

## **SMRT PROCESS SUMMARY**

- The Town approved a warrant article at the March, 8, 2005 Town Meeting (SB2 voting session) as follows: "Shall the Town raise and appropriate through special warrant article the sum of \$100,000 for the purpose of a detailed study of building use options for the Town Office Building, to include remediation of lead and indoor air pollution, analysis of current functions, space needs, preliminary designs and cost estimates for suggested solutions, including possible use of the Town Hall." This article passed 1093 in favor, 1085 against.
- Initial discussions regarding work on the project were initiated at the Board of Selectmen level on April 24, 2005.
- In the Spring of 2005, a "task force" was composed to work on this project. Members were: Town Manager Russ Dean, Selectman Bob Eastman, Keith Noyes, Kevin Smart, Brian Comeau, Doug Eastman, Sylvia Von Aulock, Linda Hartson, Lynn Nash, Janet Whitten.
- The original RFP for the project was completed and distributed on July 19, 2005 with a return date of August 26, 2005. The original budget was \$25,000 for this portion of the project (of the \$100,000 approved by Town Meeting).
- The Town received responses on August 26<sup>th</sup> and convened the task force to shortlist the applicants.
- SMRT was selected from among three finalists (HKT Architects and OEST were the other 2 finalists) after interviews, which were held September 28<sup>th</sup>, 2005.
- On October 4, 2005, SMRT faxed to the Town three items: 1) fee proposal for the project (\$24,400); 2) Scope of work and project strategy; and 3) proposed timeline for the project. Numbers 2) and 3) were detailed in SMRT's original RFP response dated 8/26/05.
- On October 11, 2005, SMRT faxed to the Town a draft contract to be signed. Eventually this contract was signed on December 5, 2005. It should be noted that in between the October 11<sup>th</sup> date and the December 5<sup>th</sup> date it was agreed that SMRT would look into the option of using the Tuck Building as a potential site for a Town Office. For this item another \$5,000 was budgeted which brought the total fee to \$29,900.
- SMRT met with the following Departments on November 1, 2005: Town Manager (and Barbara Blenk), Town Clerk, Planning/Building, Assessing, Welfare, Reception, Finance, IT Coordinator, Tuck School was visited after the interviews for an assessment for suitability as a Town Office option.

- SMRT publishes Town Office/Town Hall Facilities Assessment on January 16, 2006. This includes options 1 through 5 (including a 4b option) with “soft cost” type estimates. It also includes an estimate for the Tuck Building including the gym wing. This document is revised twice and finalized on February 3, 2006.
- Original committee meets with SMRT on February 14, 2006, following items discussed: Square footage requirements, cost estimation information, construction period, parking. At this meeting Bob Eastman relayed information from Board of Selectmen that Option 3 was preferred option. Ledge at lower level of Town Hall was discussed. Preservation of Nowak Room discussed.
- Original committee meets with SMRT on April 18, 2006 to review latest plan. There are notes to this meeting.
- Work on plans A, B, C, D (subsets of option 3) continued through May and June, 2006.
- On July 31, 2006, SMRT met with the Board of Selectmen to discuss their findings. Input was given by Board at this meeting and SMRT worked those comments into their final drawings, dated August 29, 2006.
- Town Manager drafted memo to Board of Selectmen dated August 30, 2006, describing the latest floor plan and the need to now review the project financially.
- On September 14, 2006, SMRT’s findings were presented to the Planning Board as part of the CIP public hearing (along with floor plans).
- Budget Committee received a presentation in November, 2006 and voted to not support the project.
- Board of Selectmen decision in December, 2006 to not place project on ballot.

There being no further discussion, Moderator Tucker asked for a show of hands on the amendment. Mr. Tucker **declared the amendment had passed.** There being no further discussion on the Article as amended, **Moderator Tucker declared that Article 17 would appear on the ballot as amended. "To see if the Town will vote to raise and appropriate, through special warrant article, the sum of \$100,000 for the purchase of a portion of a parcel of land off the Epping Road, specifically referred to as Map 47, Lot 8, to be available as a site for construction of future Fire Department and/or other municipal facilities."**

**Article 18:** To see if the Town will vote to raise and appropriate, through special warrant article, the sum of \$100,000 for the purpose of a detailed study of building use options for the Town Office Building, to include remediation of lead and indoor air pollution, analysis of current functions, space needs, preliminary designs and cost estimates for suggested solutions, including possible use of the Town Hall. (The Board of Selectmen recommends this appropriation.)

Moderator Tucker called for discussion on this Article. Selectman Ingram explained that the employees of the Town Office Building have experienced severe respiratory problems as a result of poor air quality in the 100-year-old building. The building does not meet the building code, and many of the offices suffer from overcrowding, such as the Town Clerk's area. Passage of this warrant article will allow for a review of how to address these problems and others, design of a favored solution, and plans for the relocation of the offices during construction.

Resident Anthony Zwaan asked why these issues were being raised now, and how long these problems have been going on? PW Director Noyes said there are all kinds of issues relative to the Town Office Building and there is a need for a structural engineer to be brought in. Resident Gerry Hamel agrees there are air quality issues and realizes there needs to be further testing done regarding the lead problems, but he feels that \$100,000 is too much for this project.

Selectman Bob Eastman said the Town Office Building is the building that should have money spent on it. He thinks that some of the work can be done "in-house" to minimize expenses. He is concerned about the load bearing walls. However he believes we need to "take care of the Town's employees."

There being no further discussion on this Article, **Moderator Tucker declared Article 18 would be on the Ballot as written.**

**Article 19:** To see if the Town will vote to raise and appropriate, through special warrant article, the sum of \$80,000 to complete the replacement of storm windows at the Town Hall. (The Board of Selectmen recommends this appropriation.)

Moderator Tucker called for discussion on this Article. Selectman Bob Eastman explained this expenditure was taken out of the budget last year when we had to defer to the default budget. If this Article passes this year the final two-thirds of the window replacements will be completed. Moderator Tucker said he was speaking for the election workers in favor of passage of this Article, as this building was extremely cold during last year's Presidential Primary in February, and the heating system could use some assistance as well.

*Articles amended @ Deliberative Session 2/05/05: Articles 17, 22, 26, 27, 41, 46, 47, 48*

**Article 15:** To see if the Town will vote to raise and appropriate, through special warrant article, the sum of \$140,000 for the purpose of repairing exterior brick and brownstone at the Town Hall. (Three of the five members of the Board of Selectmen recommend this appropriation.)

**Article 16:** To see if the Town will vote to raise and appropriate \$192,415 from the general fund to be placed in the Ambulance Expendable Trust Fund. This amount is equal to the revenue raised in 2004 from ambulance transports specifically for the Ambulance Trust Fund. Passage of this article will not impact the tax rate.

**Article 17:** To see if the Town will vote to raise and appropriate, through special warrant article, the sum of \$100,000 for the purchase of a portion of a parcel of land off the Epping Road, specifically referred to as Map 47, Lot 8, to be available as a site for construction of future Fire Department and/or other municipal facilities. (The Board of Selectmen recommends this appropriation.)

**Article 18:** To see if the Town will vote to raise and appropriate, through special warrant article, the sum of \$100,000 for the purpose of a detailed study of building use options for the Town Office Building, to include remediation of lead and indoor air pollution, analysis of current functions, space needs, preliminary designs and cost estimates for suggested solutions, including possible use of the Town Hall. (The Board of Selectmen recommends this appropriation.)

**Article 19:** To see if the Town will vote to raise and appropriate, through special warrant article, the sum of \$80,000 to complete the replacement of storm windows at the Town Hall. (The Board of Selectmen recommends this appropriation.)

**Article 20:** To see if the Town will vote to raise and appropriate, through special warrant article, the sum of \$77,000 for the purpose of purchasing a sidewalk plow to replace the Department of Public Works' 25-year-old sidewalk plow. (Four of the five members of the Board of Selectmen recommend this appropriation.)

**Article 21:** To see if the Town will vote to raise and appropriate, through special warrant article, the sum of \$72,080, to be added to the previously established Town Retirement Sick Leave Expendable Trust Fund, and to authorize the Board of Selectmen to expend monies from said fund. (The Board of Selectmen recommends this appropriation.)

**Article 22:** To see if the Town will vote to raise and appropriate, through special warrant article, the sum of \$55,000 for the purpose of constructing a fire-rated stairwell in the Town Hall and making repairs to the Town Hall floor and stage. (Three of the five members of the Board of Selectmen recommend this appropriation.)

**Article 23:** To see if the Town will vote to raise and appropriate, through special warrant article, the sum of \$55,000, of which \$20,000 will be paid out of private funds, for the purpose of making improvements to the intersection of Hampton Road and Holland Way. (Four of the five members of the Board of Selectmen recommend this appropriation.)

**Article 13:** Shall the Town of Exeter raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$15,760,121? Should this article be defeated, the operating budget shall be \$15,052,819, which is the same as last year, with certain adjustments required by previous action of the Town of Exeter or by law, or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (The Board of Selectmen recommends this appropriation.)

**YES = 1321\*\***

**NO = 863**

**Article 14:** Shall the Town raise and appropriate, through special warrant article, the sum of \$170,000 to supplement line item "2582-Contracted Paving", as shown in the Town's operating budget, for the purpose of rebuilding and/or paving Town streets and roads? (The Board of Selectmen recommends this appropriation.)

**YES = 1640\*\***

**NO = 545**

**Article 15:** Shall the Town raise and appropriate, through special warrant article, the sum of \$140,000 for the purpose of repairing exterior brick and brownstone at the Town Hall? (Three of the five members of the Board of Selectmen recommend this appropriation.)

**YES = 1002**

**NO = 1147\*\***

**Article 16:** Shall the Town raise and appropriate \$192,415 from the general fund to be placed in the Ambulance Expendable Trust Fund? This amount is equal to the revenue raised in 2004 from ambulance transports specifically for the Ambulance Trust Fund. Passage of this article will not impact the tax rate.

**YES = 1720\*\***

**NO = 445**

**Article 17:** Shall the Town raise and appropriate, through special warrant article, the sum of \$100,000 for the purchase of a portion of a parcel of land off the Epping Road, specifically referred to as Map 47, Lot 8, to be available as a site for construction of future Fire Department and/or other municipal facilities? (The Board of Selectmen recommends this appropriation.)

**YES = 1278\*\***

**NO = 915**

**Article 18:** Shall the Town raise and appropriate, through special warrant article, the sum of \$100,000 for the purpose of a detailed study of building use options for the Town Office Building, to include remediation of lead and indoor air pollution, analysis of current functions, space needs, preliminary designs and cost estimates for suggested solutions, including possible use of the Town Hall? (The Board of Selectmen recommends this appropriation.)

**YES = 1093\*\***

**NO = 1085**

**Article 19:** Shall the Town raise and appropriate, through special warrant article, the sum of \$80,000 to complete the replacement of storm windows at the Town Hall. (The Board of Selectmen recommends this appropriation.)

**YES = 1343\*\***

**NO = 840**

**Article 20:** Shall the Town raise and appropriate, through special warrant article, the sum of \$77,000 for the purpose of purchasing a sidewalk plow to replace the Department of Public Works' 25-year old sidewalk plow? (Four of the five members of the Board of Selectmen recommend this appropriation.)

**YES = 1280\*\***

**NO = 873**

SECOND Session  
MARCH 8, 2005

ANNUAL T.M.



# TOWN OF EXETER

10 FRONT STREET EXETER, NH 03833-2792 (603) 778-0591 FAX 772-4709  
[www.exeternh.org](http://www.exeternh.org)

**Town of Exeter, NH  
Request for Proposals  
Town Hall/Town Office Feasibility Study  
July 19, 2005**

**Deadline for return: August 26, 2005**

## **INTRODUCTION**

The Town of Exeter, NH seeks qualified proposals from architects/consultants to perform a Town Hall-Town Office Feasibility Study. The Town of Exeter is located in the seacoast area of New Hampshire, approximately 50 miles north of Boston and 15 miles south of Portsmouth, NH. Exeter is the home of Phillips Exeter Academy, Exeter Hospital, and Sigarms Manufacturing. The Town employs 112 full-time and 21 part-time personnel. In addition, the Town has seven elected officials (including a five-member Board of Selectmen), and twenty-one (21) call firefighters. The Town has a variety of other Boards and Commissions, such as the Conservation Commission, Planning Board, Zoning Board of Adjustment, Water & Sewer Advisory Committee, and Economic Development Commission. The Board of Selectmen appoints these Boards. As of October, 2003, the Town's estimated population was approximately 14,500.

## **BUILDINGS TO BE STUDIED AND EVALUATED**

### **TOWN OFFICE**

Currently, the Town Offices are located at 10 Front Street, and this building houses all general government offices of the Town including: Board of Selectmen, Town Clerk (with additional terminals), Town Manager, Tax Collection, Reception, Finance/Accounting, Information Technology, Planning/Building, Assessing, and Welfare. Several Boards, Committees and Commissions also utilize storage space for various files and important documents. In addition the Town Office Building functions as the Selectmen's Meeting Room. Public meetings take place on the second floor in the Nowak Room of the Town Office Building and are broadcast locally on Channel 22 (EXTV). The attached floor plans describe the current configuration of the Town Office building.

### **TOWN HALL**

The Town Hall, located across the street from the Town Office Building, is the site of various meetings, events, displays, functions and meetings. In 2004, the Town Hall was utilized a total of 76 times. The Town's deliberative session (the equivalent of the Town Meeting) is held annually at the Town Hall. In addition, the Town Hall is the host site for the annual town election. Due to the fact that Exeter is an "SB2" town where all budget items are subject to voter approval, the turnout on Election Day can be high. The Town Hall's second level is home to an Art Gallery sponsored by the Exeter Arts Committee and the Exeter Arts Association. The lower level ("basement") of the Town Hall is home to the Exeter Area Chamber of Commerce, who leases space from the Town of Exeter. The lease is set to expire in August, 2005. The remainder of the lower ("basement") level of the Town Hall was the site of the former Exeter District Court, which recently relocated to the County Courthouse building in Brentwood, NH. The Town Hall is utilized by a number of groups, who are issued permits through the Office of the Town Manager, some of which are subject to the approval of the Board of Selectmen.

### **SPACE NEEDS & INFRASTRUCTURE**

In recent years, the Town Hall and Town Office buildings have been subject to much discussion regarding 1) space needs of current offices; 2) age and infrastructure; 3)

general serviceability of each office as it pertains to the public; and 4) the health and safety of the building, including lead paint and air circulation; and 5) accessibility. The Town has not yet undergone a comprehensive study of the two buildings, but has had an ongoing maintenance program to deal with some of the physical issues. For example certain capital improvements have been made (such as heating system upgrades and window replacement at the Town Hall), while other projects have been put on a waiting list pending the outcome of this study (such as the installation of a new fire rated stairwell in the Town Hall building). In recent years, different floor plans have been developed around the relocation of certain functions, but none has been fully supported by the majority of the Board of Selectmen.

### **CONSULTANT TASK LIST**

Tasks for this project would include, but not be limited to, the following:

1. A study of the existing conditions of the Town Office and Town Hall facilities. This would include the creation of a current floor plan, and researching the maintenance and functional history of each building, and creating a list of code deficiencies;
2. Interviews with each Department occupying the Town Office, compiling a list of operational inefficiencies (space related); and tagging items each Department views as a priority;
3. An evaluation of future space needs of each municipal department within the Town Office Building; this piece may include looking outside the Town Office building, potentially to the Town Hall building for relocation;
4. An evaluation of the Town Hall building for suitability of Town offices (present and future); as well as a functional assessment of which services would be best offered at the Town Hall as opposed to the Town Office building;
5. A recommendation for a revised layout of the Town Office building if any; also a recommendation for a revised layout of the Town Hall, if any;
6. A review of the infrastructure of the Town Office building including recommendations for interior and exterior renovations needed to bring the building up to code, along with basic cost estimates for each;
7. A review of the parking at the Town Hall and Town Office building with recommendations for improvements and/or changes;
8. An evaluation and recommendation of the Town Hall, including physical infrastructure improvements necessary to bring the building to current code;
9. A prioritization of the above recommendations.

The Town has enlisted the assistance of a Technical Review Group for this project. The group includes: The Town Manager, a member of the Board of Selectmen, the Town Planner, the Town Clerk, the Town's Maintenance Superintendent, the Fire Chief, and two employee representatives. The Technical Review Group was formed for each individual's expertise pertaining to the Town Offices. Each individual is available to meet with the consultant as needed throughout the project. The project will include a number of group meetings with the Technical Review Group at milestones throughout the process.

### **TIMELINE**

Project completion is not later than January, 2006. This deadline may be negotiated during the interview phase and proponents are requested to submit a proposed timeline in their response to the RFP.

### **SITE VISITS**

Proponents wishing to visit the Town Office and Town Hall facility should contact Maintenance Superintendent Kevin Smart at (603) 778-0591 to arrange a tour.

### **DELIVERABLE(S)**

It is expected at the end of the feasibility study the findings of the consultant will be published and presented to the Exeter Board of Selectmen entitled "Town of Exeter Town Hall – Town Office Facility Recommendations." The report will include, but not be limited to, the recommendations of the consultant relative to the use, and improvements to, the Exeter Town Hall and Town Offices, if any. The report should capture each item on the task list, and give cost estimates for each item.

### **APPROPRIATION**

The Town of Exeter has set aside \$25,000 for this feasibility study. The Town is seeking to maximize the results of the study and may make additional money available should the need arise.

### **PROPOSALS**

Proposals should be typed and double spaced and include, at a minimum, the following information:

1. Names and addresses of the firm's principals;
2. Name of the project manager who will be assigned to the project;
3. List of qualifications of each individual assigned to the project;
4. Description of the scope of work and project strategy;
5. A list of similar municipal projects that the firm has worked on in the past.
6. A description of the projects in #4, along with the results of the project.

Proposals should be submitted in a sealed envelope no later than August 26, 2005, at 4:30 p.m. at the Office of the Town Manager, 10 Front Street, Exeter, New Hampshire.

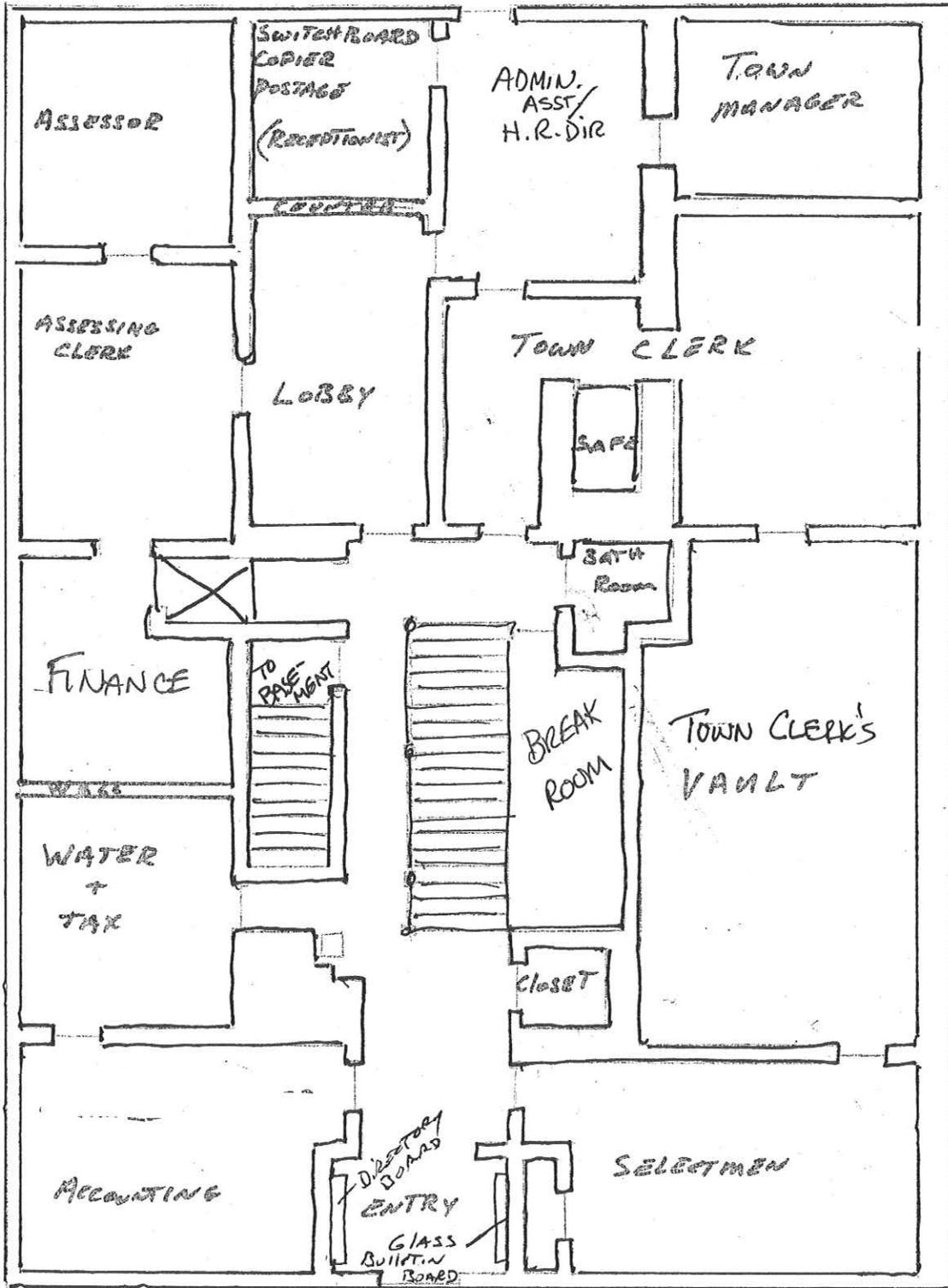
Proponents should have prior experience in a municipal setting, and have familiarity with New Hampshire town government systems and functions.

Proposals should be addressed to:

Russell Dean, Town Manager  
Town of Exeter  
10 Front Street  
Exeter, NH 03833

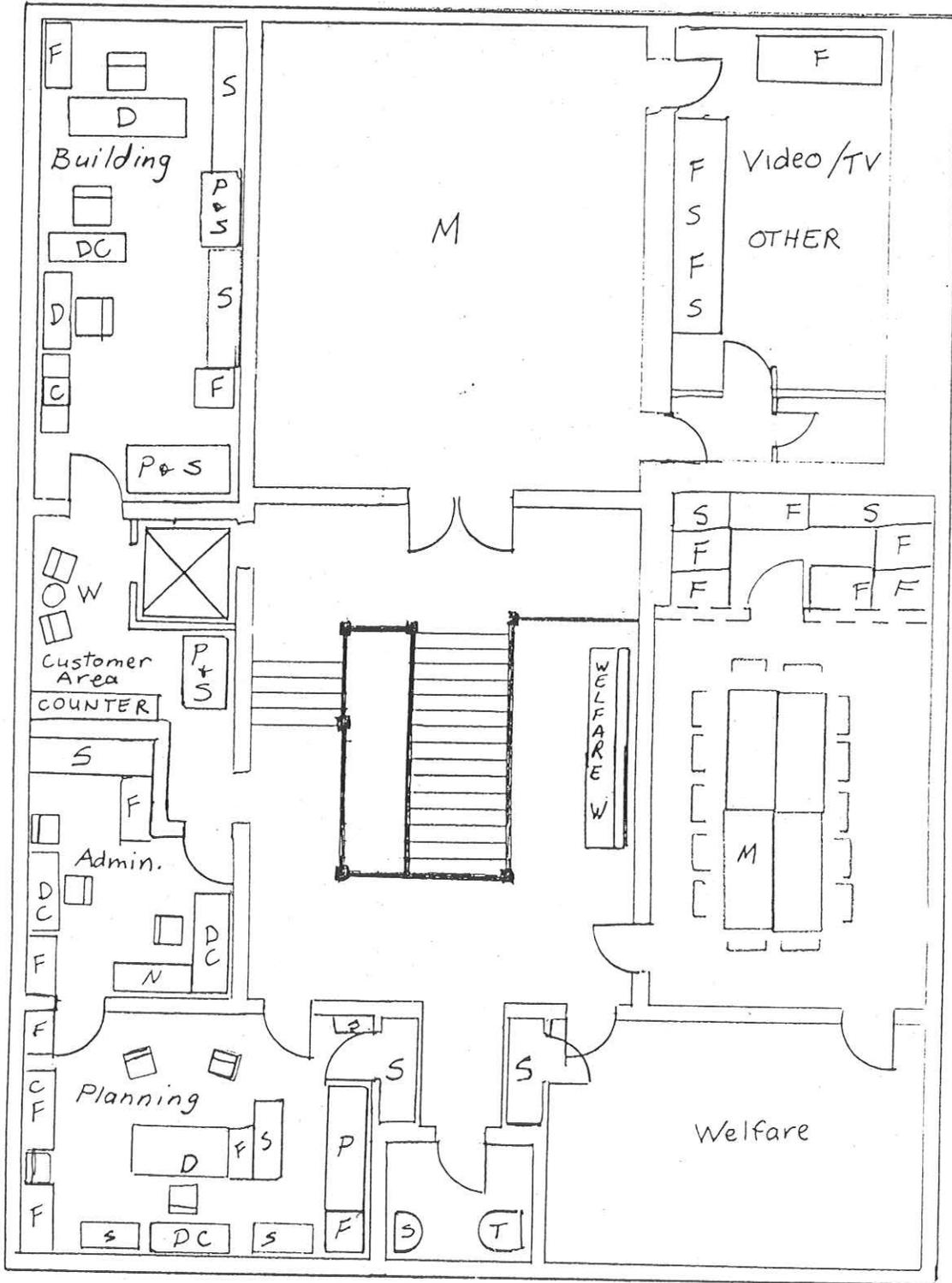
Questions regarding this project should be directed to Russell Dean, Town Manager, between the hours of 8:00 a.m. and 4:30 p.m., at (603) 778-0591.

TOWN OFFICES EXISTING FLOOR PLAN - DOWNSTAIRS (1ST FLOOR)



7/2005

TOWN OFFICES EXISTING FLOOR PLAN -- UPSTAIRS



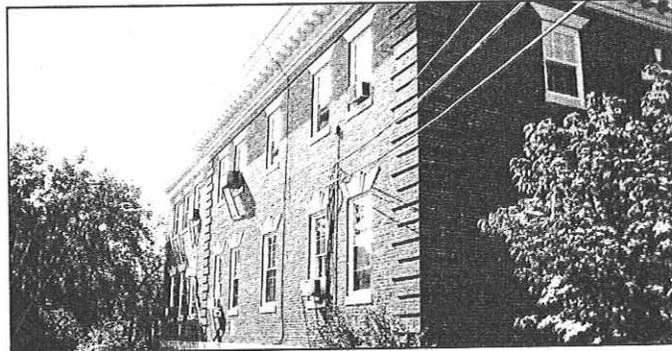
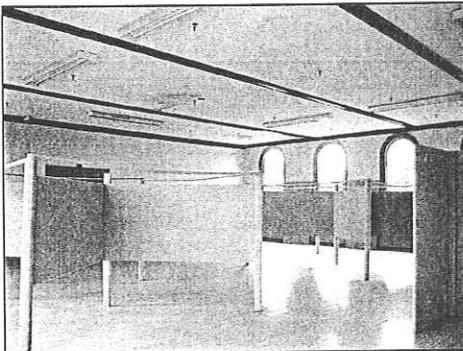
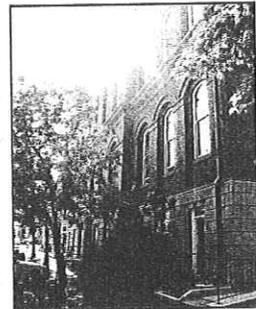
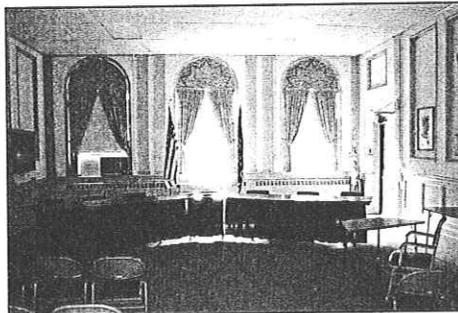
C = Computer  
 Co = Copier  
 D = Desk  
 F = Files  
 M = Meeting Room

N = Network Computer  
 P = Plan Table  
 S = Storage  
 W = Waiting Area

7/2005

# Professional Design Services

*for the Town of Exeter, New Hampshire  
Town Hall / Town Office Feasibility Study*



Submitted August 26, 2005 by:

**SMRT, Inc.**  
144 Fore Street  
Portland, Maine 04101  
207 772-3846

A large, stylized handwritten signature in black ink.



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# Proposed Timeline

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<u>Task</u>	<u>Duration</u>
1. Existing Conditions Analysis and Documentation	2 weeks *
2. Code Study	2 Weeks *
<i>* Existing conditions analysis and documentation and code study tasks could occur concurrently. These tasks would be completed in the month of October.</i>	
3. Meetings Regarding Space Program and Needs	
• <i>Kick-Off Meeting with core committee consisting of Town Manager, all department heads and key staff.**</i>	4 weeks November
• <i>Follow-up meeting with Core Committee to review/revise program.</i>	
4. Conceptual designs to meet all program needs.	] December
5. Develop and prioritize costs for options.	
6. Meeting with committee to review options and costs	] January
7. Compilation of study materials including final recommendations.	

\*\* In our experience, the agenda for the kick-off meeting is extremely important to the successful execution of the project. We offer the following agenda:

1. Introduction
2. Establish time horizon for planning
3. Review/establish space standards of office and work space type and sizes
4. Review standards and policies regarding record retention and file storage
5. Review policies and standards for supply purchasing, storage and distribution.
6. Review consolidation and sharing of spaces and services such as staff break areas, restrooms, reception, etc.



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# *Proposed Timeline*

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7. Distribute existing organization charts for all departments. Review future staff growth anticipated.
8. Discuss public image/interface.
9. Review building-wide security, communications, and MIS system requirements and goals.

The durations described above would result in a 14-week schedule. If a consultant can be selected by early October, the desired January 2006 project completion can be achieved. It is noted that this time period involves three major holidays, so early identification of key meeting dates will be important in achieving the desired schedule.

Due to the size of our company and the depth of professional staff, we feel that our current workload will not impact this project. We are prepared to staff and complete this project in a timely manner.



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# *Scope of Work and Project Strategy*

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SMRT has visited Exeter's Town Hall and Town Office Building to become familiar with the proposed project. We propose to perform the following tasks and prepare the deliverables as noted:

- Existing conditions study of Town Hall and Town Offices. An SMRT team including an architect, landscape architect, and structural, electrical and mechanical engineer will walk through each building and review systems, maintenance and construction. A report will be written by each discipline summarizing their findings which would also include historical background and known code deficiencies.
- A code study for the two buildings including Life Safety, Building Code, ADA and applicable energy codes such as ASHRAE.
- Measured CAD floor plans for both buildings.
- Programming meetings with each town department to identify space needs and operational requirements (i.e. public interface, security, etc.). The deliverable will be a space program quantifying all space needs in a spreadsheet format. The programming meetings will serve to identify future growth needs. These future needs will be documented in the space program.
- Based on the departmental space programs, SMRT will develop conceptual space plans for re-use of the existing buildings or, should these prove wholly or partially infeasible, an analysis of alternative locations



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# *Scope of Work and Project Strategy*

Page 2 of 3

will be undertaken. These space plans will explore the best functional arrangements of departmental spaces.

- Once re-use options have been examined and an optimal scheme approved, the team will make recommendations for scope and probable cost to completely renovate the 2 buildings. The scope will include all code required and infrastructure upgrades. The scope and estimate will be presented in a fashion that will allow the town to prioritize and sort items by importance. SMRT will use the services of an independent cost consultant, Bruce Sanford of Conestco.
- The team will study the existing parking situation (both employee and visitor) and recommend improvements if needed.
- The final deliverable will be a compilation of the above tasks into a bound report to be presented to the Exeter Board of Selectmen. This report will include recommendations from the team with probable costs identified.

The project strategy will be developed with input from the Town of Exeter Technical Review Group. Typically, the SMRT team of experts will first tour the buildings and learn as much as possible from maintenance staff, etc. This effort provides a good foundation for the project as a whole.

At a kick-off meeting with the Review Group, the Project Manager will review project goals and schedule. This kick-off meeting can be a working session to allow everyone input and a history of past efforts can be reviewed.



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# *Scope of Work and Project Strategy*

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The next step will be to schedule dates for the departmental programming sessions. We find that an initial questionnaire can sometimes be helpful in getting the department focused on relevant information. These meetings often start with a tour of the existing office space and a review of the departmental organization chart. We find these meetings are best when several key staff members can attend as well as the SMRT Project Manager and an SMRT Interior Designer familiar with space standards.

Many of the described tasks (code review, existing conditions analysis, space planning options) will require written and graphic analysis undertaken at SMRT's offices. The results will be reviewed at scheduled intervals with the Technical Review Group for feedback and approvals before continuing.

The result of this collaborative strategy will be a comprehensive report on the conditions and potential direction for re-use and renovation of the Town's important facilities.



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August 26, 2005

Mr. Russell Dean, Town Manager  
Town of Exeter  
10 Front Street  
Exeter, NH 03833

Re: Architectural/Engineering Proposal for the  
Exeter Town Hall/Town Office Feasibility Study

Dear Mr. Dean:

SMRT Architecture Engineering Planning is pleased to submit our proposal for the Exeter Town Hall/Town Office feasibility study. After reading through the RFP, visiting the site, and taking pictures, we have a clear understanding of the Town of Exeter's needs.

Selection of SMRT as your consultant will provide significant benefits to the Town of Exeter:

- SMRT has considerable experience working in municipal settings, including the Towns of Lisbon, Brunswick, and Topsham; the Cities of Nashua, Laconia, Augusta, and Haines City; as well as significant work with Maine State Government.
- SMRT is familiar with New Hampshire town government systems. Our most recent work includes a facilities space needs assessment for the City of Nashua.
- SMRT has the depth of design and technical resources to complete the project by January of 2006.
- SMRT is currently working in Exeter at Phillips Exeter Academy. We are committed to the Town and meeting the community's goals.
- SMRT's senior team includes skilled facilitators who build consensus.

We seek to become your trusted advisor.

We would welcome the opportunity to discuss our interpretation of and approach to the project you envision in an interview. In the meantime, please feel free to call me with any questions or comments regarding our proposal. I look forward to hearing from you soon.

Sincerely,  
SMRT

Malcolm L. Collins, AIA  
Principal

CC: JLH, PSS, MGJ, DJT, MJC, 10-GOV

*Northeast*

*Mid-Atlantic*

SMRT

144 Fore Street  
PO Box 618  
Portland, Maine 04104

☎ 207 772-3846  
☎ 207 772-1070

www.smrtinc.com

# *Principals of the Firm*

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The ownership of SMRT is distributed among twelve principals representing all of the services we offer: architecture, landscape architecture, planning, interior design, and structural, mechanical and electrical engineering. This diversity of skills and experience at the ownership level assures the continuing high level of professional services originally established in 1883 by John Calvin Stevens. SMRT's twelve principals are listed below according the office in which they usually preside:

## **Portland Office – 144 Fore Street, Portland, ME 04101**

- Ellen L. Belknap, AIA, NCARB - President and Architect
- Scott L. Benson, AIA, NCARB – Principal and Architect
- Malcolm L. Collins, AIA, NCARB – Principal and Architect
- Michael A. Cunningham, P.E. – Principal and Structural Engineer
- Janet L. Hansen, AIA, NCIDQ, NCARB – Principal, Architect & Interior Designer
- Dennis V. Jud, ASLA – Principal and Landscape Architect
- James R. Landau, P.E. – Principal and Structural Engineer
- Paul S. Stevens, AIA, NCARB – Principal and Architect
- Arthur P. Thompson, AIA, NCARB – Principal and Architect
- Daniel J. Tibbetts, P.E. – Principal and Electrical Engineer

## **Troy, New York Office – 297 River Street #305, Troy, NY 12180**

- Russell T. Bailey, P.E. – Principal and Mechanical Engineer

## **Camden, New Jersey – 800 Cooper Street, Suite 325, Camden, NJ 08102**

- Richard A. Kowalski, P.E. – Principal and Electrical Engineer



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# *Dennis J. Morin*

## Architectural Designer

### **Education:**

Associate of Applied Science,  
Architecture, Engineering  
Technology, New Hampshire  
Technical Institute

Dennis Morin has 10 years experience providing architectural design services, including serving as job captain, for a wide-variety of project types including advanced technology, commercial, educational, correctional, and healthcare. Some of his experience includes:

### *Phillips Exeter Academy - Exeter, New Hampshire*

Job Captain/Designer for the design of all sprinkler systems in the Academy's dormitories.

### *Topsham Public Safety Complex and Municipal Center - Topsham, Maine*

Evaluating consolidation of municipal and public safety services on a central site. The proposed plan includes a 7-bay fire station with adjoining public safety offices and a separate town hall housing all other municipal departments.

### *Northern New Hampshire Correctional Facility - Berlin, New Hampshire*

Design-build 500-bed medium security prison with expansion area for a total of 1,000 inmates. The project included three 750 KW diesel generator sets operating on a synchronizing bus to provide emergency and standby power to five buildings via fifteen transfer switches.

### *Texas Instruments (formerly Unitrode Corporation) - Merrimack, New Hampshire*

Design of a new 42,000 square foot manufacturing FAB area including shipping, receiving, cleanrooms for photo, diffusion, EPI, implant etch and clean room support facilities. A 36,000 square foot office addition included a new cafeteria with a complete food service venue, a new MIS, training rooms and conference rooms.

### *Elliot Senior Health Center - Manchester, New Hampshire*

Design of a 20,000 s.f. Senior Health Center to meet needs specific to the aging and elderly. The Center's services will include primary care, behavioral health and specialty services such as cardiology, podiatry, rehab and a gym designed for the aging.



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# Mark G. Johnson, ASLA

## Landscape Architect

### Education:

Bachelor of Landscape Architecture,  
Virginia Polytechnic Institute and  
State University

### Advanced Studies:

- Visual Resource Assessment,  
University of Southern Maine
- Electronic Imaging, Boston  
Architectural Center
- Computer Aided Design/Drafting  
(Auto CADD12), Portland  
Regional Vocation Technical  
Center
- Designing Erosion Control Plans,  
Maine Nonpoint Source Training  
and Resource Center - Maine  
Department of Environmental  
Protection

### Registrations:

Registered Landscape Architect in  
Maine

### Affiliations:

American Society of Landscape  
Architects  
GrowSmart Maine, Member (Policy  
Committee)

Mr. Johnson has practiced landscape Architecture for more than 15 years in New England and the Southeast and has provided site planning and design services for municipal, institutional, commercial, and residential clients. Concentrating in site planning and design, Mark's experience includes commissions ranging from the small scale garden to the large scale master plan; from project inception through regulatory permitting and construction.

### *City of Nashua, Facility Space Needs Assessment - Nashua, New Hampshire*

Facility space needs assessment to ascertain city departmental staff/space requirements for 10 and 20-year planning periods; evaluate departmental management practices and develop options for improving efficiency through spatial reorganization, location changes and possible consolidation; develop space plans to improve the utility and efficiency of city office buildings.

### *Town Facilities Assessment - Brunswick, Maine*

Comprehensive Municipal Facilities Audit for the Town of Brunswick which includes a physical and program audit, financial analysis, and a re-use analysis for the old Brunswick High School.

### *Town of Brunswick Municipal Facilities - Brunswick, Maine*

The Town of Brunswick purchased the former Times Record Publishing building to house their police, cable tv, public works and council chambers. Once the police have relocated, the town hall will be renovated for town departments such as planning, administration and assessors who require greater public interface.

### *Augusta State Facilities Master Plan - Augusta, Maine*

Development of a campus master plan to include potential re-use strategies for the Augusta Mental Health Institute and documentation of existing conditions and re-use options for the Capitol Complex and surrounding buildings.



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# *Michael J. Chonko, PE*

Mechanical Engineer

**Education:**

Bachelor of Science, Mechanical  
Engineering, University of Maine  
Orono

**Registrations:**

Registered Professional Engineer,  
Maine, Massachusetts, and New  
Hampshire.

**Affiliations:**

Member, American Society of  
Heating, Refrigeration and Air-  
Conditioning Engineers (ASHRAE)

Mike Chonko is an experienced mechanical engineer. He is skilled in the design of systems for healthcare, advanced technology and educational projects. Some of his project experience includes:

***Eastern Maine Medical Center, Facilities Study - Bangor, Maine***

Project Manager and Mechanical Engineer for an extensive study to review all of the mechanical systems in the 800,000 SF facility built over the past 150 years. Systems studied include steam/condensate, air handling, medical gases, electrical, plumbing, fire protection and chilled water. An extensive report was issued detailing the field findings and short/long term recommendations for the facility to incorporate short and long term capital planning to address the issues.

***Topsham Public Safety Complex and Municipal Center - Topsham, Maine***

Mechanical Engineer working with the Town of Topsham and their building committee to consolidate their municipal and public safety services on a central site. The proposed plan includes a 7-bay fire station with adjoining public safety offices and a separate town hall housing all other municipal departments.

***Kennebunkport Town Hall - Kennebunkport, Maine***

4,000 s.f. town office building with offices and meeting facilities.

***Saco Police Station - Saco, Maine***

8,000 s.f. police facility with office space, holding cells, meeting space, shooting range and vehicle garage space.

***Kennebunkport Fire Station - Kennebunkport, Maine***

5,000 s.f. fire station and emergency vehicle building.



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# *Daniel J. Tibbetts, PE*

## Principal/Electrical Engineer

### **Education:**

Bachelor of Science in Electrical  
Engineering Technology, University  
of Maine Orono

### **Registrations:**

Registered Professional Engineer,  
Maine, Vermont, Massachusetts,  
New York, Connecticut, New  
Jersey, and New Hampshire.

### **Affiliations:**

Member, Illuminating Engineering  
Society of North America (IES)

Dan Tibbetts, a Principal at SMRT, is experienced in the design and construction of electrical systems for municipal, high tech, industrial, health care, and justice facilities. Some of his recent project experience includes:

### *City of Nashua, Facility Space Needs Assessment - Nashua, New Hampshire*

Facility space needs assessment for the City of Nashua. The project includes ascertaining city departmental staff and space requirements, develop records management program, develop space plans to improve efficiency and develop standards for city employees.

### *Cape Elizabeth Feasibility Study - Cape Elizabeth, Maine*

Evaluation and study of the High, Middle and Pond Cove Elementary Schools to provide background documentation for the development of a 10-year master plan in three phases immediate (1-3 years), 5 years and 8-10 years.

### *UnumProvident, Facility Assessment - Portland, Maine and Worcester, Massachusetts*

An in depth assessment of 8 buildings in Maine and 2 buildings in Worcester. Site issues; building envelopes; interior systems including electrical, HVAC, plumbing and fire protection systems were assessed.

### *Lanza Biologics, Facilities Study - Portsmouth, New Hampshire*

Electrical Engineer to determine capacity of the building switchboards, motor control centers and panel boards. Included updating panel schedules and one line diagrams as well as making recommendations for upgrades that may be required for an expansion to the facility.



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# *Michael A. Cunningham, PE*

## Structural Engineer

### **Education:**

Bachelor of Science, Civil

Engineering, University of Maine at  
Orono

In his 25 years of practice, Mr. Cunningham has gained extensive design experience in structural steel, wood, masonry, and reinforced concrete systems. He has considerable experience in many types of projects including correctional, commercial, industrial, and health care facilities.

### **Registrations:**

Registered Professional Engineer in  
New York, Connecticut, Florida,  
Maine, Massachusetts, Vermont  
New Hampshire, New Jersey,  
Rhode Island, and West Virginia

#### ***Town of Brunswick Facilities Assessment - Brunswick, Maine***

Comprehensive Municipal Facilities Audit for the Town of Brunswick which includes a physical and program audit, financial analysis, and a re-use analysis for the old Brunswick High School.

### **Affiliations:**

Professional Member American  
Institute of Steel Construction

Former Secretary, Structural Engineers  
Association of Maine

#### ***Cape Elizabeth Feasibility Study- Cape Elizabeth, Maine***

Evaluation and study of the High, Middle and Pond Cove Elementary Schools to provide background documentation for the development of a 10-year master plan in three phases: immediate (1-3 years), 5 years and 8-10 years.

#### ***Consolidated School - Kennebunkport, Maine***

Engineering study of existing mechanical, electrical and structural systems found that all of the roofs to this building were seriously under-designed. A design for repairs was then completed.

#### ***Greely High School - Cumberland, Maine***

Repair and renovation to the high school pool roof.

#### ***Thornton Academy - Saco, Maine***

Building evaluations on the Thornton Academy campus.

#### ***YMCA Pool Building - Camden, Maine***

Analysis and feasibility study to correct HVAC and moisture damage to the pool building.

#### ***Manset Marine Supply - Rockland, Maine***

Structural evaluation of existing systems; development of repair priority plan and cost estimate.



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**BRUCE M. SANFORD**

222 Mountain Road  
 Raymond, ME 04071  
 Telephone 207.627.4099  
 Telecopier 207.627.6969

**Construction Consultant - 1995 to current: Conestco., Raymond ME (Principal).**

- ~ Direct all phases of corporate effort in providing accurate opinions of probable cost, constructibility review, and value analyses to architectural, engineering, owner, and developer clients in both the public and private sectors throughout the New England region.
- ~ Advise clients concerning contractual issues and both field and office management considerations of the construction process.
- ~ Provide expert witness cost and construction review services in areas of governmental, institutional, industrial, commercial, retail, and high end residential construction.
- ~ Consulted on retainage basis with Massachusetts Board of Library Commissioners as cost opinion specialist and grant review construction professional.

**Construction Administration - Twelve years with major regionally operating general contracting firms.**

- ~ Administered field supervision and inspections, office contract operations, capital estimating, and consultation/sales of design/build and bid/spec general construction.
- ~ Negotiated contracts in public and private sector, with select profitable awards through eight figures.
- ~ Implemented plan reviews and presentations to regulatory authorities.
- ~ Crafted conceptual floor plans and elevations for projects.
- ~ Directed creation of contractual documents and rectified cost projections with corporate budgets.
- ~ Synthesized project management submittals and shop drawing reviews during the contract process with material requisitions and field scheduling of construction.

**Materials Administration - Six years with prominent wholesale supply firms on the east and west coasts.**

- ~ Managed staff in mechanical quotations involving complex heating, air movement, and plumbing systems.
- ~ Administered streamlining of interbranch purchasing to lower operational costs.
- ~ Directed material planning, scheduling, and purchasing of wholesale house branch operations.
- ~ Instructed team members in technical application of HVAC/valve/plumbing components and tools.

**Community and Education**

- ~ Town of Raymond      Comprehensive Plan, 2001 - current  
                                  Planning Board, 2000 - current.  
                                  Fire Station Planning, 1999 - 2001.  
                                  Rt 302 Redevelopment, 1998 - current.
- ~ Town of Pittsfield      District Representative, 1987 - 1989.
- ~ American Red Cross      Volunteer 2000 - current.
- ~ Schoolboy Umpiring      Western Maine Board (Baseball), 1998 - current  
                                  National Babe Ruth Little League, 1996 - current.
- ~ Baccalaureate      California State University, BA 1977. History / Business Administration.

# Similar Projects

Page 1 of 5

Over the past 5 years SMRT has completed several municipal and governmental facility studies. In addition, we have completed work for corporate offices, public safety, healthcare and advanced technology clients. Our most recent significant projects and repeat clients include the State of Maine, Town of Brunswick, Town of Topsham, City of Nashua, Town of Laconia, UnumProvident, Elliot Hospital, Fairchild Semiconductor and Philips Exeter Academy. Following is a listing of our most relevant work:

## City of Nashua Facilities Space

### Needs Assessment, 2003 -

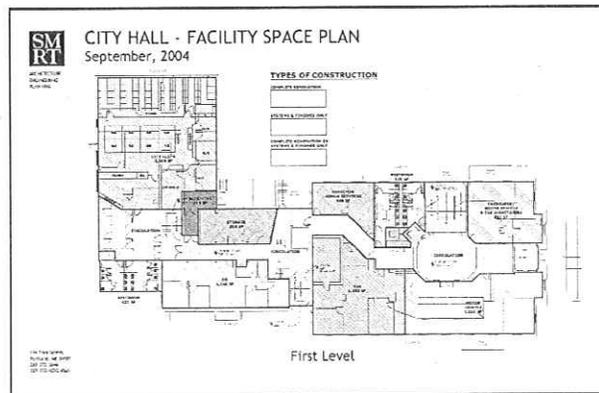
### Nashua, New Hampshire: SMRT

was retained by the City of Nashua, New Hampshire to conduct a

Facilities Space Needs Assessment.

The goals for this project included:

- Ascertaining city departmental staff/space requirements for 10 and 20-year planning periods;
- Developing a comprehensive records management program;
- Determining spatial requirements for archival storage;
- Evaluate departmental management practices;
- Developing options for improving efficiency through spatial reorganization, location changes and possible consolidation;
- Developing space plans to improve the utility and efficiency of city office buildings, including City Hall and 9 other city owned or leased buildings;
- Developing space standards for City employees.



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# Similar Projects

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## Results:

The team produced a summary report of the project in September 2004 which included the building inventory results including floor plans, departmental space programs and fit plans, space standards and a service delivery study. This report was presented to the City Council and is currently being used as a guide to the resolution of city space needs.

*Type of Project: Municipal Space Planning Study*

*Dollar Value: \$167,000 fee*



### Town of Brunswick Times Record

#### Building 2005 - Brunswick, Maine:

The Town of Brunswick purchased a former newspaper printing building with the idea of relocating the Police Department, Town

Council Chambers, Cable TV and Human Services Departments to the building. All of these functions are currently in various town-owned or leased buildings. A secondary result of these relocations was intended to provide additional space in Town Hall for the remaining departments. SMRT was hired to guide the town through the process, but quickly determined that the cost to renovate the Times Record Building would exceed the town's budgeted expenditure. Working with the Town's Facility Committee, SMRT proposed to look at various other combinations of departmental moves, building additions and even new construction. This resulted in 5 options that were presented to the Town Council this August. The Council and Committee are currently determining the direction that they will be taking. The project included:

- Existing Conditions Study of Times Record Building and Town Hall
- Departmental Space Programming
- Space Plan Options
- ADA Compliance



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# Similar Projects

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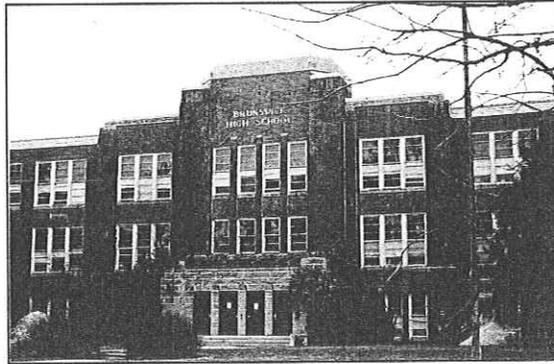
**Results:** As noted above, the project is still in progress. Once the town decides a direction, SMRT will continue with the design of renovations, additions or perhaps a new facility on town owned property.

*Type of Project: Municipal Study*

*Dollar Value: Phase 1 Fee: \$18,000*

## Town of Brunswick Facility Audit

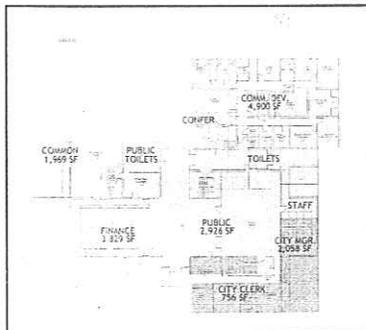
**2001 - Brunswick, Maine:** SMRT architects and engineers conducted an extensive review of Brunswick's town-owned properties and made recommendations for renovations and improvements. In addition, the buildings were documented in CAD and departmental space programs were developed.



**Results:** The end result was a detailed, annotated road map cataloguing Brunswick's facilities. The current project that SMRT is working on is an outcome of the earlier project. Need for appropriate space for the town's police and municipal functions was made apparent in this earlier study.

*Type of Project: Municipal Study*

*Dollar Value: \$70,000 fee*



**Haines City Spatial Needs Assessment (City Hall, Library & Fire Station), Florida 2002 - City of Haines City, Florida:** SMRT was retained to provide a space needs analysis study of three municipal facilities: City Hall, Fire Department and the Public Library. The



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# Similar Projects

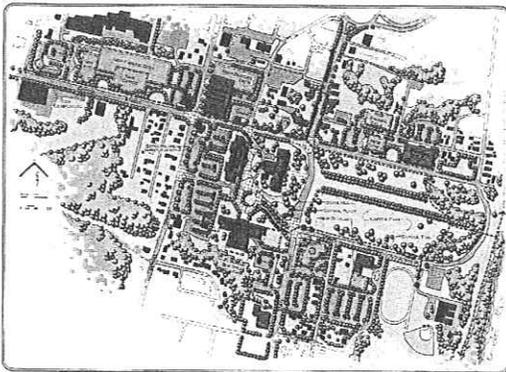
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project tasks included confirming existing space utilization, programming and space needs assessment and preparing master plan options for meeting the space needs identified. Analysis was based on department needs for the next 5, 10 and 20 years based on population projections. A questionnaire was developed and distributed to each department prior to departmental programming interviews. The questionnaire prompted each department to respond to a number of issues. This questionnaire has been adapted and used successfully in the current Brunswick project as well.

**Results:** This project resulted in existing conditions and master site plan options for future growth and expansion being developed, along with the probable costs of realizing those plans. A final report was prepared and presented to the public.

*Type of Project: Municipal Space Needs Study*

*Dollar Value: \$58,000 fee*



## Augusta State Facilities Master Plan

1996-1999:

SMRT developed a facilities master plan for Maine Bureau of General Services.

The scope of the project included:

- Building inventory and analysis of all

State office space in the vicinity of Augusta.

- Comprehensive Relational Database using GIS to document the State's real estate holdings.
- Space Planning Manual to establish standards for new and renovated office space for all State departments.
- Space programs for State departments to support departmental strategic plans.



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- Master plan analysis to improve the State's management of facilities through consolidation, renovation and new construction.
- Special projects to solve critical space planning, design and construction problems during the course of the master plan.

**Results:** As a result of this master plan (it was signed into law by Governor Angus King), the State of Maine has extensively redeveloped the former campus of the Augusta Mental Health Institute as viable state office space. The State Office Building (now known as the Burton Cross Building) was also entirely renovated to serve the state as office space for those state departments that are most closely associated with the Legislature.

*Type of Project: Government Master Plan*

*Dollar Value: \$350,000 fee*

## Maine Department of Human Services

### Various Locations in Maine: SMRT was

retained to establish space needs from client service related Bureaus to create a space program and ideal space plans for a one and



a two level building. SMRT also provided space-planning services for more than 800 workstations in 15 locations across the State of Maine using an Automated Computer Evaluated System.

### Results:

*Type of Project: Programming and Space Planning*

*Dollar Value: Unknown*



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Exeter Town Hall  
Code Summary

GENERAL INFORMATION	
CLIENT	Town of Exeter
PROJECT NUMBER	05145
DATE PREPARED	January 13, 2006
CODES USED FOR SUMMARY	International Building Code 2000 NFPA including 101 Life Safety Code, 2003 edition. ANSI A117.1, ADAAG, Accessibility Guidelines for Buildings & Facilities

BUILDING DESCRIPTION	
DESCRIPTION	Town Hall/Performance
MAIN USE GROUP CLASSIFICATION	IBC Chapter 3, Sect. 303.1 Assembly Group A-3, Mixed use, Nonseparated NFPA Chapter 13 Existing Assembly Occupancy
SPECIFIC OCCUPANCY AREAS	IBC Chapter 3, Section 302.1.1 Storage Rooms > 100 sf. 1 hour. Boiler or furnace room. 1 hour or Sprinklers
ACCESSORY USE GROUPS	IBC Chapter 3, Section 304.1 Business Existing Tenant  IBC Chapter 3, Section 311.1 Storage Group S-2 Low Hazard Storage  IBC 302.2. Accessory areas permitted to 10% of a story and 10% of permitted area by use without classification of mixed-use.
TYPE OF CONSTRUCTION	IBC Type 3B, Unprotected Combustible construction. NFPA Type III (200)
FIRE PROTECTION	Sprinkled

<u>HEIGHT AND AREA LIMITATIONS</u>	
Use Group Specifics	A-3 (Auditorium, Gallery), B, S-2 (Basement) Use groups B, A-3, and S-2 will be mixed-use-nonseparated per 302.3.2.
Allowable Tabular Height	IBC Table 503 Revised for New Hampshire State Building Code A-3: 2 Stories/30 feet B: 3 Stories/40 feet S-2: 3 Stories/40 feet
Allowable Height by Modification (Sprinklers)	IBC 504.2 A-3: 3 Stories/50 feet B: 4 Stories/60 feet S-2: 4 Stories/60 feet
Actual Height	3 stories ? feet to peak
Allowable Tabular Area	IBC Table 503 Revised for New Hampshire State Building Code A-3: 8,400 sf B: 14,400 sf S-2: 14,400 sf
Allowable Building Area by Modification (506.0)	506.2 Street Frontage increase 150% 506.3 Automatic Sprinkler System increase = 200% A-3 = 29,400 sf per floor
Actual Building Area	Basement = 5,741 gsf First Floor = 5,741 gsf Mezzanine = 1,741 gsf Second Floor = 5,741 gsf

<u>ACTUAL BUILDING AREAS BY USE</u>		Area	Subtotal
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Basement (A-3) Use Specific Occupancy Incidental to (A-3) (Table 302.1.1)	Storage	1,691	
	Business	3,611	
	Elevator Machine Room	82	
	Mechanical	226	
	Electrical	131	
	BASEMENT (A-3) AREA	5,741	5,741
	BASEMENT TOTAL		5,741

First Floor (A-3) Use	Auditorium	3,090	
	Stage, changing rooms	1,491	
	Lobby, Stairs, Elevators	1,160	
	FIRST FLOOR (A-3) AREA (NON-SEPARATED MIXED USE)	5,741	5,741
	FIRST FLOOR TOTAL		5,741

Mezzanine (A-3) Use	Auditorium	1,741	
	MEZZANINE (A-3) AREA (NON-SEPARATED MIXED USE)	1,741	1,741
	MEZZANINE TOTAL		1,741

Second Floor (A-3) Use	Gallery	3,756	
	Storage	1,346	
	Rest Rooms, Stairs, Elevators	639	
	SECOND FLOOR (B) AREA (NON-SEPARATED MIXED USE)	5,741	5,741
	SECOND FLOOR TOTAL		5,741

TOTAL BUILDING AREA (S.F.)		18,964
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<b>ALLOWABLE AREA MODIFICATIONS</b>	
Open Perimeter Allowable Increase	
Total Building Perimeter LF	330
First 25% Perimeter	82.5
Obstructed Perimeter LF	0
Total Open Perimeter LF	247.5
% Open Perimeter	75%
% Area Increase (2 x % Open Perim)	150%
Total Area Modification Factor to (Table 503)	
% Allowable Tabular Area	100%
% Increase for Open Perimeter (506.2)	150%
% Increase for Automatic Sprinklers(506.3) (NH)	100%
Conversion Factor	3.50

<b>BUILDING ELEMENTS FIRE RESISTIVE REQUIREMENTS</b>					
Building Element	Remarks	Criteria	IBC 2000	ADA Code Ref.	NFPA Code Reference
Construction Type	Type 3B Unprotected with Sprinklers Type III (200)		Table 601		NFPA 220
Exterior Walls	Loadbearing	2 Hour	Table 601		NFPA 220
	Non-Loadbearing	0 Hour	Table 601		NFPA 220
Fire Walls	*Not Applicable-One Building.				
<b>Fire Separation Assemblies</b>					
Occupancy Separations	None Required		302.3.3		
Enclosure of Interior Exits		1 Hour	1005.3.2		7.1.3.2.1
Smoke Barriers	Shall Extend to the underside of the floor/roof deck above.	1 Hour	709		8.5
Shafts & Elevator Hoistways		1 Hour	707.4		8.6.5
<b>Mixed Use and Fire Separations, Fire Protection</b>					
Business/Storage > 100SF	(B)/(S-2), incidental	1 Hour	302.1.1.1		6.1.14.1.2
Business/Storage	(B)/(S-2), mixed non-separated	0 Hour	302.3.2		6.1.14.3
Business/Assembly	(B)/(A-3), mixed non-separated	0 Hour	302.3.2		6.1.14.3
Storage/Assembly	(S-2)/(A-3), mixed non-separated	0 Hour	302.3.2		6.1.14.3
Smoke Barriers	Not Applicable	NA	709		8.5/12/38
Interior load bearing walls, partitions, columns, trusses & girders	Supporting more than one floor	0 Hour	Table 601		NFPA 220
	Supporting one floor only or one roof only	0 Hour	Table 601		NFPA 220
Structural Members Supporting Wall	Supporting non-load bearing walls	0 Hour	Table 601		NFPA 220
Rated Shaft Enclosures Supports	Not Less than rating of load bearing wall supported.	1 Hour	Section 707.4 & 715.1		8.2.3.3
Floor Construction including beams		0 Hour	Table 601		NFPA 220
		0 Hour	713.2		8.6.1
Roof Construction incl. beams,columns,and deck		0 Hour	Table 601		NFPA 220

SPECIFIC OCCUPANCY AREAS					
Building Element	Remarks	Fire Rating (Hours)	IBC 2000	ADA Code Ref.	NFPA Code Reference
Boiler/Furnace	Sprinklered	1 Hour	Section 302.1.1		6.1.14.1
Storage Rooms > 100 SF	Sprinklered	1 Hour	Section 302.1.1		6.1.14.1

MEANS OF EGRESS					
Building Element	Remarks	Criteria	IBC 2000	ADA Code Ref.	NFPA Code Reference
CEILING HEIGHT	Means of Egress Components	7'	1003.2.4		
	Headroom (Stairs, doors)	6'-8"	1003.2.5.1		7.1.5.3
<b>PROJECTIONS</b>					
Doors	Shall not reduce the width of corridors to less than 1/2 the required width at any point in its swing and, when fully open doors shall not project more than 7" into the required corridor width.		1003.2.3.1		7.2.1.4
Handrails	Clear Space 1 1/2"		1003.3.3.11.6		7.2.2.4.4.5
	Max 4 1/2" projection in stairs		1003.3.3.11.7		7.2.2.2.1(b)
<b>OCCUPANT LOAD</b>					
Floor areas per Occupant	Business	100 gsf/person	1003.2.2.2		Table 7.3.1.2
	Assembly, chairs not fixed	7 nsf/person	1003.2.2.2		Table 7.3.1.2
	Assembly, fixed seats	# of seats	1003.2.2.9		Table 7.3.1.2
	Stages	15 nsf/person	1003.2.2.2		Table 7.3.1.2
	Storage/Mechanical	300 gsf/person	1003.2.2.2		Table 7.3.1.2
	Gallery	15 nsf/person	1003.2.2.2		Table 7.3.1.2
Basement Occupant Load	Storage/Mechanical 2,130 gsf	8			
	Business 3,611 gsf	37			
	<b>TOTAL</b>	<b>45 Occupants</b>			
First Floor Occupant Load	Auditorium 3,090 gsf	442			
	Stage, changing rooms 1,491 gsf	100			
	Lobby/office	12			
	<b>TOTAL</b>	<b>553 Occupants</b>			
Mezzanine Occupant Load	Balcony 1,741 gsf	146 Seats			
	<b>TOTAL</b>	<b>146 Occupants</b>			
Second Floor Occupant Load	Gallery 3,756 gsf	250			
	Storage 1,346 gsf	5			
	Stairs, elev 639 gsf	7			
	<b>TOTAL</b>	<b>262 Occupants</b>			
	<b>TOTAL</b>	<b>1,006 Occupants</b>			
Posting	Posting of Occupant Load	Auditorium/Gallery	1003.2.2.5		12.7.8.3
<b>CAPACITY OF EGRESS COMPONENTS</b>					
Egress width per Occupant	With Sprinkler System		Table 1003.2.3		Table 7.3.3.1
Stairways			0.2"/Occupant		0.3"/Occupant
Doors, ramps, corridors			0.15"/Occupant		0.2"/Occupant
Exit Width					
Stairways	Second floor 6'-7"	13'-1" provided	1003.3.3.1		7.3.3.1
	Mezzanine to First Floor 3'-8"	10'-0" provided	1003.3.3.1		7.3.3.1
	First Floor to Exterior		1003.3.3.1		7.3.3.1
	Basement to Exterior		1003.3.3.1		7.3.3.1

Exit Width	Basement	1 Door leaf		
Doors	First Floor & Mezzanine	4 Door leaves		
	Second Floor	2 Door leaves		
Number of Exits				
Min # Exits any story	Over 1,000 Occupants	4 Exits	Table 1005.2.1	7.4.1.2
	500 - 1,000 Occupants	3 Exits	Table 1005.2.1	7.4.1.2
	Under 500 Occupants	2 Exits	Table 1005.2.1	7.4.1.2
Doorways	Swing in direction of exit travel serving area > 50 persons and where in an exit enclosure.		1003.3.1.2	7.2.1.4.2
Number of Doorways	2 exits required when serving A&B occ. load > 50 and S occ. Load > 30.		Table 1004.2.1	
	Panic Hardware required from A occ > 100		1003.3.1.9	
Size of doors	Minimum clear opening width	32"	1003.3.1.1	7.2.1.2.4
	Maximum swinging door leaf width	48"	1003.3.1.1	
Attic Access	Not less than 20"x30"		1208.2	
Ramps				
Width		44" min	1003.3.4.4	7.2.5.2
Headroom		6'-8" min	1003.3.4.4.2	
Rise	Max vertical rise between landings	30"	1003.3.4.3	7.2.5.2
Max Slope	Means of egress	1:12	1003.3.4.1	7.2.5.2
	Other	1:8	1003.3.4.1	7.2.5.2
Landings				
	Minimum requirements	60"x60"		
Width	Same as ramp		1003.3.4.5.2	7.2.5.3.2
Length	60" min		1003.3.4.5.3	7.2.5.3.2
Common Path of Travel	With Sprinkler System		1004.2.5	A.7.6
	B - Business	100' Max	1004.2.5 - 100'	A.7.6 - 100'
	A - Assembly	75' Max	1004.2.5 - 75'	A.7.6 - 75'
	S - Storage	100' Max	1004.2.5 - 100'	A.7.6 - Unlimited
Exit Access Travel	With Sprinkler System		1004.2.4	A.7.6
	B - Business	300' Max	1004.2.4 - 300'	A.7.6 - 300'
	A - Assembly	200' Max	1004.2.4 - 250'	A.7.6 - 200'
	S - Storage	300' Max	1004.2.4 - 400'	A.7.6 - Unlimited
Corridors	With Sprinkler System			
	Rating	A, B, & S Occupancies	0 Hour	Table 1004.3.2.1
	Width	Doors shall not reduce the width of corridors to less than 1/2 the required width at any point in it's swing and when fully open, doors shall not project more than 7" into the required corridor width.	44" for > 50 36" up to 50	1004.3.2.2 1004.3.2.2
Dead Ends	With Sprinkler System		1004.3.2.3	A.7.6
	B - Business	50' Max	1004.3.2.3 - 50'	A.7.6 - 50'
	A - Assembly	20' Max	1004.3.2.3 - 20'	A.7.6 - 20'
	S - Storage	20' Max	1004.3.2.3 - 20'	A.7.6 - Unlimited

FIRE SUPPRESSION SYSTEM					
Building Element	Remarks	Criteria	IBC 2000	ADA Code Ref.	NFPA Code Reference
SPRINKLERS	Required by use and building size.	Provided	903.2		NFPA 13
FIRE EXTINGUISHERS (PORTABLE)	Class A,B,C; Max. 75' travel dist. to fire extinguisher in egress access. Maximum floor area 11.250 SF per extinguisher. Required in A-3.		906		NFPA 10

FIRE ALARM SYSTEM					
Building Element	Remarks	Criteria	IBC 2000	ADA Code Ref.	NFPA Code Reference
FIRE ALARM	Fire Alarm system required.	?	907.2		

FINISHES					
FLAME SPREAD (Enclosed Room Finishes)					
Building Element	Remarks	Criteria	IBC 2000	ADA Code Ref.	NFPA Code Reference
VERTICAL EXITS AND EXIT PASSAGEWAYS	(B) Business & (A-3) Assembly (S-2) Storage	Class A Class B	Table 803.4 Table 803.4		
EXIT ACCESS CORRIDORS	(B) Business (A-3) Assembly (S-2) Storage	Class B Class A Class B	Table 803.4 Table 803.4 Table 803.4		
ROOMS/ENCLOSED SPACES	(B) Business & (A-3) Assembly (S-2) Storage	Class C Class C	Table 803.4 Table 803.4		
FLOOR FINISHES	(B) Business & (A-3) Assembly	Class II	Section 804.5		
DECORATIONS	(B) Business (A-3) Assembly	No requirement Flame resistant	805.1 805.1		
TRIM		Class C to 10%	805.5		



ARCHITECTURE  
ENGINEERING  
PLANNING

Exeter Town Offices  
Code Summary

GENERAL INFORMATION	
CLIENT	Town of Exeter
PROJECT NUMBER	05145
DATE PREPARED	January 13, 2005
CODES USED FOR SUMMARY	International Building Code 2000 NFPA including 101 Life Safety Code, 2003 edition. ANSI A117.1, ADAAG, Accessibility Guidelines for Buildings & Facilities

BUILDING DESCRIPTION	
DESCRIPTION	Town Office Building
MAIN USE GROUP CLASSIFICATION	IBC Chapter 3, Sect. 304.1 Business Group B NFPA Chapter 39 Existing Business Occupancy
SPECIFIC OCCUPANCY AREAS	IBC Chapter 3, Section 302.1.1 Storage Rooms > 100 sf. 1 hour. Boiler or furnace room. 1 hour or Sprinklers
ACCESSORY USE GROUPS	IBC Chapter 3, Section 303.1 Assembly Use Group A-3 Public Meeting Room  IBC Chapter 3, Section 311.1 Storage Group S-2 Low Hazard Storage Basement, Records Storage  IBC 302.2. Accessory areas permitted to 10% of a story and 10% of permitted area by use without classification of mixed-use.
TYPE OF CONSTRUCTION	IBC Type 3B, Unprotected Combustible construction. NFPA Type III (200)
FIRE PROTECTION	Not Sprinkled

<b>HEIGHT AND AREA LIMITATIONS</b>	
Use Group Specifics	B, A-3 (Public Meeting), S-2 (Basement) S-2 (Records Storage = accessory use per 302.2) Use groups B, A-3, and S-2 will be mixed-use-nonseparated per 302.3.2.
Allowable Tabular Height	IBC Table 503 Revised for New Hampshire State Building Code A-3: 2 Stories/30 feet B: 3 Stories/40 feet S-2: 3 Stories/40 feet
Allowable Height by Modification (Sprinklers)	IBC 504.2 A-3: 2 Stories/30 feet B: 3 Stories/40 feet S-2: 3 Stories/40 feet
Actual Height	2 stories ? feet to peak
Allowable Tabular Area	IBC Table 503 Revised for New Hampshire State Building Code A-3: 8,400 sf B: 14,400 sf S-2: 14,400 sf
Allowable Building Area by Modification (506.0)	506.2 Street Frontage increase 32% 506.3 Automatic Sprinkler System increase = 0% A-3 = 11,004 sf per floor
Actual Building Area	Basement = 3,230 gsf First Floor = 4,700 gsf Second Floor = 4,700 gsf

<b>ACTUAL BUILDING AREAS BY USE</b>		Area	Subtotal
Basement (S-2) Use	Storage	2,767	
Specific Occupancy	Elevator Machine Room	47	
Incidental to (S-2)	Mechanical	216	
(Table 302.1.1)	Electrical	200	
	<b>BASEMENT (S-2) AREA</b>	<b>3,230</b>	<b>3,230</b>
	<b>BASEMENT TOTAL</b>		<b>3,230</b>
First Floor (B) Uses	Office/ Circulation B Occupancy Conference Rooms Rest Rooms, Teledata, Stairs, Elevators Lobby	4,303	
Specific Occupancy	Utility	0	
Incidental to (B)	Storage > 50 SF	397	
(Table 302.1.1)			
	<b>FIRST FLOOR (B) AREA</b>	<b>4,700</b>	<b>4,700</b>
First Floor (A-3) Use	All are accessory B.		
	<b>FIRST FLOOR (A-3) AREA (NON-SEPARATED MIXED USE)</b>	<b>0</b>	<b>0</b>
	<b>FIRST FLOOR TOTAL</b>		<b>4,700</b>

Second Floor (B) Uses	Office	3,539	
	Meeting Room	308	
	Lobby		
	Rest Rooms, Teledata, Stairs, Elevators		
Specific Occupancy Incidental to (B) (Table 302.1.1)	Utility	0	
	Storage > 50 SF	111	
SECOND FLOOR (B) AREA		3,958	3,958
Second Floor (A-3) Uses	Public Meeting	742	
SECOND FLOOR (A-3) AREA (NON-SEPARATED MIXED USE)		742	742
Second Floor (S-2) Uses	All are incidental	0	
SECOND FLOOR (S-2) AREA		0	0
SECOND FLOOR TOTAL			4,700

TOTAL BUILDING AREA (S.F.)	12,630
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<u>ALLOWABLE AREA MODIFICATIONS</u>	
Open Perimeter Allowable Increase	
Total Building Perimeter LF	280
First 25% Perimeter	70
Obstructed Perimeter LF	166
Total Open Perimeter LF	44
% Open Perimeter	16%
% Area Increase (2 x % Open Perim)	31%
Total Area Modification Factor to (Table 503)	
% Allowable Tabular Area	100%
% Increase for Open Perimeter (506.2)	31%
% Increase for Automatic Sprinklers(506.3)	0%
Conversion Factor	1.31

BUILDING ELEMENTS FIRE RESISTIVE REQUIREMENTS					
Building Element	Remarks	Criteria	IBC 2000	ADA Code Ref.	NFPA Code Reference
Construction Type	Type 3B Unprotected without Sprinklers		Table 601		
	Type III (200)				NFPA 220
Exterior Walls	Loadbearing	2 Hour	Table 601		NFPA 220
	Non-Loadbearing	0 Hour	Table 601		NFPA 220
Fire Walls	*Not Applicable-One Building.				
<b>Fire Separation Assemblies</b>					
Occupancy Separations	None Required		302.3.3		
Enclosure of Interior Exits		1 Hour	1005.3.2		7.1.3.2.1
Smoke Barriers	Shall Extend to the underside of the floor/roof deck above.	1 Hour	709		8.5
Shafts & Elevator Hoistways		1 Hour	707.4		8.6.5
<b>Mixed Use and Fire Separations, Fire Protection</b>					
Business/Storage > 100SF	(B)/(S-2), incidental	1 Hour	302.1.1.1		6.1.14.1.2
	(B)/(S-2), mixed non-separated	0 Hour	302.3.2		6.1.14.3
Business/Assembly, <10%	(B)/(A-3), mixed non-separated	0 Hour	302.3.2		6.1.14.3
Smoke Barriers	Not Applicable	NA	709		8.5/12/38
Interior load bearing walls, partitions, columns, trusses & girders	Supporting more than one floor	0 Hour	Table 601		NFPA 220
	Supporting one floor only or one roof only	0 Hour	Table 601		NFPA 220
Structural Members Supporting Wall	Supporting non-load bearing walls	0 Hour	Table 601		NFPA 220
Rated Shaft Enclosures Supports	Not Less than rating of load bearing wall supported.	1 Hour	Section 707.4 & 715.1		8.2.3.3
Floor Construction including beams		0 Hour	Table 601		NFPA 220
		0 Hour	713.2		8.6.1
Roof Construction incl. beams, columns, and deck		0 Hour	Table 601		NFPA 220

SPECIFIC OCCUPANCY AREAS					
Building Element	Remarks	Fire Rating (Hours)	IBC 2000	ADA Code Ref.	NFPA Code Reference
Boiler/Furnace	Non Sprinklered	1 Hour	Section 302.1.1		6.1.14.1
Storage Rooms > 100 SF	Non Sprinklered	1 Hour	Section 302.1.1		6.1.14.1
Public Meeting	Non-separated mixed occupancy A/B	0 Hour	302.3.2		6.1.14.3

MEANS OF EGRESS					
Building Element	Remarks	Criteria	IBC 2000	ADA Code Ref.	NFPA Code Reference
CEILING HEIGHT	Means of Egress Components	7'	1003.2.4		
	Headroom (Stairs, doors)	6'-8"	1003.2.5.1		7.1.5.3
PROJECTIONS					
Doors	Shall not reduce the width of corridors to less than 1/2 the required width at any point in its swing and, when fully open doors shall not project more than 7" into the required corridor width.		1003.2.3.1		7.2.1.4
Handrails	Clear Space 1 1/2"		1003.3.3.11.6		7.2.2.4.4.5
	Max 4 1/2" projection in stairs		1003.3.3.11.7		7.2.2.2.1(b)
OCCUPANT LOAD					
Floor areas per Occupant	Business	100 gsf/person	1003.2.2.2		Table 7.3.1.2
	Assembly, chairs not fixed	7 nsf/person	1003.2.2.2		Table 7.3.1.2
	Storage/Mechanical	300 gsf/person	1003.2.2.2		Table 7.3.1.2
Basement Occupant Load	Storage 3,230 gsf	11			
	TOTAL	11 Occupants			
First Floor Occupant Load	Business 4,303 gsf	43			
	Storage 397 gsf	2			
	TOTAL	45 Occupants			
Second Floor Occupant Load	Business 3,539 gsf	36			
	Storage 111 gsf	1			
	Assembly 308 gsf	44			
	TOTAL	81 Occupants			
	TOTAL	137 Occupants			
Posting	Posting of Occupant Load	Meeting Room	1003.2.2.5		12.7.8.3
CAPACITY OF EGRESS COMPONENTS					
Egress width per Occupant	Without Sprinkler System		Table 1003.2.3		Table 7.3.3.1
Stairways			0.3"/Occupant		0.3"/Occupant
Doors, ramps, corridors			0.2"/Occupant		0.2"/Occupant
Exit Width					
Stairways	Second to First Floor 24"	44" min	1003.3.3.1		7.3.3.1
	Basement to First Floor 4"	44" min	1003.3.3.1		7.3.3.1
Exit Width	Basement	1 Door leaf			
Doors	First Floor	1 Door leaf			
	Second Floor	1 Door leaf			
Number of Exits					
Min # Exits any story	Over 1,000 Occupants	4 Exits	Table 1005.2.1		7.4.1.2
	500 - 1,000 Occupants	3 Exits	Table 1005.2.1		7.4.1.2
	Under 500 Occupants	2 Exits	Table 1005.2.1		7.4.1.2
Doorways	Swing in direction of exit travel serving area > 50 persons and where in an exit enclosure.		1003.3.1.2		7.2.1.4.2
Number of Doorways	2 exits required when serving A&B occ. load > 50 and S occ. Load > 30.		Table 1004.2.1		
	Panic Hardware required from A occ > 100		1003.3.1.9		

Size of doors	Minimum clear opening width	32"	1003.3.1.1		7.2.1.2.4
	Maximum swinging door leaf width	48"	1003.3.1.1		
Attic Access	Not less than 20"x30"		1208.2		
Ramps					
Width		44" min	1003.3.4.4		7.2.5.2
Headroom		6'-8" min	1003.3.4.4.2		
Rise	Max vertical rise between landings	30"	1003.3.4.3		7.2.5.2
Max Slope	Means of egress	1:12	1003.3.4.1		7.2.5.2
	Other	1:8	1003.3.4.1		7.2.5.2
Landings					
	Minimum requirements	60"x60"			
Width	Same as ramp		1003.3.4.5.2		7.2.5.3.2
Length	60" min		1003.3.4.5.3		7.2.5.3.2
Common Path of Travel	Without Sprinkler System		1004.2.5		A.7.6
	B - Business	75' Max	1004.2.5 - 75'		A.7.6 - 75'
	A - Assembly	75' Max	1004.2.5 - 75'		A.7.6 - 75'
	S - Storage	100' Max	1004.2.5 - 100'		A.7.6 - Unlimited
Exit Access Travel	Without Sprinkler System		1004.2.4		A.7.6
	B - Business	200' Max	1004.2.4 - 200'		A.7.6 - 200'
	A - Assembly	150' Max	1004.2.4 - 200'		A.7.6 - 150'
	S - Storage	300' Max	1004.2.4 - 300'		A.7.6 - Unlimited
Corridors	Without Sprinkler System				
Rating	A, B, & S Occupancies	1 Hour	Table 1004.3.2.1		7.1.3.1
Width	Doors shall not reduce the width of	44" for > 50	1004.3.2.2		7.3.4
	corridors to less than 1/2 the required	36" up to 50	1004.3.2.2		
	width at any point in it's swing and				
	when fully open, doors shall not project				
	more than 7" into the required corridor				
	width.				
Dead Ends	Without Sprinkler System		1004.3.2.3		A.7.6
	B - Business	20' Max	1004.3.2.3 - 20'		A.7.6 - 50'
	A - Assembly	20' Max	1004.3.2.3 - 20'		A.7.6 - 20'
	S - Storage	20' Max	1004.3.2.3 - 20'		A.7.6 - Unlimited

FIRE SUPPRESSION SYSTEM					
Building Element	Remarks	Criteria	IBC 2000	ADA Code Ref.	NFPA Code Reference
SPRINKLERS	Not required by use or building size.	Not Provided	903.2		NFPA 13
FIRE EXTINGUISHERS (PORTABLE)	Class A,B,C; Max. 75' travel dist. to fire extinguisher in egress access. Maximum floor area 11,250 SF per extinguisher. Required in A-3.		906		NFPA 10

FIRE ALARM SYSTEM					
Building Element	Remarks	Criteria	IBC 2000	ADA Code Ref.	NFPA Code Reference
FIRE ALARM	Fire Alarm system not required.		907.2		

FINISHES FLAME SPREAD (Enclosed Room Finishes)					
Building Element	Remarks	Criteria	IBC 2000	ADA Code Ref.	NFPA Code Reference
VERTICAL EXITS AND EXIT PASSAGEWAYS	(B) Business & (A-3) Assembly (S-2) Storage	Class A Class B	Table 803.4 Table 803.4		
EXIT ACCESS CORRIDORS	(B) Business (A-3) Assembly (S-2) Storage	Class B Class A Class B	Table 803.4 Table 803.4 Table 803.4		
ROOMS/ENCLOSED SPACES	(B) Business & (A-3) Assembly (S-2) Storage	Class C Class C	Table 803.4 Table 803.4		
FLOOR FINISHES	(B) Business & (A-3) Assembly	Class II	Section 804.5		
DECORATIONS	(B) Business (A-3) Assembly	No requirement Flame resistant	805.1 805.1		
TRIM		Class C to 10%	805.5		