



**pennsylvania**  
DEPARTMENT OF GENERAL SERVICES

**MEMO**

**To:** Honorable Charles Zogby  
Secretary of the Budget

**From:** Elizabeth A. O'Reilly  
Deputy Secretary of Public Works

**Date:** October 23, 2014

**Re:** Project No. DGS 251-74  
Renovate and Expand Venango County Maintenance Facility,  
Replace Elevators in District Office 1-0 to Meet Current ADA Code  
& Install New HVAC System  
PennDOT District Office 1-0  
Oil City, Venango County, PA

The Department of Transportation is requesting approval of the attached Request for Project Action. The project is authorized by two separate line items in Act 82 of 2010, Section 3(12)(xlv)(A), \$575,000, consisting of \$500,000 Base Construction and \$75,000 Design and Contingencies; and Section 3(12)(xlv)(B), \$825,000, consisting of \$750,000 Base Construction and \$75,000 Design and Contingencies, as signed into law by the Governor on October 19, 2010.

This will provide a Combined Total Project Allocation in the amount of \$1,400,000, which includes \$1,250,000 for Base Construction and \$150,000 for Design and Contingencies, and will be designated as **Phase 1 – Replace Elevators in District Office 1-0.**

While the Department of General Services finds the Request for Project Action in order, release of funds should be made only in accordance with the established Capital Release Plan.

APPROVED:

Office of the Budget

Governor

11-14-2014  
Date

EAO/HP/PEB/njs



REQUEST FOR PROJECT ACTION

DATE: 06/27/2014

Act 82 of 2010

TO:  
DEPARTMENT OF GENERAL SERVICES  
HARRISBURG, PA 17125

I. FROM:  
PennDOT

II. ACTION REQUESTED

- APPROVAL
- ADJUSTMENT
- CANCELLATION

III. PROJECT NUMBER <u>251-74</u>		IV. PROJECT TITLE Install New HVAC system, District 1-0, replace elevators	
V. INSTITUTION/FACILITY Penn DOT, District 1-0 Engineering office		VI. LOCATION (INCLUDE COUNTY AND POLITICAL SUBDIVISION) Oil City; Venango County	
7. ESTIMATED COST: <input checked="" type="checkbox"/> ORIGINAL    REVISION <input type="checkbox"/> ESTIMATED COST OF: \$ <u>1,400,000</u>		FOR: <input checked="" type="checkbox"/> DESIGN <input checked="" type="checkbox"/> CONSTRUCTION	UTILITIES: <input checked="" type="checkbox"/> INCLUDING <input type="checkbox"/> EXCLUDING
8. SPECIFIC PROJECT SITE: Penn DOT 1/0 Engineering Office 255 Elm St. Oil City, PA 16301			
9. SITE OWNERSHIP: <input checked="" type="checkbox"/> COMMONWEALTH <input type="checkbox"/> UNIVERSITY <input type="checkbox"/> PRIVATE			
10. SITE COST: <input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION ESTIMATED SITE COST OF: \$ <u>N/A</u>		11. SITE PURCHASE BY DGS: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
12. GENERAL PROPERTY DESCRIPTION OF SITE Penn DOT Engineering Office District 1/0, Oil City Pennsylvania, 16301			

13. DESCRIPTION OF CONSTRUCTION REQUIRED (INDICATE GROSS SQUARE FOOTAGE)  
 Upgrade and Replace building HVAC systems and improve program requirements and energy efficiency. This building provides 24,238 square foot of office space. Conditioning cubic ft.= 242,360. Existing equipment is original. Date built 6/1/1975. The building has multiple boiler units as well as a roof top cooling unit, and air handling equipment. Replace both elevators. The elevators provide ADA access to the 5 story facility.

14. OCCUPANCY: NO. OF FEMALES: <u>60 approx</u> NO. OF MALES: <u>60 approx</u>	15. TOTAL ESTIMATED PROJECT COST (ITEM 7 + ITEM 10) \$ <u>1,400,000</u>
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16. REQUIRED ITEMS:  
 UTILITIES: None  
 ROADS: None  
 PARKING: None

17. REMARKS:  
 This is an operating District Office. Coordination of work will be necessary to continue operation while the project proceeds.

Agency Approval: [Signature]    [Signature]  
 DATE    AGENCY HEAD

You agree that by typing your name or inserting your digitized signature in the "Agency Head" field above you are signing this Request for Project Action, and have the authority to do so, and by submitting it the agency transfers to DGS jurisdiction and control of the premises for the time extending from the first date of advertisement for bids on the project to one year past the date of final completion and acceptance of all of the work performed under the project contracts. Jurisdiction shall revert to the agency after this period or if DGS does not use the premises for purposes of constructing the project. During this period, the agency maintains jurisdiction with respect to the occupation and maintenance of the premises.

APPROVALS

[Signature]  
 OFFICE OF THE BUDGET  
11-14-2014  
 DATE

[Signature]  
 GOVERNOR