



August 24, 2021

John Rutherford
Director of Facilities
1115 North Roberts
Helena, MT 59601

Subject: Fee Proposal – Helena College School of Cosmetology
(Schematic Design, Design Development, Construction Documents and
Construction Administration)

John:

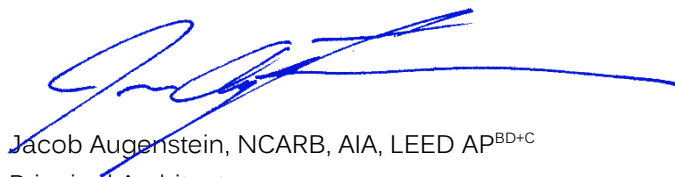
We are pleased to submit this proposal for the design of renovations for the Donaldson Campus School of Cosmetology Design. This fee proposal provides for *Schematic Design, Design Development, Construction Documents and Construction Administration* covering architectural and engineering services (mechanical, plumbing and electrical).

The design team will submit the plan set to the City of Helena Building Department on your behalf for review and answer any questions the code reviews may raise. Please refer to the following pages for a breakdown of what each scope of work and deliverables will be for the phases.

The scope of services and associated fee amount outlined ensure adequate time is applied to each phase of work and all aspects of the process are appropriately covered. Please sign and return one copy to our office for our files.

If you have any questions, please do not hesitate to contact me at 406.457.0360 or jacoba@slatearch.com.

Sincerely,
Slate Architecture



Jacob Augenstein, NCARB, AIA, LEED AP^{BD+C}
Principal Architect

Signature

Logo





Project Description:

The proposed project consists of renovating the Fire Training Bay and the two adjacent mezzanines located in the Donaldson Campus into a new school of Cosmetology. We will be utilizing the ARM 24.121.803 for the equipment and space requirements for the school of Cosmetology. The design will include vertical lifts or LULA system and stair renovation to access the second level for use as program space. The school of cosmetology will be developed to have 30 students and the equivalent equipment requirements will be included. Creating an ascenes for maintenance will also be a priority for this project.

Project area

Main Floor:	2,003± SF	
East Mezzanine:	1,271± SF	
West Mezzanine:	402± SF	Column of Figures
Catwalk:	231± SF	
Total Area:	3,907 ± SF	

Not Currently Included the Scope of the Design Project:

We can provide design services for the renovation of the offsite residence located at 1509 Livingston Ave. into a Saloon/Classroom for the school. However, for this proposal this scope of service has not been included. If the design for this residence is required, the following work will be need to be included;

- Because we will be doing work in more than 50% of the building area, we will also have to meet the Alterations Level 3 requirement of the Existing Building Code
 - This includes all the requirements for Alteration levels 1 & 2.
- Change of Occupancy will require the spaces be brought up to ADA code, and might require some structural, mechanical, electrical, and plumbing modifications.
 - Exterior ADA ramps
 - The interior doors not meeting ADA widths and will most likely need to be rebuilt
 - The hallways are most likely too narrow and will need to be demo'd and rebuilt
 - The restrooms do not meeting ADA clearances and there will need to be two (one men's and one women's)
 - There also needs to be a janitor closet with a utility sink.

Proposal Scope:

The scope of this proposal consists of providing professional schematic design, design development, construction documents, and construction administration for the above-described project. See attached Exhibit A for general conditions.



Architectural Scope of Services:

Schematic Design Phase

- Develop floorplan layout options;
 - Including equipment and space planning designs.
- Create demolition plans;
- Preliminary finish ideas;
- Estimate of Probable Cost of Construction;
- Prepare an approval/sign off set of Schematic Design Documents;
 - Modifications to the design after approval could result in additional fees;
- Includes two (2) on-site design meetings.

Design Development Phase

- Define selected floor plans, sections as needed, interior elevations, preliminary finishes;
- Outline mechanical and electrical systems;
- Preliminary design for Structural Modifications;
- Estimate of Probable Cost of Construction;
- Prepare an approval/sign off set of Design Development Documents;
 - Modifications to the design after approval could result in additional fees;
- Includes two (2) on-site design meetings.

Construction Document Phase

- Prepare final plans, interior elevations, sections, and architectural details sufficient for (sub)contractor bidding and construction;
- Coordinate engineering plans, diagrams, schedules and specifications (on drawings) structural, mechanical, plumbing and electrical disciplines sufficient for bidding and construction;
 - This will include coordination of Owner supplied equipment,
- Estimate of Probable Cost of Construction;
- Prepare an approval/sign off set of Construction Documents (drawings and specifications);
 - Modifications after approval could result in additional fees.
- Total of two (2) on-site construction document/design meetings during this phase.

Bidding/Permitting Phase

- Submit plans/specifications to City of Helena Building Department for review and respond to any review comments as necessary;
- Assist General Contractors and Subcontractors with questions during bidding;
- Prepare responses to RFI's and issue addenda as required;
- Prepare "Issued for Construction" documents to incorporate all addenda and post-bid revision items;
- Total of one (1) meeting during the bidding phase.



Construction Administration Phase

- Assist the GC with subcontractors' questions;
- Review/approval of shop drawings and submittals
- Respond to questions and Requests for Information (RFI's) from (sub)contractors;
- Assist the Owner during construction and provide progress inspections by each discipline;
- Provide substantial/final completion punch list at conclusion of project;
- Bi-Weekly (approximately 8) job site meetings during this phase
- One (1) Punchlist meeting
- One (1) Final Acceptance meeting.

Mechanical / Electrical (M/P) Scope of Services:

Schematic Design, Design Development and Construction Documents Phase

- HVAC Systems;
- Plumbing Systems;
- Temperature Control Systems (Performance Specification)
- Fire Sprinkler Systems (Performance Specification)
- Electrical Lighting Systems
- Electrical Power Systems
- Fire Alarm Systems

Bidding/Permitting Phase

- Bidding services are included but limited answering questions via phone and e-mail for interested contractors.
- Review and response required as a result of plan reviews by the authority having jurisdiction.

Construction Administration (M/E Disciplines)

- Review of shop drawings.
- Respond to contractor questions or requests for clarification of drawings.
- Provide On-site inspections and final inspection during construction as requested.
- Electronic As-Built Documentation from contractor redlines
- Provide substantial completion punch list at conclusion of project;
- Job site meetings/reports during this phase as needed; and
- One (1) Final Acceptance meeting.



Project Fee:

Slate Architecture proposes a lump sum fee of **\$47,250.00** for the above project scope and work scope. The proposed start date is immediate. This fee can be roughly broken down into the following disciplines and phases of work:

Table of Costs: Architecture, Structural, HVAC, Plumbing, Electrical Eng.

Discipline	Schematic Design	Design Development	Contract Documents	Bidding / Permitting	Contract Administration	TOTAL
Architecture	\$3,600	\$4,850	\$8,500	\$1,250	\$6,050	\$24,250.00
Structural Engineering	\$500	\$1,250	\$1,750	\$150	\$850	\$4,500.00
HVAC / Plumb. Elec Engineering	\$1,500	\$6,250	\$7,750	\$500	\$2,500	\$18,500.00
Totals	\$5,600.00	\$12,350.00	\$18,000.00	\$1,900.00	\$9,400.00	\$47,250.00

Any additional option services, agreed to in writing, will be invoiced at the following hourly rates:

Managing Principal	\$175.00/hour
Principal Architect	\$150.00/hour
Project Architect	\$130.00/hour
Senior Interior Designer	\$130.00/hour
Project Manager	\$115.00/hour
Design Professional	\$100.00/hour
Drafting Technician	\$ 90.00/hour
Clerical	\$ 50.00/hour

These rates are to remain consistent for the duration of this project. Billing will occur monthly.

Reimbursable Expenses:

Traditional reimbursable items include mileage, shipping and deliveries and reproduction expenses and are billed, actual, in addition to the project fee. For your project, these reimbursable items are *estimated* to be **\$400.00** with the bulk of this cost associated with the production of documents. The breakdown is as follows:

- Media and reproduction costs are estimated at **\$400.00** but will be billed actual.
- Travel to site – (17 visits are included in proposal. If additional trips are requested/necessary, trip cost/breakdown is as follows):
 - 1 miles * \$0.54 = **\$0.54 (\$0.00)**
 - 1 hour of on-site time = **\$140.00**
 - .25 hours of travel time (\$120/hr, reduced rate) = \$30.00
 - Total trip cost: **\$170/trip**



Exclusions from Scope of Services:

The following services are available but are not included in this proposal:

- Design and development of Residence located at 1509 Livingston Ave.
- Full fire Sprinkler System Design (by Helena College vendor)
- Commissioning upon completion
- Modeling of Building for IECC compliance
- Hazardous Material Identification and Abatement
- Permits and Fees
- Building Department or other Regulatory Agencies preparation, filing and meetings
- Record Drawings (As-Builts)
- Testing and Balance of Mechanical Systems
- Tel/com systems including racks, patch panels, backbone cable, horizontal cable, terminations, jacks and testing
- Security systems including surveillance cameras and intrusion detection
- Audio-visual systems including sound systems, public address systems, conference room video systems and ADA hearing-assistance systems
- Access control systems
- Television (coax) distribution systems

Approval:

By:



Slate Architecture, Inc.

Signature

August 24, 2021

Date

