

**Ott, Stephen**

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**Subject:** FW: city hall Renovation LETTER TO COUNCIL

**From:** Duncan, Cathy  
**Sent:** Thursday, May 11, 2017 3:47 PM  
**To:** Franklin Gray, Lisa A.  
**Cc:** Arthur, Dennis; Zoeller, Mark  
**Subject:** RE: city hall Renovation LETTER TO COUNCIL

Below is the information per your request. Thank you

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**From:** Arthur, Dennis  
**Sent:** Tuesday, May 09, 2017 2:02 PM  
**To:** Duncan, Cathy  
**Cc:** Zoeller, Mark  
**Subject:** city hall Renovation LETTER TO COUNCIL

Pursuant to the recent inquiries concerning the renovation of windows at City Hall, Facilities has reviewed the existing conditions and has found the following:

1. All rooms, that have individual heat pump units, controlled by a thermostat for that space and are scheduled to have the windows renovated, could be equipped with operable windows and the storm windows can be equipped with screens.
2. All spaces that are on a central HVAC system that serves several rooms should not be equipped with operable windows with screens. If operable windows are allowed, this will upset the total operation of the HVAC system and will adversely affect the spaces that do not have thermostats. Since only a few thermostats control many spaces the HVAC will not function as designed and spaces will experience abnormal and uncomfortable temperatures and humidity.

Presently, the cost to revise the storm windows is at no cost to the project. However, the addition of the screens will be an extra cost and the existing windows will need to be renovated to allow for the additional weight of the new insulating glass. This means that the internal workings of the operable sashes will need to be replaced and upgraded. This cost cannot be borne by the project as the cost of the work is more than can be absorbed from the project funds. Therefore, Metro Council will need to authorize the funds for this work. The General Contractor has provided Metro with a cost of \$124,000 for this additional work. Please note this cost does not include necessary modifications to the HVAC systems.

Time is of the essence in making a decision on this issue. The renovated windows are scheduled to be reinstalled on or about June 15, 2017. This will be the moment where all the windows that are to be made operable are to be installed. Preparation for the installation will need to be made before that

date and a decision must be made no later than May 15, 2017 in order to keep the project on schedule and to avoid additional cost for delaying the project.

Facilities recommend that all the windows be renovated as originally intended in the scope of work for this project which requires that no window be operable.

Dennis L. Arthur, AIA, CID, LEED AP

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