



OAK POINT
ASSOCIATES

architecture
engineering
planning

March 6, 2014

Nathan Poore, Town Manager
Town of Falmouth
271 Falmouth Road
Falmouth, Maine 04105

Dear Nathan:

Thank you for your request for a proposal to undertake construction documents for renovations at the former Mason-Motz School. The scope of work includes work items outlined in the following cost estimates contained within the *Mason-Motz Facility Assessment Summary Report* completed by Oak Point Associates in February 2014:

- Base Project – Code Required Changes
- Alternate 1 – Classroom/Program Space
- Alternate 2 – Office Wing Renovation

Our Basic Services will consist of the following:

Task 1: Site Investigations

Our facility assessment utilized existing site plan mapping that is likely aerial-based and which has not been recently field-verified. Additional site investigation needs to be undertaken in order to confirm the accuracy of the site survey data on existing conditions for construction document purposes. Additionally, the location of underground utilities in the vicinity of where new utility work is proposed should be verified by a utility locator such as Dig Smart of Maine. Finally, a hydrant flow test needs to be conducted in order to verify our assumption that sufficient water pressure exists for the proposed new water line.

Task 2: Design Development/Construction Documents

Oak Point will develop design documents for the renovation of the Mason-Motz building. The work items to be included in the construction document package will be those contained within the cost estimates referenced above. Owner-furnished items (FF&E and Tel/Data equipment) will not be selected or designed within Basic Services, but Oak Point will coordinate with the Town of Falmouth to ensure that what is planned for purchase will work with the design. Oak Point will provide submissions at 50% (Design Development) and 100% (Final Design). The 50% Design Development Submission will include design development-level drawings. The Final Design Submission will include full specifications and stamped construction drawings. At each submission an estimate of probable construction cost will be submitted. Bid administration (bid process and review assistance) is included within this task.

The cost for meetings is included within Task 2. We will attend meetings with the Town as requested and desired.



RATE SCHEDULE

Principal	\$150.00/hour
Associate Engineer	\$125.00/hour
Associate Architect	\$125.00/hour
Senior Interior Designer	\$110.00/hour
Senior Architect	\$110.00/hour
Senior Engineer	\$110.00/hour
Interior Designer	\$100.00/hour
Landscape Architect	\$100.00/hour
Project Coordinator	\$100.00/hour
Project Architect	\$ 90.00/hour
Project Engineer	\$ 90.00/hour
Engineer	\$ 80.00/hour
Senior Designer	\$ 80.00/hour
Designer	\$ 60.00/hour
Engineering Technician	\$ 70.00/hour
Senior CAD Operator	\$ 75.00/hour
CAD Operator/Drafter	\$ 60.00/hour
Administrative Specialist	\$ 70.00/hour
Typist	\$ 50.00/hour
Mileage	\$0.50/mile
Blueprints	\$0.50/sf
Copies	\$0.20 each
Expenses	At Cost + 10%
Consultants	At Cost + 10%

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