



BARRETT  
MADE

HOMES · SPACES · DETAILS

INITIAL DESIGN SERVICES PROPOSAL

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TIDEWATER FARM  
FALMOUTH | MAINE

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PREPARED 2019.9.16

Dear Nathan and Theo,

Thank you again for recognizing our sincere interest in collaborating with the Town of Falmouth on such an exciting project. We're certain our collaborative design + build approach will yield an end result that realizes the projects full potential while maximizing the Town's investment.

The following scope of services was developed in accordance with our RFQ proposal and our subsequent meeting on July 18th, 2019 at the Falmouth Town Hall. The following is an outline of what we currently foresee as a rough project timeline along with key milestones and deliverables pursuant to the project based on the priorities that we discussed earlier. These begin with a kick-off meeting at a date that is currently undetermined but assumed to be in the month of September/October, 2019 with a completion in late fall of 2019/early winter 2020. Upon completion of the services outlined below the Falmouth Land Trust may be making a formal recommendation to the Town of Falmouth based on the findings that emerge through the feasibility study with additional services to possibly follow. A separate agreement for such services will be provided for approval at that time.

As a collaborative team our process assumes a high level of communication and interaction with the key stakeholders and input from the entire project team. Our close collaboration will be critical in assuring that the study is as comprehensive as it can be and that we remain on schedule in accordance with the timeline indicated.

Speaking for the entire Barrett Made team, we are excited to be working with you on this project and look forward to our shared collaboration as the process unfolds.

For Barrett Made,

Robert S. Barrett



Owner . Director of Construction Services

Matthew Ahlberg . AIA



Vice President . Director of Design Services

PREPARED BY MATTHEW AHLBERG, AIA . DIRECTOR OF DESIGN SERVICES

THE FOLLOWING PRECONSTRUCTION DELIVERABLES AND OUTLINE SCHEDULE REPRESENT THOSE THAT WE FORESEE AT THIS TIME BASED ON AN ESTIMATED PROJECT SCOPE OF WORK ENTAILING A DESIGN + BUILD FEASIBILITY STUDY FOR PROPOSED WORK AT THE TIDEWATER FARM PROPERTY IN FALMOUTH, MAINE THAT MAY BE SUBJECT TO CHANGE. AS THE PROJECT PROGRESSES IT IS OUR GOAL TO CHECK IN WITH YOU OFTEN TO KEEP YOU UP TO DATE ON OUR PROGRESS AND HOW DESIGN TIME IS TRACKING.

ARCHITECTURAL DRAWINGS/DELIVERABLES FOR DESIGN + BUILD FEASIBILITY STUDY

- MEETING WITH TOWN COUNCIL TO ANSWER ANY QUESTIONS ON PROPOSAL OR PROCESS (IF REQUIRED/NIC)	2 HOURS
- EXISTING CONDITIONS SURVEY AND PRODUCTION OF EXISTING CONDITIONS/AS-BUILT DRAWINGS FOR USE IN CREATING DELIVERABLES AND ASSESSING PROPOSED WORK	16 HOURS (\$2,200)
- KICK OFF MEETING/WORKSHOP WITH FALMOUTH LAND TRUST THIS INCLUDES MEETING TIME WITH THE FALMOUTH LAND TRUST TO DETERMINE PROJECT PROGRAMMING AND COLLECTING INITIAL FEEDBACK FOR DESIGN INVESTIGATIONS TO FOLLOW MEETING NOTES OF THIS PRESENTATION WILL BE SUBMITTED TO THE TOWN MANAGER	4 HOURS (\$550)
- PRODUCE DELIVERABLES PURSUANT TO RECOMMENDATIONS FOR PRESENTATION AND REVIEW MAY INCLUDE, BUT NOT LIMITED TO, CONCEPTUAL SITE PLANS/RENDERINGS, CONCEPTUAL PLANS AND ELEVATIONS/RENDERINGS, PRELIMINARY COST ESTIMATING INCLUDING COSTS FOR PROPOSED DESIGN INTERVENTIONS AND COSTS ASSOCIATED WITH ANY WORK 2 PROGRESS MEETINGS WITH MEMBERS OF THE FALMOUTH LAND TRUST TBD ARE ASSUMED IN THIS SCOPE OF SERVICES	80 HOURS (\$11,000)
- PRESENTATION OF DELIVERABLES TO THE FALMOUTH LAND TRUST FOR FEEDBACK AND INPUT MEETING NOTES OF THIS PRESENTATION WILL BE SUBMITTED TO THE TOWN MANAGER	4 HOURS (\$550)
- REFINE DELIVERABLES PURSUANT TO RECOMMENDATIONS FOR FALMOUTH LAND TRUST PRESENTATION AND REVIEW MAY INCLUDE, BUT NOT LIMITED TO REFINEMENT OF, CONCEPTUAL SITE PLANS/RENDERINGS, CONCEPTUAL PLANS AND ELEVATIONS/RENDERINGS, UPDATED PRELIMINARY COST ESTIMATING INCLUDING COSTS FOR PROPOSED DESIGN INTERVENTIONS AND COSTS ASSOCIATED WITH ANY WORK 2 PROGRESS MEETINGS WITH MEMBERS OF THE FALMOUTH LAND TRUST TBD ARE ASSUMED IN THIS SCOPE OF SERVICES	60 HOURS (\$8,250)
- PRESENTATION OF FINAL DELIVERABLES TO FALMOUTH LAND TRUST	4 HOURS (\$550)
- FINAL RECOMMENDATION FROM FALMOUTH LAND TRUST TO TOWN MANAGER AND DIRECTOR OF LONG RANGE PLANNING. STEPS TO FOLLOW WILL BE DETERMINED BASED ON DIRECTION AGREED UPON BY ALL PARTIES	TBD (IF REQUIRED)

TOTAL INVESTMENT FOR DESIGN + BUILD FEASIBILITY STUDY AS OUTLINED ABOVE \$23,100.00

UPON COMPLETION OF THE SCOPE OF WORK OUTLINED ABOVE ADDITIONAL WORK MAY BE ELECTED TO BE UNDERTAKEN BY THE TOWN OR OTHER PROJECT STAKEHOLDERS. A SEPARATE AGREEMENT FOR THESE SERVICES WILL BE PROVIDED BASED ON THE PROPOSED PROJECT PATH AND PROJECT DELIVERY METHOD.

## PROJECT CONSULTANTS

AT THIS PRELIMINARY STAGE WE MAY NEED TO ENGAGE SPECIALIZED CONSULTANTS (i.e. STRUCTURAL ENGINEER, ETC). WHERE PROJECT CONSULTANTS ARE NEEDED AS THE PROJECT SCOPE IS DEVELOPED, THEIR SCOPE OF SERVICES WILL BE APPROVED BY THE CLIENT PRIOR TO COMMENCING ANY WORK. COSTS ASSOCIATED WITH CONSULTANT SCOPE OF WORK IS NOT INCLUDED IN THE COSTS OUTLINED ABOVE.

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## OUTLINE SCHEDULE

AT THIS TIME WE ARE TARGETING A LATE FALL/EARLY WINTER TIME FRAME FOR COMPLETING THE SERVICES RELATED TO THE DESIGN DELIVERABLES OUTLINED ABOVE.

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A SEPARATE AGREEMENT FOR FURTHER DESIGN PHASES WILL BE PROVIDED FOR CLIENT APPROVAL PRIOR TO COMMENCING ANY WORK.

IF ADDITIONAL/UNFORESEEN DESIGN WORK IS REQUIRED DUE TO CHANGES IN THE SCOPE OF THE PROJECT ADDITIONAL SERVICES MAY BE REQUIRED. WITH THE CLIENT'S APPROVAL WE WILL TRACK THESE ADDITIONAL SERVICES ON A TIME AND EXPENSE BASIS USING THE ATTACHED RATE SCHEDULE (ATTACHED | EXHIBIT A) AND INVOICE MONTHLY.

# INITIAL DESIGN+BUILD SERVICES AGREEMENT

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## ACCEPTANCE OF THIS PROPOSAL:

If this proposal is acceptable, please indicate your approval by signing this Initial Design+Build Services Agreement in the space provided below. Once the approval is received we will reach out to begin moving things forward with regard to the project deliverables and schedule.

We look forward to collaborating on this exciting project with you.

Nathan Poore \_\_\_\_\_  
Falmouth | Town Manager

Date of contract agreement \_\_\_\_\_

Please let us know if you have any questions.

For Barrett Made,

Robert S. Barrett



Owner . Director of Construction Services

Matthew Ahlberg . AIA



Vice President . Director of Design Services

**2019 Standard Design Services Labor Rates**

Owner	\$165hr
Director of Design Services	\$150hr
Project Architect	\$125hr
Project Designer	\$95hr
Project Estimator	\$115hr
Project Admin	\$55hr

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Project Consultants	Consultant Hourly Rate + 10%
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**2019 Standard Construction Services Labor Rates**

Project Manager	\$105hr
Assistant Project Manager	\$75hr
Project Foreman	\$75hr
Shop Manager	\$75hr
Equipment Manager	\$65hr
Lead Carpenter	\$65hr
Carpenter	\$55hr
Carpenter's Apprentice	\$45hr
Laborer	\$35hr

2019 REIMBURSABLE EXPENSES

<b>Vehicle Expenses</b>	2019 IRS Standard Mileage Rate
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**Printing Services**

Black and White Copies (8.5"x11")	\$0.15/pg
Color Copies (8.5"x11")	\$0.50/pg
Black and White Copies (11"x17")	\$1.00/pg
Color Copies (11"x17")	\$2.00/pg

<b>Other Printing Services</b>	Cost of Services + 10%
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**Shipping Services**

UPS, USPS, FEDEX, ETC.	Cost of Services + 10%
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<b>Other Misc. Services</b>	Cost of Services + 10%
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