



Certificate of Necessity Application – Renovations / Replacement

1. Project Name: District Central Office

Project Description: Building envelope, interior and MEP upgrades throughout the building are required to protect the investments previously made by the state and local district in this facility. Major projects include replacing interior flooring; replacing exterior stairs and ramps; repointing exterior masonry; replacing roof and replacing HVAC equipment. The work will encompass projects not addressed when the building was converted from a school to offices in 2008. Refer to the attached assessment report for additional details.

Grade Levels Served: N/A

Facility Data

Present:

<i>Address</i>	<i>82 Monrovia Avenue, Smyrna, DE 19977</i>
<i>Gross # square feet</i>	<i>16,200 s.f.</i>
<i>Age of building</i>	<i>1962</i>
<i>Age of additions</i>	
<i>Year of last renovations</i>	<i>2008</i>
<i>Enrollment</i>	<i>N/A</i>
<i>Capacity</i>	<i>NA</i>

Proposed:

<i>Address</i>	<i>same</i>
<i>Gross # square feet</i>	<i>16,200 s.f.</i>
<i>Estimated start time of project</i>	<i>2023</i>
<i>Estimated completion date</i>	<i>2026</i>
<i>Estimated date of occupancy</i>	<i>2026</i>
<i>Capacity</i>	<i>NA</i>

Capital Request Funding

<i>FISCAL YEAR</i>	<i>AMOUNT</i>
<i>FY 2021</i>	<i>\$</i>
<i>FY 2022</i>	<i>\$</i>
<i>FY 2023</i>	<i>\$672,385</i>
<i>FY 2024</i>	<i>\$4,148,490</i>

<i>FY 2025</i>	\$2,131,334
<i>TOTALS:</i>	\$6,952,209

Cost Breakdown/Phase Out

	<i>FY2021</i>	<i>FY2022</i>	<i>FY2023</i>	<i>FY2024</i>	<i>FY2025</i>	<i>TOTAL</i>
<u>Construction Expenses</u>						
<i>Planning/Design</i>						
<i>Architect/Engineering</i>			460,000	80,000	80,000	620,000
<i>Audit Fees</i>			10,000		10,000	20,000
<i>Site Development Costs</i>						
<i>Construction Costs</i>			129,325	3,570,954	1,657,977	5,358,256
<i>Construction Contingency</i>			25,000	150,000	150,000	325,000
<i>Demolition Costs</i>			10,000	5,000	5,000	20,000
<i>Other (Provide Description)</i>						
<u>Non-Construction Expenses</u>						
<i>Technology</i>						
<i>Furniture and Equipment</i>						
<i>Escalation Costs</i>			38,060	342,536	228,357	608,953
<i>Other (Provide Description)</i>						
TOTALS			672,385	4,148,490	2,131,334	6,952,209

2. Project Details:

- a. The DOE decision-making process is based on a priority legend, with the highest priorities being the following:
 - i. Capacity and future enrollment
 - ii. Project corrects facility life, health or safety issues
 - iii. Building aesthetics and programming

- b. **Renovations/Additions:**
 - i. Provide a specific description for each of the schools to be renovated and/or expanded. **Specific details are contained in the attached building needs assessment.** Provide details on the last time the school was renovated. **Last**

renovation occurred through minor capital improvements when the former school was converted to an administration building.

- ii. If needed because of overcrowding, please provide details of overcrowding issues. Which schools?
What are the relief/redistribution plans? What are the patterns of population and student growth in the district?
- iii. Explain how these renovations and/or additions align with the priority legend. **The renovations are required to address aging building systems and correct facility life, health and safety issues.**
- iv. Has the school district obtained all the necessary district Board of Education approvals? Yes; No
- v. Can the renovations be funded with minor cap money? Yes; No
- vi. Can the renovations or additions happen during the school year? Yes; No

Please address the urgency of each project or your request in general. **Building systems and infrastructure are aging and delays will increase costs and the potential for a catastrophic failure. The attached assessment report identifies project based on the immediacy of need: immediate (1-2 years), short-term (3-4 years), mid-term (5-6 years) or long-term (7-10 years).**

What would happen if the CN is not approved this year? **Building systems will or already exceed their expected service life creating the risk for catastrophic systems failure, increased maintenance costs, inefficient operations and an environment not conducive for working and training.**

In what priority order would you classify your request(s) if not all requests were granted? **A priority ranking for all projects is attached.**

3. Request Deadline:

Complete Board approved capital requests, accompanied by all completed submission documentation must be submitted to DOE by no later than August 31st of each State fiscal year for the next year's capital budget submission to the attention of:

Education Associate, Capital Project Management
Delaware Department of Education
401 Federal Street, Suite 2
Dover, DE 19901

4. Recommendations:

It is strongly recommended that districts notify DOE of any potential capital budget requests as early as possible in order to ensure a thorough review by DOE and to allow time for additional exchange of information, as applicable.

5. Attachments:

District Board approved minutes (draft is acceptable)

- Building Professional (i.e. Architectural/Engineering firm) supporting documentation
- Office of State Planning Coordination approval letter (if applicable)