

## EXHIBIT A

### SCOPE OF WORK TO BE COMPLETED BY LANDLORD FOR THE DURHAM POLICE PROPERTY AND EVIDENCE WAREHOUSE At 921 HOLLOWAY STREET

All work must be done in compliance with all applicable codes, regulations, and governmental requirements, including building codes and ADA. Where this exhibit refers to specific codes, regulations, and requirements, such references will not affect the duty to comply with all applicable codes, regulations, and governmental requirements.

Where IAPE standards state that something “should” be done or state to the effect that something is recommended or advised, all of those kinds of statements will be understood as stating requirements rather than as merely aspirational.

1. **Accessibility:** All parking, entrances, approaches, bathrooms, fixtures and interior spaces must comply with applicable accessibility and code requirements. Provide Accessibility Letter of Compliance as required by City and County Inspections if required.
2. **Flooring and Base:**
  - a. Landlord’s Contractor to provide a smooth level subfloor-flooring ready to accept specified flooring.
  - b. Install appropriate commercial grade floor covering and base as recommended by Architect and approved by Tenant in locations identified in Attachment B, Construction Documents. Carpet to be equivalent to carpet installed by Landlord in the District 1 upfit.
  - c. Install VCT floor covering. Confirm glue material/application with VCT representative prior to ordering/install. Landlord to provide Tenant with color options, final selection to be approved by Tenant.
  - d. Install 4” vinyl wall base, material and color selection to coordinate with proposed floor covering selections, final selection to be approved by Tenant.
3. **Finishes and Equipment:** Upfit of the new areas should conform to the existing District 1 finishes to extent possible, unless otherwise specified.
  - a. Restrooms: Equipment such as paper towel, toilet and soap dispensers to match District 1 first floor for conformity with paper towel, toilet paper, etc. products.
4. **Transaction Counter at Entry:** Provide transaction reception counter with shelf for Administrative Assistant Area. Transaction counter/window to be ADA compliant.
5. **Doors and Hardware:** For doors and hardware, refer to Attachment B, Construction Documents. All interior doors should be solid core wooden doors with S-Parker compatible leversets in Brushed Nickel finish including an MX9 Schlage SFIC cylinder zero bitted and two keys each. All Exterior or Main Entry doors should have closers installed.

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6. **Eyewash Station:** Install eyewash in first floor work area.
7. **Fire Exit Doors:** For exit doors, refer to Attachment B, Construction Documents.
8. **Alarm, Access, and Cameras:** Provide outlets, conduit, and other infrastructure in accordance with Attachment C, Data, Security, and Alarm Requirements. Additional plans to be provided by City's contractor.
9. **Fire Sprinkler System:** Upgrade Fire sprinkler system as required by code.
10. **Electrical at Doors:** Provide 12 v. power to all electric door strikes as referenced in attached Alarm and Access Plan. DPD access control contractor information to be provided upon final selection. Door frame to be coordinated with City's contractor's specifications.
11. **Lighting:** Lighting Plan to be compliant with applicable codes and lighting standards. Architect to confirm lighting levels and develop lighting layout consistent with program. Refer to IAPE professional standards Section 5.4-Storage Facilities – Safety/Environment.
12. **Ceilings:** Install ceilings in all areas specified in Attachment B, Construction Documents; install suspended ceiling with 2 x2 lay-in ceiling tiles and grid (to be white). Installed 2x4 T8 fixtures. Ceiling plan and lighting layout to comply with applicable building code. Prepare and coordinate reflected ceiling plan with attached drawings denoting furniture layout.
13. **Generator:** All Property and Evidence electrical systems, including office equipment, alarms, camera system, access control, and elevator, must be placed on Automatic Transfer Switch to existing generator.
14. **Data:** Install a "stubbed out" box, with conduit terminating above lay-in ceilings or to within 3 feet of existing ceiling deck, for all Data drops indicated on attached DATA drawings. Landlord to install all data for the City to terminate, test, and map.
15. **HVAC:** Packaging and Staging, DNA Storage, Second Floor Office space, and Warehouse space to be conditioned separately. All areas except open warehouse space to conform to City of Durham standards for temperature ranges. City policy memo refers to ASHRAE recommended standards for office work spaces and also states "temperature in occupied air conditioned buildings shall be set between 73 degrees and 70 degrees thermal comfort settings during work hours during cooling season and btw 68.5 degrees and 74.5 thermal comfort setting during the heating seasons-to reduce energy costs.
16. **Temperature Control and Ventilation of Warehouse:** Heating source for warehouse area to be provided. Architect to provide recommendation for adequate heating/cooling that complies with NC Building Code and standard levels of comfort.

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17. **Elevator:** Upgrade existing Freight elevator to personnel style doors that open horizontally with push button floor selection, emergency phone and alarm; confirm complies with applicable codes.
18. **Exterior Walls and Windows:** Replace any damaged window panes, glass blocks with like kind. All windows to be properly secured in accordance with Property and Evidence standards. Refer to IAPE Section 5-Facilities. Ensure all existing window locks are serviceable and fully functional. Any windows that will be covered by walls or partitions shall be locked and secured prior to construction. Wall security to be as follows:
  - East Wall – New wall to cover existing windows. Wall to extend from floor to underside of roof deck.
  - North Wall – Provide expanded metal – bolted or welded
  - South Wall – Provide expanded metal bolted or welded.
19. **Interior Walls:** All interior walls must extend from the floor to the roof, or floor pan of next level. Demising walls to consist of: single layer of ¾ inch plywood sheathing covered by a single layer of finished 5/8 inch GWB. Paint to match existing lower level. Existing partition wall will require an additional layer of GWB if no plywood is present under existing GWB. Refer to IAPE professional standards Section 5-Facilities.
20. **Water fountains:** Downstairs water fountain to be relocated. For upstairs, Architect to confirm required number to remain, ensure high/low code compliant water fountains.
21. **Drug Vault Ventilation:** Drug vault area to be properly ventilated in accordance with IAPE professional standards Section 5- Facilities and Section 9- Narcotics.
22. **Signage:** Install interior room signage as required by applicable code. All signage must be ADA compliant and final selection to be approved by Tenant. Signage for New Property and Evidence door to state “Police Entrance Only”
23. **Insulation:** Requirements to be determined by Landlord /Architect.
24. **Fire Extinguishers:** Provide fire extinguishers in accordance with applicable code requirements.
25. **Coordination with District 1:** Landlord’s contractor shall coordinate construction activities on the first floor of the premises with the occupants of District 1 in order to limit disruption.
26. **Drawing approval and coordination:** All drawings to be reviewed and coordinated by Landlord, Landlord’s Architect and General Contractor. Any tenant provided drawings are provided for information and are not to be relied upon for code compliance. The drawings are schematic and illustrative of the upfit work elements to be included in the construction drawings to be issued by the Landlord’s architect. Landlord to produce sealed construction drawings incorporating fully this scope of work document, cost estimate work elements, and

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drawings, for review and approval by Tenant, prior to submission for construction permits. The total cost of the construction upfit is an amount not to exceed \$ 619,252.00.

27. **Standard of care:** All work performed in connection with the construction of the Premises shall be performed in a good and workmanlike manner and in accordance with all applicable laws and regulations and with the final approved construction drawings.
28. **Inspection of Construction:** Tenant shall be allowed to inspect the premises during construction for purposes of observing construction and progress and to confirm that work is completed in accordance with the lease requirements and all exhibits thereto.
29. **Substantial Completion:** When the work is considered substantially complete, Landlord shall ensure that the General Contractor has prepared a comprehensive punchlist of all uncompleted work or touch up items required to be completed. This list will be reviewed at a site visit, to include Tenant, Landlord, Architect and General Contractor and will become part of the final punchlist prepared by the Tenant. Landlord shall ensure that all work items noted on the punchlist are corrected within 30 days of issuance of the punchlist.
30. **Attic Stock:** Contractor to deliver all attic stock materials such as flooring or other materials where it is an industry custom to provide attic stock to Tenant upon project completion.
31. Attachments (Unless the context otherwise requires, all references to Exhibit A include these attachments):
  - a. Attachment A – Cost Estimate (2 pages)
  - b. Construction Documents-Griffin Architects, New Facility for Durham Property and Evidence Warehouse, dated 5-1-12, consisting of 14 pages (incorporated by reference)
  - c. Data, Security, and Alarm Requirements (1 Page)- (incorporated by reference)
  - d. IAPE Professional Standards Version2.3/Rev29Mar2010 (incorporated by reference)