

# FINEGOLD ALEXANDER ARCHITECTS

September 17, 2021

Ellen Linzey  
Executive Director  
Advance Math and Science Academy Charter School  
201 Forest Street  
Marlborough, MA 01752

AMSA Forest Street Renovation Project

**Revised: September 27, 2021**

**Revised: October 1, 2021**

Dear Ellen:

Finegold Alexander (Architect) is excited to work with the Advanced Math and Science Academy Charter School (Client) on the AMSA Forest Street Renovation Project. Our goal for the project is to help AMSA continue the mission to *create an atmosphere of celebration of knowledge where children of all backgrounds and abilities excel in all subjects, especially in math, science, and technology, empowering them to succeed in the workplace in our modern high-tech world.*

We understand the project includes a Study of previous existing conditions reports, Permits and Approvals, Schematic Design, Design Development, Construction Development, Bid Phase, and Construction Phase. The Proposed Scope of Work is outlined in the attached documentation and includes a range of improvements for 165 Forest Street, Site Design, New Gymnasium Building, Site Utilities, and 201 Forest Street. We understand AMSA will provide existing conditions documentation for the buildings. It is assumed that this project will use the Chapter 149A delivery method.

The proposal outlines the scope of services, fee proposal, and anticipated schedule to complete the project. We look forward to working with you on this important project!

Sincerely,



Regan Shields Ives, AIA, LEED AP  
Principal



### **Proposed Scope of Work:**

Design team to review/evaluate previous studies and provide alternative solutions as necessary.

#### **165 Forest Street** (ASMA #1 Priority)

- Fit out vacant 3<sup>rd</sup> and 4<sup>th</sup> floors totaling 24,000 SF for educational – assume a variance will be required.
  - If variance is denied, fit out 4<sup>th</sup> floor for administration offices and potential other non-educational space TBD.
- New exterior stair tower will most likely be required.
- All new systems on 3<sup>rd</sup> & 4<sup>th</sup> floors
- Floors 1 & 2 are not in contract except for some work related to the connection of the new exterior stair tower and associated mechanical connections to 3<sup>rd</sup> & 4<sup>th</sup> floors.

#### **Site Design** (ASMA #2 Priority)

- Increase parking count
- Create pedestrian friendly campus circulation
- Integrated landscape design
- Improve traffic flow during pick-up and drop-off and onsite roadway improvements creating a full perimeter circulation route.
- Site design related to the construction of the New Gymnasium Building
- MDM Transportation Consultants will provide required permitting information related to traffic

#### **New Gymnasium Building** (ASMA #3 Priority)

- Assume new +/- 14,000SF pre-engineered or custom designed gymnasium building if cost and site allow – actual location on site still TBD

#### **Site Utilities**

- Site utilities to support New Gymnasium Building

#### **201 Forest Street**

- Potential project scope after AMSA priorities 1-3 have been accounted for:
  - Restroom upgrades – new fixtures and finishes.
  - Reconfiguration to allow for relocated main entrance to school.
- Assessment and feasibility study of alternatives for future HVAC system upgrades and/or replacement.
- Connection to New Gymnasium (assuming attachment to 201 Forest) requiring redesign of adjacent areas where connection is made.

#### **199 Forest Street**

- Not in scope of the project

## **Project Phase Details:**

### **Schematic Design Phase**

- Project Start Up:
  - Design Phase kick-off meeting with the Client to establish goals, objectives and communication channels; establish sustainability goals for the project
  - “All hands meeting” for entire design team to review and assess existing building conditions
  - Review all existing site plans, existing conditions reports, code report and site circulation concept plans
    - Client will provide existing building drawings and/or Revit model
- Educational Programming/Visioning workshop
- Develop up to 3 initial Schematic Design options for review with the Client; select preferred option for advancement
- Coordination with engineers and consultants to advance documents
- Outline specifications
- Engineering economic and lifecycle analysis and energy model
- Bi-weekly remote project meetings with the Client. In person meetings when necessary.
- 2 design presentations to the Client to select preferred option (including 4 conceptual renderings)
- Cost estimating of 100% Schematic Design documents
- Manage variance process for 4<sup>th</sup> floor change in use

**Deliverables:** Schematic Design Drawings and Specifications, Schematic Design Cost Estimate

### **Permits and Approvals**

- Work with Owner and owner’s representative to identify and obtain all required permits and approvals
- Provide drawings required for permit submissions
- Meetings with City of Marlborough building authorities and other City agencies

### **Design Development Phase**

- Advance Schematic Design documents to Design Development level
- Preliminary specifications
- Coordination with engineers and consultants to advance documents
- Cost estimating of 100% Design Development documents
- Bi-weekly remote project meetings with the Client. In person meetings when necessary.
- Cost estimating of 100% Design Development documents

**Deliverables:** Design Development Drawings and Specifications, Design Development Cost Estimate

### **Construction Documents Phase**

- Produce final design drawings, details, and specifications, inclusive of agreed upon alternatives
- Coordination with engineers and consultants
- Bi-weekly remote project meetings with the Client. In person meetings when necessary.

**Deliverables:** Construction Documents and Specifications for Bid

**Bidding and Negotiation Phase**

- Participate in subcontractor pre-qualifications
- Issue necessary addenda
- Respond to RFIs from bidders

**Construction Administration Phase**

- Remote weekly construction project meetings followed by site visits to observe construction progress as required
- Produce Field Reports
- Answer RFIs
- Review Submittals
- Review Change Orders
- Project Close Out

**Deliverables:** Project close out document and drawings in PDF format

## Fee Proposal

The AMSA Conceptual Cost Estimate dated 4/28/21 by Walker Construction indicates an estimated construction cost of \$11, 637,000. For the scope of work outlined above, we propose a fixed fee of **\$925,000**. We understand there are a number of unknown variables that could impact the scope of work, so we have separated those out as potential additional services.

The fixed fee includes the following:

Architect	Finegold Alexander	\$450,000
Structural Engineer <b>(1)</b>	L.A. Fuess Partners	\$35,000
MEP FP Engineer	GGD	\$240,000
Civil Engineer <b>(2)</b>	Nitsch	\$92,500
Landscape Architect	Warner Larsen	\$68,000
Code Consultant	Jensen Hughes	\$14,000
Cost Estimator <b>(3)</b>	Fennessy Consulting	\$13,000
Specifications	Kalin	\$12,500
<b>Total Fee</b>		<b>\$925,000</b>

## Project Expenses – NTE \$10,000

Includes travel, printing & copying, and courier/express shipping charges. Proposal includes providing all drawings in an electronic PDF format.

**(1)** Assumes no structural upgrades required based on change of use variance approval or non-educational use on 4<sup>th</sup> floor.

**(2)** Includes Site Plan Review (Nitsch)

**(3)** Includes Schematic Design and Design Development estimates only

## Additional Services:

Our team can provide the following additional services:

### 201 Forest Street Feasibility Study

Architect	Finegold Alexander	\$2,000
MEP	GGD	\$7,500
Cost Estimator	Fennessy Consulting	\$2,000
Total		\$11,500

### 201 Forest Street Restroom Upgrades

- Existing conditions documentation, new fixtures and finishes, and ADA modifications as required for 11 restrooms. \$16,000

Project Permitting Service (3):

UIC Registration Applications (Nitsch)	\$2,500
NPDES Permit Application (Nitsch)	\$5,000
DPW Permitting (Nitsch)	\$8,000

**(3)** See appendix for detail regarding these services

Change in Use Structural Upgrades at 165 Forest St (LA Fuess) \$48,000

- Added snow, wind, and seismic forces may result in upgrades to the roof framing gravity members and lateral upgrades to the brace frames and brace foundations.

Construction Document Phases Cost Estimate (Fennessy) \$10,000

Professional Renderings \$2,000/rendering

LEED TBD

Additional services for architectural design will be billed at the hourly rates attached. For additional services performed by the Architect's consultants, which will be agreed upon in writing, the Client shall compensate the Architect the amount billed at the hourly rates and paid by the Architect plus ten percent (10%).

**Exclusions and Clarifications:**

1. Hazardous materials testing is not included
2. Geotechnical engineering is not included
3. Building and Site survey is not included
4. Hydrant flow test is not included
5. We have not included LEED design or registration fees
6. We have not included Furniture, Fixture + Equipment design/procurement services
7. We have excluded preparation of as-builts

**Project Schedule and Fee Schedule**

The schedule assumes an October 4, 2021 start date for Study/Schematic Design:

Schematic Design	10 weeks (October 2021)	15% of fee billed
Design Development	10 week (December 2021)	25% of fee billed
Construction Documents	14 weeks (February 2022)	30% of fee billed
Bid Phase	3 weeks (May 2022)	5% of fee billed
Construction Administration	32 weeks (June 2022)	25% of fee billed

**This proposal is non-binding subject to Board approval and execution of a contract.**

**Accepted by:**

\_\_\_\_\_  
Advance Math and Science Academy Charter School

\_\_\_\_\_  
Date *RHB*

## **Appendix**

### **Permitting Support Scope:**

#### **Site Plan Review (included in Base Scope)**

Nitsch Engineering will assist the Client with the Site Plan Review Application to the Planning Board/Zoning Board of Appeals. The Applications will be prepared and submitted by the Client. Nitsch Engineering will provide technical information relative to the site water, sewer, and drainage utilities and the site roadway, parking, and pedestrian walkway improvements. Nitsch Engineering assumes that the Surveyor will provide the Existing Site Features Plan and Plot Plan, the Landscape Architect will provide plans/documentation relative to the site landscaping and screening improvements, and the Electrical Engineer will provide plans/documentation relative to the site electrical, communications, and site lighting improvements.

#### **UIC Registration Applications**

Prepare Massachusetts Department of Environmental Protection (MassDEP) electronic application forms for the Registration of Discharges to Class V Injections Wells (BRP WS06) for up to five (5) stormwater underground infiltration best management practices (BMPs) as defined in 310 CMR 27.00, Underground Injection Control (UIC) regulations. The applicable registration fee for each Class V well will be paid to MassDEP by the Client.

#### **NPDES Permit Application**

Nitsch Engineering will provide the following services in regard to applying for a United States Environmental Protection Agency (EPA) National Pollutant Discharge Elimination System (NPDES) permit for stormwater discharges from construction activities because the construction area of the project exceeds one (1) acre in land disturbance:

Nitsch Engineering will provide professional civil engineering services to prepare a Draft Stormwater Pollution Prevention Plan (SWPPP) for the site. Under this Scope of Services, Nitsch Engineering will prepare a SWPPP that will be included in the Erosion and Sedimentation Control Specifications of the Contract Documents. Bidders on the project will be informed that the selected Contractor will be required to sign (with the Owner) the NPDES permit form, abide by the requirements set forth in the SWPPP, and modify the SWPPP as their construction activities dictate.

Under this item, Nitsch Engineering will:

1. Prepare a Draft SWPPP for the work onsite, including a Narrative Report, one (1) Site Plan, and details;
2. Prepare a Draft Notice of Intent (NOI) for stormwater discharges associated with construction activity under the NPDES General Permit;
3. Meet/Consult with the Client and the Owner to review the Draft SWPPP and obtain necessary signatures; and
4. Finalize the Draft SWPPP based on the Client's comments.



1. Attend one (1) administrative meeting with the Design Review Committee to discuss the proposed project;
2. Prepare and provide the following documents that will be included in the Site Plan Review Application:
  - a. Site Plans developed during the Design Phases and formatted for the permitting submission including the Site Demolition Plan, Layout and Materials Plan, Grading and Drainage Plan, Site Utility Plan, Erosion and Sedimentation Control Plan, and the Civil Detail Sheets;
  - b. Evaluation of the impacts of the Construction Project on the water, sewer, and drainage systems; and
  - c. Stormwater Report documenting the stormwater management design;
3. Attend up to four (4) public hearings with the Planning Board/ Zoning Board of Appeals. Attending additional meetings or public hearings requested by Planning Board/ Zoning Board of Appeal or the Client will be billed as Additional Services; and
4. Perform revisions to the plans prepared by Nitsch Engineering to respond to comments from the Planning Board/ Zoning Board of Appeals. Nitsch Engineering assumes that the approval process will require two (2) submissions for each permit application; the initial submissions and the final submissions that address comments received from the Planning Board/ Zoning Board of Appeals on the initial submissions.

#### **DPW Permitting**

Nitsch Engineering will perform the following tasks under the Department of Public Works (DPW) Permitting phase:

1. Meet/Consult with the Marlborough DPW to review the proposed utility design;
2. Prepare a submission package to the DPW for the water, sewer, and drainage designs. The submission package will include plans, specifications, a drainage summary narrative, and other applicable documentation requested by the DPW. Nitsch Engineering assumes that the design review process will require two (2) submissions: the initial submission and a final submission that addresses comments received from the DPW on the initial submission; and
3. Prepare Curb Cut Plans for the closing and opening of driveway curb cuts associated with the project site.



Billing Rates  
Effective 6/1/2021

Principal	\$275
Senior Project Manager	\$225
Project Manager	\$200
Project Architect/Job Captain	\$150
Designer III	\$125
Designer II	\$100
Designer I	\$ 75

