

March 30, 2020

Iowa Department of Administrative Services
ATTN: Jennifer Kleene, Owners Representative
109 SE 13th Street
Des Moines, IA 50319

RE: IA DAS – DHS Eldora STS School Psychology Rooms Design Proposal

Dear Mrs. Kleene:

As requested, we are proposing design services for building remodel work in the School Building located at the Eldora State Training School (STS). We have been requested to provide design services based on Story Construction's scope document and drawing sketch dated March 11, 2020. The scope of the work includes remodeling approximately 1,800 square feet in the existing Media Center room of the School Building. Work will include the construction of 3 new psychology offices, a new corridor to serve the rooms, and adjacent remodel work.

The proposed scope of services assumes that the work will be constructed concurrently with our ongoing decentralization and fire alarm projects on the STS campus.

Our understanding of the scope of design work that the State would like to proceed with at this time includes the following items:

1. Remodel of the existing Media Center to add three (3) new psychology offices with built in closets and an associated access corridor.
2. Remodel of three (3) existing offices adjacent to the Media Center to include three new doors, removal of one door, and addition of one built-in closet.
3. All associated demo and floor patching has been included to complete the remodel and buildout of the rooms.
4. The proposed rooms will be built into an existing finished space. The rooms will have new stud walls with sound insulation, plywood backing, gypsum and paint.
5. The existing exterior windows will remain.
6. The rooms will include new or modified lighting, HVAC supply ducts, electrical, sprinkler heads, and fire alarm sensors and control system revisions.

Listed below is our anticipated design scope of work items:

Existing Building Documentation

1. Perform field verification of proposed remodel areas utilizing 3D scanning or field measurements supplemented with existing building documentation as required.
2. Complete one (1) site visit to confirm existing building conditions in areas of proposed room build outs.
3. Create Revit Model for portions of the existing school building impacted by the proposed remodel and buildout improvements. This portion of the school building was not scanned as part of our decentralization project.



Psychology Room Design Services

1. Participate in a video/conference call to kick off the project and determine project requirements.
2. Perform Architectural, Electrical, and Mechanical design as required to support the three (3) new psychology rooms and adjacent remodel work.
3. Develop plans for review at approximately the 50% construction document stage.
4. Meet/video conference with DAS and Facility Staff to review 50% construction documents.
5. Prepare a budgetary cost opinion at the 50% construction document phase.
6. Develop plans and technical specifications for psychology rooms and associated remodel work.
7. Provide and review documents at approximate 95% completion with project team.
8. Revise documents one (1) time incorporating Owner review comments.
9. Provide an opinion of probable construction cost for the final documents.
10. Complete quality control during the design phase.
11. Design shall satisfy applicable Federal, State, and Local codes
12. Submit drawings for State Fire Marshal's review.
13. Submit final electronic PDF documents for distribution by the Construction Manager.
14. Upload final design documents to DAS' online project management system in their native format(s)

Bidding Phase Services

1. One professional representative to attend pre-bid meeting.
2. Assist CM in responding to contractor questions and clarifications during bidding, as required.
3. Assist CM with the issuance of addendum, as required.
4. Review contractor quotes, as requested for compliance with construction documents.

Limited Additional Construction Phase Services

1. Our base scope of services assumes that this project will be constructed concurrently with the ongoing decentralization and fire alarm projects on campus. We have NOT included additional construction administration time for managing and processing construction related items, attending construction progress meetings, or construction observation site visits. We are assuming that all these tasks can be combined with existing decentralization work and site visits.
2. Review submittals, RFI's, proposal requests, change orders, and pay applications associated with this project.
3. Complete construction observations of this project concurrently with site visits for the decentralization project. We have NOT included any additional site visit trips associated with this project.
4. Complete a substantial completion punch list with assistance from CM. We are assuming this punch list can be completed as part of a decentralization site visit trip and have not included a separate site trip.
5. Complete a final completion visit with assistance from CM to confirm all work has been completed according to the construction document requirements. We are assuming this final completion can be completed as part of a decentralization site visit trip and have not included a separate site trip.

Compensation:

	Scope Item	Total Fee
1	Existing Building Documentation	\$2,800
2	Psychology Room Design Services	\$16,760
3	Bidding Phase Services	\$2,800
4	Limited Additional Construction Phase Services	\$3,800
5	State Fire Marshal Review Fee Reimbursable Expense	\$300
	TOTAL	\$26,460

Mileage and standard reimbursable expenses have been included in the scope items above.

State Fire Marshal Review Fees shall be reimbursed at the actual fee charged with no markup.

We acknowledge that all documents are copyright to the State of Iowa.

The following are additional services that may be required for the project but have not been included in our current design services request.

Additional Services:

1. Additional Construction Administration Services if the project is not concurrently constructed with the decentralization project or additional independent site visits are required.
2. Design of new mechanical equipment if existing equipment is not sufficient for the proposed room buildout.
3. Building envelope improvements to exterior walls or roofing materials.
4. Design services beyond those listed above and design services for additional remodel work beyond the scope listed above.

We will provide these services in accordance with an executed Consensus Docs 803 agreement for the project.

Sincerely,

SHIVE-HATTERY, INC,



Chris R. Bauer, P.E., PMP

Project Manager

cbauer@shive-hattery.com