

2 November 2018

Mr. Ryan McLane, Town Manager
Town of Hubbardston
7 Main Street, Unit #3
Hubbardston, MA 01452

RE: MUNICIPAL CENTER ASSESSMENT, 21 Gardner Road, Hubbardston, MA
Scope and Fee Proposal REVISED – Assessment Phase

Dear Mr. McLane:

HELENE•KARL Architects, Inc. (HKA) is pleased to submit our REVISED professional services scope and fee proposal in response to the Town of Hubbardston's (Town) request for the subject Project. HKA based this proposal on our meeting with the Town Manager on 15 October 2018; review of the study prepared by Donham & Sweeney Architects dated 3/30/16; the Public Safety Complex Space Needs Program dated 1/15/18, the concepts prepared by Catlin + Petrovick Architects dated 2/25/16 and 5/12/16; the Town Manager's email dated 10/30/18 and the subsequent telephone conversation with the Town Manager on 11/1/18. The intent of this Proposal is to provide the Town with the necessary information to evaluate HKA's proposed scope of services and fee.

We provide the following information in this Proposal.

- 1 -- Project Understanding
- 2 -- Scope of Services
- 3 -- Anticipated Schedule
- 4 -- Professional Services Compensation
- 5 -- Reimbursable Expenses

1.0 PROJECT UNDERSTANDING

HKA understands that the purpose of the Assessment Phase is to confirm the preliminary program, conceptual layout and conceptual budget for the Project. In particular, the Assessment will review three potential building development options on Town owned land located on 21 Gardner Road [near the Curtis Recreation Field and New Templeton Road intersection].

Option #1 will include an assessment of combining the Town Hall, Public Safety (Police and Fire) and Senior Center operations into a single facility.

Option #2 will include an assessment of combining the Town Hall and Public Safety (Police and Fire) operations into a single facility and renovating the existing Town Administration building (at 7 Main Street) to accommodate the Senior Center operations.

Option #3 will include an assessment of constructing only the Public Safety (Police and Fire) facility. The Senior Center and Town Hall operations will remain unchanged in the existing facility.

The intent of the Assessment is to provide a single document that summarizes the potential building options and associated costs for review by the Board of Selectmen and presentation at spring Town meeting. In particular, the assessment will provide a cost comparison for the three options to assist the Board of Selectmen in deciding how to proceed for the spring Town meeting.

2.0 SCOPE OF SERVICES

HKA's proposal includes the architectural services to prepare the assessment of three proposed building options describe in Section 1.0 of this Proposal. If HKA's proposal is acceptable, HKA anticipates that the Town will issue a purchase order for design services.

Specific services HKA's design team will perform are as follows:

2.1 STUDY PHASE SERVICES

1. At the outset of the project, HKA will meet with the Town staff to discuss the Project scope. Through a process we call "interactive design", HKA will work with the Town to develop the ***conceptual, functional and budgetary aspects*** of the Project. The session will involve a dialog between HKA and the Town to determine the Project's design direction, program and schedule. The primary goal of the meeting will be to establish the Town's priorities.
2. HKA will review the Town's available record drawings and reports for the project and site. The drawings will be used in making an assessment of two building options. The assessment will only include a "visual" inspection of the proposed site. Note: HKA requests that the Town forward copies of the available record drawings.
3. After performing the field investigation, HKA will prepare a letter report that
 - a) documents the program,
 - b) assesses the site,
 - c) includes a design layout for three options, and
 - d) includes a construction cost estimate for each option.
4. Subsequent to compiling the Assessment report, HKA will meet with the Town to discuss our findings and recommendations.
5. Based on the Town's comments, HKA will make final revisions to the Assessment. This will complete HKA's services under this Assessment Phase.

2.2 CLARIFICATIONS

1. The construction cost estimate will include a detailed breakout of material and labor.
 2. A geotechnical, asbestos, lead and hazardous materials survey is not included as part of HKA's fee proposal. If requested, HKA will provide these services as a reimbursable expense.
 3. The assessment will make assumptions regarding the capacity of the existing utilities and soil conditions.
 4. HKA's services shall be performed as expeditiously as is consistent with professional skill, care and the orderly progress of the Project. The Town agrees, with reasonable promptness, to provide HKA with the available information regarding the requirements for the Project.
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3.0 ANTICIPATED SCHEDULE

HKA anticipates the ASSESSMENT PHASE will take 90 calendar days to complete. The critical milestones are as follows.

- December 2018 - Conceptual pricing for all three options to assist with the five (5) year capital planning budget.
- January 2019 - Final conceptual pricing for the annual capital planning budget.
- February 2019 - Final plans and renderings of the building options.

HKA will work with the Town during the ASSESSMENT PHASE to reduce the schedule whenever possible.

4.0 PROFESSIONAL SERVICES COMPENSATION

1. **BASIC FEE** -- To complete the scope of services described under the ASSESSMENT PHASE (Section 2.0 of this Proposal), HKA proposes a Lump Sum fee of Fifteen Thousand Dollars **(\$15,000.00)**.
2. HKA's hourly rates (which include direct personnel expense, overhead and profit) for Additional Services on this Project are as follows:

Discipline	Rate
Project Manager	\$150.00
Project Architect	\$130.00
Draftsperson	\$ 90.00

5.0 REIMBURSABLE EXPENSES

Reimbursable expenses, which are in addition to the compensation stated above, will include the necessary computer plots, reproductions, postage, long distance communications, shipping and deliveries, and other expenses. HKA will invoice the Town for reimbursable expenses under this Project at 1.1 times our direct cost.


This scope and fee proposal is valid for 30 calendar days from the date of this Proposal.

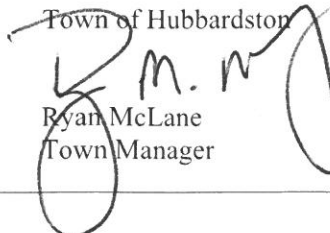
The fee and hourly rates are subject to annual adjustment for services that extend beyond twelve (12) months from the date of the signed contract.

HELENE KARL Architects, Inc. looks forward to our continued working relationship with the Town of Hubbardston. Please contact our office at 978-449-0470 if you have any questions or require additional information regarding this Proposal.

Sincerely,

HELENE KARL Architects, Inc.


Gregory Yanchenko, AIA
Vice President

Town of Hubbardston

Ryan McLane
Town Manager