



Department of Education and Early Childhood Development

## Step Two:

# Infrastructure Grant Resource

Documentation Requirements

# Purpose

The Department of Education and Early Childhood Development (EECD) has developed this resource to support applicants who have a signed Project Design Funding letter and are preparing a completed application package. This resource outlines the information requested for Step Two Approval.

Information requested must be submitted in the format requested to be shared with the Review Committee. For example, the complete excel workbook *Schedule A* must be saved and submitted as an excel document. Applicants are encouraged to stay in touch with the EECD contact person for updates on their application status and next steps.

# Project Description

*Appendix A* of *Schedule A* excel workbook (Sheet titled “Appendix A- Project Description”) captures overall project goals and details regarding the applicant and the professionals supporting the project.

# Estimated Project Costs

*Appendix B* of *Schedule A* excel workbook (Sheet labelled “Appendix B: Part A: Cost Estimate”) provides the cost breakdown details for all aspects of the project. The costs associated with construction must be supported by a Class C estimate. More detail on Class C estimate is provided later in this resource. “Appendix B: Part B: Funding Approval” will be completed by EECD staff based on the applicant information provided in Appendix C- Project Status Update.

# Project Status Update

*Appendix C* of *Schedule A* excel workbook (Sheet labelled “Appendix C: Project Status Update”) provides a timeline breakdown for all phases and key activities of the project. Table 1 should be completed by the Project Manager with the contractor. Table 2: Monthly Check-in Schedule is to be determined by the Project Manager and EECD staff.

# Proposed Operating Budget

The excel workbook, *Proposed Operating Budget* allows applicants to record budget information related to child care operations. Existing operators completing an onsite renovation/building an addition will provide details of the approved budget for this current fiscal (column C) prior to project completion along with the budget adjustments for new spaces (column D). New operators and standalone programs are only required to provide the projected revenue and expenses related to the newly created spaces associated with the project. Details on how to complete the workbook sheets “Proposed Licensed Spaces”, “Revenue and Expenses” and “Salary Schedule New Spaces Only” are provided in the workbook on the sheet titled “Budget Sheet Guidelines”.

# Confirmation Documents

The following confirmation documents are required for all projects:

1. Confirmation of Ownership or Leasehold Agreement

2. Board of Directors sign off on each section of *Schedule A and Proposed Operating Budget “Revenue and Expenses” sheet* indicating the Board’s approval of the project as described the Step Two Documents the applicant is submitting for review
3. Provide details the Board of Directors will account for the required 10% contribution in Appendix A -Project Description.
4. Documentation showing community need for spaces that are proposed in the project

If located in a school, in addition to the documentation above, must also provide written approval of the project from the RCE/CSAP

## Schematic Design, Zoning, and Class C Estimate

In the National Building Code and Nova Scotia Code a childcare is typically classified as either a A2 occupancy (no infants) or a B2 occupancy (with infants). Any drawings for new construction or renovation over 200m<sup>2</sup> must be prepared under the supervision and signed off by an Architect or Engineer. Professionals must design buildings in conformance with the minimum standards of the Code, with sufficient drawings and documents to show how these standards have been met.

The following information impacts costs, schedule and design and is to be included in the Submission. Confirm design has considered any cost implications arising from unknow site conditions etc.

### *Schematics should include:*

1. Geotechnical report which identifies soil types and recommends foundation and subsurface requirements.
2. Legal, Topographic, and site servicing survey identifying property boundaries, topography which may impact design, and site servicing which locates existing underground services.
3. Environmental Study that identifies if there are any contaminants on site, rock or pyritic slate.
4. Site Zoning to confirm zoning requirements of the municipality, and if a site needs re-zoning.
5. Determine location of existing water, sewer, communications and power. Is there adequate water pressure to sprinkler?
6. Code Requirements determined through a code review. The consultant should confirm requirements with the Authorities Having Jurisdiction.
7. Childcare is to meet Barrier Free Requirements of Code and a barrier free path of travel is to be provided. Ensure doors have a minimum of 300 mm on the latch side if they swing away from the user, and 600mm on the latch side if the pull towards the user.

Drawing Package should include at a minimum:

### **1. Site Plan**

- a. Indicate-location and tie-in of site services. (water, sewer, power, communications)
- b. Does the topography of site impact the building layout and design?
- c. Overall site plan showing:
  - i. Site Boundaries
  - ii. Location of building c/w north arrow
  - iii. Location of pedestrian access and walkways, ramps, barrier -free access from all doors (service doors are excluded) including all walkways.
  - iv. Play areas- show area proposed/required area to meet licensing requirements.
  - v. Fire truck access and route
  - vi. Parking and drop-off. Parking mandated by municipality. Show accessible parking requirement a maximum of 50m from a main entrance.
  - vii. Limiting distance calculations in code review if applicable.

## 2. Floor Plans:

- a. Include code review with drawing showing travel distances and fire rated partitions and assemblies. If fire resistance is required provide ULC number of tested assemblies.
- b. Wall,
- c. Provide summary of all areas including sq ft. of individual rooms and total gross area of building.
- d. Floor plan showing proposed layout of spaces. Identify type of classroom i.e. infant, toddler or preschool complete with number of spaces. Show location of millwork and cubbies.
- e. Show washroom plans and change table areas/sinks.
- f. Confirm size of windows re: 10 % requirement.
- g. Provide floor area of room/required floor area for play to meet licencing. Include doors, windows, fixtures, mechanical, electrical and comms space.
- h. Show stroller storage and general storage.
- i. Provide one building section showing dimensions and typical window wall in childcare play area. Confirm that classroom meets 10% floor to window area for glazing.
- j. Show mechanical, electrical and coms spaces.

## 3. Building Cross Section

- a. Floor to ceiling heights
- b. Cross section of roof, exterior wall, floor and foundation.

## 4. Outline specifications:

A brief description of the main components to be used in construction. These need to be described in enough detail to be able to allow costing:

- a. Components include substructure (foundation types); superstructure (structure and exterior wall system); cladding; roofing; internal walls and partitions; interior and exterior doors; ceilings; floors; finishes. Include also building services: lighting; heating ventilation; air conditions; water supply; drainage; and any other special installations i.e. fixtures, fittings and landscape items.
- b. **Note that projects funded by the province shall respond to the Climate Change Reduction Act which focuses on reducing greenhouse gas emissions.** How does project address and reduce greenhouse gasses? Consider using electric systems, heat pumps and eliminating the use of fossil fuels.

## 5. Costing/quotes:

- a. Class C Cost Estimate is based on a Schematic Design and presented in Elemental Format. Elemental Format is budget setting format which considers the major elements of a project and provides an order of cost estimate base on an Elemental Cost Analysis of a building project. Please see the following pages for details that are required in the Class C Cost Estimate along with a sample.
- b. Applicants are required to along with the Class C Cost Estimate submit a breakdown of the Cost Estimate using Part 2 of *Appendix A: Project Plan* workbook sheet labelled "Cost Estimate". This provides more detail regarding the overall costing of the project.

Level 1 Major Group Elements	Level 2 Group Elements	Level 3 Individual Elements
A- Shell	<b>A1 Substructure</b> (includes foundation systems, basement excavation, shoring system, dewatering)	A11 Foundation A12 Basement Excavation
	<b>A2 Structure</b> (includes slab on grade, granular sub-base, upper floor framing, roof framing)	A21 Lowest Floor Construction A22 Upper Floor Construction A23 Roof Construction
	<b>A3 Exterior Enclosure</b> (includes the building envelope such as curtain wall, solid wall system and assembly, windows, roof membrane, canopy)	A31 Walls Below Grade A32 Walls Above Grade A33 Windows and Entrances A34 Roof Covering A35 Projections
B - Interiors	<b>B1 Partitions and Doors</b> (includes elevator and stair core walls, block wall, drywall partition, hollow metal doors, solid core doors, door frames and hardware)	B11 Partitions B12 Doors
	<b>B2 Finishes</b> (includes floor, wall and ceiling finishes)	B21 Floor Finishes B22 Ceiling Finishes B23 Wall Finishes
	<b>B3 Fittings and Equipment</b> (includes fixed millwork, washroom accessories, handrails, guardrails, equipment)	B31 Fittings and Fixtures B32 Equipment B33 Conveying Systems
C – Services	<b>C1 Mechanical</b> (includes plumbing, fire protection and sprinkler, HVAC, building controls)	C11 Plumbing and Drainage C12 Fire Protection C13 H.V.A.C C14 Controls
	<b>C2 Electrical</b> (includes Service Distribution, Lighting, Power Systems and Ancillaries, Fire Alarm, Security and IT systems)	C21 Service & Distribution C22 Lighting, devices and Heating C23 Systems & ancillaries
<b>NET BUILDING COSTS (Excluding Site)</b>		
D – Site and Ancillary Work	<b>D1 Site Work</b> (includes soft and hard landscaping, exterior lighting, incoming hydro service, storm service, sewer services, natural gas service)	D11 Site Development D12 Mechanical Site Services D13 Electrical Site Services
	<b>D2 Ancillary Work</b> (includes demolition, renovation works)	D21 Demolition D22 Alterations
<b>NET BUILDING COST (Including Site)</b>		
Z – General Requirements and Allowances	<b>Z1 General Requirement</b> (including General Contractor’s overhead and profit, site supervision cost, temporary services, temporary accommodation)	Z11 General Requirements
<b>TOTAL CONSTRUCTION ESTIMATE (Excluding Contingencies)</b>		
	<b>Z2 Contingencies</b> (including contingencies to cover omissions and unknow project elements, unexpected changes in sub-contractor prices between initial estimate and when work is performed, and potential cost increases that can occur during the construction stage)	Z21 Design Contingency Z22 Escalation Contingency Z23 Construction Contingency
<b>Total Construction Estimate including allowances</b>		

P3-Canada-guide-to-Schematic-design-Estimates.pdf. (n.d.). <http://www.ahooker.com/wp-content/uploads/2016/02/P3-Canada-Guide-to-Schematic-Design-Estimates.pdf>

Sample Class C quote:

Typical Example of Elemental Format using Unifomat II Classification			Elemental Quantity SM	Elemental Unit Rate \$/SM	Elemental Amount	Cost/SM \$/SM	Total \$	%
<b>A Shell</b>								
<b>A1</b>	<b>Substructure</b>							
A11	Foundation		3800	\$122.60	\$465,880	\$122.60		
A12	Basement excavation		0				\$465,880	2.10%
<b>A2</b>	<b>Structure</b>							
A21	Lowest floor construction		3800	58.23	\$221,274			
A22	Upper floor construction		3320	69.82	\$231,802			
A23	Roof construction		3800	69.92	\$265,696	\$100.10	\$718,772	3.09%
<b>A3</b>	<b>Exterior Enclosure</b>							
A31	Walls below grade		0					
A32	Walls above grade		1858.5	\$192.37	\$357,522			
A33	Windows & entrance		450	\$4,985.90	\$2,243,662			
A34	Roof coverings		3800	\$47.41	\$180,170			
A35	Projections		400	\$84.46	\$33,782	\$392.08	\$2,815,134	12.22%
<b>B Interiors</b>								
<b>B1</b>	<b>Partitions</b>							
B11	Partitions		5,646	\$225	\$1,270,313			
B12	Doors		120	\$2,000	\$240,000	\$210.35	\$1,510,313	6.50%
<b>B2</b>	<b>Finishes</b>							
B21	Floor finishes		7180	\$65.00	\$466,700			
B22	Ceiling finishes		7120	\$48.00	\$341,760			
B23	Wall finishes		11,292	\$11.01	\$124,293	\$129.91	\$932,753	4.21%
<b>B3</b>	<b>Fittings and Equipment</b>							
B31	Fittings and equipment		7180	\$67.17	\$482,269			
B32	Equipment		7180	\$44.78	\$321,512			
B33	Conveying systems		1	\$162,000	\$162,000	\$134.51	\$965,782	4.16%
<b>C Services</b>								
<b>C1</b>	<b>Mechanical</b>							
C11	Plumbing & drainage		7180	\$780.65	\$5,605,067	\$780.65	\$5,605,067	24.12%
C12	Fire protection							
C13	HVAC							
C14	Controls							
<b>C2</b>	<b>Electrical</b>							
C21	Service & distribution		7180	\$574.89	\$4,127,710	\$574.89	\$4,127,710	17.86%
C22	Lighting, devices & heating							
C23	Systems & ancillaries							
<b>Net Building Cost including site</b>							<b>\$17,141,411</b>	<b>73.77%</b>
<b>D Site</b>								
<b>D1</b>	<b>Site Work</b>							
D11	Site development				\$1,800,000			
D12	Mechanical site services				\$350,000			
D13	Electrical site services				\$270,000	\$337.05	\$2,420,000	10.42%
<b>D2</b>	<b>Ancillary Work</b>							
D21	Demolition							
D22	Alterations				\$130,000	\$18.10	\$130,000	0.06%
<b>Net Building Cost including site</b>							<b>\$19,691,411</b>	<b>84.74%</b>

Typical Example of Elemental Format using Unifomat II Classification			Elemental Quantity SM	Elemental Unit Rate \$/SM	Elemental Amount	Cost/SM \$/SM	Total \$	%
<b>Z Mark-ups</b>								
<b>Z1</b>	<b>General Requirements</b>	<b>7%</b>						
Z11	General requirements					\$191.98	\$1,378,399	5.93%
<b>Total Construction Estimate excluding contingencies</b>								
<b>Z2</b>	<b>Contingencies</b>	<b>11%</b>						
Z21	Design contingency	0%			\$0			
Z22	Escalation contingency	6%			\$1,181,485	\$164.55		
Z23	Construction contingency	5%			\$984,570	\$137.13	\$2,166,055	9.32%
Value Added Tax excluded								
<b>Total Construction Estimate including allowances</b>						<b>\$3,293.90</b>	<b>\$23,235,865</b>	<b>100%</b>
Gross floor area 7,180 m2								