



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

October 11, 2018

TO: Montgomery County Planning Board
Prince George's County Planning Board

FROM: Mazen Chilet, Chief Information Officer

SUBJECT: FY20 Proposed Budget

Staff Recommendation

Approval to prepare the FY20 Office of the Chief Information Officer (CIO) operating and project budgets at the Base Budget plus New Initiatives level.

Background

The CIO reports to the Executive Committee to ensure Commission-wide focus on technology systems. The CIO is responsible for strategic planning for the enterprise-wide IT systems in collaboration with departments to meet business needs. The CIO also functions as the Commission's Chief Technology Security Officer.

The CIO's budget consists of three parts:

- Corporate IT (before FY19, this was part of the Finance Department), funded by the two Administration Funds and chargebacks
- Office of the CIO, an internal service fund (ISF), funded by direct charges to using departments
- Commission-wide IT Initiatives (CWIT), also an ISF, funded by direct charges to using departments

The IT Council, consisting of representatives of each major department, reviews the budgets for the Office of the CIO and for CWIT. Their recommendations are noted alongside each budget request below.

Operational Update

Several major projects were started in FY18:

- The ERP upgrade to Infor V10 project was kicked off in February 2018. The project has three main components and is being carried out in two phases. Phase One components are 1) Upgrade from Lawson V9 to Infor V10 2) Business Process Improvements and Phase Two has two new modules a) Strategic Sourcing and b) Contract Management.
- Kronos, the Time and Labor Management System, is going through an upgrade to the newest version to address pressing business needs for payroll automation and ERP Integration.



- Microsoft Active Directory upgrade is a project that will have several significant benefits: 1) Establish Highly Available Active Directory infrastructure utilizing Microsoft Azure Cloud to provide security and continuity; 2) The System will be deployed in a distributed manner 3) Secured and Policy- based management 4) Provide a highly available and reliable identify infrastructure 5) Modular design will be provide as needed for scalability.
- The Security Assessment Project is underway. The project is expected to be completed by December 2018. We anticipate that the report will provide us with significant findings that will lay the groundwork for strengthening the Commission's IT security posture.
- The position of IT Security Officer, approved in the FY19 Budget, will be recruited for and filled by December 2018.

FY20 Budget

Corporate IT

- Base Budget – before chargebacks, the base budget for Corporate IT is proposed to increase 7.7%. After chargebacks, the base budget would decrease by 14.3%. The Base Budget increases consist primarily of increased health insurance and OPEB costs, and the increased cost of the Infor maintenance after moving to the cloud. As for the chargebacks, these have increased for two reasons: 1) by \$103,000 due to the increase in INFOR annual cost resulting from migrating from On-Premise to Cloud Software as a Service subscription (SaaS); and 2) shifting additional chargebacks from Finance to Corporate IT (these would have shifted last year but the methodology of calculation utilizes prior year financial results). (In next week's budget presentation, Finance's budget will show a commensurate decrease in chargebacks, netting an increase in that proposed budget).
- Corporate IT advanced its network infrastructure security and bandwidth capabilities to meet the demand of SaaS based applications. The design ensures scalability and high availability of core business systems such as: ERP, Time and Labor Management, Utility management systems.
- New initiative requests in Corporate IT consist of
 - o Increasing the funding of Computer Refresh Program to ensure timely and structured computer and peripheral replacement schedule, ensuring computer equipment availability when needed and reducing maintenance cost and downtimes through complete asset management (\$43,597).
 - o The division's share of proposed CIO/CWIT initiative requests (\$39,932)
- The net proposed budget for Corporate IT is \$2,706,190, a decrease of 11.7%
- Funding for this portion of the CIO's budget is through each of the Administration Funds.



M-NCPPC Office of the Chief Information Officer
Corporate IT

FY20 OCIO Budget

PRELIMINARY FY20 OPERATING BUDGET REQUEST

	MC Admin Fund	PGC Admin Fund	DEPARTMENT TOTAL	% Change	Positions
FY19 Adopted Budget	\$ 1,551,290	1,740,798	\$ 3,292,088		

FY20 BASE BUDGET INCREASES

Salaries	23,438	(4,542)	18,896	
Benefits	19,466	12,890	32,356	
Other Operating Changes	105,050	169,317	274,367	
Chargebacks	(302,326)	(494,709)	(797,035)	
Subtotal Increase - Base Budget Request	\$ (154,372)	\$ (317,044)	\$ (471,416)	-14.3%

PROPOSED CHANGES

Increase PC/Peripheral Refresh to \$100k	19,401	24,196	43,597	
Share of CIO Initiatives	1,213	979	2,192	
Share of CWIT Initiatives	18,870	18,870	37,740	
Subtotal Proposed Changes	\$ 39,484	\$ 44,045	\$ 83,529	2.5%

Total Increase FY20 Proposed Budget Request	\$ 1,436,402	\$ 1,467,799	\$ 2,904,201	-11.8%
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Office of the CIO ISF

- Base Budget - the base CIO budget reflects an increase of \$163,050 or 13.7%. This is due to:
 - o FY19 new IT Security position was budgeted for only 9 months; FY20 is for full year.
 - o Pension is not budgeted for new positions in the requesting year, as we do not know if they will eventually be approved. If positions are not approved, we still need full pension budget, as determined by the actuarial valuation.
 - o Health insurance increases, OPEB increases, and compensation markers.
- New Initiatives – Project Manager/Systems Analyst.
 - o Project Manager/Systems Analyst - Since its foundation, the PMO's project managers have been through an extremely demanding period for project management expertise. Hiring consultants for extended periods will result in loss of institutional knowledge once the consultant leaves the Commission. The new position will reduce the need to hire consultants to assist with managing projects while retaining expertise and institutional knowledge.



M-NCPPC Office of the Chief Information Officer
Office of the CIO ISF

FY20 OCIO Budget

PRELIMINARY FY20 OPERATING BUDGET REQUEST

		% Change	Positions
FY19 Adopted Budget	\$ 1,188,051		

FY20 BASE BUDGET INCREASES

Salaries	116,008	
Benefits	46,690	
Other Operating Changes	352	
Chargebacks	-	
Subtotal Increase - Base Budget Request	\$ 163,050	13.7%

PROPOSED CHANGES

Project Manager/Systems Analyst	146,636	1.0
Share of CWIT Initiatives	60	
Subtotal Proposed Changes	\$ 146,696	

Total Increase FY20 Proposed Budget Request	\$ 309,746	26.1%
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		IT Council Recommendation
Project Manager/Systems Analyst Position	146,636	Yes

CWIT ISF

The proposed budget for the Commission-wide IT Initiatives ISF is presented in two sections: base budget, consisting of on-going software licenses and continuing projects at level funding; and new project initiatives.

The CIO prepared and presented business cases in the effort to provide sufficient information to assist each IT Council member to form an opinion and be able to develop a position on every current and newly developed initiative. IT Council members did not arrive at majority votes to support all initiatives. In light of budget uncertainties and in acknowledgement of IT Council's efforts during the budget review process the CIO chose to bring forward those initiatives that were supported by the majority. Minority opinions are presented in the attachment.



		IT Council Recommendation
<u>Ongoing:</u>		
Microsoft Licenses	1,400,000	
Kronos Cloud Services	120,000	
Adobe Cloud	147,525	
Website License	63,000	
Website Upgrade	20,000	
ERP Enhancements	129,525	
	<u>1,880,050</u>	

New Project Initiatives:**Tier 1**

Microsoft Licenses Upgrade	400,000	Yes
ERP Enhancements	20,475	Yes
Time and Attendance Management	75,000	Yes
Active Directory Phase V	100,000	Yes
Remediation of Security Assessment Findings	150,000	Yes
Budget Software replacement	75,000	Yes
Security Mentoring	55,000	*

Tier 2

ECM Feasibility & Requirements Study	100,000	Yes
Intranet Upgrade	150,000	Yes
	<u>1,125,475</u>	

* Security mentor is a software subscription that was subscribed to Commission-Wide in 2017 on a 3-year agreement. It was funded mid-year from other funding sources. It will be up for renewal in 2020. To achieve most competitive pricing, we anticipate a 3-year agreement as well.

Ongoing Note:

Microsoft sought to have the Commission shift all license purchases away from Microsoft “MS Select” to “Enterprise” and billing it all through the annual Enterprise Agreement “EA”. This approach is acceptable by the Commission as it ensures best prices from Microsoft. In FY18 the Commission spent \$400,000 using “MS Select” while CWIT funded \$900,000 for O365 suite of application licenses, thus putting the total expenditure at \$1.4 million. If departments budgeted the \$400,000, there should be an offsetting reduction in departmental IT budgets.

Descriptions of new project initiatives**Microsoft Licenses Upgrade**

As the CIO and Department representatives review subscriptions ahead of another 3-year EA renewal, license type upgrades and enhanced security features requested by Departments will increase the cost by \$400,000.



ERP Enhancements

Standing Annual budget to Achieve: Transformative Integrations and automation of processes, enhancements business Value Dashboards, and integrations with other systems. The CIO is preauthorized to use towards incremental enhancements and additional features. Additional Modules, upgrades or major enhancements will need to get approved and funded by IT Council.

The business case and requirements were derived from the V10 upgrade projects requirements gathering session. These requirements were vetted and prioritized by Departmental representatives

Time and Attendance Management (Kronos)

Annual Standing budget to Achieve: Enhancements, additional features, and Integration with other systems.

The effort to establish a detailed 3-year enhancements program to achieve cost savings and efficiencies. The Seasonal Payroll Automation (SPA) will set the stage for streamlining business process across the commission. Please attached SPA requirements and Kronos enhancements document. Funding will enable this enhancement program to go forward.

Proposed Enhancements:

- Migrate from hosted environment to Cloud SaaS subscription
- Implement Kronos scheduling module

Active Directory Phase V

The Active Directory Project has uncovered many complexities and challenging problems, this is mostly due to the initial implementation at the department level with no defined path to interconnect with the Enterprise directory.

1. This phase will address legacy systems and applications;
2. assist in resolving technical problems that may require systems customizations and
3. ensure the legacy environment retirement by the end of 2020.

Budget Planning Software

Existing budget planning software is Lawson Budget Planning Software has reached end of life and will lose all support mid-2019. IT Council recommended to begin requirement gathering to replace the existing system in FY19.

Strategic goals and objectives of the Commission:

1. Integration with Infor ERP EFM to achieve unification for easy access and work flow.
2. Improved efficiency/connectivity for Budget System users.
3. Elimination/reduction of manual data input.
4. Minimal custom development needed to meet the Commission business needs.
5. Easy access to data for tracking, reporting and forecasting.

Enterprise Content Management (ECM) - Feasibility & Requirements Study

An Enterprise Content Management (ECM) solution will help the Commission to organize, manage and distribute documents, images, departmental specific information. The project involves conducting a thorough needs assessment and for the Project team to establish a comprehensive inventory of requirements and identify a solution that will store, track, edit, and collaborate on content creation and other information related projects, while maintaining appropriate security levels. The solution will also streamline the life-cycle of information and automates various business processes



using embedded workflows. ECM Key Features: Regulatory Compliance, Access Controls, Document Capture, Archiving & Retention, Document and Content Management, Document Security, Business Process Automation, E-Forms, Electronic Signature, Disaster Recovery.

We currently own multiple variations of ECM yet several Department representatives at multiple levels have stated the need for a comprehensive Enterprise Content Management. If not funded, the technology gap among such variations will not be resolved. Our ability to achieve end-to-end digital transformation will be reduced and with it goes the ability to create effective workflows and automations around it.

Commission Intranet upgrade

- Upgrade of existing Intranet (InSite) to a new supported platform and procure additional resources to automate and improve access to the platform. The project was requested but not funded in FY19. The Platform must be upgraded soon as possible.
- The Intranet platform is at end of life and must move to a supported platform
- The upgrade will allow access to content outside of our network in a secure manner.

IT Council recommended to fund the platform upgrade in FY19 to ensure availability and reliability while a full solution is identified and deployed utilizing FY20 funds.

Remediation of Security Assessment Findings

The Commission Wide IT Security assessment findings need to be addressed. Typically finding will have short term, midterm, and long-term recommendations with associated costs that vary depending on the level of effort and hardware/software modifications driven by the findings.

Funding the identified risks is critical in mitigating the Commission's cyber security risk. We all are responsible for the security of MNCPPC IT systems.

IT Council recommended approaching the Security assessment findings remediation by placing funds in CWIT and also allocate funds at the department level. Remediation administration must be administered within CWIT Initiatives.

Commission website Enhancements

Enhancements to Commission external websites Include:

- Content Management System (CMS) maintenance
- Integration with additional systems (I.E Active Directory)
- ADA Compliance
- Advanced analytics
- Achieve improved accuracy in content by expanding the number of content managers

IT Council recommended to fund the ADA part of the initiative in FY20 and consider additional enhancements for FY21.

**Security Mentoring**

Security Mentoring is an IT security awareness program to educate users on their responsibility to help protect the confidentiality, availability and integrity of the Commission's information. The program also includes Phishing training that teaches employees what phishing is and provides real-world application with simulations and campaigns.

Attachments:

Following are two charts of the departmental impacts by requested CIO initiative and CWIT initiative.

The CIO ISF is funded by charges to the supported departments; if the proposed requests are approved, the budgetary impact on each department is as follows:

CIO Initiatives	
	Project Manager
Prince George's:	
Planning	8,161
Parks	17,171
Recreation	51,545
DHRM	1,143
Finance	1,077
Corporate IT	979
Legal	816
Inspector General	82
	80,974
Montgomery:	
Planning	10,111
Parks	50,516
DHRM	1,416
Finance	1,335
Corporate IT	1,213
Legal	971
Inspector General	101
	65,663
	146,637



The CWIT ISF is funded by charges to the supported departments; if the proposed requests are approved, the budgetary impact on each department is as follows:

CWIT New Initiatives Allocation										
	Microsoft Licenses	Time & Attendance Mgmt	Budget Software	Intranet Upgrade	Active Directory	Security Remediation	ECM	Security Mentor	ERP Enhancements	Total
Prince George's:										
Planning	26,000	5,900	5,840	7,500	3,000	7,500	8,000	2,750	1,590	68,080
Parks	52,000	17,080	17,800	22,500	20,000	26,250	12,000	5,500	4,860	177,990
Recreation	160,000	17,090	17,800	30,000	30,000	26,250	25,000	19,250	4,860	330,250
DHRM	-	-	1,040	7,500	-	7,500	5,000	-	280	21,320
Finance	-	-	920	11,250	-	7,500	5,000	-	250	24,920
Corporate IT	12,800	2,030	320	-	1,500	-	-	1,380	90	18,120
Legal	-	-	380	-	-	-	-	-	100	480
Inspector General	-	-	100	-	-	-	-	-	30	130
CIO	-	-	20	-	-	-	-	-	10	30
	250,800	42,100	44,220	78,750	54,500	75,000	55,000	28,880	12,070	641,320
Montgomery:										
Planning	25,600	4,740	4,460	15,000	9,000	30,000	10,000	5,500	1,220	105,520
Parks	110,800	26,150	23,570	37,500	35,000	30,000	25,000	19,250	6,440	313,710
DHRM	-	-	1,040	7,500	-	7,500	5,000	-	280	21,320
Finance	-	-	920	11,250	-	7,500	5,000	-	250	24,920
Corporate IT	12,800	2,030	320	-	1,500	-	-	1,380	90	18,120
Legal	-	-	380	-	-	-	-	-	100	480
Inspector General	-	-	100	-	-	-	-	-	30	130
CIO	-	-	20	-	-	-	-	-	10	30
	149,200	32,920	30,810	71,250	45,500	75,000	45,000	26,130	8,420	484,230
Total	400,000	75,020	75,030	150,000	100,000	150,000	100,000	55,010	20,490	1,125,550

IT Council complete recommendations

The table below represents positions by IT Council members in the early stages of the budget review process. IT council felt the need to include this table to reflect votes, comments, priorities and concerns brought by individual members. The inclusion will also provide a better look into the initial positions and the manifestation of the final recommendations as shown above. Keep in mind that the Proposed amounts are the original amounts considered by the Committee, as opposed to what is presented as the consensus proposal above.



M-NCPPC Office of the Chief Information Officer

FY20 OCIO Budget

Project	Bud		Priority
ERP Enhancements	FY19 Approved \$129,525	FY20 Proposed \$300,000	1
<p>Standing Annual budget to Achieve: Transformative Integrations and automation of processes, enhancements business Value Dashboards, and integrations with other systems. The CIO is preauthorized to use towards incremental enhancements and additional features. Additional Modules, upgrades or major enhancements will need to get approved and funded by IT Council.</p> <p>The business case and requirements were derived from the V10 upgrade projects requirements gathering session. These requirements were vetted and prioritized by Departmental representatives. Funding is essential so the implementation of these priorities will gets started.</p>			

Project	Budget		Priority
Time and Attendance Management (Kronos)	FY19 Approved \$0	FY20 Proposed \$150,000	1
<p>Annual Standing budget to Achieve: Enhancements, additional features, and Integration with other systems.</p> <p>The effort to establish a detailed 3-year enhancements program to achieve cost savings and efficiencies. The Seasonal Payroll Automation (SPA) will set the stage for streamlining business process across the commission. Please attached SPA requirements and Kronos enhancements document. Funding will enable this enhancement program to go forward.</p> <p>Proposed Enhancements:</p> <ul style="list-style-type: none"> • Migrate from hosted environment to Cloud SaaS subscription • Implement Kronos scheduling module • EAM integration 			
IT Council Majority Support: Yes, While lowering the budget ask to \$75,000			
IT Council Member	Vote	Comments	Vote
Tanya Stern	No	ERP implementation is still underway and not completed. Don't know yet what requirements will be needed. Project description identifies this project as intended to address any issue that primarily affects Prince Georges Parks and Recreation. Funds should be requested from that agency if this is a priority need in	
Mitra Pedoeem	No	The same comments per Tanya. In addition, EAM integration is funded thru EAM. My EAM staff are not aware of this project.	
Jim Cannistra	Yes*	*Approve at \$60,000. Focus should be on defining requirements for next stage of development.	



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Darin Conforti	No	No for FY20. This request should be revisited once the automation of the B2 payroll project is completed.	Med
Bill Spencer	Yes	Current manual system is inefficient, labor intensive and ineffective in capturing critical time and scheduling information for multiple positions. Critical rules need to automate.	1
Joe Zimmerman	Yes	Let's go ahead with proposed projects until budgets are reviewed by Planning Boards	1
Mazen Chilet	Yes		1

Project	Bud		Priority
Active Directory Phase V	FY19 available funds	FY20 Proposed \$ \$100,000	1
<p>The Active Directory Project has uncovered many complexities and challenging problems, this is mostly due to the initial implementation at the department level with no defined path to interconnect with the Enterprise directory.</p> <ul style="list-style-type: none"> This phase will address legacy systems and applications. Assist in resolving technical problems that may require systems customizations Ensure the legacy environment retirement by the end of 2020. <p>If not funded, remaining legacy systems will remain in the old AD environment. The old environment has structural issues and increased security risks and therefore cannot stay online open-endedly.</p>			
IT Council Majority Support: Yes			
IT Council member	Vote	Comments	Priority
Tanya Stern	Yes**	<p>NOTE: Spreadsheet and project description document requests \$100,000, not \$150,000 noted above.</p> <p>**Requested funding should be reduced to \$50,000. Addressing legacy systems should be conducted by working with the vendor for each rather than doing it through the Active Directory consultant. Additionally, this could have been</p>	



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FY20 OCIO Budget

Mitra Pedoeem	Yes *	The same above note *vote for \$50k for integrating the work with the departments to bring their legacy systems to the new AD environment.	2
Jim Cannistra	Yes	Approve at requested amount. Depts. should also budget funds to address internal legacy applications.	
Darin Conforti	Yes		High
Bill Spencer	Yes		
Joe Zimmerman	Yes	Let's go ahead with proposed projects until budgets are reviewed by Planning Boards	1
Mazen Chilet	Yes		1



Project	Budget		Priority
D/EPM implementation	FY19 Approved \$0	FY20 Proposed \$75,000	1

Dynamic Enterprise Performance Management (D/EPM) implementation

Expected Benefits:

Strategic goals and objectives of the Commission:

1. Replace the existing version of Lawson Budget Planning (LBP) with the new D/EPM from Infor or Select a different application.
2. Integration with Infor ERP EFM to achieve unification for easy access and work flow.
3. Improved efficiency/connectivity for Budget System users.
4. Elimination/reduction of manual data input.
5. Minimal custom development needed to meet the Commission business needs.
6. Easy access to data for tracking, reporting and forecasting.
7. Transfer of knowledge from the Consultant to the Commission Project Team
9. Members to ensure long-term in-house application support.

IT Council Majority Support: Yes, rename project to Budget Planning Software, work committee member and Corporate Budget Manager to identify a suitable solution

IT Council Member	Vote	Comments	Priority
Tanya Stern	No	This proposed project and the identified platform need further discussion and vetting. The identified platform is for financial and insurance companies. Need further analysis as to why this platform would be beneficial for the Commission's needs.	
Mitra Pedoeem	No	First time heard of this. The same comments per Tanya	
Jim Cannistra	No	This project has not been discussed with CTO or IT Council previously.	
Darin Conforti	Yes	The current LBP is inadequate. A full scale needs assessment and needs requirements must be done to bring the Commission's budgeting into the 21 st century.	High
Bill Spencer	Yes		1
Joe Zimmerman	Yes	Let's go ahead with proposed projects until budgets are reviewed by Planning Boards	1
Mazen Chilet	Yes		1



Project	Budget		Priority
Enterprise Content Management (ECM)	FY19 Approved \$0	FY20 Proposed \$200,000	1
Enterprise Content Management (ECM) Feasibility & Requirements Study <p>An Enterprise Content Management (ECM) solution will help the Commission to organize, manage and distribute documents, images, departmental specific information. The project involves conducting a thorough needs assessment and for the Project team to establish a comprehensive inventory of requirements and identify a solution that will store, track, edit, and collaborate on content creation and other information related projects, while maintaining appropriate security levels. The solution will also streamline the life-cycle of information and automates various business processes using embedded workflows. ECM Key Features: Regulatory Compliance, Access Controls, Document Capture, Archiving & Retention, Document and Content Management, Document Security, Business Process Automation, E-Forms, Electronic Signature, Disaster Recovery.</p> <p>We currently own multiple variations of ECM yet several Department representatives at multiple levels have stated the need for a comprehensive Enterprise Content Management. If not funded, the technology gap among such variations will not be resolved. Our ability to achieve end-to-end digital transformation will be reduced and with it goes the ability to create effective workflows and automations around it.</p>			
IT Council Majority Support: Yes, while lowering the priority to 2			
IT Council Member	Vote	Comments	Priority
Tanya Stern	Yes**	<p>NOTE: Project description document lists \$150,000 for this proposal, not \$200,000 listed above. This project also is not listed in the spreadsheet transmitted on 9/10/18.</p> <p>**Previous discussions about this project with department leadership determined that the scope should be about looking at a way for existing department content management systems to be integrated/communicate across systems, not replace them with one enterprise system. Recommend project funding be reduced to \$50,000.</p>	
Mitra Pedoeem	Yes, reduced \$50k	The same note and comments by Tanya	2
Jim Cannistra	Yes	There will be Departmental benefits even if an enterprise solution is not adopted. Study should focus on Departmental and enterprise needs.	
Darin Conforti	Yes	A needs assessment must be undertaken to define the goals and functional requirements for an enterprise ECM.	Med
Bill Spencer	Yes	The competing needs of the Commission are vast. I agree with the vision but believe this is a lower priority.	3



M-NCPPC Office of the Chief Information Officer

FY20 OCIO Budget

Joe Zimmerman	Yes	Let's go ahead with proposed projects until budgets are reviewed by Planning Boards	1
Mazen Chilet	Yes		1
Project	Budget		Priority
IT Policies and Standard	FY19 Approved \$0	FY20 Proposed \$50,000	2
<p>The development of IT Policies and Standard Operating Procedures for Enterprise IT.</p> <p>The successful development of IT and information management policies and Standard Operation Procedures demands dealing with the effort as a project.</p> <ul style="list-style-type: none"> Commission Wide policies and related procedures to govern IT infrastructure and information exchange. <p>If not funded, the lack of IT policies and standards could result in unintentional and a recurrence of old and problematic practices by IT groups</p>			
IT Council Majority Support: No			
IT Council Member	Vote	Comments	Priority
Tanya Stern	No	Produce in-house in collaboration with department CTOs and CIOs.	
Mitra Pedoeem	No	The same comments per Tanya	
Jim Cannistra	No	Task should be completed by internal CIO staff.	
Darin Conforti	No	The CIO's should propose a list of policies and procedures that need to be developed before seeking the funding to develop	low
Bill Spencer	Yes		2
Joe Zimmerman	Yes	Let's go ahead with proposed projects until budgets are reviewed by Planning Boards	2
Mazen Chilet	Yes		2



M-NCPPC Office of the Chief Information Officer

FY20 OCIO Budget

Project	Budget		Priority
Commission Intranet upgrade	FY19 Approved \$0	FY20 Proposed \$150,000	1
<ul style="list-style-type: none"> Upgrade of existing Intranet (InSite) to a new supported platform and procure additional resources to automate and improve access to the platform. The project was requested but not funded in FY19. The Platform must be upgraded soon as possible. The Intranet platform is at end of life and must move to a supported platform The upgrade will allow access to content outside of our network in a secure manner. <p>Funding is needed to upgrade platform and CMS tool in order to mitigate the risk posed by the existing platform, as time goes by the risk increases significantly</p>			
IT Council Majority Support: Yes			
IT Council Member	Vote	Comments	Priority
Tanya Stern	No	This updated project description does not reflect what was discussed at the 9/14/18 IT Council meeting—this project should be scoped as a Needs Assessment to identify the Commission’s needs for an Intranet functionality and a potential solution based on the Needs Assessment. Project description document also emphasizes desired enhancement and does not reference the platform no longer being supported until later as a brief mention. Additionally, this could be combined with a modified scope for ECM, since current Intranet functions as a content	
Mitra Pedoeem	No	The same comments per Tanya	
Jim Cannistra	Yes*	*Approve at 100K level versus 150K requested. Initial project should focus on migration to a new platform and requirements / design.	
Darin Conforti	Yes	A needs assessment and functional requirements need to be conducted to determine the best modality for the internal communication of Commission news, policies, procedures, and other essential business information.	Med
Bill Spencer	Yes	End of life requires immediate attention for dissemination of Commission-wide critical information.	1
Joe Zimmerman	Yes	Let’s go ahead with proposed projects until budgets are reviewed by Planning Boards	1
Mazen Chilet	Yes		1



Project	Budget		Priority
Remediation of Security Assessment Findings	FY19 Approved \$0	FY20 Proposed \$300,000 *	2 ‡
<p>The Commission Wide IT Security assessment findings need to be addressed. Typically finding will have short term, midterm, and long-term recommendations with associated costs that vary depending on the level of effort and hardware/software modifications driven by the findings.</p> <p>Findings and corrective action can be funded either through CWIT or by departments paying into a “Security Assessment remediation fund during the budget year). Regardless of the funding methodology, remediation administration must be done within CWIT Initiatives.</p> <p>If not funded, the identified risks will go un-resolved and could potentially increase our cyber security risk. We all are responsible for the security of MNCPPC IT systems.</p> <p>* Estimated, since the assessment has not concluded yet.</p> <p>‡ Allocating funds to for Security assessment finding remediation is a priority 1, however placing the funds in CWIT is Priority 2. In other words, the funds can be allocated within the departments’ budgets.</p>			
IT Council Majority Support: Yes, Reduce to \$150,000			
IT Council Member	Vote	Comments	Priority
Tanya Stern	No	Assessment is still underway and not completed. Will produce a findings report that will identify recommended and prioritize issues to remediate and associated estimated costs. Commission should wait until the Assessment is completed and recommended next steps are identified. Use existing FY9 budget to address any issues by the Assessment that need to be remediated during the current fiscal year.	
Mitra Pedoeem	No	The same comments per Tanya	
Jim Cannistra	Yes	Allocation of resources is dependent on results of ongoing security assessment. Approval of expenditures should be based on the review of the results.	
Darin Conforti	Yes		high
Bill Spencer	Yes		2
Joe Zimmerman	Yes	Let’s go ahead with proposed projects until budgets are reviewed by Planning Boards	2
Mazen Chilet	Yes		2



M-NCPPC Office of the Chief Information Officer

FY20 OCIO Budget

Project	Budget		Priority
Commission website Enhancements	FY19 Approved \$60,000	FY20 Proposed \$60,000	1
<p>Enhancements to Commission external websites.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Content Management System (CMS) maintenance • Integration with additional systems (I.E Active Directory) • ADA Compliance • Advanced analytics • Achieve improved accuracy in content by expanding the number of content managers <p>If not funded, the attached requirements cannot be achieved. We are not expected to have major enhancement for the following 3 years.</p>			
IT Council Majority Support: Yes – reduce to \$20,000			
IT Council Members	Vote	Comments	Priority
Tanya Stern	Yes**	**Change budget to \$20,000 and include only ADA compliance in the scope. Other items are nice to have and project description did not articulate critical need to complete them in FY20.	
Mitra Pedoeem	Yes, reduced amount	There is a \$60 in the base budget for FY20. Approve an additional \$20k for ADA compliance	1
Jim Cannistra	Yes	Most of the focus should be on achieving ADA compliance.	
Darin Conforti	Yes	In concept, I support this because although the web was recently upgraded, it is not being fully utilized. Before additional funds are spent, the Commission needs to undertake a strategic plan for its web presence and the administrative resources necessary to support it	Med
Bill Spencer	Yes	Websites that are non-ADA compliant can lead to costs equal to or more than request, as a result of EEOC Settlement Agreement/Consent Decree. Perhaps 50% of request to address compliance issue.	2
Joe Zimmerman	Yes	Let's go ahead with proposed projects until budgets are reviewed by Planning Boards	1
Mazen Chilet	Yes		1



OCIO Proposed FY20 Positions

Position	Budget		Priority
Contracts Manager	FY19 Approved N/A	FY20 Proposed \$145,000	2
<ul style="list-style-type: none"> This position will manage all OCIO and Corporate IT Contracts, currently exceeding \$2.8m Manage and control the cost on ever \$2 million in contracts. Work with service providers, internal departments to ensure accurate invoicing and billing This position will ensure compliance and prevent overpayments. 			
IT Council Majority Support: No			
IT Council Member	Vote	Comment	Priority
Tanya Stern			
Mitra Pedoeem	No		
Jim Cannistra	No		
Darin Conforti			
Bill Spencer			
Joe Zimmerman	Yes		
Mazen Chilet	Yes		



Position	Budget		Priority
Project Manager/Business Analyst	FY19 Approved - N/A	FY20 Proposed \$158,000	1
<ul style="list-style-type: none"> • Since its foundation, the PMO has been through an extremely demanding period for project management expertise. • The new position will reduce the need to hire consultants to assist with managing projects. • The PM will assist in successful project management and cost control. 			
IT Council Majority Support: Yes, Position-adjusted Salary is \$146,638			
IT Council Member	Vote	Comment	Priority
Tanya Stern			
Mitra Pedoeem	No		
Jim Cannistra	No		
Darin Conforti			
Bill Spencer			
Joe Zimmerman	Yes		
Mazen Chilet	Yes		



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Montgomery County Department of Parks
Montgomery County Planning Department

MCPB Date: 10/11/18
Agenda Item #6

MEMORANDUM

DATE: October 4, 2018

TO: Montgomery County Planning Board

VIA: Mike Riley, Director of Parks *MR*
Gwen Wright, Planning Director *GW*
Mitra Pedoeem, Deputy Director of Administration, Department of Parks *Mitra Pedoeem*
Tanya Stern, Deputy Director, Planning Department *Tanya Stern*

FROM: Jim Poore, Chief, Facilities Management Division (Parks) *JP*
Karen Warnick, Chief, Management Services Division (Planning) *KWarnick*
Shuchi Vera, Chief, Management Services Division (Parks) *S.V.*
Nancy Steen, Budget Manager, Management Services Division (Parks) *Nancy C. Steen*

SUBJECT: Operating Budget Impact for the Wheaton Headquarters Building

Staff Recommendation

Approval of the Operating Budget Impact (OBI) for the Wheaton Headquarters Building (Wheaton HQ).

Background

The Wheaton HQ will consolidate the Montgomery Parks and Planning Departments from three office facilities into one new joint headquarters, as well as house several County departments and agencies. The Wheaton HQ, designed as a Class A, LEED-Platinum facility, will be located at a prime Metro-accessible site to help spur additional investment in the Wheaton Central Business District. This 14-floor, 308,000 square foot building, which will be owned by M-NCPPC, will accommodate nearly 1,000 staff, including approximately 360 M-NCPPC staff. All the staff moving into this building will be relocated from existing government-owned or leased property. Since M-NCPPC will be the owner of the building, the Commission will need to include funding for the maintenance and operation of the building in our budget. The Wheaton HQ is currently under construction and scheduled to be completed in spring 2020; therefore, we will need to include OBI costs for the building beginning in the FY20 budget.

Research

A committee comprised of staff from both Parks and Planning was convened to calculate the OBI for the new building. We began the research process in 2017 by hiring MBP, a premier construction management firm, to provide a cost estimate for operations and maintenance based on the current building plans and specifications at the time. MBP provided a detailed cost estimate (Appendix A) based on several different industry references and data sets and "...probable operations, maintenance, and repair costs that are expected in the Washington D.C. area."

The committee also conducted our own benchmarking against similar size and type office buildings in the local area. While it was challenging to obtain a complete set of maintenance costs for specific and existing government office buildings, we were able to obtain this data from the property owner of a Class A building in Bethesda that is nearly identical in size (309,000 square feet) to the Wheaton HQ.

We also ran our specifications through a cost modeling tool managed by CBRE Group, a commercial real estate services firm that is the largest company of its kind in the world. They have an expansive cost library that utilizes current maintenance and operation costs of different types of buildings across the world. After plugging in location, type of building, service levels for tasks and several other criteria specific to the Wheaton HQ, the CBRE model provided us with a cost estimate based on actual costs for similar type buildings in the local area.

The committee also consulted with Stonebridge Carras, a real estate development firm based in the Washington DC area for affirmation of our assumptions and cost models. They provided estimated square foot costs that were very similar to our proposed costs. The committee has a meeting scheduled for October 9, 2018 with an asset manager at Foulger-Pratt, another real estate development firm based in the Washington DC area. We will update the Planning Board on the outcome at the October 11th Planning Board meeting.

The committee felt MBP's cost per square foot (PSF) estimate was too high at \$20.89 for the first year and decided that it would not be a feasible budget request. After careful analysis and consultation, we decided to use the CBRE model as the basis for most of our cost analysis because it is comprehensive and based on a dataset that includes actual costs of current government buildings in the Washington D.C. region.

Using the CBRE model, the cost PSF estimate is \$10.77, which does not include capital improvement costs of \$2.85 PSF. In addition, we are proposing to add two Park Police positions that will provide security for the building, increasing the cost PSF to \$11.42. Montgomery County's Office of Management and Budget (OMB) uses a standard OBI cost of \$8.44 PSF for new county buildings, which is lower than the cost PSF of \$11.42 that we are proposing. We feel strongly that the Wheaton HQ requires more funding than the typical county building for several reasons, as noted below. **The itemized PSF costs for the Class A building in Bethesda mentioned earlier are in line with the PSF costs that we are proposing.**

FY20 Budget Proposal and Supporting Analysis

In preparing the estimated budget for the operation and maintenance of the Wheaton HQ, the committee took several factors into consideration including the unique characteristics of the new building and the one-time costs associated with the building completion and operation. In determining the operating budget impact for the new building, we calculated the full cost for operating and maintaining the new building and then subtracted out the current cost for the buildings being vacated (MRO, Parkside HQ, and Hillandale Park Office Building).

Unique Characteristics

The Wheaton Headquarters building will have unique characteristics very different from typical County office buildings and existing M-NCPPC office facilities. These characteristics include:

1. It is a 14-floor building that will be larger in size than our existing office facilities and will have a lot of anticipated use and foot-traffic on all levels. The square footage of our current three buildings is 74,000 sf. M-NCPPC's portion of the new building is 133,000 sf. This is an increase of 59,000 sf or 80% over our current facilities.

2. It is a building that will have many specialized maintenance systems/requirements including two banks of elevators (8 elevators total) and the need for a dedicated building engineer to ensure the building maintains a high level of environmentally sustainable operations;
3. The building will have dedicated security staff and concierge services and will have unique security concerns, such as retail on the first floor, a day-care operation on the third floor, and varying levels of security on the other floors; and
4. It will have a 300-person, state-of-the-art auditorium to serve the M-NCPPC Planning Board, the Montgomery Parks and Planning Departments, County agencies in the building, and the community at large. The current MRO auditorium seats 100.

Operating and maintaining a new highly sustainable and multi-agency Class A headquarters that is also intended to serve as a catalytic economic generator in the Wheaton community will require a higher level of annual funding beginning in FY20 and into the future to protect the County's and the Commission's long-term investment.

There are also one-time costs that impact the entire building and some that impact only M-NCPPC. Without these other costs, the approximate annual operation and maintenance cost to service the entire building for all occupants is estimated at \$3.5M. See Appendix B for the cost breakdown. The annual operation and maintenance cost will be shared by each tenant based on the percentage of space occupied by the tenant plus a commensurate share of the common area. This breakout is: M-NCPPC = 43%, Montgomery County Government = 53%; and Retail = 4%. The cost portion for M-NCPPC and Montgomery County Government will be substantially less after subtracting the maintenance expenses incurred at the current facilities.

One-Time Costs

In addition to the annual building-wide operation and maintenance cost of \$3.5M, there are several one-time expenses, related to building completion and occupation, that would occur only in FY20. These costs are summarized below:

One-Time Wheaton HQ OBI Expenses

M-NCPPC's portion of the Wireless Network	\$129,000
Moving Expenses for Specialized IT Equipment	\$200,000
Networking Engineering Consultant	\$250,000
M-NCPPC's portion of Auditorium A/V system	\$800,000
TOTAL One-time costs for M-NCPPC (FY20)	\$1,379,000

Wireless Network Installation

There is a one-time fee totaling approximately \$300,000 for the installation of the wireless network for the entire building that will need to be shared by all occupant agencies. M-NCPPC's portion of the cost is \$129,000. This wireless network will service both County and M-NCPPC staff in the building as well as provide free public wireless access for building guests.

Moving Expenses for the IT Equipment

There is a one-time cost of \$200,000 for moving the network components, servers, storage hardware, cables and racks, etc. from MRO to Wheaton HQ. The assembly and reassembly of these specialized components is not included in the MCDOT moving allocation.

Networking Engineering

There is a one-time cost of \$250,000 for a network engineering consultant to ensure the network is designed and implemented correctly in both the Takoma Park Data Center and Wheaton HQ. This includes the hardware and software.

Wheaton HQ Auditorium

There is a one-time cost to create and install a state-of-the-art, integrated and user-friendly audio-visual system to support the new larger, 300-seat auditorium, which will serve the M-NCPPC Planning Board, the Montgomery Parks and Planning Departments, County agencies in the building, and the community at large. The turnkey auditorium space provided with the building construction will only include the conduit for fibernet connections, fixtures for in-room speakers, power for lighting, and power and network floor boxes. The total cost for the auditorium's audio-visual system, including equipment purchase and procurement of a vendor to design and install the system, is \$1 million. MCDOT currently has \$200,000 set aside in the project budget for M-NCPPC use for unspecified Auditorium A/V equipment. All other A/V equipment and integration services will be the responsibility of M-NCPPC. M-NCPPC is requesting \$800,000 in FY20 to complete this project. Appendix C has complete information regarding the background, needed equipment, and cost for the auditorium technical fit-out.

M-NCPPC Share of OBI

The operation and maintenance costs associated with the buildings currently occupied and being vacated by the M-NCPPC and the County will be used towards covering the annual cost for the Wheaton HQ, substantially reducing the annual OBI cost portion per agency. The M-NCPPC has requested, but not yet received, complete information on these expenses currently incurred by the County; therefore, we cannot provide a true (net) OBI. For the three office buildings currently occupied by the M-NCPPC (MRO, Parkside HQ, and Hillandale Park Office Building), the total expenses that can be used to mitigate the operation and maintenance costs for the new Wheaton HQ is approximately \$1M.

Additionally, M-NCPPC will begin providing multi-modal transportation stipends to all Commission employees housed in the Wheaton HQ to help reduce, but not necessarily completely cover, the cost of commuting to the new headquarters. M-NCPPC employees working at the Wheaton HQ would be able to apply this stipend towards the transportation mode of their choice for their commutes, including Metrorail and Metrobus, the MARC commuter train, biking or vehicle parking. The requested stipend equates to \$100 per month per employee less the current amount budgeted for the transit subsidy for Planning Department employees who used public transit to commute to MRO. M-NCPPC is not scheduled to move to the new building until the summer of 2020 and, as such, the stipend will start in FY21. If M-NCPPC does move to Wheaton HQ in the last few months of FY20, we will offset the new transportation stipend with the current budgeted employee transit subsidy and absorb the remaining amount with year-end savings, if available.

The M-NCPPC's portion of the annual building cost is approximately \$1.5M of the \$3.5M total for the entire building. After adding funds for employee transportation stipends (approximately \$334K annually), the on-going cost for M-NCPPC is estimated to be \$1.8M per year. After subtracting the \$1M per year that we are currently paying to occupy and operate three office buildings, the net annual OBI for M-NCPPC is estimated at \$826K. This does not include the one-time OBI costs of \$1,379,000 that would only occur in FY20.

Because the Wheaton HQ is expected to open in spring 2020, we are assuming that we will need to cover operating and maintenance expenses for two months in FY20 before the full annual OBI will be needed beginning in FY21. There will be a short period of time when we will assume ownership of Wheaton HQ while still occupying our current buildings. During this time, we will be paying for current expenses as well as certain expenses to initiate the occupation of Wheaton HQ, including one-time costs. **For M-NCPPC, the OBI for FY20 is estimated at \$1,649K, which includes all one-time costs.**

The unscheduled maintenance and repair costs will be ramped up over two years (30% in FY21 and 100% in FY22) since most of the building systems will be under warranty for the first year. There will be a decrease of \$1,034K in OBI in FY21 as one-time costs will be removed and current building expenses will help off-set the expenses for the Wheaton HQ.

The on-going OBI beginning in FY22 is approximately \$829K. The FY22/on-going expense estimates will be re-examined as we move forward with the operation of the building. These OBI amounts will be split between the Park and Administration funds.

	FY20 ¹	FY21	FY22/On-going
One Time Costs	\$1,379K	\$0	\$0
Operating Maintenance ²	\$187K	\$1,119K	\$1,119K
Unscheduled Maintenance/Repair & Replace ³	\$0	\$131K	\$305K
Security (Park Police) ⁴	\$83K	\$86K	\$86K
Transportation Stipend ⁵	\$0	\$334K	\$334K
Current Building Expenses (MRO, Parkside, Hillandale)	\$0	\$(1,018K)	\$(1,018K)
TOTAL Shared by Park and Planning	\$1,649K	\$615K	\$829K

1. FY20 Operating Maintenance and Security are for 2 months
2. Operating Maintenance includes preventative maintenance, custodial, pest control, utilities, management, refuse and recycling.
3. Unscheduled Maintenance/Repair & Replace – for unanticipated service calls and major replacement. Budget = 0% in FY20, 30% in FY21, and 100% in ongoing years.
4. FY20 Park Police amount includes salaries/benefits for 2 months plus one-time costs for vehicles, weapons, and uniforms. This is a common area expense shared between M-NCPPC, MC government agencies, and retail.
5. Transportation stipend = \$100 per month per employee less the amount currently in Planning's budget for the employee transit subsidy. M-NCPPC is not scheduled to move to the new building until the summer of 2020 and, as such, the stipend will start in FY21.

Next Steps

1. Request that OMB provide us with their current building expenses so that we can calculate an accurate OBI for the Wheaton HQ.
2. Create a funding mechanism that will allow County occupants to pay into a shared Internal Service Fund that will be managed by the M-NCPPC.
3. Formulate bid to bring on board a building management company that would oversee most of the building operations.

www.mbpce.com



SC WHEATON OFFICE BUILDING

Annual Operation, Maintenance, & Repair Estimate

Prepared for:

Maryland-National Capitol Park and Planning Commission
6611 Kenilworth Avenue
Riverdale, MD 20737





C O N T E N T S

SUMMARY 3

BASIS OF ESTIMATE 4

ESTIMATE DETAIL A



SUMMARY

MBP has prepared the enclosed Annual Operation, Maintenance, and Repair cost estimate for Maryland-National Capital Park and Planning Commission (M-NCPPC). This maintenance estimate represents our professional opinion of the estimated total building systems maintenance and repair costs and building operational costs for the SC Wheaton Office Building (Project) for the study period of the first five years of operation following construction substantial completion.

Based on the plans and specifications made available to MBP, it is MBP's opinion that the estimated yearly operational and maintenance cost averaged across the first five years of operation of the Project is \$7,424,568 per year.

OPERATIONS / MAINTENANCE / REPAIR - SUMMARY						
Component Area	OPERATION / MAINTENANCE / REPAIR COST					TOTAL
	Year 1	Year 2	Year 3	Year 4	Year 5	Years 1-5
<u>OVERALL BUILDING, LOBBY, and CORE AREAS</u>						
Maintenance & Repair Items	\$ 288,978	\$ 410,579	\$ 422,809	\$ 455,121	\$2,423,177	\$ 4,000,664
Operations & Service Items	\$ 501,136	\$ 521,202	\$ 540,230	\$ 559,280	\$ 578,353	\$ 2,700,202
SUB-TOTAL	\$ 790,114	\$ 931,782	\$ 963,039	\$1,014,401	\$3,001,530	\$ 6,700,866
<u>M-NCPPC INTERIOR SPACE</u>						
Operations & Service Items	\$2,253,312	\$2,343,553	\$2,428,495	\$2,513,549	\$2,598,718	\$ 12,137,628
SUB-TOTAL	\$2,253,312	\$2,343,553	\$2,428,495	\$2,513,549	\$2,598,718	\$ 12,137,628
<u>TENANT SPACE</u>						
Operations & Service Items - County Tenant Space	\$3,013,736	\$3,134,430	\$3,248,038	\$3,361,795	\$3,475,706	\$ 16,233,705
Operations & Service Items - Retail Tenant Space	\$ 235,159	\$ 244,572	\$ 253,675	\$ 262,784	\$ 271,901	\$ 1,268,091
Operations & Service Items - DaycareSpace	\$ 145,244	\$ 151,060	\$ 156,567	\$ 162,080	\$ 167,600	\$ 782,551
SUB-TOTAL	\$3,394,139	\$3,530,062	\$3,658,279	\$3,786,659	\$3,915,207	\$ 18,284,347
TOTAL - ANNUAL O/M/R COSTS	\$6,437,566	\$6,805,397	\$7,049,813	\$7,314,610	\$9,515,455	\$ 37,122,841
COST/GSF	\$ 20.89	\$ 22.08	\$ 22.88	\$ 23.74	\$ 30.88	\$ 120.46

This 98% estimate of design operational and maintenance cost is a professional opinion of fair market value. The opinion of the probable costs is made on the basis of the experience and professional judgment of MBP's cost estimators to reflect fair market value. As MBP has no control over, among other things, the cost of labor, materials, equipment, the contractor's method of determining cost, or fluctuations in the market, MBP cannot warrant or in any way guarantee that actual operation, maintenance, and repair costs will not vary from this estimate.

The MBP point of contact for this estimate is Carlos Sanchez at csanchez@mbpce.com or 410-715-9462.

BASIS OF ESTIMATE

Contract Documents

This cost estimate is based on the SC Wheaton Office, LLC 50% Construction Drawings dated June 3, 2016, and Project Manual dated June 3, 2016, as well as discussions with, and data provided by, M-NCPPC staff personnel.

During the review of the contract documents, we found maintenance costs stipulated to be included in the contractor proposals for certain divisions of work. Costs for the following items were not included in the estimate for the noted warranty periods:

1. Section 14 21 00 Traction Elevators: 1 year warranty
2. Section 26 32 13 Engine Generators: 1 year warranty
3. Section 28 31 11 Addressable Fire Detection and Alarm System: 1 year warranty
4. Section 32 97 50 Green Roof Planting: 1 year warranty

Location

The pricing in the estimate reflects the probable operations, maintenance, and repair costs that are expected in the Washington, D.C. area.

Rate of Escalation

For the purpose of this cost estimate, MBP included an average annual 4% price escalation of the estimated costs. MBP has assumed a construction substantial completion date of September 1, 2019, therefore escalated the costs from the estimate pricing effective date of March 2017, by 10% to September 2019, with an additional 4% escalation each subsequent year.

Escalation of construction costs includes factors for material and labor inflation, price fluctuations, scarcity of supplies, market influences, competition, and other causes. The escalation rate in a cost estimate is, at best, a prediction of the future based on recent construction market conditions and economic forecasts. To forecast the effect of cost escalation on a project, MBP reviews industry journals and sources such as the Bureau of Labor Statistics, RS Means, the Associated General Contractors of America (AGC), *Engineering News Record (ENR)*, and McGraw-Hill Construction. Political and market conditions can have a sudden and significant impact on the rate of positive or negative escalation. In cases of significant changes in market conditions or the political climate, the basis of the escalation rate should be re-evaluated.

Maintenance & Repair/Replacement Costs

Maintenance and repair/replacement costs were estimated for major building system components. The maintenance tasks were identified based primarily on data contained within "The Whitestone Facility Maintenance and Repair Cost Reference," Whitestone Research; "R.S. Means Facilities Maintenance and Repair Cost Data," Reed Construction Data; "Life Cycle Costing for Facilities," Dell'Isola/Kirk; as well as discussions with equipment manufacturers, contractors, and material suppliers. Where available, quotes from local vendors were used during the preparation of the estimate. The estimate includes all costs for maintenance and repairs if performed as recommended by the material and equipment manufacturers. Where indicated in the estimate, the costs are based on gross square feet (GSF) of the building.

The building systems analyzed for maintenance and repair/replacement costs include:

- Vegetative Green Roof
- Glazing
- Elevators
- Mechanical Equipment and Systems
- Electrical Equipment and Systems
- Plumbing Equipment and Systems
- Fire Alarm Systems
- Fire Protections Systems

Operations Costs

Operations and service costs were estimated for the Project. The operation tasks were identified based primarily on data contained within "The Whitestone Facility Operations Cost Reference," CBRE/Whitestone; as well as discussions with building management companies and service vendors. Where indicated in the estimate, the costs are based on gross square feet (GSF) of the building.

For the purposes of this study, facility operations include:

- Custodial Services
- Maintenance and Repair
- Building Management
- Energy/Utility Costs
- Pest Control
- Refuse Services
- Security Services
- Telecommunication Services
- Water and Sewer Service
- Costs for the above listed items are also included for the Daycare Area

The following items are excluded from the cost estimate:

- Real Estate Taxes
- Site and Grounds/Landscaping
- Interior Plantings and Maintenance of Interior Plantings
- Tenant-Related Improvements
- Daycare Administration and Staffing, Equipage, Furniture, Build-Out, or other costs associated with the provision of Daycare Services

Energy Costs

MBP used Lawrence Berkely National Laboratory's Building Performance Database (BPD) to generate a rough order of magnitude estimate of the energy use expected by the SC Wheaton Office Building. The dataset used for this estimate includes 305 buildings in climate zone 4A, greater than 150,000 gross square feet, and with similar expected uses to the SC Wheaton Office Building.

Table 1 shows the estimated whole building energy cost for five years, assuming a starting average energy cost of \$0.123/kWh and 2% energy cost escalation. The dataset produces a 95% confidence interval between the high and low estimates. Actual building energy use depends on many factors, including: the

final design of the facility, operations and maintenance of systems and equipment, set points and sequences, amount of building that is leased and occupied, type of use in those leased spaces, weather, and other factors. Additional considerations include the type of lease planned for additional tenants. Current thinking in the sustainable real estate field is that tenants should be responsible for their energy use and have visibility into that use.

The design for the Wheaton Building includes many high performing and energy efficient features, such as the geo-exchange water loop, PV system, and low temperature variable air volume approach. Thus, MBP recommends budgeting for the "Total Energy Cost (Low)," scenario in Table 1, which returns an estimated cost of \$2.36 per gross square foot for Year 1.

Table 1: Estimated Whole Building Energy Cost

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Total Energy Cost (High)	\$945,316	\$983,507	\$1,003,177	\$1,023,241	\$1,043,705
Total Energy Cost (Low)	\$727,782	\$757,184	\$772,328	\$787,774	\$803,530



ESTIMATE DETAIL

SC WHEATON OFFICE BUILDING

Maryland-National Capital Park and Planning Commission
Statement of Probable Annual Facility Operation, Maintenance, & Repair Cost
98% Estimate
Estimate Date: April 3, 2017



OPERATIONS / MAINTENANCE / REPAIR - SUMMARY

Uniformat / Component	GSF	OPERATION / MAINTENANCE / REPAIR COST					TOTAL Years 1-5
		Year 1	Year 2	Year 3	Year 4	Year 5	
OVERALL BUILDING, LOBBY, and CORE AREAS							
B20 EXTERIOR ENCLOSURE	308,169	\$ 91	\$ 95	\$ 99	\$ 326	\$ 53,399	\$ 54,010
B30 ROOFING	308,169	\$ 1,944	\$ 11,025	\$ 11,449	\$ 11,873	\$ 16,986	\$ 53,277
C10 INTERIOR CONSTRUCTION	22,448	\$ -	\$ -	\$ -	\$ 12,735	\$ 9,971	\$ 22,707
C30 INTERIOR FINISHES	22,448	\$ -	\$ -	\$ -	\$ -	\$ 1,871,482	\$ 1,871,482
D10 CONVEYING	308,169	\$ 1,155	\$ 69,312	\$ 71,978	\$ 74,643	\$ 77,309	\$ 294,397
D20 PLUMBING	308,169	\$ 6,512	\$ 10,851	\$ 7,707	\$ 11,686	\$ 10,173	\$ 46,929
D30 HVAC	308,169	\$ 264,950	\$ 275,548	\$ 286,146	\$ 296,744	\$ 312,126	\$ 1,435,514
D40 FIRE PROTECTION	308,169	\$ 10,539	\$ 37,083	\$ 38,509	\$ 39,936	\$ 46,445	\$ 172,512
D50 ELECTRICAL	308,169	\$ 3,786	\$ 6,665	\$ 6,922	\$ 7,178	\$ 25,286	\$ 49,837
Z10 OPERATIONS & SERVICE ITEMS - GENERAL BUILDING / SHARED SPACE	22,448	\$ 501,136	\$ 521,202	\$ 540,230	\$ 559,280	\$ 578,353	\$ 2,700,202
SUB-TOTAL		\$ 790,114	\$ 931,782	\$ 963,039	\$ 1,014,401	\$ 3,001,530	\$ 6,700,866
M-NCPPC INTERIOR SPACE							
Z10 OPERATIONS & SERVICE ITEMS - M-NCPPC INTERIOR SPACE	114,523	\$ 2,253,312	\$ 2,343,553	\$ 2,428,495	\$ 2,513,549	\$ 2,598,718	\$ 12,137,628
SUB-TOTAL		\$ 2,253,312	\$ 2,343,553	\$ 2,428,495	\$ 2,513,549	\$ 2,598,718	\$ 12,137,628
TENANT SPACE							
Z10 OPERATIONS & SERVICE ITEMS - COUNTY TENANT SPACE	153,171	\$ 3,013,736	\$ 3,134,430	\$ 3,248,038	\$ 3,361,795	\$ 3,475,706	\$ 16,233,705
Z20 OPERATIONS & SERVICE ITEMS - RETAIL TENANT SPACE	11,337	\$ 235,159	\$ 244,572	\$ 253,675	\$ 262,784	\$ 271,901	\$ 1,268,091
Z30 OPERATIONS & SERVICE ITEMS - DAYCARE SPACE	6,690	\$ 145,244	\$ 151,060	\$ 156,567	\$ 162,080	\$ 167,600	\$ 782,551
SUB-TOTAL		\$ 3,394,139	\$ 3,530,062	\$ 3,658,279	\$ 3,786,659	\$ 3,915,207	\$ 18,284,347
TOTAL - ANNUAL OPERATIONS/MAINTENANCE/REPAIR COSTS							
COST / GSF	308,169	\$ 6,437,566	\$ 6,805,397	\$ 7,049,813	\$ 7,314,610	\$ 9,515,455	\$ 37,122,841
		\$ 20.89	\$ 22.08	\$ 22.88	\$ 23.74	\$ 30.88	\$ 120.46

SC WHEATON OFFICE BUILDING

Maryland-National Capital Park and Planning Commission
Statement of Probable Annual Facility Operation, Maintenance, & Repair Cost
98% Estimate
Estimate Date: April 3, 2017



**Montgomery
Planning**
M-NCPPC

OPERATIONS / MAINTENANCE / REPAIR - SUMMARY

UNIFORMAT SYSTEM / COMPONENT		GSF	OPERATION / MAINTENANCE / REPAIR COST					TOTAL
			Year 1	Year 2	Year 3	Year 4	Year 5	Years 1-5
OVERALL BUILDING, LOBBY, and CORE AREAS - TOTAL SYSTEMS MAINTENANCE & REPAIR								
B20	EXTERIOR ENCLOSURE	308,169	\$ 91	\$ 95	\$ 99	\$ 326	\$ 53,399	\$ 54,010
B30	ROOFING	308,169	\$ 1,944	\$ 11,025	\$ 11,449	\$ 11,873	\$ 16,986	\$ 53,277
C10	INTERIOR CONSTRUCTION	22,448	\$ -	\$ -	\$ -	\$ 12,735	\$ 9,971	\$ 22,707
C30	INTERIOR FINISHES	22,448	\$ -	\$ -	\$ -	\$ -	\$ 1,871,482	\$ 1,871,482
D10	CONVEYING	308,169	\$ 1,155	\$ 69,312	\$ 71,978	\$ 74,643	\$ 77,309	\$ 294,397
D20	PLUMBING	308,169	\$ 6,512	\$ 10,851	\$ 7,707	\$ 11,686	\$ 10,173	\$ 46,929
D30	HVAC	308,169	\$ 264,950	\$ 275,548	\$ 286,146	\$ 296,744	\$ 312,126	\$ 1,435,514
D40	FIRE PROTECTION	308,169	\$ 10,539	\$ 37,083	\$ 38,509	\$ 39,936	\$ 46,445	\$ 172,512
D50	ELECTRICAL	308,169	\$ 3,786	\$ 6,665	\$ 6,922	\$ 7,178	\$ 25,286	\$ 49,837
B to D	SUB-TOTAL		\$ 288,978	\$ 410,579	\$ 422,809	\$ 455,121	\$ 2,423,177	\$ 4,000,664

BREAKOUT by TENANT		GSF	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL Years 1-5					
GENERAL BUILDING / SHARED SPACE													
B to D BLDG SYSTEMS MAINT & REPAIR COST - GENERAL BLDG/SHARED SPACE (Allocated by Tenant GSF)	22,448	\$	21,050	\$	29,908	\$	30,799	\$	33,152	\$	176,512	\$	291,421
D10 OPERATIONS & SERVICE ITEMS - GENERAL BUILDING / SHARED SPACE	22,448	\$	501,136	\$	521,202	\$	540,230	\$	559,280	\$	578,353	\$	2,700,202
SUB-TOTAL		\$	522,186	\$	551,110	\$	571,029	\$	592,433	\$	754,865	\$	2,991,623
COST / GSF	22,448	\$	23.26	\$	24.55	\$	25.44	\$	26.39	\$	33.63	\$	133.27
M-NCPPC INTERIOR SPACE													
B to D BLDG SYSTEMS MAINT & REPAIR COST - M-NCPPC INTERIOR SPACE (Allocated by Tenant GSF)	114,523	\$	107,391	\$	152,581	\$	157,126	\$	169,134	\$	900,511	\$	1,486,743
D10 OPERATIONS & SERVICE ITEMS - M-NCPPC INTERIOR SPACE	114,523	\$	2,253,312	\$	2,343,553	\$	2,428,495	\$	2,513,549	\$	2,598,718	\$	12,137,628
SUB-TOTAL		\$	2,360,704	\$	2,496,134	\$	2,585,621	\$	2,682,683	\$	3,499,229	\$	13,624,371
COST / GSF	114,523	\$	20.61	\$	21.80	\$	22.58	\$	23.42	\$	30.55	\$	118.97
TENANT SPACE - DAYCARE													
B to D BLDG SYSTEMS MAINT & REPAIR COST - DAYCARE (Allocated by Tenant GSF)	6,690	\$	6,273	\$	8,913	\$	9,179	\$	9,880	\$	52,604	\$	86,850
D10 OPERATIONS & SERVICE ITEMS - DAYCARE	6,690	\$	145,244	\$	151,060	\$	156,567	\$	162,080	\$	167,600	\$	782,551
SUB-TOTAL		\$	151,518	\$	159,973	\$	165,745	\$	171,960	\$	220,204	\$	869,401
COST / GSF	6,690	\$	22.65	\$	23.91	\$	24.78	\$	25.70	\$	32.92	\$	129.96
TENANT SPACE - COUNTY													
B to D BLDG SYSTEMS MAINT & REPAIR COST - COUNTY (Allocated by Tenant GSF)	153,171	\$	143,632	\$	204,073	\$	210,151	\$	226,211	\$	1,204,405	\$	1,988,473
D10 OPERATIONS & SERVICE ITEMS - COUNTY	153,171	\$	3,013,736	\$	3,134,430	\$	3,248,038	\$	3,361,795	\$	3,475,706	\$	16,233,705
SUB-TOTAL		\$	3,157,369	\$	3,338,503	\$	3,458,189	\$	3,588,006	\$	4,680,112	\$	18,222,178
COST / GSF	153,171	\$	20.61	\$	21.80	\$	22.58	\$	23.42	\$	30.55	\$	118.97
TENANT SPACE - RETAIL													
B to D BLDG SYSTEMS MAINT & REPAIR COST - RETAIL (Allocated by Tenant GSF)	11,337	\$	10,631	\$	15,105	\$	15,554	\$	16,743	\$	89,144	\$	147,177
D10 OPERATIONS & SERVICE ITEMS - RETAIL	11,337	\$	235,159	\$	244,572	\$	253,675	\$	262,784	\$	271,901	\$	1,268,091
SUB-TOTAL		\$	245,790	\$	259,676	\$	269,229	\$	279,528	\$	361,045	\$	1,415,268
COST / GSF	11,337	\$	21.68	\$	22.91	\$	23.75	\$	24.66	\$	31.85	\$	124.84
TOTAL - ANNUAL OPERATIONS/MAINTENANCE/REPAIR COSTS													
COST / GSF	308,169	\$	20.89	\$	22.08	\$	22.88	\$	23.74	\$	30.88	\$	120.46

SC WHEATON OFFICE BUILDING

Maryland-National Capital Park and Planning Commission
Statement of Probable Annual Facility Operation, Maintenance, & Repair Cost
98% Estimate
Estimate Date: April 3, 2017



O / M / R SUMMARY - BY FLOOR

Floor	BUILDING MAINTENANCE & REPAIR GSF	OPERATIONS & SERVICE COSTS					OPERATION / MAINTENANCE / REPAIR COST					TOTAL Years 1-5
		SHARED AREAS (Lobby/Core/Circ/BOH etc.) GSF	M/NCPPC INTERIOR AREAS GSF	TENANT AREA COUNTY GSF	TENANT AREA RETAIL GSF	TENANT AREA DAYCARE GSF	Year 1	Year 2	Year 3	Year 4	Year 5	
Level 1	26,518	14,023	2,468	690	11,337		\$ 637,090	\$ 672,780	\$ 697,243	\$ 723,589	\$ 929,093	\$ 3,659,795
Level 2	26,682	6,760	12,831	7,091			\$ 567,911	\$ 600,180	\$ 621,745	\$ 645,075	\$ 836,033	\$ 3,270,944
Level 3	21,885		15,195			6,690	\$ 464,737	\$ 491,162	\$ 508,808	\$ 527,900	\$ 684,485	\$ 2,677,093
Level 4	21,037			21,037			\$ 433,643	\$ 458,521	\$ 474,959	\$ 492,788	\$ 642,782	\$ 2,502,693
Level 5	20,970			20,970			\$ 432,262	\$ 457,060	\$ 473,446	\$ 491,219	\$ 640,734	\$ 2,494,722
Level 6	20,971			20,971			\$ 432,283	\$ 457,082	\$ 473,469	\$ 491,242	\$ 640,765	\$ 2,494,841
Level 7	21,067			21,067			\$ 434,262	\$ 459,175	\$ 475,636	\$ 493,491	\$ 643,698	\$ 2,506,262
Level 8	21,069	1,665		19,404			\$ 438,713	\$ 463,805	\$ 480,444	\$ 498,477	\$ 648,875	\$ 2,530,314
Level 9	20,970			20,970			\$ 432,262	\$ 457,060	\$ 473,446	\$ 491,219	\$ 640,734	\$ 2,494,722
Level 10	20,971			20,971			\$ 432,283	\$ 457,082	\$ 473,469	\$ 491,242	\$ 640,765	\$ 2,494,841
Level 11	21,074		21,074	20,971			\$ 434,406	\$ 459,327	\$ 475,794	\$ 493,655	\$ 643,912	\$ 2,507,095
Level 12	21,071		21,071				\$ 434,344	\$ 459,262	\$ 475,726	\$ 493,585	\$ 643,821	\$ 2,506,738
Level 13	20,942		20,942				\$ 431,685	\$ 456,450	\$ 472,814	\$ 490,563	\$ 639,879	\$ 2,491,391
Level 14	20,942		20,942				\$ 431,685	\$ 456,450	\$ 472,814	\$ 490,563	\$ 639,879	\$ 2,491,391
TOTAL - ANNUAL OPERATIONS/MAINTENANCE/REPAIR COSTS							\$ 6,437,566	\$ 6,805,397	\$ 7,049,813	\$ 7,314,610	\$ 9,515,455	\$ 37,122,841

O / M / R DETAIL - OVERALL BUILDING, LOBBY, & CORE AREAS / SHARED SPACE

UNIFORMAT SYSTEM / COMPONENT		Qty	UOM	Frequency (Years)	Unit (M&R Cost)	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL Years 1-5	Data Source
B20 EXTERIOR ENCLOSURE												
Maintenance & Inspection												
Aluminum & Glass Revolving Door, maintain	EA	1		1	\$ 91.40	\$ 91	\$ 95	\$ 99	\$ 102	\$ 106	\$ 494	Whitestone Facility M&R
Exterior Door Locks, maintain	EA	25		5	\$ 30.16					\$ 875	\$ 875	Whitestone Facility M&R
Repair & Replacement												
Glass Curtain Wall, minor repair, 2% of walls	SF	51,000		5	\$ 0.89					\$ 52,419	\$ 52,419	Whitestone Facility M&R
Exterior Doors, refinish paint	EA	5		4	\$ 39.90				\$ 223		\$ 223	Whitestone Facility M&R
SUB-TOTAL						\$ 91	\$ 95	\$ 99	\$ 326	\$ 53,399	\$ 54,010	
B30 ROOFING												
Maintenance & Inspection												
Hot Fluid-Applied Asphalt Roof, maintain	SF	21,200		1	\$ 0.05	\$ 1,163	\$ 1,209	\$ 1,256	\$ 1,302	\$ 1,349	\$ 6,278	Whitestone Facility M&R
Hot Fluid-Applied Roof, Non-destructive Moisture Inspection	SF	21,200		1	\$ 0.10					\$ 2,472	\$ 2,472	Whitestone Facility M&R
Green Roof w/ Growing Medium, Hot Fluid-Applied Asphalt, maintain	SF	9,500		1	\$ 0.08	\$ 781	\$ 813	\$ 844	\$ 875	\$ 906	\$ 4,220	Whitestone Facility M&R
Green Roof, Non-destructive Moisture Inspection	SF	9,500		5	\$ 0.20					\$ 2,216	\$ 2,216	Whitestone Facility M&R
Green Roof, maintain intensive vegetation	SF	3,700		1	\$ 1.65	Under Warranty	\$ 6,349	\$ 6,593	\$ 6,838	\$ 7,082	\$ 26,862	MBP Historical Data, Specifications
Green Roof, maintain intensive vegetation	SF	5,800		1	\$ 0.44	Under Warranty	\$ 2,654	\$ 2,756	\$ 2,858	\$ 2,960	\$ 11,229	MBP Historical Data, Specifications
SUB-TOTAL						\$ 1,944	\$ 11,025	\$ 11,449	\$ 11,873	\$ 16,986	\$ 53,277	
C10 INTERIOR CONSTRUCTION												
Maintenance & Inspection												
Interior Door Locks, maintain	EA	285		5	\$ 30.16					\$ 9,971	\$ 9,971	Whitestone Facility M&R
Repair & Replacement												
Interior Doors, refinish paint	EA	285		4	\$ 39.90				\$ 12,735		\$ 12,735	Whitestone Facility M&R
SUB-TOTAL						\$ -	\$ -	\$ -	\$ 12,735	\$ 9,971	\$ 22,707	
C30 INTERIOR FINISHES												
Repair & Replacement												
Interior Walls, refinish paint	SF	347,043		5	\$ 4.65					\$ 1,870,799	\$ 1,870,799	RS Means Facility M&R, Whitestone
Carpet, repair (2% of carpet) - Auditorium	SF	3,920		5	\$ 0.15					\$ 683	\$ 683	Whitestone Facility M&R
SUB-TOTAL						\$ -	\$ -	\$ -	\$ -	\$ 1,871,482	\$ 1,871,482	
D10 CONVEYING												
Maintenance & Inspection												
Elevators, Office Bldg, inspect & maintain	EA	6		1	\$ 8,836.10	Under Warranty	\$ 55,137	\$ 57,258	\$ 59,379	\$ 61,499	\$ 233,273	Vendor Quote, MBP Data, Specifications
Elevators, Parking, inspect & maintain	EA	2		1	\$ 6,237.00	Under Warranty	\$ 12,973	\$ 13,472	\$ 13,971	\$ 14,470	\$ 54,886	Vendor Quote, MBP Data, Specifications
Dock Leveler, maintain	EA	2		1	\$ 577.64	\$ 1,155	\$ 1,201	\$ 1,248	\$ 1,294	\$ 1,340	\$ 6,239	Whitestone Facility M&R
SUB-TOTAL						\$ 1,155	\$ 69,312	\$ 71,978	\$ 74,643	\$ 77,309	\$ 294,397	
D30 PLUMBING												
Maintenance & Inspection												
Thermostatic Mixing Valve, maintain	EA	6		1	\$ 50.65	\$ 304	\$ 316	\$ 328	\$ 340	\$ 353	\$ 1,641	Whitestone Facility M&R
Domestic Water Heater, inspect & maintain	EA	4		3	\$ 36.21			\$ 156			\$ 156	Whitestone Facility M&R
Tankless Point-of-Use Water Heater, inspect & maintain	EA	6		1	\$ 36.21	\$ 217	\$ 226	\$ 235	\$ 243	\$ 252	\$ 1,173	Whitestone Facility M&R
Expansion Tank, maintain	EA	2		1	\$ 36.21	\$ 72	\$ 75	\$ 78	\$ 81	\$ 84	\$ 391	Whitestone Facility M&R
Domestic Water Pump, inspect & maintain	EA	1		1	\$ 39.63	\$ 40	\$ 41	\$ 43	\$ 44	\$ 46	\$ 214	Whitestone Facility M&R
Circulating Pump, inspect & maintain	EA	4		1	\$ 39.63	\$ 159	\$ 165	\$ 171	\$ 178	\$ 184	\$ 856	Whitestone Facility M&R
Sewage Ejector Pump, inspect & maintain	EA	2		1	\$ 76.94	\$ 154	\$ 160	\$ 166	\$ 172	\$ 179	\$ 831	Whitestone Facility M&R
Sump Pump, inspect & maintain	EA	3		1	\$ 39.63	\$ 119	\$ 124	\$ 128	\$ 133	\$ 138	\$ 642	Whitestone Facility M&R
Backflow Preventer, maintain	EA	6		1	\$ 422.40	\$ 2,534	\$ 2,636	\$ 2,737	\$ 2,839	\$ 2,940	\$ 13,586	Whitestone Facility M&R
Condensate Recovery System, maintain	EA	1		1	\$ 109.71	\$ 110	\$ 114	\$ 118	\$ 123	\$ 127	\$ 592	Whitestone Facility M&R

All

O / M / R DETAIL - OVERALL BUILDING, LOBBY, & CORE AREAS / SHARED SPACE

UNIFORMAT SYSTEM / COMPONENT		Qty	UOM	Frequency [Years]	Unit	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL	Data Source
Hydro pneumatic Tank, maintain		2	EA	1	\$ 161.28	\$ 323	\$ 335	\$ 348	\$ 361	\$ 374	\$ 1,742	Whitestone Facility M&R
Gas Pressure Regulator & Meter Assembly, inspect & maintain		1	EA	5	\$ 14.26					\$ -	\$ -	Whitestone Facility M&R
Oil and Grit Interceptor, maintain		1	EA	1	\$ 2,480.81	\$ 2,481	\$ 2,580	\$ 2,679	\$ 2,779	\$ 2,878	\$ 13,396	MBP Historical Data, Manufacturer Data
Repair & Replacement												
Lavatory, replace faucet washer & clean trap		79	EA	2	\$ 36.59		\$ 3,006		\$ 3,238		\$ 6,244	Whitestone Facility M&R
Electric Water Cooler, replace coolant and adjust		26	EA	2	\$ 39.67		\$ 1,073		\$ 1,155		\$ 2,228	Whitestone Facility M&R
Domestic Water Pump, overhaul		1	EA	5	\$ 136.32						\$ 158	Whitestone Facility M&R
Circulating Pump, overhaul		4	EA	5	\$ 79.61						\$ 369	Whitestone Facility M&R
Sump Pump, overhaul		3	EA	5	\$ 79.96						\$ 278	Whitestone Facility M&R
Condensate Recovery System, repair		1	EA	3	\$ 479.17			\$ 518			\$ 518	Whitestone Facility M&R
Condensate Recovery System, repair motor		1	EA	5	\$ 1,563.26					\$ 1,813	\$ 1,813	Whitestone Facility M&R
SUB-TOTAL						\$ 6,512	\$ 10,851	\$ 7,707	\$ 11,686	\$ 10,173	\$ 46,929	
030 HVAC												
Maintenance & Inspection												
Water Cooled A/C & Heat Pump Unit - Main Lobby		1	EA	1	\$ 1,062.13	\$ 1,062	\$ 1,105	\$ 1,147	\$ 1,190	\$ 1,232	\$ 5,736	Whitestone Facility M&R
Water Cooled A/C & Heat Pump Unit - Stairwell 1		1	EA	1	\$ 1,062.13	\$ 1,062	\$ 1,105	\$ 1,147	\$ 1,190	\$ 1,232	\$ 5,736	Whitestone Facility M&R
Roof Top AHU 1		1	EA	1	\$ 1,262.69	\$ 1,263	\$ 1,313	\$ 1,364	\$ 1,414	\$ 1,465	\$ 6,819	Whitestone Facility M&R
Modular Chiller CH-1		1	EA	1	\$ 3,509.69	\$ 3,510	\$ 3,650	\$ 3,790	\$ 3,931	\$ 4,071	\$ 18,952	Whitestone Facility M&R
Cooling Tower CT-1		1	EA	1	\$ 1,662.45	\$ 1,662	\$ 1,729	\$ 1,795	\$ 1,862	\$ 1,928	\$ 8,977	Whitestone Facility M&R
Multiple Cooling Tower Sump System		1	EA	1	\$ 133.43	\$ 123	\$ 128	\$ 133	\$ 138	\$ 143	\$ 667	Whitestone Facility M&R
Duplex Fuel Oil Pump Set FOP-1		1	EA	1	\$ 37.09	\$ 37	\$ 39	\$ 40	\$ 42	\$ 43	\$ 200	Whitestone Facility M&R
Fuel Oil Storage Tank		1	EA	1	\$ 369.83	\$ 370	\$ 385	\$ 399	\$ 414	\$ 429	\$ 1,997	Whitestone Facility M&R
Water Treatment System		1	EA	1	\$ 11,000.00	\$ 11,000	\$ 11,440	\$ 11,880	\$ 12,320	\$ 12,760	\$ 59,400	MBP Historical Data
Low Temp Parallel Fan Powered Terminal Unit		452	EA	1	\$ 493.68	\$ 223,144	\$ 232,069	\$ 240,995	\$ 249,921	\$ 258,846	\$ 1,204,975	Whitestone Facility M&R
Stair Pressure Fans		4	EA	1	\$ 290.90	\$ 1,164	\$ 1,210	\$ 1,257	\$ 1,303	\$ 1,350	\$ 6,283	Whitestone Facility M&R
Garage Fans (Supply, Exhaust, Makeup, Circulation)		23	EA	1	\$ 246.69	\$ 5,674	\$ 5,901	\$ 6,128	\$ 6,355	\$ 6,582	\$ 30,639	Whitestone Facility M&R
Exhaust & Circulation Fans		49	EA	1	\$ 140.78	\$ 6,898	\$ 7,174	\$ 7,450	\$ 7,726	\$ 8,002	\$ 37,250	Whitestone Facility M&R
Pumps 1-15		15	EA	1	\$ 58.53	\$ 878	\$ 913	\$ 948	\$ 983	\$ 1,018	\$ 4,741	Whitestone Facility M&R
Electrical Unit Heaters		30	EA	1	\$ 385.41	\$ 5,562	\$ 5,785	\$ 6,007	\$ 6,230	\$ 6,452	\$ 30,037	Whitestone Facility M&R
Plate Heat Exchangers		1	EA	1	\$ 130.21	\$ 130	\$ 135	\$ 141	\$ 146	\$ 151	\$ 703	Whitestone Facility M&R
Electrical Duct Heater		2	EA	1	\$ 124.74	\$ 249	\$ 259	\$ 269	\$ 279	\$ 289	\$ 1,347	Whitestone Facility M&R
Air Cool Split System Heat Pump AC Unit - Elev PH		1	EA	1	\$ 579.91	\$ 580	\$ 603	\$ 626	\$ 649	\$ 673	\$ 3,132	Whitestone Facility M&R
Air Cool Split System Heat Pump AC Unit - FCR		1	EA	1	\$ 306.37	\$ 306	\$ 319	\$ 331	\$ 343	\$ 355	\$ 1,654	Whitestone Facility M&R
Geothermal System, inspect & maintain		1	EA	1	\$ 275.00	\$ 275	\$ 286	\$ 297	\$ 308	\$ 319	\$ 1,485	MBP Historical Data
Repair & Replacement												
Multiple Cooling Tower Sump System		1	EA	5	\$ 243.27					\$ 282	\$ 282	Whitestone Facility M&R
Pumps 1-2		2	EA	5	\$ 476.82					\$ 1,106	\$ 1,106	Whitestone Facility M&R
Pumps 3-12		10	EA	5	\$ 243.27					\$ 2,822	\$ 2,822	Whitestone Facility M&R
Pumps 13-15		3	EA	5	\$ 164.96					\$ 574	\$ 574	Whitestone Facility M&R
SUB-TOTAL						\$ 264,950	\$ 275,548	\$ 286,146	\$ 296,744	\$ 312,126	\$ 1,435,514	
040 FIRE PROTECTION												
Maintenance & Inspection												
Floor Connection Panel		17	EA	1	\$ 232.75	Under Warranty	\$ 4,115	\$ 4,273	\$ 4,432	\$ 4,590	\$ 17,410	Whitestone Facility M&R: Specifications
Heat Detector		25	EA	1	\$ 36.06	Under Warranty	\$ 938	\$ 974	\$ 1,010	\$ 1,046	\$ 3,967	Whitestone Facility M&R: Specifications
Motorized Damper		56	EA	1	\$ 290.67	Under Warranty	\$ 16,929	\$ 17,580	\$ 18,231	\$ 18,882	\$ 71,621	Whitestone Facility M&R: Specifications
Smoke Detector		149	EA	1	\$ 16.39	Under Warranty	\$ 2,540	\$ 2,638	\$ 2,735	\$ 2,833	\$ 10,746	Whitestone Facility M&R: Specifications
Fire Doors		33	EA	1	\$ 36.06	Under Warranty	\$ 1,238	\$ 1,285	\$ 1,333	\$ 1,380	\$ 5,226	Whitestone Facility M&R: Specifications

O / M / R DETAIL - OVERALL BUILDING, LOBBY, & CORE AREAS / SHARED SPACE

UNIFORMAT SYSTEM / COMPONENT	Qty	UOM	Frequency (Year)	Unit (M&R Cost)	OPERATION / MAINTENANCE / REPAIR COST				TOTAL Year 1-5	Data Source
					Year 1	Year 2	Year 3	Year 4		
Mechanical Damper	26	EA	2	\$ 91.40	\$ 2,376	\$ 2,471	\$ 2,566	\$ 2,662	\$ 2,757	Whitestone Facility M&R
Fire Extinguisher	44	EA	2	\$ 45.70	\$ 2,011	\$ 2,091	\$ 2,172	\$ 2,252	\$ 2,333	Whitestone Facility M&R
Fire Pump	1	EA	1	\$ 56.20	\$ 66	\$ 69	\$ 71	\$ 74	\$ 77	Whitestone Facility M&R
Jockey Pump	1	EA	1	\$ 121.66	\$ 122	\$ 127	\$ 131	\$ 136	\$ 141	Whitestone Facility M&R
Sprinkler System	1	EA	1	\$ 953.41	\$ 953	\$ 992	\$ 1,030	\$ 1,068	\$ 1,106	Whitestone Facility M&R
Inspect Heads	3,767	EA	1	\$ 1.10	\$ 4,133	\$ 4,298	\$ 4,464	\$ 4,629	\$ 4,794	Whitestone Facility M&R
Fire Alarm Control Panel, inspect & test	1	EA	1	\$ 349.68	Under Warranty	\$ 364	\$ 378	\$ 392	\$ 406	Whitestone Facility M&R, Specifications
Stand Pipe, inspect	4	EA	1	\$ 219.43	\$ 878	\$ 913	\$ 948	\$ 983	\$ 1,018	Whitestone Facility M&R
Stand Pipe, test	4	EA	5	\$ 877.71					\$ 4,073	Whitestone Facility M&R
Repair & Replacement										
Fire Pump, repair	1	EA	5	\$ 791.41					\$ 918	Whitestone Facility M&R
Jockey Pump, overhaul	1	EA	5	\$ 79.38					\$ 92	Whitestone Facility M&R
Fire Alarm Control Panel, repair	1	EA	5	\$ 177.26					\$ 206	Whitestone Facility M&R
SUB-TOTAL					\$ 10,539	\$ 37,083	\$ 38,509	\$ 39,936	\$ 46,445	
D50 ELECTRICAL										
Maintenance & Inspection										
Building Roof Diesel Generator, 800 KW	1	EA	1	\$ 1,311.29	Under Warranty	\$ 1,364	\$ 1,416	\$ 1,469	\$ 1,521	Whitestone Facility M&R
Garage NG Generator, 150 KW	1	EA	1	\$ 1,311.29	Under Warranty	\$ 1,364	\$ 1,416	\$ 1,469	\$ 1,521	Whitestone Facility M&R
Switchgear	2	EA	1	\$ 437.10	\$ 874	\$ 909	\$ 944	\$ 979	\$ 1,014	Whitestone Facility M&R
Transformer	25	EA	1	\$ 109.27	\$ 2,732	\$ 2,841	\$ 2,950	\$ 3,060	\$ 3,169	Whitestone Facility M&R
Automatic Transfer Switch	5	EA	1	\$ 36.06	\$ 180	\$ 188	\$ 195	\$ 202	\$ 209	Whitestone Facility M&R
Repair & Replacement										
Switchgear	2	EA	5	\$ 6,962.02					\$ 16,152	Whitestone Facility M&R
Automatic Transfer Switch	5	EA	5	\$ 293.00					\$ 1,699	Whitestone Facility M&R
SUB-TOTAL					\$ 3,786	\$ 6,665	\$ 6,922	\$ 7,178	\$ 25,286	
SUB-TOTAL - MAINTENANCE & REPAIR COSTS	308,169	GSF			\$ 288,978	\$ 410,579	\$ 422,809	\$ 455,121	\$ 2,423,177	
					\$ 0.94	\$ 1.33	\$ 1.37	\$ 1.48	\$ 7.86	
Z10 OPERATIONS & SERVICE ITEMS - GENERAL BUILDING / SHARED										
Building Management, High Level of Service	22,448	GSF	1	\$ 3.76	\$ 84,449	\$ 87,827	\$ 91,205	\$ 94,583	\$ 97,961	Whitestone Facility Operations
Energy	22,448	GSF	1	\$ 2.36	\$ 53,014	\$ 55,156	\$ 56,259	\$ 57,364	\$ 58,468	Lawrence Berkeley National Laboratory BPD
Custodial, High Level of Service (Day Porter/Night Crew, 5 days per week and exterior glass cleaning (51 MSF x 2 cleanings per year)	22,448	GSF	1	\$ 4.85	\$ 108,895	\$ 113,251	\$ 117,607	\$ 121,963	\$ 126,318	Whitestone - Vendor Quote
Pest Control, Medium Level of Service	102	MSF	1	\$ 875.00	\$ 84,150	\$ 87,516	\$ 90,882	\$ 94,248	\$ 97,614	MBP Historical Data
Refuse, Medium Level of Service	22,448	GSF	1	\$ 0.15	\$ 3,457	\$ 3,595	\$ 3,734	\$ 3,872	\$ 4,010	Whitestone Facility Operations
Security, High Level of Service	22,448	GSF	1	\$ 0.12	\$ 2,716	\$ 2,825	\$ 2,934	\$ 3,042	\$ 3,151	Whitestone Facility Operations
Telecom, High Level of Service	22,448	GSF	1	\$ 2.49	\$ 55,806	\$ 58,038	\$ 60,270	\$ 62,502	\$ 64,735	Whitestone Facility Operations
Water/Sewer, Medium Level of Service	22,448	GSF	1	\$ 2.28	\$ 51,114	\$ 53,159	\$ 55,203	\$ 57,248	\$ 59,292	Whitestone Facility Operations
Unscheduled M&R, and Miscellaneous	22,448	GSF	1	\$ 0.57	\$ 12,840	\$ 13,354	\$ 13,867	\$ 14,381	\$ 14,895	Whitestone Facility Operations
					\$ 1.99	\$ 44,694	\$ 46,482	\$ 48,269	\$ 50,057	MBP Historical Data
SUB-TOTAL - OPERATIONS & SERVICE COSTS	22,448	GSF			\$ 501,136	\$ 521,202	\$ 540,230	\$ 559,280	\$ 578,353	
					\$ 22.32	\$ 23.22	\$ 24.07	\$ 24.91	\$ 25.76	
TOTAL - ANNUAL OPERATIONS/MAINTENANCE/REPAIR COSTS: GENERAL BLDG/SHARED SPACE					\$ 790,114	\$ 931,782	\$ 963,039	\$ 1,014,401	\$ 3,001,530	
									\$ 6,700,866	



SC WHEATON OFFICE BUILDING
 Maryland-National Capital Park and Planning Commission
 Statement of Probable Annual Facility Operation, Maintenance, & Repair Cost
 98% Estimate
 Estimate Date: April 3, 2017

O / M / R DETAIL - M-NCPPC INTERIOR SPACE												
UNIFORMAT SYSTEM / COMPONENT		Qty	Unit	Frequency (Years)	Unit Price Cost	OPERATION / MAINTENANCE / REPAIR COST					TOTAL	Data Source
						Year 1	Year 2	Year 3	Year 4	Year 5	Years 1-5	
Z10 OPERATIONS & SERVICE ITEMS - M-NCPPC INTERIOR SPACE												
	Building Management, High Level of Service	114.523	GSF	1	\$ 3.76	\$ 430,836	\$ 448,069	\$ 465,302	\$ 482,536	\$ 499,769	\$ 2,326,512	Whitestone Facility Operations
	Energy	114.523	GSF	1	\$ 2.35	\$ 270,461	\$ 281,388	\$ 287,016	\$ 292,756	\$ 298,611	\$ 1,430,231	Lawrence Berkley National Laboratory BPD
	Custodial, High Level of Service (5 times per week)	114.523	GSF	1	\$ 4.85	\$ 555,551	\$ 577,773	\$ 599,995	\$ 622,217	\$ 644,439	\$ 2,999,976	Whitestone + Vendor Quote
	Pest Control, Medium Level of Service	114.523	GSF	1	\$ 0.15	\$ 17,637	\$ 18,342	\$ 19,047	\$ 19,753	\$ 20,458	\$ 95,237	Whitestone Facility Operations
	Refuse, Medium Level of Service	114.523	GSF	1	\$ 0.12	\$ 13,857	\$ 14,412	\$ 14,966	\$ 15,520	\$ 16,074	\$ 74,829	Whitestone Facility Operations
	Security, High Level of Service	114.523	GSF	1	\$ 2.49	\$ 284,704	\$ 296,092	\$ 307,481	\$ 318,869	\$ 330,257	\$ 1,537,403	Whitestone Facility Operations
	Telecom, High Level of Service	114.523	GSF	1	\$ 2.28	\$ 260,769	\$ 271,200	\$ 281,630	\$ 292,061	\$ 302,492	\$ 1,408,152	Whitestone Facility Operations
	Water/Sewer, Medium Level of Service	114.523	GSF	1	\$ 0.57	\$ 65,507	\$ 68,127	\$ 70,748	\$ 73,368	\$ 75,988	\$ 353,739	Whitestone Facility Operations
	M&R (Average), Medium Level of Service	114.523	GSF	1	\$ 3.09	\$ 353,991	\$ 368,150	\$ 382,310	\$ 396,469	\$ 410,629	\$ 1,911,549	Whitestone Facility Operations
SUB-TOTAL - OPERATIONS & SERVICE COSTS						\$ 2,253,312	\$ 2,343,553	\$ 2,428,495	\$ 2,513,549	\$ 2,598,718	\$ 12,137,628	
COST / GSF						\$ 19.68	\$ 20.46	\$ 21.21	\$ 21.95	\$ 22.69	\$ 105.98	
TOTAL - ANNUAL OPERATIONS/MAINTENANCE/REPAIR COSTS: M-NCPPC INTERIOR SPACE												\$ 12,137,628



O / M / R DETAIL - TENANT SPACE

UNIFORMAT SYSTEM / COMPONENT		QTY	UDM	Frequency (Years)	Unit M&R Cost	Year 1	Year 2	OPERATION / MAINTENANCE / REPAIR COST		Year 5	TOTAL Years 1-5	Data Source
Z10 OPERATIONS & SERVICE ITEMS - COUNTY TENANT SPACE												
Building Management, High Level of Service		153.171	GSF	1	\$ 3.76	\$ 576,229	\$ 599,278	\$ 622,328	\$ 645,377	\$ 668,426	\$ 3,111,638	Whitestone Facility Operations
Energy		153.171	GSF	1	\$ 2.36	\$ 361,734	\$ 376,347	\$ 383,875	\$ 391,552	\$ 399,383	\$ 1,912,891	Lawrence Berkeley National Laboratory BPD
Custodial, High Level of Service (5 times per week)		153.171	GSF	1	\$ 4.85	\$ 743,033	\$ 772,754	\$ 802,475	\$ 832,196	\$ 861,918	\$ 4,012,376	Whitestone + Vendor Quote
Pest Control, Medium Level of Service		153.171	GSF	1	\$ 0.15	\$ 23,588	\$ 24,532	\$ 25,475	\$ 26,419	\$ 27,362	\$ 127,377	Whitestone Facility Operations
Refuse, Medium Level of Service		153.171	GSF	1	\$ 0.12	\$ 18,534	\$ 19,275	\$ 20,016	\$ 20,758	\$ 21,499	\$ 100,082	Whitestone Facility Operations
Security, High Level of Service		153.171	GSF	1	\$ 2.49	\$ 380,783	\$ 396,014	\$ 411,246	\$ 426,477	\$ 441,708	\$ 2,056,229	Whitestone Facility Operations
Telecom, High Level of Service		153.171	GSF	1	\$ 2.28	\$ 348,770	\$ 362,721	\$ 376,672	\$ 390,623	\$ 404,574	\$ 1,883,360	Whitestone Facility Operations
Water/Sewer, Medium Level of Service		153.171	GSF	1	\$ 0.57	\$ 87,614	\$ 91,118	\$ 94,623	\$ 98,127	\$ 101,632	\$ 473,115	Whitestone Facility Operations
M&R (Average), Medium Level of Service		153.171	GSF	1	\$ 3.09	\$ 473,452	\$ 492,390	\$ 511,328	\$ 530,266	\$ 549,204	\$ 2,556,638	Whitestone Facility Operations
SUB-TOTAL - OPERATIONS & SERVICE COSTS - COUNTY		153.171	GSF			\$ 3,013,736	\$ 3,134,430	\$ 3,248,038	\$ 3,361,795	\$ 3,475,706	\$ 16,233,705	
						\$ 19.68	\$ 20.46	\$ 21.21	\$ 21.95	\$ 22.69	\$ 105.98	
Z20 OPERATIONS & SERVICE ITEMS - RETAIL TENANT SPACE												
Building Management, High Level of Service		11.337	GSF	1	\$ 4.76	\$ 53,998	\$ 56,158	\$ 58,318	\$ 60,478	\$ 62,638	\$ 291,590	Whitestone Facility Operations
Energy		11.337	GSF	1	\$ 2.36	\$ 15,799	\$ 16,438	\$ 17,076	\$ 17,715	\$ 18,354	\$ 83,549	Lawrence Berkeley National Laboratory BPD
Custodial, High Level of Service (5 times per week)		11.337	GSF	1	\$ 4.65	\$ 52,751	\$ 54,861	\$ 56,971	\$ 59,081	\$ 61,191	\$ 284,956	Whitestone Facility Operations
Pest Control, Medium Level of Service		11.337	GSF	1	\$ 0.15	\$ 1,746	\$ 1,816	\$ 1,886	\$ 1,955	\$ 2,025	\$ 9,428	Whitestone Facility Operations
Refuse, Medium Level of Service		11.337	GSF	1	\$ 0.12	\$ 1,372	\$ 1,427	\$ 1,482	\$ 1,536	\$ 1,591	\$ 7,408	Whitestone Facility Operations
Security, High Level of Service		11.337	GSF	1	\$ 3.29	\$ 37,287	\$ 38,779	\$ 40,270	\$ 41,762	\$ 43,253	\$ 201,352	Whitestone Facility Operations
Telecom, High Level of Service		11.337	GSF	1	\$ 1.24	\$ 14,092	\$ 14,656	\$ 15,219	\$ 15,783	\$ 16,347	\$ 76,096	Whitestone Facility Operations
Water/Sewer, Medium Level of Service		11.337	GSF	1	\$ 1.34	\$ 15,214	\$ 15,823	\$ 16,431	\$ 17,040	\$ 17,649	\$ 82,157	Whitestone Facility Operations
M&R (Average), Medium Level of Service		11.337	GSF	1	\$ 3.78	\$ 42,899	\$ 44,615	\$ 46,331	\$ 48,047	\$ 49,763	\$ 231,656	Whitestone Facility Operations
SUB-TOTAL - OPERATIONS & SERVICE COSTS - RETAIL		11.337	GSF			\$ 235,159	\$ 244,572	\$ 253,675	\$ 262,784	\$ 271,901	\$ 1,268,091	
						\$ 20.74	\$ 21.57	\$ 22.38	\$ 23.18	\$ 23.98	\$ 111.85	
Z20 OPERATIONS & SERVICE ITEMS - DAYCARE												
Building Management, High Level of Service		6.690	GSF	1	\$ 4.76	\$ 31,864	\$ 33,139	\$ 34,414	\$ 35,688	\$ 36,963	\$ 172,068	Whitestone Facility Operations
Energy		6.690	GSF	1	\$ 2.36	\$ 15,799	\$ 16,438	\$ 17,076	\$ 17,715	\$ 18,354	\$ 83,549	Lawrence Berkeley National Laboratory BPD
Custodial, High Level of Service (5 times per week)		6.690	GSF	1	\$ 4.65	\$ 31,129	\$ 32,374	\$ 33,619	\$ 34,864	\$ 36,109	\$ 168,094	Whitestone Facility Operations
Pest Control, Medium Level of Service		6.690	GSF	1	\$ 0.15	\$ 1,030	\$ 1,071	\$ 1,113	\$ 1,154	\$ 1,195	\$ 5,563	Whitestone Facility Operations
Refuse, Medium Level of Service		6.690	GSF	1	\$ 0.12	\$ 809	\$ 842	\$ 874	\$ 907	\$ 939	\$ 4,371	Whitestone Facility Operations
Security, High Level of Service		6.690	GSF	1	\$ 3.29	\$ 22,003	\$ 22,884	\$ 23,764	\$ 24,644	\$ 25,524	\$ 118,818	Whitestone Facility Operations
Telecom, High Level of Service		6.690	GSF	1	\$ 1.24	\$ 8,316	\$ 8,648	\$ 8,981	\$ 9,314	\$ 9,646	\$ 44,905	Whitestone Facility Operations
Water/Sewer, Medium Level of Service		6.690	GSF	1	\$ 1.34	\$ 8,978	\$ 9,337	\$ 9,696	\$ 10,055	\$ 10,414	\$ 48,481	Whitestone Facility Operations
M&R (Average), Medium Level of Service		6.690	GSF	1	\$ 3.78	\$ 25,315	\$ 26,328	\$ 27,340	\$ 28,353	\$ 29,365	\$ 136,701	Whitestone Facility Operations
SUB-TOTAL - OPERATIONS & SERVICE COSTS - DAYCARE		6.690	GSF			\$ 145,244	\$ 151,060	\$ 156,567	\$ 162,080	\$ 167,600	\$ 782,551	
						\$ 21.71	\$ 22.58	\$ 23.40	\$ 24.23	\$ 25.05	\$ 116.97	
TOTAL - ANNUAL OPERATIONS/MAINTENANCE/REPAIR COSTS: TENANT SPACE						\$ 3,158,980	\$ 3,285,491	\$ 3,404,604	\$ 3,523,875	\$ 3,643,306	\$ 18,284,347	

APPENDIX B

OBI ITEM	ITEM DESCRIPTION	COST	COST PSF
Preventative Maintenance	Scheduled tasks that sustain a components level of lifetime service	140,587	0.46
Unscheduled Maintenance	Service calls and emergency response and other tasks that cannot be anticipated	162,282	0.53
Repair/Replace	Unanticipated major replacement	546,692	1.77
Custodial Services	High quality custodial services; includes daily cleaning of break room, auditorium, common areas, conference rooms, fitness room, loading dock, individual offices and restrooms. Weekly cleaning of storage areas and quarterly cleaning of mechanical rooms	500,158	1.62
Pest Control	Monthly crawling insect inspection and abatement; quarterly rodent inspection; monthly bate-box services	64,808	0.21
Energy	All expenses related to purchase, generation and distribution of energy necessary to operate all assets. Does not include maintenance. Rates used in the CBRE model are comparable to current rates paid by the Commission	578,680	1.88
Management	Management services common to large commercial facilities and includes project management, material procurement, concierge services, business services and planning and engineering	814,984	2.64
Refuse and Recycling	Trash collection, disposal, pick-up, fees; dual-stream recycling services; operations and administration; does not include handline and disposing of hazardous materials or restaurant proteins	33,590	0.11
Telecommunications	Includes voice and data equipment and service; server room maintenance; security camera operation, maintenance and replacement; card access operation, maintenance and replacement	290,295	0.94
Water & Sewer	Includes potable water and sewage service	185,980	0.60
Security	Two park police officers	201,030	0.65
TOTAL ANNUAL		\$3.5M	11.42

Note: OBI does not include any exterior/grounds maintenance as M-NCPPC's ownership ends at the boundary of the building structure

New Wheaton Headquarters – Auditorium Audio/Visual

Background

The auditorium in the M-NCPPC Wheaton Headquarters building will be a state-of-the-art, 300-seat room serving the M-NCPPC Planning Board, the Montgomery County Parks and Planning Departments, the County agencies in the building, and the community at large.

The work that is conducted at Planning Board meetings in the HQ's auditorium directly impacts the livability and vitality of communities in the County now and into the future. Master plans are considered, development projects are reviewed, and important policy initiatives are deliberated upon about the future of Montgomery County. Montgomery County residents also have come to expect a high level of transparency, accessibility and technology from Montgomery Parks and Planning during Planning Board meetings, public meetings and other special events hosted in the auditorium.

State-of-the-art audio-visual technology is needed for the Wheaton HQ auditorium to ensure M-NCPPC provides residents and other stakeholders a transparent view of the work of the Board and wider access to the planning decision-making process, whether in person, with more seating than the current auditorium, or from their homes or places of work. The auditorium also will be a resource for County agencies housed in the HQ building as well as community organizations who want to use the space to host meetings or other events. This means that reliability and ease of use of the audio/visual (A/V) systems is imperative to achieving a seamless, modern and enjoyable experience whether you are an audience member in the room or watching a meeting while streaming from a mobile device at home. In essence, the auditorium will need to be the "smartest" room in the building.

In the current MRO Auditorium, we have made incremental upgrades over the years, but in an a la carte approach, rather than making systematic and integrated changes. Our last upgrade of the A/V equipment was in 2014 and 2015, and it is reaching the end of its lifecycle. By the time the HQ is completed and turned over for occupation, the equipment will be five to six years old. The deficiencies that are experienced with the current setup are due to the fact that we do not have one integrated system, but rather piecemeal retrofits that do not ensure consistency and have led to equipment failures. It is important for the public that having access to the work of the Planning Board is not inhibited by A/V distractions.

Stonebridge Carras will provide a turnkey Auditorium space that will include the conduit for fibernet connections, fixtures for in-room speakers, power for lighting, and power and network floor boxes.

In addition, MCDOT has \$200,000 put aside in the project budget for M-NCPPC use for unspecified Auditorium A/V equipment.

All other A/V equipment and integration services will be the responsibility of M-NCPPC.

Need

The Auditorium in the new Wheaton HQ will require a state-of-the-art and user-friendly A/V system to meet the needs of the space. The goal is to provide an integrated system where one staff member can control the entire room (including audio, visual, lighting and multi-media sources) from a single dashboard on a computer or tablet. This type of integration is standard for a room of this size (300-person capacity) and the high-profile nature of public meetings, which will be streamcast to the online audience.

The technology needs of the auditorium require design/build support for audio, visual technology, lighting, integration and ADA accessibility with each of the elements. Support and maintenance will be needed for upkeep of the equipment and systems and remote trouble-shooting.

The Wheaton HQ auditorium needs to be capable to “go live” over fibernet with high-definition (HD) video and audio without the threat of degradation at the source to the County Cable Montgomery control room. By including modern audio, video and lighting, this will ensure a clean feed of content for Montgomery Parks and Planning and other county agency tenants.

As stated above, there were incremental upgrades made to the current auditorium in A/V technology in 2014 and 2015. Most of the equipment has already reached the end of its lifespan—with two more years to go until HQ construction is completed—and will not allow for seamless integration in the new Wheaton HQ. Some existing equipment that could possibly be repurposed from the current MRO Auditorium to the new Wheaton HQ include:

- Hard-mounted dais microphones
- Wireless microphones
- Dais voting hardware

The items that have reached the end of their lifespan and will not be viable in the new Wheaton HQ include:

- Cameras—purchased in 2014 and have reached the end of their lifespan.
- Ceiling monitors—purchased in 2014 and have reached the end of their lifespan.
- Dais monitors—purchased in 2014 and have reached the end of their lifespan.
- Projector—purchased in 2014 and is no longer efficient due to bulb degradation and heat produced.
- Granicus (video capture) encoders—out of warranty starting in 2019 and will need to be upgraded in the new Wheaton HQ.

With FY20 funding for this effort, M-NCPPC will secure an A/V vendor through a Request for Proposals (RFP) process with broadcast integration experience to create the necessary systems to provide reliable audio, video, lighting for the room audience and the online audience. Additionally, we want to have full integration with the already existing video system, including the Sony Anycast switcher and Granicus (online streaming video provider).

Montgomery Planning is requesting **\$800,000** in FY20 for the Wheaton HQ auditorium A/V project. The total cost to procure a vendor and purchase the required equipment is \$1 million. MCDOT already has \$200,000 set aside in existing funding to apply to this project.

Technical Requirements for A/V Equipment Needed for Wheaton HQ Auditorium

In order to provide a high level of A/V service and support for this “smart” room, the following equipment and A/V integration is needed.

VIDEO

Cameras

- Six (6) robotic ceiling mounted HD cameras that will feed into a “one-man-band” switcher on the dais such as a Sony Anycast.

Monitors

- Eight (8) large HD 60" monitors to be hung from the ceiling in the auditorium.
- One (1) large HD 60" monitor in pre-function area.
- Thirteen (13) individual 16:9 HD wide-screen monitors (non-touch screen) for the dais
- Confidence monitor on the façade of the dais is needed for work session table attendees to see presentation video.

Digital Signage

- Digital signage system that is cloud-based to allow for content updates to run on in-room monitors and monitors in the building.

Projector

- One (1) Laser Projector to be ceiling-mounted.
- Network Connection
- Network connections at each dais position for laptop connection.

AUDIO (Microphones/speakers)

- Thirteen (13) hard-wired push-to-talk long goose-neck microphones with on/off capability with ten (10) high-quality wireless microphones (mix of hand-held and table-top) for the work session table.
- Zoned speaker system with the ability to control individual mics on a mixer.

LIGHTING

- Lighting grid specific for HD broadcast production integrated into system. The need includes low-heat emitting fixtures and pre-set configuration capability to allow for flexibility to appropriately light a Planning Board meeting or a special event.

A/V INTEGRATION

- Audio, video and lighting will need to be integrated into one system to ensure a high-performing A/V workflow and ease of use. The integration includes the following:
- Run fiber connection to Auditorium through conduit.
- Encoder and receiver integration in A/V closet for audio, video, lighting and multi-media source control.
- HVAC control with temperature control and text messaging alert capability.
- Emergency power integration.
- Integration with Granicus online video streaming service, VOIP phone line for conference calls and Microsoft Office platforms such as Skype for Business
- Audio system integration with outside lobby speaker and monitor.

OTHER REQUIREMENTS

- Vendor must provide a solution that is within the budget, that is scalable and meets the needs of M-NCPPC that are industry standard.
- VOIP accessibility for audio from the Auditorium to the in-house staff (can call an extension to hear audio from landline).
- ADA Accessibility features will be used, such as assistive listening devices.
- Ability for rolling smart board monitor to plug into fiber connection/network connection in the room in multiple locations.
- Ability for Apple Air Play or other similar technology to allow source data to be used on display system.
- Provide integration with a mult box for members of the media to receive a clean audio feed.

Schedule

- Vendor determined by February 2019
- Vendor to begin work with design completed and approved by August 2019
- Installation by vendor starts May 2020
- Installation and testing completed by August 2020
- Go live with first Planning Board meeting September 2020