, but will help identify exposure to issues and the need for further review.
- Obtain background and historical information about the facility from a building engineer, property manager, maintenance staff, or other knowledgeable source. The preferred methodology is to have the client representative or building occupant complete a Pre-Survey Questionnaire (PSQ) in advance of the site visit. Common alternatives include a verbal interview just prior to or during the walk-through portion of the assessment.
- Review maintenance records and procedures with the in-place maintenance personnel.
- Observe a representative sample of the interior spaces/units, including vacant spaces/units, to gain a clear understanding of the property's overall condition. Other areas to be observed include the exterior of the property, the roofs, interior common areas, and the significant mechanical, electrical and elevator equipment rooms.
- Provide recommendations for additional studies, if required, with related budgetary information.
- Provide an Executive Summary at the beginning of this report which highlights key findings and includes a Facility Condition Index as a basis for comparing the relative conditions of the buildings within the portfolio.

7. Opinions of Probable Costs

Cost estimates are attached throughout this report, with the Replacement Reserves in the appendix.

These estimates are based on Invoice or Bid Document/s provided either by the Owner/facility and construction costs developed by construction resources such as *R.S. Means, CBRE Whitestone*, and *Marshall & Swift,* Bureau Veritas's experience with past costs for similar properties, city cost indexes, and assumptions regarding future economic conditions.

Opinions of probable costs should only be construed as preliminary, order of magnitude budgets. Actual costs most probably will vary from the consultant's opinions of probable costs depending on such matters as type and design of suggested remedy, quality of materials and installation, manufacturer and type of equipment or system selected, field conditions, whether a physical deficiency is repaired or replaced in whole, phasing or bundling of the work (if applicable), quality of contractor, quality of project management exercised, market conditions, use of subcontractors, and whether competitive pricing is solicited, etc. Certain opinions of probable costs cannot be developed within the scope of this guide without further study. Opinions of probable cost for further study should be included in the FCA.

Methodology

Based upon site observations, research, and judgment, along with referencing Expected Useful Life (EUL) tables from various industry sources, Bureau Veritas opines as to when a system or component will most probably necessitate replacement. Accurate historical replacement records, if provided, are typically the best source of information. Exposure to the elements, initial quality and installation, extent of use, the quality and amount of preventive maintenance exercised, etc., are all factors that impact the effective age of a system or component. As a result, a system or component may have an effective age that is greater or less than its actual chronological age. The Remaining Useful Life (RUL) of a component or system equals the EUL less its *effective age*, whether explicitly or implicitly stated. Projections of Remaining Useful Life (RUL) are based primarily on age and condition with the presumption of continued use and maintenance of the Property similar to the observed and reported past use and maintenance practices, in conjunction with the professional judgment of Bureau Veritas's assessors. Significant changes in occupants and/or usage may affect the service life of some systems or components.

Where quantities could not be or were not derived from an actual construction document take-off or facility walk-through, and/or where systemic costs are more applicable or provide more intrinsic value, budgetary square foot and gross square foot costs are used. Estimated costs are based on professional judgment and the probable or actual extent of the observed defect, inclusive of the cost to design, procure, construct and manage the corrections.

Definitions

Immediate Needs

Immediate Needs are line items that require immediate action as a result of: (1) material existing or potential unsafe conditions, (2) failed or imminent failure of mission critical building systems or components, or (3) conditions that, if not addressed, have the potential to result in, or contribute to, critical element or system failure within one year or will most probably result in a significant escalation of its remedial cost.

For database and reporting purposes the line items with RUL=0, and commonly associated with *Safety* or *Performance/Integrity* Plan Types, are considered Immediate Needs.

Replacement Reserves

Cost line items traditionally called Replacement Reserves (equivalently referred to as Lifecycle/Renewals) are for recurring probable renewals or expenditures, which are not classified as operation or maintenance expenses. The replacement reserves should be budgeted for in advance on an annual basis. Replacement Reserves are reasonably predictable both in terms of frequency and cost. However, Replacement Reserves may also include components or systems that have an indeterminable life but, nonetheless, have a potential for failure within an estimated time period.

Replacement Reserves generally exclude systems or components that are estimated to expire after the reserve term and are not considered material to the structural and mechanical integrity of the subject property. Furthermore, systems and components that are not deemed to have a material effect on the use of the Property are also excluded. Costs that are caused by acts of God, accidents, or other occurrences that are typically covered by insurance, rather than reserved for, are also excluded.

Replacement costs are solicited from ownership/property management, Bureau Veritas's discussions with service companies, manufacturers' representatives, and previous experience in preparing such schedules for other similar facilities. Costs for work performed by the ownership's or property management's maintenance staff are also considered.

Bureau Veritas's reserve methodology involves identification and quantification of those systems or components requiring capital reserve funds within the assessment period. The assessment period is defined as the effective age plus the reserve term. Additional information concerning system's or component's respective replacement costs (in today's dollars), typical expected useful lives, and remaining useful lives were estimated so that a funding schedule could be prepared. The Replacement Reserves Schedule presupposes that all required remedial work has been performed or that monies for remediation have been budgeted for items defined as Immediate Needs.

For the purposes of 'bucketizing' the System Expenditure Forecasts in this report, the Replacement Reserves have been subdivided and grouped as follows: Short Term (years 1-3), Near Term (years 4-5), Medium Term (years 6-10), and Long Term (years 11-20).

Key Findings

In an effort to highlight the most significant cost items and not be overwhelmed by the Replacement Reserves report in its totality, a subsection of Key Findings is included within the Executive Summary section of this report. Key Findings typically include repairs or replacements of deficient items within the first five-year window, as well as the most significant high-dollar line items that fall anywhere within the ten-year term. Note that while there is some subjectivity associated with identifying the Key Findings, the Immediate Needs are always included as a subset.

Exceedingly Aged

A fairly common scenario encountered during the assessment process, and a frequent source of debate, occurs when classifying and describing "very old" systems or components that are still functioning adequately and do not appear nor were reported to be in any way deficient. To help provide some additional intelligence on these items, such components will be tagged in the database as Exceedingly Aged. This designation will be reserved for mechanical or electrical systems or components that have aged well beyond their industry standard lifecycles, typically at least 15 years beyond and/or twice their Estimated Useful Life (EUL). In tandem with this designation, these items will be assigned a Remaining Useful Life (RUL) not less than two years but not greater than 1/3 of their standard EUL. As such the recommended replacement time for these components will reside outside the typical Short Term window but will not be pushed 'irresponsibly' (too far) into the future.

8. Certification

County of Chester (the Client) retained Bureau Veritas to perform this Facility Condition Assessment in connection with its continued operation of Historic Courthouse, 2 North High Street, West Chester, PA 19380, the "Property". It is our understanding that the primary interest of the Client is to locate and evaluate materials and building system defects that might significantly affect the value of the property and to determine if the present Property has conditions that will have a significant impact on its continued operations.

The conclusions and recommendations presented in this report are based on the brief review of the plans and records made available to our Project Manager during the site visit, interviews of available property management personnel and maintenance contractors familiar with the Property, appropriate inquiry of municipal authorities, our Project Manager's walk-through observations during the site visit, and our experience with similar properties.

No testing, exploratory probing, dismantling or operating of equipment or in-depth studies were performed unless specifically required under the *Purpose and Scope* section of this report. This assessment did not include engineering calculations to determine the adequacy of the Property's original design or existing systems. Although walk-through observations were performed, not all areas may have been observed (see Section 1 for specific details). There may be defects in the Property, which were in areas not observed or readily accessible, may not have been visible, or were not disclosed by management personnel when questioned. The report describes property conditions at the time that the observations and research were conducted.

This report has been prepared on behalf of and exclusively for the use of the Client for the purpose stated within the *Purpose and Scope* section of this report. The report, or any excerpt thereof, shall not be used by any party other than the Client or for any other purpose than that specifically stated in our agreement or within the *Purpose and Scope* section of this report without the express written consent of Bureau Veritas.

Any reuse or distribution of this report without such consent shall be at the Client and the recipient's sole risk, without liability to Bureau Veritas.

Prepared by: Justin Dunn,
Project Manager

Reviewed by:

Kaustubh Anil Chabukswar, CEM CAP
Program Manager
Kaustubh.chabukswar@bureauveritas.com
800.733.0660 x7512

9. Appendices

Appendix A: Photographic Record
Appendix B: Site Plan
Appendix C: Pre-Survey Questionnaire
Appendix D: Accessibility Review & Photos
Appendix E: Component Condition Report
Appendix F: FCA Replacement Reserves
Appendix G: Equipment Inventory List
Appendix H: Energy Conservation Measures Checklist
Appendix I: Electrification

Appendix A:
Photographic Record

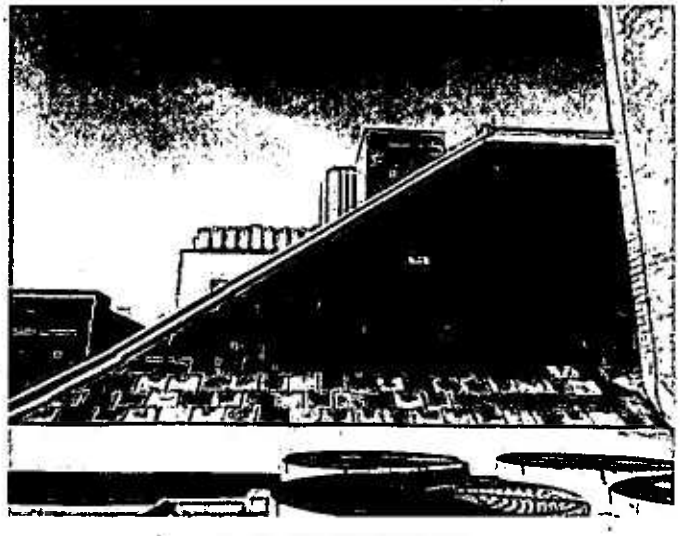
Photographic Overview

1 - FRONT ELEVATION

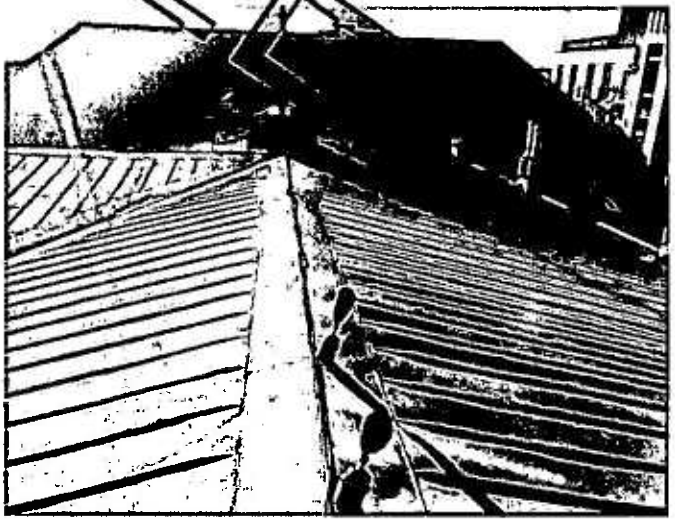
2 - LEFT ELEVATION

3 - REAR ELEVATION

4 - RIGHT ELEVATION

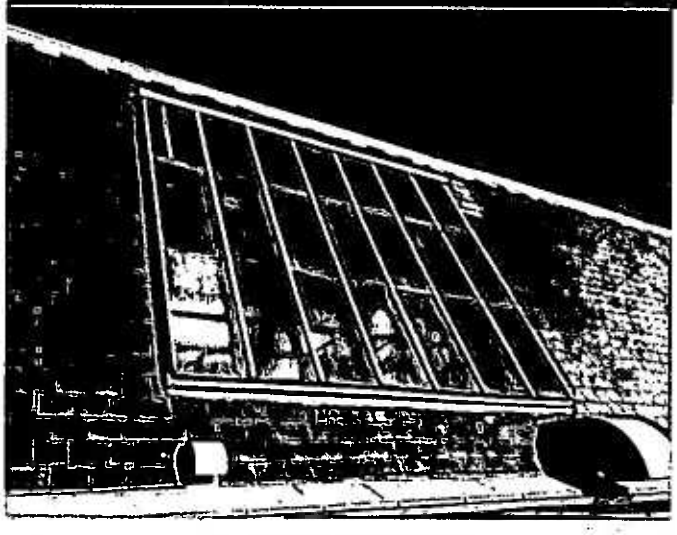


5 - SLATE ROOFING

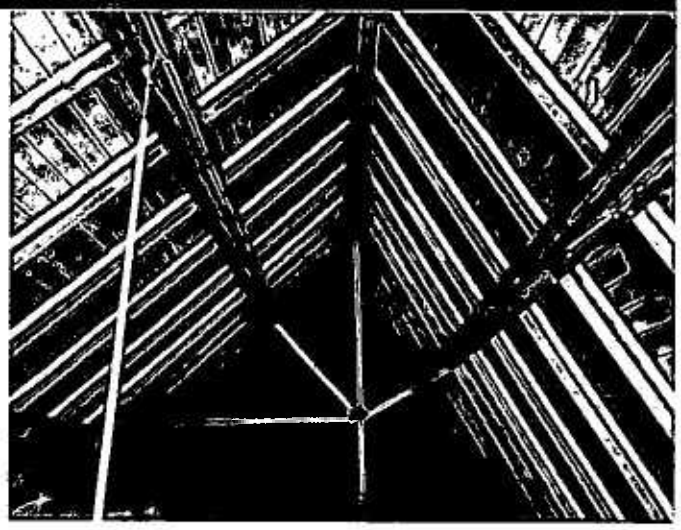


6 - METAL ROOFING

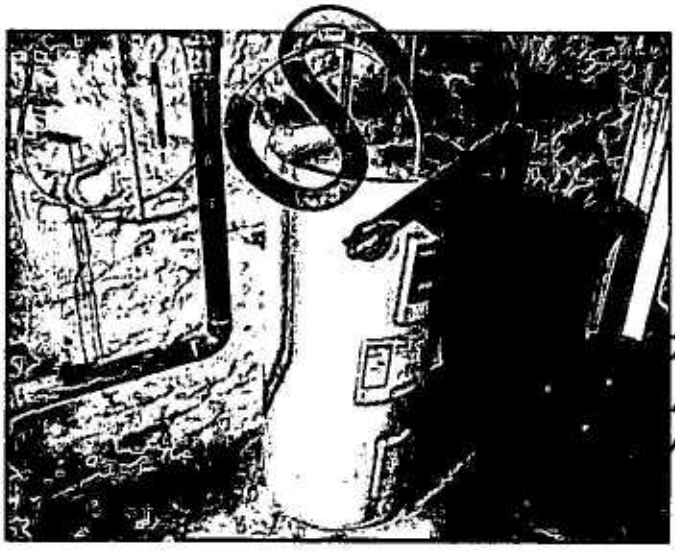
Photographic Overview



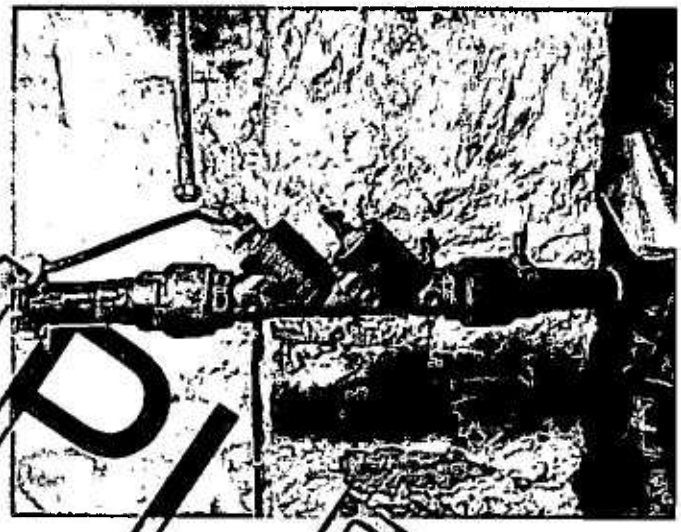
7 - ROOF SKYLIGHT



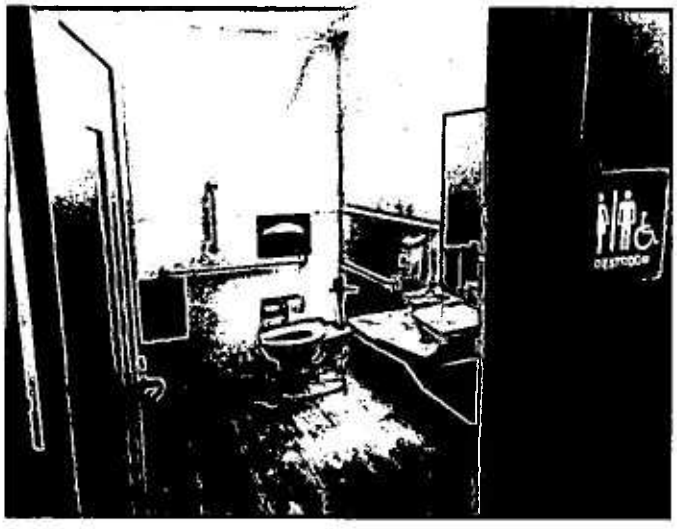
8 - ROOF STRUCTURE



9 - ELECTRIC WATER HEATER



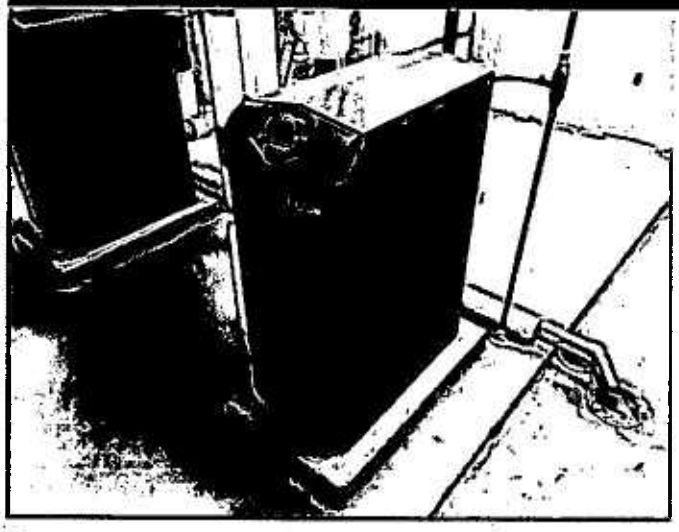
10 - BACKFLOW PREVENTER



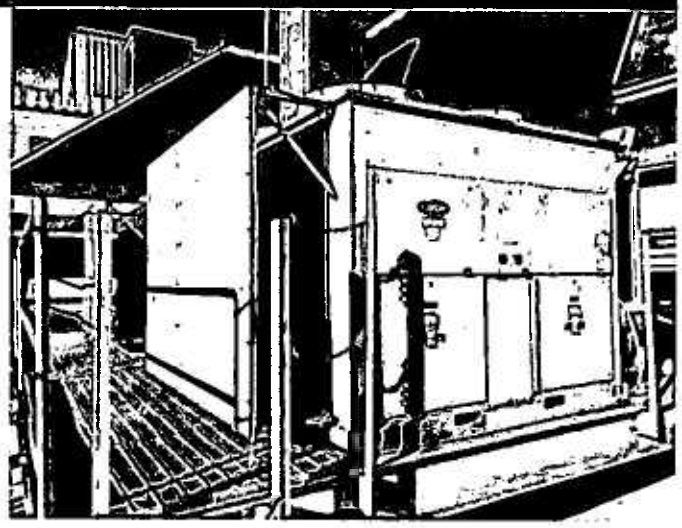
11 - RESTROOM FIXTURES

12 - RESTROOM FIXTURE

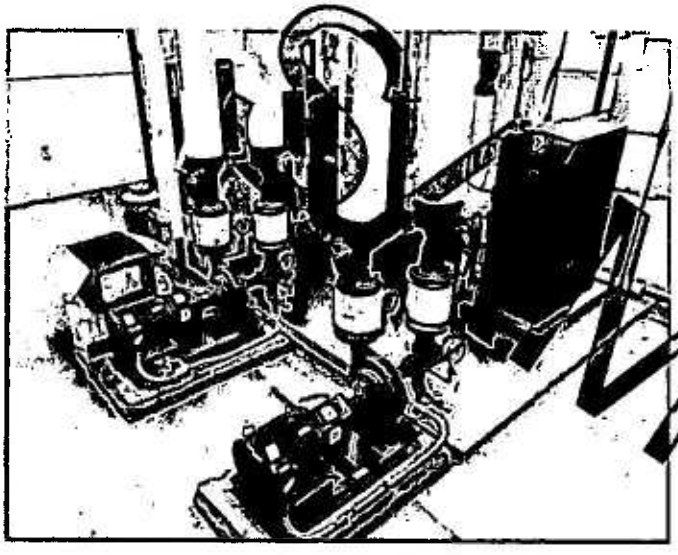
Photographic Overview



13 - GAS BOILERS

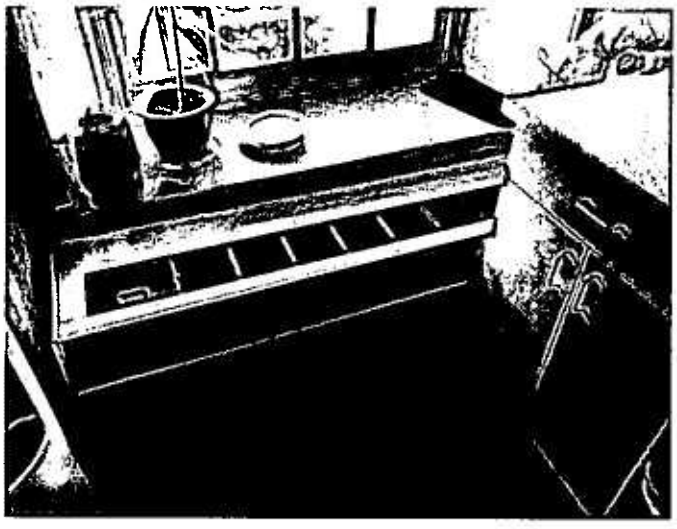


14 - AIR-COOLED CHILLERS



15 - DISTRIBUTION PUMPS

16 - AIR HANDLERS



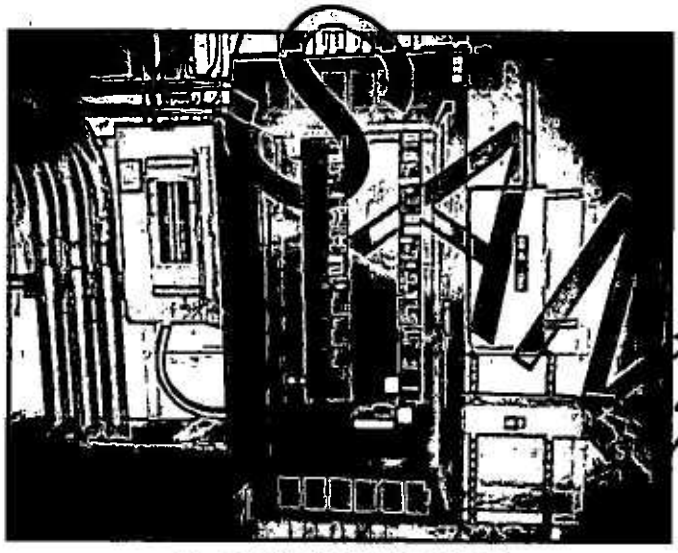
17 - HYDRONIC FAN COIL UNIT

18 - HYDRONIC UNIT HEATER

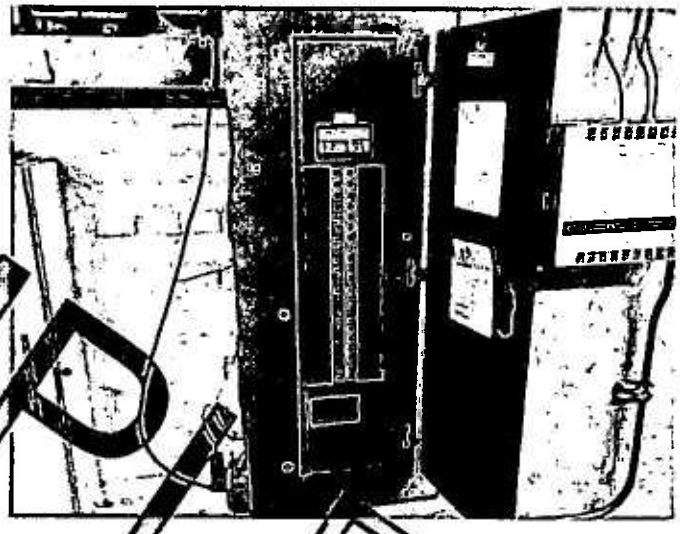
Photographic Overview

19.- HVAC HYDRONIC PIPING

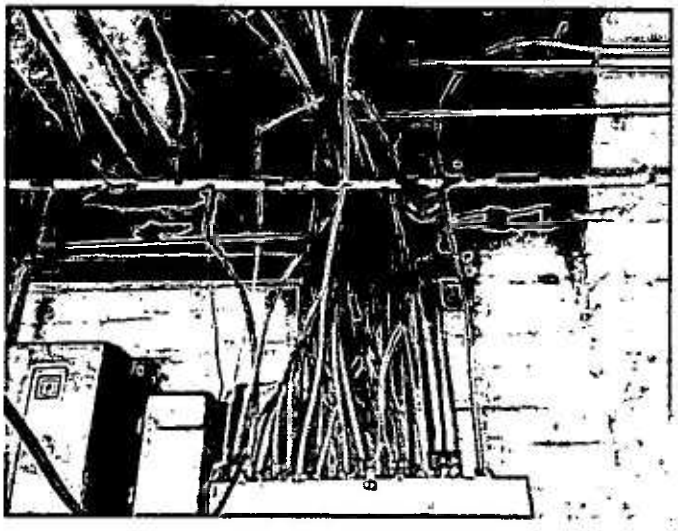
20 - HVAC DUCTWORK



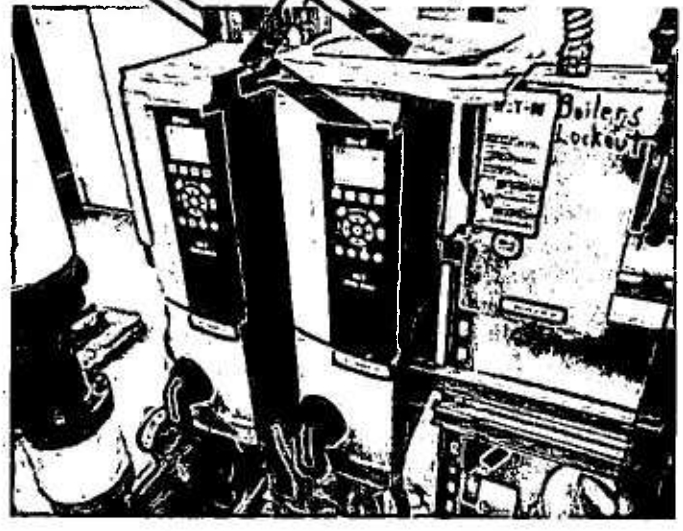
21 - MAIN SWITCHBOARD



22 - DISTRIBUTION PANEL

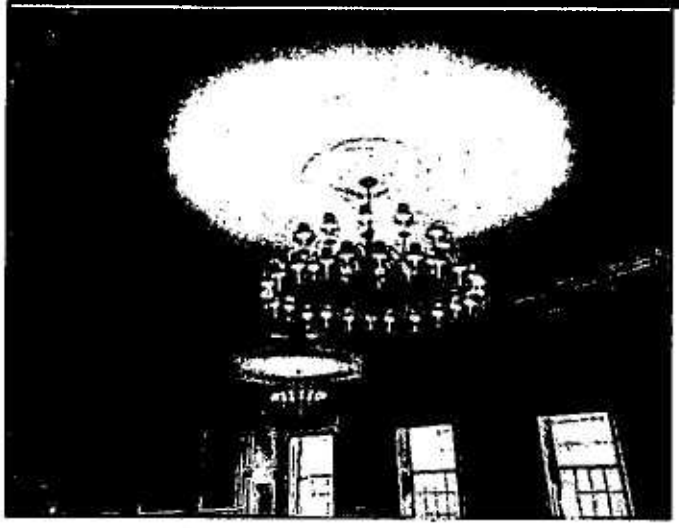


23 - ELECTRICAL WIRING

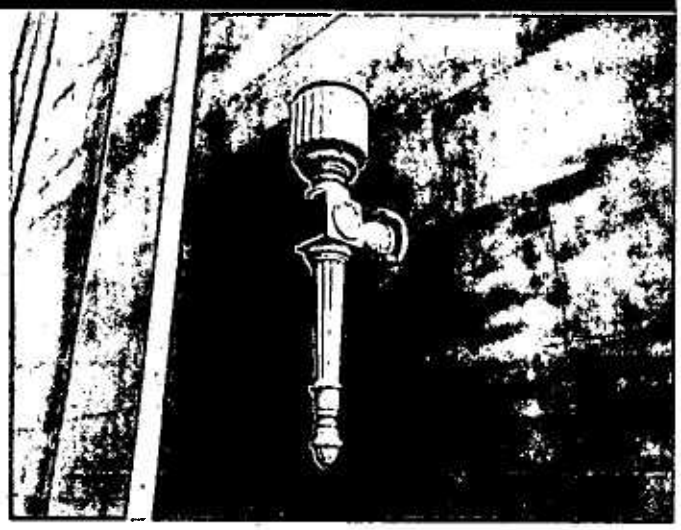


24 - VARIABLE FREQUENCY DRIVES

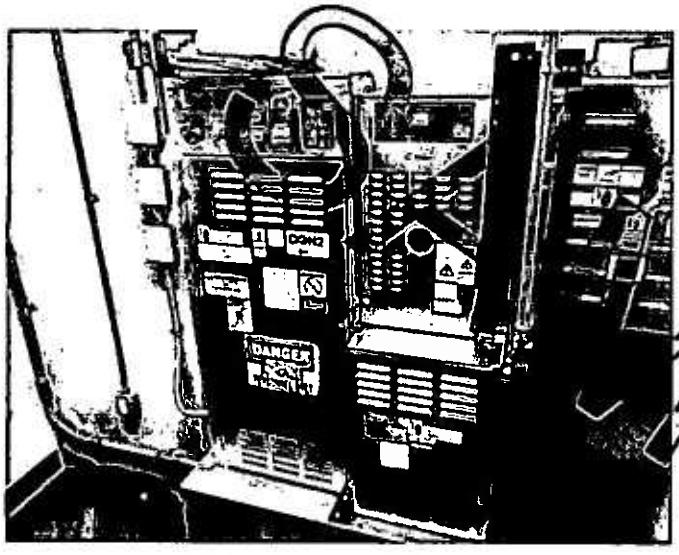
Photographic Overview



25 - INTERIOR LIGHTING



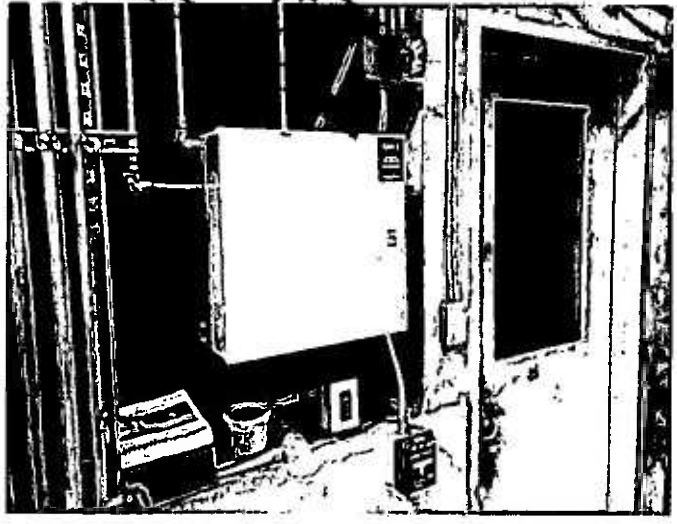
26 - EXTERIOR LIGHTING



27 - ELEVATOR MACHINERY

28 - ELEVATOR CAB FINISHES

29 - FIRE ALARM PANEL

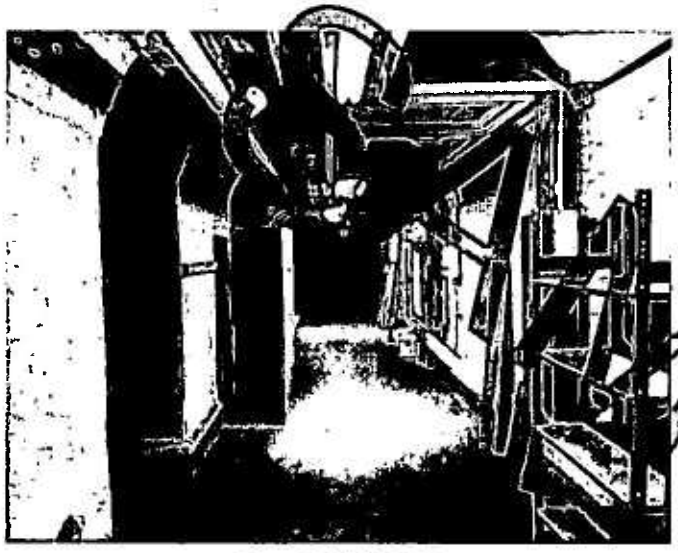


30 - FIRE ALARM SYSTEM COMPONENTS

Photographic Overview

31 - FIRE EXTINGUISHER

32 - SECURITY SYSTEM



33 - BASEMENT

34 - PUBLIC ENTRANCE LOBBY

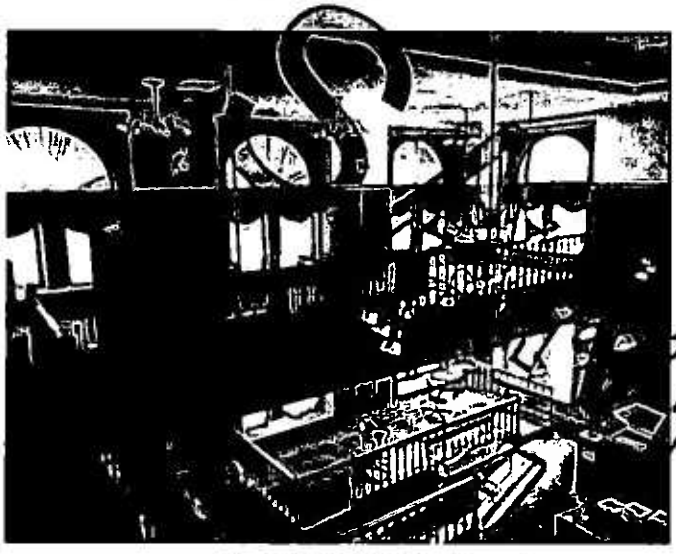
35 - F1 HALLWAY

36 - F1 KITCHENETTE

Photographic Overview

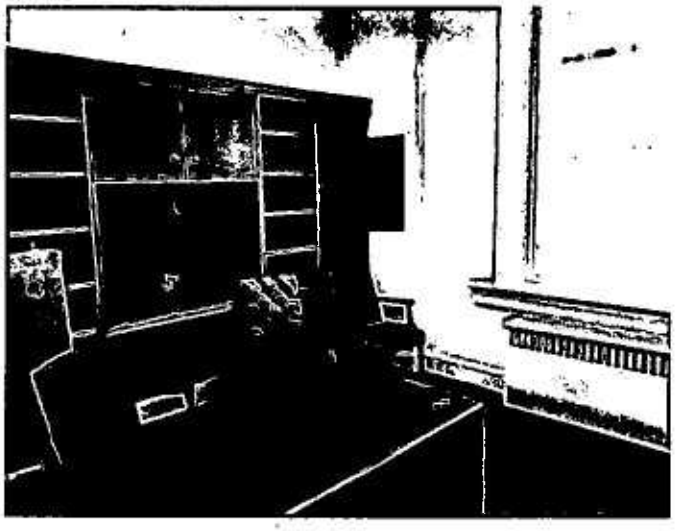
37 - COURTROOM 1

38 - HISTORIC COURTROOM 2

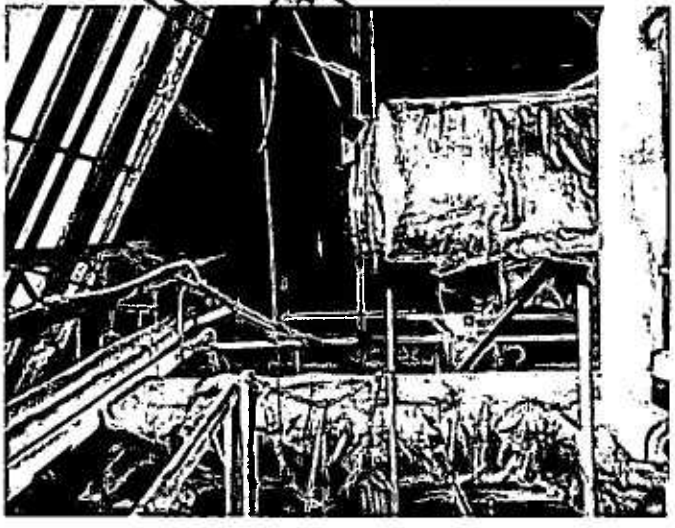


39 - COURTROOM 3

40 - COURTROOM 4



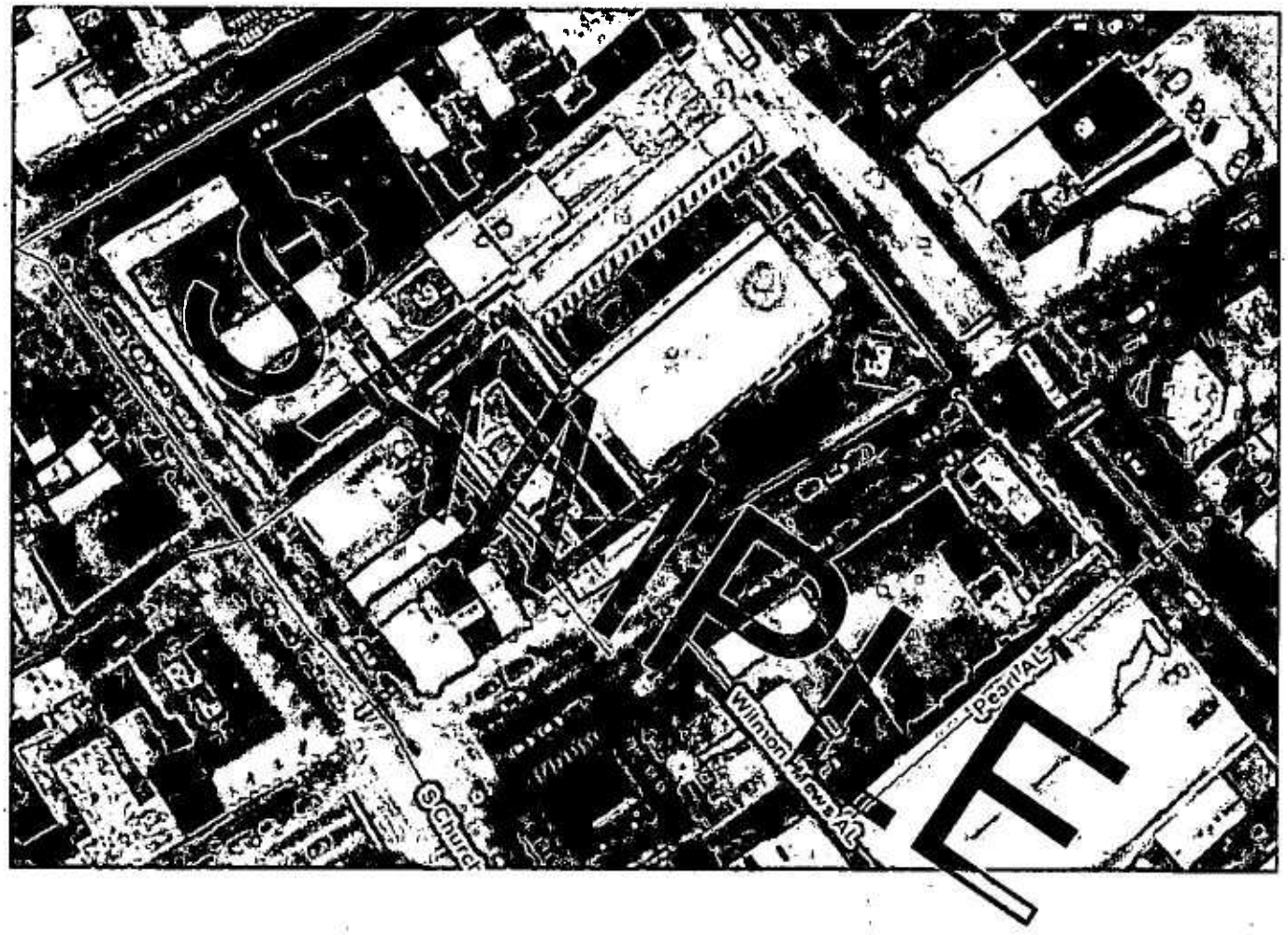
41 - JUDGE CHAMBERS OFF COURTROOM 4



42 - MECHANICAL PENTHOUSE

Appendix B:
Site Plan

Site Plan



Project Number	Project Name
149866.21R000-006.354	Historic Courthouse County of Chester
Source	**On-Site Date**
ChescoViews	December 13, 2021

BUREAU VERITAS

N

Appendix C:
Pre-Survey Questionnaire

County of Chester - FCA Audit
Pre-Survey Questionnaire

This questionnaire must be completed by the property owner, the owner's designated representative, or someone knowledgeable about the subject property. During the site visit, BV's Field Observer may ask for details associated with selected questions. This questionnaire will be utilized as an exhibit in BV's final report.

Name of Institution:	Chester County Historic Court House
Name of Building: Historic Court House	Building #: 21 West Market
Name of person completing questionnaire:	David Moove
Length of Association with the Property: 30 +	Phone Number: 610-344-6697

Site Information				
Year of Construction?	1800 +			
No. of Stories?	2 Floors			
Total Site Area?	Acres 1/2 Block ?			
Total Building Area?	Sqft 12,888 per Floor ?			
Parking	Open Parking	Enclosed Parking	Partly Enclosed Parking	Is parking Heated?
Parking Area?	N/A Sqft	N/A Sqft	N/A Sqft	N/A Yes /No
Area Heated (%)	1+2 Floors			
Area Cooled (%)	1+2 Floors % | Cooling Equipment Redundancy? N // N+1 // N+2 // >2N			
Total Conditioned Area (%)	100 % 1+2 Floors Not Basement			
Primary Heating System?	Gas Boilers			
Secondary Heating System?	N/A			
If Oil Used for Heating- Tank Capacity	N/A Gallons		No. of Tanks	
Primary Cooling System & Capacity?	N/A			
Do Any HVAC Systems Use? R-11, R-12 or R-22 Refrigerants?	N/A			

	Elec.	Natural Gas	Propane	No.2 Oil	Dist. Steam
Primary Heating Fuel?	☐	☑	☐	☐	☐
Secondary Heating Fuel?	☐	☐	☐	☐	☐
Domestic Water Heater Fuel?	☑	☐	☐	☐	☐

Building Occupancy/Schedule		
Facility Occupancy (avg. people ea. day)	50 + -	
After Hours Facility Occupancy (avg. people /day)	3 +	
Standard Staff Work Timing	9:30 AM/PM - : AM/PM	4:30
Maintenance Staff Hours	7:00 AM/PM - : AM/PM	
Number of Computers at Site		
Day	**Hours open to Public**	**Hours open to Staff**
Monday	10:30 AM/PM - 4:30 AM/PM	9:00 AM/PM - 4:30 AM/PM
Tuesday	8:30 AM/PM - 4:30 AM/PM	8:00 AM/PM - 4:30 AM/PM
Wednesday	8:30 AM/PM - 4:30 AM/PM	8:00 AM/PM - 4:30 AM/PM
Thursday	8:30 AM/PM - 4:30 AM/PM	8:00 AM/PM - 4:30 AM/PM
Friday	8:30 AM/PM - 4:30 AM/PM	8:00 AM/PM - 4:30 AM/PM
Saturday	: AM/PM - : AM/PM	: AM/PM - : AM/PM
Sunday	: AM/PM - : AM/PM	: AM/PM - : AM/PM

SAMPLE

County of Chester - FCA Audit
Pre-Survey Questionnaire

Number of Months the Facility Operates in a Year?	12 Months
Estimated Percentage of Male Staff and Guests	%

Inspections	Date of Last Inspection	List of Any Outstanding Repairs Required
1. Elevators	9-21	
2. HVAC Mechanical, Electric, Plumbing?		
3. Life-Safety/Fire?		
4. Roofs?		5 + years Painted

Key Questions	Response
Major Capital Improvements in Last 3 yrs.	
Planned Capital Expenditure for Next Year?	
Age of the Roof?	45 +
What bldg. Systems Are Responsibilities of Tenants? (HVAC/Roof/Interior/Exterior/Paving)	

Item	Qty	Selection	Utility Provider
# of Electric Meters			Peco
# of Nat. Gas Meters			Peco
# of Water Meters			
# of Backup Generator	NO	Diesel/Natural Gas	

Preventive Maintenance of Mechanical System		
Systems	Annual Professional Maintenance	Seldom or Never Maintained
Tenant Space Heating Systems (*Furnace/Boilers/Heat pumps*)	☑	☐
Tenant Space Cooling Systems (*Split /Window AC*)	☑	☐
Domestic Water Heaters	☑	☐

Building Appliances		
	Value	Additional Comments?
Percentage of Energy Star Certified Refrigerators		
Percentage of Refrigerators older than 8 years		
Cooking Range Type (Electric/Gas/Propane)		
Laundry System (Leased/Owned)		
No. of Washers		
No. of Dryers		

County of Chester - FCA Audit
Pre-Survey Questionnaire

Mark the column corresponding to the appropriate response. Please provide additional details in the Comments column, or backup documentation for any *Yes* responses. (NA indicates "*Not Applicable*", Unk indicates "*Unknown*")

	Question	Y	N	Unk	NA	Comments
	Zoning, Building Design & Life Safety Issues					
1	Are there any unresolved building, fire, or zoning code issues?		✓			
2	Is there any pending litigation concerning the property?			✓		
3	Are there any other significant issues/hazards with the property?		✓			
4	Are there any unresolved construction defects at the property?	✓				Columns ? High Street
5	Has any part of the property ever contained visible suspect mold growth?					Basement Under D.J
6	Is there a mold Operations and Maintenance Plan?					
7	Are there any recalled fire sprinkler heads (Star, GEM, Central, and Omega)?					
8	Have there been indoor air quality or mold related complaints from tenants?		✓			
	General Site					
9	Are there any problems with erosion, storm water drainage or areas of paving that do not drain?		✓			
10	Are there any problems with the landscape irrigation systems?		✓			
	Building Structure					
11	Are there any problems with foundations or structures?		✓			
12	Is there any water infiltration in basements or crawl spaces?		✓			
13	Has a termite/wood boring insect inspection been performed within the last year?			✓		? D

County of Chester - FCA Audit
Pre-Survey Questionnaire

BUILDING ENVELOPE						
Mark the column corresponding to the appropriate response. Please provide additional details in the Comments column, or backup documentation for any *Yes* responses. (NA indicates "*Not Applicable*", Unk indicates "*Unknown*")						
	QUESTION	Y	N	Unk	NA	COMMENTS
14	Are there any wall, or window leaks?	✓				Basement + 2nd Floor
15	Are there any roof leaks?		✓			
16	Is the roofing covered by a warranty or bond?		✓			
17	Are there any poorly insulated areas?		✓			
18	Is Fire Retardant Treated (FRT) plywood used?		✓			
19	Is exterior insulation and finish system (EIFS) or a synthetic stucco finish used?		✓			
	BUILDING HVAC AND ELECTRICAL					
20	Are there any leaks or pressure problems with natural gas service?		✓			
21	Does any part of the electrical system use aluminum wiring?		✓			
22	Do Commercial units have less than 200-Amp service?		✓			
23	Are there any problems with the utilities, such as inadequate capacities?		✓			
	ADA					
25	Has the management previously completed an ADA review?			✓		
26	Have any ADA improvements been made to the property?			✓		
27	Does a Barrier Removal Plan exist for the property?			✓		
28	Has the Barrier Removal Plan been approved by an arms-length third party?			✓		

County of Chester - FCA Audit
Pre-Survey Questionnaire

Mark the column corresponding to the appropriate response. Please provide additional details in the Comments column, or backup documentation for any *Yes* responses. (NA indicates *"Not Applicable"*, *Unk* indicates *"Unknown"*)

	QUESTION	Y	N	Unk	NA	COMMENTS
29	Has building ownership or management received any ADA related complaints?		✓			
30	Does elevator equipment require upgrades to meet ADA standards?		✓			
	PLUMBING					
31	Is the property served by private water well?		✓			
32	Is the property serviced by a private septic system or other waste treatment systems?		✓			
33	Is polybutylene piping used?		✓			
34	Are there any plumbing leaks or water pressure problems?		✓			

	Issues or Concerns that BV should Know About?
1.	
2.	
3.	

Items Provided to BV Auditors	Yes	No	N/A	Additional Comments?
Access to All Mechanical Spaces	☑	☐	☐	
Access to Roof/Attic Space	☑	☐	☐	
Access to Building As-Built Drawings	☐	☐	☐	
Site plan with bldg., roads, parking and other features	☐	☐	☐	
Access to last 12/24 Months Common Area Utility Data	☐	☐	☐	
Contact Details of Mech, Elevator, Roof, Fire Contractors:	☐	☐	☐	
Previous reports pertaining to the physical condition of property.	☐	☐	☐	
ADA survey and status of improvements implemented.	☐	☐	☐	
Current / pending litigation related to property condition.	☐	☐	☐	
Any brochures or marketing information.	☐	☐	☐	
Appraisal, either current or previously prepared.	☐	☐	☐	
Summary of Projects executed in last 5 years	☐	☐	☐	

Signature of person interviewed or completing form

Date

Appendix D:
Accessibility Review & Photos

Visual Checklist - 2010 ADA Standards for Accessible Design

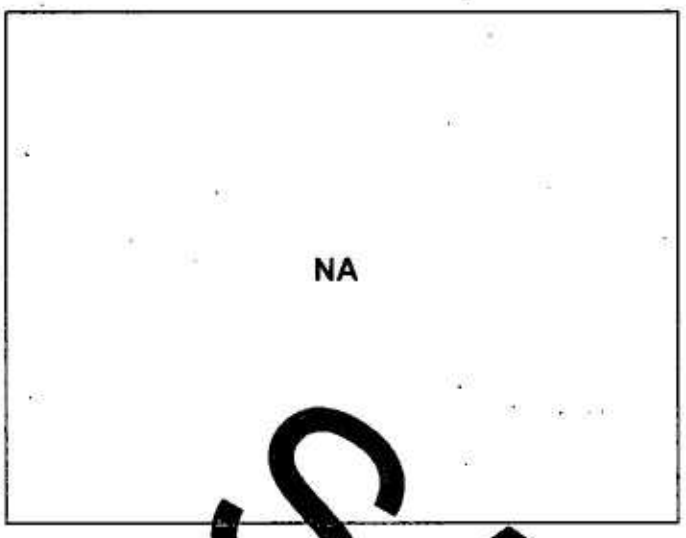
Property Name: Group - 1 Historic Courthouse - West Chester

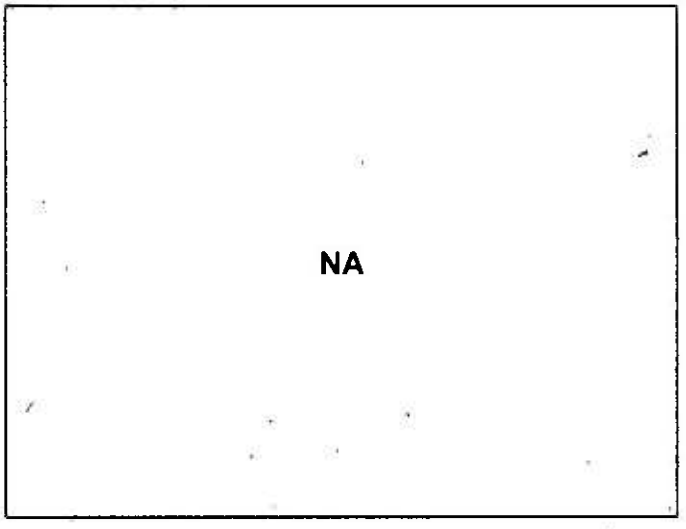
BV Project Number: 149866.21R000 - 006.354

Abbreviated Accessibility Checklist					
Facility History & Interview					
	Question	Yes	No	Unk	Comments
1	ADA: Has an accessibility study been performed at the site? If so, when?			X	
2	ADA: If a study has occurred, have the associated recommendations been addressed? In full or in part?			X	
3	ADA: Have there been regular complaints about accessibility issues, or previous or pending litigation?		X		

Abbreviated Accessibility Checklist

Parking





	Question	Yes	No	NA	Comments
1	Does the required number of standard ADA designated spaces appear to be provided ?			X	
2	Does the required number of van-accessible designated spaces appear to be provided ?			X	
3	Are accessible spaces on the shortest accessible route to an accessible building entrance ?			X	
4	Does parking signage include the International Symbol of Accessibility ?			X	
5	Does each accessible space have an adjacent access aisle ?			X	
6	Do parking spaces and access aisles appear to be relatively level and without obstruction ?			X	

Abbreviated Accessibility Checklist

Exterior Accessible Route

Accessible path to entrance

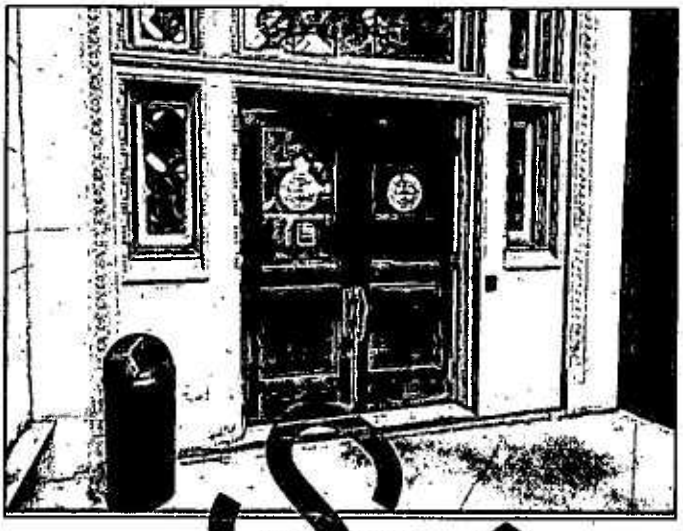
Ramp to entrance

	Question	Yes	No	NA	Comments
1	Is an accessible route present from public transportation stops and municipal sidewalks on or immediately adjacent to the property ?	X			
2	Does a minimum of one accessible route appear to connect all public areas on the exterior, such as parking and other outdoor amenities, to accessible building entrances ?	X			
3	Are curb ramps present at transitions through raised curbs on all accessible routes?			X	
4	Do curb ramps appear to have compliant slopes for all components ?			X	
5	Do ramp runs on an accessible route appear to have compliant slopes ?	X			
6	Do ramp runs on an accessible route appear to have a compliant rise and width ?	X			

7	Do ramps on an accessible route appear to have compliant end and intermediate landings ?	X			
8	Do ramps on an accessible route appear to have compliant handrails ?	X			

Abbreviated Accessibility Checklist

Building Entrances



Side entrance

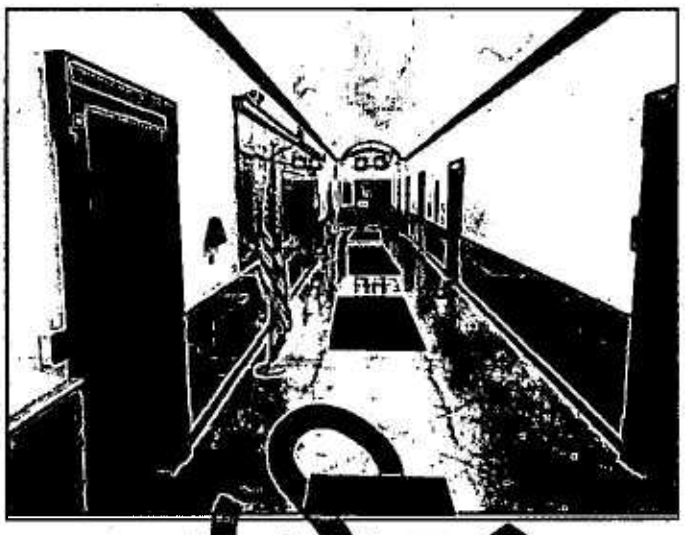
Door hardware

	Question	Yes	No	NA	Comments
1	Do a sufficient number of accessible entrances appear to be provided ?	X			
2	If the main entrance is not accessible, is an alternate accessible entrance provided?	X			
3	Is signage provided indicating the location of alternate accessible entrances ?		X		No directional signage to accessible side entrance
4	Do doors at accessible entrances appear to have compliant maneuvering clearance area on each side ?	X			
5	Do doors at accessible entrances appear to have compliant hardware ?	X			
6	Do doors at accessible entrances appear to have a compliant clear opening width ?	X			

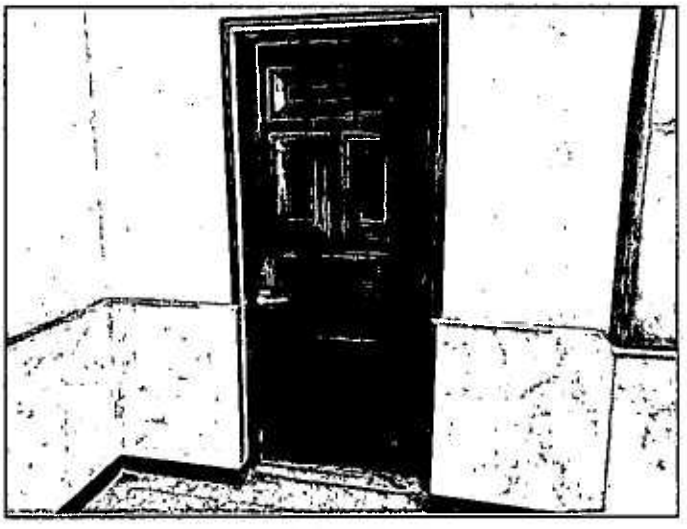
7	Do pairs of accessible entrance doors in series appear to have the minimum clear space between them ?			X	
8	Do thresholds at accessible entrances appear to have a compliant height ?	X			

Abbreviated Accessibility Checklist

Interior Accessible Route



Accessible interior hallway



Door with lever hardware

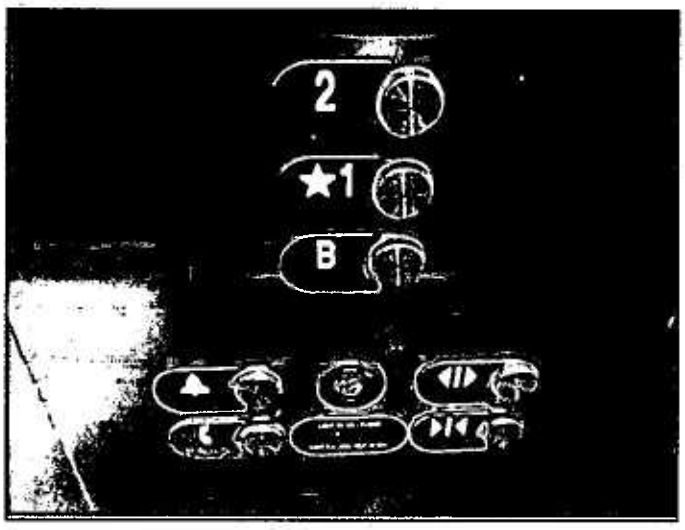
	Question	Yes	No	NA	Comments
1	Does an accessible route appear to connect all public areas inside the building ?	X			
2	Do accessible routes appear free of obstructions and/or protruding objects ?	X			
3	Do ramps on accessible routes appear to have compliant slopes ?			X	
4	Do ramp runs on an accessible route appear to have a compliant rise and width ?			X	
5	Do ramps on accessible routes appear to have compliant end and intermediate landings ?			X	
6	Do ramps on accessible routes appear to have compliant handrails ?			X	

7	Are accessible areas of refuge and the accessible means of egress to those areas identified with accessible signage ?			X	
8	Do public transaction areas have an accessible, lowered service counter section ?			X	
9	Do public telephones appear mounted with an accessible height and location ?			X	
10	Do doors at interior accessible routes appear to have compliant maneuvering clearance area on each side ?	X			
11	Do doors at interior accessible routes appear to have compliant hardware ?	X			
12	Do non-fire hinged, sliding, or folding doors on interior accessible routes appear to have compliant opening force ?	X			
13	Do doors on interior accessible routes appear to have a compliant clear opening width ?	X			

Abbreviated Accessibility Checklist

Elevators

Lobby looking at cabs (with doors open)



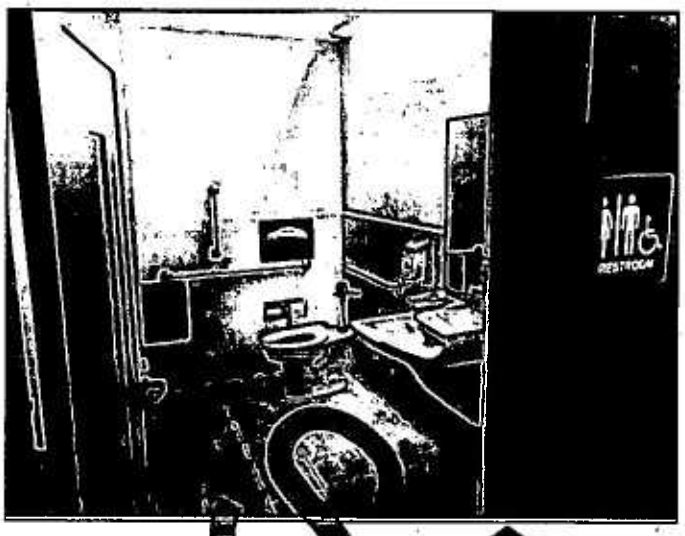
In-cab controls with emergency call button

	Question	Yes	No	NA	Comments
1	Are hallway call buttons configured with the "UP" button above the "DOWN" button?	X			
2	Is accessible floor identification signage present on the hoistway sidewalls on each level ?	X			
3	Do the elevators have audible and visual arrival indicators at the lobby and hallway entrances?	X			
4	Do the elevator hoistway and car interior appear to have a minimum compliant clear floor area ?	X			
5	Do the elevator car doors have automatic re-opening devices to prevent closure on obstructions?	X			
6	Do elevator car control buttons appear to be mounted at a compliant height ?	X			

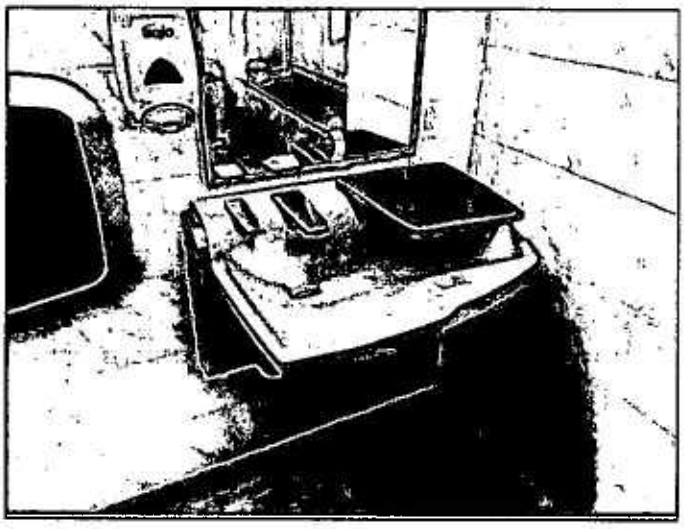
7	Are tactile and Braille characters mounted to the left of each elevator car control button ?	X			
8	Are audible and visual floor position indicators provided in the elevator car?	X			
9	Is the emergency call system on or adjacent to the control panel and does it not require voice communication ?	X			

Abbreviated Accessibility Checklist

Public Restrooms



Toilet room overview



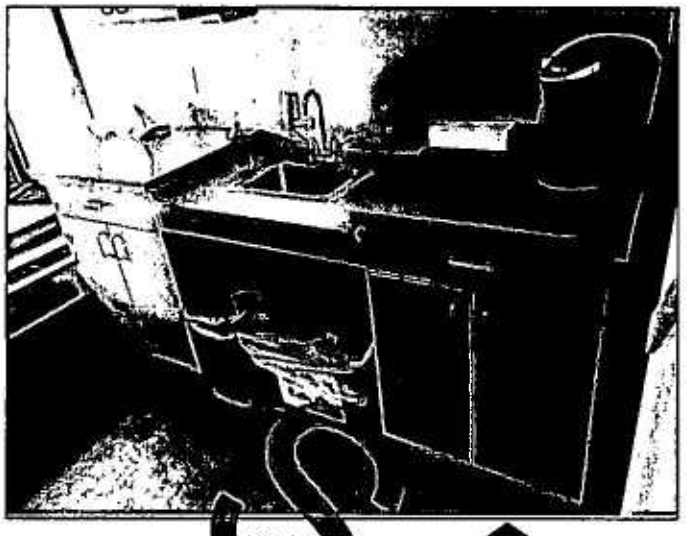
Sink with faucet and accessories

	Question	Yes	No	NA	Comments
1	Do publicly accessible toilet rooms appear to have a minimum compliant floor area ?	X			
2	Does the lavatory appear to be mounted at a compliant height and with compliant knee area ?	X			
3	Does the lavatory faucet have compliant handles ?	X			
4	Is the plumbing piping under lavatories configured to protect against contact ?	X			
5	Are grab bars provided at compliant locations around the toilet ?	X			
6	Do toilet stall doors appear to provide the minimum compliant clear width ?	X			

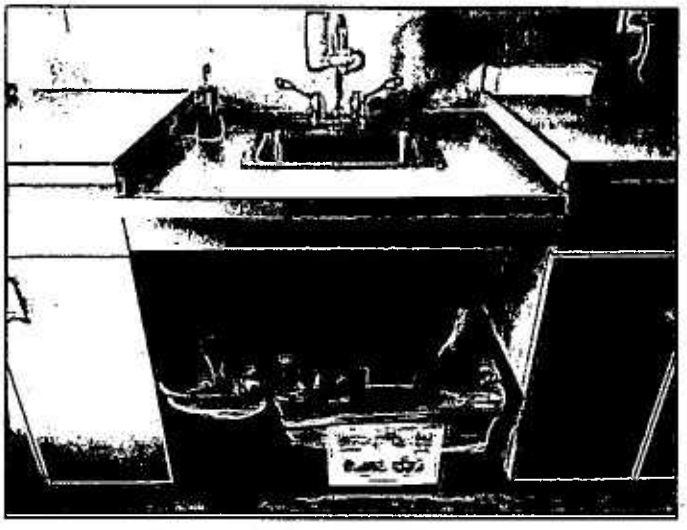
7	Do toilet stalls appear to provide the minimum compliant clear floor area ?	X			
8	Where more than one urinal is present in a multi-user restroom, does minimum one urinal appear to be mounted at a compliant height and with compliant approach width ?	X			
9	Do accessories and mirrors appear to be mounted at a compliant height ?	X			

Abbreviated Accessibility Checklist

Kitchens/Kitchenettes



Kitchenette area



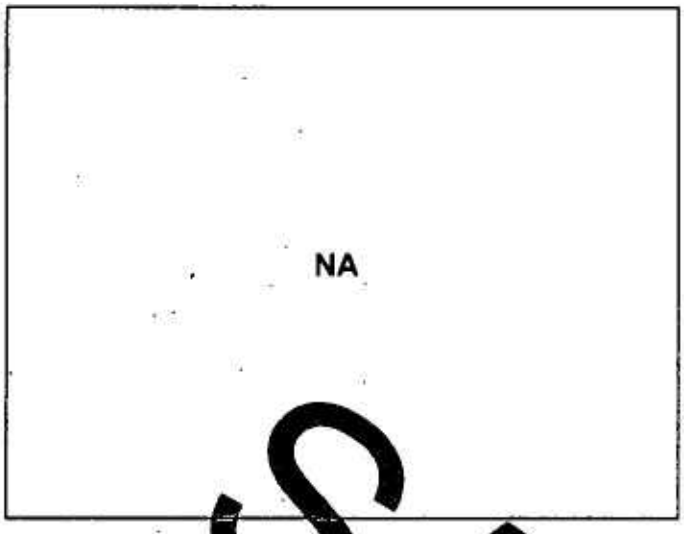
Roll-under sink

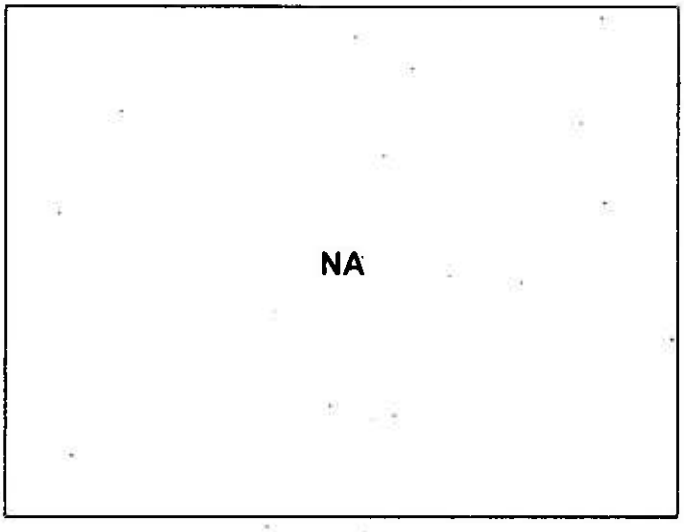
	Question	Yes	No	NA	Comments
1	Do kitchens/kitchenettes appear to have a minimum compliant path of travel or area of maneuverability ?	X			
2	Are the appliances centered for a parallel or forward approach with adequate clear floor space ?	X			
3	Is there an accessible countertop/preparation space of proper width and height ?	X			
4	Is there an accessible sink space of proper width and height ?	X			
5	Does the sink faucet have compliant handles ?	X			
6	Is the plumbing piping under the sink configured to protect against contact ?	X			

7	Are the cooktop/range controls front-mounted (or in a location that does not require reaching across the burners) ?			X	

Abbreviated Accessibility Checklist

Playgrounds & Swimming Pools





	Question	Yes	No	NA	Comments
1	Is there an accessible route to the play areas?			X	
2	Has the play area been reviewed for accessibility ?			X	
3	Are publicly accessible swimming pools equipped with an entrance lift ?			X	

Abbreviated Accessibility Checklist

Courtrooms

Overview of jury area

Overview of judge/witness area

	Question	Yes	No	NA	Comments
1	Is there an accessible route to the Jury Box?	X			
2	Does the Jury Box appear to have a minimum compliant floor area?	X			
3	Is there an accessible route to the Witness Stand?	X			
4	Does the Witness Stand appear to have a minimum compliant floor area?	X			
5	Is there an accessible route to the Court Clerk Station?	X			
6	Does the Court Clerk Station appear to have a minimum compliant floor area?	X			

7	Is there an accessible route to the Judge seating area?	X			
8	Does the Judge's seating area appear to have a minimum compliant floor area?	X			

Appendix E:
Component Condition Report

or	Poor	Exterior Walls, any surface, Clean
or	Fair	Window, Historical, Wood Historical, 28-40 SF, Restore
or	Fair	Window, Wood Historical, 28-40 SF, Restore
or	Fair	Window, Wood Historical, 16-25 SF, Restore
or	Fair	Window, Wood Historical, up to 15 SF, Restore
or	Fair	Exterior Door, Wood, Solid-Core Decorative High-End w/ Glazing
or	Good	Exterior Door, Steel, Standard
or	Fair	Exterior Door, Steel, Standard
	Fair	Roofing, Slate
	Fair	Roofing, Metal
	Fair	Roofing, Modified Bitumen
	Fair	Roofing, Single-Ply Membrane, EPDM
	Fair	Roof Skylight, per SF of glazing
ilding	Fair	Interior Door, Wood, Solid-Core Decorative High-End
ilding	Fair	Interior Door, Wood, Solid-Core
ilding	Fair	Interior Door, Steel, Fire-Rated at 90 Minutes or Over
ilding	Fair	Interior Door, Wood, Solid-Core
ilding	Fair	Suspended Ceilings, Acoustical Tile (ACT)

	Fair	Wall Finishes, Ceramic Tile
	Fair	Wall Finishes, Ceramic Tile
ilding	Fair	Wall Finishes, any surface, Prep & Paint
ilding	Fair	Wall Finishes, Historical, any surface, Prep & Paint
ilding	Fair	Flooring, Vinyl Tile (VCT)
	Fair	Flooring, Ceramic Tile
ilding	Poor	Flooring, Carpet, Commercial Standard
ilding	Fair	Flooring, Terrazzo
ilding	Fair	Flooring, Vinyl Sheeting
	Fair	Flooring, Ceramic Tile
ilding	Fair	Flooring, Carpet, Commercial Standard
ilding	Fair	Ceiling Finishes, any flat surface, Prep & Paint
ine room	Fair	Passenger Elevator, Hydraulic, 3 Floors, Renovate
ine room	Fair	Elevator Controls, Automatic, 1 Car
	Fair	Elevator Cab Finishes, Standard
	Fair	Sink/Lavatory, Wall-Hung, Vitreous China
ilding	Fair	Plumbing System, Supply & Sanitary, Medium Density (excludes fixtures)
	Fair	Backflow Preventer, Domestic Water [No tag/plate found]
	Fair	Sink/Lavatory, Wall-Hung, Vitreous China

2, utility closet	Fair	Water Heater, Electric, Residential [No tag/plate found]
	Fair	Toilet, Commercial Water Closet
	Fair	Urinal, Standard
	Fair	Toilet, Residential Water Closet
	Fair	Sink/Lavatory, Wall-Hung, Vitreous China
	Fair	Water Heater, Electric, Residential [No tag/plate found]
	Fair	Toilet, Commercial Water Closet
	Fair	Sink/Lavatory, Service Sink, Wall-Hung
	Fair	Urinal, Standard
	Fair	Sink/Lavatory, Vanity Top, Stainless Steel
	Fair	Pump, Sump
	Fair	Boiler, Gas, HVAC [Boiler 1]
	Fair	Boiler Supplemental Components, Expansion Tank [No tag/plate found]
	Fair	Boiler, Gas, HVAC [Boiler 2]
	Fair	Unit Heater, Hydronic
	Fair	Boiler Supplemental Components, Shot Feed Tank
	Fair	Chiller, Air-Cooled [2]
	Fair	Chiller, Air-Cooled [1]
	Fair	Pump, Distribution, HVAC Heating Water [No tag/plate found]
nthouse	Fair	Air Handler, Interior AHU, Easy/Moderate Access [AHU-2]

nthouse	Fair	Air Handler, Interior AHU, Easy/Moderate Access [AHU-3]
ilding	Fair	Variable Air Volume Unit, VAV Box
nthouse	Fair	Air Handler, Interior AHU, Easy/Moderate Access [AHU-1]
	Fair	Exhaust Fan, Roof or Wall-Mounted, 12" Damper [Inaccessible]
	Fair	Exhaust Fan, Roof or Wall-Mounted, 12" Damper [EF-4]
	Fair	Exhaust Fan, Roof or Wall-Mounted, 10" Damper [No tag/plate found]
	Fair	Exhaust Fan, Roof or Wall-Mounted, 12" Damper [EF-1]
nthouse	Fair	Exhaust Fan, Centrifugal, 12" Damper [FAN 2]
	Fair	Supplemental Components, Energy Recovery Unit (ERU) [ERU-1]
ilding	NA	Fire Suppression System, Full System Install/Retrofit, High Density/Complexity, Renovate
	Fair	Distribution Panel, 120/208 V [HBH]
nthouse	Fair	Distribution Panel, 120/208 V [PPB]
	Fair	Switchboard, 120/208 V [No tag/plate found]
nthouse	Fair	Variable Frequency Drive, VFD, by HP of Motor, Replace/Install [No tag/plate found]
	Fair	Variable Frequency Drive, VFD, by HP of Motor, Replace/Install [PUMP 3]
	Fair	Variable Frequency Drive, VFD, by HP of Motor, Replace/Install [PUMP 4]
nthouse	Fair	Variable Frequency Drive, VFD, by HP of Motor, Replace/Install [AHU-1 VFD-1]
nthouse	Fair	Variable Frequency Drive, VFD, by HP of Motor, Replace/Install [AHU-1 RETURN FAN]
nthouse	Fair	Variable Frequency Drive, VFD, by HP of Motor, Replace/Install [AHU-2 RETURN FAN]

	Fair	Fire Alarm Panel, Fully Addressable [No tag/plate found]
ilding	Fair	Fire Alarm System, Full System Upgrade, Standard Addressable, Upgrade/Install
	Fair	Casework, Countertop, Plastic Laminate
	Fair	Casework, Cabinetry, Hardwood Standard
or	Fair	Exterior Fixture w/ Lamp, any type, w/ LED Replacement
or	Fair	Exterior Fixture w/ Lamp, any type, w/ LED Replacement
or	Poor	Exterior Fixture w/ Lamp, any type, w/ LED Replacement
or	NA	Architectural Study, Building Envelope, Facade, Evaluate/Report

ort | Group - 1 Historic Courthouse - West Chester

	Condition	Asset/Component/Repair	Qua
t building	Fair	Flooring, Carpet, Commercial Tile	5
terior	NA	ADA Paths of Travel, Signage, Directional Wall-Mounted, Install	

ort | Group - 1 Historic Courthouse - West Chester / Electrification

tion	Condition	Asset/Component/Repair	Quant

Condition	Asset/Component/Repair	Qu
Fair	Artwork, Moderate Size/Value	
/s		
Fair	Sidewalk, Brick/Masonry Pavers	
Fair	Sidewalk, Brick/Masonry Pavers	
Fair	Retaining Wall, Brick/Stone	
Fair	Flagpole, Metal	
Good	Trash Receptacle, Portable/Light-Duty	
Fair	Pole Light Fixture w/ Lamps, any type 20' High, w/ LED Replacement, Replace/Install	
Fair	Exterior Fixture w/ Lamp, any type, w/ LED Replacement	

Appendix F:
FCA Replacement Reserves

rthouse - West Chester	$61,554	$0	$11,437	$236,322	$147,173	$167,085	$94,415	$116,193	$495,705	$275,036
	$0	$0	$0	$0	$0	$1,000	$0	$0	$0	$0
	$61,554	$0	$11,437	$236,322	$147,173	$168,084	$94,415	$116,193	$495,705	$275,036

Courthouse - West Chester

st Description	Lifespan (EUL)	EAge	RUL	Quantity	Unit	Unit Cost *	Subtotal	2022	2023	2024	2025	2026	2027	2028
terior Walls, any surface, Clean	0	0	0	1000	SF	$4.85	$4,851	$4,851						
ndow, Wood Historical, 16-25 SF, Restore	30	22	8	53	EA	$3,880.80	$205,682							
ndow, Wood Historical, up to 15 SF, Restore	30	20	10	42	EA	$2,479.40	$104,135							
terior Door, Wood, Solid-Core Decorative High-End w/ Glazing, Replace	25	16	9	5	EA	$4,980.36	$24,902							
ofing, Modified Bitumen, Replace	20	13	7	865	SF	$10.78	$9,325							
ofing, Single-Ply Membrane, EPDM, Replace	20	10	10	150	SF	$11.86	$1,779							
spended Ceilings, Hard Tile, Replacement w/ ACT, Replace	25	18	7	4000	SF	$3.77	$15,092							$
spended Ceilings, Acoustical Tile (ACT), Replace	25	16	9	5000	SF	$3.77	$18,865							
let Partitions, Metal, Replace	20	13	7	4	EA	$916.30	$3,665							
ll Finishes, Historical, any surface, Prep & Paint	10	6	4	30000	SF	$3.56	$106,722					$106,722		
ll Finishes, any surface, Prep & Paint	10	4	6	20000	SF	$1.62	$32,340							$32,340
oring, Vinyl Tile (VCT), Replace	15	13	2	2000	SF	$5.39	$10,780			$10,780				
oring, Vinyl Sheeting, Replace	15	5	10	200	SF	$7.55	$1,509							
oring, Carpet, Commercial Standard, Replace	10	10	0	3000	SF	$8.09	$48,510	$48,510						
oring, Carpet, Commercial Standard, Replace	10	5	5	10000	SF	$8.09	$80,850						$80,850	
oring, Carpet, Commercial Tile, Replace	10	4	6	5000	SF	$7.01	$35,035							$35,035
iling Finishes, any flat surface, Prep & Paint	10	5	5	17000	SF	$2.16	$36,652						$36,652	
vator Cab Finishes, Standard, Replace	15	7	8	1	EA	$9,702.00	$9,702							
ter Heater, Electric, Residential, Replace	15	11	4	2	EA	$700.70	$1,401					$1,401		
ter Heater, Electric, Residential, Replace	15	9	6	1	EA	$700.70	$701							$701
ter Heater, Electric, Residential, Replace	15	7	8	1	EA	$970.20	$970							
k/Lavatory, Wall-Hung, Vitreous China, Replace	30	25	5	2	EA	$1,617.00	$3,234						$3,234	
let, Residential Water Closet, Replace	30	25	5	2	EA	$754.60	$1,509						$1,509	
k/Lavatory, Wall-Hung, Vitreous China, Replace	30	22	8	4	EA	$1,617.00	$6,468							
let, Commercial Water Closet, Replace	30	22	8	4	EA	$1,401.40	$5,606							
nal, Standard, Replace	30	22	8	4	EA	$1,185.80	$4,743							
nking Fountain, Wall-Mounted, Bi-Level, Replace	15	6	9	2	EA	$1,617.00	$3,234							
k/Lavatory, Vanity Top, Stainless Steel, Replace	30	21	9	1	EA	$1,293.60	$1,294							
mp, Sump, Replace	15	8	7	1	EA	$4,603.06	$4,603							

pplemental Components, Energy Recovery Unit (ERU), Replace	0	10	* 0	1	EA	$16,170.00	$16,170							$16,170			
e Suppression System, Full System Install/Retrofit, High Density/Complexity, Renovate	40	37	3	28660	SF	$7.55	$216,268					$216,268					
tribution Panel, 120/208 V, Replace	30	26	4	1	EA	$6,468.00	$6,468						$6,468				
riable Frequency Drive, VFD, by HP of Motor, Replace/Install	20	15	5	1	EA	$5,713.40	$5,713							$5,713			
riable Frequency Drive, VFD, by HP of Motor, Replace/Install	20	11	9	1	EA	$5,713.40	$5,713										
riable Frequency Drive, VFD, by HP of Motor, Replace/Install	20	11	9	1	EA	$5,713.40	$5,713										
riable Frequency Drive, VFD, by HP of Motor, Replace/Install	20	11	9	1	EA	$10,780.00	$10,780										
riable Frequency Drive, VFD, by HP of Motor, Replace/Install	20	11	9	1	EA	$5,713.40	$5,713										
riable Frequency Drive, VFD, by HP of Motor, Replace/Install	20	11	9	1	EA	$5,713.40	$5,713										
erior Lighting System, Full Upgrade, High Density & Standard Fixtures, Replace	20	12	8	28660	SF	$5.39	$154,477										
curity/Surveillance System, Full System Upgrade, Average Density, Replace	15	8	7	28660	SF	$2.16	$61,791										$
e Alarm Panel, Fully Addressable, Replace	15	11	4	1	EA	$16,170.00	$16,170						$16,170				
e Alarm System, Full System Upgrade, Standard Addressable, Upgrade/Install	20	11	9	28660	SF	$3.23	$92,686										
sework, Countertop, Plastic Laminate, Replace	15	5	10	6	LF	$53.90	$323										
sework, Cabinetry, Hardwood Standard, Replace	20	10	10	6	LF	$323.40	$1,940										
terior Fixture w/ Lamp, any type, w/ LED Replacement, Replace	20	20	0	1	EA	$431.20	$431	$431									
terior Fixture w/ Lamp, any type, w/ LED Replacement, Replace	20	11	9	2	EA	$948.64	$1,897										
terior Fixture w/ Lamp, any type, w/ LED Replacement, Replace	20	11	9	12	EA	$646.80	$7,762										
chitectural Study, Building Envelope, Façade, Evaluate/Report	0	0	0	1	EA	$7,546.00	$7,546	$7,546									
A Paths of Travel, Signage, Directional Wall-Mounted, Install	0	0	0	1	EA	$215.60	$216	$216									
								$61,554	$0	$10,780	$216,268	$130,761	$144,129	$79,071	$		
								$61,554	$0	$11,437	$236,322	$147,173	$167,085	$94,415	$1		

ription	Lifespan (EUL)	EAge	RUL	Quantity	Unit	Unit Cost	*Subtotal	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032D
xture w/ Lamp, any type, w/ LED Replacement, Replace	20	15	5	2	EA	$431.20	$862						$862					
								$0	$0	$0	$0	$0	$862	$0	$0	$0	$0	$0
								$0	$0	$0	$0	$0	$1,000	$0	$0	$0	$0	$0

Appendix G:
Equipment Inventory List

or ols	Automatic, 1 Car		Replace	Elevator machine room				2013
nger or	Hydraulic, 3 Floors	2500 LB	Renovate	Elevator machine room				2013

onent ption	Attributes	Capacity	Action	Location Detail	Manufacturer	Model	Serial	Dataplate Y
Heater	Electric, Residential	19 GAL	Replace	District court, F1, admin	Inaccessible	Inaccessible	Inaccessible	2013
Heater	Electric, Residential	19 GAL	Replace	District court, F2, utility closet	Inaccessible	Inaccessible	Inaccessible	
Heater	Electric, Residential	50 GAL	Replace	Basement	Bradford White	M250S6DS-1NCWW	LM35482736	2015
ow ater	Domestic Water	2 IN	Replace	Basement	Apollo Valves	DC4A	478929	
	Sump	3 HP	Replace	Boiler room				

onent ption	Attributes	Capacity	Action	Location Detail	Manufacturer	Model	Serial	Dataplate Y
	Electric, HVAC, 147 KW		Replace					
[Boiler 1]	Gas, HVAC	500 MBH	Replace	Boiler room	Knight	KBN501	K11H10203586	2008
[Boiler 2]	Gas, HVAC	500 MBH	Replace	Boiler room	Knight	KBN501	K11H10205569	2008
eater	Hydronic	20 MBH	Replace	Boiler room				2011
emental onents	Expansion Tank	60 GAL	Replace	Boiler room	Bell & Gossett	No tag/plate found	239663	2012
[1]	Air-Cooled	60 TON	Replace	Roof	Carrier	30RAP0605DAG8FC4	1212Q44579	2012
[2]	Air-Cooled	60 TON	Replace	Roof	Carrier	30RAP0605DAG8FC4	1212Q44582	2012
oil Unit	Hydronic Terminal	200 - 400 CFM	Replace	Throughout building				2012
	Distribution, HVAC Heating Water	3 HP	Replace	Boiler room	Bell & Gossett	1510 BF 7.75	No tag/plate found	2012

	Access							
le Air e Unit	VAV Box	401 - 800 CFM	Replace	Throughout building				2012
st Fan [EF-	Roof or Wall-Mounted, 12" Damper	766 CFM	Replace	Roof	Cook	100 ACEH 100C15DH	076SE10779-00/0000701	2012
st Fan [EF-	Roof or Wall-Mounted, 12" Damper	766 CFM	Replace	Roof	Cook	100 ACEH 100C15DH	076SE10779-00/0003101	2012
st Fan :]	Centrifugal, 12" Damper	785 CFM	Replace	Mechanical penthouse	Champion	No tag/plate found	19578-2	
st Fan	Roof or Wall-Mounted, 12" Damper	501 - 1000 CFM	Replace	Roof	Inaccessible	Inaccessible	Inaccessible	2012
st Fan	Roof or Wall-Mounted, 10" Damper	500 CFM	Replace	Boiler room	Cook	No tag/plate found	No tag/plate found	2012
emental onents 1]	Energy Recovery Unit (ERU)		Replace	Basement	RenewAire	No tag/plate found	No tag/plate found	2012

onent ption	Attributes	Capacity	Action	Location Detail	Manufacturer	Model	Serial	Dataplate Y
nboard	120/208 V	1200 AMP	Replace	Basement	Square D	No tag/plate found	No tag/plate found	2011
bution	277/480 V, 400 AMP		Install					
bution [HBH]	120/208 V	400 AMP	Replace	Basement	Siemens	No tag/plate found	No tag/plate found	1992
bution [PPB]	120/208 V	400 AMP	Replace	Mechanical penthouse	Square D	No tag/plate found	No tag/plate found	2014
le ency Drive 1 RETURN	VFD, by HP of Motor	5 HP	Replace/Install	Mechanical penthouse	Allen Bradley	No tag/plate found	CB017N0W2070002	2012
le	VFD, by HP of	20 HP	Replace/Install	Mechanical	Trane	No tag/plate found	No tag/plate found	2012

ıle ency Drive ' 4]	VFD, by HP of Motor	3 HP	Replace/Install	Boiler room	Danfoss	Inaccessible	Inaccessible	2012

ɔnent ption	Attributes	Capacity	Action	Location Detail	Manufacturer	Model	Serial	Dataplate Y
larm Panel	Fully Addressable		Replace	Basement	SimplexGrinnell	4100+	No tag/plate found	2012

Appendix H:
Energy Conservation Measures Checklist

Category	ECM Description	NA	In Place	Evaluate
Envelope	Add Reflective Coating To Exterior Windows			✓
Envelope	Upgrade Exterior Windows			✓
Envelope	Upgrade Wall Insulation	✓		
Envelope	Upgrade Attic Insulation			✓
Envelope	Air seal Bldg. Control External Air Leakage			✓
Envelope	Install Rapid Closing Overhead Doors -Warehouse/loading dock	✓		
Envelope	Install Reflective Insulation Between Radiators And External Wall	✓		
Pump /Fan Motors	High Efficiency Motors - Circulation Pumps	✓		
Pump /Fan Motors	VFD on AHU and Pump Motors		✓	
Pump /Fan Motors	High Efficiency Motors - Cooling Towers	✓		
Controls	Install Building Energy Management System	✓		
Controls	Upgrade Pneumatic to DDC for Building Controls	✓		
Controls	Install Self Learning Programmable Thermostats	✓		
Controls	Upgrade Older Building Energy Management Systems	✓		
Controls	Install Thermostatic Radiator Valve (TRV) controls for Steam Radiators	✓		
Controls	Timers on Building Exhaust Fans	✓		
Controls	Re-Commission The Building & Its Control Systems	✓		
Motors	High Efficiency Motors - AHU/RTU		✓	
Air Handling	Outside Air Control Through Co2 Sensors in AHU		✓	
Air Handling	Steam Clean AHU Fan Coils		✓	
Air Handling	Replace Rooftop Package Unit	✓		
Air Handling	Insulate Air Ducts	✓		
Air Handling	Install Energy Recovery Wheels		✓	
Cooling	Install SEER 18+ Split Air Conditioning Systems	✓		
Cooling	Install SEER 18+ Ductless Split Air Conditioning System	✓		
Cooling	Install EER 10+ Through the Window AC Units	✓		
Cooling	Install Chilled Water Reset Control		✓	
Cooling	Upgrade Chillers /Cooling Systems		✓	
Cooling	Insulate Refrigerant Lines		✓	
Heating	Install High Efficiency Boilers		✓	
Heating	Install Condensing Furnaces	✓		
Heating	Install Radiant Heat in Warehouse	✓		
Heating	Replace Defective Steam Traps	✓		
Heating	Repair / Install Hot Water Pipe Insulation		✓	
Heating	Repair /Install Insulation on Hot Surface Appl. Tanks		✓	
Heating	Replace Unit Electric Heaters with Natural Gas Fired Unit Heaters	✓		
Heating	Upgrade Electric Heating System To Heat Pumps	✓		
DWH	Upgrade Domestic Water heaters		✓	
DWH	Setback loop on Circulation Pump	✓		
DWH	Lower DWH Setpoint to 122F			
Lighting	Upgrade Incandescent/CFL to LED			✓
Lighting	Upgrade Linear Fluorescent to LED			✓
Lighting	Install Automatic Lighting Controls			✓
Lighting	EXIT Signs to LED			✓
Lighting	Bilevel in Hallways & Stairwell	✓		
Lighting	Exterior Lights to LED			✓
Appliances /Vending	Energy Star Refrigerators in Breakrooms / Community Rooms		✓	
Appliances /Vending	Replace Existing Freezers With High Efficiency Freezers	✓		
Appliances /Vending	Install Front Load Commercial / Residential Washers	✓		
Appliances /Vending	Install Energy Savers on Vending, Snack Machines	✓		
Plumbing	Install 1.5GPM Low Flow Shower Heads	✓		
Plumbing	Install 0.5 Low Flow Faucet Aerators in Restrooms			✓
Plumbing	Install 1.5GPM Aerator in Kitchen/ Break Rm. Faucets			✓
Plumbing	Install 1.0GPM Low Flow Flush Tank Toilets			✓
Plumbing	Install 0.125GPF Urinals			✓
Plumbing	Retrofit Commercial Toilets to Dual Flush			✓
Utility Metering	Install Sub-meters For Electric / Water	✓		
Utility Metering	Disconnect & Reconcile Multiple Utility Meters	✓		
Irrigation	Install Smart Irrigation System			

Key

NA	Measure not applicable for the given facility
In Place	Measure has already been implemented at the given facility
Evaluate	Measure is applicable and should be evaluated for financial feasibility for the given facility

Appendix I:
Electrification

								$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$113,782	$0

	Lifespan (EUL)	EAge	RUL	Quantity	Unit	Unit Cost *	Subtotal	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	
VAC, 147 KW, Replace	25	9	16	2	EA	$22,638.00	$45,276																	$4
, 277/480 V, 400 AMP, Install	30	14	16	1	EA	$25,629.45	$25,629																	$2
								$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$7
								$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$11

quire replacement until 2038.

dun & bradstreet

Dun & Bradstreet's Risk Analytics Bureau Veritas Technical Assessments LLC

D-U-N-S # 15-534-2553

10461 Mill Run Cir Ste 1100

Owings Mills, Maryland, 21117-4206, US

08-Apr-2024

Summary

Entity Details

D-U-N-S	**15-534-2553**	Tradestyles	**EMG.**	Data Package	**Core**
Address	**10461 Mill Run Cir Ste 1100, Owings Mills, Maryland, 21117-4206, US**	Primary SIC	**8748-Business consulting services**	In Portfolio	**Yes**
		Third Party ID	**—**	Type	**Global Ultimate, Domestic Ultimate, Parent/Headquarters**
Phone	**(1) 410-785-6200**	Date Added	**08-Apr-2024**	Status	**Active**
Website	**—**				
Tags	AllThirdParties				

Company Overview

Total Employees	**450**
Year Started	**2003**
Stock Ticker & Exchange	**—**
Management Control Year	**2003**

Predictive Scores

Supplier Stability Indicator (SSI): **10** (Low (0) – High (10))

Supplier Evaluation Risk Rating (SER): **8** (Low (1) – High (9))

Corporate Linkage

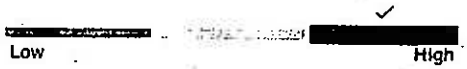
Global Ultimate	**15-534-2553 - Bureau Veritas Technical Assessments LLC**
Domestic Ultimate	**15-534-2553 - Bureau Veritas Technical Assessments LLC**
Parent	**—**
Headquarters	**—**

Public Filings

Bankruptcy	**—**
Claims	**—**
Judgments	**Yes / 1 Open** (Last changed: 12-Jul-2019)
Liens	**Yes / 6 Open** (Last changed: 12-Jun-2020)
Suits	**Yes / 1 Open** (Last changed: 08-Sep-2014)
Event Filings (UCC)	**Yes** (Last changed: 01-Jul-2021)

COMPOSITE RISK SCORECARD CLASS

Current score



Government Indicators

Exclusion	–
GCL	–
US EPA	–
US OSHA	–
CA EPA	–

Diversity

Identified Woman Owned	–
Identified Minority Owned	–
Identified Veteran Owned	–
Certified Small Business	Yes

Special Events

Disaster	–
Operations	–
Other Special Events	–

Financial Characteristics

Statement Date	–
Currency	–
Annual Sales	–
Units	–
Net Income	–

Commodity Classification

NAICS Code	541620
Description	Environmental Consulting Services
SIC Codes	8748
Description	Business consulting services

Principals

Name	Title
Natalia Schuman	Chief Executive Officer
CLAUDE LIMOGES	Chief Executive Officer

NESTOR BENAVIDES **President**

Ultimate Beneficial Owner

Upgrade to Core+ to view the data

Screening

Custom Fields

News

GENERAL INDUSTRY

Presenting EMG's Second Annual Streaming Automotive Summit 2024-03-15T21:48:42.000Z

Source:

EMG, a provider of streaming advertising measurement and optimization solutions for the retail automotive industry, will host its inaugural Streaming

Company Overview

Overview

Annual Sales - Modelled (in SingleUnits)	Total employees	Employees here	Congressional District	Small Business (SBA Size Standard) Indicator
USD 49,770,897	450	350	02	—

Date: 05-Feb-2023

Company name	**Bureau Veritas Technical Assessments LLC**
Former Primary Name	—
Doing business as	—
Tradestyles	**EMG**
Street address	**10461 Mill Run Cir Ste 1100, Owings Mills, Maryland. 21117-4206, US**
Mailing address	—
Latitude - Longitude	**39.406743, -76.794362**
Type	**Parent/Headquarters**
Business Type	**Limited Liability Company**
Corporation type	—
Single location	**No**
Phone	**(1) 410-785-6200**
Company Email	—
Website	—
D-U-N-S number	**15-534-2553**
Parent D-U-N-S number	—
Stock symbol	—
National ID	**1RHL6**
Primary SIC	**8748 - Business consulting services**
Importer	**No**
Exporter	**No**
Default currency	**USD**
Line of business	**Business consulting services**
Facilities	**Leases**
Year started	**2003**
Present management control	**21 year(s)**
Officers	**NATALIA SCHUMAN, Chief Executive Officer**
	CLAUDE LIMOGES, Chief Executive Officer
	NESTOR BENAVIDES, President
	ROBIN COOK, Chief Operating Officer
	TIMOTHY MAINS, Executive Vice-President

Operations

Provides business consulting services, specializing in environmental services. Operates as a real estate agent and manager, specialized as a real estate manager.

Branches

The business has branch(es) division(s); detailed branch information is available in Dun & Bradstreet's linkage or family tree products

Subsidiaries

The business has subsidiary(ies); detailed subsidiary information is available in Dun & Bradstreet's linkage or family tree products

Preferred Business Registration

Registered Name	**BUREAU VERITAS TECHNICAL ASSESSMENTS LLC**
Former Registered Name	–
Registered Address	–
Business Type/Legal Form	**Limited Liability Company**
Corporation type	–
Franchise Type	–
Date incorporated	–
State of incorporation	**MD**
Filing date	–
Registraion ID	**W07159270**
Registration number type	**Business Registration Number (US)**
Status	–
Where Filed	**MD**
Registered agent	–

All Business Registrations/National ID

1RHL6	**Commercial And Government Entity Code**
52-1486735	**Federal Taxpayer Identification Number (US)**
W07159270	**Business Registration Number (US)**
ZJQFFPPKZXK3	**US General Services Administration Unique Entity Identifier**

Activities

Business consulting services, Real estate agent/manager

Summary

No data available

INDUSTRY CODES

US 1987 SIC Code

8748 - Business consulting services

D&B STANDARD INDUSTRY CODE

87489905 - Environmental consultant

NORTH AMERICAN INDUSTRY CLASSIFICATION(NAICS)

541620 - Environmental Consulting Services

NACE Revision 2

7022 - Business and other management consultancy activities

D&B Standard Major Industry Code

I - Services

United Nations Standard Products and Services Code

80100000 - Management advisory services

80131801 - Property management

Stock Exchanges

No data available

Regulations

No data available

Competitors

No data available

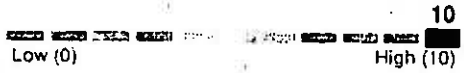
Third Party Assessment

No data available

Predictive Scores

Supplier Stability Indicator (SSI)

Current SSI Score

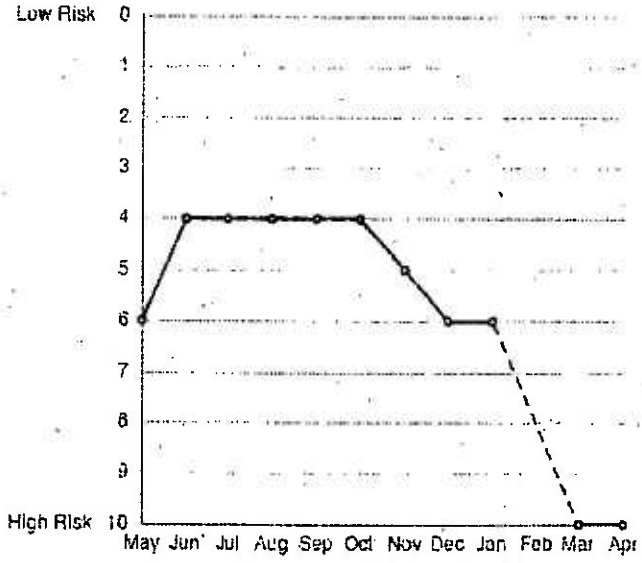


SSI Level of Insight **ROBUST PREDICTION**

SSI Data Depth **Financials Only**

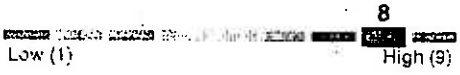
Commentary —

SSI 12-month summary



Supplier Evaluation Risk Rating (SER)

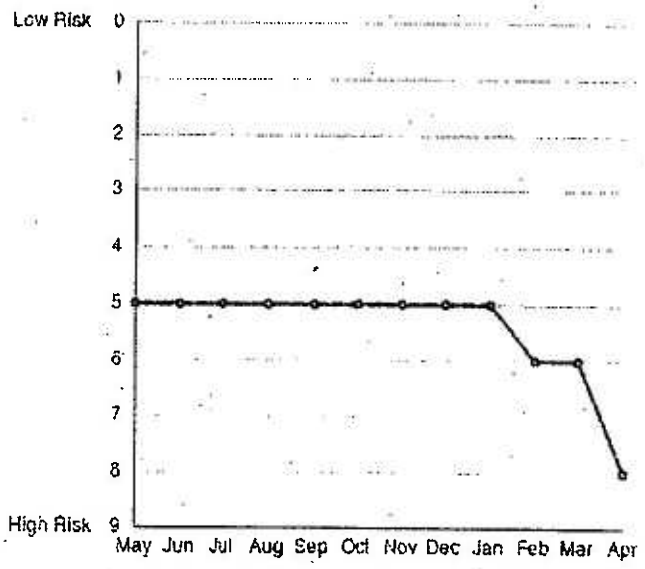
Current SER Score



Data Depth Indicator —

Commentary —

SER 12-month summary



Paydex

Current Paydex Score

38

Low (100) High (0)

Commentary

- **Beyond terms**
- **Payment Behavior Days: 66**

Industry Norms

SIC **8748 - Business consulting services**

Payment Insights Summary

Date **Apr 1, 2024**

Coverage Months **24**

Placed For Collection —

Bad Debt —

Business Summary Trading Data —

D&B Rating

Current rating

1R4

Low High

Commentary

Viability Rating

Current Viability Score —

Portfolio Comparison —

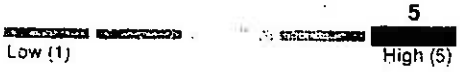
Data depth indicator —

Company Profile

Company Profile	–
Financial Data	–
Trade Payments	–
Company size	–
Years in Business	–

Delinquency Class Score

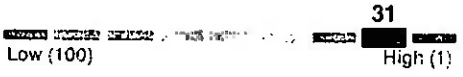
Delinquency Class Score



Commentary –

Failure Score

Current Failure Score



Commentary –

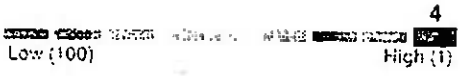
Failure Score Class

Current Failure Score Class

Commentary –

Delinquency Score

Delinquency Score



Commentary –

Financial Characteristics

Overview

Last Updated Date	–
Type	–
Reliability	–
Currency	–
Units	–

Public Filings

Overview

Legal	2 Total (Last changed: 12-Jul-2019)
Financial	6 Total (Last changed: 12-Jun-2020)
Government	– (Last changed: –)

Legal

Criminal Proceedings	–
Financial Embarrassment	–
Open Financial Embarrassment	–
Judgements	Yes / 1 Open
Suits	Yes / 1 Open
Other	–

Financial

Claim	–
Liens	Yes / 6 Open
Bankruptcy	–
Insolvency	–
Liquidation	–
Event Filings (UCC)	Yes

Government Indicators

Exclusions (0)

Most Recent Active Exclusions Date

—

Most Recent Inactive Exclusions Date

—

Active Exclusion Count (0)

—

Inactive Exclusion Count (0)

—

Government Control List (0)

Most Recent GCL Citation Date

—

GCL Citation Total Amount

—

US EPA (0)

Most Recent EPA Violation Date

—

EPA Violations Total Amount

—

US OSHA (0)

Most Recent US OSHA Violation Date

—

OSHA Violations Total Amount

—

OSHA Total Violations and Citations

—

Canadian EPA (0)

Most Recent Canada EPA Violation Date

—

Canada EPA Violations Total Amount

—

Diversity

Identified Woman Owned

Woman Owned Business	–
Woman Business Enterprise	–
Woman Owned Small Business	–

Identified Minority Owned

Minority Owned	–
Minority Business Enterprise	–

Identified Veteran Owned

Veteran Owned	–
Veteran Business Enterprise	–
Disadvantaged Veteran Business Enterprise	–
Disabled Veteran Business Enterprise	–
Service-Disabled Veteran	–
Vietnam Veteran Owned	–

Small Business

Certified Small Business	Yes
Small Disadvantaged Business	–
Historically Underutilized (State)	–

8A Program	–
Hub Zone Program	–

Disadvantaged Business Enterprise

Disadvantaged Business Enterprise	–
Local Disadvantaged Business Enterprise	–
Airport Concessionaire DBE	–

Disabled Owned

Disabled Owned	–

LGBTQ Owned

LGBTQ Owned	–

Alaskan Native

Alaska Native Corporation	–

Historical Black and Minority Serving College

Historical Black and Minority Serving College	–

Composite Risk Scorecard Class

Legacy-Scorecard

Scorecard Risk

Attributes

Supplier Stability Indicator (SSI)	
Supplier Evaluation Risk Rating (SER)	
Paydex	
Failure Score Class	
Failure Score	
Delinquency Class Score	
D&B Rating	
Financial/Legal Indicator	
Out of Business	
Operations Indicator	
Disaster Indicator	
Suits/Judgements/Liens Indicator	

Scorecard

Current-Scorecard

	Apr-2024
Composite Risk Scorecard Class	H
Composite Risk Scorecard Value	7
Included Attributes	
Supplier Stability Indicator (SSI)	10
Supplier Evaluation Risk Score (SER)	8
Paydex	38
D&B Rating	1R4
Attributes	
Failure Score	31
Delinquency Class Score	4
Failure Score Class	4
Special Events/Public Filings	
Operations Indicator	N/A
Disaster Indicator	N/A
Suits/Judgements/Liens Indicator	Yes
Financial / Legal Indicator	Yes

Overall Supplier Risk Policies by Month

Apr-2024 Default Scorecard

Composite Risk Scorecard Value and Class	7	H

Special Events

Special Events

Disaster	–
Operations	–
Other Special Events	–

Cyber Risk

Last Updated on: –

Overall Cyber Risk

–

Score Factor	Description	Grade	Score
Network Security	Detecting insecure network settings	–	–
DNS Health	Detecting DNS insecure configurations and vulnerabilities	–	–
Application Security	Detecting common website application vulnerabilities	–	–
Cubit Score	Proprietary algorithms checking for implementation of common security practices	–	–
Patching Cadence	Out of date company assets which may contain vulnerabilities or risks	–	–
Hacker Chatter	Monitoring hacker sites for chatter about your company	–	–
Endpoint Security	Measuring security level of employee workstations	–	–
Information Leak	Potentially confidential company information which may have been inadvertently leaked	–	–
IP Reputation	Detecting suspicious activity, such as malware or spam, within your company network	–	–
Social Engineering	Measuring company awareness to a social engineering or phishing attack	–	–

POWERED BY SecurityScorecard

Custom Fields

Custom fields

—

Contacts

Added Contacts (0)

–

Comments