

Memorandum No. 23-29

DATE: October 10, 2023

TO: Carla Byrd, Purchasing Director

CC: Tammy Good, CIP Manager, PMP, CGC, LEED AP

FROM: Christopher Schlageter, CGC

SUBJECT: Emergency Procurement for Pier Parking Garage Rooftop Elevator Enclosure

Engineering department requests approval for emergency procurement to construct a rooftop enclosure to shield pedestrians and protect vital elevator equipment from inclement weather. Mowrey Elevator has been working over the last several months replacing a bad cylinder, installing new equipment, and modernizing both elevators totaling over \$400,000.00. They are almost complete with the project and are finishing up on the south elevator now. The north elevator work has been completed and is up and running.

A constant issue that has not been resolved, since the garage has been built, is the fact that when strong rains come from the west, water travels to the rooftop 5th level exterior elevator doors underneath the current overhang and pours down both elevator shafts. Since we have just spent a great deal of money to repair and modernize the elevators, constructing an enclosure will substantially reduce the chance for damage to the newly installed equipment. Furthermore, the new enclosure will mitigate the potential for future electrical shorts and possible harm to human life should the public be affected by faulty or damaged equipment while riding the elevators.

The intent is to have this work completed by one contractor East Coast Metal Structures, Corp. The total fee to perform this emergency work is \$134,500.00 and shall take approximately 4 to 6 months to complete.

This subject work shall be budgeted through the following account: 472-4710-545.64-10.

Thank you