

March 4, 2014

Diversified Project Management
One Gateway Center, Suite 951
Newton, MA 02458
Via Email: tsingleton@dpm-inc.com

Attention: Mr. Tim Singleton
Senior Project Manager

Reference: Proposal for Designer Services for Conway, MA Town Garage

Dear Mr. Singleton:

Reinhardt Associates (RA) is pleased to provide the following Proposal for Design and Construction Administration services for the above referenced project. The scope of the work consists of design and construction of an approximate 8,000 – 9,000 SF Town Garage Facility on a site adjacent to the Conway Grammar School.

SCOPE OF SERVICES

For the above Scope of Work, RA will provide Architectural, Civil, Landscape, Structural, Mechanical HVAC/Plumbing and Electrical Design and Construction Administration services suitable for permitting, bidding and construction of the above reference project. Services shall be provided in compliance with the RFQ Document “Request for Qualifications (RFQ) and Technical Proposal for Designer Services for Conway, MA Town Garage”, issued November 20, 2013 and inclusive of Addendum numbers 1 and 2; as prepared by Franklin Regional Council of Governments.

STAFFING

- Reinhardt Associates (RA): Prime Consultant and Architectural / Engineering Services
- Engineering Design Associates: Structural Engineering

ASSUMPTIONS AND EXCLUSIONS

The following assumptions and exclusions are made part of RA’s Basic Services and Fee:

1. This Proposal is based on the RFQ document and attached Sample Agreement, Contract for Designer Services.
 - A. We wish to point out that in the Sample Agreement, Article 6.2, Section 5, fourth paragraph (Pg. 8) that reimbursement for damages is not an insurable condition and exceeds the accepted standard of care of all Designers.
2. Construction Costs are expected to be in the range of \$2.6M to \$3.M.
3. Construction Cost Estimating performed by RA own staff is included in Scope of Services.

- 4. Planning Board Special Permit Application is included in Scope of Services.
- 5. Conservation Commission and Wetland filings perform by RA own staff are included in Scope of Services.
- 6. Fire Protection Sprinklers / Engineering is not intended or provided.

DELIVERABLES

Deliverables shall be provided in accordance with the RFQ and Sample Contract Documents.

COMPENSATION

- 1. For Basic Services as described above including listed assumptions and exclusions, the Basic Compensation would be a fixed fee in the amount of **Two Hundred and Eighteen Thousand Dollars (\$218,000.00)**.
- 2. Payments for Basic Services shall be made so that Compensation for each Phase shall be as follows:

Phase 1:	(NTP – June 2014) to include: Programming, Schematic Design, 2 Community meetings and 1 Town meeting- to include presentation materials	\$ 28,000.
Phase 2:	Design Development and Construction Documents	\$ 124,000.
Phase 3:	Bidding Phase including revised Construction Contract Documents as may be required to bring the cost within the Fixed Limit.	\$ 8,000.
Phase 4:	Designer’s Services During Construction including general administration of the construction contract (+/- 8 months)	\$ 56,000.
Phase 5:	Closeout - Record Drawings, Reports, Calculations	<u>\$ 2,000.</u>
Total Basic Services:		\$ 218,000.

ADDITIONAL SERVICES COMPENSATION

- 1. The fixed, all inclusive rates for Contract Additional Services, if requested and agreed to in writing shall be as follows:

Principals:	\$ 150.00
Principals are:	John D. MacMillan, AIA My-Ron Hatchett, AIA Paul Babin, P.E.
Architect	100.00
Designer	70.00
Electrical Engineer	120.00
Mechanical Engineer	120.00
Structural Engineer	120.00
Civil Engineer	100.00
CAD Drafter	70.00
Construction Administrator	90.00
Clerical	60.00

REIMBURSABLE EXPENSES

Reimbursable Expenses include actual Town requested and approved expenditures made by the Architect and the Architect’s employees in the interest of the Project for the expenses listed below.

1. Expense of reproductions, postage and handling of Drawings, Specifications and other documents for approval purposes, Bidding and interim reviews but excluding productions for the office use of the Architect:

- A. Prints (30" x 42): \$3.50/ea.
- B. Specification Sheets (8-1/2" x 11") : \$0.10/ea.
- C. Specification Assembly and materials: \$5.00/ea
- D. Travel Time / Mileage Expense: No Charge
- E. Telephone / FAX: No Charge
- F. Postage: Cost +10%
- G. Advertising for Public Bidding: Cost +10%
- H. Additional Consulting Services: Cost +10%

- (1) Hazardous material investigation, testing, removal; Specifications and monitoring during construction;
- (2) Land Surveying and/or wetland delineation;
- (3) Environmental Engineering;
- (4) Geotechnical Engineering, Soil Investigation and Borings;
- (5) Construction Material Field Testing;
- (6) Construction Cost Estimates performed by independent Estimator;
- (7) Traffic Studies/Trip Count performed by independent Consultant.

Thank you for the opportunity to provide our Proposal and continue our on-going services for this important Project. Please let us know if you have any questions or require any additional information.

Sincerely,

REINHARDT ASSOCIATES, INC.

John D. MacMillan, AIA, LEED AP
President / Treasurer

JDM/pjp