



OAK POINT
ASSOCIATES

architecture
engineering
planning

May 21, 2014

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

Dear Nathan:

Thank you for the request for a proposal to undertake construction documents for Phase 2 improvements at Falmouth Town Hall. This work is intended to be a continuation of the Phase 1 project currently under construction, and the remaining portions of the work outlined in the Town Hall and Food Pantry Renovation project Summary Report completed by Oak Point Associates in July 2013, with the exception of the work specifically related to the Falmouth Food Pantry.

We understand that your goal for Phase 2 is to fully design the exterior building envelope improvements, electrical system upgrades, and space planning recommendations (exclusive of the food pantry area). The following scope items have been taken from the Summary Report, and describe the work in greater detail:

1. Remove existing building siding, abate the asbestos siding, and replace with cement board smooth bevel siding
2. Install insulation at the original building walls and 1960's addition, as described in the Summary Report
3. Replace all windows
4. Replace existing exterior doors
5. Remove and reinstall batts at attic level roof insulation
6. Provide roof hold-down anchors at existing rafter connections to increase the wind uplift resistance of the roof
7. Implement space planning changes that were proposed in the Summary Report (exclusive of Food Pantry area)
8. Undertake finish and furnishing upgrades at the employee break room (including new flooring, paint, cabinets, countertop and furnishings)
9. Replace VCT flooring in (4) bathrooms, and possibly undertake other cosmetic improvements including paint and accessories
10. Reinforce floor framing in areas where proposed renovations increase the live load
11. Replace existing electric water cooler in the Lobby with a dual-height unit
12. Provide a fire alarm pull station at the exterior door within the Council Chambers
13. Install ceiling-mounted occupancy sensors throughout the building (except Food Pantry)
14. Test emergency egress lighting and exit signs and replace non-functioning units (except Food Pantry)
15. Provide additional coverage for emergency egress lighting and additional exit signs at building egress points (except Food Pantry)
16. Provide signage indicating when the elevator is operating on standby generator power
17. Replace the wall-mounted flagpole with a ground-mounted (lighted) flagpole

18. Install parking area lighting that meets IES recommended illumination levels
19. Install new landscaping at the perimeter of the building

Our Basic Services will consist of the following:

Task 1: Field Work

We performed non-destructive observation to assess the exterior building envelope and presence of insulation. In some areas that were not readily visible at that time, we propose to conduct a minor amount of destructive testing to confirm our previous assumptions. This work will occur above the ceiling in parts of the building where insulation is likely to be on the wall interior, and temporary removal of a small amount of exterior siding where insulation is likely to be on the exterior of the wall. We will provide a weather-tight patch in any areas of the exterior siding where this work occurs.

Task 2: Design Development/Construction Documents

Oak Point will develop design documents for the scope of work items listed above, and 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.

Proposed Schedule:

We propose to begin immediately and provide a Final Submission within 12 weeks.

Fee

We estimate the fees and expenses for this project to be as follows:

Basic Services (Tasks 1 and 2)	\$42,000*
Reimbursable Expenses	Per the attached rate sheet

**The fee for basic services is calculated on 8% of a \$525,000 construction project.*

The Basic Services fee outlined above represents Oak Point Associates' estimate for completion of the work. The actual costs will be computed at our current hourly rates. In the event that the final project varies from the assumptions that form the basis for this proposal, a new proposal and estimate fee schedule will be negotiated.

We look forward to working with you on this project. Please do not hesitate to contact me with any questions you may have.

Regards,



Allison Towne DiMatteo, MLLA, LEED AP
Project Manager



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%

03/13