

Jay Jurrens
Superintendent
New Hampton Community Schools
710 West Main Street
New Hampton, IA 50659



Jay,

Thank you for the opportunity for Align Architecture & Planning, PLC (dba Align) to provide a proposal for full design services relating to converting the existing weight room into two daycare classrooms at your New Hampton Elementary School. This project is a continuation of a study prepared by Align and Modus on determining whether the proposed workman be completed within the school's budget. (Attached is the early cost estimate previously prepared).

Project Description

New Hampton Community Schools would like to convert the existing weight room into two daycare classrooms. As part of this project, classrooms will need new toilets and corresponding casework. New mechanical systems will be planned to assure proper heating, cooling and air circulation is being met for a Day Care Occupancy.

Modus Engineering and Align Architecture & Planning met on site to verify the condition of existing Mechanical equipment. It was confirmed that additional roof top mechanical units would need to be provided to ensure the spaces effected meet current building & mechanical codes for Daycare occupancies.

This proposal assumes the following Design Services:

- ❖ The existing weight room will be subdivided into two classrooms with a demising wall. One classroom will be for children 5 years and older. The other classroom will be designed for children 3-4 years of ages.
- ❖ All changes made will meet State Building Code along with DHS requirements.
- ❖ Coordination with daycare provider for all classroom cabinetry in each classroom.
- ❖ Coordination of demolition and proposed flooring finishes.
- ❖ Three ADA restrooms will be located on the southern side of the weight room. It is acknowledged by the daycare provider that walking through a classroom to use the restrooms is acceptable.
- ❖ Modifications to the existing restroom on the North will be considered and planned for as an alternate if deemed feasible programatically.
- ❖ Two classrooms will share a roof top unit mounted on the membrane roof above. The classrooms will share one thermostat. All ductwork for the RTU will be routed below the roof deck in the ancillary bar joist space above the existing ceiling. It is expected that 4 to 6 feet of the existing ceiling grid and corresponding light fixtures will need to be removed in order to install new duct routing.
- ❖ All existing ceiling tile, grid and light fixtures will be planned to salvage where possible.

- ❖ Roof structure will be verified to ensure weight from existing roof top unit is planned for.
- ❖ Electrical power design for the new mechanical units and daycare classrooms
- ❖ Existing light fixtures will be planned to remain. Engineering will be provided to assure proper light levels are sufficient.
- ❖ Fire Alarm requirements for new daycare rooms will be coordinated.

Align will retain Modus Engineering to provide engineering services per attachment.

Align proposes the following architectural services to facilitate this project:

- ❖ Coordinate any walls, flooring, ceiling, and exterior & roof openings with Modus Engineering.
- ❖ Retain or provide structural engineering services as needed
- ❖ Prepare construction drawings and specifications. Owner to provide any supplementary conditions specific to New Hampton School District.
- ❖ Construction Drawings (CDs) will consist of the following drawings:
 - ❖ Code Plan, Demolition Floor Plan, Proposed Floor Plan, Reflected Ceiling Plans, Finish Schedule, Interior Elevations, Roof Framing Plan.
- ❖ Review design with State Plans Examiner and DHS representative.
- ❖ Assist with bidding, negotiating, and contracting the scope of work identified
- ❖ Submittal Review
- ❖ Provide Construction Administration for this project.
- ❖ On site Final Punch-list Inspection Report

Proposed Schedule

- ❖ April 7th 2023 - Align & Modus will plan to complete bid documents.
- ❖ April 10th 2023 - Project will be put out for public bid on April 10th. (If drawings are completed sooner than expected, the schedule will be pushed up accordingly)
- ❖ May 7th 2023 - Bids will be received on May 1st with the understanding that if the price is accepted by the Board, work can begin May 7th.
- ❖ August 25, 2023 - Substantial Completion for the daycare classrooms. (Date to be Confirmed with with Board)
- ❖ The Roof Top Unit is expected to have a longer lead time and therefor is not expected to be installed by the Substantial Completion Date of August 25, 2023. Align has coordinated with State Fire Marshall, David Ruffcorn, and received a variance to occupy the space with the existing mechanical services installed until the December 31, 2023. If variance received needs to be extended, there is a possibility that the Fire Marshall can extend the date however this cannot be assured until actual request is submitted. (See attached State Fire Marshall Variance Request)

Professional Service Fees

The basis for compensation for architectural and structural services listed above shall be a fixed fee of \$14,000.

Align proposes to retain Modus Engineering per the attached proposal for \$10,400 and pass through the expense to New Hampton Community Schools.

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|--------------------------------|------------------|
| Align Architecture & Planning: | \$ 14,000 |
| + Modus Engineering: | <u>\$ 10,400</u> |
| Total Design Fee: | \$ 24,400 |

Reimbursable expenses for mileage or printing are not included in fees above. Mileage will be assessed at the Federal rate of \$0.575 per mile. Printing shall be at Align's standard rates.

The hourly rates for Align personnel are as follows:

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|-----------------------|-------|
| Principle Architect | \$130 |
| Architect | \$105 |
| Draftsperson | \$ 70 |
| Office Administration | \$ 55 |

Summary

Please feel free to contact me with questions about or modifications to the services outlined above. If this proposal is acceptable, sign and return a copy to my office.

Acceptance



Jacob, Partner
Align Architecture & Planning, PLC

03/8/2023
Date

Jay Jurrens
New Hampton Comm. School
Superintendent

Date

March 3, 2023

Align Architects
327 E 4th St #204
Waterloo, IA 50703

Subject: New Hampton CSD Daycare

Jacob,

I am pleased to offer you this engineering service proposal for the above-mentioned project.

This proposal includes the following scope:

- Design services to include construction documents and design of the following systems.
 - Plumbing design for new restrooms and replacement of the existing water heater.
 - Heating, Cooling, and Ventilation calculations to meet current codes.
 - Rooftop unit sizing and selection.
 - Full ductwork layout
 - Sequence of Operation and connection to the existing building management software.
 - Electrical power design for the new mechanical units and daycare rooms.
 - Verification of existing lighting level requirements.
 - Fire alarm requirements for the new units and daycare rooms.
- Bid Negotiations to include pre-bid meeting attendance, walkthroughs, addendum production, and bid opening attendance.
- Construction administration services to include submittal reviews and on-site meetings with construction personnel as required to clarify issues of design.

This proposal does not include the following services:

- Structural engineering
- Civil engineering
- Telecommunication, video, network, etc. design.
- Fees, permit costs or other costs associated with review or applications to governing bodies
- Distribution and document reproduction expenses
- Life cycle cost analysis for utility rebates or energy code approval
- Commissioning and functional testing services
- Material and construction testing services
- Building Information Modeling beyond the 200 Level of Detail (Approximate Geometry)
- Re-Design of MEPT Systems associated with scope changes as directed by the owner.
- Arc flash & breaker coordination

For the above-referenced services our fee will be a lump sum of \$10,400.

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Additional services, as approved and requested, shall be provided at our hourly rates.

MODUS Errors and Omissions Policy shall be deemed a part of this Agreement.

The AIA C401 (2007) Standard Form of Agreement Between Architect and Consultant shall be deemed a part of this letter.

Sincerely,



Alex M. Matheson, PE

If you are in agreement, please sign this letter and return a copy to our office. This will serve as our written contract.

SIGNATURE

DATE



VARIANCE REQUEST FORM

Return by mail to:

DIVISION OF STATE FIRE MARSHAL
Iowa Department of Public Safety
215 East 7th Street
Des Moines, IA 50319
phone: (515) 725-6145

DATE: March 2, 2023

BUILDING INFORMATION

Name: New Hampton Elementary School

Address: 206 E Main Street, New Hampton, IA 50659

County: Chickasaw County

OWNER INFORMATION

Name Jay Jurrens, Superintendent

Address: 206 E Main Street, New Hampton, IA 50659

JUSTIFICATION – SAFETY

The following is the justification for variance of Iowa Administrative Code, Public Safety [661] Chapter 661-301.4(103A) Rule(s): 2021 IMC Table 403.3.1.1. The intent of the rules is being met and equivalent safety is being provided by *(attach additional sheets if necessary)*:

Daycare function rooms, per Table 403.3.1.1 of 2021 IMC, rooms are required to maintain 10 CFM/person and .18 CFM/FTSQ. In order to meet the minimum ventilation rates. The existing unit ventilators serving the proposed daycare spaces currently provide 440 CFM of air while 785 minimum is required for both rooms combined.

Due to lead times for proposed RTU equipment, it is highly likely that the roof top equipment proposed meeting all IMC requirements will not be delivered by the proposed occupancy date in August, 2023. The school would like variance to Table 403.3.1 for a temporary 4-6 months from the substantial completion date of August 2023 to allow the proposed daycare rooms to occupy the rooms with the ventilation from their existing unit ventilators until the roof top is delivered.

JUSTIFICATION – UNREASONABLE HARDSHIP

The following is to demonstrate how the strict enforcement of the Iowa Administrative Code rule(s) would create an unreasonable hardship *(attach additional sheets if necessary)*:

Estimated COST: Not a factor

Duration of DISRUPTION resulting from Construction: 3-6 months based on Lead times and minimal classroom disruption.

Availability of Financing: Not a factor

Remaining Useful Life of the Building: Not a factor

Other Comments: Mechanical equipment has a long lead time that will overlap when occupancy is desired.

- I hereby certify that the information listed above is correct and accurate and that I am the owner or the owner's authorized agent.

Signature: 

Name & Title *(Please print)*: Jacob Bauer, Architect (07599)

(over – FOR OFFICE USE ONLY)

INSPECTOR'S RECOMMENDATION

Approval _____ Conditional Approval (*see below*) _____ Disapproval _____

Comments: _____

Inspector _____

SPECIAL AGENT IN CHARGE RECOMMENDATION

Approval Conditional Approval (*see below*) _____ Disapproval _____

Comments: _____
I RECOMMEND APPROVAL OF THIS VARIANCE WITH AN EXPIRATION
DATE OF 12/31/2023.

Myah A. Gault
Supervisor _____

STATE FIRE MARSHAL'S DETERMINATION

Approval Conditional Approval (*see below*) _____ Disapproval _____

Comments: _____
see above

- This variance is subject to periodic review and may be withdrawn by this office for just cause at any time. The granting of this variance shall NOT be considered as setting precedent. Each request for a variance shall be considered on its own merit.

[Signature]
Dan Wood, State Fire Marshal

3-3-2023
Date _____

cc: Owner/Authorized Agent & Inspector
Date _____

December 16, 2022

Jay Jurrens
Superintendent
New Hampton Community School District
206 West Main
New Hampton, IA 50659

RE: New Hampton School District Daycare
Project # 22-060

Dear Jay,

Thank you for asking Align Architecture & Planning to explore anticipated costs to convert the existing weight room in New Hampton Elementary School into two daycare classrooms. We have communicated with both Department of Human Services and State Fire Marshal to confirm that the ideas proposed are possible based on information we have thus far.

Following all correspondence with regulatory agency officials, Align worked along side with Modus Engineering to provide a cost estimate including all construction costs. The cost listed below is below is an estimate.

**Special Note: Bidding climate is very volatile due to labor shortage. Cost estimates listed have utilized 2023 CSI Master Format Mean & Methods Handbooks and Peters Construction Inc. Final actual costs may vary based on bidding climate and anticipated future schedule.*

Scope of work includes:

- ❖ Classrooms will receive 60% carpet tile and 40% Luxury Vinyl Tile. Existing flooring assumed is sealed concrete.
 - Carpet tile estimate including labor and material: 6\$/SF
 - Vinyl Tile (Estimate including labor and material: 8\$/SF
- ❖ One classroom will have 10 linear feet of plastic laminate cabinetry along with a double basin sink adjacent to proposed restrooms.
 - Counter = \$60/LF
 - Cabinetry = \$450/LF
- ❖ New Door (\$350) and Door frame (\$350) and hardware(\$125): \$1200/opening
- ❖ A new demising wall separating existing weight room into 2 separate classrooms and wall separating restrooms.
 - Wall const. estimate including gypsum board and metal framing: \$50/LF

- ❖ Mechanical Upgrades: \$120,000 - \$130,000
 - A new roof top unit that will serve the spaces fresh air needs along with heating and cooling for both classrooms. The proposed classrooms will need additional mechanical support as the current unit ventilator will not meet fresh air requirements with their current as the existing drawings show. All associated ductwork will be assumed to run in existing drop down ceiling. Final system will need to be tested and balanced. Power to new RTU is assumed to run off of existing services.
 - Three new ADA single toilet/sink restrooms with new door and frames facing classroom. Plumbing is anticipated to tie into the water supply under floor slab and will need associated floor drains. Exhaust hoods will be provided at each restroom.
 - Electrical power in new demising wall. Power is assumed to run from existing services.
 - New lighting and controls for the classrooms. Existing Light levels were not fully analyzed as part of this estimate. It is possible that existing lighting may meet the needs for the proposed classrooms. A deduction of \$10,000-\$15,000 may be possible if existing lighting is reused.
 - Miscellaneous data drops.
 - New fire alarm devices provided for each classroom to meet code.
 - Ceiling grid will be reused and require modification as needed.

With all these proposed items into consideration the estimated cost for work is around **\$210,000.**

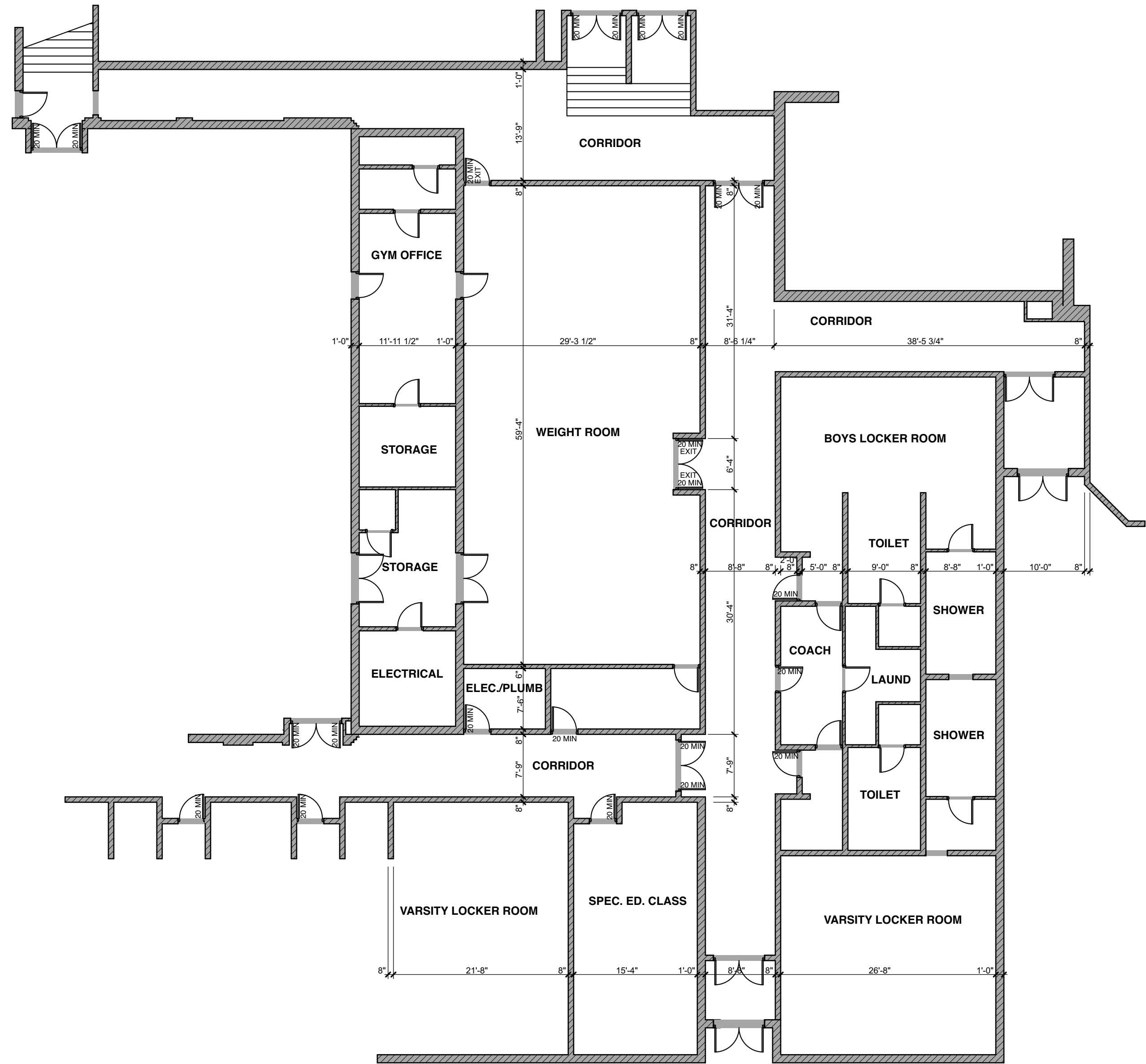
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| General Requirements (12% Typical) | \$21,000 |
| Demolition (Misc.) | \$4,500 |
| New metal framed walls | \$6,000 |
| New doors and frames (3) | \$3,600 |
| Casework & Counter | \$5,000 |
| Flooring Finishes (LVT & Carpet) | \$14,000 |
| Roof Structure Steel Work & Opening | \$3,000 |
| Membrane Roof Patching | \$3,000 |
| Acoustical Ceilings | \$3,900 |
| Painting | \$3,700 |
| Plumbing/Mechanical/Electrical | \$130,000 |
| Permit/Bond/Insurance | \$10,000 |
| | |
| TOTAL: | \$207,700 |

*Note costs above do not assume a design contingency. We usually suggest 10% for renovation. Costs also do not include Design Services. This cost is typical to be in the 10-13% based on small scale of project.

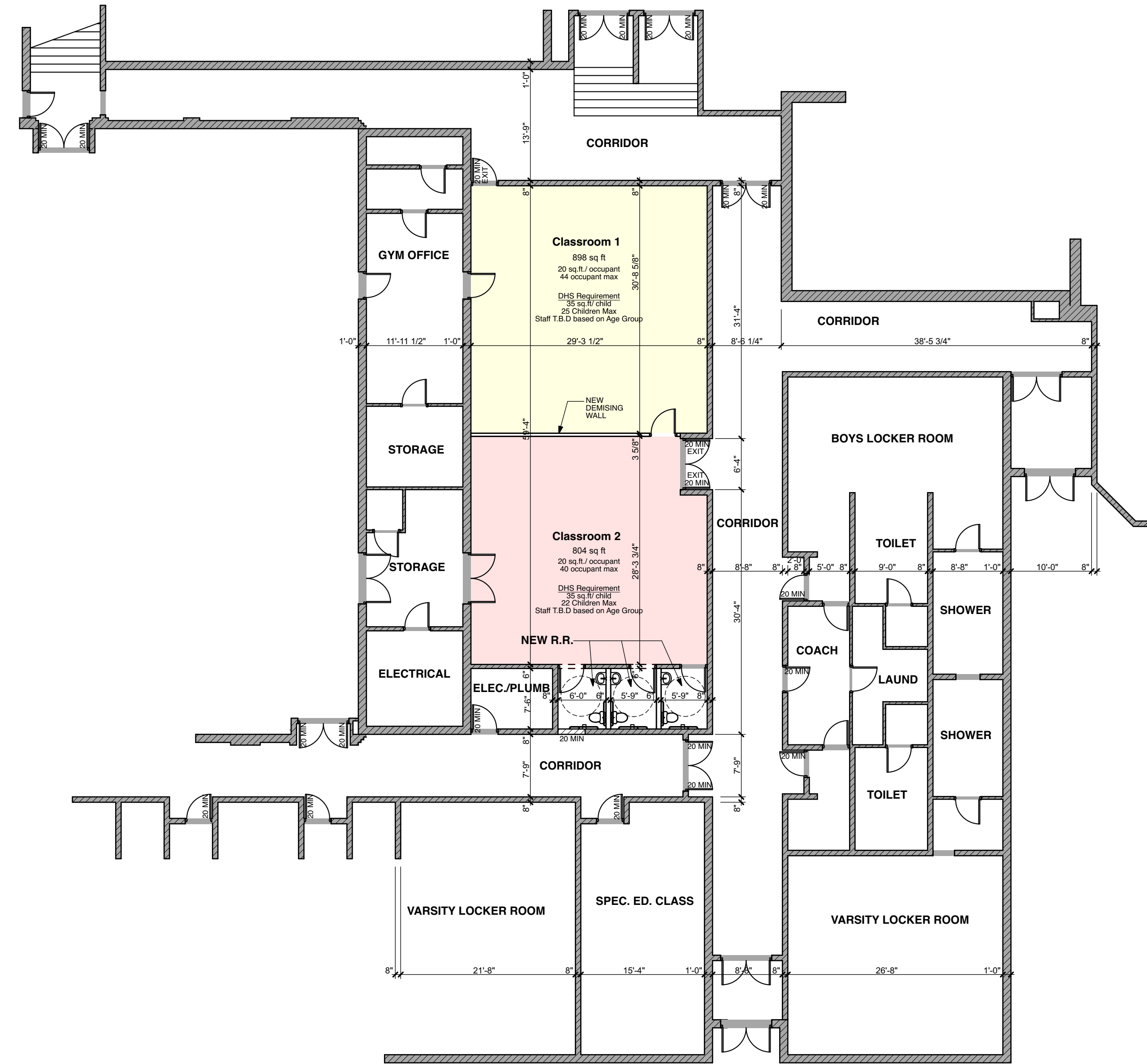
Please let me know if this approach sounds acceptable or if there are further comments you or the board have. Once the scope of work is understood, Align would be more than happy to provide the School Board with a proposal for Design Services.

Thank you,

Jacob Bauer
Align Architecture & Planning



1 Existing Floor Plan
SCALE: 3/32" = 1'-0"



2 Proposed Floor Plan
SCALE: 3/32" = 1'-0"

Code Analysis:

Code(s) Referenced: 2021 IBC
Sprinkler: Portion of work NOT sprinklered

Existing Occupancy: Educational Occupancy
Proposed Occupancy: Educational Occupany
• Day care facilities. This group includes buildings and structures or portions thereof occupied by more than five children older than 2 1/2 years of age who receive educational, supervision or personal care services for fewer than 24 hours a day.

Notes:
Table 1006.2.1 Spaces with one exit or exit access doorway
• Educational occupancy (2 1/2 + years of age) require an occupant load greater than 49 and a maximum common path of travel of 75 feet without a sprinkler system.
• Each classroom will have minimum 1 exit directly to the existing corridor. Classrooms will be sized to be no greater than 49 occupants. If there is circumstance where the classroom size is desired to be greater than 49 occupants, a second exit will be provided to accommodate the increased occupant load.
• Area of existing space to be converted into classrooms: 1,473 sq.ft.

| | |
|------------------------------------------|--------------|
| Max size of proposed classroom: | 980 sq.ft. |
| Occupant Load Factor (per table 1004.5): | 20 net. |
| Total Occupants per classroom | 49 occupants |

DHS Requirements:
Restrooms will be provided to meet State Department of Human Service (DHS) requirements.
• One toilet/hand sink located in the same area per 15 children.
• Classrooms will need to maintain staff/child count at all times.
• Max children allowed in each classroom will be determined by 35 sq. ft. per child for children ages 2 1/2 and greater.
• Hand sinks are NOT required in the program classroom so long as the classroom is not planned for infant or toddler age.
• Staff Requirements:
• Two weeks to two years 1:4 children
• Toddler 18 to 24 months 1:4 children
• Two Year 1:6 children
• Three Year 1:8 children
• Four Year 1:12 children
• 5-10 1:15 children
• 10+ 1:20 children