



Coronavirus Ad Hoc Committee  
**AGENDA**  
April 6, 2022 – 3:00 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29204

Paul Livingston District 4	Gretchen Barron, Chair District 7	Chakisse Newton District 11
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- 1. **Call to Order**
- 2. **Approval of Minutes**
  - a. **February 15, 2022 [PAGES 3-7]**
- 3. **Adoption of Agenda**
- 4. **Items for Discussion:**
  - a. **Review of Funding Priorities for American Rescue Plan Act**
  - b. **Other Items**
- 5. **Items for Action:**
  - a. **Fifth Judicial Circuit – Solicitor’s Office Data Management [PAGES 8-37]**
  - b. **Department of Social Services – Construction/Renovation for New Family Services Center [PAGES 38-229]**
  - c. **Third-Party Partner for Community American Rescue Plan Act Grant Management**
  - d. **County Administrator’s American Rescue Plan Act Funding Considerations/Recommendations:**
    - i. **Richland County Sheriff’s Department – LenCo BearCat Armored Vehicle [PAGES 230-233]**
    - ii. **Richland County Sheriff’s Department – Maintenance of Cessna [PAGES 234-240]**
    - iii. **Richland County Sheriff’s Department – ShotSpotter [PAGES 241-262]**
    - iv. **Information Technology – Geographic Information Systems Division – Cybersecurity Upgrades [PAGES 263-269]**
    - v. **Information Technology – Geographic Information Systems Division – Geospatial Infrastructure Improvements and Enhancements [PAGES 270-272]**
    - vi. **Assessor’s Office – EagleView Imagery [PAGES 273-275]**

vii. **Emergency Services – Emergency Medical Services Vehicle and Equipment Obscencence Replacements [PAGES 276-277]**

viii. **Emergency Services – Fire Service Bunker Gear [PAGES 278-280]**

6. **Adjournment**



Richland County  
 Coronavirus Ad Hoc Committee  
**MINUTES**  
 February 15, 2022 – 4:00 PM  
 Council Chambers  
 2020 Hampton Street, Columbia, SC 29204

Paul Livingston District 4	Gretchen Barron - Chair District 7	Chakisse Newton District 11
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Committee Members Present: Gretchen Barron, Chair, Paul Livingston, and Chakisse Newton

Others Present: Overture Walker, Jesica Mackey, Bill Malinowski, Allison Terracio, Michelle Onley, Anette Kirylo, Tamar Black, Leonardo Brown, Patrick Wright, Lori Thomas, Aric Jensen, Angela Weathersby, Randy Pruitt, Ashiya Myers, Stacey Hamm, Justin Landy, Kyle Holsclaw, Christine Keefer, Bill Davis, Dale Welch, Abhi Deshpande, Steven Gaither, Melissa Hughey, Karen Pendleton, Dante Roberts, Michael Byrd, Michael Maloney, Dwight Hanna, Allison Steele, John Thompson and Hans Pauling

1. **Call to Order** – Ms. Barron called the meeting to order at approximately 4:00PM.
2. **Election of Chair** – Mr. Livingston moved, seconded by Ms. Newton, to nominate Ms. Barron as Chair.

In Favor: Livingston, Barron and Newton

The vote in favor was unanimous.

Mr. Livingston moved, seconded by Ms. Newton, to close the floor for nominations.

In Favor: Livingston, Barron and Newton

The vote in favor was unanimous.

3. **Approval of Minutes: December 14, 2021** – Ms. Newton moved, seconded by Mr. Livingston, to approve the minutes as distributed.

In Favor: Livingston, Barron and Newton

The vote in favor was unanimous.

4. **Adoption of Agenda** – Mr. Livingston moved, seconded by Ms. Newton, to adopt the agenda as published.

Ms. Newton inquired if Item 4(c) should be ERA or ERP.

Mr. Brown responded it is related to the ERA/ERP. He noted it could be listed either way. He suggested changing it to ERA for clarity.

Ms. Newton moved, seconded by Mr. Livingston, to adopt the agenda as amended.

In Favor: Livingston, Barron and Newton

The vote in favor was unanimous.

Ms. Barron noted the "Discussion Items" should be "Discussion Items for Action."

Ms. Newton moved, seconded by Mr. Livingston, to reconsider the agenda.

In Favor: Livingston, Barron and Newton

Mr. Livingston moved, seconded by Ms. Newton, to list Items 5(a) –5(d) as "Discussion Items for Action".

In Favor: Livingston, Barron and Newton

The vote in favor was unanimous.

5. **Discussion Items For Action:**

- a. **Grant Management Software** – Mr. Brown noted staff recommends approval to allocate \$687,949.00 in American Rescue Fund and other applicable Federal grant funding and other applicable Federal grant funding sources to purchase comprehensive grant management software to facilitate the process of distributing, tracking and processing both grant funds received and distributed.

Ms. Jensen stated a single software platform for the administration of grant funds was previously discussed by Council. Currently, they use three different platforms that do not necessarily talk to each other, so at times we have to re-enter information in, which put us at risk of errors and is inefficient. The software would be used by all departments, except Finance. The information would be transferred to Finance, so there will not be a potential for someone using the software to get into our financial records. The software will allow for applications to be done online. Then, staff will be able to process the applications and act upon them. Staff's recommendation is to allocate the \$687,949 over 5-year period for the software.

Ms. Newton inquired when the software would be implemented and usable by staff.

Mr. Jensen responded, once the contract is finished, it will take approximately three months.

Ms. Newton inquired what will happen after the 5<sup>th</sup> year of the software. Would we discontinue the software or pay for maintenance out of a different fund?

Mr. Jensen responded we would have to identify funds at year four to continue the use of the software. They anticipate it will be something that will be ongoing. He noted we are already paying for other software and this would be replacing the cost of what we are paying for three different vendors.

Ms. Newton inquired what category these expenses are allowed under.

Mr. Jensen responded it will be under Administration.

Mr. Malinowski inquired if there was any discussion with the IT Department.

Mr. Jensen responded in the affirmative. He noted every department that has grants, including IT were involved.

Mr. Malinowski inquired how much we will be paying after year five.

Mr. Jensen responded we would roughly pay \$137,000, plus the 3% yearly increase.

Mr. Malinowski inquired if the funding would be coming from the General Fund budget.

Mr. Jensen responded in the affirmative. It would be coming from the same source we use to currently pay for the three different platforms.

Mr. Malinowski inquired if what we are currently paying annually for three platforms could reduce the cost of this one to zero.

Mr. Jensen responded it is possible it could, but he did not know about the other department's software costs.

Ms. Barron stated, for clarification, the software will be a cost savings for the County, as consolidating the software since everyone in the County will be using the same software.

Mr. Jensen responded everyone utilizing grants will be using the same software thus making them more efficient, with less chance of error. He cannot speak to an exact cost savings.

Ms. Barron stated, if this could save on error, this in itself is a cost savings.

Mr. Livingston moved, seconded by Ms. Newton, to forward this to Council with a recommendation to allocate \$687,949 in American Rescue Fund and other applicable Federal grant funding sources to purchase comprehensive grant management software to facilitate the process of distributing, tracking and processing both grant funds received and distributed.

In Favor: Livingston, Barron and Newton

The vote in favor was unanimous.

- b. Solicitor Data Management** – Mr. Pauling stated the Solicitor's Office has a need for an upgraded data management system. Their previous system is antiquated and requires a lot of workarounds, which could cause mistakes. He requested \$1.2M for a 5-year the system. After the 5-year period, the annual subscription costs will be \$140,000 - \$150,000, not taking into account the cost of cloud storage. They are required, by statute, to retain almost all of their trial records and discovery for a certain amount of time. After the 5-year period, they will need to get an increase in the Solicitor's budget to continue to manage the program.

Ms. Barron noted the Solicitor's Office serves multiple counties, and inquired if the cost reflects the employees serving Richland County.

Mr. Pauling responded they would be looking at an 80/20 cost split with Richland and Kershaw counties, based on the case numbers pending in each county.

Ms. Barron inquired if the \$1.2 million dollars reflected the cost split.

Mr. Pauling responded the 80%, or Richland County's portion, would be \$1.2M.

Ms. Barron stated she would like to have clarity on Richland County's portion.

Ms. Newton inquired how this item is before them as it did not originate from a Council member. There are many agencies and departments and it could be chaotic if everyone could present a request at any time.

Mr. Brown stated this item is before the committee, without originating with a Council member, as a request from an elected official. Said request is being presented to the appropriate body.

Ms. Newton inquired if there are other funding sources, outside of Kershaw County, the Solicitor's Office is pursuing.

Mr. Pauling stated, from Kershaw County, they are expecting about \$240,000 over the next 5 years. He noted they have also applied for a technology grant of \$340,000.

Ms. Newton noted the Solicitor's current system did not interface with the Richland County Sheriff's Department. She inquired if this system would interface with the Sheriff's Department and other appropriate bodies.

Mr. Pauling responded in the affirmative.

Mr. Malinowski stated he would like to know what other entities will be getting involved, and any additional cost from becoming involved with the other agencies. He requested a definition or explanation the diversion program.

Mr. Pauling responded the diversion program is pre-trial intervention, alcohol treatment, drug treatment, traffic enforcement programs, traffic education programs, and juvenile PTI. The revenue from those programs have dropped from \$740,000 to \$480,000.

Mr. Malinowski noted the Solicitor's Office sent requests to two companies, but only received a response from one. He inquired when the requests were sent out.

Mr. Pauling responded they started working on it last year. From personal knowledge, he knew Matrix would be about \$30k - \$40k more expensive. Karpel offered the same features at a lower price. The main difference is Matrix is web-based and Karpel is software-based.

Mr. Malinowski inquired if the support contract services is the costs shown in the agenda as "annual support".

Ms. Pauling responded they will have to pay a subscription rate.

Mr. Malinowski requested a more detailed request, as the numbers do not add up to \$1.2M. He inquired about the travel expenses and clarification on the annual support numbers.

Ms. Barron requested, in the future, we get the true costs to Richland County. She requested to hold this item in committee.

- c. **ERA Vendor** – Mr. Brown stated Richland County qualified to receive additional Emergency Rental Assistance funds. In anticipation of receiving these funds, we want to make sure we can move forward with the program and get the funds into the community. Staff believes the best step moving forward would be to continue to utilize TetraTech. He noted there were other

options, but they believe those other options would delay the ability to get the funding out.

Mr. Livingston moved, seconded by Ms. Newton, to forward to Council with a recommendation to approve an extension of the existing agreement with TetraTech to administer the distribution of any reallocated Emergency Rental Assistance funds.

Ms. Newton stated, when we receive the funds, we will not be able to reopen the application process. Instead they are going to be following up with persons who have already applied. She noted she hopes they are efficient and expeditious in their communication with those persons.

In Favor: Livingston, Barron and Newton

The vote in favor was unanimous.

d. **Non-profit Application Process** – Mr. Brown stated there was discussion about a process in which an application could be received by the County for entities and interested parties who are trying to request American Rescue Plan (ARP) funds. The draft application would allow citizens too quickly and readily access funds from Richland County. He not sub-recipients and recipients of ARP funds have more stringent reporting requirements than if Richland County were giving away the funds. They will need to have all the information to be accountable.

- i. **Application Update** – The application process could be an opportunity for the County to allow people interested in funds to complete the process. When a large amount is requested, it could potentially go before the committee for review through the application process and make a recommendation to the body. He stated, on a smaller scale, they could set aside a portion of funds for non-profits or small businesses to have access to help recover costs or help the community. Through the process of prioritization, from the committee, Council and survey standpoint, to have the information vetted through the committee process with community partners to disperse the funds.

Ms. Newton inquired if there should be a work session to discuss these ideas in more detail. She stated, from a Council perspective, she would like to see a prioritization guidelines and criteria used to vet the requests.

Ms. Barron stated they need to have a strong process in place when it comes to distributing the funds as they would need to be held accountable for every dollar spent. She noted she is open to a work session.

- ii. **Committee Selection** – No action was taken.

- iii. **Funding Priority** – No action was taken.

6. **Other Topics** – Mr. Brown noted that at 4PM there was a conservation drop in.

7. **Adjournment** – Ms. Newton moved, seconded by Ms. Barron, to adjourn.

The meeting adjourned at approximately 4:04 PM.



**Agenda Briefing**

<b>Prepared by:</b>	Karen Pendleton		<b>Title:</b>	Grants Manager
<b>Department:</b>	Fifth Judicial Circuit Solicitor's Office	<b>Division:</b>	Click or tap here to enter text.	
<b>Date Prepared:</b>	December 1, 2021	<b>Meeting Date:</b>	February 15, 2022	
<b>Legal Review</b>	Patrick Wright via email		<b>Date:</b>	January 6, 2022
<b>Budget Review</b>	Abhijit Deshpande via email		<b>Date:</b>	February 9, 2022
<b>Finance Review</b>	Stacey Hamm via email		<b>Date:</b>	February 4, 2022
<b>Approved for consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM		
<b>Committee</b>	Coronavirus Ad Hoc			
<b>Subject:</b>	Solicitor Data Management			

**RECOMMENDED/REQUESTED ACTION:**

The Solicitor's Office recommends approval of the allocation of \$1,242,378 from the American Rescue Plan funding to purchase a new data management system.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department's current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

The Fifth Judicial Circuit Solicitor's Office is requesting \$1,242,378 from the American Rescue Plan funding to purchase a new data management system.

**COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

None applicable.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin.

<b>Council Member</b>	Click or tap here to enter text.
<b>Meeting</b>	Click or tap here to enter text.
<b>Date</b>	Click or tap here to enter text.

**STRATEGIC & GENERATIVE DISCUSSION:**

The Fifth Judicial Circuit Solicitor's Office is requesting funds from the American Rescue Plan funding under the second Funding Objective; Replace lost public sector revenue to strengthen support for vital public services and help retain jobs.

The Coronavirus Pandemic has had a massive effect on the Richland and Kershaw Diversion Program revenue. We have seen program revenue fall from \$751,753.00 in Fiscal Year 2019 to \$634,626.00 in Fiscal Year 2020 to \$494,153.00 in Fiscal Year 2021. This was a 34.3% decrease from FY 2019 to 2021, or a total decrease of \$257,600.

We are requesting funding to purchase a new data management system for our office. Attached is a proposal from Karpel Solutions for a software system: Prosecutor by Karpel which includes recommended additional components. We are asking for the following funds (the details are included in the attached pricing proposal).

Items	Cost
Karpel data management software and associated costs	\$583,150
Cost for use of Karpel application per year, starting year 2	\$110,000
Jaspersoft reporting module and set up/installation	\$24,000
Cloud storage (total for Years 1-5)	\$380,000
Foxit PDF Editor Pro license cost (perpetual licenses)	\$7,608
Foxit redaction software for discovery for 50 users/5 years renewal fee	\$7,620
Use of an agency portal (website interface for other agencies) first year	\$60,000
Agency portal support for additional years (for 4 years)	\$40,000
Court interface (integration from bond court system into our court system)	\$10,000
Annual support (for 5 years)	\$10,000
400 document template conversion (includes free initial 100 document conversion)	\$10,000
TOTAL:	\$1,242,378

For long-term case management and court system efficiency, The Fifth Circuit Solicitor's Office, which encompasses Richland and Kershaw Counties, proposes to replace its Case Management System to allow for increased efficiency and efficacy when managing, retrieving and presenting case evidence and information. Our current case management system, Spartan, which was originally purchased in April of 2009, has reached its maximum data capacity; and the office is in need of a new, modern case management system. Though Spartan was an effective system at the time it was released, it has become largely obsolete as technology in the legal field continues to advance. Attorneys and staff are required to spend unnecessary time creating and managing external systems and procedures to bypass issues with Spartan. These workarounds, in conjunction with the extensive limitations of the outdated system, result in attorneys and staff manually performing a number of tasks that could be automated with a modern case management system. Issues with Spartan's compatibility are not confined to interoffice software.

Spartan has difficulties interfacing with technology from outside agencies. This is most apparent in the transfer of discovery from law enforcement to the office and then to the defense bar. With current technology, the process of receiving reports and other items from all outside agencies varies depending on the agency. Currently, we do not receive any outside agency information directly. Richland County Sheriff's Department was linked to Spartan, but they moved to a new system in March 2019, and we no

longer have direct access to their data. Administrative staff must upload all information directly into Spartan and build both an electronic and a physical file. Support staff are required to print all reports and photos, organize them, and rescan them all back into the Spartan due to the lack of organizational tools in Spartan. Though this system is workable, it contains needless extra steps with involvement of multiple systems. Rather than having a case management system capable of establishing a unified and automated process, the office is required to take a multi-faceted approach requiring multiple instances of manual data entry on the part of staff on different systems. Manual data entry is rife with opportunity for error and is needlessly time consuming increasing the opportunity for inaccurate reporting and data regarding current crime statistics and caseloads.

Finally, Spartan is, by current standards, fairly limited in its ability to generate statistical reports based on system data. Although Spartan is capable of producing reports regarding certain information collected by the system, it remains extremely inadequate, often only providing broad information. Further, it is largely reliant on codes entered by staff into specific case files in Spartan. The list of codes available for entry is expansive and unintuitive leading to inconsistent application of said codes amongst the four offices. This in turn causes inaccuracies in reports generated in Spartan. This creates critical issues in the office's ability to, manage internal caseloads, accurately collect data, and analyze data to effectively combat crime at a community level.

This request includes the production of the required deliverables. First, during the life of the grant, we will implement a project through the purchase of a new, modern case management system that modernizes the Fifth Circuit Solicitor's Office and as a result, improves the Fifth Circuit's ability to effectively and sustainably prosecute crime in Richland and Kershaw Counties. Second, we will write policies and procedures that demonstrate operational changes that will occur as a result of the project.

The efficient function for disposition of criminal cases across magistrate, municipal and general sessions courts is an essential service. A new data management system would allow for strategic, well-organized movement across all of these court systems.

The goal of the proposed project is to expand performance, data storage capacity and increase the capability of the file system. A new, modern case management system will allow this office to reduce caseloads, improve data security, performance, and operation of this office and our courtrooms, making case preparation and court hearings operate more effectively and efficiently, and we anticipate will result in a reduction in violent and other crimes for the residents of Richland County.

Studies have shown that strong data practices are tied to improved prosecutorial results. A system that ensures more meaningful, accurate, and accessible data allows prosecutors to make informed decisions and orient their discretion and resources accordingly.

New, modern case management systems are directly integrated with a number of commonly used programs. For instance, one system's document generation uses Microsoft Word, allowing intuitive in-system editing of documents, such as subpoenas, witness documents and victim letters. These direct integrations will create a more efficient procedure, automating a number of tasks currently manually performed by attorneys and clerical staff and permitting tasks often performed outside of the case management system to be completed within it.

There are very few data management systems available that meet our needs. We researched two; Karpel, which was the preferred system, and a second system, Matrix. The costs for the Matrix system is approximately similar for the first five years, but ultimately more expensive than Karpel. We requested a detailed quote from Matrix, but have not received a response.

Richland County Council has not taken action on this request and/or a related matter. The request does not require an ordinance amendment.

**ADDITIONAL COMMENTS FOR CONSIDERATION:**

Click or tap here to enter text.

**ATTACHMENTS:**

1. 2021-02-11 SC 5th Circuit Solicitor's Office PbK Proposal



9717 Landmark Parkway | St. Louis, MO 63127 | (314) 892-6300

## **INFORMATION TO THE 5<sup>TH</sup> CIRCUIT SOLICITOR'S OFFICE FOR A CASE MANAGEMENT SOLUTION**

### **Karpel Solutions**

Contact: Brett White, Sales Executive

Phone: (314) 892-6300 x1133

[bwhite@karpel.com](mailto:bwhite@karpel.com)

February 11, 2021

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## Executive Summary

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Karpel Solutions will provide prosecutor case management software that meets your requirements and is specially configured to match your workflow needs.

We offer an array of advantages over competing vendors, for instance:

### **PROSECUTORbyKarpel is flexible to your needs**

PROSECUTORbyKarpel's configurability distinguishes it from other case management systems. At Karpel, we realize that your agency is unique. You use different workflows, have different reporting needs, use different documents, follow different rules, and need different security privileges,

With PROSECUTORbyKarpel, you are not limited by the needs of "most" agencies. If given the project, we will work with you to learn and define your needs exactly, and then we will configure PROSECUTORbyKarpel to meet those needs.

### **You can configure PROSECUTORbyKarpel yourself**

Besides performing the initial configurations of PROSECUTORbyKarpel for you, we will teach your administrators to configure the software as well. With other vendors, when your needs change, you would need to go through them for expensive customizations. PROSECUTORbyKarpel, on the other hand, can be configured without our assistance.

### **You still receive all the benefits of a COTS solution**

Although PROSECUTORbyKarpel is completely configurable to your needs, from a technical perspective it is the same version that all Karpel's prosecution clients use, allowing you to take advantage of the knowledge, input, documents, and reports of our nationwide client base.

### **PROSECUTORbyKarpel has been proven by hundreds of prosecuting agencies**

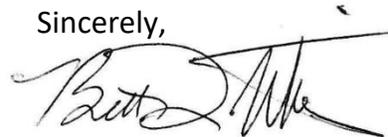
PROSECUTORbyKarpel's excellence can be attested to by some of the largest and smallest prosecuting offices in the country. We have worked with prosecuting agencies since our inception, meaning our development and project management teams are very familiar with and skilled in meeting the needs of agencies such as yours.

### **PROSECUTORbyKarpel includes superior client assistance**

To choose PROSECUTORbyKarpel is to choose a vendor that offers extensive and ongoing training, bi-annual version upgrades, experienced project management, and flexible client assistance. Our retention rate, unsurpassed in our industry, attests to the satisfaction of our clients with our products and our service.

Feel free to contact me with any additional questions regarding this proposal at (314) 892-6300 x1133 or email me at [bwhite@karpel.com](mailto:bwhite@karpel.com).

Sincerely,



**Brett White**  
Sales Executive

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## Introduction to Karpel Solutions

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Karpel has successfully implemented PROSECUTORbyKarpel in over 450 agencies in 30 states. Our exclusive focus on the justice industry means our development and project management teams are very knowledgeable about the needs and requirements of prosecuting agencies such as yours and has great experience in meeting them.

All of our projects involve configuring PROSECUTORbyKarpel to meet our client's specific needs, and many of these implementations have also included large, even state-wide data sharing and data conversion components. Our extensive experience in each of these areas assures you that we have the ability to successfully create and configure your project as well. Our client retention rate, unsurpassed in our industry, attests to both the power of our software and the satisfaction of our clients with our services.

We use our sizeable research and development budget to enhance PROSECUTORbyKarpel according to client requests and our ongoing research into prosecutors' needs. Through our aggressive release cycle, we ensure that PROSECUTORbyKarpel is compliant with the latest technologies (e.g. SQL Server 2016, Windows 10). We are also a Microsoft Certified Partner, giving us the added advantage of having access to technical coordination and advisory services directly from Microsoft.

### KARPEL QUICK FACTS:

- Privately held corporation
- Based in St. Louis, MO
- Founded in 1985
- Over 450 client agencies
- Extensive experience in creating data sharing and conversion projects
- Adhere to and conformant with national integration standards
- Compliant with latest technologies

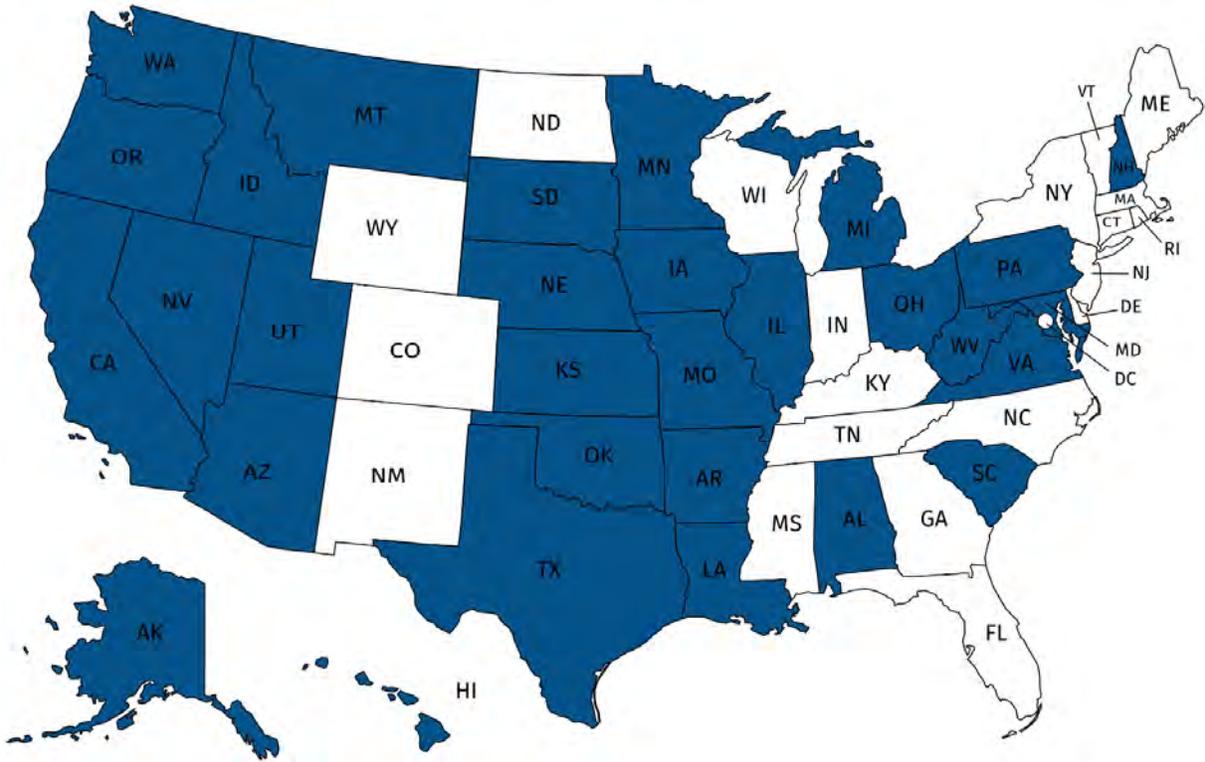


Figure 1. Blue states signify Karpel clients

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## Why Choose PROSECUTORbyKarpel?

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*PROSECUTORbyKarpel can be configured to employ your business rules, use your terminology, show the information you want, and generate the documents and reports that are important to you*

Prosecuting agencies have been the focus of our company since our inception. In fact, we support over 450 agencies, meaning we have acquired vast knowledge about the needs and requirements of these agencies and great experience in meeting them. Due to our vast client base, Karpel Solutions knowledge and experience enables PROSECUTORbyKarpel to come “out of the box” prepared to meet the data entry, reporting, tracking, documenting, and other needs of most prosecuting agencies.

Nevertheless, PROSECUTORbyKarpel is different from other case management solutions because, while it comes with most of your needed functionality intact, our focus is on providing you with a solution that is specifically aligned to your business processes and needs. PROSECUTORbyKarpel is a “hybrid” solution, meaning that it gives you all the advantages of a commercial product—regular releases, rapid response support team and a nationwide user base of your peers—with all the flexibility of a custom-developed application.

PROSECUTORbyKarpel can be completely customized to meet your unique prosecutor case management needs. If given this project, we will meet with you at the project start to discuss your needs and expectations, and we will configure PROSECUTORbyKarpel to meet those needs. With PROSECUTORbyKarpel, you can configure your screens, terminologies, drop-down menus, business rules, and more without modifying the source code. We will also create customized reports and automated documents for your agency, reporting on the information you need and using the format you want.

Because configurations can be made without altering the source code, as your agency grows and your needs change, you can modify PROSECUTORbyKarpel yourself. Configurations you make will not decrease your compatibility with later releases of PROSECUTORbyKarpel.

• • •  
“ You and your team worked so well with all the employees of the (City of St. Paul) Criminal Division and I have heard nothing but positive feed back from all my colleagues. Not only was the support and training excellent in delivery and content, you guys were just plain fun to work with!”

Laura Pietan  
Deputy City Attorney

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## Implementation Description

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*Karpel's implementation team will work with you to find out your exact needs and configure your software accordingly*

### **Project Overview**

To enable both parties to communicate and establish project expectations and timelines, a Karpel project manager will hold an in-depth planning meeting with your agency's designated project manager at the start of the project. Depending on what is most convenient for you, we can hold this meeting online, over the phone, or live at your agency (for an additional charge). You will know and be able to give approval for our finalized plans because our project manager will send you a detailed project plan and communications plan.

To ensure all aspects of your project are completed exactly as you require, we will assign an experienced project management team that consists of a project manager, support resource, documentation specialist, and custom developer (if needed).

So that you can maximize use of your new software, you will receive administrator and end user training as part of your project. You can also receive continued training in the form of free webinars and an affordable yearly conference.

Following go-live, your agency and users will have continual access to our support resources for as long as you maintain a support contract.

### **Client Involvement during Implementation**

To ensure your software meets all the goals and requirements you have for it, we seek your input and approval throughout the project. Our project management team will learn your specific goals, workflows, and needs for the software through a detailed planning meeting at the start of the project.

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"I want to thank Karpel for the tremendous job they did converting our data. We now have a database that is usable and helpful for every employee of the office...Most importantly, Karpel has provided an effective tool that increases our ability to prosecute crime in our county."

*--Michael Hunt, Chief Trial Attorney, Jackson County, Missouri*

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So that your deliverables are created as you want them in the minimal amount of time, we seek your input prior to creating any template, document, dashboard, or other configuration. To ensure that the finished product meets your approval, we have you look over our work when we finish. You will always know exactly what we are doing and what you need to do as our project manager will communicate with your project manager regularly throughout the duration of the project. You largely control how quickly you go live, as the time you dedicate to the project is the key factor in how quickly it can be completed.

The following table helps you organize your efforts through describing the people you need, their responsibilities, and their involvement level. Allocate the roles as it makes most sense for you: for instance, one person can fill multiple roles, or multiple people can fill one role (increasing or decreasing their time commitment accordingly).

Role	Responsibilities
Project Manager	<ul style="list-style-type: none"> <li>• Coordinate your resources to perform tasks assigned to your agency, as listed in Statement of Work and project plan</li> <li>• Coordinate appropriate personnel and resources for meetings, training, etc.</li> <li>• Serve as Karpel’s primary contact throughout project.</li> <li>• Help develop and then approve the Project Plan</li> <li>• Approve and implement the Communication Management Plan &amp; Change Management Plan</li> <li>• Review and sign off on project tasks</li> <li>• Approve and release payments according to payment milestones</li> </ul>
PROSECUTORbyKarpel Administrator(s)	Receive administrator training in order to manage the system following implementation.
IT Staff	Provide permissions and workstation setup as needed.
Subject Matter Experts (SMEs)	<ul style="list-style-type: none"> <li>• Review data</li> <li>• Define office workflows and procedures to aid in system configuration</li> <li>• Define and test documents and reports you want created</li> <li>• Define and test data exchanges and conversions (if applicable)</li> <li>• Receive document &amp; report author training (if applicable)</li> </ul>

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## What's Needed From Your Office for a Successful Project

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- Sufficient time for review of data
  - Let's review the "Preload Workbook"
- Sufficient time for data conversion review
  - Verification of 10 cases per year you have used the legacy system
    - This will happen at least three times
- Sufficient time for document conversion
  - Review charging, motions, victim/witness, sentencing and disposition, and civil
    - Review each document by running an event to test document generation
    - 10 minutes per criminal document
    - 20 minutes per civil document
- Timeliness
  - Must be willing to stick to agreed upon timeline and dates
  - Decision-making attorney must respond to emails within 24 hours to keep project moving forward
  - Decision-making attorney must attend:
    - Project kickoff
    - Establishment of timeline
    - Interface definition meetings
    - Document review signoff
    - Data conversion signoff
- You must be able to provide data and document templates from current system within two weeks of contract signature

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## Professional Services

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Software is only one piece of a successful solution implementation. Our client retention rate is due to both the power of our software and the quality of our professional services, some of which include:

- **client-designed solutions**—As a client, you influence the development of your software with your enhancement requests.
- **version upgrades at no additional cost**—You will receive all regular version upgrades, including major releases, at no additional cost for as long as you maintain a support agreement.
- **continued training**—Besides the in-depth training you receive as part of your implementation, you can receive continued training in the form of free webinars and an affordable yearly conference.
- **data conversions**—Take your data with you when you migrate to PROSECUTORbyKarpel. We have successfully converted agencies of all sizes and from all types of custom-built and commercial applications. If desired, we will convert yours as well.

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## Client Services

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*Through choosing PROSECUTORbyKarpel, you choose a quick response time, friendly service, and free version upgrades*

When you experience difficulties with your software, you can quickly receive support via the method most comfortable for you, whether that is through calling or sending an email. If you call, you will nearly always reach a live person immediately, and, unlike many support centers, we won't funnel you through an automated menu system. Our client retention rate is largely due to the satisfaction of our clients with their support.

For as long as you maintain a support contract, you will have access to the following services:

- *Support Personnel:* Access support via telephone or email 24x7.
- *Version Releases:* Receive regular version releases, including major version releases annually
- *Patches:* Receive interim release fixes if necessary

Most support issues are resolved on the spot, while a few may take more time and research to solve.

Resolution times are clearly communicated to you.

• • •  
“ I appreciate the continued customer service and the PbK system which has changed the way that we do business for the better.”

David M. Stumbo  
8<sup>th</sup> Circuit Solicitor, South Carolina

• • •

# HOSTEDbyKarpel

Karpel Solutions offers prospective clients our hosting environment for their **PROSECUTORbyKarpel** application within our cloud-based **HOSTEDbyKarpel**.

Several years ago, the cloud did not represent an acceptable option. However, in recent years 95% of clients are selecting our cloud-based option, including some of our largest installations such as King County WA with 356 users, City/County of Honolulu with 250 users, and Maricopa County AZ (Phoenix), with nearly than 1,000 users. Our hosted solution has a 99.5% uptime SLA and has a five-nines (99.999%) record over the last eight years. The solution is managed by our system administrators and engineers employed by Karpel Solutions. 24/7/365 monitoring is performed by our technicians and by other systems run by Karpel Solutions. Server maintenance occurs monthly during off hours (weekends) with client notification three business days prior to the scheduled maintenance. External penetration testing and uptime verification is performed by third party systems.

### Azure government regions



- Hosted in Azure Government
- All data encrypted in transit and at rest
- U.S. Data Sovereignty
- Redundancy / resiliency with replication in 6 separate zones in two geo-diverse datacenters (3 zones each)

- Nightly full backups with hourly log backups
- Document deletion protection up to one year
- No file size limitation
- IE11, Chrome, Edge & Safari support

### Dedicated Government Datacenter Regions

- 2 Existing regions
- 2 DoD regions
- 2 New regions in Q2



All 50 US states are Microsoft Cloud for Government customers

Additionally, every year Karpel Solutions employees with access to the corporate network go through a federal fingerprint check and security awareness training to remain CJIS compliant. Our hosted service includes offsite backup and disaster recovery services provided by replication between two geo-diverse datacenters.

Karpel Solutions hosted services are provided through Microsoft's Azure Government Cloud. Microsoft's Azure Government Cloud is designed to meet the higher-level security and compliance needs for sensitive, dedicated, U.S. Public Sector workloads found in regulations such as United States Federal Risk and Authorization Management Program (FedRAMP), Department of Defense Enterprise Cloud Service Broker (ECSB), Criminal Justice Information Services (CJIS) Security Policy and Health Insurance Portability and Accountability Act (HIPAA). For more information regarding security and CJIS compliance, please go to <https://azure.microsoft.com/en-us/support/trust-center/compliance/>



"We are working from home so having Karpel has been HUGE in getting this accomplished. I am so thankful your business card made it to my desk."

Tammy - Pickaway County Prosecuting Attorney's Office, Ohio

"Not sure I like working from home but so glad we can."

Keli - Tulsa County District Attorney's Office, Oklahoma

"I can't tell you how great it has been to be able to have staff work from home (be)cause we have such a great system."

Barbara - Polk County District Attorney's Office, Oregon

"LOVE having PbK, it's made this work wherever you are possible for our office. Appreciate all you guys do for us!

Sandy – Ramsey County Attorney's Office, Minnesota



# Pricing Proposal

## Itemized and Total Cost

The following tables show the itemized and total cost for your solution.

Software Products/Licensing	Qty.	Price	Total
PROSECUTORbyKarpel	150	\$2,250	\$337,500
<b>Total Software</b>			<b>\$337,500</b>

Installation Services	Qty.	Price	Total
PROSECUTORbyKarpel Installation and Configuration	1	\$1,000	\$1,000
Client Support Tool, Scanning Tool and System Compatibility Check (per computer)	150	\$50	\$7,500
<b>Total Installation Services</b>			<b>\$8,500</b>

Professional Services	Qty.	Price	Total
Project Management		No Additional Cost	
Pre-Implementation Services (days, onsite)	3	\$2,400 2 trainers	\$7,200
Data Conversion: Spartan	1	\$10,000	\$10,000
Mock Go-Live and System Administrator Training (30 days prior to go-live, days)	3	\$2,400 2 trainers	\$7,200
Document Template Setup, Training and Conversion	1	\$2,500	\$2,500
<b>Total Professional Services</b>			<b>\$26,900</b>

Onsite Training Services	Qty.	Price	Total
Pre-Go-Live Review and Training (days)	4	\$3,600 3 trainers	\$14,400
On Site Training (days)	5	\$7,200 6 trainers	\$36,000
Post Go-Live Support and Training	5	\$3,600 3 trainers	\$18,000
<b>Total Onsite Training Services</b>			<b>\$68,400</b>

Customization Services	Qty.	Price	Total
Interface: SC Court - Receiving Defendant data and Dispo.	1	\$10,000	\$10,000
<b>Total Customization Services</b>			<b>\$10,000</b>

<b>Total Project Cost</b>	<b>\$451,300</b>		
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Annual Support Services	Qty.	Price	Total
PROSECUTORbyKarpel	150	\$450	\$67,500
Unlimited eDiscovery	1	\$18,750	\$18,750
Interface Annual Support	1	\$2,000	\$2,000
Hosted Services (per user/year)	150	\$100	\$15,000
<b>Total Annual Support Services</b>			<b>\$103,250</b>

Estimated Travel Expenses

**\$28,600**

<b>Total First Year Cost</b>	<b>\$583,150</b>
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<b>Optional Items</b>	<b>Price</b>
Interface: Law Enforcement RMS (per agency)	\$10,000
Interface: Court	\$10,000
<i>Interface Annual Support (per interface)</i>	\$2,000
External Agency Portal	\$50,000
<i>External Agency Portal Annual Support</i>	\$10,000
Document Template Conversion After 100 Documents (per document)	\$25
Additional Storage After Included 2TB (per terabyte, per year)	\$1,000

**PLEASE NOTE:** The cost of interfaces represents interface development and deployment from Karpel Solutions. There may be a cost from the other vendor that is not reflected here. Please check with the other vendor for details.

The cost of data conversion assumes data is provided in an acceptable format. Please check with your current vendor to determine if they will charge you for extracting your data.



Client Experience | How will the vendor work with you?

**What is the vendor's Technical Support hours?**

How many updates does the vendor provide every year?

How are enhancement requests handled by the vendor?

**Does the vendor host an annual Users' Conference?**

Is the vendor committed to 100% of your data being converted?

Will the vendor work with your law enforcement and courts for interfaces?

Do those interfaces have standard, fixed costs?

Is the vendor open to building integrations with other applications affordably?

Can the vendor offer you up to \$10MM in liability protection?

Does the vendor value clients of all sizes, from the very smallest, to the very largest?

Karpel	Vendor 2	Vendor 3
24x7		
2		
YES		

Features & Functionality | What can the software do for you?

**Does the software...**

Integrate with Microsoft Outlook/Exchange/Office365 for email and calendaring?

Integrate with Microsoft Word?

Offer easy drag & drop from Windows and Outlook?

Offer integrated eDiscovery, with tracking and unlimited use?

Include integrated scanning, without additional plug-ins, or cost?

Integrate with Westlaw Legal Research?

OCR and index scanned documents and other files that are in the case?

Include hundreds of canned/ad-hoc reports?

Include Victim Services and automatically create the VOCA PMT?

Offer a Victim Portal?

Allow for easy use in the courtroom?

Include comprehensive financial tracking?

Include Evidence.com integration at no additional cost?

Have easy-to-use document management with a familiar Windows-type interface?

Have the ability to build your charge language automatically?

Allow you to build complex workflow easily?

Include two-way texting without any additional fees?

Have an external portal for users outside of your office?

Does that portal offer law enforcement the ability to upload files directly to cases?

Using that portal, can law enforcement easily create their own referrals?

Allow you to send electronic subpoenas to law enforcement?

Karpel	Vendor 2	Vendor 3
YES		

## PROSECUTORbyKarpel / DEFENDERbyKarpel Requirements By Number of Active Users

PROSECUTORbyKarpel (PbK) and DEFENDERbyKarpel (DbK) requires that certain hardware & software prerequisites be met in order for the application to properly and efficiently operate. Based on the number of users concurrently accessing PbK/DbK within an organization, the workstation and internet speed requirements listed in this document must be met - at minimum - in order to ensure a smooth user experience.

Organization tiers are defined by approximate number of users active in PbK/DbK:

- 1-10 users
- 11-25 users
- 26-50 users
- 51-75 users
- 76-100 users
- For greater than 100 users contact Karpel directly so that we can work with you to create a custom configuration based on your organization's needs

Although this document is intended to be adhered to as a list of requirements, we understand that some small variations will arise on a per-install basis. If you have any questions or concerns about portions of the requirements which apply to you, please contact us.

**Workstation configuration, [connecting to hostedbykarpel.com \(recommended\)](#)**

<b>Operating System</b>	Windows 10
<b>Memory</b>	6GB
<b>Processor</b>	Intel Core i5-latest gen dual-core (or better)
<b>Hard Drive</b>	1x250GB 7.2kRPM SATA 3Gbps
<b>Browser</b>	Internet Explorer 11, Chrome, Edge, Firefox, Safari
<b>Microsoft Office</b>	Microsoft Word and Outlook 2013 or newer Desktop Versions
<b>Internet connection speeds:</b>	1-10 users: Minimum 20+ Mbps down / 10+ Mbps up
	11-25 users: Minimum 50+ Mbps down / 10+ Mbps up
	26-50 users: Minimum 100+ Mbps down / 20+ Mbps up
	51-75 users: Minimum 150+ Mbps down / 20+ Mbps up
	76-100 users: Minimum 200+ Mbps down / 100+ Mbps up

**Workstation configurations, [connecting to hostedbykarpel.com \(minimum\)\\*](#)**

<b>Operating System</b>	Windows 10
<b>Memory</b>	4GB
<b>Processor</b>	Intel Core2Duo dual-core 2.0GHz (or better)
<b>Hard Drive</b>	1x80GB 7.2kRPM SATA 3Gbps
<b>Browser</b>	Internet Explorer 11, Chrome, Edge, Firefox, Safari
<b>Microsoft Office</b>	Microsoft Word and Outlook 2013 or newer Desktop Versions
<b>Internet connection speeds:</b>	1-10 users: Minimum 10+ Mbps down / 10+ Mbps up
	11-25 users: Minimum 20+ Mbps down / 10+ Mbps up
	26-50 users: Minimum 30+ Mbps down / 20+ Mbps up
	51-75 users: Minimum 50+ Mbps down / 20+ Mbps up
	76-100 users: Minimum 100+ Mbps down / 100+ Mbps up

*\*Bear in mind that as **minimum** requirements to connect to the PROSECUTORbyKarpel application, these specifications are designed to present functionality, not performance. Workstations adhering to these specs will be able to use PROSECUTORbyKarpel, but they cannot be expected to perform at the same level as PCs which meet our listed recommendations. Please be aware and plan accordingly.*

# Optional Features & Associated Requirements

## Microsoft Exchange Server for Calendaring

Feature	Requirement
<b>Exchange Server Version</b>	Microsoft Exchange Server, Standard or Enterprise edition, 2013, 2016, 2019 or Office365 Karpel synchronization account (documentation on configuring this is available)

## Scanners

Feature	Requirement
<b>Scanning</b>	Scanners with a TWAIN driver Note: Fujitsu scanners using ScanSnap <b><u>do not work</u></b>

## Blob Storage Connectivity

Feature	Requirement
<b>Port availability for users to access storage</b>	A specific port between 50000-51000 will be assigned to the following URL <i>https://blob.hostedbykarpel.com:xxxxx</i>

## Recommended PDF Applications

Feature	Requirement
<b>PDF application recommended</b>	Foxit
<b>PDF applications supported</b> (possible configuration modifications may be needed)	Adobe DC Professional

## NetTranscripts

Feature	Requirement
<b>NetTranscripts Integration for transcription of audio files to Word/PDF/RTF files</b>	NetTranscripts Account

## Jaspersoft

Feature	Requirement
<b>Jaspersoft Reporting Server</b>	Purchase of Jaspersoft Reporting Server module from Karpel

## **NOTICES**

Symantec Security Suite can cause issues with Hosted PbK. To fix this issue the hostedbykarpel.com domain must be added to the suites allow list.

If a proxy server or other Internet filtering device/service is in place, ask for the IPs from your Project Manager. These should be added to the allow list of the device/service.

December 2019 Karpel will no longer support Windows 7 as mainstream support has ended and the product is currently in extended support. If Windows 7 is in use it must have all updates / patches. We will not be able to guarantee Windows 7 will continue to work.

Internet Explorer 11 must have all updates / patches installed.

Internet Explorer 11 may have issues after January 12, 2020 running PbK/DbK on Windows 7. If issues occur Karpel will not be able to provide support if it is an Operating System issue.

Current end of life for IE 11 is August 17th, 2021 unless Microsoft publishes an updated schedule. Karpel does recommend users try Chrome, Firefox or Edge for a better experience.

Windows 10 Build 1803 is known to have performance issues with opening documents from a network file share. Make sure a newer version is installed or the following registry fix has been applied.

<https://support.microsoft.com/en-us/help/4504548/slow-network-share-performance-using-windows-10-1803>

- **Workaround:** In the computer's registry create a new DWORD32 called DirectoryCacheLifetime under HKLM\System\CurrentControlSet\Services\LanmanWorkstation\Parameters\ and setting it to 0 (Zero).



**Agenda Briefing Addendum**

<b>Prepared by:</b>	Karen Pendleton	<b>Title:</b>	Grants Manager
<b>Department:</b>	5 <sup>th</sup> Circuit Solicitor’s Office	<b>Division:</b>	Grants Administration
<b>Contributor:</b>	Hans Pauling	<b>Title:</b>	Director of Affiliate Services
<b>Date Prepared:</b>	February 16, 2022	<b>Meeting Date:</b>	February 15, 2022
<b>Approved for Consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM	
<b>Committee:</b>	Coronavirus Ad Hoc		
<b>Agenda Item:</b>	Item 5A: Solicitor Data Management		

**COUNCIL INQUIRY #1:**

Does the cost reflect only employees serving Richland County? Does the \$1.2 million reflect the cost mentioned?

*Reply:*

No. The quote is for the total cost. We have calculated that Richland covers 80% of court cases, and Kershaw covers 20%. First year cost = \$748,231.50 (see Karpel 5 year plan). After deducting the Smart Prosecution Initiative grant (\$340,000) and the BWC grant funding (\$10,000) detailed in response #2, we have a remainder in the first year of \$398,231.50. The split between Richland county and Kershaw county for the first year would be Richland at 80% = \$318,585.20 and Kershaw at 20% = \$79,646.30.

**COUNCIL INQUIRY#2:**

Does the Solicitor’s Office have or are pursuing other grants or funding that are available to help purchase the data management system?

*Reply:*

Yes. We received a Smart Prosecution Initiative federal grant on December 17, 2021 for \$340,000.00 from the U.S. Department of Justice, Office of Justice Programs. That funding requires that the monies be used toward the purchase of software for a data management system. In addition, we have funding from a SC Department of Public Safety Grant; the Body Worn Camera (BWC), which has monies available to pay for cloud storage which the new data management system will require. We estimate that \$10,000/year of that funding can be utilized toward the cost of cloud storage.

**COUNCIL INQUIRY#3:**

What are the actual costs after you consider other available funding and the split between Richland and Kershaw?

*Reply:*

The Richland County 80% equals \$318,585.20 for the first year, and \$100,000.00/year for the next three years, and \$114,400 for the fifth year.

**COUNCIL INQUIRY#3:**

Does the new system, if purchased, interface with the Richland County Sheriff's Department and/or other associated departments?

*Reply:*

No, there is not a direct interface; however, the new Karpel system does connect through a portal and allows all law enforcement agencies in Richland County to utilize and send evidence to the case management system. The cost of the portal is listed in the first year of the Five Year Estimate as the external agency portal.

**COUNCIL INQUIRY#4:**

Legally, what data/information can be obtained from the other entities (cost-sharing) and what are any associated, additional costs to connect with those entities?

*Reply:*

Other associated entities purchase their own programs; however, there are costs for an external portal to connect to those entities. Karpel charges \$50,000 for the first year to develop the external portal, and charges \$10,000 a year to maintain the interface for that portal.

**COUNCIL INQUIRY#5:**

Please provide a definition of Diversion Programs.

*Reply:*

Diversion programs provide an alternative to traditional prosecution and are an alternative form of sentencing designed to enable offenders of criminal laws to avoid criminal charges and a criminal record. These programs are offered throughout the State; however, each Circuit's Solicitor's Office has different diversion programs, with different eligibility requirements. Diversion can involve doing community service, attending counseling sessions and/or making charitable contributions, and/or paying restitution, but the goal is the same: to allow a defendant time to demonstrate that they are capable of behaving responsibly. At the 5th Circuit Solicitor's Office we offer the following programs: Adult Drug Treatment Court, Alcohol Education, DUI Treatment Court, Columbia Homeless Court, Juvenile Drug Treatment Court, Pre-Trial Intervention, Traffic Education, and Veterans Treatment Mentor Court.

**COUNCIL INQUIRY#6:**

Please provide an explanation of the difference between the price proposal and the itemized list provided.

*Reply:*

The Karpel quote is for the costs for the first year of purchase costs and implementation. It includes the cost of the initial software purchase, installation of various components, professional services to include project management, data conversion, administrator training, onsite staff training, building the interface for court, travel to our facility, and annual support services.

**COUNCIL INQUIRY#7:**

What is the dollar amount of savings we would have by not storing at Iron Mountain?

*Reply:*

The total cost for Iron Mountain storage is \$134,470/year, and ten county agencies including the Solicitor's Office, use this storage. When we divide the total by ten, the cost is approximately \$13,447.00 for the Solicitor's cost.

**COUNCIL INQUIRY#8:**

Please explain the travel expenses itemized in the Karpel quote.

*Reply:*

Travel expenses are included in the total first year quote. The travel expenses are included for the Karpel staff to travel to the Solicitor's Office to perform duties such as installation, technical assistance and training.

**COUNCIL INQUIRY#9:**

Please explain the difference between the annual support costs (\$10,000 vs \$103,000) referenced in the briefing.

*Reply:*

The \$10,000 cost in the original Karpel quote refers to the customization services for the SC Court Interface development (which have increased in the revised quote for the first year to \$15,000). The \$103,000 annual support services costs for the first year have decreased in the revised quote for the first year to \$87,000 as a result of a decrease in the number of licenses required (see quantity: 120 licenses reduced from 150 licenses at \$450 each). These costs are included in the revised Karpel quote which totals \$655,100 for the first year costs.

**COUNCIL INQUIRY#10:**

Please provide the true cost of the project to Richland County to include contributions from other entities and any potential or existing grants.

*Reply:*

The true cost of the project for Richland County for the first year, after contributions from other entities and existing grants, and splitting the costs between Richland and Kershaw counties is: \$318,585.50. This takes into account the amount of other funding total of \$350,000.00. The total after subtracting the other funding total of \$350,000.00 from the Year One total of \$748,231.50 equals \$398,231.50. The remainder of \$398,231.50 is then divided between the Richland (\$318,585.50) and Kershaw (\$79,646.39) counties that the Fifth Circuit Solicitor's Office covers. We determined that Richland County processes 80% of the caseload, and Kershaw County processes 20%. The costs are further detailed in the attachments; the first attachment is the Karpel quote for first year costs, and the second attachment explains the cost estimates across five years.

**ADDITIONAL COMMENTS FOR CONSIDERATION:**

Click or tap here to enter text.

**ATTACHMENTS:**

1. Karpel Pricing Proposal 2222022
2. Karpel 5 year plan

## Pricing Proposal

### Itemized and Total Cost

The following tables show the itemized and total cost for your solution. **Software Products/Licensing**

	Qty.	Price	Total
PROSECUTORbyKarpel	120	\$ 2,250	\$270,000
<b>Total Software</b>			<b>\$270,000</b>

### Installation Services

	Qty.	Price	Total
PROSECUTORbyKarpel Installation and Configuration	1	\$ 1,000	\$ 1,000
Client Support Tool, Scanning Tool and System Compatibility Check (per computer)	120	\$ 50	\$ 6,000
Data Pre-Load	1	\$ 20,000	\$ 20,000
Additional Data Storage (100TB)	1	\$ 32,000	\$ 32,000
<b>Total Installation Services</b>			<b>\$ 59,000</b>

### Professional Services

	Qty.	Price	Total
Project Management		No Additional Cost	
Pre-Implementation Services (days, onsite)	3	\$2,400 2 trainers	\$ 7,200
Data Conversion: Spartan	1	\$100,000	\$100,000
Mock Go-Live and System Administrator Training (30 days prior to go-live, days)	3	\$2,400 2 trainers	\$ 7,200
Document Template Setup, Training and Conversion	1	\$ 2,500	\$ 2,500
<b>Total Professional Services</b>			<b>\$ 116,900</b>

### Onsite Training Services

	Qty.	Price	Total
Pre-Go-Live Review and Training (days)	4	\$3,600 3 trainers	\$ 14,400
On Site Training (days)	5	\$7,200 6 trainers	\$ 36,000
Post Go-Live Support and Training	3	\$3,600 3 trainers	\$ 10,800
<b>Total Onsite Training Services</b>			<b>\$ 61,200</b>

### Customization Services

	Qty.	Price	Total
Interface: SC Court - Receiving Defendant data and Disposition	1	\$ 15,000	\$ 15,000
Interface: SC Court – Receiving LE Referrals	1	\$ 15,000	\$ 15,000
<b>Total Customization Services</b>			<b>\$ 30,000</b>

### Total Project Cost

**\$537,100**

### Annual Support Services

	Qty.	Price	Total
PROSECUTORbyKarpel	120	\$ 450	\$ 54,000
Unlimited eDiscovery	1	\$ 15,000	\$ 15,000
Interface Annual Support	2	\$ 3,000	\$ 6,000
Hosted Services (per user/year)	120	\$ 100	\$ 12,000
<b>Total Annual Support Services</b>			<b>\$ 87,000</b>

### Estimated Travel Expenses

**\$ 31,000**

### Total First Year Cost

**\$655,100**

## Karpel Costs Five Year Estimate

	Year One	Year Two	Year Three	Year Four	Year Five
<b>Karpel Proposal for First Year Costs</b>	\$655,100.00				
<b>Court Interface</b>		\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
<b>Cost for use of Karpel application w/ ediscovery</b>		\$87,000.00	\$87,000.00	\$87,000.00	\$87,000.00
<b>Additional Storage 100TB (2 TB Included)</b>		\$32,000.00	\$32,000.00	\$32,000.00	\$50,000.00 *
<b>*Year Five Additional Storage after initial 100TB</b>					
<b>Optional Items:</b>					
<b>External Agency Portal</b>	\$50,000.00				
<b>External Agency Portal Annual Support</b>	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
<b>Foxit PDF Editor/Foxit PDF Support</b>	\$9,131.50				
<b>Jaspersoft</b>	\$24,000.00				
<b>TOTAL</b>	<b>\$748,231.50</b>	<b>\$135,000.00</b>	<b>\$135,000.00</b>	<b>\$135,000.00</b>	<b>\$153,000.00</b>
<b>Subtract:</b>					
<b>Body Worn Camera Grant Funding</b>	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
<b>IPS Grant Funding</b>	\$340,000.00				
<b>TOTAL</b>	<b>\$350,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>
<b>TOTAL COSTS</b>	\$748,231.50	\$135,000.00	\$135,000.00	\$135,000.00	\$153,000.00
<b>OTHER FUNDING TOTAL</b>	\$350,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
<b>TOTAL WITH OTHER FUNDING SUBTRACTED</b>	<b>\$398,231.50</b>	<b>\$125,000.00</b>	<b>\$125,000.00</b>	<b>\$125,000.00</b>	<b>\$143,000.00</b>
<b>Richland (80%)</b>	\$318,585.20	\$100,000.00	\$100,000.00	\$100,000.00	\$114,400.00
<b>Kershaw (20%)</b>	\$79,646.30	\$25,000.00	\$25,000.00	\$25,000.00	\$28,600.00
<b>FINAL TOTAL FOR RICHLAND COUNTY</b>	<b>\$318,585.20</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>\$114,400.00</b>



**Agenda Briefing**

<b>Prepared by:</b>	Lori Thomas	<b>Title:</b>	Assistant County Administrator
<b>Department:</b>	Administration	<b>Division:</b>	Click or tap here to enter text.
<b>Date Prepared:</b>	March 7, 2022	<b>Meeting Date:</b>	April 6, 2022
<b>Legal Review</b>	Patrick Wright via email	<b>Date:</b>	March 14, 2022
<b>Budget Review</b>	Abhijit Deshpande via email	<b>Date:</b>	March 8, 2022
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	March 7, 2022
<b>Approved for consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM	
<b>Committee</b>	Coronavirus Ad Hoc		
<b>Subject:</b>	Construction/Renovation for New Family Services Center		

**RECOMMENDED/REQUESTED ACTION:**

Staff recommends Council allocate up to \$35,000,000 for the up-fit and construction of a Family Services Center to house DSS and other related human services agencies at the Columbia Place Mall.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

A 2019 assessment of the facility by AEI Consultants estimates repairs to make the facility a viable workspace at \$28,840,118. With inflation and added specific needs to create space for numerous agencies, staff believes a not to exceed design build arrangement for \$35,000,000 could create the appropriate space for the Family Services Center.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

By state statute, the County is required to provide space and working capabilities for certain state agencies operating within the County including Department of Social Services, Department of Health and Human Services, Department of Health and Environmental Control and Mental Health, etc.

**MOTION OF ORIGIN:**

To direct the County Administrator to immediately move forward with efforts to relocate the Department of Social Services facility to the Columbia Place Mall (former Sears) and pursue funding from the State's American Rescue Plan allocation.

Council Member	The Honorable Yvonne McBride, District 3 and Joe Walker, III, District 6
Meeting	Special Called County Council Meeting
Date	July 27, 2021

**STRATEGIC & GENERATIVE DISCUSSION:**

Staff requests that Council allocate \$35,000,000 of County American Rescue Plan Act funds to be used to renovate and up-fit the former Dillard's site at Columbia Place Mall as a design build project to ensure that the Department of Social Services and other related health and welfare agencies are co-located to allow for efficient, safe and convenient services to meet the physical, mental and financial needs of children and families most at risk in Richland County as directed by Council motion on July 27, 2021 (see Meeting Minutes from Motion July 27, 2021 Pages 6-7).

The relocation of this facility will be to a facility owned by the County that sits in a qualified census tract and will serve to remediate blight and improve the area to attract employment and service opportunities for this community while also improving access to all services in one location. Further, the County has the documented support of Representative Kirkman Finley (see SC House Support Family Services Center) who is also requesting funding assistance from the state of South Carolina. Any funding received from other sources would reduce the reliance on ARPA funding; however, given the requirement that these funds be expended expeditiously, a commitment is necessary to begin the process and move forward to satisfy the federal requirement for spending by December 31, 2026.

While the County could seek to fund this project by issuance of general obligation bonds, the issuance of such would impact the County's ability to borrow for other projects. Because the County has sought and received documentation qualifying this project as qualifying for APRA funding (see Richland-ARPA-DSS Facility Opinion), the use of these funds would allow the County to keep borrowing capacity in tact to move forward other County initiatives that would not qualify our would for ARPA funds or that would not be able to be complete within the required timeline. Additionally, this project is directly aligned with the community survey results that addressing abused and neglected children as a top priority for the use of ARP funds.

**ADDITIONAL COMMENTS FOR CONSIDERATION:**

Click or tap here to enter text.

**ATTACHMENTS:**

1. Meeting Minutes from Motion July 27, 2021 Pages 6-7
2. AEI Consultants Facility Assessment - 2019
3. SC House Support Family Services Center
4. Richland-ARPA-DSS Facility Opinion

Not Present: J. Walker

The motion for reconsideration failed.

**10(a) County Administrator Evaluation: Review and Approval of Consultant** - Ms. Newton moved, second by Mr. Malinowski, to solicit a consultant to help with the evaluation process, as discussed in Executive Session.

In Favor: Malinowski, Pugh, Livingston, Terrarico, Barron, O. Walker, Mackey, English and Newton

Opposed: McBride

Not Present: J. Walker

The vote was in favor.

### 13. **MOTIONS PERIOD**

a. **I move to allocate \$9,733 in H-Tax funds to the Five Points Association for the St Patrick's Day event. These were funds allocated in the FY20-21 budget that were not spent due to COVID [Terracio]** – This item was referred to the A&F Committee.

b. **To direct the County Administrator to immediately move forward with efforts to relocate the Department of Social Services facility to the Columbia Place Mall (former Sears) and pursue funding from the State's American Rescue Plan allocation. [McBride & J. Walker]** – Ms. McBride moved, seconded by Ms. Terracio, to move forward.

Mr. Malinowski inquired if the Administrator is already looking into this item.

Mr. Brown responded in the affirmative.

Mr. Malinowski stated he would rather wait for the Administrator to come back to the Council before Council says “do something”.

Ms. McBride noted the Administrator is looking into it, but we wanted to make it official.

Mr. Livingston stated he does not want to limit the location to the Sears building.

Ms. McBride responded changing the location would ruin the motion. The Columbia Place Mall would be a prime location.

Mr. Brown noted he was working on locations in Columbia Place, based on what the body has previously voted on.

Ms. Mackey stated, for clarification, the motion allows the Administrator to move forward and pursue funding. She inquired if there is a date he will report back to Council.

Ms. McBride responded the Administrator could give us an update in September.

Ms. Mackey offered a friendly amendment that the Administrator report back to Council before

**Special Called Meeting  
July 27, 2021**

moving forward.

Mr. Malinowski stated he did not want to be restricted by the State's American Rescue Plan allocations, and include "other sources of funds", as well.

Ms. McBride accepted the amendment.

In Favor: Malinowski, Pugh, McBride, Livingston, Terracio, Barron, O. Walker, Mackey, English and Newton.

Not Present J. Walker.

The vote n in favor was unanimous.

14. **ADJOURNMENT** – The meeting adjourned at approximately 9:11PM.



# AEI Consultants

July 1, 2019

## FACILITY CONDITION ASSESSMENT

### Property Identification:

Dillard's  
7201 Two Notch Road  
Columbia, South Carolina 29223

AEI Project No. 403797

### Prepared For:

Richland County Government Office of Procurement and Contracting  
2020 Hampton Street, Suite 3064  
Columbia, South Carolina 29204

### Prepared By:

AEI Consultants  
4255 Wade Green Rd, Suite 510  
Kennesaw, Georgia 30144  
(678) 279-2820  
AEI Main Contact: Douglas A. Olson

Environmental  
Due Diligence

Building Assessments

Site Investigation  
& Remediation

Energy Performance  
& Benchmarking

Industrial Hygiene

Construction  
Risk Management

Zoning Analysis  
Reports & ALTA  
Surveys

National Presence  
Regional Focus  
Local Solutions

July 1, 2019

Richland County Government Office of Procurement and Contracting  
2020 Hampton Street,  
Columbia, South Carolina 29204

**Subject: FACILITY CONDITION ASSESSMENT**

Dillard's  
7201 Two Notch Road, Columbia, South Carolina 29223  
AEI Project No. 403797

Richland County::

AEI Consultants is pleased to provide the results of the Facility Condition Assessment (FCA) report of the above referenced address (the "subject property"). This assessment was authorized and performed in accordance with the scope of services outlined in AEI's contract, the scope and limitations of ASTM E2018-15 "Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process" and the requirements of the lender.

We appreciate the opportunity to provide services to you. If you have any questions concerning this report, or if we can assist you in any other matter, please contact Douglas A. Olson at (617) 319-5711, or email at [dolson@aeiconsultants.com](mailto:dolson@aeiconsultants.com).

Sincerely,



Douglas A. Olson  
Senior Vice President  
AEI Consultants

## Project Summary

Construction System	Good	Fair	Poor	Action	Immediate	Short Term	Over Term Years 1-20
3.1.1 Topography, Storm Water Drainage, and Retaining Walls	X			None			
3.1.2 Site Access, Parking, Pavement		X		Replace			\$1,425,980
3.1.3 Sidewalks, Curbing, Site Steps, and Ramps	X	X		Replace			\$29,595
3.1.4 Landscaping, Fencing, Signage, Site Lighting		X		Replace			\$168,044
3.1.5 Site Amenities		NA		None			
3.1.6 Utilities	X			Refurbish			\$97,500
3.1.7 Other Site Structures		NA		None			
3.2.1 Foundations	X	X		Repair			\$12,864
3.2.2 Framing	X	X		Repair			
3.2.3 Cladding	X	X		Refurbish			\$50,457
3.2.4 Roof Systems	X	X		Replace			\$610,200
3.2.5 Appurtenances	X			None			
3.2.6 Doors and Windows	X	X		Replace			\$264,150
3.2.7 Common Area Finishes		X		Replace			\$2,700,000
3.2.7.1 Non-Public Area Finishes	X	X		Replace			\$15,382,478
3.2.8 Common Area Amenities		NA		None			
3.3.1 Plumbing Systems and Domestic Hot Water	X	X		Replace			\$562,397



Construction System	Good	Fair	Poor	Action	Immediate	Short Term	Over Term Years 1-20
3.3.2 Heating, Cooling, and Ventilation	X	X		Replace			\$4,621,565
3.3.3 Electrical Systems	X	X		Replace			\$1,432,413
3.3.4 Vertical Transportation		X	X	Replace			\$595,210
3.3.5 Fire Protection and Life Safety Systems		X		Replace			\$521,444
3.3.5.2 Security	X			Replace			\$340,821
4.2 Microbial Growth	X			None			
5.1 Building Code Violations	X			None			
5.2 Fire Code Violations	X			None			
6.1 Accessibility Survey		X		Repair			\$25,000
Totals					\$0	\$0	\$28,840,118

Summary	Today's Dollars	\$/SF
Immediate Repairs	\$0	\$0.00

Summary	Today's Dollars	\$/SF
Short Term Repairs	\$0	\$0.00

	Today's Dollars	\$/SF	\$/SF/Year
Replacement Reserves, today's dollars	\$28,840,118.00	\$157.39	\$7.87
Replacement Reserves, w/20, 3.0% escalation	\$30,125,807.61	\$164.41	\$8.22

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APPENDIX C: Pre-Site Visit Questionnaire

APPENDIX D: Record of all Documents Reviewed, Interviews, and Supporting Information

APPENDIX E: Property Evaluator Qualifications



## LIST OF COMMONLY USED ACRONYMS

This report may use various construction abbreviations to describe various site, building or system components. Not all abbreviations may be applicable to all reports. The abbreviations most often utilized are defined below.

AHU	Air Handling Unit
BUR	Built-up Roof System
BTU	British Thermal Unit (a measurement of heat)
EPDM	Ethylene Propylene Diene Monomer (rubber membrane roof)
FCU	Fan Coil Unit
FHA	Forced Hot Air
FHW	Forced Hot Water
GFI	Ground Fault Interrupt (circuit)
GWB	Gypsum Wall Board
MDP	Main Distribution Panel
PTAC	Packaged Through-wall Air Conditioning (Unit)
SF	Square Feet
TPO	Thermoplastic Polyolefin Roof Membrane
VAV	Variable Air Volume Box
ADA	The Americans with Disabilities Act
ASTM	American Society for Testing and Materials
BOMA	Building Owners & Managers Association
BUR	Built-up Roof
DWV	Drainage, Waste, Ventilation
EIFS	Exterior Insulation and Finish System
EMF	Electro Magnetic Fields
EMS	Energy Management System
EUL	Expected Useful Life
FEMA	Federal Emergency Management Agency
FFHA	Federal Fair Housing Act
FIRMS	Flood Insurance Rate Maps
FRT	Fire Retardant Treated
FOIA	U.S. Freedom of Information Act (5 USC 552 et seq.) and similar state statutes.
FOIL	Freedom of Information Letter
FM	Factory Mutual
HVAC	Heating, Ventilating and Air Conditioning
IAQ	Indoor Air Quality
MEP	Mechanical, Electrical & Plumbing
NFPA	National Fire Protection Association
FCA	Facility Condition Assessment
PCR	Property Condition Report
PML	Probable Maximum Loss
RTU	Rooftop Unit
RUL	Remaining Useful Life
R&M	Routine Maintenance and Repair
IM	Immediate Repair
RR	Replacement Reserve

## EXECUTIVE SUMMARY

AEI was retained by Richland County Government Office of Procurement and Contracting on April 1, 2019 to conduct a Facility Condition Assessment (FCA) and prepare this report on the Dillard's property located at 7201 Two Notch Road in Columbia, South Carolina.

The subject Property is the east central anchor of the Columbia Place Mall. Portions of the surrounding parking and drive aisles are outlined in the referenced Richland County Parcel Reports. Please see appendix file.

Future plans call for the adaptive renovation/reuse of the building to include consolidation of the Richland County offices. As such, AEI will make certain assumptions herein based on adaptive reuse and as reported by Property Management, to include elements/assets not necessarily a part of the current subject building. Such assumptions will include the addition of windows and modification of existing fenestration, interior partitions and insulation, additional restrooms and HVAC modifications/addition(s), all based on generalized ICC code standards for an Office occupancy of 1/100 gross square footage per occupant. Therefore, the building could conceivably house 1,833 persons based on 1183,237 gross square feet.

Additionally, AEI will include discussion and generalized costs for reuse/renovation elements to aim the future building use toward Energy Star performance standards.

Industry standard cost modeling will be the basis for cost reporting.

It should be noted that the property was vacant at the time of the site assessment and as such, some systems and components were not operational at that time.

A summary of the Property improvements is provided in the following table.

Item	Description
Property Type	Retail - Shopping Mall
Number of Floors	Two
Number of Tenants	1
Number of Buildings	One
Ancillary Buildings	Not Applicable
Gross Floor Area	183,237 per Richland County Parcel Report
Net Rentable Floor Area	183,237 per Richland County Parcel Report
Foundation Type	Shallow Foundation
Frame Construction	Masonry bearing walls
Facade	Unpainted masonry brick
Roof Type	Built up
Site Area	13.645 acres
Year of Construction	1977
Year of Substantial Renovation	1995
Parking Surface	Asphalt
Number of Parking Spaces	790
Number of ADA Parking Spaces	9

Item	Description
Heating Type	Roof Top Package units (RTUs) - electric
Cooling Type	(2) Centrifugal chillers, cooling tower
Hot Water Source	Central electric, commercial- grade water heaters
Electrical Wiring Type	Copper branch wiring
Plumbing Piping Type	Copper pipe; 2" copper service with backflow preventers
Elevator Type	Hydraulic
Fire Protection Type	Full coverage (nominal)
Flood Zone	X (Non-shaded)
Seismic Zone	2A
Wind Zone	III
Visibility From Street	Good visibility from street

### OVERALL CONDITION OF THE PROPERTY

Based on AEI's observation of the Property and improvements, the Property appears to be in overall fair condition.

The recommendations in this report are based upon ASTM guidelines and are limited to visual observations. Testing of systems was not performed and no invasive or destructive testing was undertaken.

### SUMMARY OF FCA FINDINGS

	Terms (Yrs)	Total Uninflated Costs	Total Inflated Costs	Uninflated \$/SQFT/Year	Inflated \$/SQFT/Year
Immediate Costs	0	\$0	N/A	N/A	N/A
Short Term Costs	1 or 2			N/A	N/A
Replacement Reserves Costs	20	\$28,840,118	\$30,125,808	\$7.87	\$8.22

### RECOMMENDATIONS

AEI recommends addressing any observed deficiencies that require immediate action as a result of existing or potentially unsafe (health & safety) conditions, obvious material building code violations, or conditions that have the potential to result in, or contribute to, the failure of a critical element of system failure within one year, or-a significant escalation in repair costs if left uncorrected. Opinions of probable costs for Immediate Repairs are provided in the Immediate and Short Term Costs Table.

Short term costs are those costs which occur within the first or second year concerning serious deficiencies that do not give rise to requiring an immediate repair. Short term costs are items which left unattended will create a code violation or present a significant failure which may serve to impair the overall functioning of the affected system or a related system. An ADA violation or replacing a component part of an assembly (otherwise in good condition) which causes the assembly not to function as designed (e.g.: a water booster pump), are categorized as short term expenses and are included in the Immediate and Short Term Costs Table as a Short Term Cost and the Capital Reserves Schedule in years one or two.

Capital Reserves are for recurring probable expenditures that are not classified as operation or maintenance expenses. The Capital Reserves should be budgeted for in advance on an annual basis. Capital Reserves are reasonably predictable both in terms of frequency and cost. However, Capital Reserves may also include components or systems that have an indeterminable life but nonetheless have a potential liability for failure within an estimated time period. Opinions of probable costs for Capital Reserves are provided in the Capital Reserves Schedule.

## 1.0 INTRODUCTION

---

AEI Consultants, Inc. (AEI) was retained by Richland County Government Office of Procurement and Contracting ("Client") to perform a Facility Condition Assessment (FCA) of the Dillard's located at 7201 Two Notch Road in Columbia, South Carolina (the "Property"). This FCA was performed in accordance with the Proposal between AEI Consultants and Richland County Government Office of Procurement and Contracting, authorized on March 29, 2019.

### 1.1 PURPOSE

The purpose of this Facility Condition Assessment (FCA) report is to create a baseline standard of observable conditions which occur at the property at the instant time of inspection which may be subjected to time adjusted corrections rendering cost replacement information, that is inflation adjusted, allowing for informed decisions as to replacement, maintenance, upgrade, or abandonment to be feasible. The FCA will assist the client in understanding and assessing the condition of the Property and to make recommendations for capital needs expenditures that may reasonably be generated during the reserve period covered by this report.

All facilities are ultimately an amalgamation of component systems. It is the purpose of this report to deconstruct those systems and examine their component parts in order to determine how any individual part may affect the system and ultimately the entire facility. While AEI recognizes the interdependency of each part certain guidelines must be considered before delving into this analysis; first among these is a cost allowance threshold, which shall be set at \$ 3,000.00 for any individual component, below this threshold the cost shall be considered a regular maintenance item; second, any item which is subject to removal without direct impact to a system shall be excluded (e.g.: light bulbs from fixtures); and third, any equipment brought to the site for a temporary usage period (e.g.: a genset, or a mobile classroom), even though these may be integral to the functioning of the facility they were never intended to be incorporated into the operational plan as a fixture.

Assessments and recommendations are based upon a review of readily available public and private documents pertaining to the property as well as an onsite inspection of the site and buildings by experienced architects or engineers. The survey is intended to identify and describe the building and site systems, to assess the overall condition of the systems compared to industry standards, to identify conspicuous deficiencies, and to project a reasonable estimate of the remaining useful life for site and building systems.

Based on interviews with Richland County representatives, AEI understands the Property is to be re-purposed. Per the contract, AEI is to evaluate the overall structure and the feasibility of re-purposing the abandoned retail structure. Based on generalized space usage and AEI's understanding of the intent of Richland County, AEI has generated a Capital Reserve. This FCA Report is not intended to provide specific costs, but an overall conceptual budget for re-purposing the Property.

No assessment can wholly eliminate the uncertainty regarding the presence of physical deficiencies and performances of the building systems. The ASTM standard recognizes the inherent subjective nature of the assessment regarding such issues as workmanship, quality of care during installation, maintenance of building systems and remaining useful life of the building

system. Assessments, analysis and opinions expressed within this report are not representations regarding either the design integrity or the structural soundness of the property or components. Factors that may affect our recommendations include the ready availability of historical records, the potential change in management and maintenance practices, and the availability of reliable disclosure of property conditions. Deviations or Limitations from the ASTM Guide are discussed in Section 7.2.

## 1.2 SCOPE OF WORK

The scope of this assessment is to:

- Develop a general property description.
- Identify major existing components.
- Perform a visual assessment of the physical condition of the components.
- Evaluate by a limited visual assessment for the Americans with Disabilities Act (ADA) accessibility.
- Approximate costs for repairs and/or capital reserve items based upon a reserve term provided by the Client.
- Prepare this Facility Condition Assessment (FCA).

Physical condition, as defined by ASTM E2018-15 is the physical state of a property, system, component or piece of equipment. Within the context of the assessment, the consultant may offer opinions of the physical condition of the property, or of systems, components and equipment observed. Such opinions employ the terms: excellent, good, fair and poor.

- Excellent condition - brand new or virtually brand new, is operating as specified at the time of installation with no appreciable wear or tear.
- Good condition—in working condition and does not require immediate or short term repairs above an agreed threshold.
- Fair condition—in working condition, but may require immediate or short term repairs above an agreed threshold.
- Poor condition—not in working condition or requires immediate or short term repairs substantially above an agreed threshold.

## 1.3 SITE VISIT INFORMATION

Date of Site Visit	May 30, 2019
Time of Site Visit	8:00 AM
Weather Conditions	Low 90's and Clear
Site Assessor	Michael Novick
Site Escorts	Mr. Hayden Davis
Point of Contact	Mr. Hayden Davis

## 1.4 INTERVIEWS

During the course of our assessment, the following individuals provided information that was

used by our field assessor and reviewer to inform the descriptions and recommendations contained in this report.

Contact Name	Contact Title	Contact Phone	Information Source Provided
Mr. Hayden Davis	Project Manager Facilities & Grounds	803.567.3586	Escort & Interview
Mr. Randy Pruitt	Director, Operational Services	803.567.2165	Interview

## 1.5 DOCUMENTS REVIEWED

Interviews with Mr. Hayden David and Mr. Randy Pruitt were conducted during the site visit, and via phone conversations.

AEI was provided with the following documents for review.

The information obtained from these materials is included in the appropriate sections of this report.

Document	Source / Author	Date
RC GIS Info 12-7-17	Richland County GeoInfo	2017
Columbia-Site Plan-Ex.A	Louis Resnick AIA	10-15-76
Skinny D Space Review 12-08-2017 (ver#3)	Richland County Government Department of Operational Services	12-8-2017
Drawings	Architecture +	12-22-95
Drawings	Surratt, Smith & Abernathy Associates	June 1, 1976

## 1.6 WORK OBSERVED OR PLANNED

### 1.6.1 SUMMARY OF HISTORICAL REPAIRS AND REPLACEMENTS

Over the past three years, no major capital expenditures have been completed at the property.

### 1.6.2 WORK IN PROGRESS

At the time of our site assessment, no capital projects were in progress.

### 1.6.3 PLANNED CAPITAL IMPROVEMENTS

Management personnel reports that a total building rehabilitation and renovation project is planned for within the next four (4) years.

## 1.7 REMAINING USEFUL LIFE

Based on the general condition of the Property reported above, it is AEI's opinion that the Remaining Useful Life (RUL) of the Property is estimated to be not less than 40 years barring any natural disasters. This opinion is based on its current condition and maintenance status, assuming any recommended Immediate Repairs or Replacement Reserves are completed and appropriate routine maintenance and replacement items are performed on an annual or as-needed basis. AEI can make no comment on the marketability of the Property's useful life.

## 1.8 RELIANCE

The investigation was conducted on behalf of and for the exclusive use of Richland County Government Office of Procurement and Contracting (Client) solely for use in a facility condition evaluation of the subject property. This report and findings contained herein shall not, in whole or in part, be disseminated or conveyed to any other party, nor used by any other party, in whole or in part without prior written consent of AEI. AEI acknowledges and agrees that the report may be conveyed to and relied upon by the Client, their successors and assigns, rating agencies and bond investors.

Reliance is provided in accordance with AEI's Proposal and Terms and Conditions executed by Richland County Government Office of Procurement and Contracting on April 1, 2019. The limitation of liability defined in the Terms and Conditions is the aggregate limit of AEI's liability to the client and all relying parties.



## 2.0 OPINIONS OF COST

---

Based upon observations during our site visit and information received from our interviews with building management and service personnel, which for the purpose of the FCA was deemed reliable, AEI prepared general-scope, opinions of cost based on appropriate remedies for the deficiencies noted. Such remedies and their associated costs were considered commensurate with the property's position in the market and prudent expenditures. These opinions are for components of systems exhibiting significant deferred maintenance, and existing deficiencies requiring major repairs or replacement. Repairs or improvements that could be classified as (i) cosmetic, (ii) decorative, (iii) part and parcel of a building's renovation program or to re-position the asset in the marketplace, (iv) routine or normal preventative maintenance, or (v) that are the responsibility of the tenants were not included.

Opinions of costs included in this report should be construed as preliminary estimates. Actual costs most probably will vary from the consultant's opinions of probable costs due to a variety of factors including design, quality of materials, contractor selected, market conditions, and competitive solicitation. Based on observations of readily apparent conditions, there may be a number of immediate and capital reserve costs that are recommended over the evaluation period. These needs are identified in the various sections of this report and are summarized in the attached cost tables. Costs for routine or normal preventive maintenance, or a combination thereof, are not included. Where an estimated cost is employed to represent the replacement cost or capital expenditure it is provided as an allowance, and will be noted in the descriptive language.

Immediate repairs are repairs that require immediate action as a result of: material existing or potential unsafe conditions, material building or fire code violations, or conditions that, if left uncorrected, 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.

Based on observations of readily apparent conditions, an Immediate Costs Table was developed addressing areas found to require replacement, repairs, or significant maintenance within the one year to help the Client evaluate the property. The Immediate Cost Table provides these cost estimates.

Other items that are not immediate or are not driven by immediate repair needs are listed in the Capital Reserves Schedule . These items were observed by the assessor or based on comments by the current tenant. Capital reserves are for recurring probable expenditures that are not classified as operation or maintenance expenses. The capital reserves should be budgeted for in advance on an annual basis. Capital reserves are reasonably predictable both in terms of frequency and cost. However, capital reserves may also include components or systems that have an indeterminable life but nonetheless have a potential liability for failure within an estimated time period. Capital reserves exclude systems or components that are estimated to expire after the reserve term or that are not considered material to the structural and mechanical integrity of the subject property. Systems and components that are not deemed to have a material effect on the use are also excluded. Replacement costs were solicited from ownership / property management, AEI's discussions with service companies, manufacturers' representatives, and previous experience in preparing such schedules for other similar facilities. Costs for work

performed by the owner's or property management's maintenance staff were also considered.

AEI's reserve methodology involves identification and quantification of those systems or components that may require capital reserves within the evaluation period. The evaluation 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 Capital Reserve Schedule could be prepared. The Capital Reserve Schedule, presupposes that all required remedial work has been performed or that monies for remediation have been budgeted for items recommended in the Immediate Costs Estimate.

The Effective Useful Life (EUL) is the average amount of time in years that a system, component or structure is estimated to function when installed new and assuming that routine maintenance is practiced. It is based upon site observations, research, and judgment, along with referencing EUL tables from various industry sources, including, but not limited to, Life Expectancy Guidelines published by Marshall & Swift and United States Department of Housing and Urban Development guidelines. 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.

The Remaining Useful Life (RUL) is a subjective estimate based upon observations, or average estimates of similar items, components, or systems, or a combination thereof, of the number of remaining years that it is estimated to be able to function in accordance with its intended purpose before requiring replacement. Such period of time is affected by the initial quality of the system or component, the quality of the initial installation, the quality and amount of preventive maintenance, climatic conditions, extent of use and other factors.

The RUL estimate is an expression of a professional opinion and is not a guarantee or warranty, expressed or implied. This estimate is based upon the observed physical condition of the property at the time of the visit and is subject to the possible effect of concealed conditions or the occurrence of extraordinary events such as natural disasters or other unforeseen events that may occur subsequent to the date of the site visit. The RUL estimate is made only with regard to the expected physical or structural integrity of the improvements on the Property. Based upon observations during our site visit and information received from our interviews with building management and service personnel, which for the purpose of the FCA was deemed reliable, AEI prepared general-scope, Opinions of Cost based on appropriate remedies for the deficiencies noted. Such remedies and their associated costs were considered commensurate with the Property's position in the market and prudent expenditures. These opinions are for components of systems exhibiting significant deferred maintenance, and existing deficiencies requiring major repairs or replacement. Repairs or improvements that could be classified as (i) cosmetic, (ii) decorative, (iii) part or parcel of a building's renovation program or to reposition the asset in the marketplace, (iv) routine or normal preventative maintenance, or (v) that are the responsibility of the tenants were not included.

The observed or reported condition of the reviewed systems, any recommended actions and the

associated opinions of probable cost of repair or replacements are presented in the following Sections of this report. A summary of opinions of costs is presented in the Executive Summary. The opinions of probable costs for Immediate Repairs and Capital Reserves are summarized in the following tables:



## 3.0 SYSTEM OBSERVATIONS AND DESCRIPTIONS

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### 3.1 SITE COMPONENTS

#### 3.1.1 TOPOGRAPHY, STORM WATER DRAINAGE, AND RETAINING WALLS

Item	Description	Action	Condition
Topography	Relatively level with slight discernible slope down to east	No	Good
Retaining Walls	Not applicable	NA	Not applicable
Adjoining Properties	Roughly at similar elevation to the subject property.	No	Not applicable
Storm Water Collection System	Underground municipal drainage system	R&M	Good
Landscape Drainage System	Not applicable	NA	Not applicable
Pavement Drainage System	Storm water area drains	R&M	Good
Foundation Drainage System	Pavement abuts the perimeter of the foundation	R&M	Good

#### ASSESSMENT / RECOMMENDATION

The building shares a common wall with the mall at the west elevation.

The east adjacent properties are generally at a downslope elevation and storm water typically sheet flows at paved parking areas to area drains. North and south adjacent properties are at a similar elevation as the subject Property; and do not appear to direct significant rainwater towards the subject property.

AEI did not observe unusual evidence of erosion or chronically-standing water. The storm water system appeared to provide adequate runoff capacity. Overall, property drainage appeared to be good and the drainage infrastructure components appeared to be in good condition. Also, there is no unusual evidence of storm water runoff from adjacent properties.

No unusual problems or concerns were noted with slope management or storm water drainage systems. Routine maintenance of the drainage systems is expected to be adequate to maintain the drainage systems and components in good condition during the projection period covered by this report.

## Photographs



Topography, drainage



Topography



Topography



Site drainage



Dock, trench drain

### 3.1.2 SITE ACCESS, PARKING, PAVEMENT

Items	Description	Action	Condition
Asphalt Pavement	Asphalt pavement is used for the parking areas.	RR	Fair
Concrete Pavement	Concrete pavement is used for apron at the east dock	RR	Good/Fair

Items	Description	Action	Condition
Seal Coating	Seal coating is worn and is considered to be at the end of its EUL.	RR	Fair
Striping	Striping for parking spaces is faded	RR	Fair
Number of Parking Spaces	790	R&M	Good
Number of ADA Spaces	9. See additional discussion, Sec. 6.0 Accessibility Evaluation	RR	Fair/Poor
Site Access	Access to the property is provided by two (2) entrances from adjoining municipal streets.	R&M	Good
Easement or Alley Way	No Easement or alleyways were observed or reported	R&M	Good

**ASSESSMENT / RECOMMENDATION**

There are two (2) vehicular entrances to the Property; one (1) at the southeast from the adjoining Two Notch Road (south) and one (1) access off Parkland Road (east) known as Onell Court. All accesses, including open access to mall parking are from the perimeter Columbia Mall (ring) Road. Parking access is generally open off the east ring road. The entrance aprons are constructed with asphalt pavement.

A regional bus stop is provided due east of the building at the nexus of parking and the Columbia Mall (ring) Road. Bollards and seating are provided designating the bus stop.

Two staging areas, asphalt paved, are located at the building northwest and southwest corners and appear common to the mall functions. The staging areas appeared in good condition.

Traffic signalization is provided at the Columbia Mall Road interchanges at Two Notch Road and at Onell Court at Parkland Road. Internally, stop signs are provided at the subject building northeast drive aisle to ring road.

According to the Richland County GIS info map provided, asphalt paving associated with the subject property is triangular shaped, extends from the northeast building corner to Onell Court, includes the two lane Onell Court (however, Oneill Court was identified in Section 3.1.2, Project 403796 Burlington), includes approximately 1,300 linear feet of the two lane Columbia Mall (ring) Road travelling south then includes a diagonal portion extending from the southwest building corner. Total asphalt paving is approximately 444,000 square feet.

The asphalt pavement system does not appear to have been maintained in recent years. The asphalt pavement exhibits problems with linear cracking. Significant weed growth was observed throughout the asphalt field. If the cracking is left unattended and weed growth continues, water penetration into the sub-base material will accelerate, potentially leading to further deterioration. The asphalt pavement is reaching the end of its effective useful life as evidenced by worn aggregate and overall noted brittleness, suggestive of the weathering of the binding matrix.

The depth of the asphalt pavement could not be determined and AEI was unable to determine if an asphalt overlay is present. Typically, asphalt pavement is able to have one overlying layer, before the depth of the asphalt becomes problematic for storm water drainage and pedestrian

walkways. Given the age of the Property, it is anticipated that two layers of asphalt pavement are present. Based on AEI's observations and assumptions of two layers of asphalt, the asphalt is a prime candidate for milling and overlay resurfacing. An opinion of cost for this work is included in the Tables.

Seal coating helps to protect the asphalt surface from agents of deterioration for pavements that include traffic abrasion, vehicle weight, weathering, sunlight, and ultraviolet light. After the asphalt is seal coated, the parking spaces should be re-striped. Crack sealing and minor repairs can be done through routine maintenance or as part of the seal coating maintenance contract.

Concrete pavement is in good to fair condition with isolated areas of spall damage noted at the apron interface with asphalt, east dock. Concrete pavement should be periodically addressed with sectional concrete replacement as needed, including re-striping. An opinion of cost for this work is included in the Tables.

### Photographs



Bus stop



Paving damage



Paving, designated parking



Paving



Site access drive



Paving, drainage



Landscape island at paving



Drive aisle paving



Paving, striping



Paving, parking



Paving damage



Paving, parking



Drive aisle, landscape island



North staging area, drainage



South elevation staging



Compactor pad



Dock apron damage

### Cost Summary

Cost Recommendation	EUL	EFF AGE	RUL	Year	Cost
Asphalt Pavement, Full depth sectional replacement/ repairs	43	42	1	1	\$55,500
				2	\$55,500
Asphalt Pavement, Mill and Overlay	43	42	1	1	\$219,780
				2	\$219,780
				3	\$219,780
				4	\$219,780
Asphalt Pavement - seal coat, restripe, and crack seal	5	1	4	5	\$106,560
				10	\$106,560
				15	\$106,560
				20	\$106,560
Reinforced Concrete Pavement, Replace damaged sections	43	42	1	1	\$9,620
<b>Total</b>					<b>\$1,425,980</b>

### 3.1.3 SIDEWALKS, CURBING, SITE STEPS, AND RAMPS

Item	Description	Action	Condition
Sidewalks	Concrete with masonry pavers at north, east, south main entries	RR	Good/Fair
Curbs and Gutter	Concrete Curbs with integral gutter	R&M	Good
Ramps	Poured in place concrete	R&M	Good
Exterior Steps	Cast in place concrete steps at east dock	R&M	Good
Handrails	Exterior stairs are protected by steel handrails	R&M	Good
Loading Docks	One (1) loading dock with three (3) bays, NE building corner. Steel plate/bumpers at each door.	R&M	Good

### ASSESSMENT / RECOMMENDATION

Site pedestrian access was observed to be in overall good to fair condition with some spalling observed at the east concrete walkway and with localized damaged concrete at the northernmost east dock door. Overgrowth of many sidewalk areas was observed, and sidewalk observation was limited. Based on the observed areas of spalling, AEI recommends sectional concrete sidewalk and sectional dock apron replacement during the evaluation term. An opinion of cost for this

work is included in the Tables.

The masonry paver flatwork utilized at the covered main entries appeared to be generally in good condition. No significant problems or concerns were observed. The flatwork can be expected to last through the evaluation term with periodic repairs completed as part of routine maintenance.

The sidewalk access appeared to be generally adequate in terms of location and accessibility. Please see further discussion, Section 6.0 Accessibility Evaluation, below.

Concrete curbing with integral gutters form the perimeter of all paving and islands. Curbing was observed in good condition. Three (3) curb ramps, located at the north, east and south main entries, appear in good condition.

One set of cast in place concrete steps with seven risers and painted steel pipe railings serves at the east dock man door. The steps and railing appeared in good condition.

Three concrete docks with depressed apron and roll up doors are located at the southwest building elevation. Dock elements such as steel plate and rubber bumpers appeared in good condition and could be replaced as required as part of routine maintenance.

Please see following Section 3.2.6 Doors and Windows for roll-up door discussion.

A compactor is located within an enclosure located at the building north elevation. AEI was unable to determine the age or status of the proper function of the compactor.

Based on discussion with Richland County representatives, replacement of the compactor during the evaluation period is recommended. An opinion of cost for this work is included in the Tables.

## Photographs



Landscape island, curb



Curb, gutter, sidewalk



Landscape, sidewalk

Dscn8378

Lighting bollards, sidewalk



Sidewalks



North entry sidewalk, landscape



Curb ramp



Dock, exterior steps; concrete damage at north dock door



Curb, gutter, dock apron



Sidewalk, landscape



Curb ramp



East entry sidewalk



East entry sidewalk, lighting



Sidewalk spall



Sidewalk, landscape



Sidewalk, curb ramp



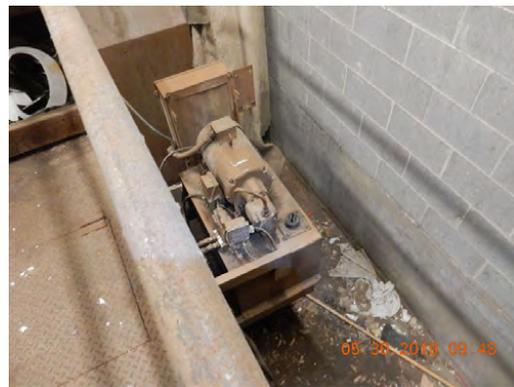
South entry sidewalk



Sidewalk, landscape



Sidewalk, landscape



Compactor motor



Compactor

### Cost Summary

Cost Recommendation	EUL	EFF AGE	RUL	Year	Cost
Concrete Sidewalk, Apron, Sectional Replacement	40	39	1	1	\$9,620
Compactor, Containerized, Hand Fed, 2-6 C.Y.	25	20	5	5	\$19,975
Total					\$29,595

### 3.1.4 LANDSCAPING, FENCING, SIGNAGE, SITE LIGHTING

Item	Description	Action	Condition
Landscaping	Landscape beds and raised planters along north, east and south elevations. Islands within the paved parking and drive aisle areas	RR	Fair/Poor
Irrigation	Not observed or reported	NA	Not applicable
Perimeter Fencing	Unpainted brick masonry walls enclose north staging and north main entry, south staging, dock and compactor	R&M	Good/Fair
Patio Fencing	Not applicable	NA	Not applicable
Refuse Area Fencing	Compactor surrounded by unpainted brick fencing	R&M	Good
Site/Building Lighting	Pole mounted, (4) lamp fixtures at building elevations, Pole mounted uplighting at landscape island, east elevation. Uplighting at dock. Bollards with lights along pedestrian pathways at main entries.	RR	Good/Fair
Parking Area Lighting	Pole-mounted fixtures	RR	Fair
Signage	Primarily parking area signage. No building or directional signage observed.	R&M	Good
Water Features	No water features are associated with this property	NA	Not applicable

### ASSESSMENT / RECOMMENDATION

Landscaping was observed along building elevations and at main entries as raised planters and beds. Small islands occur at the north and east parking areas. Trees, shrubs and grassed areas were observed.

The landscape material is in fair to poor condition. Significant areas of poorly maintained, overgrown and choked landscape were observed throughout the site, including at parking islands. New landscape material should be installed at the affected areas. Additionally, funding should be allocated to continued landscape maintenance during the evaluation period. An opinion of cost for this work is included in the Tables.

No irrigation system or controls were observed or reported.

Fencing was observed on the building site as low, unpainted brick walls immediately adjacent to building entries, elevations and the east dock area. Masonry walls appeared in overall good condition.

The compactor enclosure is accessed via a pair of swinging metal gates. The gates appeared in good condition.

Perimeter pole mount sidewalk lighting and bollards as well as one (1) pole mounted, island located upright at the building east elevation as well as one, ground mount upright at the dock area were observed to be in overall good to fair condition. The quantity, location, and general intensity of the fixtures and lamps are considered to be generally adequate for the property. No unusual problems or concerns were observed or reported. Although not observed after dark, lighting appears adequate.

Parking area lighting is provided by pole mount fixtures on concrete pedestals. AEI did observe some impact damage and minor corrosion to 40' metal parking area light standards and some standards, approximately 25% of the total, had previously been replaced. Additionally, some concrete pedestals were observed deteriorated and cracked. Action is recommended to replace the older light standards in the parking areas and damaged concrete pedestals. An opinion of cost for this work is included in the Tables.

Additionally, and on assumption of the concepts of energy use reduction, AEI recommends replacing existing parking area and sidewalk/pedestrian area fixtures and bollards with LED lamps.

The services of a lighting expert with specific expertise in lighting design in this geographical area should be retained to evaluate the system and provide remedial recommendations consistent with local regulatory and code requirements. An opinion of cost for this work is included in the Tables.

Please note that the cost of lamp replacement has not been included in the Tables in as much as the recommended assessment will determine the full nature of the proposed replacement, the scope of work for repairs, and an estimate for the repairs. It should be noted upgrading the light fixtures to LED are recommended at a minimum.

The Property and building signage was in good condition with no significant deficiencies. The remaining useful life of the signage is anticipated to exceed the evaluation period. Repair and repainting of the signage is considered to be a part of routine maintenance.

## Photographs



Designated parking, signage



Site lighting pole corrosion



Site lighting pedestal damage



Site lighting, uplight, landscape island



South elevation landscape



Landscape island



Landscape island



Site lighting



Landscape, sidewalk



Perimeter wall, north elevation



Perimeter wall



Perimeter wall



Dscn8378  
Lighting bollards, sidewalk

Site lighting, sidewalk, landscape



Raised landscape planters



Site lighting, landscape island



Compactor enclosure gates



Landscape



Site lighting, landscape



Building uplight



Perimeter wall at dock



Sidewalk, landscape



Sidewalk, landscape



Sidewalk, landscape



Sidewalk, landscape

### Cost Summary

Cost Recommendation	EUL	EFF AGE	RUL	Year	Cost
Landscape, Refurbish, Replace	20	19	1	1	\$40,000
Landscape, Maintain	20	19	1	1	\$5,000
				2	\$5,000
				3	\$5,000
				4	\$5,000
				5	\$5,000
				6	\$5,000
				7	\$5,000
				8	\$5,000
				9	\$5,000
				10	\$5,000
				11	\$5,000
				12	\$5,000
				13	\$5,000
				14	\$5,000
				15	\$5,000
				16	\$5,000
				17	\$5,000
				18	\$5,000
				19	\$5,000
				20	\$5,000
Parking Area Light Standards, Steel, Anchor Base - Replace	43	42	1	1	\$25,544
Pedestrian Area Fixtures - Lighting Design	43	42	1	1	\$2,500
Total					\$168,044

### 3.1.5 SITE AMENITIES

Item	Description	Action	Condition
Fountain Filtration Equipment	Not applicable	NA	Not applicable
Barbecue	Not Applicable	NA	Not applicable
Picnic Areas	Not Applicable	NA	Not applicable
Sport Courts	Not Applicable	NA	Not applicable

Item	Description	Action	Condition
Tennis Courts	Not Applicable	NA	Not applicable
Playground	Not Applicable	NA	Not applicable

### 3.1.5.1 ASSESSMENT / RECOMMENDATION

The site does not have exterior amenities. No repair or reserve funding is recommended.

### 3.1.6 UTILITIES

Utility Provider	Provider
Water	City of Columbia
Sanitary Sewer	City of Columbia
Storm Sewer	Municipal
Electric	Dominion
Natural Gas	Dominion

Item	Description	Action	Condition
Domestic Water Supply Lines	AEI observed the site and inquired with management as to the overall condition and maintenance history of the water supply lines.	R&M	Good
Waste Service Lines	AEI observed the site and inquired with management as to the overall condition and maintenance history of the waste water discharge lines.	R&M	Good
Lift Stations	Not applicable	NA	Not applicable
Waste Water Treatment System	Not applicable	NA	Not applicable
Water Wells	Not applicable	NA	Not applicable
Emergency Generator	Diesel fired. See additional discussion, Sec. 3.3.3 Electrical Systems below	RR	Fair/Poor
Transformers	Utility owned pad mounted transformers	R&M	Good
Alternative Energy Systems	Not applicable	NA	Not applicable

### ASSESSMENT / RECOMMENDATION

No unusual problems or concerns were observed or reported. According to Richland County Representatives, the utilities provided are adequate for the Property in its present day configuration. According to the ASTM guidelines, visual inspection and comments on municipal, underground services lines are outside of the scope of our property assessment.

Please see additional discussion, Section 3.3.3 Electrical, below.

AEI recommends consideration of installation of a photovoltaic array for electrical generation on the roof. Based on a preliminary calculation, a 30 KW array would require approximately 150 modules at 15 square feet each. A full study of such a system, its features, benefits and budget viability is also recommended. Current average cost per watt installed is online quoted at \$3.05. It appears that South Carolina has an approximate cost of \$3.25 per watt. An opinion of cost for this work is included in the Tables.

## Photographs



Transformer



Water service backflow preventer, piping

## Cost Summary

Cost Recommendation	EUL	EFF AGE	RUL	Year	Cost
Photovoltaic, Roof Mount, 30 KW Rated	21	20	1	1	\$48,750
				2	\$48,750
Total					\$97,500

### 3.1.7 OTHER SITE STRUCTURES

Item	Description	Action	Condition
Garages	Not applicable	NA	Not applicable
Carports	Not applicable	NA	Not applicable
Maintenance Shed	Not applicable	NA	Not applicable
Porte Cochere	Not applicable	NA	Not applicable
Landscaping Structures	Not applicable	NA	Not applicable

## ASSESSMENT / RECOMMENDATION

No on-site ancillary structures are provided.

### 3.2 ARCHITECTURAL COMPONENTS

#### 3.2.1 FOUNDATIONS

Movement in foundation systems can occur over time and create slight stress cracking in the above grade structure. Minor cracking, if noted, appeared to fall within the scope of acceptable tolerances for buildings of this type unless otherwise noted in the observations and recommendations included below.

Item	Description	Action	Condition
Foundation Type	Shallow Foundation	R&M	Good
Foundation Walls	Concrete stem walls	R&M	Good

Item	Description	Action	Condition
Building Slab	Concrete slab-on-grade thickened at columns	R&M	Good
Moisture Control	Pavement abuts the perimeter of the foundation	RR	Good/Fair
Uniformity	The foundation is considered to be generally uniform, but this could not be confirmed	NA	Not applicable

### ASSESSMENT / RECOMMENDATION

Foundation and footing construction could not be verified while on-site due to hidden conditions. Observations of the above ground exterior walls, at accessible locations, revealed no unusual signs of settlement, stress cracking, or movement that would indicate excessive settlement or an improperly-installed foundation system. Movement in foundation systems can occur overtime and create slight stress cracking in the above grade structure. Minor cracking, if noted, appeared to fall within the scope of acceptable tolerances for buildings of this type.

The substructure is considered to be generally adequate and in overall good condition.

AEI did observe deteriorated sealant at the foundation wall line to adjacent pavements. Deteriorated sealant can lead to moisture introduction onto the foundation face and possible penetration. AEI recommends cut-out and renewal of the sealants at the foundation building interface along the perimeter. An opinion of cost for this work is included in the Tables.

### Photographs



Sealant at foundation line

### Cost Summary

Cost Recommendation	EUL	EFF AGE	RUL	Year	Cost
Caulk, Cut Out & Replace - Acrylic Masonry Joint Sealant	15	14	1	1 16	\$6,432 \$6,432
Total					\$12,864

### 3.2.2 FRAMING

Item	Description	Action	Condition
Roof Design	Low-slope with no attic space	R&M	Good
Roof Framing	Steel framing	R&M	Good
Roof Deck or Sheathing	Metal deck with lightweight insulated concrete	R&M	Good
FRT Plywood	FRT plywood was not observed	R&M	Good
Wall Structure	Masonry bearing walls	R&M	Good
Secondary Framing Members	Intermediate columns. Steel lintels at window and door openings	R&M	Good
Mezzanine	Open atrium at central escalators, passenger elevator	R&M	Good
Walls and Floors Plumb, Level and Stable	Potential issue observed with vertical separation crack at upper corbel/haunch, SE stair at roof.	RR	Fair
Significant Signs of Deflection, Movement	Potential issue observed with vertical separation crack at upper corbel/haunch, SE stair at roof.	RR	Fair

#### ASSESSMENT / RECOMMENDATION

The super-structure was exposed in some locations allowing for limited observation. Other structural elements were concealed by interior finishes and exterior finishes.

The building, with exception at penthouse, has concrete masonry unit (CMU) exterior bearing walls with interior steel columns that support the upper floor and roof diaphragms. Based on our limited viewpoint and review of plans, the upper floors and are constructed with double "Tee" precast planks and steel beams with corrugated metal decking at roof. The upper floors and roof are topped with lightweight concrete.

The penthouse is steel framed with metal roof deck.

It appears, but is not confirmed, that the building is constructed TYPE II-B--Unprotected Non-Combustible (Most common type of non-combustible construction used in commercial buildings).

Building constructed of non-combustible materials but these materials have no fire resistance.

Generally, walls and floors appeared to be plumb, level, and stable although AEI did observe a vertical separation at the southeast upper corner at bearing corbel connection of the southeast stairwell. An assessment of the occurrence by professional Structural Engineer is recommended. An opinion of cost for this work is considered inclusive as a part of engineering related to the placement of windows. Please see additional discussion, Section 3.2.3 Cladding, below.

Photographs



Intermediate columns



Floor structure



Crack at column/corbel, NE stair at roof



Crack at column, NE stair



Crack, NE stair



Crack, NE stair



Roof deck



Roof structure



Central balcony/atrium



Roof, parapet

### Cost Summary

Cost Recommendation	EUL	EFF AGE	RUL	Year	Cost
Structural Evaluation at southeast stairwell	-	-	-	1	\$0
Total					\$0

### 3.2.3 CLADDING

Item	Description	Action	Condition
Primary Exterior Wall Finishes and Cladding	Unpainted masonry brick	R&M	Good
Trim Finishes	Stucco at dock area	RR	Fair
Soffits/Eaves	Concealed	RR	Fair
Sealants	Sealants are used at control joints along column locations as well as at windows and doors.	R&M	Good
Painting	Not reported	R&M	Fair

### ASSESSMENT / RECOMMENDATION

The exterior walls of the building are primarily finished with unpainted brick veneer with stucco

applied to fascia sheathing at portions of the dock area. The building has a low level of detail.

The penthouse is clad in vertically oriented metal panels. With the exception of observed small areas of corrosion, the metal panel cladding appeared in overall good condition.

The brick masonry veneer was observed to be in overall good condition. There was no unusual evidence of cracking or efflorescence. Brick should typically be reassessed for mortar deterioration every year. The brick mortar will require cleaning and repointing as part of the property management's routine maintenance program. The estimated cost of this work is not included in the cost tables.

The stucco material was observed to be in overall fair condition. AEI did observe stucco damage at these small fascia areas, most notably at the north dock. Based on the limited scope of work, stucco repair at the observed damage could be included as part of exterior painting.

High soffits are located at the north, east and south main entries. The east, and most notably the south entry soffits have had sections removed exposing back framing, possibly as a result of roof leaks. The south entry soffit appears to have had random fall of the exterior sheathing. Replacement of the soffit sheathing is recommended. An opinion of cost for this work is included in the Tables.

It was not reported when last the building was painted. Painting of dock fascia and penthouse is typically recommended every seven to ten years. Based on the limited scope of work, exterior painting could be accomplished as part of routine maintenance.

Exterior building activities should include masonry brick re-pointing as needed, exterior component replacement as needed, siding replacement as needed, rust treatment of exterior metal components as needed.

Based on discussion with Richland County representatives, a proposed rehabilitation/reuse of the building would include installation of windows and glazing, assumed to be at the east, north and south elevations. Selective window installation would entail the recommended services of a Professional Architect/Engineer and the demolition of portions of brick clad masonry bearing walls.

AEI assumes and recommends the installation of 2,000 square feet of exterior glazing to include selective demolition of brick veneer and exterior bearing CMU following a study and recommendation by a professional familiar with such practice. AEI assumes such engineering fees would be incorporated into overall renovation design and engineering fees. Please see discussion, Section 3.2.7.1 Non-Public Area Finishes below.

Please note that the cost of the/any structural modifications to install windows has not been included in the Tables in as much as the recommended assessment will determine the full nature of the proposed replacement, the scope of work and an estimate for the work.

Please see following Section 3.2.6 Doors and Windows for additional discussion related to new windows.

Photographs



East elevation



North elevation



Soffit lighting



North elevation entry



Cladding at dock



Cladding at dock



Service door, cladding



Control joint sealant



Cladding



South elevation, soffit damage



Soffit damage



Soffit, south entry



Penthouse



South entry sidewalk soffit sheathing

### Cost Summary

Cost Recommendation	EUL	EFF AGE	RUL	Year	Cost
Soffit Sheathing - Replace	43	42	1	1	\$50,457
Total					\$50,457

### 3.2.4 ROOF SYSTEMS

Roof ID	Construction Type	Approx. Area	Reported Age	RUL	Warranty	Action	Condition
All	Modified Bitumin over light weight concrete over rigid insulation over metal deck concrete filled	96,000 sf	10 years	10 years	Not reported	RR	Good/Fair

Roof ID	Drainage	Flashing	Insulation	Parapet & Coping	Skylights	Action	Condition
All	Internal	Galvanized	Light weight concrete/ rigid	Aluminum coping with termination bar	Clear glass with aluminum frame	RR	Good/Fair

### ASSESSMENT / RECOMMENDATION

The primary roofs, penthouse, dock and stair tower are finished similar, are classified as low slope with slopes to internal drains. The roofs are supported by metal framing and corrugated metal decking. The roofs are insulated with rigid insulation boards overlaid with light weight insulating concrete. Parapets, approximately 4' high, are vertical extensions of the CMU bearing walls and surround the entire roof.

The type and quality of installation of underlying components of the roof membrane is as

described in original construction documents and could not be determined without intrusive investigation and testing. Therefore, the base sheet, the number of inter-ply(s), thickness and pliability of asphalt bitumen inter-moppings, and the base sheet fastening system could not be verified.

The age of the roofs was not provided to AEI. The roof age was estimated by the appearance. It was not obvious whether or how many layers of roofing are below the top layer. The expected useful life of this roofing system is considered to be 20 years.

Stormwater runoff for the roofs, penthouse excepted, is primarily directed to interior roof drains connected to internal cast iron leaders that appear to discharge underground, into the municipal storm drain system. The light weight concrete and rigid foam beneath the roof covering is sculpted to direct water towards the drains.

The penthouse roof drains to perimeter scuppers and downspouts, draining onto the main roof.

The roof drainage appears adequate, or good condition with little evidence of ponding. The ponding and build up of debris at affected drains and as observed in parapet corners should be cleaned and cleared. Debris should be removed from the roof surfaces. This work is considered to be part of routine maintenance.

Clearing and minor repair of drain system components should be performed regularly as part of the property management's routine maintenance program.

The roofs are generally in overall good condition. No unusual problems or concerns were observed or reported. However based on our observations, the age, and EUL of the roofs, replacements are anticipated during the evaluation period. The roof is anticipated to require significant replacement midway during the term, based on the typical useful life of roof systems. However, if renovations are completed and HVAC equipment is installed on the roof, premature deterioration of the roof system is anticipated based on pedestrian traffic and equipment installation. Additionally, to reduce solar loading on the building systems, a roof system with a higher reflective value is recommended. As such, replacement with a TPO or similar type system with reflective qualities is recommended. As roof replacement is a significant capital outlay, replacement of the roofing system in conjunction with the other building systems is recommended.

Based on discussion with Richland County representatives regarding future reuse and contemporary construction materials and methods, and regarding energy efficiency, AEI recommends full tear off of the underlining roofing and the addition of rigid insulation (4" polystyrene R15) to help meet current insulation standards. An opinion of cost for this work is included in the Tables.

The skylight, located above the central atrium, appeared in good to fair condition. Heavy patching was observed at the frame base and water staining, likely from curb leaks, were observed. AEI recommends seal replacement at glazing and resetting the frame assembly on rebuilt curbs. An opinion of cost for this work is included in the Tables.

The report contents are based on our limited site observations. No testing of the roofing materials was conducted. This report does not constitute a full and comprehensive roof survey, and is not

to be interpreted to mean that roof leaks are not currently present. AEI recommends retaining a roofing consultant if a comprehensive report on the condition of the system is requested.

### Photographs



Skylight, water stain



Skylight



Roof deck



Roof expansion joint



Roof, parapet, area drainage



Penthouse roof



Skylight



Skylight frame, caulk



Roof, drainage



Roof, parapet



Roof



Roof access

### Cost Summary

Cost Recommendation	EUL	EFF AGE	RUL	Year	Cost
Roof Deck Insulation - Install	40	1	39	1	\$151,680

Cost Recommendation	EUL	EFF AGE	RUL	Year	Cost
Roof Replacement - TPO	20	10	10	1	\$110,880
				2	\$110,880
				3	\$110,880
				4	\$110,880
Skylight - Reseal, Rebuild Curbs	43	42	1	1	\$15,000
Total					\$610,200

### 3.2.5 APPURTENANCES

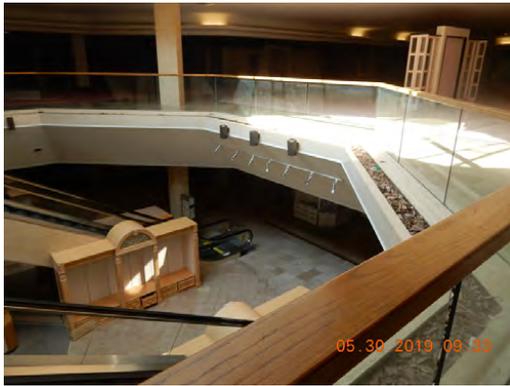
Item	Description	Action	Condition
Balcony Framing	A balcony is formed at the central atrium. Balcony framing cantilevers from the interior structure	R&M	Good
Balcony Deck Material	Double "Tee" floor plates	R&M	Good
Balcony Railing	Wood and glass	R&M	Good
Patio Construction	Not applicable	NA	Not applicable
Terraces	Not applicable	NA	Not applicable
Fire Escapes	Not Applicable	NA	Not applicable
Elevated Walkway	Not applicable	NA	Not applicable
Exterior Stairs	Not applicable	NA	Not applicable
Building Mounted Lighting	Wall mounted lite packs. Soffit mounted recessed can fixtures	R&M	Good

### ASSESSMENT / RECOMMENDATION

The balcony formed at the central atrium appeared in overall good condition. The guardrail, with stained wood handrail and glass panels, appeared in good condition. Significant replacement is not anticipated during the term with property maintenance.

Lighting was observed to be in overall good condition. The quantity, location, and general intensity of the fixtures and lamps are considered to be generally adequate for the property. No unusual problems or concerns were observed or reported. Although not observed after dark, lighting appears adequate. The remaining useful life of the exterior lighting is expected to exceed the evaluation period. Due to the limited scope and low estimated cost, AEI anticipates that any repairs to the Property lighting can be accomplished as part of routine maintenance.

## Photographs



Balcony railing



Soffit mounted fixtures



Dock, exterior steps, lighting



Soffit lighting



Mounted lighting



Mounted lighting

### 3.2.6 DOORS AND WINDOWS

Item	Description	Action	Condition
Window Type	Fixed spandrel glass at main entry transoms	R&M	Good
Window Frame	Aluminum frame	R&M	Good

Item	Description	Action	Condition
Window Panes	Double pane insulated at transoms	R&M	Good
Main Doors	Aluminum storefront entrance doors, two (2) sets each entry forming vestibule	RR	Good/Fair
Service Doors	Seven each hollow metal doors and frames serve egress from stairs and access at roof	RR	Good/Fair
Sliding Glass Doors	Aluminum frame, installed at the upper and lower west common mall entries	R&M	Good
Overhead Doors	Three (3) motorized roll-up, commercial grade doors at loading docks. Three (3) motorized roll-up, commercial grade screens at at main entry vestibules.	R&M	Good/Fair

**ASSESSMENT / RECOMMENDATION**

The building is without exterior windows with exception of the main entry arched transoms, specified on original drawings as "Insulated Spandrel Glass, Typical".

Based on discussion with Richland County representatives, a proposed renovation/re-purpose of the building would include installation of additional windows and glazing assumed to be at the east, north and south elevations. Please see additional discussion, Section 3.2.3 Cladding, above, related to selective cladding demolition and any recommended structural modifications to provide for window openings.

AEI assumes and recommends the installation of 2,000 square feet of dual glazed, low-e, tinted exterior glazing based on the proposed, re-purposed building use. An opinion of cost for this work is included in the Tables.

Building doors consist of exterior aluminum storefront systems, two (2) sets forming a vestibule at each of three building exterior entries, interior motorized roll up security doors at each main entry vestibule, exterior single hollow metal service doors, three (3) commercial grade motorized roll-up doors at the two west docks, sliding metal security doors at the upper and lower floor common mall entries, interior fire rated egress doors at stairwells and miscellaneous hollow metal and solid core wood doors within the building spaces.

With the exception of one failed service door at the roof penthouse, no observed or reported deficiencies were noted at the doors and the doors appear in overall good condition. Based on the age, condition, and expected useful life, routine maintenance is expected to be adequate to maintain the common mall entry sliding doors, entry vestibule security doors and dock roll up doors in good condition during the projection period covered by this report.

Based on the age, the estimated Remaining Useful Life (RUL) and to enhance security and energy efficiency, exterior storefront door systems and hollow metal service doors are expected to be replaced during the evaluation period. Interior vestibule storefront systems, observed in good condition, are expected to last the evaluation term with routine maintenance. An opinion of cost for this work is included in the Tables.

AEI assumes that interior doors will be replaced as a part of the interior renovation. Please see additional discussion, Section 3.2.7.1 Non-Public Area Finishes, below.

Photographs



Service door, FDC



North entry



Dock, exterior steps



Service door, cladding



South entry



South elevation



Entry vestibule



Entry vestibule, security screen left, above



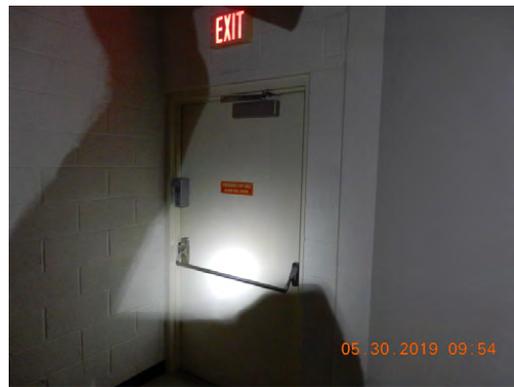
Mall common entry door track



Mall common entry



Egress door



Egress door



Entry doors



Egress door



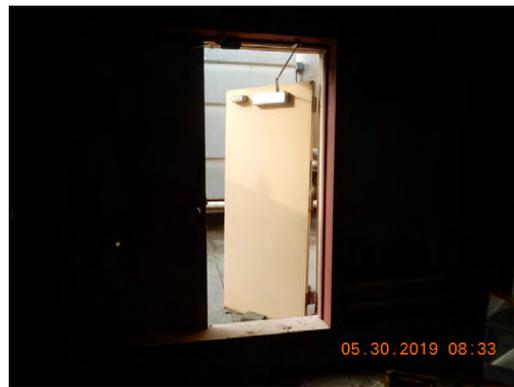
Dock doors



Egress door



Mall common entry



Roof access door



Roof access

### Cost Summary

Cost Recommendation	EUL	EFF AGE	RUL	Year	Cost
Windows, Dual Glazed, Low-E, Tinted - Install	40	39	1	1	\$90,400
				2	\$90,400
Storefront Systems - Replace	43	42	1	1	\$65,640
Exterior Door, Steel w/Hardware - Replace	43	42	1	1	\$17,710
Total					\$264,150

### 3.2.7 COMMON AREA FINISHES

Item	Description	Action	Condition
Common Corridor Ceilings	Acoustical ceiling tile	RR	Fair
Common Corridor Walls	Painted gypsum board	RR	Fair
Interior Stairs	Four (4) sets concrete filled steel pan stairs are located at the approximate building corners	R&M	Good
Common Corridor Floor Finish	Carpet, Vinyl tile	RR	Fair
Lobby Finishes	Not Applicable	NA	Not applicable
Leasing Office Finishes	Not Applicable	NA	Not applicable
Activity Room Finishes	Not Applicable	NA	Not applicable
Common Area Restroom Finishes	Ceramic tile floors and walls, acoustical ceiling tile	RR	Fair

### ASSESSMENT / RECOMMENDATION

The interior stair systems appeared in overall good condition. AEI assumes stair egress capacity and placement is appropriate for the proposed intended use and will remain in current position. AEI anticipates that any repairs to the interior stair systems can be accomplished as part of routine maintenance.

Existing common area restrooms include one (1) each Women's and Men's multi-use on each floor.

Existing interior finishes appear to have been replaced in 1995 with the exception of the acoustic tile ceiling. Existing interior finishes were observed in fair condition.

AEI assumes demolition of all interior finishes, including partitions and ceilings and removal/deconstruction of casework as part of the proposed future use of the building. An opinion of cost for this work is included in the Tables.

AEI understands that the building may contain asbestos containing materials (ACM) as well as lead based paint (LBP). The scope of work to remove or remediate such materials will, in part, be determined by proposed future use. As such, no costs are included in the Tables for work involving ACM or LBP identification, removal or remediation.

Although some spaces may be dedicated to future public use, the proposed future use of the building as Richland County Administration Offices constitutes a single use, not-public, for purposes of finishes. Please see Sec 3.2.7.1 below for discussion.

### Photographs



Finishes



Finishes



Finishes



Finishes



Finishes



Restroom finishes



Restroom finishes



Restroom finishes



Restroom finishes



Restroom finishes



Restroom finishes



Restroom finishes



Finishes



Restroom finishes



Stair



Finishes



Restroom finishes



Restroom finishes



Stair



Finishes



Finishes



Restroom finishes



Finishes

### Cost Summary

Cost Recommendation	EUL	EFF AGE	RUL	Year	Cost
Selective Demolition, Gutting Interior, Commercial	2	1	1	1	\$2,700,000
Total					\$2,700,000

#### 3.2.7.1 NON-PUBLIC AREA FINISHES

Item	Description	Action	Condition
Private Corridor Ceilings	Exposed	R&M	Good
Private Corridor Walls	Concrete masonry unit; painted gypsum board	RR	Good/Fair
Private Interior Stairs	Not applicable	NA	Not applicable
Private Corridor Floor Finish	Concrete	R&M	Good
Office Finishes	Carpet with painted gypsum walls and acoustic tile ceilings	RR	Good/Fair
Non-Public Restroom Finishes	Ceramic tile floors and wall finish, acoustic tile ceilings	RR	Good/Fair

#### ASSESSMENT / RECOMMENDATION

Conceptually, the proposed renovation/re-purpose of the building includes Richland County Administration offices and support facilities programmed at approximately 183,237 square feet. AEI assumes renovation of the entire building interior, including basic finishes to include partitions, floor and ceiling finishes, an assumption for ceiling mounted lighting, doors, hardware and basic casework.

The addition of insulation of the exterior walls at the east, north and south is recommended. AEI assumes a 3", R19.5 spray foam application at these exterior walls. An opinion of cost for this work is included in the Tables.

Two (2) back of house unisex restrooms were observed on the upper floor. AEI assumes

renovation of four (4) existing multi-use restrooms and addition of four (4) each multi-use restrooms within the conceptual facility based on an office occupant load of 1/100 and gross square footage of 183,237. An opinion of cost for this work is included in the Tables.

Additionally, fee allowances for the following are included:

- Architect, Structural Engineer, Mechanical, Electrical and Plumbing professional services to include, but are not necessarily all inclusive, for the design and documentation of the renovation are assumed at 7.0% of the total renovation construction cost.
- General Overhead & Profit fee - allowance included at 6% of the total renovation construction cost.
- Contingency fee - Generally set at 10% of the total renovation construction cost.
- Building Commissioning fee - Evaluation of new construction systems and subsystems to ensure compliance with mechanical, electrical, plumbing, and life safety systems design and operation. Typically 3% of the total renovation construction cost.

Per discussion with Property Management, AEI recommends reserve funds for basic renovation and outfit of each of these functions based on a median, industry standard square footage project cost for commercial renovation.

### Cost Summary

Cost Recommendation	EUL	EFF AGE	RUL	Year	Cost
Offices - Construct	1	1	0	1	\$2,182,813
				2	\$2,182,810
				3	\$2,182,810
				4	\$2,182,810
Restrooms, Multi-Use - Renovate, Construct	25	24	1	1	\$150,000
				2	\$150,000
				3	\$150,000
				4	\$150,000
Insulation, Exterior Walls - Apply	40	39	1	1	\$50,050
				2	\$50,050
Professional Design, Engineering Fees	1	1	0	1	\$400,558
				2	\$400,557
				3	\$400,557
				4	\$400,557
General Overhead & Profit	20	19	1		
Contingency fee	20	19	1		
Building Commissioning fee	20	19	1		
General Overhead & Profit	20	19	1	1	\$343,337
				2	\$343,334
				3	\$343,334
				4	\$343,334
Contingency fee	20	19	1	1	\$572,226
				2	\$572,224
				3	\$572,224
				4	\$572,224

Cost Recommendation	EUL	EFF AGE	RUL	Year	Cost
Building Commissioning	20	19	1	1	\$171,668
				2	\$171,667
				3	\$171,667
				4	\$171,667
Total					\$15,382,478

### 3.2.8 COMMON AREA AMENITIES

Item	Description	Action	Condition
Fitness Center	Not Applicable	NA	Not applicable
Club Room	Not Applicable	NA	Not applicable
Sauna	Not Applicable	NA	Not applicable
Common Area Kitchen Cabinets	Not Applicable	NA	Not applicable
Common Area Appliances	Not Applicable	NA	Not applicable

### ASSESSMENT / RECOMMENDATION

Final design of the renovated spaces may include amenities however, none exist at this time.

### 3.3 MECHANICAL, ELECTRICAL, AND PLUMBING SYSTEMS

#### 3.3.1 PLUMBING SYSTEMS AND DOMESTIC HOT WATER

Item	Description	Action	Condition
Hot and Cold Water Distribution	Copper pipe; 2" copper service with backflow preventers	RR	Good
Polybutylene Water Piping	No polybutylene piping was observed or reported	R&M	Good
Sanitary Waste and Vent	Cast iron pipe	RR	Good/Fair
Domestic Water Circulation Pumps	Not applicable	NA	Not applicable
Domestic Water Heaters	Central electric, commercial- grade water heaters three (3) each electric with 40-gallon capacity.	RR	Good/Fair
Domestic Water Boilers	Not applicable	NA	Not applicable
Boiler Peripherals	Not applicable	NA	Not applicable

### ASSESSMENT / RECOMMENDATION

It should be noted that domestic water equipment was off at the time of the site assessment. and as such, the systems and components were not operational at that time.

The domestic water plumbing systems and sanitary waste plumbing systems were not operational at the time of AEI's site visit. AEI recommends lines be evaluated prior to being brought into use. It should be noted systems of this type typically have an EUL of 50+ years with periodic repairs and cleaning.

AEI assumes existing domestic water and waste line piping/plumbing will require modification and new work based on the renovation concept. Some, 50%, of the total work is assumed to be in place. Based on concept, AEI recommends reserve funds for the remaining plumbing work of renovation. An opinion of cost for this work is included in the Tables.

Water heaters of this type and size typically have an EUL of 10 to 15 years. Based on the ages and EUL of the water heaters, planning for replacement to include one (1) additional, similar electric 40-gal tank style water heater unit is recommended during the evaluation period and as part of conceptual renovation. An opinion of cost for this work is included in the Tables.

AEI assumes installation of four (4) wall mount, dual level, ADA compliant water fountains within the renovation. An opinion of cost for this work is included in the Tables.

Professional mechanical engineering fees associated with the proposed renovation are assumed to be included in the fees discussed, Section 3.2.7.1 above.

### Photographs



Water heater tag



Water heater



Water heater tag



Water heater



Water heater tag



Water heater

### Cost Summary

Cost Recommendation	EUL	EFF AGE	RUL	Year	Cost
Plumbing/Piping - Renovation	1	1	0	1	\$129,870
				2	\$129,869
				3	\$129,869
				4	\$129,869
Water Heater, Electric, 50 Gal. Commercial - Replace	15	14	1	1	\$8,710
				2	\$8,710
				3	\$8,710
				4	\$8,710
Water Fountain - Install	15	14	1	1	\$8,080
<b>Total</b>					<b>\$562,397</b>

### 3.3.2 HEATING, COOLING, AND VENTILATION

The report contents are based on our limited site observations, interviews, and document review. No testing of the mechanical equipment or systems was conducted.

Item	Description	Action	Condition
Cooling Equipment	(2) Centrifugal chillers, cooling tower	RR	Fair
Heating Equipment	Roof Top Package units (RTUs) - electric	RR	Fair
Cooling Tower	Roof mounted	RR	Fair
Terminal Units	(3) main air handlers at penthouse. (6) ceiling mount fan coil units	RR	Good/Fair
Refrigerant	R-11	RR	Fair
Tonnage of Cooling Equipment	Two (2) chillers appear to be 150 tons each	RR	Fair
Distribution System	Ducted forced-air system	RR	Good/Fair
Controls	Local thermostats	RR	Good/Fair
Supplemental Systems	Not applicable	NA	Not applicable
Corridor and Stair-tower Ventilation	Not applicable	NA	Not applicable
Toilet Room Ventilation	Not applicable	NA	Not applicable

## ASSESSMENT / RECOMMENDATION

It should be noted that heating and cooling equipment was shut down at the time of the site assessment. and as such, the systems and components were not operational at that time.

The building is cooled by two (2) Carrier centrifugal, water cooled chillers, penthouse located with one (1) Evapco cooling tower. The chillers appear to be 150 ton capacity and manufactured in 1976. The tower appears to be manufactured in 1996. Four (4) circulation pumps, (3) rated at 30 hp, (1) at 25 hp, circulate chilled water throughout the system.

Three (3) main air handlers, penthouse located, distribute cooled air to six (6) ceiling mount fan coil units spaced throughout the building. The penthouse enclosed main air handlers are supplemented with motor and pneumatic controlled louvers. Periodic repairs performed as part of routine maintenance appear to have been completed. Replacement of existing motors, belts and filters are considered part of routine maintenance.

Heating appears to be accomplished via a duct heating system centrally controlled with equipment located in the penthouse. AEI recommends further study of the efficacy and efficiency of the heating system as a part of the overall renovation design.

A water treatment system is in place to treat cooling system water. Significant corrosion was observed at the bottom pan of the cooling tower.

Based on the age, RUL and observed condition of the chillers, tower and integral equipment, replacement of the chiller system, controls, and air handlers is expected to be necessary during the projection period covered by this report. The chillers are well beyond the typical useful life and the cooling tower is showing evidence of corrosion. Further, the central air-handlers are likely original with component replacements. Based on AEI's observations, an allowance for installation of rooftop package units and variable air volume units is recommended. This would ensure localized conditioning of the space and improve operational efficiencies.

Removal and installation of new ductwork and variable-air-volume units to control conditioned air is recommended. This will improve operational efficiency of the building and lower overall energy costs. An allowance for this work is included in the Tables.

Additionally, and for purposes of the conceptual renovation, AEI assumes a cooling load based on 250 square feet per ton of conditioned air. As such, the total cooling load for the building would be approximately 733 tons. AEI recommends the addition of 500 tons of cooling to supplement the existing system. An opinion of cost for this work is included in the Tables.

System controls, balancing and distribution modifications are assumed into the per ton costs of replacement and additional capacity.

Professional mechanical engineering fees associated with the proposed renovation are assumed to be included in the fees discussed, Sec. 3.2.7.1 above.

Photographs



Ceiling mount air handler



Pump



Pump tag



Chiller water treatment



Pump



Compressor



Chiller controls



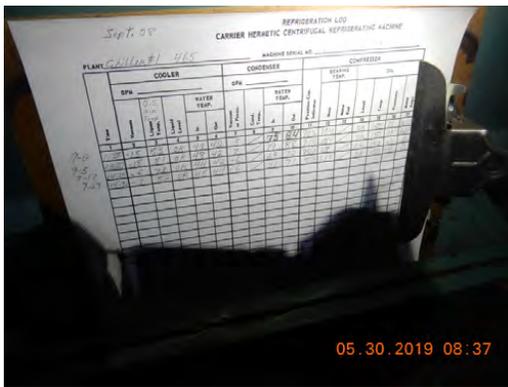
Chiller tag



Chiller



Duct heater control



Chiller log



Chiller tag



Chiller



Air handler



Louver control



Cooling tower



Cooling tower



Cooling tower corrosion



Cooling tower tag

### Cost Summary

Cost Recommendation	EUL	EFF AGE	RUL	Year	Cost
Cooling, Roof Top Units - Replace	25	24	1	1	\$861,275
				2	\$861,275
				3	\$861,275
				4	\$861,275
VAV and HVAC ductwork	30	29	1	1	\$294,117
				2	\$294,116
				3	\$294,116
				4	\$294,116
<b>Total</b>					<b>\$4,621,565</b>

### 3.3.3 ELECTRICAL SYSTEMS

Item	Description	Action	Condition
Service Type	Underground lines to pad-mounted transformers	R&M	Good
Building Service	One (1) 4000 Amp, 277/480-Volt stepped down to 120/208Y-Volt, three-phase, four-wire, alternating current (AC) located lower floor electrical closet; - One (1) 1400 Amp, 277/480-Volt stepped down to 120/208Y-Volt, three-phase, four-wire, alternating current (AC) appears to be dedicated to penthouse mechanical equipment	R&M	Good
Typical Tenant Service Amperage	225 Ampere breaker panels	R&M	Good
Panel Manufacturer	GE electric panel	R&M	Good
Overload Protection	Circuit breaker switches	R&M	Good
Service Wire	Copper wiring	R&M	Good
Branch Wiring	Copper wiring	R&M	Good
Ground Fault Circuit Interrupter	Not observed	RR	Fair

Item	Description	Action	Condition
Emergency Generator	Located at north staging area, diesel fired with integral tank. Reportedly original to construction, Onan 75 kw assumed for life safety function. Transfer switch located in lower level main electrical closet.	RR	Fair

**ASSESSMENT / RECOMMENDATION**

It should be noted that electrical equipment was shut down at the time of the site assessment and as such, the systems and components were not operational at that time.

Reportedly, electric consumption is centrally metered. Meter location was not determined.

Individual branch circuit overload protection is provided by General Electric switchgear, transformers, panelboards and circuit breaker panels. The panels and sub panels typically have varying capacity based on past use. The panels appear to be replacement units. The main switchgear is original and likely 42 years of age. Equipment of this type and size can last 40+ years, with proactive inspections and service. Based on the age of the systems and the absence of on-going inspections and servicing, replacement of the two switchgear is recommended. An allowance for this work is included in the Tables.

It was reported to AEI that branch wiring is of insulated copper conductors and that no aluminum branch wiring is present.

Ground Fault Circuit Interrupter (GFCI) receptacles were not observed.

In general, the electrical systems for the Property, including switchboards, panel boards, lighting and wiring systems appeared in good condition and adequately sized for the intended use of the facilities. No material deficiencies were observed or reported.

AEI assumes that, based on the renovation concept and the proposed space functions, electric distribution work/rework will occur that would include new lamps and fixtures. AEI additionally assumes installation of one (1) additional 1600 switchboard, buss duct, and transformer as well as distribution equipment and wiring. An opinion of cost for this work is included in the Tables.

A diesel fired Onan emergency electrical generator that appears to be 75 kw rated is located exterior at the north staging area. The generator reportedly supplied emergency power to the tenants life safety systems. Richland County representatives noted that the generator age appeared to be original to construction at 42 years. The transfer switch is in the lower floor main electrical room and shifts loads to the emergency generator if utility power is lost. Systems powered by the emergency system reportedly include the elevator, life safety equipment, and fire /security systems.

The emergency generator was reported to be in fair condition although test operation frequency and maintenance was not reported. Based on reported age, condition and proposed future conceptual renovation, AEI recommends replacement during the evaluation period. For purposes of this assessment and based on renovation concept, AEI assumes a diesel fired generator set rated to 500 KW. An opinion of cost for this work is included in the Tables.

Professional electrical engineering fees associated with the proposed renovation are assumed to be included in the fees discussed, Sec. 3.2.7.1 above.

### Photographs



Emergency generator



Breaker panel



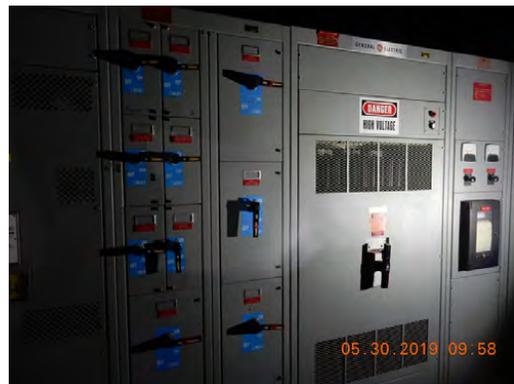
Transformer



Panels, transformer, bearing wall structure



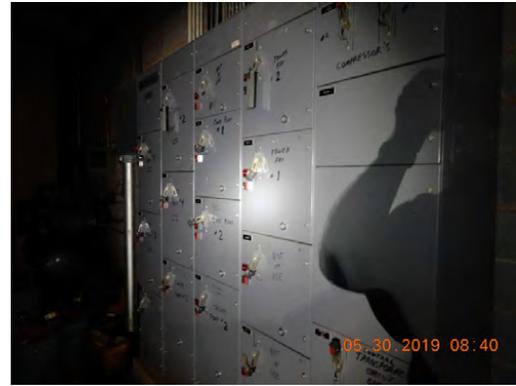
Generator transfer switch



Switchgear



Switchgear tag



Switchboard



Switchboard tag



Lighting control panel



Light fixtures

### Cost Summary

Cost Recommendation	EUL	EFF AGE	RUL	Year	Cost
Electrical New Work/Rework	1	1	0	1	\$263,404
				2	\$263,403
				3	\$263,403
				4	\$263,403

<b>Cost Recommendation</b>	<b>EUL</b>	<b>EFF AGE</b>	<b>RUL</b>	<b>Year</b>	<b>Cost</b>
Emergency Generator, Diesel, 500 KW - Install	1	1	0	1	\$119,590
Automatic Transfer Switch, Remove and Install New	25	24	1	1	\$29,210
Switchgear	45	42	3	1 2	\$115,000 \$115,000
<b>Total</b>					<b>\$1,432,413</b>

### 3.3.4 VERTICAL TRANSPORTATION

*Elevator Summary Table*

<b>Elevator/ Escalator ID</b>	<b>Type</b>	<b>Brand</b>	<b>Capacity</b>	<b>Speed</b>	<b>Floors/ Stops</b>	<b>Install/ Modernize Date</b>	<b>Action</b>	<b>Condition</b>
Passenger Elevator	One hydraulic elevator	Otis	Not determined	Not determined	Two	1976	RR	Fair
Freight Elevator	One hydraulic elevator	Otis	8000 lbs	Not determined	Two	1976	RR	Fair
Escalators	Two Escalators	Otis	NA	Not determined	Two	1976	RR	Fair
Material Lift	One Winch Lift	Not determined	Not determined	Not determined	NA	1976	RR	Poor

*Inspection Summary Table*

<b>Elevators/ Escalators</b>	<b>Inspection/ Certificate Type</b>	<b>Last Inspection/ Certification Date</b>	<b>Inspection Entity</b>	<b>Action</b>	<b>Condition</b>
Passenger Elevator	Not observed	Not observed	Not observed	RR	Fair/Poor
Freight Elevator	State	10/18/07	South Carolina Dept. of Labor, Licensing & Regulation, Office of Elevators and Amusement Rides	RR	Poor
Escalators	Not observed	Not observed	Not observed	RR	Fair/Poor
Material Lift	Not applicable		Not applicable	RR	Poor

### ASSESSMENT / RECOMMENDATION

It should be noted that electrical equipment was shut down at the time of the site assessment and as such, the elevator and escalator systems and components were not operational at that time.

The passenger elevator is located between the two escalators within the central atrium area. The elevator is finished with laminate flooring and glazed walls on three sides. The equipment room is located within a closet along the south exterior wall. Access to the elevator cab interior was

not provided and the capacity of the unit was not determined.

The freight elevator resides at the north dock area with equipment room immediately adjacent. The freight cab is finished with metal plate floor, painted metal panel walls and ceiling to which a florescent fixture is surface mounted. As noted in the table above, the annual state inspection has expired.

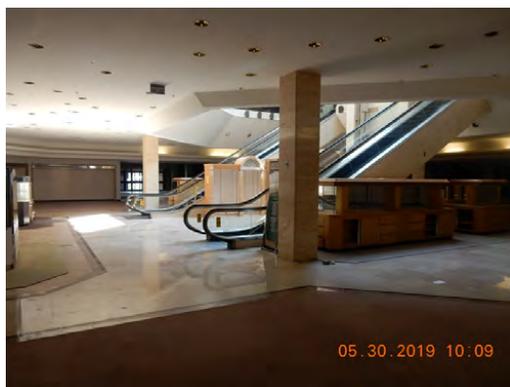
The elevators are controlled by relay based systems. This type of system is no longer manufactured and replacement parts are increasingly difficult to obtain. Manufactures often stop mass producing replacement parts after 40 years. Although replacement parts can be ordered, long wait time may be required, leaving the elevators out of commission for prolonged periods.

Two escalators flank the passenger elevator within the central atrium. The escalators were observed with enameled steel treads, glazed panel rails and appeared 32" wide. Access to escalator equipment appears to be from small closets located below each unit.

Based on the observed condition and age of the equipment, it is expected that replacement/modernization of the elevator and escalator equipment may be necessary during the evaluation term. The passenger elevator is assumed at 2500 lb capacity. An opinion of cost for this work is included in the Tables.

The material lift resides in a small roof penthouse adjacent to the atrium skylight. The equipment appeared non-operational. Based on the observed condition, replacement of the lift, motor winch and cabling is recommended. An opinion of cost for this work is included in the Tables.

### Photographs



Escalators



Elevator tag



Hydraulic fluid



Elevator controls



Elevator controls



Freight elevator



Elevator controls



Elevator, escalators



Elevator, escalators



Elevator, escalators



Material lift, roof penthouse



Material lift winch



Frigh elevator control



Freight elevator tag



Freight elevator controls



Freight elevator finishes

### Cost Summary

Cost Recommendation	EUL	EFF AGE	RUL	Year	Cost
Freight Elevator, Hydraulic 8000 lb 2-stop - Replace	43	42	1	1	\$145,900
Passenger Elevator, Hydraulic 2500 lb. 2-Stop - Replace	43	42	1	1	\$70,500
Escalator, 32	43	42	1	1	\$180,905
				2	\$180,905
Material Lift, 75 lb. - Replace	43	42	1	1	\$17,000
<b>Total</b>					<b>\$595,210</b>

### 3.3.5 FIRE PROTECTION AND LIFE SAFETY SYSTEMS

#### 3.3.5.1 FIRE PROTECTION

Item	Description	Action	Condition
Fire Suppression Systems	Full coverage (nominal)	R&M	Good
Fire Suppression System Inspection Date	3-29-16	IM/RR	Poor
Other Equipment and Devices	Illuminated exit signs Alarm pull stations Duct smoke detectors not verified	RR	Fair
Special Systems	Not applicable	NA	Not applicable
Fire Extinguishers	Located throughout building Last inspection completed December 2007	RR	Poor
Fire Alarms	Central alarm panel with annunciator panel located roof penthouse	RR	Fair
Fire Alarm Inspection Date	Not reported	RR	Fair
Fire Hydrants	Located along parking lot drive aisles	R&M	Good
Fire Egress Stairs	Four sets enclosed stairs	R&M	Good

## ASSESSMENT / RECOMMENDATION

It should be noted that although electrical equipment was shut down at the time of the site assessment, illuminated exit signs were operational.

The fire suppression system appeared to be in overall good condition. AEI recommends a full test and current inspection for the system. An opinion of cost for this work is included in the Tables.

Additionally, AEI assumes that modifications of the system are expected in relation to a new occupancy. An opinion of cost for this work is included in the Tables.

There is one (1) central life safety monitoring system, the central panel was observed within the roof penthouse. The panel appears to be 4-zone. The pull-stations, audible alarms and, if so equipped duct smoke detectors are tied to the fire alarm panel. Visual strobe lights located in conjunction with audible alarms were not observed.

The fire alarm panel is a Pyr-A-Larm Fire & Smoke Detection model ZIU-6. The age of the alarm system is unknown. It is undetermined whether the fire alarm system has communication abilities and it appears activating the fire alarm system(s) results in local audio and visual alarms only; it is not communicated to anyone off-site.

The age of the life safety and alarm system components was not known. Based on the age and observed condition, AEI recommends replacement of life safety components to include pull stations, smoke detectors, exit signage, emergency light fixtures, horn/strobe devices, fire extinguishers and central alarm system. An opinion of cost for this work is included in the Tables.

## Photographs



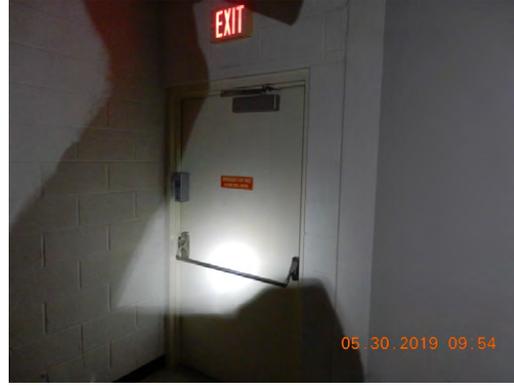
Finishes



Riser tag



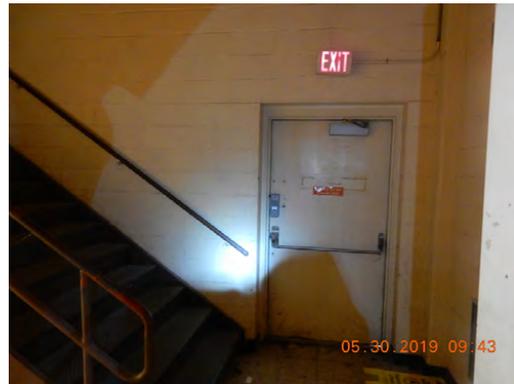
Fire riser



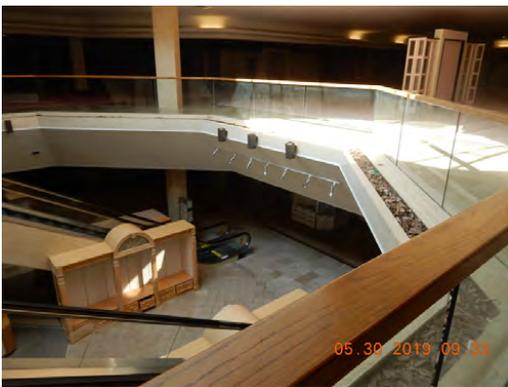
Egress door



Egress door



Egress door



Balcony railing



FE tag



FE



Fire alarm



Fire hydrant

### Cost Summary

Cost Recommendation	EUL	EFF AGE	RUL	Year	Cost
Central fire alarm panel. Replace (12 zone)	15	14	1	1	\$13,209
Sprinkler System Test, Inspect	1	1	0	1	\$2,500
Life Safety Components - Replace	25	24	1	1	\$274,856
Sprinkler System Modifications - Perform	25	24	1	1	\$230,879
Total					\$521,444

### 3.3.5.2 SECURITY

Item	Description	Action	Condition
Buzzer or Intercom	Not applicable	NA	Not applicable
Security Systems	Ceiling mount coiling screens, interior face of main entry vestibules	R&M	Good
Unit Door Hardware	Standard door hardware with panic devices at egress doors, deadbolt locks at main entries	RR	Good

### ASSESSMENT / RECOMMENDATION

No unusual problems or concerns were observed or reported with the security systems.

AEI feels it prudent to include reserve funding for security systems within the proposed, conceptual renovation. An opinion of cost is included in the Tables.

### Cost Summary

Cost Recommendation	EUL	EFF AGE	RUL	Year	Cost
Security System(s) - Upgrade	20	19	1	1	\$340,821
Total					\$340,821

## 3.4 TENANT UNITS

### 3.4.1 TENANT MIX

The property is occupied by one tenant, Dillards. All areas of the tenant space were observed. It should be noted that the property was vacant at the time of the site assessment and as such, some systems and components were not operational at that time.

Please see Section 3.2.7 Common Area Finishes, above, for discussion related to interior demolition of remaining finishes and partitions.

## 4.0 NATURAL HAZARDS AND ENVIRONMENTAL CONDITIONS

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### 4.1 NATURAL HAZARDS

#### 4.1.1 SEISMIC ZONE

AEI reviewed the property location in order to determine the seismic zone in which the property is located. According to the 1997 Uniform Building Code, the property is located in Seismic Zone 2A.

Seismic Zones are defined as follows:

**Seismic Zone 0:** an area of very low probability of damaging ground motion.

**Seismic Zone 1:** an area of low probability of damaging ground motion.

**Seismic Zone 2A:** an area of low to moderate probability of damaging ground motion.

**Seismic Zone 2B:** an area of moderate risk of damaging seismic activity.

**Seismic Zone 3:** an area with a moderate to high probability of damaging ground motion.

**Seismic Zone 4:** an area with a high probability of damaging ground motion.

#### ASSESSMENT / RECOMMENDATION

The propensity of natural hazards to adversely affect this property is designated above.

AEI offers SEL (Scenario Estimated Loss) and SUL (Scenario Upper Limit) analysis.

Further Study may be undertaken at the discretion of our client.

#### 4.1.2 WIND ZONE

AEI reviewed the property location in order to determine the wind zone in which the property is located. The Design Wind Speed measuring criteria are consistent with ASCE 7-05. Our judgement is that the property is located in Wind Zone III and this map also indicates that the Property is also located in a Hurricane Susceptible Region.

Wind Zones are defined as follows:

**Zone I** (130 MPH)

**Zone II** (160 MPH)

**Zone III** (200 MPH)

**Zone IV** (250 MPH)

## Special Wind Zone

## Hurricane Susceptible Zone

### ASSESSMENT / RECOMMENDATION

The propensity of wind events to adversely affect this property is designated in the discussion above.

Further Study may be undertaken at the discretion of our client.

### 4.1.3 FLOOD ZONE

AEI reviewed FEMA flood zone maps to identify the flood zone in which the property is located. According to Panel No. 45079C0254L, dated 12/21/2017, this property is located within Flood Zone X (Non-shaded).

Flood Zones are described as follows:

**Flood Zone A**, defined as an area of 100-year flood; base flood elevations and flood hazard factors not determined.

**Flood Zone AE**, defined as an area of 100-year flood; base flood elevation determined.

**Flood Zone B**, defined as an area between limits of the 100-year flood and 500-year flood; an area subject to 100-year flooding with average depths less than one foot or where the contributing drainage area is less than one square mile; or an area protected by levees from the base flood.

**Flood Zone C**, defined as an area of minimal flooding.

**Flood Zone D**, defined as an area of undetermined, but possible flood hazards.

**Flood Zone V**, defined as an area of 100-year flood with velocity (wave action); base flood elevations and flood hazard factors not determined.

**Flood Zone X (shaded area)**, defined as an area of 500-year flood; an area of 100- year flood with average depths of less than one foot or with drainage areas less than one square mile; or an area protected by levees from 100-year flood.

**Flood Zone X (non-shaded area)**, defined as an area outside the 500-year flood plain.

This information is provided for reference purposes only. Further Study may be undertaken at the discretion of our client.

### 4.2 MICROBIAL GROWTH

Microbial growth (e.g., mold or fungus) may occur when excess moisture is present. Porous building materials such as gypsum board, insulation in walls and ceilings, and carpeting retain moisture and become microbial growth sites if moisture sources are not controlled or mitigated.

Potential sources of moisture include rainwater intrusion, groundwater intrusion, condensation on cold surfaces, and water leaks from building systems (e.g., plumbing leaks, HVAC system leaks, overflowing drains, etc.). Inadequate ventilation of clothes dryers and shower stalls may also result in excess moisture conditions. Microbial growth may be clearly visible (e.g., ceramic tile mortar in shower stalls) or may be concealed with no visible evidence of its existence (e.g., inside wall cavities). However, without proper tests, the existence of mold cannot be verified. Testing for mold is outside the scope of a base-line FCA.

AEI conducted a limited visual survey for the presence of microbial growth at the Property. Sampling or testing was not included in the scope of work for this survey. The assessment consisted of gaining entry to interior spaces, and visually evaluating the accessible areas.

### **ASSESSMENT / RECOMMENDATION**

AEI identified no documents regarding indoor air quality or microbial concerns. No flood drain or ground water problems were reported.



## **5.0 REGULATORY COMPLIANCE**

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### **5.1 BUILDING CODE VIOLATIONS**

AEI requested a record of open violations on file for the Property from the City of Columbia/Richland County Building Department. No open violations were reported for the Property at the time of the assessment.

#### **ASSESSMENT / RECOMMENDATION**

This information is provided for reference purposes only. Further Study may be undertaken at the discretion of our client.

### **5.2 FIRE CODE VIOLATIONS**

AEI requested a record of open violations on file for the Property from the City of Columbia/Richland County Fire Department. No open violations were reported for the Property at the time of the assessment.

#### **ASSESSMENT / RECOMMENDATION**

This information is provided for reference purposes only. Further Study may be undertaken at the discretion of our client.

### **5.3 ZONING**

The property is located in Zoning District GC.

This information is provided for reference purposes only. AEI can perform a zoning review of the property for an additional fee.

## 6.0 ACCESSIBILITY EVALUATION

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### 6.1 ACCESSIBILITY SURVEY

In conformance with ASTM 2018-15, the Standard Guide for Property Condition Assessments, AEI has performed a Visual Accessibility Survey consisting of a limited scope visual survey and has completed an abbreviated accessibility checklist provided herein. The baseline evaluation excludes measurements and is limited to visual assessments. Since the evaluation is limited in scope and is based on representative sampling, non-compliant conditions may exist which will not be identified as a result of the assessment. Some of the information may be obtained from the owner, such as the number of standard and accessible parking spaces, or the number of total and ADA-compliant restrooms. A detailed study of the conformance of properties with the requirements of ADA is beyond the scope of the ASTM Guide.

Supplemental assessment may be needed to satisfy the risk tolerance and desired level of due diligence of some users. It should be understood by the Client that the limited accessibility screening and related observations described herein do not comprise a full ADA Compliance Survey, and that such a survey, which may reveal specific aspects of the Property that are not in compliance, is beyond the scope of this assessment. The intent of this FCA is to provide a limited screening of the property to identify obvious accessibility issues and possible solutions.

The Americans with Disabilities Act is a civil rights law that was enacted in 1990 to provide persons with disabilities with accommodations and access equal to, or similar to, that available to the general public. Title III of the ADA requires that owners of buildings that are considered to be places of public accommodations remove those architectural barriers and communications barriers that are considered readily-achievable in accordance with the resources available to building ownership to allow use of the facility by the disabled. The obligation to remove barriers, where readily achievable, is an ongoing one. Under ADA, owners and employers with buildings classified as public accommodations were required to take steps to remove physical barriers readily achievable, if possible, by January 26, 1992. The law states that after January 26, 1992, any alteration or renovation work performed on either public accommodations or commercial facilities must comply with ADA. In 2010, the ADAAG was updated and AEI uses that 2010 ADAAG as the reference for our baseline accessibility assessment.

A copy of an Abbreviated Accessibility checklist is provided in this Report. Items or systems identified as non-compliant, based on ADAAG 2010 and the opinion of the assessor, are considered to be readily achievable (i.e. easily accomplishable and able to be carried out without much difficulty or expense) are included in the Immediate Repair Cost Table of this report. Lump sum costs have been assigned to correct these issues. However, items or systems which may be considered to be non-compliant by ADAAG but are not considered to be readily achievable have been excluded from the recommendations of this report.

Assessment of Title III Application

Application	Yes/No	Definition
<b>Age:</b> Was this property constructed after July 1992?	No	Under Title III of the ADA, all "new construction" (construction, modification, or alterations) after the effective date of the ADA (approx. July 1992) must be fully compliant with the ADAAG.
<b>Use:</b> Is the property classified as a place of public accommodation?	Yes	A public accommodation is a private entity that owns, operates, leases, or leases to a place of public accommodation. Places of public accommodation include restaurants, hotels, theaters, doctor's offices, pharmacies, retail stores, museums, libraries, parks, private schools, and day care centers, and entities that offer certain examinations and courses related to educational or occupational certification.
<b>Use:</b> Is the property classified as a historic structure?	No	Properties listed or are eligible for listing in the National Register of Historic Places or properties designated as historic under state or local law should comply to the "maximum extent feasible" unless the changes would destroy the historic significance of a feature of the building.
<b>Use:</b> Is the property classified as a private club or religious structure?	No	Properties classified as such are exempt from complying with the ADAAG.
Does the property plan a significant renovation? (If so, 20% of the renovation budget should be allocated to ADA upgrades)	Yes	Alterations include, but are not limited to, remodeling, renovation, rehabilitation, reconstruction, historic restoration, changes or rearrangement in structural parts or elements, and changes or rearrangement in the plan configuration of walls and full-height partitions.  Normal maintenance, reroofing, painting or wallpapering, asbestos removal, or changes to mechanical and electrical systems are not alterations unless they affect the usability of the building or facility.

Uniform Abbreviated Screening Checklist for the 2010 Americans with Disabilities Act

Building History		Yes	No	N/A	Comments
1.	Has an ADA survey previously been completed on the property?	✓			A previous ADA Survey for the property was reportedly completed in 1995 as part of the former renovation.
2.	Have any ADA improvements been made to the property?	✓			ADA improvements to the property include: designated parking, exterior path of travel, access to goods and services, accessible restrooms
3.	Does a Transition Plan / Barrier Removal Plan exist for the property?		✓		
4.	Has building ownership or management received any ADA-related complaints that have not been resolved?		✓		
5.	Is any litigation pending related to ADA issues?		✓		
Parking					
1.	Are there sufficient accessible parking spaces with respect to the total number of reported spaces?		✓		790 total spaces 9 designated accessible spaces
2.	Are there sufficient van-accessible parking spaces available (96" wide/ 60" aisle for van)?		✓		0 van accessible spaces are provided
3.	Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?		✓		
4.	Is there at least one accessible route provided within the boundary of the site from public transportation stops, accessible parking spaces, passenger loading zones, if provided, and public streets and sidewalks?	✓			
5.	Do curbs on the accessible route have depressed, ramped curb cuts at drives, paths, and drop-offs?	✓			
6.	If required does signage exist directing you to accessible parking and an accessible building entrance?			✓	
Ramps					
1.	Do all ramps along accessible path of travel appear to meet slope requirements? (1:12 or less)	✓			
2.	Are ramps that appear longer than 6 ft complete with railings on both sides?			✓	
3.	Does the width between railings appear to be at least 36 inches?			✓	

<b>Building History</b>		Yes	No	N/A	Comments
4.	Is there a level landing for approximately every 30 ft horizontal length of ramp, at the top and at the bottom of ramps and switchbacks?			✓	
<b>Entrances/Exits</b>					
1.	Do all required accessible entrance doorways appear at least 32 inches wide and not a revolving door?	✓			
2.	If the main entrance is inaccessible, are there alternate accessible entrances?	✓			
3.	Is the door hardware easy to operate (lever/push type hardware, no twisting required and not higher than approximately 48 inches above the floor)?	✓			
<b>Paths of Travel</b>					
1.	Are all paths of travel free of obstruction and wide enough for a wheelchair (appear at least 36 inches wide)?	✓			
2.	Are wheelchair-accessible facilities (toilet rooms, exits, etc.) identified with signage?		✓		
3.	Is there a path of travel that does not require the use of stairs?	✓			
<b>Elevators</b>					
1.	Do the call buttons have visual and audible signals to indicate when a call is registered and answered when car arrives?				Unknown
2.	Are there visual and audible signals inside cars indicating floor change?				Unknown
3.	Are there standard raised and Braille marking on both jambs of each hoist way entrance as well as all cab/call buttons?		✓		
4.	Do elevator doors have a reopening device that will stop and reopen a car door if an object or a person obstructs the door?				Unknown
5.	Are elevator controls low enough to be reached from a wheelchair (appears to be between 15 and 48 inches)?	✓			
6.	If a two-way emergency communication system is provided within the elevator cab, is it usable without voice communication?				Unknown
<b>Toilet Rooms</b>					
1.	Are common area public restrooms located on an accessible route?	✓			
2.	Are pull handles push/pull or lever type?	✓			

<b>Building History</b>		Yes	No	N/A	Comments
3.	Are there audible and visual fire alarm devices in the toilet rooms?		✓		
4.	Are toilet room access doors wheelchair-accessible (appear to be at least 32 inches wide)?	✓			
5.	Are public restrooms large enough to accommodate a wheelchair turnaround (appear to have 60" turning diameter)?		✓		
6.	In unisex toilet rooms, are there safety alarms with pull cords?		✓		
7.	Are toilet stall doors wheelchair accessible (appear to be at least 32" wide)?	✓			
8.	Are grab bars provided in toilet stalls?	✓			
9.	Are sinks provided with clearance for a wheelchair to roll under (appear to have 29" clearance)?	✓			
10.	Are sink handles operable with one hand without grasping, pinching or twisting?	✓			
11.	Are exposed pipes under sink sufficiently insulated against contact?	✓			
<b>Guest Rooms</b>					
1.	How many total accessible sleeping rooms does the property management report to have? Provide specific number in comment field. Are there sufficient reported accessible sleeping rooms with respect to the total number of reported guestrooms?			✓	
2.	How many of the accessible sleeping rooms per property management have roll-in showers? Provide specific number in comment field. Are there sufficient reported accessible rooms with roll-in showers with respect to the total number of reported accessible guestrooms?			✓	
3.	How many assistive listening kits and/or rooms with communication features are available per property management? Provide specific number in comment field. Are there sufficient reported assistive listening devices with respect to the total number of rooms?			✓	
<b>Pools</b>					
1.	Are public access pools provided? If the answer is no, please disregard this section.			✓	
2.	How many accessible access points are provided to each pool/spa? Provide number in comment field.			✓	



Building History		Yes	No	N/A	Comments
<b>Play Area</b>					
1.	Has the play area been reviewed for accessibility? All public playgrounds are subject to ADAAG standards.			✓	
<b>Exercise Equipment</b>					
1.	Does there appear to be adequate clear floor space around the machines/equipment (30"• by 48"• minimum)?			✓	



This checklist does not cover all of the requirements for ADA compliance; therefore it is not for facilities undergoing new construction, remodels or alterations, for determining what new construction, remodel or alterations should occur in order to provide ADA compliance. In addition, this checklist does not attempt to illustrate all possible barriers/problems or propose all possible barrier removal and modifications solutions. Not all situations are covered above.

This ADA General Observation Checklist is intended as a general screening of the existing subject property and shall not be construed as an "ADA Survey." Additionally, not all areas of the subject property may have been accessed during the Property Condition Assessment or Evaluation. AEI recommendations are offered and are based upon visual observations of deficiencies that are considered to be readily achievable. Further financial study of the recommendations may be necessary in order to determine if they may constitute an undue financial burden.

*Parking Requirements for ADA*

Total Number of Parking Spaces Provided	Minimum Accessible Spaces Required
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2% of total parking spaces
1001 and over	20, plus 1 for each 100 or fraction thereof, over 1000
	One of every 6 or fraction of 6 should be van accessible

*Assessment of ADA Priorities*

Priority Concerns	Deficiencies Observed	Readily achievable and not a financial burden?	Recommendation	Possible Solution
Parking	Yes	Yes	Repair	Increase the number of accessible spaces; increase the number of Van Accessible spaces
Site Circulation	Yes	Yes	Repair	Modify width/slope of curb ramps
Access to Goods and Services (Interior Circulation)	Yes	Yes	Repair	Install strobe lights for fire safety
Common Area Restrooms	Yes	Yes	Repair	Provide compliant restrooms where required

## RECOMMENDATION

AEI recommends further study that may identify opportunities to improve accessibility performance and design. A barrier removal plan is suggested.

AEI assumes that a full Tier III ADA study will be conducted as part of the renovation design documentation.

The facility does not appear to be accessible with Title III of the ADA. Elements as defined by the ADAAG that were not accessible as stated within the priorities of Title III, are noted below.

- Non-compliant number of designated parking spaces with striping and vertical signage based on total.
- Missing van accessible parking stalls with pathway striping and signage
- Non-compliant curb ramps at east and west main entries
- Public restrooms are non-compliant (approach, signage, turning radius, horn/strobe fixtures)

A full ADA Compliance Survey may reveal additional aspects of the property that are not in compliance. Corrections should be addressed from a liability standpoint, but are not necessarily code violations. The ADAAG is concerned with civil rights issues as they pertain to the disabled and are not a construction code, although many local jurisdictions have adopted the Guidelines as such.

AEI recommends reserve funds for the implementation of Tier III compliant elements within the proposed renovation. An opinion of cost for this work is included in the Tables.

## Photographs



Designated parking, signage



Paving, designated parking



Curb ramp



Curb ramp



Sidewalk, curb ramp



Restroom finishes



Restroom finishes



Elevator controls



Restroom finishes



Restroom finishes



Restroom finishes



Restroom finishes



Restroom finishes



Horn/strobe

**Cost Summary**

Cost Recommendation	EUL	EFF AGE	RUL	Year	Cost
ADA Tier III - Compliance	1	1	0	1	\$25,000
Total					\$25,000

## 7.0 REPORTING PROCEDURES AND LIMITATIONS

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### 7.1 ASSESSMENT METHODOLOGY

The FCA meets the specifications of the client and has included the following:

#### Preliminary Due Diligence

Prior to the site visit by the Property Evaluator, the pre-survey questionnaire was provided to the managers of the Property with a request that the questionnaire be completed prior to the visit.

#### Site Reconnaissance

The FCA findings are based on the visual, non-intrusive and non-destructive evaluation of various external and internal site and building systems and components as noted during a site walk-through survey conducted by AEI representatives. The survey included access and observation of representative tenant spaces and common areas.

#### Interviews and Research

AEI representatives conducted limited research to identify and review available maintenance procedures, available drawings, and other readily available documentation concerning the property. AEI representatives also conducted interviews with available management and maintenance staff. As conditions warranted, contractors for the property were contacted for pertinent information. AEI requested readily available records with public agencies familiar with the property to gather historical property information. A summary of findings have been included in the narrative sections of this report.

#### Report

The evaluation covered readily apparent conditions at the property. Upon completion of the site reconnaissance, interviews, and research, AEI produced this summary report. This report includes a discussion of topics related to the property condition and outlines the costs to correct the deficiencies noted. AEI formulates and presents Opinion of Costs recommendations in two tables: Immediate Repairs Cost Table and a Capital Reserves Cost Schedule. Photographs of property conditions and related documents are included in the body and the appendices of this report.

Based upon observations during our site visit and information received from our interviews with building management and service personnel, which for the purpose of the FCA was deemed reliable, AEI prepared general-scope, Opinions of Cost based on appropriate remedies for the deficiencies noted. Such remedies and their associated costs were considered commensurate with the Property's position in the market and prudent expenditures. These opinions are for components of systems exhibiting significant deferred maintenance, and existing deficiencies requiring major repairs or replacement. Repairs or improvements that could be classified as (i) cosmetic, (ii) decorative, (iii) part or parcel of a building's renovation program or to reposition the asset in the marketplace, (iv) routine or normal preventative maintenance, or (v) that are the

responsibility of the tenants were not included.

It is the intent of the FCA to reflect material physical deficiencies and the corresponding opinion of costs that are (i) commensurate with the complexity of the Property and (ii) not minor or insignificant. Opinion of probable costs that are either individually or in the aggregate less than a threshold amount set by industry standards.

Opinions of costs included in this report should be construed as preliminary budgets. Actual costs most probably will vary from the consultant's opinions of costs due to a variety of factors including design, quality of materials, contractor selected, market conditions, and competitive solicitation. Based on observations of readily apparent conditions, there may be a number of immediate and capital reserve costs that are required over the evaluation period. These needs are identified in the various sections of this report and are summarized in the attached cost tables. Costs for routine or normal preventive maintenance, or a combination thereof, are not included. Where management's budget for the repair or capital replacement appeared reasonable, AEI included the budget in the tables. However, please note that this FCA does not constitute an in-depth budget analysis.

## **7.2 REFERENCES USED BY THE PROPERTY EVALUATOR FOR PREPARATION OF FCA REPORT**

The FCA was performed in general accordance with ASTM E2018-15 "Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process" and is subject to the limitations and scope considerations contained within these Standards.

### **7.2.1 LIMITATIONS**

Property Condition Assessments performed by AEI Consultants are based upon, but not limited to, the scope of work outlined by ASTM Standard E2018-15. Our review of the subject property consisted of a visual screening of the site, the structure(s) and the interior spaces. Technical Assessments were made based on the appearance of the improvements at the time of this Assessment. No destructive or invasive testing was included in the scope of this review.

The following are generally excluded from this Assessment for the Property as per ASTM scope of work:

- Subterranean conditions such as soil types and conditions, underground utilities, separate sewage disposal systems, wells, manholes, utility pits; systems that are either considered process-related or peculiar to a specific tenancy or use; or items or systems that are not permanently installed.
- Opinions on matters regarding security of the subject property and protection of its occupants or users from unauthorized access.
- Operating or witnessing the operation of lighting, lawn irrigation, or other systems typically controlled by time clocks or that are normally operated by the building's operation staff or service companies.
- Evaluating systems or components that require specialized knowledge or equipment, including but not limited to: flue connections, interiors of chimneys, flues or boiler stacks; electromagnetic fields, electrical testing and operating of any electrical devices; examination of elevator and escalator cables, sheaves, controllers, motors, inspection tags; or tenant-owned or maintained equipment.
- Evaluation of process-related equipment or condition of tenant owned/maintained equipment.

The recommendations and conclusions presented as a result of this Assessment apply strictly to the time the Assessment was performed. Available documentation has been analyzed using currently accepted Assessment techniques and AEI believes that the inferences made are reasonably representative of the property.

No warranty is expressed or implied, except that the services rendered have been performed in accordance with generally accepted Assessment practices applicable at the time and location of the study.

This report should not be construed as technically exhaustive. This report does not warranty or guarantee compliance with any Federal, state or local statute, ordinance or regulation including but not limited to, building codes, safety codes, environmental regulations, health codes or zoning ordinances or compliance with trade/design standards or the standards developed by the insurance industry. Local, state and federal regulations, and codes change significantly over time from when the subject property was developed and the subject building was constructed. The subject property and subject building may not meet all current regulations, and code requirements put forth on a local, state, or federal level.

AEI Consultants has made reasonable efforts to properly assess the property conditions within the contracted scope of services; however, limitations during the assessment may be encountered.

AEI Consultants' findings and conclusions were based primarily on the visual assessment of the property at the time the site visit. In addition, the assessment value is based upon comparative judgments with similar properties in the property observer's experience. The Client is herewith advised that the conditions observed by AEI are subject to change. AEI's property observations included areas that were readily accessible without opening or dismantling secure areas or components. AEI's conclusions did not include any destructive or invasive testing, laboratory analysis, exploratory probing or engineering evaluations of structural, mechanical, electrical, or other systems with related calculations.

No assessment can wholly eliminate the uncertainty regarding the presence of physical deficiencies and performances of the building system. According to the ASTM guidelines, a property condition assessment is intended to reduce the risk regarding potential building system and component failure. The ASTM standard recognizes the inherent subjective nature of the assessment regarding such issues as workmanship, quality of care during installation, maintenance of building systems and remaining useful of the building system or components.

Assessments, analysis and opinions expressed within this report are not representations regarding either the design integrity or the structural soundness of the project.

No destructive or invasive testing was included in the scope of this Assessment.

Limitations to AEI's standard site assessment protocol were encountered. Access to the property was not made available due to the following circumstances:

It should be noted that the property was vacant at the time of the site assessment and as such, some systems and components were not operational at that time.

### 7.2.2 DEVIATIONS FROM THE GUIDE

This FCA includes the following deviations from ASTM E2018-15 "Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process":

- There is no category of Short Term Costs. Short Term Costs are defined as opinions of probable costs to remedy physical deficiencies, such as deferred maintenance, that may not warrant immediate attention, but require repairs or replacements that should be undertaken on a priority basis in addition to routine preventive maintenance. Such opinions of probable costs may include costs for testing, exploratory probing, and further analysis should this be deemed warranted by the consultant. Generally, the time frame for such repairs is within one to two years. In this FCA short term costs are included in the Immediate Repairs, Cost Table.
- Opinions of costs for Capital Reserves are provided in The Capital Reserves Cost Schedule. Capital Reserves are for recurring probable expenditures that are not classified as operation or maintenance expenses. The capital reserves should be budgeted for in advance on an annual basis. Capital reserves are reasonably predictable both in terms of frequency and cost. However, capital reserves may also include components or systems that have an indeterminable life but nonetheless have a potential liability for failure within an estimated time period.
- AEI estimated a Remaining Useful Life (RUL) for the Property.
- AEI provided the Seismic Zone, based on 1997 Uniform Building Code, in which the Property is located.
- AEI provided the Flood Zone(s) of the Property, based on the Flood Insurance Rate Maps (FIRM) published by the Federal Emergency Management Agency (FEMA).
- AEI provided the Wind Zone, based on FEMA's map titled "Wind Zones in the United States", in which the Property is located.
- AEI provided a limited visual survey for the presence of microbial growth at the Property. Destructive sampling was not included in the scope of the work for this survey.

### 7.3 MEMBERS OF THE CONSULTANT TEAM

A resume of the property evaluator and the senior reviewer are included in the appendix of this report.



Michael Novick, Senior Project Manager, (Lead Assessor)

A handwritten signature in blue ink, appearing to read "Matthew Wasson", written on a light-colored rectangular background.

Matthew Wasson, VP, Building Assessments, Capital Planning Services

# APPENDIX A

## Photo Documentation





1. Designated parking, signage



2. Bus stop



3. Site lighting pole corrosion



4. Paving, designated parking



5. Paving



6. Site lighting pedestal damage



7. Site drainage



8. Site access drive



9. Paving, drainage



10. Site lighting, landscape island



11. Drive aisle, south elevation landscape



12. East elevation



13. Landscape island



14. Paving, parking



15. North elevation



16. Landscape island



17. Paving



18. Curb, gutter, sidewalk



19. East elevation



20. Site lighting



21. Landscape, sidewalk



22. Drive aisle, landscape island



23. Perimeter wall, north elevation



24. Emergency generator



25. Transformer



26. North staging area



27. Perimeter wall



28. Perimeter wall



29. Site lighting, sidewalk, landscape



30. Service door, FDC

Dscn8378

31. Lighting bollards, sidewalk



32. Soffit lighting



33. North entry



34. Sealant at foundation line



35. North entry sidewalk, landscape



36. Curb ramp



37. North elevation entry



38. Site lighting, landscape island



39. Cladding



40. Compactor



41. Compactor enclosure



42. Cladding, landscape



43. Site lighting, landscape



44. Site lighting



45. Perimeter wall at dock



46. Dock, exterior steps



47. Curb, gutter, dock apron



48. Service door, cladding



49. Sidewalk, landscape



50. Soffit lighting, cladding



51. Curb ramp



52. Control joint sealant



53. East entry sidewalk



54. East entry sidewalk, lighting



55. Sidewalk spall



56. Cladding



57. Sidewalk, landscape



58. Sidewalk, curb ramp



59. South entry



60. Soffit, south entry



61. South entry sidewalk



62. Sidewalk, landscape



63. South elevation



64. Sidewalk, landscape



65. South elevation staging



66. Entry vestibule



67. Entry vestibule



68. Finishes



69. Finishes, elevator



70. Breaker panel



71. Transformer



72. Panels, transformer, bearing wall structure



73. Water service backflow preventer, piping



74. Finishes



75. Finishes



76. Escalators



77. Finishes



78. Mall common entry door track



79. Mall common entry



80. Finishes



81. Egress door



82. Generator transfer switch



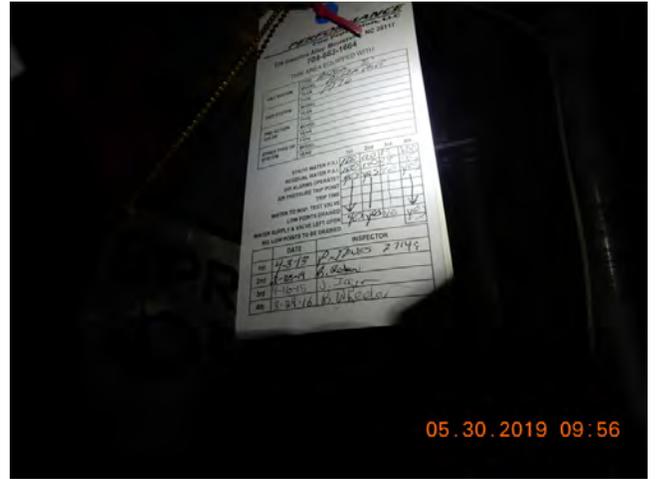
83. Switchgear



84. Switchgear tag



85. Fire alarm



86. Riser tag



87. Fire riser



88. Egress door



89. Entry doors



90. Elevator tag



91. Hydraulic fluid



92. Elevator controls



93. Water heater tag



94. Water heater



95. Floor structure



96. Compactor motor



97. Compactor



98. Egress door



99. Elevator controls



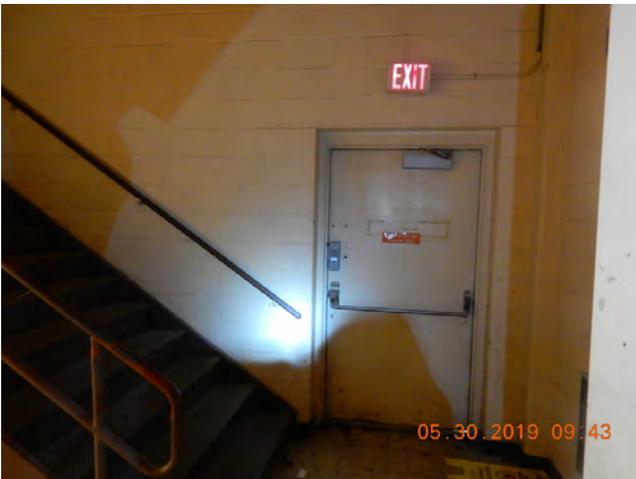
100. Freight elevator



101. Dock doors



102. Stairs



103. Egress door



104. Water heater tag



105. Water heater



106. Restroom finishes



107. Restroom finishes



108. Restroom finishes



109. Elevator controls



110. Elevator, escalators



111. Skylight



112. Elevator, escalators



113. Skylight



114. Balcony railing



115. Elevator, escalators



116. Restroom finishes



117. Restroom finishes



118. Restroom finishes



119. Restroom finishes



120. Ceiling mount air handler



121. Finishes



122. Restroom finishes



123. FE tag



124. FE



125. Crack at column/corbel, NW stair at roof



126. Crack at column, NW stair



127. Crack, NW stair



128. Crack, NW stair



129. Roof deck



130. Stair



131. Roof expansion joint



132. Penthouse



133. Roof, parapet



134. Fire alarm annunciator



135. Pump



136. Pump tag



137. Chiller water treatment



138. Pump



139. Compressor



140. Chiller controls



141. Chiller tag



142. Chiller



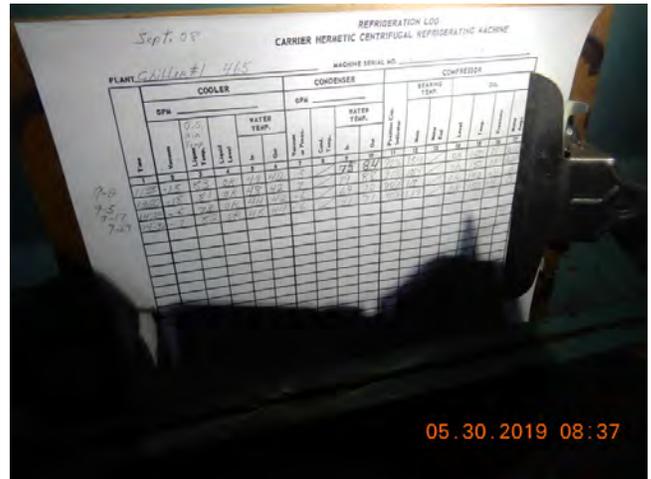
143. Switchboard



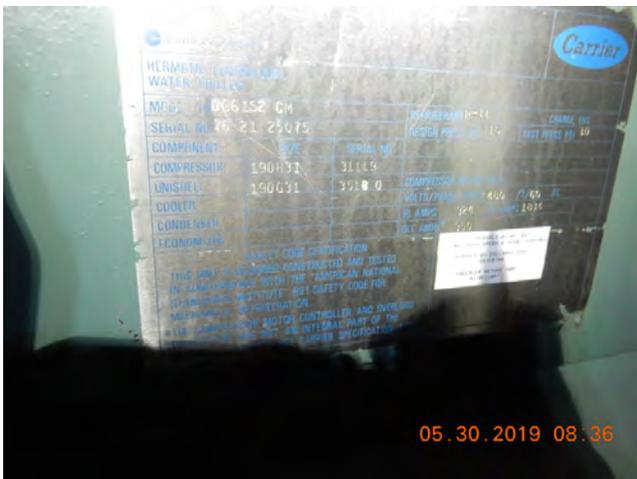
144. Switchboard tag



145. Duct heater control



146. Chiller log



147. Chiller tag



148. Finishes



149. Restroom finishes



150. Chiller



151. Restroom finishes



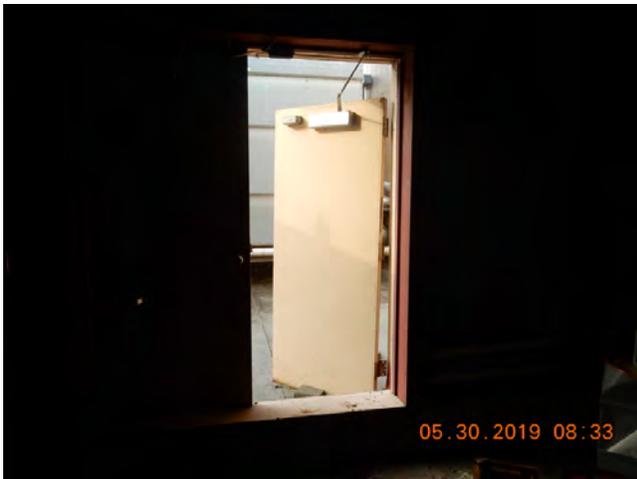
152. Mall common entry



153. Lighting control panel



154. Roof structure



155. Roof access door



156. Air handler



157. Louver control



158. Cooling tower



159. Penthouse roof



160. Stair



161. Cooling tower



162. Cooling tower corrosion



163. Finishes



164. Cooling tower tag



165. Finishes



166. Material lift, roof penthouse



167. Material lift winch



168. Restroom finishes



169. Skylight



170. Skylight



171. Roof



172. Horn/strobe



173. Roof, parapet



174. Finishes



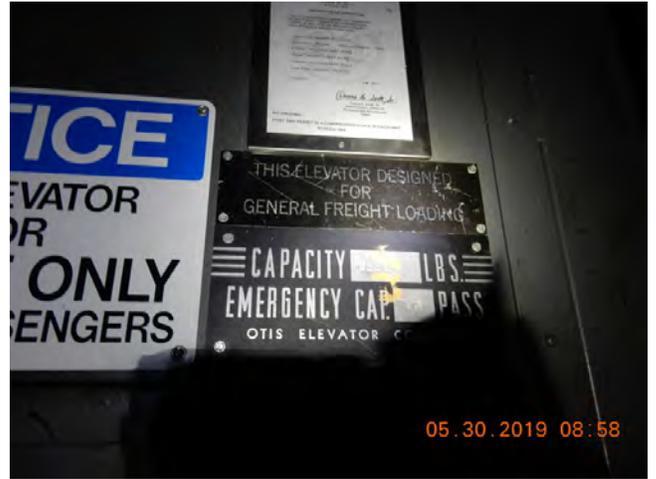
175. Roof



176. Freight elevator control



177. Roof access



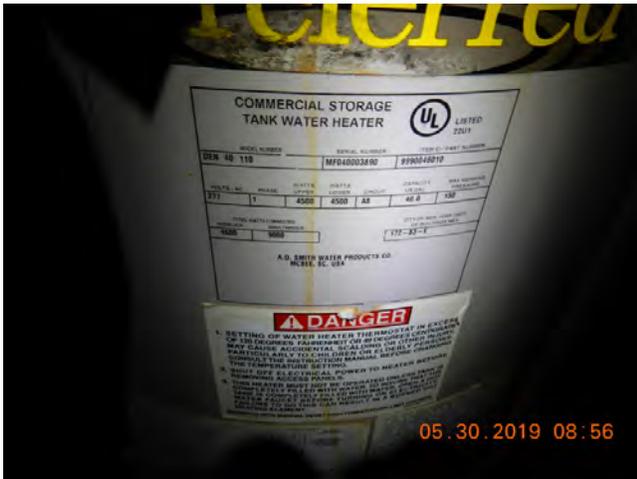
178. Freight elevator tag



179. Freight elevator controls



180. Freight elevator finishes



181. Water heater tag

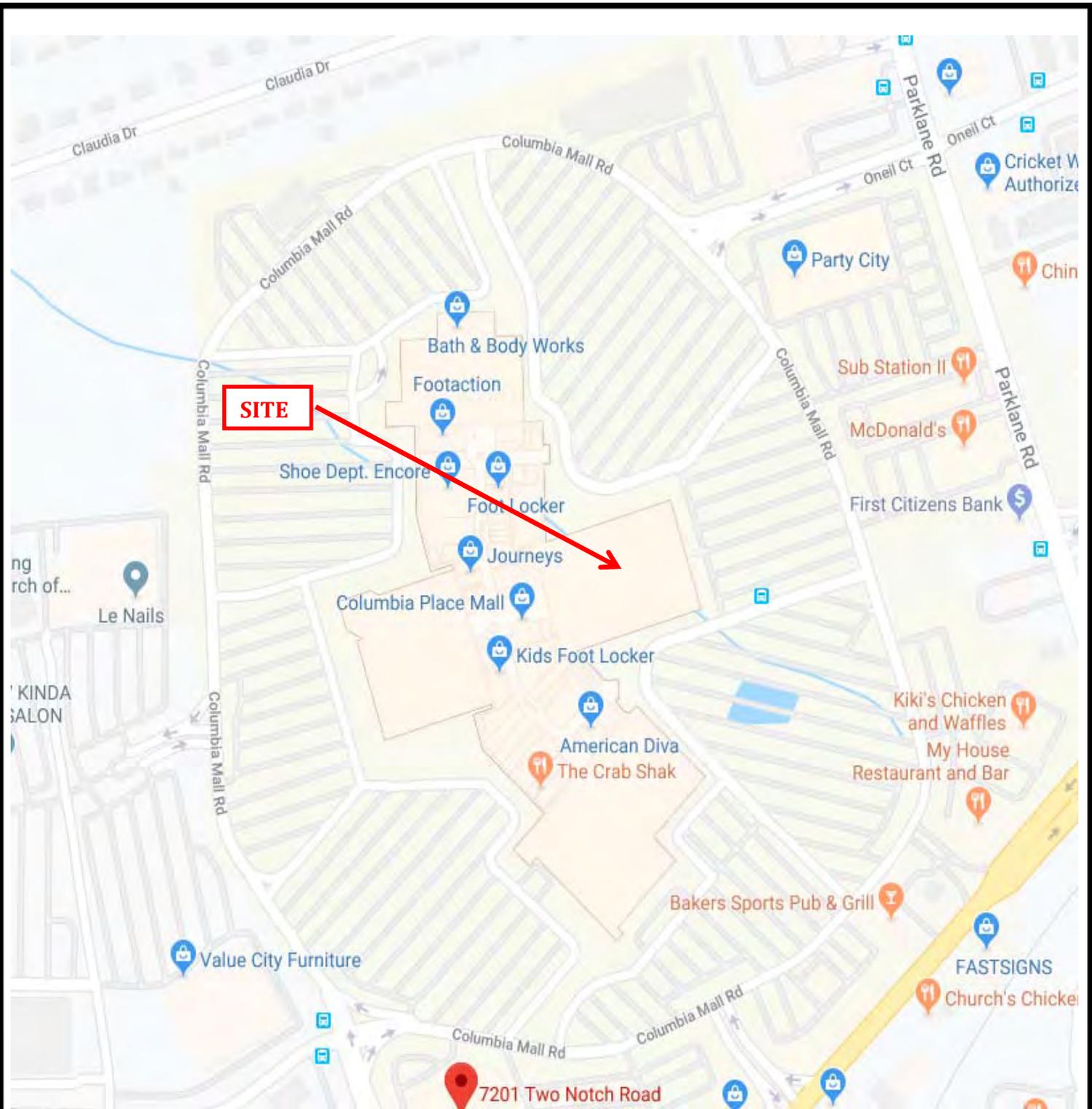


182. Water heater

# APPENDIX B

## Location Map, Aerial Photo and Site Plan





## SITE LOCATION MAP

7201 Two Notch Rd, Columbia, SC 29223



### Legend

Approximate Site Location ▬

### FIGURE 1

Project Number: 403797





# SITE PLAN

7201 Two Notch Road, Columbia, SC 29223



## Legend

Approximate Property Boundary 

## FIGURE 2

Project Number: 403797



# APPENDIX C

## Pre-Site Visit Questionnaire





# PCA PRE-SURVEY QUESTIONNAIRE (ROI)

GENERAL PROPERTY INFORMATION					
<b>PROPERTY NAME:</b>					
<b>SITE ADDRESS:</b>		<b>CITY</b>		<b>STATE</b>	
<b>Number of Buildings:</b>		<b>Date of Construction:</b>		<b>Current Occupancy:</b>	%
<b>Number of Stories:</b>		<b>Renovation Date(s):</b>		<b>Area of Current Vacant Space:</b>	
<b>Site Area in Acres:</b>	acres	<b>Gross Building Area:</b>		<b>Rentable Building Area:</b>	sq. ft.
<b>Total Number of Parking Spaces:</b>		<b>Number of HC Parking Spaces:</b>		<b>Number of Van HC Spaces:</b>	

GENERAL PROPERTY INFORMATION
Please describe all pertinent building maintenance, renovation, seismic, and upgrade work within the last 15 years. If available, please attached supporting documentation, i.e. work orders, receipts, etc.:
Please describe any ongoing/current major building maintenance, renovation, seismic, and upgrade work:
Please describe any future building maintenance, renovation, seismic, and upgrade work:

Please indicate which of the following items is a Tenant or Landlord responsibility for REPLACEMENT:					
	Tenant	Landlord		Tenant	Landlord
Paving			HVAC Condensing units		
Pavement Seal-coating			Window AC Units or Other		
Pavement Striping			Domestic Water Heaters		
Sidewalks			Fire Sprinkler in Tenant Space		
Exterior Paint			Fire Alarm in Tenant Space		
Brick Pointing			Elevators/ Escalators		
Roofing			Tenant Space Finishes		
HVAC Rooftop Units			Toilet Room Fixtures & Finishes		
HVAC Air handling/Fan coil units			ADA compliance		

Please list all major vendors servicing the Property (If addition provided, please attach separate sheet):					
	Vendor Name	Phone No.		Vendor Name	Phone No.
Roofing			Painting		
Elevator			HVAC		
Fire Protection			Plumbing		
Electrician			Trash Disposal		
Landscaping			Security System		

Please list all utility providers for the Property:			
Domestic Water		Gas/ Oil/ Other	
Sanitary Sewer		Electricity	
Storm Drainage		Steam	



**QUESTIONNAIRE**

*Note to Field Observer: Answers should be verified during site interview and field observations. A yes answer should be followed up thoroughly and documented if issues are present.*

**YES NO UNKNOWN**

	YES	NO	UNKNOWN
Are you aware of any violations the property has been cited for? (If Yes, attach citation)			
Is a tenant monthly fee charged for common area maintenance (CAM)?			
Does the Property experience any site drainage, ground water or flooding problems?			
Is the amount of on-site parking provided inadequate?			
Is there damaged or nonoperational site lighting?			
Are the utilities (water, sewer, gas, electric) inadequate to meet needs of the tenants?			
Does the Property have any structural issues such as settlement, cracking or deflection?			
Has the Property experienced any fire related or seismic damage?			
Does the Property exhibit any water/ moisture infiltration?			
Does the Property have any leakage or failures at the roof, walls or cellar?			
Is fire retardant plywood (FRT) installed anywhere in the structure(s)?			
Are any portions of the facades covered with EIFS (synthetic stucco or Dryvit)?			
Any problems regarding synthetic stucco or EIFS?			
Roof is inaccessible with no on-site OSHA approved ladder or roof hatch?			
Are the HVAC systems inadequate and/or non-functioning?			
Are there any plumbing leaks or prevalent past leaks?			
Are there any water pressure issues at any time?			
Is galvanized or polybutylene "gray" piping present anywhere in the Property?			
Has any active or historical leaks related to galvanized or polybutylene piping occurred?			
Has retrofitting or replacement of galvanized or polybutylene piping taken place?			
Are there any electrical problems or inadequate electrical service?			
Electrical amperage to each unit is less than 60-amps??			
Is aluminum branch wiring present anywhere in the Property?			
If aluminum branch wiring is present, has retrofitting been performed?			
Are there any screw-in fuses present in the Property?			
Are there kitchens and bathrooms that are not equipped with GFI's/GFCI's?			
Are there any elevator or escalator shutdowns or deemed out of service?			
Are there elevators present not regularly serviced under a full-service maintenance contract?			
Are there fire sprinkler systems present and not regularly serviced and tested?			
Are there fire alarm and detection devices not regularly serviced and tested?			
Is common area interior painting performed as part of routine maintenance?			
Was an "ADA Survey" ever conducted on the property? (If Yes, please attach a copy)			
Has any ADA improvements been made to the Property or does a Barrier Removal Plan exist for the Property?			
Is there any unresolved ADA related complaints or pending litigation?			
Is there any mold or microbial growth at the Property?			
Have any tenants or occupants complained about mold or microbial growth at the Property?			
Is there a current formal indoor air quality management plan at the Property?			



Please indicate when the following systems have been last inspected:

Fire Sprinkler \_\_\_\_\_  
 Fire Alarm \_\_\_\_\_

Elevators/ Escalators \_\_\_\_\_  
 Facades \_\_\_\_\_

**REPLACEMENT/ REPAIR HISTORY**

Please list the approximate age (in years) of the following, as applicable:  
 (Indicate "NA" if tenant-owned or not applicable; indicate "ORIG", if from original building construction. If applicable, give an estimated range, i.e. approx. 50% are 3 yrs. in age, 25% are 10 yrs. in age, etc. – please attach additional pages for comments/ clarifications.

Paving: _____ Yrs.	Sealant/Striping: _____ Yrs.	Exterior Lighting: _____ Yrs.
Landscaping: _____ Yrs.	Irrigation System: _____ Yrs.	Building Signage: _____ Yrs.
Masonry Pointing: _____ Yrs.	Exterior Paint: _____ Yrs.	EIFS: _____ Yrs.
Windows: _____ Yrs.	Doors: _____ Yrs.	Building Sealants: _____ Yrs.
Roofing: _____ Yrs.	Other Roofing: _____ Yrs.	Skylights: _____ Yrs.
HVAC(____): _____ Yrs.	HVAC(____): _____ Yrs.	HVAC(____): _____ Yrs.
Electric Service: _____ Yrs.	Emergency Generator: _____ Yrs.	Water Line: _____ Yrs.
Water Pumps: _____ Yrs.	Water Heaters: _____ Yrs.	Sewer Lines _____ Yrs.
Elevator Finishes: _____ Yrs.	Elevator Controller: _____ Yrs.	Elevator Machinery: _____ Yrs.
Escalators: _____ Yrs.	Fire Pump: _____ Yrs.	Central Fire Alarm Panel: _____ Yrs.
Lobby: _____ Yrs.	Common Flooring: _____ Yrs.	Common Restrooms: _____ Yrs.

**DOCUMENT REVIEW**

Please provide us with the following documents prior to our site visit, indicating the availability of each. This documentation may be included as an exhibit within the Property Condition Assessment.

	Available On-site	Available Attached	Not Available
Site Plan and ALTA Survey			
Certificate of Occupancy			
Copy of Open Building Permits or Code Violations			
Copy of Zoning Variances or Easements			
Rent Roll (with unit number, tenant name, unit area and occupancy %)			
Reduced Floor Plans			
Original construction documents (core and shell)			
List of Mechanical Equipment			
List of Capital expenditures for last 5 years			
List of Planned Capital expenditures			
Local Law #11 Façade Inspection Reports (NYC)			
Roof survey and warranty			
Service reports and inspection certificates for (elevator, escalator, HVAC, electrical generator, fire alarm and sprinkler)			
ADA Survey or Barrier Removal Plan			
Previously prepared Property Condition Report or engineering studies			

**Interviewee / Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

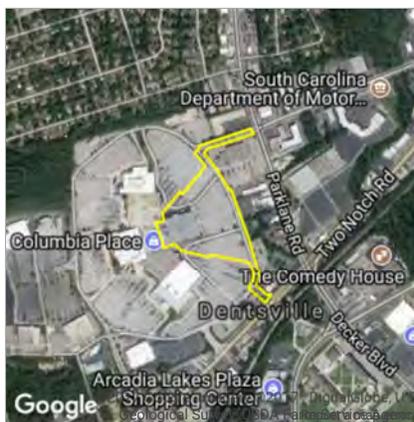
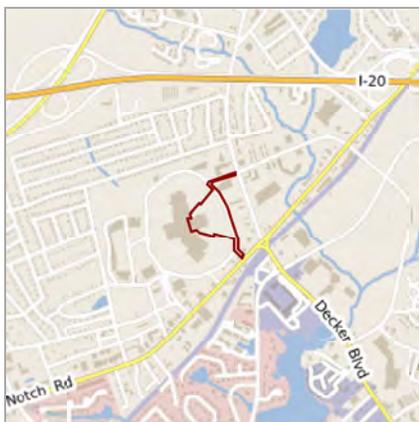
# APPENDIX D

## Record of all Documents Reviewed, Interviews, and Supporting Information



COLUMBIA MALL | R17001-04-40

Print



**Address**

Address	COLUMBIA MALL
Municipality	Unincorporated
School District	Richland School District 2
Garbage Coll. Day	Monday
Recycling Coll. Day	Monday EOW-B
Yard Trash Coll. Day	Monday
Latitude	34.06624
Longitude	-80.96013
Elevation	240 ft

**Census**

Year	2010	2000	1990
Avg Hshld Income	\$41,500	\$35,682	\$29,271
Avg Home Value	\$97,500	\$72,400	\$59,400
Pop. Density (/sqmi)	0	0	13

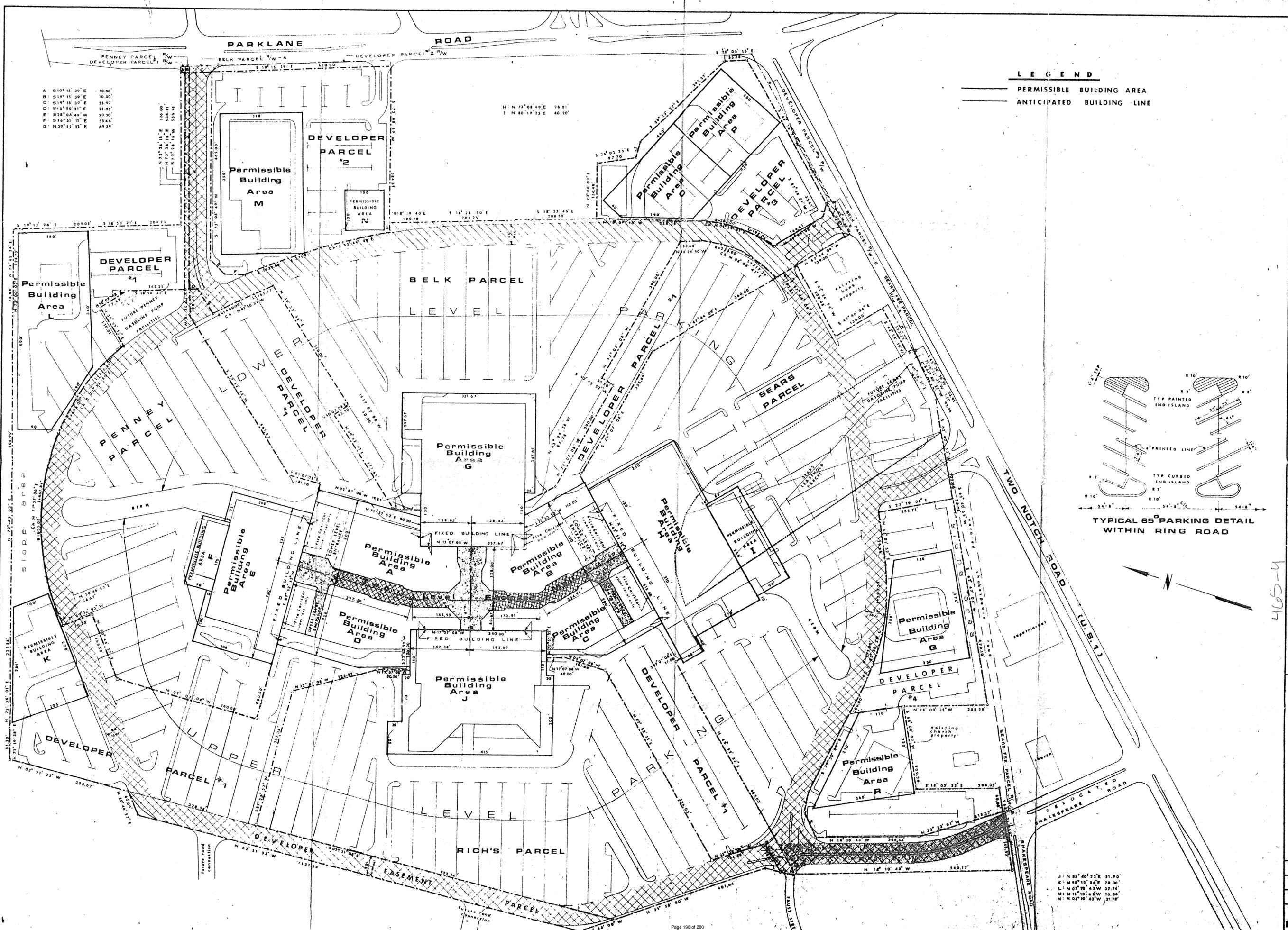
**Property**

TMS	R17001-04-40
Owner	DILLARD DEPARTMENT STORES INC
Beds	0.0
Baths	1.0
Heated Sqft	183,237
Year Built	1977
Tax District	2ER
Land Value	\$2,377,500
Building Value	\$51,300
Taxable Value	\$2,428,800
Market Value	\$2,428,800
Last Sale	\$5,000,000 (10/04/1995)
Zoning	GC
Secondary Zoning	
Owner Occupied	No

**Political**

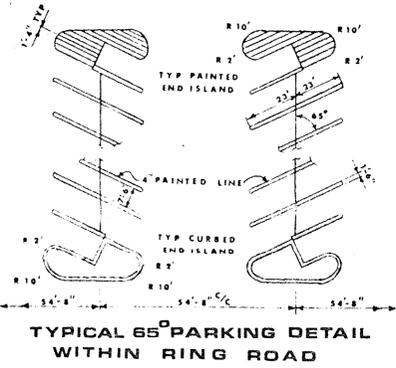
Voting Precinct	Dentsville
Voting Location	Dent Middle School
County Council Dist.	3
County Council Rep.	Yvonne McBride
SC Senate Dist.	21
SC Senate Rep.	Darrell Jackson
SC House Dist.	76
SC House Rep.	Leon Howard
County Magistrate Dist.	UPPER TOWNSHIP
County Magistrate	JUDGE TOMOTHY EDMOND
Congressional Dist.	6
Congressional Rep.	James Clyburn
Sheriff Region	2

Disclaimer: This application is a product of the Richland County GIS Department. The data depicted here have been developed with extensive cooperation from other county departments, as well as other federal, state and local government agencies. Reasonable efforts have been made to ensure the accuracy of this map. However, the information presented should be used for general reference only. Richland County expressly disclaims responsibility for damages or liability that may arise from the use of the information presented herein.



A	91° 15' 30" E	10.00
B	91° 15' 30" E	10.00
C	91° 15' 30" E	55.97
D	91° 15' 30" E	21.22
E	82° 04' 40" W	50.00
F	91° 15' 30" E	55.46
G	93° 55' 55" E	60.39

**LEGEND**  
 — PERMISSIBLE BUILDING AREA  
 - - - ANTICIPATED BUILDING LINE



REVISIONS	
COLUMBIA MALL COLUMBIA, S. CAROLINA	
LOUIS RESNICK, A.I.A. ARCHITECT 2425 CENTER RIDGE ROAD CLEVELAND, OHIO 44115 Area Code 216-871-4800	
SITE PLAN	
JACOBS, VISCONSI & JACOBS CO. DEVELOPERS	DATE: 11-5-74
2425 CENTER RIDGE ROAD CLEVELAND, OHIO 44115 Area Code 216-871-4800	SCALE: 1" = 100'-0"
	REVISED: wf DATE: 10-15-76
	DRAWING NUMBER:
EXHIBIT...A	

465-4

J	N 89° 40' 32" E	51.90'
K	N 48° 13' 30" E	70.00'
L	N 02° 10' 43" W	37.74'
M	N 18° 10' 45" W	10.38'
N	N 03° 10' 45" W	21.75'



**RICHLAND COUNTY GOVERNMENT**  
Department of Operational Services

# PROPERTY INSPECTION REPORT

## Purpose

Preliminary Space Evaluation on the Dillard's retail space located at the Columbia Place Mall at 7201 Two Notch Rd

Prepared By: Department of Operational Services

Date Prepared: December 8, 2017



# Dillard's Space Review

---

## Executive Summary

The Department of Operational Services performed a preliminary space evaluation on the Dillard's retail space located at the Columbia Place Mall at 7201 Two Notch Rd. on November 27<sup>th</sup>, 2017. During the preliminary evaluation, the building's main systems were observed and a **initial** overall assessment was determined, including the following:

- Structural Condition
- Roof Assessment
- Electrical Infrastructure
- Security System
- Plumbing System
- Fire Sprinkler and Alarm Systems
- Heating, Ventilation, and Air Conditioning (HVAC)
- Elevator
- Site Assessment (including the parking lot)
- Telecommunication System Assessment

However, if the building is to be considered for purchase, then it is Operational Services' recommendation to have an outside assessment firm or engineering firm perform a more detailed review that would include recommendations.

The building is structural sound, consisting of concrete columns and beams, with precast double "T" decking with no observed structural cracks in the concrete. The roof structure looks to be operational and appears approximately ten years old. The existing electrical infrastructure is operational and appears in order. During the inspection, no security system or an access control system was observed. The preliminary inspection located a few of bathrooms within the space; two banks male and female bathrooms on each floor, along with a few individual bathrooms throughout. The current HVAC equipment appears to be about **ten years old**, and consist of one main cooling tower, two chillers, four circulation pumps, and three main air handlers utilizing a return air plenum. The 183,237 square foot structure sits on approximately 13.645 acres, according to Richland County's GIS Mapping site. Storm water culverts appear to be clear and operational with no indication of ponding or flooding on the site.



# RICHLAND COUNTY GOVERNMENT

## Department of Operational Services

The building will require renovation from retail space to office space. Firm renovations costs will be determined during the project design process.



First floor space



Passenger elevator and atrium



Escalators and atrium



Second floor space

## Detailed Summary of the Building Systems

### I. Structural

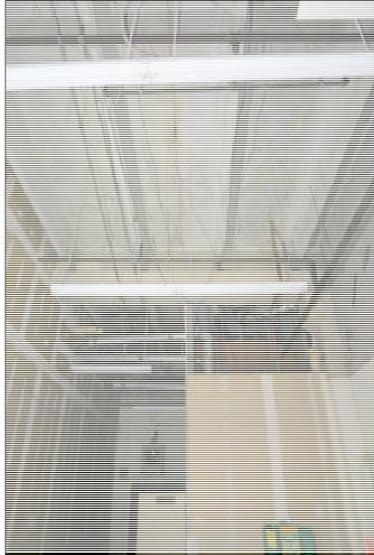
It was observed that the building structure consisted of a double T precast concrete deck structure placed on concrete columns and beams. The exterior of the building was a mixture of mostly brick veneer with a few block walls, and a little bit of an EFIS system (Exterior Finish Insulation System). The main structure of the building, of which could be observed, appeared to be in good shape, with no observed structural cracks in the concrete, nor did any of structural



# RICHLAND COUNTY GOVERNMENT

## Department of Operational Services

members seemed out of position or missing. The exterior of the building also appeared to be in decent shape. The team did not observe any cracks in the foundation, nor in any of the exterior brick. The EFIS system seemed intact and did not give the impression of any water infiltration, which is a common issue with this type of system. Once again, an outside consultant should be engaged to ensure the integrity of the EFIS system.



Double "T" structure in storage area



Double "T" structure @ loading dock





# RICHLAND COUNTY GOVERNMENT

## Department of Operational Services

Brick exterior with some block walls and EFIS

### II. Roofing

The roof structure looks to be operational, but appears to be about ten years old and is expected to have only about five to seven (5-7) years of lifespan remaining. It appears that the roof consists of a modified bitumen cap sheet roofing system that has a ridge down the center of the building and slopes to each side with roof drains near the parapets. The roof also has a large skylight that opens to a two story atrium where the passenger elevator and escalators are located. An indication of some small ponding was observed in a few locations and around the skylight. There were some locations in the facility where the ceilings were stained, indicating small leaks. A few coring samples would need to be done to determine the exact makeup of the roofing system and to ensure no underlying issues exist with the roofing insulation or roof deck. It would be the department's recommendation to have the roof replaced as part of a major renovation of the space to avoid future failures or to interfere with daily operations once the building is occupied; however it does not appear to be a critical item and could be postpone if there are budget constraints. This opinion should be confirmed with an outside roofing consultant that has more experience than this department.



Roof with some ponding



Roof at skylight with some ponding



## **RICHLAND COUNTY GOVERNMENT**

### **Department of Operational Services**



Skylight at atrium

### **III. Electrical**

After reviewing the electrical system, it appears that the space has two 4000 amp service providing electricity through a main switchgear that distributes power to a few distribution panels throughout. It appears that the main service is provided through a 2000 kVA main transformer provided by SCE&G.

Depending on the County's requirements, this existing service and main equipment most likely will meet the county constraints and will not need to be upgraded; however this requirement would be determined through a design process and with a full assessment from an electrical engineering firm. As regards to the equipment, it appears to be approximately thirty years old and in working order and can still currently be serviced, an opinion shared by the County's head electrician.

The space also had a small diesel fuel backup generator that appears to power just a few critical items, such as emergence lighting. This size generator is not capable of handling much of an electrical load beyond what it is currently supported. If the county intends to convert the space into an operational essential facility, it is this department's recommendation to upgrade the backup generator to a unit that would be capable to running the entire facility at full load. However, this design feature will have a significant financial impact on the overall project budget.



# RICHLAND COUNTY GOVERNMENT

## Department of Operational Services



Main switch gear



Typical distribution panels & transformers



# RICHLAND COUNTY GOVERNMENT

## Department of Operational Services



Electrical panels in the penthouse mechanical room



Backup generator

#### IV. Security Systems

During the walk-through, no security system or an access control system was observed. If the space is anticipated to be converted into office space, then both of these systems would need to be installed. Depending upon the level of complexity of the systems desired, installing these systems could have a significant budget impact on the overall project cost.



# RICHLAND COUNTY GOVERNMENT

## Department of Operational Services

### V. Plumbing

The preliminary inspection located two banks of bathrooms within the space; a male and female bathroom on each floor. The inspection also located a few individual bathrooms dispersed throughout the building in the operational areas. The main domestic water service was also located and it appears to be a 2" line with back flow preventers. Depending on the space requirements, these units might not meet the need requirements. Therefore, additional bathroom units might need to be installed. The cost impact regarding any additional units is contingent on the plumbing systems infrastructure (the size and location of the water and sewer lines throughout the building). If larger or more main piping is required to be installed under slab, then this could have a costly impact on the overall project budget. This requirement would be determined through the design process; however, it might be prudent to have an outside engineering firm evaluate this system also to determine its capacity. The water heater was located during the inspection and would need to be inspected to determine condition but appeared to be in working order; however, the size of the unit might need to be upgraded/supplemented depending on the bathroom requirements of a major renovation.



Typical bathroom stall



Typical urinal



# RICHLAND COUNTY GOVERNMENT

## Department of Operational Services



Typical double sinks



Main domestic water line with back flow preventers

## VI. Fire Sprinkler and Alarm Systems

The existing structure has a fire sprinkler system installed. It appears to have a 6" main service line minimum. However, the design of the system is conducive for retail space. If the County's intention is to convert this area to office space, the sprinkler system would need to be reviewed and modified to accommodate this new use. All new branch plumbing will be required to protect each individual office and also account for the increase in occupancy load. The main trunk lines would need to be evaluated by an outside engineering source specializing in sprinkler designs to determine if the water flow on the main trunk lines is sufficient given the new intended use.

The fire alarm system which is typically tied into the fire sprinkler system was observed during the walk-through. We were not able to determine the operational condition of the system, however it appeared to be an older unit. Thus the unit would require upgrading if the County wants to use the space for offices, since the existing system was designed for warehouse/retail space. This too could have a significant financial impact on the overall project budget.



## RICHLAND COUNTY GOVERNMENT

### Department of Operational Services



Fire sprinkler room



Fire alarm panels in the sprinkler room

## VII. Heating, Ventilation, and Air Conditioning (HVAC)

The main HVAC system appears to consist of one main cooling tower, two chillers, four circulation pumps, and three main air handlers.

The HVAC equipment appears to be about 20 years old, when the majority of the equipment was relocated from the mechanical penthouse to the roof during the renovation of the space from the previous tenant to the current tenant. Equipment of this typical size generally has a 10 to 15 year lifespan, which means that this equipment is approaching the end of its life expectancy. Depending on the County's space requirements, it is quite possible that the current units are undersized for an office space heat load. This would then need to be upgraded or at least supplemented by additional units. However, considering the age of the units, it would be this department's recommendation that the units be replaced/upgraded during any major renovations to avoid future failures or to interfere with daily operations once the building is occupied.



## RICHLAND COUNTY GOVERNMENT

### Department of Operational Services

This equipment is a Trane product, which is known to be very durable. However, during the inspection, three 55-gallon drums of Freon R-22, a coolant, were observed on the roof top near the rooftop unit (RTU) #2, which indicates a Freon leak. This would need to be addressed and resolved prior to any occupation of the space by the County.

The total tonnage of all six RTU's is 385 tons. Typically, every 200 – 250 square feet of office space requires approximately one ton of HVAC cooling capacity. This area has approximately 133,000 heated square feet, thus requiring approximately 532 total tons. Therefore, based on simple calculations, additional tonnage would be required to heat and cool office space in this area.



Cooling tower on roof



**RICHLAND COUNTY GOVERNMENT**  
Department of Operational Services



Chillers (1 and 2) in mechanical penthouse



One of three air handlers in the mechanical penthouse



## **RICHLAND COUNTY GOVERNMENT**

### **Department of Operational Services**



Circulating pumps in the mechanical penthouse

## **VIII. Elevator**

The onsite inspection observed a single 8000 pound capacity hydraulic freight elevator that moved between the areas near the loading dock to a storage/inventory space on the second floor. The unit appears to be the original unit that was installed when the facility was built in the mid 1970's; thus the controls are obsolete and out of date. The inspection could not determine if the elevator is operational at this time; however, it has not received a current Certificate of Operations license and therefore should not be operated until this license is obtained. An inspection of the elevator or a major renovation of the space may require the freight elevator to be upgraded to meet current codes, which could have a significant cost. Additionally, this freight elevator should not be used to transport persons from floor to floor; it is truly designed for freight and does not meet the requirements for transportation of people.

The building also had an area that contained one passenger glass elevator and two escalators, one up and one down. The inspection could not determine if the elevator or escalators are operational at this time. The elevator equipment room for the glass elevator, which is located in an area away from the elevator, appeared to have a hydraulic leak that would need to be investigated before the unit is operated. The unit appears to be the original unit that was installed when the facility was built in the mid 1970's; thus the controls are obsolete and out of



# RICHLAND COUNTY GOVERNMENT

## Department of Operational Services

date. The equipment pits for the escalators were not observed; thus equipment condition could not be determined.

All the listed equipment needs to be inspected by a qualified firm to determine the overall condition of the units and what must be done to make them operational.

Depending on what is required, it could have a significant budget impact to the overall project cost. Furthermore, if additional elevators are required, new elevator shafts & elevator equipment would need installed which is a costly and time intensive proposition. This too could be vetted during the design process.



Freight elevator



Controls for freight elevator



# RICHLAND COUNTY GOVERNMENT

## Department of Operational Services



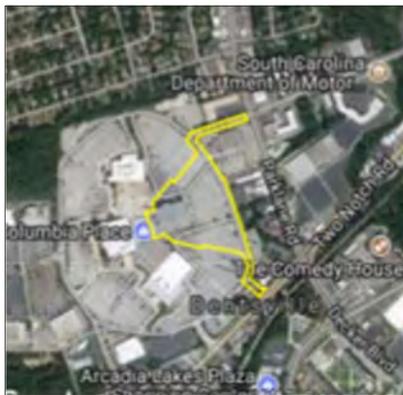
Glass elevator



Controls for glass elevator

### IX. Site

The structure sits on approximately 13.645 acres, according to Richland County's GIS Mapping site. Most of the site appears to be fairly flat, with a slight drop in elevation away from the building towards Parklane Rd. It appears this slight slope allows positive storm water drainage away from the building. Additionally, it was observed that storm water culverts appear to be clear and operational with no indication of ponding or flooding on the site.



Site shown in yellow (from RC GIS)



Exterior & parking lot of Dillard's



# **RICHLAND COUNTY GOVERNMENT**

## **Department of Operational Services**

### **X. Parking**

The parking lot appeared to be in operational condition. However, it did show some signs of wear and tear with the presence of cracks and raveling. It would be the department's recommendation that the cracks be routed and sealed with the entire area treated with a topcoat. This would require the entire area to be restriped as well. This procedure should give the parking lot an additional five to ten (5-10) years of usage, depending on vehicle counts, with minimal maintenance. It should be budgeted in the next seven to ten (7-10) years for a milling and repaving of the lot which will have a high construction cost.



Parking at Dillard's



Parking at Dillard's

### **XI. Phase 1 and 2 Studies**

With adjacent properties having auto repair shops on site and with the building having a diesel generator on site, it is the department's recommendation that a Phase I and Phase 2 environmental study be performed on this facility. This will allow discovery of any potential environmental hazards that need to be addressed or that could affect the property and its ability to meet the intended use. Depending on the results of these studies, findings could have a significant impact on the overall project budget. Otherwise, the department did not note any environmental items that would be a concern.

### **XII. Hazardous Materials Studies – Asbestos Containing Materials (ACM), Lead Paint, Mold and Air Quality**

During the walk-through there did not appear to be any blatant occurrences of hazardous materials, however, field testing is required to confirm that none of these materials are in fact on site. It is the department's recommendation that an outside engineering firm specializing in



## **RICHLAND COUNTY GOVERNMENT**

### **Department of Operational Services**

hazardous materials testing be used to conduct the suggested tests which ensure an environment free of these materials. It is also the department's recommendation to do an Air Quality test to ensure clean air since the building has been vacated for about 5 years which has resulted in a dusty/stale air smell. The air test will ensure the air meets all standards and is compliant.

### **XIII. Telecommunications**

The preliminary inspection did not reveal much regarding the space's telecommunication infrastructure; therefore if the County is considering to relocate the County Departments, including but not limited to the Information and Technology department to this facility, including the main server rooms, then the IT department needs to be consulted to determine the telecommunications requirements and if those services can be provided by a local telecommunications company.

### **XIV. Summary**

The building is in good shape but will require a great deal of renovation and Mechanical/Electrical/Plumbing equipment upgrade/supplemented to meet the needs of typical office space. It is generally estimated at \$175- \$250 +/- per square foot for typical renovations of this nature and scale depending on the type of finishes, space planning, and infrastructure requirements. These requirements should be determined during the due diligence phase of the purchase and during the design phase.

# National Flood Hazard Layer FIRMette



## Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

- |                                   |  |  |
|-----------------------------------|--|--|
| <b>SPECIAL FLOOD HAZARD AREAS</b> |  | Without Base Flood Elevation (BFE)<br>Zone A, V, A99 |
|                                   |  | With BFE or Depth Zone AE, AO, AH, VE, AR            |
|                                   |  | Regulatory Floodway                                  |
- 
- |                                    |  |   |
|------------------------------------|--|---|
| <b>OTHER AREAS OF FLOOD HAZARD</b> |  | 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X |
|                                    |  | Future Conditions 1% Annual Chance Flood Hazard Zone X  |
|                                    |  | Area with Reduced Flood Risk due to Levee. See Notes. Zone X  |
|                                    |  | Area with Flood Risk due to Levee Zone D  |
- 
- |                    |  |  |
|--------------------|--|--|
| <b>OTHER AREAS</b> |  | Area of Minimal Flood Hazard Zone X      |
|                    |  | Effective LOMRs                          |
|                    |  | Area of Undetermined Flood Hazard Zone D |
- 
- |                           |  |                                  |
|---------------------------|--|----------------------------------|
| <b>GENERAL STRUCTURES</b> |  | Channel, Culvert, or Storm Sewer |
|                           |  | Levee, Dike, or Floodwall        |
- 
- |                       |  |  |
|-----------------------|--|--|
| <b>OTHER FEATURES</b> |  | Cross Sections with 1% Annual Chance Water Surface Elevation |
|                       |  | Coastal Transect   |
|                       |  | Base Flood Elevation Line (BFE)                              |
|                       |  | Limit of Study   |
|                       |  | Jurisdiction Boundary  |
|                       |  | Coastal Transect Baseline                                    |
|                       |  | Profile Baseline   |
|                       |  | Hydrographic Feature   |
- 
- |                   |  |                           |
|-------------------|--|---------------------------|
| <b>MAP PANELS</b> |  | Digital Data Available    |
|                   |  | No Digital Data Available |
|                   |  | Unmapped                  |



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 5/29/2019 at 5:06:23 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

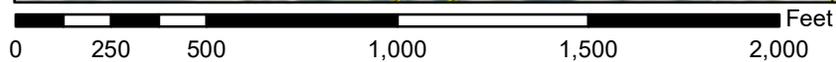
This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

34°4'6.63"N

80°57'46.80"W



USGS The National Map: Orthoimagery, Data refreshed April, 2019.



1:6,000 217 of 280

34°3'36.83"N

80°57'9.34"W

# APPENDIX E

## Property Evaluator Qualifications

## **Michael Novick, Sr. Project Manager**

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### **Education:**

B.A School of Environmental Design and Planning, University of Colorado, Boulder 1983

### **Training/Licenses/Registrations:**

Licensed Architect, State of Colorado

Licensed Architect, State of Pennsylvania

Licensed Architect, State of Texas

Member: American Institute of Architects

Continuing education, 12-24 hours annually and focused in the realms of Health, Safety and Welfare (HSW), Accessibility and construction materials and methods.

### **Summary of Professional Experience:**

2015 to current: Sr. Project Manager within the Building Sciences and Engineering division, Equity and Capital Planning Services group of AEI Consultants. Principal responsibilities include Property/Facility Condition Assessments and Construction Loan Monitoring.

Architectural Project Management, since 1983, through all phases of the Architectural career track culminating as Principal of the firm MN2 Architecture LLC, formed in 2003 and retiring the firm in 2015. All project types ranging from residential single and multi-family, commercial, retail, institutional, financial, educational and industrial have been included within the experience of design, contract and construction documentation. Additional experience and participation has been obtained in all recognized project delivery methods and Construction Management.

Select Project Experience for Mr. Novick includes:

- Team member, Capital Planning Services, with focus on iPad, 4tall software data driven 168+ building, year-long Facility Condition, Mechanical and Accessibility assessments, University of Alabama main campus, Tuscaloosa. Subject buildings include Academic, Residential and Administrative, range in size from 2,000 – 460,000 GSF and age from 4 to 170 years.
- Multi-family design and construction documentation as Job Captain, Architect and QC Project Manager Denver Colorado region and Houston Texas – 2.5 years. Support of team to successful project documentation and completion.
- Project Architect/Manager: Financial, Institutional, Retail, Office projects in Florida and Colorado - 15 years. Focus on project due-diligence, internal group, client and construction professional interactions from project inception to Certificate of Occupancy.
- Principal/Project Architect: Institutional, Residential single family, Retail and Commercial project endeavors fully documented – 12 years. Duties included marketing, contract negotiation, design and documentation and Construction Management as well as Principal duties as head of own firm within the Denver and Pittsburgh regions.

BS – Bachelors of Science, Civil and Environmental Engineering, University of Cincinnati

Mr. Wasson has more than 22 years' experience with engineering and environmental assessments. He has performed hundreds of site surveys and directed thousands of due diligence assessments for HUD clients, Federal and State clientele, Higher and Lower Education Institutions, Capital Market entities, and Equity Investors in all 50 states and two United States territories.

Mr. Wasson is intimately knowledgeable with the ASTM Standard Guide for Property Condition Assessments and Phase I Environmental Site Assessments, accessibility standards including UFAS, FHAA, ADA, and Section 504. Mr. Wasson has a thorough understanding of the various site and building components and systems that make up a property, the types of issues that arise, and needs of the clients.

#### **RELEVANT PROJECT EXPERIENCE**

- **General Services Administration** - Development and implementation of Facility Condition Assessment Program to comply with the GSA Building Engineering Report program evaluating 40 facilities with over 15 million square feet utilizing architectural, engineering, and specialty service personnel.
- **University of Alabama** – Directed and managed multi-disciplinary team to develop 10-Year forecast of site and building component maintenance and life cycle replacement recommendations as well as a accessibility barriers. Included developing inventory of mechanical equipment with bar coding to import in to computer maintenance monitoring system. Evaluation scope included over 10 million square feet comprised of 195 structures composed of modern construction, historical buildings, large residential complexes, sports complexes, science institutions, and senior living facilities.
- **Arlington County Government, VA** – Responsible for designing and implementing a project approach that provided comprehensive facility condition assessments services consisting of evaluating backlog maintenance and costs required to remedy deteriorating conditions, identify near-term needs to maintain standards, and assure the service integrity of aging systems and building components. In addition, established a facility condition baseline for benchmarking and tracking progress, and developing cost estimates and priorities for major repair and replacement projects. Portfolio consisted of 65 properties which equated to over 1.5 million square feet.
- **Diocese of Arlington, Arlington VA** – Created and implemented a assessment model to identify, evaluate, and prioritize Capital Improvement Projects, Healthy and Safety repairs, and Accessibility deficiencies. The goal of the facility condition assessments was to enable the Diocese to prioritize funding and allow a global view of the condition of the school systems in the Parishes. The program was executed with the use of three assessment teams. Each assessment team was comprised of a registered architect and a mechanical engineer. The total contract value was \$74,000.00 and was completed in February 2006.
- **Archdiocese of Chicago, IL** – The Facility Condition Assessment Program for the Archdiocese of Chicago is a customized approach. Parish facilities typically included a Cathedral, rectory, schools, housing, bell towers, and gathering halls. The Parish facilities were generally late 1800's or early 1900's construction and had not seen significant improvements. As such, a team approach was developed with a slant towards historical preservation.
- **City of Charlottesville, VA** - Directed multi-disciplinary team to conduct Facility Condition Assessments to develop recommendations for building life cycle replacement needs. This project approach included addressing deterioration of the buildings and maintenance requirements, security, energy efficiency, and historic preservation. In determining the needs of the client, an inventory of each buildings' systems and components was developed. Project enabled City Department to approach City Council for budgetary needs.
- **Clark County Housing, NV** - Program was designed to provide on-site facility assessments that focused on current building conditions, building code deficiencies, and non-compliant ADA issues. The field data collected was used to populate a custom designed Microsoft Access database.

- **National Church Residences (NCR)** - National senior housing provider Oversaw portfolio of senior housing projects for National Church Residences (NCR), which is the largest Non-Profit Housing organization in the United States with over 300 properties. As Program Manager, responsibilities included: developing a relationship with the client, generating a scope of work consistent with the goals of NCR and their funding needs, development of a software platform that would collect field data and transfer inventory items to the NCR database, development and training of 22 Engineers and Architects that performed the field work, reviewing technical reports and consulting with client on findings and conclusions, and meeting with HUD Offices across the country in support of NCR's funding needs.
- **National Property Broker** - Responsible for technical development and implementation of property condition and environmental assessments of over 34 properties with a total of 2,784 apartment units. While with a former employer Mr. Wasson assisted a HUD appointed Broker in developing property profiles which enabled HUD to understand its portfolio and determine their credit exposure.
- **Equity Property Owner** - Program Manager of a 29 property, 6,762 unit multi-family portfolio. Mr. Wasson was responsible for insuring the Projects were completed in conformance with the Fannie Mae DUS Guidelines.
- **Equity Property Owner** - Program Manager of the Project Capital Needs Assessment of a multi-state 25 property, 3,087 bed assisted living portfolio. Mr. Wasson was responsible for insuring the 232 Projects were completed in conformance with the HUD MAP Guidelines.

#### **EDUCATION**

Bachelor of Science, Civil Engineering, University of Cincinnati (1996)

Trained as an Asbestos Inspector

OSHA 40 Hour Occupational Safety and Training

HUD MAP Training, Fort Worth, TX (2005)

HUD MAP Training, Columbus, OH (2010)

HUD MAP Training, Chicago, IL (2010)

ASTM Training, Detroit (2011)

HUD MAP Training, Cleveland (2011)



# House of Representatives

State of South Carolina

**Kirkman Finlay III**

District No. 75 - Richland County  
P. O. Box 11684  
Columbia, SC 29211

532-A Blatt Building  
Columbia, SC 29201

Tel. (803) 212-6943

**Committees:**

Ways and Means

November 12, 2021

Mr. Leonardo Brown, County Administrator  
Richland County Government  
2020 Hampton Street  
Columbia, South Carolina 29202

RE: Letter of Support for Richland County Family Services Center

Dear Administrator Brown:

Like many communities throughout the nation, the effects of the COVID-19 pandemic have hit Richland County devastatingly hard. As a resident of Richland County, I recognize that Richland County Government works diligently to aid citizens who are considered most vulnerable and in critical need of human and social services. The COVID-19 pandemic has increased the demand for many essential human services; therefore escalating the importance of planning and implementing capacity-building opportunities for agencies that address human service needs.

Richland County currently operates a facility on Two Notch Road, which houses the South Carolina Department of Social Services. Due to a lack of capacity within the facility and no viable means for expansion, there was visible strain on the County's ability to provide services during the peak of the COVID-19 pandemic. As a solution to this deficiency, County leadership and I strongly support the following proposal: **A joint County and State investment in the retrofitting of a county-owned building to develop a new Richland County Family Services Center.**

The objective of the proposed facility is to consolidate the entirety of the County Department of Social Services, providing services including Child Well-Being Services, Child Protective Services, Foster Care, Adoption, Family-Centered Community Support Services, Family Engagement Services, Health Care Provider Support, Safe Haven for Babies Services, Adult Protective Services, SNAP (Supplemental Nutrition Assistance Program)/TANF (Temporary Assistance for Needy Families, Employer Services/Workforce Development, SC Voucher/Child and Child Support, Department of Health and

Human Services and potentially co-locating Department of Mental Health, and WellPartners Dental and Vision Services to provide seamless services to the most vulnerable citizens in our community.

The proposed Family Services Center building is currently owned by the County, and offers many positive attributes. The building is in a Qualified Census Tract (QCT), which aligns with requirements for SLFRF eligibility and it is geographically located to increase regional and local access. Based upon recent state data, Richland County currently provides Medicaid assistance to 20% of its countywide population. Each of these points is relevant to the potentiality of this project impacting efforts to improve the social determinants of health for more than 400,000 citizens in Richland County. While there are many advantages to the potential location, the construction would require addressing many structural issues surrounding ADA building compliance and adequate parking. With estimated costs of retrofitting the proposed Family Services Center reaching \$30 million dollars and recognizing that the County has many other infrastructure and public asset needs that would qualify for American Rescue Plan State and Local Fiscal Recovery Funds received by the County (SLFRF) funds, I have requested that the SC Legislature supplement the County investment of SLFRF funds to facilitate the execution of this project by investing \$10 million dollars from the State allocation of SLFR funds to assist with construction and ongoing operation of this facility.

The anticipated use for the building is compliant with the U.S. Treasury American Rescue Plan Act statute, State and Local Fiscal Recovery Funds Award Terms and Conditions, and the Treasury's Interim Final Rule for use of funds. The Treasury Interim Final Rule lists eligible uses for SLFRF dollars when responding to the public health emergency or its negative economic impacts. A recipient may use funds to address the social determinants of health in communities disproportionately affected by the negative public health and economic effects of the COVID-19 public health emergency.

It is my sincere belief that this project will lay a solid foundation from which both health and human services agencies from the County and State can work collaboratively to address the immediate impacts, exacerbated by the COVID-19 public health emergency, to the health and vitality of some the state's most vulnerable communities and ensure that the agencies have adequate resources to build greater resiliency to endure and recover from future public health and economic shocks.

Sincerely,



Kirkman Finlay III

*Thank you very much!*

To: Ms. Lori Thomas

From: Dustin Hinkel, Grant Thornton

Subject: Opinion and guidance regarding the use of payments from the State and Local Fiscal Recovery Fund to fund a project to rehabilitate an existing facility to house offices of the Department of Social Services and the Department of Health and Human Services

Date: March 30, 2022

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## **Overview**

Richland County is considering several projects for funding with its payment from the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) created by the American Rescue Plan. This document has been produced to outline the eligibility constraints, reporting requirements, and compliance considerations for a proposed project to rehabilitate an existing facility to house offices of the Department of Social Services and the Department of Health and Human Services.

## **Background**

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law by the President. Section 9901 of ARPA amended Title VI of the Social Security Act (the Act) to add section 602, which establishes the Coronavirus State Fiscal Recovery Fund, and section 603, which establishes the Coronavirus Local Fiscal Recovery Fund (together, the Fiscal Recovery Funds). The Fiscal Recovery Funds are intended to provide support to State, local, and Tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 on their communities, residents, and businesses. The Fiscal Recovery Funds build on and expand the support provided to these governments over the last year, including through the Coronavirus Relief Fund (CRF). Through the Fiscal Recovery Funds, Congress provided State, local, and Tribal governments with significant resources to respond to the COVID-19 public health emergency and its economic impacts through four categories of eligible uses. Sections 602(c)(1) and 603(c)(1) provide that funds may be used:

- (a) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- (b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;
- (c) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and
- (d) To make necessary investments in water, sewer, or broadband infrastructure.

The Treasury's Interim Final Rule (IFR) for the use of payments from the SLFRF lists several nonexclusive examples of eligible uses of funds. The IFR also prescribes a general framework through which recipients must evaluate any proposed use of funds to conclude whether or not the cost meets the legislation's eligibility requirements. Specifically, recipients must assess whether a program or service 'responds to' the COVID-19 public health emergency by, first, identifying a need or negative impact of the COVID-19 public health emergency and, second, identifying how the program, service, or other intervention addresses the identified need or impact. The IFR goes on to point out that "[w]hile the COVID-19 public health emergency affected many aspects of American life, eligible uses under this category must be in response to the disease itself or the harmful

consequences of the economic disruptions resulting from or exacerbated by the COVID-19 public health emergency”.

### **Eligibility Opinion**

Under statute of the state of South Carolina, all Counties must provide facilities, utilities and other necessary items to house the local offices of the Department of Social Services and Department of Health and Human Services. The Department of Social Service (DSS) Mission is to serve South Carolina by promoting the safety, permanency, and well-being of children and vulnerable adults, helping individuals achieve stability and strengthening families. DSS provides protective services for children and vulnerable adults, adoption, and foster care services. It administers federal Title IV-B Child Welfare Services and Title IV-E Foster Care and Adoption Assistance program. The Department is the administrator of the Interstate Compact on the Placement of Children. The Department also establishes standards for and licenses childcare providers and residential group homes for children.

In a letter dated September 8, 2021, the County asserts that current facility is inadequate for meeting the needs of the Department. Specifically, the County details that the demand for and, the amount of services, have increased to the point that the current space is inadequate to house all services in one location. The building is also difficult to access for customers with mobility challenges. The County has determined that to best meet the needs of its most socio-economically vulnerable populations is to ensure access to comprehensive social programs and services by mitigating as many burdens for access as possible. The inability for the County’s facility to house all services in one location would increase the burden of access and ultimately lead to reduced participation by the communities who most need these services.

During this period of increasing exacerbation of social inequities due to the COVID-19 public health emergency response and recovery, the County believes that it is vital to invest in solutions to ensure that programs and services designed to reverse these inequities are as accessible as possible for the communities that need them. To ensure that critical social programs are accessible it is necessary to have a facility that is large enough to house all services and keep up with the demands for growth as well as located in an area that is convenient for access. Richland County proposes to rehabilitate a building that is owned by the County at 7201 Two Notch Road, Columbia, SC to house the Richland County offices of Department of Social Services and the Department of Health and Human Services. The proposed facility allows for the following:

- Up to 132,000 square foot of potential office and storage space to serve the most vulnerable in our community;
- Located strategically between two major interstates (I-77 and I-20) and on Richland County’s Two Notch Road, a major commuting artery. This would provide convenience and simple access for the population served at this facility;
- Located on the same property with a 24/7 Richland County Public Safety Facility slated for opening in January, 2024;
- Provides community redevelopment in qualified census tract 108.03 (full tract number 45079010803) which will encourage economic redevelopment and potentially move to build recovery in this area.

According to the Interim Final Rule (IFR), recipients may use their payments to respond to the negative economic impacts of the COVID-19 public health emergency and such use must be designed to address an economic harm resulting from or exacerbated by the public health emergency. To evaluate whether a program or service is eligible for funding from a payment from the SLFRF, the IFR prescribes that recipients should “assess whether, and the extent to which, there has been an economic harm, such as loss of earnings or revenue, that resulted from the COVID-19 public health emergency and whether, and the extent to which, the use would respond or address this harm”. The IFR further clarifies that where there has been a negative economic impact resulting from the public health emergency, local governments have broad latitude to choose whether and how to use the Fiscal Recovery Funds to respond to and address the negative economic impact, but responses must be related and reasonably proportional to the extent and type of harm experienced. Finally, for use of funds that are outside the scope of the

*Eligible Use* category, as described in the IFR, the IFR states that a “general infrastructure project, for example, typically would not be included unless the project responded to a specific pandemic public health need (e.g., investments in facilities for the delivery of vaccines) or a specific negative economic impact like those described above (e.g., affordable housing in a QCT)”. Therefore, in consideration of this guidance the County must be able to affirmatively answer the three questions:

1. Does an economic harm exist and was this harm caused or made worse by the COVID–19 public health emergency?
2. Does the proposed project respond to a specific negative economic impact or public health impact?
3. Is the response reasonably proportional to the extent and type of harm experienced?

*Does an economic harm exist and was this harm caused by the COVID-19 public health emergency?*

The County firmly believes that pre-existing socio-economic disparities were exacerbated by the County’s, state of South Carolina’s, and the federal government’s decisions to respond to and recover from the COVID-19 public health emergency. This conclusion is consistent with the IFR’s framework for assessing negative economic harm. It states, “economic disparities that existed prior to the COVID–19 public health emergency amplified the impact of the pandemic among low-income and minority groups. These families were more likely to face housing, food, and financial insecurity; are over-represented among low-wage workers; and many have seen their livelihoods deteriorate further during the pandemic and economic contraction. In recognition of the disproportionate negative economic impacts on certain communities and populations, the interim final rule identifies services and programs that will be presumed to be responding to the negative economic impacts of the COVID–19 public health emergency when provided in these communities. Specifically, Treasury will presume that certain types of services, outlined below, are eligible uses when provided in a QCT, to families and individuals living in QCTs, or when these services are provided by Tribal governments”. These programs include Building Stronger Communities through Investments in Housing and Neighborhoods, Addressing Educational Disparities, and Promoting Healthy Childhood Environments. The agencies housed in the DSS building offer many programs that are primarily focused on serving the County’s most vulnerable populations in relation to the specific impacts listed in this section of the IFR. **Therefore, in consideration of the framework created by the IFR for assessing negative economic impacts, the county has determined that the project qualifies due to its location within a QCT and the services and interventions housed within it.**

*Does the proposed project respond to a specific negative economic impact or public health impact?*

As discussed earlier, investments in facilities to respond to a specific pandemic public health need (like the delivery of vaccines) or a specific negative economic impact (e.g., affordable housing in a QCT) are allowable uses of payments from the SLFRF. The DSS building houses the following programs whose missions directly align with the goals and objectives for addressing negative economic impacts caused by COVID-19 as discussed in the IFR.

- Federal Temporary Assistance for Needy Families (TANF) program, which provides employment and training for people receiving cash assistance.
  - EC 2.6 Unemployment Benefits or Cash Assistance to Unemployed Workers
  - EC 2.7 Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)
- Food assistance programs
  - 2.1 Household Assistance: Food Programs
  - 3.9 Healthy Childhood Environments: Other
- The Supplemental Nutrition Assistance Program (SNAP) is a federal benefit to assist low-income people in the purchase of food.
  - 2.1 Household Assistance: Food Programs
  - 3.9 Healthy Childhood Environments: Other
- A commodities program that distributes supplemental food through a network of food banks.
  - 2.1 Household Assistance: Food Programs

- 3.9 Healthy Childhood Environments: Other
- Other food programs provide financial assistance for child and adult care providers, homeless shelters and summer feeding sites for children.
  - 2.1 Household Assistance: Food Programs
  - 3.9 Healthy Childhood Environments: Other
- The Department also administers the child support enforcement program under federal Title IV-D and other child support services, including fatherhood initiatives.
  - 3.6 Healthy Childhood Environments: Child Care
  - 3.7 Healthy Childhood Environments: Home Visiting
  - 3.8 Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System
  - 3.9 Healthy Childhood Environments: Other
- Child Protective Services are state agencies designed to protect children from abuse or neglect.
  - 3.8 Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System

The goal of the DSS building renovation project is to not only give these programs, and others, the space and technology they require to grow and continue to meet the increasing demand for aid in the County. The relocation of the programs to a larger facility will ensure that all programs from one location that is convenient to all forms of private and public transportation. This co-location of services is critical to ensure that the County's most vulnerable populations can access comprehensive care without unnecessary barriers and will also foster opportunities for collaboration amongst the agencies housed in the building leading to the creation of future innovative services for offering to the County's residents. **Therefore, the project responds to several specific negative economic impacts by ensuring that the programs established to combat the impacts have the space, technology, and access to populations they require to meet the community's needs now and in the future.**

*Is the response reasonably proportional to the extent and type of harm experienced?*

The County anticipates that the cost of renovation of the new DSS building and relocation of services will cost \$30 million. As discussed at considerable length and detail in the IFR, the pandemic, and the resulting recession, had an amplifying effect on pre-existing socio-economic inequities in communities throughout the country. Richland County was no exception to this trend and witnessed a considerable increase in the demand for the services housed within the current DSS building. By while the County was responding to this increased demand, it also witnessed another amplification within its own infrastructure for the provision of these vital services. With this increased focus on meeting community needs the County clearly observed and identified that the current building's space, capabilities, and location were not only inadequate for meeting the need but were also becoming another barrier for the County's most vulnerable to overcome to access services. While the County agrees that investments are required for each of the programs housed in the DSS building to be able to grow to meet the increased and complex demand for services needed to combat the negative economic harms caused by COVID-19, this necessary growth will cause additional unintended impacts to the County's most vulnerable populations. Without this new facility, the expanded programs will be required to disperse into various facilities throughout the county. This dispersal will become a barrier for access for low- and moderate-income households who may not have the means or time to travel throughout the County to access the aid that they need. The social inequities amplified by the pandemic have their roots in decades of policy cycles of under investment in socio-economically vulnerable communities followed by short-term investments to mitigate, not cure, a crisis that also created additional unintended barriers. The County views the SLFRF's emphasis on addressing the negative economic impacts amplified by the COVID-19 pandemic as an opportunity to break this cycle and invest in infrastructure and programs that can both address the community's immediate needs and build a system that is better equipped to actually reduce these vulnerabilities long-term. Investing in this project will ensure that the programs on the front lines of turning the tide of the County's social inequities have the space, capabilities, and networks they need to continue to grow and innovate to meet the community's needs. The project's location, within a QCT, will also

ensure that those who need the services the most can conveniently and efficiently access them without barriers. Both benefits will continue for decades of use. **Therefore, in consideration of both the immediate and long-term benefits for both providers and users of critical socio-economic interventions like unemployment and job training assistance, food insecurity aid, and healthy childhood and household assistance, the County considers this project to a proportionate response to best respond to negative economic harms now and decades into the future.**

### **SLFRF Reporting Considerations**

We anticipate that the County will report this project under Expenditure Category 3.13 Social Determinants of Health: Other. This category has no predefined programmatic performance data requirements per the Treasury's *Coronavirus State and Local Fiscal Recovery Funds Guidance on Recipient Compliance and Reporting Responsibilities*<sup>1</sup>. The Reporting Guidance does denote that this expenditure category will require recipients to identify the amount of the total funds that are allocated to evidence-based interventions and primarily serving disadvantaged communities pursuant to the administrative assumptions for Project Demographic Distributions. As discussed in the previous section, the location of the facility aligns to the administrative assumptions for primarily serving disadvantaged communities and the County will report that this project will meet that criteria. As this project is designed to give all the other programs the space and technology they need to implement innovative evidence-based interventions the County will report that this specific project and use of funds will not be used for evidence-based interventions.

Based on the proposal provided by the Town, we anticipate that this project will result in contracts exceeding \$50,000. For each contract exceeding \$50,000, recipients are required to report the following information:

- Subrecipient identifying and demographic information (e.g., DUNS number and location)
- Award number (e.g., Award number, Contract number, Loan number)
- Award date, type, amount, and description
- Award payment method (reimbursable or lump sum payment(s))
- For loans, expiration date (date when loan expected to be paid in full)
- Primary place of performance
- Related project name(s)
- Related project identification number(s) (created by the recipient)
- Period of performance start date
- Period of performance end date
- Quarterly obligation amount
- Quarterly expenditure amount
- Project(s)

### **Uniform Guidance Considerations**

According to FAQ 9.3, most of the provisions of the Uniform Guidance (2 CFR Part 200<sup>2</sup>) apply to this program, including the Cost Principles and Single Audit requirements<sup>3</sup>. In its Compliance and Reporting Guidance for SLFRF the Treasury states that Recipients are responsible for ensuring that any procurement using SLFRF funds, or payments under procurement contracts using such funds are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327, as applicable. As the proposed project cost exceeds the federal simplified acquisition threshold (\$250,000), the Town must document its compliance with the

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<sup>1</sup> <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>

<sup>2</sup> [https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#\\_top](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#_top)

<sup>3</sup> 9.3. What provisions of the Uniform Guidance for grants apply to these funds? Will the Single Audit requirements apply? Most of the provisions of the Uniform Guidance (2 CFR Part 200) apply to this program, including the Cost Principles and Single Audit Act requirements. Recipients should refer to the Assistance Listing for detail on the specific provisions of the Uniform Guidance that do not apply to this program. The Assistance Listing will be available on beta.SAM.gov.

formal procurement methods as outlined in 2 CFR 200.320(b)<sup>4</sup>. The Town may utilize non-competitive procurement procedures if it has determined, and documented, the current circumstances do not permit conventional formal procurement procedures in compliance with 2 CFR 200.320(c). Other Uniform Guidance compliance issues to consider include:

- 2 CFR 200.324(a): The Non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.
- 2 CFR 200.324(d): The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.
- 2 CFR 200.327: The Non-Federal entity's contracts must contain the applicable provisions described in appendix II<sup>5</sup> to this part.

Documentation to support compliance with the Uniform Guidance should include:

- Procurement policies and procedures
- Procurement documents, including solicitations, cost analysis, bid responses received, and evaluation notes or bid grading scorecards
- Executed contracts and supporting documents
- Invoices and required supporting documents (i.e. vendor receipts, activity logs, etc...)
- Copies of cleared checks

DRAFT

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<sup>4</sup> [https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d/section-200.320#p-200.320\(b\)](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d/section-200.320#p-200.320(b))

<sup>5</sup> <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/appendix-Appendix%20II%20to%20Part%20200>



**Agenda Briefing**

<b>Prepared by:</b>	Lori Thomas	<b>Title:</b>	Assistant County Administrator
<b>Department:</b>	Administration	<b>Division:</b>	Click or tap here to enter text.
<b>Date Prepared:</b>	March 28, 2022	<b>Meeting Date:</b>	April 6, 2022
<b>Legal Review</b>	Patrick Wright via email	<b>Date:</b>	March 30, 2022
<b>Budget Review</b>	Abhijit Deshpande via email	<b>Date:</b>	March 30, 2022
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	March 30, 2022
<b>Approved for consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM	
<b>Committee</b>	Coronavirus Ad Hoc		
<b>Subject:</b>	Lenco Bearcat Armored Vehicle		

**RECOMMENDED/REQUESTED ACTION:**

The County Administrator requests funding of \$305,800 from American Rescue Plan funds for the purchase of a Lenco Bearcat Armored Vehicle for the Richland County Sheriff's Department for the mitigation of potential injury and loss of life during active shooter situations.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department's current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

Click or tap here to enter text.

**COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

None applicable.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin.

<b>Council Member</b>	Click or tap here to enter text.
<b>Meeting</b>	Click or tap here to enter text.
<b>Date</b>	Click or tap here to enter text.

## STRATEGIC & GENERATIVE DISCUSSION:

Active Shooter Hostile Events (ASHE) have tripled since 2009, and the number of people shot and killed has increased 600 percent. The following International Organizations/Associations have listed that best practices during ASHE events includes the use of armored vehicles for rescue: National Fire Protection Association, International Association of Chiefs of Police, International Association of Fire Chiefs, Hartford Consensus 1-4, Federal Emergency Management Agency (FEMA), and the Federal Bureau of Investigation (FBI). All listed associations/organizations set guidelines during critical events for public safety. They clearly state that first responders must be at the crisis site to render lifesaving evacuation and care of critically injured citizens during an ASHE event. Rescue of gunshot victims is nearly impossible if first responders are still being engaged by the shooter. The BearCat Armored Vehicle is required to provide a safe mode of travel for first responders to be able to rescue victims.

From the time of injury, every minute that goes by for a gunshot victim decreases their chance of survivability by 2 to 4 percent. Perpetrator's increased use of rifles with high capacity magazines during ASHE events leave first responders and victims defenseless against rifle fire as Law Enforcement is typically issued pistol rated ballistic vests. Fire and EMS typically have no ballistic protection. 458 victims were shot and 58 killed in the Route 91 shooting in Las Vegas. An additional 400 people were injured by stampeding people. The gunman was actively shooting at first responders as rescue efforts were underway. BearCat Armored Vehicles provide vital cover for our tactical medics when conducting medical evacuations and allow them to work in a safe environment.

On October 3, 2018, police officers and deputies in Florence, SC were ambushed by an armed gunman. Their armored vehicle played a vital role in rescue of downed officers and mitigation of the perpetrator. The first responders were helpless without it at the onset of the shooting. Until it arrived at the scene, they were pinned down by gunfire and unable to get to their fellow officers who were critically wounded and dying.

Law enforcement has seen an increase use of fire as a weapon in the United States. In these cases, the perpetrator starts a fire and actively shoots at first responders as they respond to extinguish the fire. Fire assets cannot extinguish the flames without the use of armored protection. A BearCat Armored Vehicle allows fire personnel to suppress the fire and the perpetrator at the same time from within the vehicle. The vehicle can also be used when dealing with barricaded armed subjects. The armored vehicle allows deputies to get close enough to safely talk to the subject in an effort to deescalate the situation and minimize the likelihood of injury to our deputies and to the subject. Without armor, we cannot get close enough to safely allow our officers and negotiators to mitigate the event or the perpetrator.

BearCat Armored Vehicles are high water and high wind rated vehicles for rescue during weather related emergencies, such as the floods we experienced in Columbia in 2015. BearCat Armored Vehicles are also chemical munition certified. The vehicle allows law enforcement and Emergency Medical Services (EMS) to work effectively during civil unrest events like those we experienced in Columbia in 2020. BearCat Armored Vehicles also provide protection from attacks by vehicles used as a weapon.

**ADDITIONAL COMMENTS FOR CONSIDERATION:**

None.

**ATTACHMENTS:**

1. Lenco Quote



Protecting Our Nation's Defenders™  
 10 Betnr Industrial Drive – Pittsfield, MA 01201  
 PH (413) 443-7359 – FAX (413) 445-7865

**Quotation: 20093D** Attachment 1

Customer Code: RILSC  
 Quotation Date: 3/24/2022  
 Lenco Tax ID#: 04-2719777  
 Repeat Customer: Yes  No

**Bill To**  
 Richland County Sheriff's Department  
 5623 Two Notch Rd  
 Columbia, SC 29223

**Ship To**  
 Richland County Sheriff's Department  
 5623 Two Notch Rd  
 Columbia, SC 29223

<b>Payment Terms</b>	<b>Shipping Terms</b>	<b>Ship Via</b>
Prepaid	FOB: Origin	Customer Pick-Up
<b>Estimated Completion</b>	<b>Inhouse Contact</b>	<b>Inspection &amp; Acceptance</b>
12+ Months ARO (Est.)	Jim Massery	At Lenco's Facility in Pittsfield, MA

Item:	Product #	Qty	Unit Price	Extension
<b>Lenco BearCat (4WD, Rotating Hatch; Counter Balanced)</b>	BC55003	1	\$ 200,704.00	\$ 200,704.00
Paint Color: Lusterless Black	18-342			
LED Lights: All Blue				
<b>Options:</b>				
BearCat G3 4-Wheel Off-Road Upgrade Pkg w/Run-Flats	BC3WOFFRD	1	\$ 34,958.00	\$ 34,958.00
Diesel Engine, 6.7L Turbo	BCDLEN	1	\$ 8,859.00	\$ 8,859.00
Back up Camera System with Monitor	BCBU	1	\$ 2,297.00	\$ 2,297.00
Electric Power Mirrors	BCMIR	1	\$ 1,508.00	\$ 1,508.00
Intercom System; Inside to Outside	BCINT	1	\$ 2,871.00	\$ 2,871.00
Radio Prep Package, (1) Max (2)	BCINSRA	1	\$ 502.00	\$ 502.00
Rear A/C - Heating System: High Capacity Upgrade	BCHACUP	1	\$ 7,182.00	\$ 7,182.00
Roof Mounted Remote Control Spot Light - LED	BCSLLED	2	\$ 1,404.00	\$ 2,808.00
VSP Style Low Profile & Scene Lighting Pkg	BCVSPL	1	\$ 4,068.00	\$ 4,068.00
5 Pack Mag Kit	BCMAGKIT	1	\$ 975.00	\$ 975.00
(1) 7" Vertical GunPort Upgrade	BCGP7	8	\$ 152.00	\$ 1,216.00
4-Door Configuration	BC4DR	1	\$ 7,858.00	\$ 7,858.00
Hydraulic Front Mounted Receiver with Ram Post and Plate	BCHYDRAM	1	\$ 12,479.00	\$ 12,479.00
LRAD Wiring Prep (for internal controls)	BCLWP	1	\$ 4,520.00	\$ 4,520.00
LRAD T-Lock Mount	BCLTM	1	\$ 1,628.00	\$ 1,628.00
Extreme Heat Reducing Insulation & Sound Reduction Pkg	BCEXHT	1	\$ 3,044.00	\$ 3,044.00
AC-DC Power Inverter with Auto Eject	BCINV2000	1	\$ 6,387.00	\$ 6,387.00
Armored Oil Pan Guard	BCAOPG	1	\$ 1,936.00	\$ 1,936.00
<b>BearCat (Configuration Subtotal)</b>		<b>1</b>	<b>\$ 305,800.00</b>	<b>\$ 305,800.00</b>

<b>Notes:</b> South Carolina sales tax (8%) of \$24,464 is NOT collected by Lenco.	<b>Subtotal</b>	<b>\$ 305,800.00</b>
	Shipping & Handling	\$ -
	Tax	\$ -
	<b>Total Order</b>	<b>\$ 305,800.00</b>

**WARNING: Information Subject to Export Control Laws**  
 The written approval of the Directorate of US Defense Trade Controls and Lenco Industries, Inc. must be obtained before reselling, transferring, transshipping or disposing of a defense article to any end user, end use or destination other than as stated on this Lenco quote or the shipper's export declaration in cases where an exemption is claimed under this subchapter ITAR 123.9(A).

Acceptance of this quotation or entering into a purchase agreement with Lenco, the purchaser agrees to Lenco's full Terms and Conditions of Sale, available upon request. This quote will be valid for 90 days.

**ACCEPTANCE OF PROPOSAL –**

<p><b>Authorized Signature:</b> _____</p> <p style="text-align: center;">Please Sign and Return</p>	<p><b>Authorized Signature:</b> <i>Jim Massery</i></p> <p style="text-align: center;">Jim Massery</p>
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**Agenda Briefing**

<b>Prepared by:</b>	Lori Thomas	<b>Title:</b>	Assistant County Administrator
<b>Department:</b>	Administration	<b>Division:</b>	Click or tap here to enter text.
<b>Date Prepared:</b>	March 28, 2022	<b>Meeting Date:</b>	April 6, 2022
<b>Legal Review</b>	Patrick Wright via email	<b>Date:</b>	March 30, 2022
<b>Budget Review</b>	Abhijit Deshpande via email	<b>Date:</b>	March 30, 2022
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	March 30, 2022
<b>Approved for consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM	
<b>Committee</b>	Coronavirus Ad Hoc		
<b>Subject:</b>	Deferred Maintenance of Cessna Plane		

**RECOMMENDED/REQUESTED ACTION:**

The County Administrator recommends that \$140,207 for deferred maintenance of the Richland County Sheriff’s Department’s Cessna plane from American Rescue Plan Act funds. This maintenance has been deferred two years due to COVID-19 funding restrictions, thus it is time sensitive.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

Click or tap here to enter text.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

There are none applicable.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin.

<b>Council Member</b>	Click or tap here to enter text.
<b>Meeting</b>	Click or tap here to enter text.
<b>Date</b>	Click or tap here to enter text.

#### **STRATEGIC & GENERATIVE DISCUSSION:**

The Richland County Sheriff's Department requested as part of their 2023 funding request funds for the deferred maintenance of its Cessna plane used for law enforcement activities. These funds would provide an engine overhaul which is recommended and needs to be performed due to the number of hours of use to ensure the safety of the aircraft. Attached are the component quotes for the work to be performed. Use of American Rescue Plan Act (ARPA) funds will minimize the use of General Fund balance and is a qualified expense based upon ARPA guidelines for lost revenue use.

#### **ADDITIONAL COMMENTS FOR CONSIDERATION:**

Click or tap here to enter text.

#### **ATTACHMENTS:**

1. Aircraft Spruce & Specialty Co Quote
2. Pride Aviation Estimate
3. Sensenich Propeller Service, Inc. Pro Forma Invoice

# AIRCRAFT SPRUCE & SPECIALTY CO.

P.O. BOX 4000 - 225 AIRPORT CIRCLE, CORONA, CA 92878  
 CUSTOMER SERVICE (800) 861-3192 FAX(951) 372-0555  
 TOLL FREE ORDER LINE (877) 477-7823

Attachment 1

6030860  
 S RICHLAND CO SHERIFFS DEPT  
 O CHRIS PRODAN  
 L 5623 TWO NOTCH RD  
 T SUITE / APT #  
 O COLUMBIA, SC 29223

S RICHLAND CO SHERIFFS DEPT  
 H CHRIS PRODAN  
 P 5623 TWO NOTCH RD  
 T SUITE / APT #  
 O COLUMBIA, SC 29223

NOTE: ANY SHORTAGES MUST BE REPORTED WITHIN 10 DAYS

BACKORDERED PRODUCTS WILL SHIP AS SOON AS AVAILABLE

ORDER NO.	CUST P.O. NO.	SHIP VIA	TERMS	DATE SHIPPED			
Q175749	TIO540 AJ1A	LTL FREIGHT	DUE ON ORDER				
QUANTITY ORDERED	BACK ORDERED	DESCRIPTION	PRICE	DISCOUNT	NET PRICE	TAX	EXTENSION
1	1	lyceng6 LYCOMING 6CYL ENGINE	94930.00		94930.000		94930.00
1	1	01-01615 LYCOMING ENGINE CORE	27100.00		27100.000		27100.00
		CHARGE					
1	1	LYCFRT LYCOMING FLAT RATE	300.00		300.000		300.00
		SHIPPING CHARGE					
1	1	LYCRTN CORE RETURN SHIPPING	325.00		325.000		325.00
		CHARGE					
2	2	LYCLIFT LYCOMING LIFTGATE	75.00		75.000		150.00
SUBTOTAL		TAX	MISC.CHARGE	FREIGHT	PAID WITH ORDER	BALANCE DUE	
122805.00		0.00		0.00		122805.00 USD	

LDUNHAM@RCSD.NET  
 803-707-9202

### CERTIFICATE OF CONFORMANCE

The products on this invoice have been obtained through authorized manufacturers or distributors and to the best of our knowledge fully meet all applicable specifications. There may be products on this invoice which are not approved for use on FAA type certificated aircraft. Purchaser is responsible for determining suitability of any part purchased from Aircraft Spruce for installation on their certificated or experimental aircraft.

Certified By: Jim Irwin, President

### WAIVER OF LIABILITY & INDEMNIFICATION AGREEMENT

Inasmuch as Aircraft Spruce has no opportunity to supervise the manufacture, installation, or maintenance of the parts supplied by it, nor any opportunity to participate in the design or manufacture of the various certified and homebuilt aircraft in which its parts are utilized, the purchaser by placing this order and accepting merchandise from Aircraft Spruce agrees that all material purchased will be used solely at the purchaser's risk and that the purchaser will indemnify and hold Aircraft Spruce, its owners and employees, free and harmless from loss, liability, or damage resulting from claims brought by reasons of any alleged failure or defect of any part or parts supplied by Aircraft Spruce

**PRIDE AVIATION INC.**

**ESTIMATE**

Attachment 2

2955 Airport Road  
Sumter, S.C. 29153  
FED. ID #57-1041098  
(803) 469-8206

**SERVICE FOR:** Richard County Sheriff  
Aviation Department  
KCUB Airport  
e-mail: Idunham@rcsd.net

I hereby authorize the following repair work to be done along with the necessary material, and hereby grant you and/or your employees permission to operate and fly the aircraft herein described for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on this aircraft to secure the amount of repairs thereto. You will not be held responsible for loss or damage to the aircraft or articles left in case of fire, theft or any other cause beyond your control. If it becomes necessary for you to employ a collection agency and/or an attorney to collect this account, I the undersigned agree to pay all court costs plus a reasonable attorney's fee and/or collection agency fee.

**X**

Type Service: <b>Engine/Prop Removal/Reinstall</b>	Date: <b>2/3/2022</b>
A/C Make & Model: <b>Cessna T206H</b>	Serial number: <b>T20609107</b>
Registration No: <b>N263RC</b>	Total hours:

**PARTS AND MATERIALS**

PART NO.	QTY.	PARTS DESCRIPTION	PRICE EACH	AMOUNT
<p>***** NOTE *****</p> <p>Estimate is based on previous engine/propeller removal/installations. Does not include the cost to repair engine components--(baffles etc.). Does not include the cost of any parts or freight.</p>				
<b>Type</b>	<b>QTY.</b>	<b>GAS, OIL &amp; SOLVENT</b>	<b>PRICE EACH</b>	
Solvent EPA		Engine Oil (qts.) Varsol Waste Oil/Battery/Tires		

<i>Total parts and materials:</i>				
<i>Tax rate: 0.00 %</i>				<i>Tax:</i>
<b>LABOR</b>				
SERVICE DATE	HOURS	SERVICE DESCRIPTION	RATE/HOUR	AMOUNT
	10	Remove exhaust system, disassemble, ship & reinstall.	78.00	780.00
	75	Remove propeller and engine from aircraft, receive engine, prep engine and aircraft for engine installation, installed in aircraft, installed all associated components, brackets, fittings and accessories, install all hoses	78.00	5,850.00
<i>Total labor:</i>				<b>6,630.00</b>
<i>Tax rate: 0.00 %</i>				<i>Tax:</i>
<b>Amount due upon receipt:</b>				<b>6,630.00</b>

<b>COMMENTS:</b> Thankyou for your business. repair and install engine baffling install propeller, complete system ck, pre-oil engine, ground run, make RPM/Mixture adjustments as needed, recowl aircraft for test flight, prep engine core for return to overhauler.
The limited warranties applying to the parts listed hereon are those which may be offered by the manufacturer. We hereby expressly disclaim all warranties, either expressed or implied, including any implied warranties of the merchantability or fitness for a particular purpose and neither assume, nor authorize any other person to assume for the company any liability in connection with the sale of this part(s) and/or service. Buyer shall not be entitled to recover from the company any consequential damages, to property, damages for loss of use, loss of time, loss of profits or income, or any other incidental damages."

**PRIDE AVIATION INC.**

**ESTIMATE**

2955 Airport Road  
 Sumter, S.C. 29153  
 FED. ID #57-1041098  
 (803) 469-8206

**SERVICE FOR:** Richard County Sheriff  
 Aviation Department  
 KCUB Airport  
 e-mail: ldunham@rcsd.net

I hereby authorize the following repair work to be done along with the necessary material, and hereby grant you and/or your employees permission to operate and fly the aircraft herein described for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on this aircraft to secure the amount of repairs thereto. You will not be held responsible for loss or damage to the aircraft or articles left in case of fire, theft or any other cause beyond your control. If it becomes necessary for you to employ a collection agency and/or an attorney to collect this account, I the undersigned agree to pay all court costs plus a reasonable attorney's fee and/or collection agency fee.

**X**

Type Service:	<b>Parts--Engine/Prop Removal/Reinstall</b>	Date:	<b>2/3/2022</b>
A/C Make & Model:	<b>Cessna T206H</b>	Serial number:	<b>T20609107</b>
Registration No:	<b>N263RC</b>	Total hours:	

**PARTS AND MATERIALS**

PART NO.	QTY.	PARTS DESCRIPTION	PRICE EACH	AMOUNT
J-23504-1	1	Cessna Engine Install Kit--4ea. Engine Shock Mounts	2,153.00	2,153.00
Eng. Hose Kit	1	Complete Set of New Hoses	1,300.00	1,300.00
AN7-43A	4	Bolt, Airframe	7.30	29.20
MS21045-7	4	Hi-Temp. Lock Nut	4.30	17.20
P197268	1	Donaldson Air Filter Assembly	274.73	274.73
5020UPS	1	Freight-in (parts)	80.00	80.00
MPM-40	1	Misc. Parts and Materials	40.00	40.00
EXHAUST O/H	1	EXHAUST OVERHAUL To be Determined		
**PRICES BASED ON CURRENT PRICING**				
***** NOTE ***** Estimate is based on previous engine/propeller removal/ installations. Does not include the cost to repair engine components--(baffles etc.). Does not include the cost of parts, for hidden damage that might require additional parts. Does not include the cost of new accessories--(starter, alternator, vacuum pump etc.).				
<b>Type</b>	<b>QTY.</b>	<b>GAS, OIL &amp; SOLVENT</b>	<b>PRICE EACH</b>	<b>\$3,894.13</b>
Phillips X/C20W50	12	Engine Oil (qts.) *PROVIDED*	0.00	
Solvent	1	Varsol	7.00	7.00
EPA	1	Waste Oil/Battery/Tires	2.00	2.00

Total parts and materials: 3,903.13

Tax rate: 8.00 % Tax: 312.25

**LABOR**

SERVICE DATE	HOURS	SERVICE DESCRIPTION	RATE/HOUR	AMOUNT

Total labor:

Tax rate: 0.00 % Tax:

**Amount due upon receipt: 4,215.38**

**COMMENTS:** Thankyou for your business.

The limited warranties applying to the parts listed hereon are those which may be offered by the manufacturer. We hereby expressly disclaim all warranties, either expressed or implied, including any implied warranties of the merchantability or fitness for a particular purpose and neither assume, nor authorize any other person to assume for the company any liability in connection with the sale of this part(s) and/or service. Buyer shall not be entitled to recover from the company any consequential damages, to property, damages for loss of use, loss of time, loss of profits or income, or any other incidental damages."

# Sensenich Propeller Service, Inc.

1245 Palmour Place Suite A  
 Gainesville, Ga. 30501-6862  
 800-791-7767 ~ 770-538-0444  
 Fax 770-538-0117



## PRO FORMA INVOICE

FAA-Certified Repair Station # S46R346N  
 EASA-Certified Repair Station # EASA.145.6252  
 Located at Lee Gilmer Memorial Airport (GVL)

Invoice Number: G28478

Date: 12/15/21 2:11 PM

To:
Richland County Sheriff Dept 5623 Two Notch Road Columbia, SC 29223

Ship To:
Richland County Sheriff Dept 5623 Two Notch Road Columbia, SC 29223

Customer Contact	PO Number	Sales Rep Name
Phone Number	Shipping Method	Payment Terms
803-309-2882	Best Way	C.O.D.

Quantity	Item	Description	Unit Price	Amount
		Cessna T206H (N263RC)		
		Propeller Model: B3D36C432/80VSA-1		
		Overhaul		
		This Pro Forma invoice does not include major parts.		
1.00		Labor	2,232.00	2,232.00
1.00		Overhaul Kit	1,249.39	1,249.39
1.00		Mounting Flange Kit	304.00	304.00
3.00		De-Ice Boots	379.00	1,137.00
3.00		Straps	162.00	486.00
1.00		Cad Plating	238.00	238.00
1.00		Pick Up and Delivery	50.00	50.00

Subtotal	5,696.39
Sales Tax	
<b>TOTAL ORDER AMOUNT</b>	<b>5,696.39</b>

# Sensenich Propeller Service, Inc.

1245 Palmour Place Suite A

Gainesville, Ga. 30501-6862

800-791-7767 ~ 770-538-0444

Fax 770-538-0117

FAA-Certified Repair Station # S46R346N

EASA-Certified Repair Station # EASA.145.6252

Located at Lee Gilmer Memorial Airport (GVL)



## PRO FORMA INVOICE

Invoice Number: G28482

Date: 12/15/21 2:14 PM

To:
Richland County Sheriff Dept 5623 Two Notch Road Columbia, SC 29223

Ship To:
Richland County Sheriff Dept 5623 Two Notch Road Columbia, SC 29223

Customer Contact	PO Number	Sales Rep Name
Phone Number	Shipping Method	Payment Terms
803-309-2882	Best Way	C.O.D.

Quantity	Item	Description	Unit Price	Amount
		Cessna T206H (N263RC)		
		Governor Model: DC290D1/T25		
		Overhaul.		
		This Pro Forma invoice does not include major parts.		
1.00		Labor	419.00	419.00
1.00		Overhaul Kit	440.87	440.87

Subtotal	859.87
Sales Tax	
<b>TOTAL ORDER AMOUNT</b>	<b>859.87</b>

**RICHLAND COUNTY  
ADMINISTRATION**

2020 Hampton Street, Suite 4069  
Columbia, SC 29204  
803-576-2050



**Agenda Briefing**

<b>Prepared by:</b>	Harry J. Polis, Jr.		<b>Title:</b>	Deputy Chief
<b>Department:</b>	Sheriff	<b>Division:</b>	Operations	
<b>Date Prepared:</b>	March 25, 2022		<b>Meeting Date:</b>	April 6, 2022
<b>Legal Review</b>	Patrick Wright via email		<b>Date:</b>	March 30, 2022
<b>Budget Review</b>	Abhijit Deshpande via email		<b>Date:</b>	March 30, 2022
<b>Finance Review</b>	Stacey Hamm via email		<b>Date:</b>	March 30, 2022
<b>Approved for consideration:</b>	Assistant County Administrator	Leonardo Brown, MBA, CPM		
<b>Committee</b>	Coronavirus Ad Hoc			
<b>Subject:</b>	ShotSpotter			

**RECOMMENDED/REQUESTED ACTION:**

The Sheriff requests Council approve the use of American Rescue Plan Act (ARPA) funds to purchase ShotSpotter technology to aid in the detection and reduction of unreported gun crime in unincorporated Richland County. The cost for this program is \$2,050,200 for ARPA funding. Beginning in FY2026, the cost for this program for the County if continued is estimated at \$75,000.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

Contract Term	3 years
One-Time Service Startup Fees	\$90,000
Annual Subscription Fees	\$560,000 (x 3 years)
Discount for Multi-Year Term	<b>(-\$80,000)</b>
Subtotal	\$1,690,000
Tax at 8%	\$135,200
ShotSpotter Total	\$1,825,200
Technology Requirements	\$75,000 annually (x3) = \$225,000 (tax already calculated)
<b>Grand Total</b>	<b>\$2,050,200</b>

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

None applicable

### MOTION OF ORIGIN:

There is no associated Council origin of origin.

Council Member	Click or tap here to enter text.
Meeting	Click or tap here to enter text.
Date	Click or tap here to enter text.

### STRATEGIC & GENERATIVE DISCUSSION:

Gun violence in America is a pervasive crisis that affects people in all socioeconomic classes. 45,222 people died from gun-related injuries in the U.S. in 2020, according to the CDC.

Gun sales have surged during the coronavirus pandemic. Based on the number of background checks, it is estimated that 22 million guns were purchased in 2020 representing a 64 percent increase over 2019. <https://everytownresearch.org/>

"Nearly eight-in-ten (79%) U.S. murders in 2020 – 19,384 out of 24,576 – involved a firearm. That marked the highest percentage since at least 1968, the earliest year for which the CDC has online records. A little over half (53%) of all suicides in 2020 – 24,292 out of 45,979 – involved a gun, a percentage that has generally remained stable in recent years." (Source: <https://www.pewresearch.org/>)

Richland County has seen a notable increase in the amount of gun violence over the last several years as reflected in the table below. Information provided by the Richland County Crime Analysis Unit.

Year	Property Hit	No Hits	Person Hit (Non-Fatal)	Person Hit (Fatal)	Total
2019	265	209	85	21	580
2020	302	246	86	17	651
2021	311	236	113	32	692

Independent studies show shootings are underreported to law enforcement. Research also indicates that when someone reports a shooting, the call is received minutes after it occurred and/or the location provided is inaccurate. The excessive time law enforcement spends attempting to locate the actual scene of the shooting significantly delays locating and providing life-saving measures to victims, recovering evidence, and identifying suspects/witnesses.

"The ability to receive near real-time gunfire intelligence data provides law enforcement agencies with a critical advantage in their efforts to reduce and prevent gun violence and improve offices safety. Specific results include:

- Officers can more quickly and more accurately go directly to the scene of the shooting
- Situational awareness is vastly improved over what is available when relying solely on the 9-1-1 system

- Law enforcement has a better chance of arriving before the shooter has left the scene
- Officers are much more likely to find evidence in the form of shell casings (which, in conjunction with NIBIN/IBIS, provide valuable investigative leads) and/or other ground truth that can aid in the investigation
- Officers are more likely to find witnesses who may have information that can aid in the investigation
- Community engagement is heightened, which often translates into more information from the community (e.g., tip lines, field interviews, etc.)
- Targeted enforcement (precision policing) is enhanced
- More court-admissible and scientifically sound forensic evidence is available to strengthen prosecutions of the worst offenders"

ShotSpotter enables a consistent, focused, and visible law enforcement response to gunfire. The system offers a heightened sense of security for citizens while providing critical information to responding law enforcement officers to enhance officer safety. We strongly believe ShotSpotter will reduce the number of shooting incidents and result in the reduction of gunshot victims.

The Columbia Police Department already uses ShotSpotter as part of their gun violence reduction efforts.

The ShotSpotter system supports County Government's Mission Statement: "The County Government is dedicated to providing exceptional public services through effective planning, inclusive leadership, and bold governance to ensure that all citizens, visitors, and businesses have equitable opportunities and improved quality of life today and in the future." We believe ShotSpotter also directly supports County Government's strategic goal to develop a community enhancement plan.

ShotSpotter alerts are delivered to law enforcement officers via the Respond smartphone application. All deputies will be required to have a smartphone capable of receiving ShotSpotter notifications.

We believe violent gun crime will continue to increase in Richland County if we do not take a holistic, proactive, and technologically driven approach to mitigation efforts.

**ADDITIONAL COMMENTS FOR CONSIDERATION:**

Click or tap here to enter text.

**ATTACHMENTS:**

1. ShotSpotter Price Proposal - March 4, 2022 - Proposal ID: RCSC030422



**Price Proposal for Subscription-Based  
Gunshot Detection, Location, and Forensic Analysis Service  
for Richland County, South Carolina**

**March 4, 2022**

**Proposal ID: RCSC030422**

**Submitted by: Ron "Jake" Jacobs, Director – Southeast Region**  
**510.468.8934 mobile**  
**650.887.2106 fax**  
**[rjacobs@shotspotter.com](mailto:rjacobs@shotspotter.com)**

**ShotSpotter, Inc.**  
**39300 Civic Center Drive, Suite 300**  
**Fremont, California 94538**  
**888.274.6877**  
**[www.shotspotter.com](http://www.shotspotter.com)**

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## Executive Summary

### Introduction

ShotSpotter is pleased to present this proposal in response to the Richland County Sheriff's Department's request. The proposed ShotSpotter Respond™ solution is designed to identify, locate, and track active gunfire, and will support the Department's efforts to more effectively respond to and investigate gunfire incidents. The proposed solution is deployed across the country, serving agencies of all sizes that are committed to leveraging our real-time gunfire intelligence to reduce gun violence and build community trust.

The ShotSpotter gunshot detection, alert, and analysis services provide what would be otherwise unobtainable, critical real-time gunfire intelligence. The core capabilities of the ShotSpotter solution are:

- **DETECT** – ShotSpotter detects and locates gunfire incidents enabling a fast, precise response to over 90% of shooting incidents within the targeted areas. This has a powerful deterrent effect and disrupts the gun violence cycle.
- **PROTECT** – ShotSpotter helps to protect officers by providing them with comprehensive data on the actual amount of gunfire activity that occurs in the neighborhoods they patrol and provides critical situational awareness when responding to specific incidents.
- **CONNECT** – By applying community policing-oriented best practices, ShotSpotter provides a unique opportunity for law enforcement agencies to connect with vulnerable communities. Rapid response to gunfire incidents in communities that have been most impacted by gun violence builds positive attitudes towards law enforcement and leads to more constructive engagements and cooperation.

ShotSpotter has become an indispensable crime-fighting tool for these agencies, in light of the community dynamics that fuel gun violence and the well-documented challenges of relying solely on 9-1-1 calls for service:

- **Under-reporting of persistent gunfire:** Nationwide, on average, less than 20% of gunfire incidents are reported to 9-1-1. Why don't residents call? The answer is complex, but typically involves the following concerns:
  - Recognition: "Was that gunfire, fireworks, or something else?"
  - Retaliation: "If they find out I called, will they come after me?"
  - Resignation: "No one came the last time I called..."

Without ShotSpotter, most law enforcement agencies are working with an 80% to 90% deficiency in their gun violence-related intelligence.

- **Late and inaccurate information:** When a citizen reports a gunfire incident, the 9-1-1 call typically comes several minutes after the event has occurred, and, based on analysis, the location provided is usually mislocated by 750 feet (on average). As a result, valuable time and resources are wasted trying to locate the incident, greatly diminishing the opportunity to identify suspects and witnesses, recover evidence, and, most important, render life-saving aid to victims.

The ability to receive near real-time gunfire intelligence data provides law enforcement agencies with a critical advantage in their efforts to reduce and prevent gun violence and improve officer safety. Specific results include:

- Officers can more quickly and more accurately go directly to the scene of the shooting
- Situational awareness is vastly improved over what is available when relying solely on the 9-1-1 system
- Law enforcement has a better chance of arriving before the shooter has left the scene
- Officers are much more likely to find evidence in the form of shell casings (which, in conjunction with NIBIN/IBIS, provide valuable investigative leads) and/or other ground truth that can aid in the investigation
- Officers are more likely to find witnesses who may have information that can aid in the investigation
- Community engagement is heightened, which often translates into more information from the community (e.g., tip lines, field interviews, etc.)
- Targeted enforcement (precision policing) is enhanced
- More court-admissible and scientifically sound forensic evidence is available to strengthen prosecutions of the worst offenders

## How it Works

Based on an analysis of known gunfire-related crimes, the ShotSpotter team designs and deploys networked sensors within the targeted coverage area. These acoustic arrays detect and locate gunshot activity within the coverage area and report that information to ShotSpotter's Incident Review Center (IRC) which is staffed 24/7/365. ShotSpotter uses a two-factor incident review process to minimize false alerts. The first tier is performed by sophisticated AI software. Once the software has performed an initial review and filtered out any incidents that are determined not to be gunfire (e.g., helicopter noise, fireworks, etc.), the data is received at our IRC.

The IRC review process is performed by a team of highly trained acoustic experts. In addition to examination of the incident audio, the review process involves examination of visual characteristics of the detected pulses and the incident, such as the number of participating sensors, the wave form, pulse alignment, and the direction of sound. The IRC review results in publishing (Gunshot or Probable Gunshot) or dismissal (Non-Gunshot) of the incident with a high level of precision. If the reviewer classifies the incident as a gunshot, the reviewer sends an alert, including location information and an audio snippet, to law enforcement agencies via a password-protected application on a mobile phone, in-car laptop, or computer. In addition to the dot on the map and audio, ShotSpotter provides details such as number of shots fired, whether multiple shooters are involved, and whether high-capacity and/or fully automatic weapons are being used. This entire process (i.e., recording the impulsive sound, two-factor review, and publishing alerts to authorized users) is designed to be completed in less than 60 seconds (but is often completed within 25 to 30 seconds).

ShotSpotter customers receive a contextually rich, detailed gunfire alert that enables a fast, precise, and safer response to gunfire incidents. In addition, ShotSpotter alerts can also trigger other technology platforms such as cameras that can pan and zoom in the direction of an event. ShotSpotter has also successfully integrated with a wide range of third-party applications such as CAD, RMS, License Plate Readers, drones, and other applications.

We appreciate your consideration of our proposal. ShotSpotter is committed to your success and we look forward to partnering with you to make ShotSpotter a key component of your efforts to reduce gun crime in Richland County.

## Company History

ShotSpotter was founded in 1995 and has been providing gunshot detection solutions since its inception. ShotSpotter is the world leader in gunshot detection, with over 850 square miles operational; more than 14 million incidents reviewed; and 34 issued patents. ShotSpotter is a publicly traded corporation (NASDAQ: SSTI) with approximately 175 full-time employees and is headquartered in Fremont, California.

ShotSpotter provides precision-policing solutions for law enforcement to help deter gun violence and make cities, campuses, and facilities safer. Our flagship product, ShotSpotter Respond, is the leading gunshot detection, location, and forensic analysis system, and is trusted by more than 120 cities. Other product offerings include:

- ShotSpotter SecureCampus<sup>®</sup>, designed to provide outdoor gunfire coverage at university and school campuses
- ShotSpotter SiteSecure<sup>™</sup> for critical infrastructure designed to detect gunfire attacks on commercial and federal buildings, electrical substations, airports, and large outdoor structures
- ShotSpotter Connect<sup>™</sup> (formerly Missions<sup>™</sup>), which uses artificial intelligence-driven analysis to help strategically plan patrol missions and tactics for maximum crime deterrence
- ShotSpotter Investigate<sup>™</sup>, a cloud solution for case management to improve overall clearance rates across all crime categories
- ShotSpotter Labs, which focuses on innovative applications of ShotSpotter to help protect wildlife and the environment; currently helping combat rhino poaching in South Africa and will soon launch other applications for global wildlife protection, such as combatting illegal blast fishing in Malaysia with underwater sensors

## ShotSpotter Respond Service Overview

ShotSpotter helps law enforcement agencies by directing resources to the precise location of more than 90% of gunfire incidents. ShotSpotter rapidly notifies first responders of shootings via dispatch centers, in-vehicle computers, and smart phones. Instant alerts enable first responders to aid victims, collect evidence, and identify witnesses. ShotSpotter’s actionable intelligence can then be used to prevent future crimes by positioning law enforcement when and where crime is likely to occur. ShotSpotter gunshot detection and location services are delivered as an easily implemented Software as a Service (SaaS) solution, with no requirement for customer investment in or maintenance of expensive hardware or software. ShotSpotter hosts, secures, monitors, and maintains the ShotSpotter infrastructure. Contracts are based on an affordable one-year or multi-year subscription agreement, and the subscription includes unlimited licenses for the proposed ShotSpotter applications.

## ShotSpotter Dispatch™ and ShotSpotter Respond™ Applications

The ShotSpotter Dispatch and ShotSpotter Respond applications are used by Call Takers, Dispatchers, and Patrol Officers in the field. Real-time notifications of gunfire incidents are delivered to these apps and include the following data:

- Incident location (dot on the map)
- Type of gunfire (single round, multiple round)
- Unique identification number
- Date and time of the muzzle blast (trigger time)
- Nearest address of the gunfire location
- Number of shots
- District identification
- Beat identification



Figure 1: ShotSpotter Dispatch App

A ShotSpotter analyst may add other contextual information such as the possibility of multiple shooters, high-capacity weapons, full-automatic weapons, and the shooter's location related to a building (front yard, back yard, street, etc.). The report also includes an audit trail of the time the alert was published, acknowledged, and closed at the customer facility. All notes entered by Call Takers and Dispatchers added to the alert are time- and date-stamped with the operator's ID. For Patrol Officers, the alert includes an audio snippet of the incident.



**Figure 2: ShotSpotter Respond App**

### ShotSpotter Insight™

ShotSpotter Insight™ enables customers to explore details about prior gunshot incidents in their ShotSpotter coverage area and use the data for investigation and analysis. Crime analysts, investigators, and command staff can view, filter, sort, report, and transform historical gunshot data into meaningful insights, ultimately informing strategies for reducing gun violence.

Insight enables users to find and identify the incidents using an extensive array of filters for date, time, location, keywords, single vs. multiple gunshots, patrol areas, as well as shapes drawn on the map. The shape filters narrow a search for shooting incidents within a radius of a known address, across several blocks, or look for and monitor activity on both sides of a jurisdictional border. Saved reports retain common filter settings for quick retrieval (e.g., "District 4 Gunfire – Last 28 days").



**Figure 3: ShotSpotter Insight App**

Insight shows how a shooting event unfolded by watching a shot-by-shot animation that details the location and sequence of each shot. The software also highlights other nearby incidents that may be potentially related based on its relative distance and time of occurrence.

Insight comes with a set of reports that make it easy to share incident data throughout an agency:

- The Investigative Lead Summary report give details of a shooting incident including audio, location, sequence, and timing of each shot fired. This report is often used to share incident audio and details with colleagues, aid investigators with collecting evidence at the scene of a shooting and conducting better interviews of witnesses, suspects, and victims, or attach to a case file.
- The Multi-Incident report provides a summary of shooting incidents broken out by single, multiple, and probable gunshot incidents as well as any non-gunfire incidents if they were included in the search. The summary is followed by details for each incident including the date, time, location, number of rounds, CAD ID, Respond ID, and other details.

For custom ad hoc reporting and analysis, Insight can export incident data to other off-the-shelf products such as Microsoft Excel, Tableau, Google Earth, ArcGIS, and other tools.

### Mobile Alerts

Real-time gunfire alert data can be delivered to smart phones and smart watches via the Respond smartphone application, available for use on iPhones and Android platforms. The gunfire location is displayed as a dot on a map, and the data also includes the number of rounds fired and access to the incident audio.



**Figure 4: Smart Watch Notification**



**Figure 5: ShotSpotter Respond App Smartphone Notification**

## Notifications API (Optional)

The ShotSpotter Notifications API (available as a separately priced option) allows client applications to receive accurate, timely details about ShotSpotter gunfire alerts, including precise latitude and longitude (geolocation), GPS-synchronized timestamps, incident audio, and situational context provided by the 24x7x365 ShotSpotter Incident Review Center. Typical integrations include:

- Video Management Systems (VMS)
- Computer-Aided Dispatch (CAD) systems
- Records Management Systems (RMS)
- Automated License Plate Readers (ALPRs)
- Crime analysis and statistics packages (including COMPSTAT software)

Each Notifications API license pack is available for an annual subscription fee that includes:

- Up to three (3) interfaces
- Establishing an instance of the API for the Department on ShotSpotter-hosted servers
- Consulting with the Department and third parties to ensure the API operates according to the API specifications
- 24x7 alerts to up to three third-party interfaces
- Supporting the third party and Department as systems are upgraded

Additional API licenses can be purchased in packs of three interfaces.

## Investigative Lead Summary

ShotSpotter recently introduced a new, on-demand report available through the ShotSpotter Respond application. The Investigative Lead Summary (ILS) provides useful details about the location, timing, and sequence of each shot fired during an incident. The ILS is very valuable on scene, helping law enforcement find shell casings, confirm witness accounts, and identify suspects. ILS reports are available immediately after an incident occurs through a single click of a button within the mobile, web, or desktop ShotSpotter Respond application.

The ILS will fulfill the majority of law enforcement agency needs, particularly in situations where a report is not intended for presentation to court (since the ILS report is electronically produced, it is not court admissible).

**ShotSpotter** INCIDENT # 175364

**INVESTIGATIVE LEAD SUMMARY**

INCIDENT DATE: APR 23, 2019  
 CITY / ZONE: METROPOLIS / METROPOLISWEST  
 REPORT DATE: APR 23, 2019 20:19:38  
 REQUESTED BY: JCSAN@METROPOLISWPD.COM

**INDIVIDUAL SHOTS**

SHOT	DATE	TIME	INTERVAL (sec)	LOCATION
# 1	2019-04-23	05:58:41.211	0.000	37.79XXXX, -122.21XXXX
# 2	2019-04-23	05:58:41.491	0.280	37.79XXXX, -122.21XXXX
# 3	2019-04-23	05:58:42.688	1.197	37.79XXXX, -122.21XXXX
# 4	2019-04-23	05:58:48.008	5.320	37.79XXXX, -122.21XXXX

**INCIDENT TIMELINE**

TIME	USERNAME	DETAILS
04-23-2019 08:59:34	REVIEWER@SHOTSPOTTER.COM	PUBLISHED

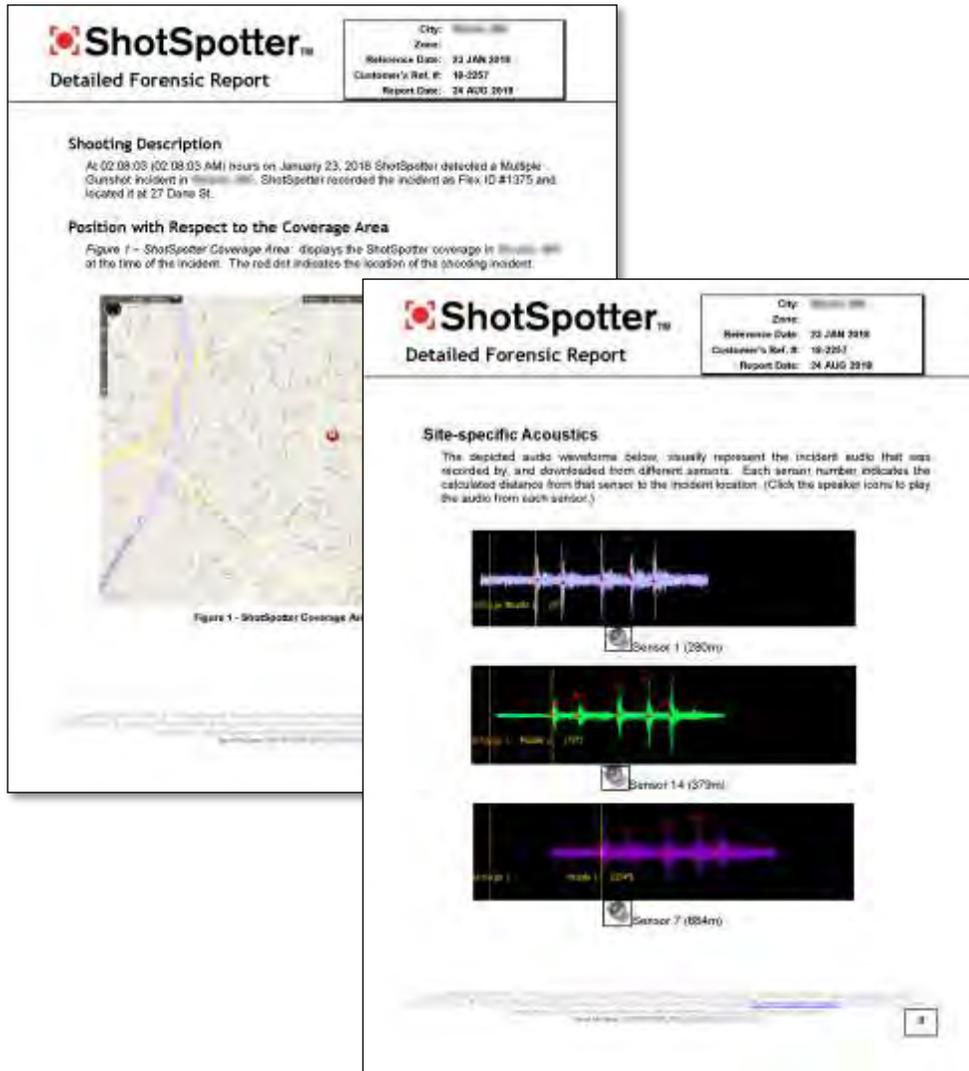
For more information, email support@shotspotter.com or call 888.274.6877 or 415.294.5344 or 2014 2411260.com. All rights reserved. ShotSpotter.com  
 ShotSpotter is a registered trademark of ShotSpotter, Inc.

IN66312F-8

Figure 6: ShotSpotter Investigative Lead Summary (ILS)

## Detailed Forensic Reports and Expert Witness Testimony

In nearly all the criminal proceedings in which our experts have been called to testify, ShotSpotter has produced detailed, round-by-round analysis of the timing and location of the shots fired by one or more weapons. To the best of our knowledge, no other acoustic-based gunshot detection system has been accepted in a court of law as providing this kind of forensic evidence.



**Figure 7: ShotSpotter Detailed Forensic Report (DFR)**

ShotSpotter data supports detailed forensic analysis of gunfire incidents, including:

- Weapon type (e.g., automatic vs. semi-automatic)
- Number of rounds fired
- Possibility of multiple shooters

Unlike the ILS, the DFR is a court-admissible document prepared by our forensic engineers. The DFR is intended to be used by attorneys as part of a court case for the exact, verified timing, sequence and location of each shot fired. Secondly, DFRs are available for use by law enforcement to obtain search warrants or to investigate Officer Involved Shootings. DFRs are available upon written request, and our goal is to deliver all DFRs within ten business days of the request.

To support prosecutions, audio snippets provide powerful demonstrative evidence to prosecutors and allow jurors to gain a deeper understanding of the victims' experience of the incident. For prosecutors who wish to have a ShotSpotter expert witness testify regarding a DFR, to help interpret and clarify crime scene activity derived from ShotSpotter data, or provide other forensic consultation services, these services are available for an hourly fee.

In 17 states and in the District of Columbia, ShotSpotter evidence and ShotSpotter expert witness testimony have been successfully admitted in over 100 court cases. ShotSpotter forensic evidence has prevailed in nine Frye challenges, including four in California, and five Daubert challenges throughout the United States.

## Onboarding Services

Concurrent with the sensor design and deployment activities, ShotSpotter will provide a series of onboarding services to prepare the Police Department to maximize the value of the ShotSpotter service. These standard onboarding steps will be refined to best serve the Department team and ShotSpotter users. ShotSpotter onboarding services are designed to:

- Ensure successful ShotSpotter activation (go-live)
- Ensure full utilization of the features and functions available with the ShotSpotter service
- Ensure that the Department's Best Practices are refined, as needed, to respond most effectively to the gun crime intelligence data being delivered for the coverage area
- Track and monitor the efficacy of the ShotSpotter service

ShotSpotter has assembled a Customer Success Team of professionals with more than 100 years of combined law enforcement experience. The mission of this team of Consultants, Trainers, and Analysts is to maximize customer success with the ShotSpotter service. This team is available to our customers both pre- and post-production to advise, train, and guide them on the most effective use of the tools and services available with the ShotSpotter solution. The following provides a high-level overview of ShotSpotter's standard Customer Onboarding Services, which will be tailored to support the Department:

## Getting Started

Prior to contract execution, a ShotSpotter Customer Success Director will work with the Department's project team to plan the onboarding process, beginning with an onsite Customer Kick-Off Meeting with all stakeholders. The teams will review the program objectives, lay out the key implementation steps, agree on a targeted activation date (go-live), and establish a protocol for ongoing communication throughout the onboarding process. ShotSpotter will schedule biweekly status calls with the Department's Program Manager and other project leaders to maintain regular communication throughout the implementation process.

## Best Practices

Early in the Customer Onboarding Process, ShotSpotter's Customer Success team, led by the assigned Customer Success Director, will work with the Department's Program Manager and other project leaders to schedule and conduct a series of Best Practices sessions. These sessions will assist the Department in establishing response protocols and procedures to manage the gunshot alerts and gun crime intelligence data that will be provided upon activation of the ShotSpotter service. ShotSpotter will customize and conduct these sessions for each of the following groups of users involved in the gun violence reduction program in the targeted coverage area:

- Program Management
- Dispatch/Communications
- Field Operations/Patrol
- Investigations
- Prosecution
- Intelligence & Crime Analysis

## User Training

ShotSpotter will assign a Customer Success Director to the Department to ensure that we deliver consistent, quality best practices training based on the Department's needs to maximize the value of our service. The Customer Success Director will remain engaged with the Department for the duration of our relationship. In preparation for the planned cutovers, ShotSpotter will assign a Trainer to the Department to train each group of users on the ShotSpotter applications, including Respond, Dispatch, ShotSpotter Administrative Portal, and ShotSpotter Insight. The Trainer will conduct a Training Orientation with the Department's Program Manager to ensure all users are properly trained on the relevant applications. ShotSpotter's Trainer will work with the Department to tailor a training program that addresses the unique needs and/or scheduling constraints of the Department users. The training will be performed through a combination of remote instructor-led live training, train-the-trainer, and on-line recorded computer-based training.

## Agency Metrics/KPIs (Key Performance Indicators)

ShotSpotter Customer Success team members, led by the assigned Customer Success Director, will work with the Department's Program Manager and Command staff to review, define, and adopt a set of agency metrics, or Key Performance Indicators (KPIs), to establish and monitor the efficacy of the ShotSpotter service and related agency Best Practices. It is important to ensure that the agency and all stakeholders have visibility (and routines in place) to track the program metrics or KPIs needed to monitor the status of the program and to make informed decisions regarding resources, response protocols, and the best practices to drive success.

## Onsite Support During Service Activation (Go-Live)

On the day of ShotSpotter service activation to a live production status, ShotSpotter's Customer Success Director will be on site to ensure that the transition is smooth, that the established best practices are being implemented as planned, and that user questions are answered quickly. Prior to cutover, ShotSpotter team will facilitate an introduction to the ShotSpotter Support organization to review the support process and introduce the designated Technical Support Engineer to the Department. Following system activation, the designated Technical Support Engineer will facilitate a series of Status Calls with the Department to review the performance of the service. The Customer Success Director will continue to work with the Department to review and results being achieved by each group of users involved in the gun violence reduction program.

## Ongoing Customer Support

As an ongoing service, the Customer Support organization will publish a monthly Scorecard to the Department to communicate details on system performance and our service including the number of Gunshot Alerts, Misses, Mislocated Incidents, Misclassified Incidents, and other useful metrics. This report will be reviewed by the designated Technical Support Engineer on a monthly basis and any and all concerns will be discussed and addressed.

ShotSpotter standard customer support includes 24/7 assistance with user accounts, software interface, tools, features, incident (re)classification, and review. Tier 1 Support is provided by our Incident Review Center (IRC). IRC staff have extensive experience with ShotSpotter applications and provide real-time support of basic issues, and first level of support for information gathering and triage for advanced troubleshooting by Tier 2 Support. The Tier 2 Support Team comprises technically advanced, experienced Customer Support professionals who are responsible for advanced levels of troubleshooting and analysis, IT Support, mapping issues, etc.

Support Level	Tier 1 Support (IRC)	Tier 2 Support (Customer Support)
<b>Features</b>	<ul style="list-style-type: none"> <li>• Login support</li> <li>• Report a misclassification</li> <li>• Report a missed incident</li> <li>• Report a mislocated incident</li> <li>• Basic audio request</li> <li>• General/application questions</li> <li>• Request for ILS</li> </ul>	<p>Normal Support:</p> <ul style="list-style-type: none"> <li>• Analysis of missed gunshots</li> <li>• Detailed audio search</li> <li>• Performance analysis</li> <li>• Integration issues</li> </ul> <p>Critical Support:</p> <ul style="list-style-type: none"> <li>• System outage</li> </ul>
<b>Hours of Operation</b>	24x7x365	<p>Normal Support: 5 am – 11 pm Pacific Time Zone</p> <p>Escalation: 24x7x365</p>

## Customer References

ShotSpotter has more than 120 customers covering over 850 square miles. ShotSpotter is the leader in the development and deployment of wide area acoustic gunshot detection and location systems. Today, ShotSpotter provides gunshot detection and location services to law enforcement agencies across the country. Among these are:

- Columbia, SC
- Goldsboro, NC
- Greenville, NC
- Rocky Mount, NC
- Winston Salem, NC
- Jackson, TN
- Memphis, TN
- Newport News, VA
- Savannah, GA
- Washington DC

## Pricing

ShotSpotter systems are deployed to provide coverage for one or more specified areas, each bounded by a specific coverage area perimeter. ShotSpotter will design the coverage area based upon the Department’s requirements and based upon analysis of historical crime data. ShotSpotter will collaborate with Department stakeholders to determine the final coverage area and related boundaries.

### 8 mi<sup>2</sup> Coverage Area

Contract Term	Coverage Area Size	One-Time Service Startup Fees (Initiation & Onboarding)	Annual Subscription Fees*	Discount for Multi-Year Term**	Total
3 Years	8 mi <sup>2</sup>	\$90,000	\$560,000 x 3	(\$80,000)	\$1,690,000

\*ShotSpotter’s current annual subscription fee is \$70,000 per square mile.

\*\*See Pricing Assumptions below for details.

## Forensic Consultation Services

Forensic Consultation Service Fee (Expert Witness Services)	\$350/hour
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Expert Witness Testimony Services are available upon request and billed separately at the above rate.

## Optional Additional Services

### Interface License

Notifications API License Pack	\$9,500/year
<ul style="list-style-type: none"> <li>• Recurring annual subscription fee</li> <li>• Includes up to three interfaces</li> <li>• Does not include costs required from other vendors to implement or support the planned interfaces</li> </ul>	

## Payment Terms

Payment for the service initiation, onboarding, and subscription shall be as follows:

### Three-Year Payment Terms

- 50% of Year 1 fees due upon execution of agreement (\$285,000)
- 50% of Year 1 fees due upon ShotSpotter activation (live) status (\$285,000)
- 100% of Year 2 fees due prior to 1<sup>st</sup> anniversary of ShotSpotter live status (\$560,000)
- 100% of Year 3 fees due prior to 2<sup>nd</sup> anniversary of ShotSpotter live status (\$560,000)

Expert Witness Testimony Services are available upon request and billed separately at the above rate.

## Pricing Assumptions

This pricing is submitted based on the following assumptions:

- This pricing assumes that the services will be delivered under the terms of the ShotSpotter Respond Services Agreement to which this Proposal will be attached as Exhibit A.
- The Multi-Year Term Commitment discount will be applied to the one-time Service Initiation fees and is contingent upon ShotSpotter receiving a three-year term commitment allowing us to invoice automatically for each annual subscription term over the three years of the agreement, without any requirement for obtaining additional approvals, purchase orders, or notifications.
- The pricing assumes that the Department will provision network access to meet ShotSpotter minimum specifications and requirements for all computers (PCs and MDCs) that will access the ShotSpotter service.
- This pricing does not include any state or local taxes; if taxes are applicable, we will be happy to provide an amended price quotation upon request.
- This pricing remains valid for ninety (90) days from the date of this proposal.



**Agenda Briefing**

<b>Prepared by:</b>	Dan Cole	<b>Title:</b>	Project Manager
<b>Department:</b>	Information Technology	<b>Division:</b>	Click or tap here to enter text.
<b>Date Prepared:</b>	March 4, 2022	<b>Meeting Date:</b>	April 6, 2022
<b>Legal Review</b>	Patrick Wright via email	<b>Date:</b>	March 30, 2022
<b>Budget Review</b>	Abhijit Deshpande via email	<b>Date:</b>	March 30, 2022
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	March 30, 2022
<b>Approved for consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM	
<b>Committee</b>	Coronavirus Ad Hoc		
<b>Subject:</b>	Cyber Security Upgrades		

**RECOMMENDED/REQUESTED ACTION:**

Staff recommends approval of the allocation of \$4,190,000 in American Rescue Plan Act Funding to proceed with the proposed items to increase cyber security protection at all Richland County facilities.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

The total of this equipment request is approximately \$4,190,000. There will be no fiscal impact to the County’s budget until July 2025.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

None applicable.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin.

<b>Council Member</b>	Click or tap here to enter text.
<b>Meeting</b>	Click or tap here to enter text.
<b>Date</b>	Click or tap here to enter text.

## STRATEGIC & GENERATIVE DISCUSSION:

One critical purpose of the American Rescue Fund resources is cybersecurity modernization to strengthen programs and build resiliency. Specifically, recipients can use the funds “to support government service.” Staff believes it is especially critical for the County to implement measures to be as effective in this process as possible in all areas of the County’s network. Cybersecurity modernization has become even more critical as hackers, criminals, and foreign governments continue to attempt to breach computer systems across all levels of government agencies in recent months. As such, staff have evaluated the County’s infrastructure and processes and recommend the following enhancements (Exhibit 1) in equipment to help the County achieve this goal.

**EXHIBIT 1:**

Recommendation	ARP Funding	Recurring Cost	Goal
<p>RCSD server hardware, software and switching equipment.</p>	<p>\$410,000 Purchase And Maintenance (5 years)</p>	<p>\$32,500 /year added to budget in FY 2026</p>	<p>By implementing new email server hardware and software and new switching equipment RCSD will be addressing existing security vulnerabilities in their systems.</p>
<p>Replacement of older unsupported desktop phones</p>	<p>\$550,000</p>	<p>N/A</p>	<p>Existing desktop phones are unsupported and present a security risk on the County network.</p>
<p>County wide replacement of unsupported and unsecure data switches and routers</p>	<p>\$1.1 Million</p>	<p>\$206,000/year added to budget in FY 2026</p>	<p>A large number of data switches and routers County wide are obsolete and present a cyber-security vulnerability and must be replaced. These switches and routers provide the connections between all County computers and telephones in all County buildings.</p>
<p>Multi Factor Authentication, MFA solution for remote access and law enforcement personnel accessing federal crime data sources.</p>	<p>\$150,000 SC State Contract annual subscription pricing for 600 user accounts for 3 years</p>	<p>\$50,000 /year added to the budget in FY 2026</p>	<p>Provides a third multi factor authentication method in addition to a username and password to increase security when County users connect the County network remotely as well as law enforcement staff inside the county network accessing national criminal justice data sources.</p>

<p>Mobile wireless microphone and speaker system for the capability to host remote hybrid meetings during times of restricted travel or quarantine.</p>	<p>\$15,000</p>	<p>N/A</p>	<p>This mobile wireless microphone and PA system would allow large groups like county council to effectively communicate in a collaborative manner safely and remotely.</p>
<p>Mobile multi camera conference system for the capability to host remote hybrid meetings during times of restricted travel or quarantine.</p>	<p>\$15,000</p>	<p>N/A</p>	<p>This mobile multiple camera conference system would leverage the mobile wireless microphone system to add video collaboration for larger groups to effectively collaborate and communicate safely and remotely.</p>
<p>Secondary web application firewall, WAF, appliance to alleviate external access to County hosted websites</p>	<p>\$90,000 Hardware and software support for 5 years</p>	<p>\$8000 /year added to the budget in FY 2028</p>	<p>County websites are protected from denial of service attacks and other advanced malicious attacks by a single web application firewall. Installing a second unit to provide fail over fault tolerance would remedy this single point of failure.</p>
<p>Internet load balancing appliance to provide seamless failover for County websites and remote VPN connection for remote workers</p>	<p>\$30,000 hardware and support for 3 years</p>	<p>\$5000/year added to the budget in FY 2026</p>	<p>The County uses two Internet Service Providers. One for citizens to access external County websites and for remote County users to gain secure access into the County network for work. The second Internet connection is for County employees to gain access to external Internet resources. There is currently no way to share or fail resources over between these two connections. A load balancer would provide failover between these two connections.</p>

<p>Increase computing power and storage of the County's hyper converged server infrastructure to accommodate new applications and improve the effectiveness of County staff and citizens</p>	<p>\$330,000 hardware and support for 5 years</p>	<p>\$60,000 /year added to the budget in FY 2028</p>	<p>The County currently uses two hyper converged server clusters to host application servers, database servers and file servers. Increasing the processing power and availability of these clusters would directly impact the speed, efficiency and fault tolerance of all of the County's computer applications.</p>
<p>New database server software for the County financial system to address security and encryption issues due to aging equipment</p>	<p>\$100,000 software and support for 5 years</p>	<p>N/A</p>	<p>The current County financial system is using application and database software that is scheduled for end of support in October 2023. The current database software does not support encryption of critical and sensitive financial and personal data. This new database software would allow real time encryption of all data stored in the County financial system.</p>

<p>New fault tolerant virtual private network, VPN appliances to allow secure connectivity for remote County employees.</p>	<p>\$120,000 hardware and software support for 3 years</p>	<p>\$36,000 /year added to budget in FY 2026</p>	<p>The County current uses a single Cisco VPN appliance to allow remote County staff to securely connect to all County resources and complete their jobs over a standard Internet connection from afar. By implementing a fault tolerate pair of VPN devices the County would ensure continuous remote access connectivity for these staff members in the event of a software or hardware failure on the primary unit.</p>
<p>Upgrade virtualization hardware and software in detention center and public works locations to enhance security and performance</p>	<p>\$130,000 hardware and software support 5 years</p>	<p>N/A</p>	<p>The virtualize hardware and software used in detention center and public works locations to host database servers, email servers, application and file services has been in place over 5 years. New hardware would provide enhanced security and resiliency at this locations.</p>

<p>Replace storage area network, SAN, equipment that was installed in 2014 and has reached the end of software and hardware support. Security updates are no longer being released for this obsolete equipment</p>	<p>\$800,000 hardware and software support 7 years</p>	<p>N/A</p>	<p>The County database servers, application servers, and file servers that provide County departments and staff storage access to critical files and information rely on SAN equipment that is vulnerable to security exploits and attacks.</p> <p>This equipment also presents a performance bottle neck when newer equipment accesses this network storage. The new equipment would provide faster, more secure storage of all County information stored there. This new equipment would also provide offsite replication of data and real-time failover in a disaster recovery situation.</p>
<p>County website redesign and enhancement to allow citizens to securely access more County services remotely.</p>	<p>\$350,000 design, implementation and licensing</p>	<p>\$15,000/ year added to FY 2025 for continued licensing and support</p>	<p>The website redesign and enhancement would allow for increased citizen interaction and collaboration with County staff. Efficiency of staff communication with citizens would also be improved as well as security. This project was originally budgeted and funded as a CIP project for FY 2021-2022 before funding was withdrawn.</p>



**Agenda Briefing**

<b>Prepared by:</b>	Patrick Bresnahan, Ph.D.	<b>Title:</b>	Geographic Information Officer
<b>Department:</b>	Information Technology	<b>Division:</b>	Geographic Information Systems
<b>Date Prepared:</b>	March 3, 2022	<b>Meeting Date:</b>	April 6, 2022
<b>Legal Review</b>	Patrick Wright via email	<b>Date:</b>	March 30, 2022
<b>Budget Review</b>	Abhijit Deshpande via email	<b>Date:</b>	March 30, 2022
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	March 30, 2022
<b>Approved for consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM	
<b>Committee</b>	Coronavirus Ad Hoc		
<b>Subject:</b>	Geospatial Infrastructure Improvements and Enhancements		

**RECOMMENDED/REQUESTED ACTION:**

Staff recommends the allocation of \$505,000 in American Rescue Plan Act funding to proceed with the following items:

1. \$105,000 for server software licenses to improve citizen service through online access to County functions.
2. \$270,000 for updated aerial mapping of the physical environment which is essential to planning, construction, and maintenance of our utility infrastructure.
3. \$130,000 for replacing retiring drone equipment to map, inspect, and monitor utility infrastructure.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

The annual maintenance cost is approximately \$15,000 for ESRI Geographic Information Systems (GIS) Server Core licensing after 2026.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

None applicable.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin.

Council Member	Click or tap here to enter text.
Meeting	Click or tap here to enter text.
Date	Click or tap here to enter text.

**STRATEGIC & GENERATIVE DISCUSSION:**

American Rescue Fund projects are intended to extend government services that have been impacted by reduced revenue and access. The demand for online services has increased dramatically as County facilities remained closed for an extended period. Remote public services such as permitting and assessment utilize geographic information systems (GIS) data and functions to complete tasks online. The move to online services required borrowing online open source services for several months. This request of \$105,000 is to provide a solution to increased online transaction needs by upgrading the on-premise GIS servers with additional licenses of ESRI GIS software. The software is based on computer cores and is priced as listed below. Previously, GIS has used virtual servers to accommodate the current 4 core licenses. Upgrading to an additional 8 core license will require no additional hardware. Future use, beyond this grant funding, will require an annual maintenance cost of approximately \$15,000.

American Rescue Fund projects are intended to make investments in certain infrastructure such as water and sewer. This request of \$270,000 for aerial mapping is to aid in the development and maintenance of County utilities. Updated mapping of the physical environment is essential to planning, construction, and maintenance of our utility infrastructure. The resulting imagery can also be used to aid address mapping that is required for broadband expansion.

American Rescue Fund projects also are intended to make investments in certain infrastructure such as water and sewer. Current County drone equipment has been used to map, monitor, and inspect utility infrastructure. Equipment previously used for this work is approaching the end of its designed life and must be replaced. The requested \$130,000 would replace the airframes and sensor packages to complete this work.

<b>Recommendation</b>	<b>ARP Funding</b>	<b>Recurring Cost</b>	<b>Goal</b>
4 Core License ESRI ARCGIS Enterprise Advanced	\$40,000 Purchase \$30,000 Maintenance (\$10,000/year for 3 years)	\$10,000 /year added to budget in FY 2027	Support increase in online service provision required by permitting and assessment applications.
4 Core License ESRI ARCGIS Enterprise Standard	\$20,000 Purchase \$15,000 Maintenance (\$5,000/year for 3 years)	\$5,000 /year added to budget in FY 2027	Support increase in online service provision required by permitting and assessment applications.
County-wide Aerial Orthophoto Mapping Flight	\$270,000 (\$90,000 per flight in 2023, 2024, 2025)	N/A	Map physical environment and support utilities and transportation.
DJI Matrice 300RTK	\$52,000 (2 units)	N/A	To map, monitor and inspect infrastructure.
Zenmuse P1 and H20T Sensors	\$21,000 (includes both visible and thermal)	N/A	To map, monitor and inspect infrastructure.
Zenmuse L1 Sensor	\$14,000	N/A	To map, monitor and inspect infrastructure.
MicaSense MS Sensor	\$14,000	N/A	To map, monitor and inspect infrastructure.
senseFly eBee	\$29,000 (2 units)	N/A	To map, monitor and inspect infrastructure.

**ADDITIONAL COMMENTS FOR CONSIDERATION:**

Click or tap here to enter text.

**ATTACHMENTS:**

1. Click or tap here to enter text.



**Agenda Briefing**

<b>Prepared by:</b>	Katie Marr		<b>Title:</b>	Interim Assessor
<b>Department:</b>	Assessor's Office	<b>Division:</b>	Click or tap here to enter text.	
<b>Date Prepared:</b>	March 3, 2022	<b>Meeting Date:</b>	April 6, 2022	
<b>Legal Review</b>	Patrick Wright via email	<b>Date:</b>	March 30, 2022	
<b>Budget Review</b>	Abhijit Deshpande via email	<b>Date:</b>	March 30, 2022	
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	March 30, 2022	
<b>Approved for consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM		
<b>Committee</b>	Coronavirus Ad Hoc			
<b>Subject:</b>	EagleView Imagery			

**RECOMMENDED/REQUESTED ACTION:**

Staff recommends the allocation of \$991,000 in American Rescue Plan Act (ARPA) funding to proceed with the proposed as a part of the strategy to improve efficiency, revenue, and customer-service delivery.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department's current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

The total of this request is approximately \$991,000 which includes traditional and oblique imagery. There would be no fiscal impact to the County's budget until 2027.

**COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

None applicable.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin.

<b>Council Member</b>	Click or tap here to enter text.
<b>Meeting</b>	Click or tap here to enter text.
<b>Date</b>	Click or tap here to enter text.

**STRATEGIC & GENERATIVE DISCUSSION:**

American Rescue Fund projects are intended to improve and extend government services that have been impacted by reduced revenue and access. The property tax roll is the primary source of revenue for Richland County. The role of the Richland County Assessor is to provide annual tax rolls in a timely manner.

One component of providing an accurate tax roll is through the use of aerial photography. In addition to traditional aerial photography, oblique imagery, which provides a 360 degree view of a property, enhances the value of traditional aerial photography.

One common use-case for aerial imagery is for property appraisals. As a conservative estimate, this imagery would save a property appraiser an average of two hours per day in the field, resulting in a yearly time savings of 8,000 staff hours. This will also enhance the customer service experience during the appeals process by providing citizens additional details than what traditional aerial photography can provide. Additionally, this imagery allows staff to find uncaptured revenue to include renovations or other structures on a property that may be hard to see on a traditional aerial photo.

The Assessor is currently upgrading its Computer Assisted Appraisal Mass Appraisal (CAMA) system, and this imagery would seamlessly integrate into this software. The implementation of both of these items will maximize the efficiency of Assessor staff and will increase the efficiency and customer service throughout the entire department.

Additional uses of oblique imagery at Richland County include Public Works, Utilities, and Community Planning & Development. One general example is the development and maintenance of water, sewer, and stormwater infrastructure. More specifically, updated imagery allows for detection of land use coverage and changes, similar to the use by the appraisers, to help better identify, understand, and plan for changes throughout the County. This includes elements related to tree canopy coverage, new structures, land use type, and other facets that are hard to capture without appropriate imagery. These changes help with future land use planning efforts to not only see the specific changes, but also scenario planning and identifying policy elements necessary to be addressed related to those changes.

Staff propose an annual, three flight contract, starting in 2023 and ending in 2026.

<b>Recommendation</b>	<b>ARP Funding</b>	<b>Recurring Cost</b>	<b>Goal</b>
Aerial Photography Mission (2023, 2024, 2025)	\$991,000 Purchase	N/A	Provide three future missions of updated aerial and oblique imagery.

**ADDITIONAL COMMENTS FOR CONSIDERATION:**

Click or tap here to enter text.

**ATTACHMENTS:**

1. Click or tap here to enter text.



**Agenda Briefing**

<b>Prepared by:</b>	Lori Thomas	<b>Title:</b>	Assistant County Administrator
<b>Department:</b>	Administration	<b>Division:</b>	Click or tap here to enter text.
<b>Date Prepared:</b>	March 29, 2022	<b>Meeting Date:</b>	April 6, 2022
<b>Legal Review</b>	Patrick Wright via email	<b>Date:</b>	March 30, 2022
<b>Budget Review</b>	Abhijit Deshpande via email	<b>Date:</b>	March 30, 2022
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	March 30, 2022
<b>Approved for consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM	
<b>Committee</b>	Coronavirus Ad Hoc		
<b>Subject:</b>	Emergency Medical Services Vehicle and Equipment Obscelence Replacements		

**RECOMMENDED/REQUESTED ACTION:**

Staff recommends replacement of capital equipment in the amount of \$6,345,000 for Emergency Medical Services using American Rescue Plan Act funds. These purchases would assist the County in the significant replacement of equipment where replacements had been deferred due to COVID-19 revenue impacts.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

Click or tap here to enter text.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

None applicable.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin.

<b>Council Member</b>	Click or tap here to enter text.
<b>Meeting</b>	Click or tap here to enter text.
<b>Date</b>	Click or tap here to enter text.

**STRATEGIC & GENERATIVE DISCUSSION:**

The County Administrator recommends the expenditure of \$6,345,000 of American Rescue Plan Act funds to replace the below Emergency Medical Services equipment that was deferred due to the impacts of the COVID-19 pandemic. This equipment purchase would provide improved and more reliable service to citizens requesting emergency services in Richland County.

<b>Quantity</b>	<b>Item</b>	<b>Unit Price</b>	<b>Total Price</b>
10	Ambulance Vehicles	\$200,000	\$2,000,000
2	Fire Pumpers	\$700,000	\$1,400,000
10	LP EKG Monitor/Defibrillators	\$40,000	\$400,000
60	Automatic External Defibrillators	\$3,000	\$180,000
55	Lucas CPR Machines	\$18,000	\$990,000
30	Stair Chairs	\$4,167	\$125,000
40	Portable Radios	\$10,000	\$400,000
60	Mobile Radios	\$10,000	\$600,000
80	Rugged EMS Computers	\$3,125	\$250,000
	<b>Total</b>		<b>\$6,345,000</b>

**ADDITIONAL COMMENTS FOR CONSIDERATION:**

Click or tap here to enter text.

**ATTACHMENTS:**

1. Click or tap here to enter text.



**Agenda Briefing**

<b>Prepared by:</b>	Lori Thomas	<b>Title:</b>	Assistant County Administrator
<b>Department:</b>	Administration	<b>Division:</b>	Click or tap here to enter text.
<b>Date Prepared:</b>	March 21, 2022	<b>Meeting Date:</b>	April 6, 2022
<b>Legal Review</b>	Patrick Wright via email	<b>Date:</b>	March 30, 2022
<b>Budget Review</b>	Abhijit Deshpande via email	<b>Date:</b>	March 30, 2022
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	March 30, 2022
<b>Approved for consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM	
<b>Committee</b>	Coronavirus Ad Hoc		
<b>Subject:</b>	Fire Services – Bunker Gear		

**RECOMMENDED/REQUESTED ACTION:**

Staff recommends the allocation of \$988,221 of American Rescue Plan Act (ARPA) funds for the purchase of bunker gear for County fire service operations.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

Click or tap here to enter text.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

None.

**REGULATORY COMPLIANCE:**

None applicable.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin.

<b>Council Member</b>	Click or tap here to enter text.
<b>Meeting</b>	Click or tap here to enter text.
<b>Date</b>	Click or tap here to enter text.

**STRATEGIC & GENERATIVE DISCUSSION:**

Staff recommends the purchase of bunker gear for the County’s fire services. Columbia-Richland Fire has the highest number of fire calls in the state of South Carolina. Bunker gear is required for fire turn out and is contaminated after a single use. Proper cleaning and decontamination is recommended as a best practice prior to being worn again; however, due to the number of calls, this is sometimes not possible. Because of the impacts of COVID-19, ensuring that firefighters remain healthy so as not to create health conditions that may create a compromised immune system that would increase the potential for contracting COVID-19 or other illnesses, the importance of proper decontamination is very important.

It is recommended that the County provide funds to purchase 334 additional sets of bunker gear at a cost of \$2,370 per set so that every responder will have a second set of gear to ensure proper decontamination and cleaning are possible without the interruption of emergency response.

Additionally, it is recommended that extractors and dryers for proper decontamination are purchased for each fire house. This purchase will help to ensure fire fighter safety and mitigate the possibility of exposure to contaminated material.

The funding requirements are as follows:

Bunker Gear	(334 sets at \$2,370)	\$791,580
	Gear Extractor	\$83,268
	Gear Dryer	\$113,373
	<b>Total</b>	<b>\$988,221</b>

**ADDITIONAL COMMENTS FOR CONSIDERATION:**

Click or tap here to enter text.

**ATTACHMENTS:**

1. Correspondence from Fire Chief Aubrey D. Jenkins – 18 March 2022



# COLUMBIA RICHLAND FIRE RESCUE

COMMUNITY-REPRESENTING BOTH CITIZENS & EMPLOYEES

INTEGRITY-WITH PROFESSIONALISM

SERVICE- ABOVE SELF

Attachment 1



**To:** Leonardo Brown  
County Administrator, Richland County

**From:** Aubrey D. Jenkins   
Fire Chief

**Date:** March 18, 2022

**Subject:** Bunker Gear and Gear Extractor

The Columbia-Richland Fire Rescue Department is requesting the purchase of a second set of bunker gear for our firefighters and a gear extractor/dryer set for each County firehouse.

As one of the top departments in call volume in the state of South Carolina, the need for a second set of bunker gear is justified by this statistic alone. Studies show that there are increased chances of cancer related illnesses in firefighters from contaminated gear. Preferably, bunker gear should be properly cleaned and decontaminated prior to being worn again. A second set of gear would give the firefighters a clean set at all times and would allow them to wash their contaminated set while on duty after a fire. Estimated cost to provide each firefighter a second set of bunker gear is \$660,000 (\$920,000 if 100 additional sets of gear are purchased, at a cost of \$260,000, for volunteers).

Corresponding with the need for each firefighter to have a second set of bunker gear, having the capacity to clean gear after being worn and soiled is paramount. Installing a gear extractor in each fire house will minimize the risks associated with wearing soiled and contaminated bunker gear. This will limit the spread of harmful carcinogens to firefighters and their families. Estimated cost to install gear extractors and dryers in each firehouse is \$200,000.

Both of these requested items align with the Department's cancer initiative and support the health and well-being of our suppression staff. The total cost for this request is \$860,000 (\$1,120,000 if the 100 additional sets of gear are purchased for volunteers). Columbia City Council, at their March 15<sup>th</sup> Council Meeting, approved our request of \$1,035,000 for the purchase of these items for City firehouses and personnel utilizing the American Rescue Plan - State & Local Fiscal Recovery Funds (SLFRF). We hope Richland County will follow suite and approve this request with current year funding.

**Cc:** Teresa B. Wilson, City Manager  
Missy Caughman, City of Columbia Finance Director