

# FINEGOLD ALEXANDER ARCHITECTS

June 15, 2022

**Revised June 27, 2022**

**Revised July 13, 2022**

**Revised July 19, 2022**

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

Dear Ellen:

Finegold Alexander (Architect) is excited to continue our work with the Advanced Math and Science Academy Charter School (Client) on the new AMSA Classroom Building 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 will be broken into three main components – Campus Master Plan, Vehicular Loop Road, and New Classroom Building. The **Master Plan** will include a comprehensive plan to show the New Classroom Building, a future gymnasium expansion connected to the classroom building, a Vehicular Loop Road around the perimeter of campus, interior campus site improvements, an additional parking lot along Forest Street, and other future projects that will be implemented at a later date and are not part of this project. The **Vehicular Loop Road** project will create the much needed continuous circulation around the campus perimeter to address the current traffic issues in and around campus. The **New Classroom Building** is anticipated to range between 19,00 – 21,700 SF and accommodate 7-8 general classrooms and 5 science labs, as well as support space for admin and teacher/student collaboration areas. The new building will be designed to a schematic design level to accommodate a future gymnasium addition. The Vehicular Loop Road and New Classroom projects may run on separate construction schedules and be independent of each other. It is anticipated that there will be early release packages for site, foundations, and steel three months in advance of the final CD documents. We have noted this in the additional services section of the proposal.

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**

### **Master Plan:**

- Master plan site diagram will include the New Classroom Building, a future gymnasium expansion connected to the classroom building, a Vehicular Loop Road around the perimeter of campus, interior campus site improvements, an additional parking lot along Forest Street, and other future projects that will be implemented at a later date and not part of this project, *including uses for 165 building 3<sup>rd</sup> + 4<sup>th</sup> floors.*

### **Vehicular Loop Road:**

- Nitsch Engineering will provide roadway and structural retaining wall design Construction Documents for the vehicular loop road around the perimeter of the campus. The design assumes a poured-in-place structural retaining wall. A modular wall design may be feasible, but will require further investigation. *new construction limited to NE corner connection.*

### **New Classroom Building:**

- New 20,000 +/- SF classroom building with 8 general classrooms, 5 science labs, and admin/teacher support spaces
- Building to be designed to a schematic design level to accommodate future Gymnasium expansion to west of building
- New parking lot designed to west of building on site of future Gymnasium
- Site design around immediate perimeter of the New Classroom building to achieve accessible design and connections to campus

### **Site Utilities**

- Site utilities to support New Classroom Building

### **165 Forest Street**

- Not in scope of the project

### **199 Forest Street**

- Not in scope of the project

### **201 Forest Street**

- Not in scope of the project

### **Master Plan Details**

- Create a site diagram that shows the graphic representation of the New Classroom Building and Vehicular Loop Road as well as the anticipated future work proposed for the AMSA campus including the future Gymnasium expansion, additional parking lot along Forest Street, and interior campus site design. Potential future work may also include the renovation of Building 165 for offices and capital improvements in Buildings 201 and 199. These improvements will be indicated on the site plan only, with detailed descriptions. No design work will be included in the master plan scope of work.

### **Vehicular Loop Road Details:**

#### **Vehicular Loop Road and Structural Retaining Wall Construction Documents**

- Design roadway layout and grading of the loop connector roadway
- Develop, in collaboration with Owner's geotechnical subconsultant, a soil exploration program for the retaining wall design.
- Design cast-in-place concrete retaining wall based on the geotechnical parameters, roadway, and grading of loop connector roadway

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

#### **Vehicular Loop Road and Structural Retaining Wall Construction Administration**

- Answer RFIs
- Review Submittals
- Perform up to eight site visits, four transportation and four structural to observe the general progress of construction
- Prepare field reports

**Deliverables:** Project close out document

### **New Classroom Building Details:**

#### **Schematic Design Phase**

- 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
- Schematic Design of future Gymnasium expansion – this includes locating future restrooms and MEP support spaces, upsizing plumbing to accommodate future fixtures, upsize water main, sewer main, fire protection main feeds, accounting for additional electrical power loads that can be incorporated into the new transformer, and design new ATC controls conduit for connection to BMS, *and foundation at connecting wall.*
- 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 *and Value Engineering.*

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



### **Design Development Phase**

- Advance Schematic Design documents to Design Development level, not including future Gymnasium design scope of work
- 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 *and Value Engineering*

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

### **Building 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

### **Construction Documents Phase**

- Produce final design drawings, details, and specifications
- 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**

- Issue necessary addenda
- Respond to RFIs from bidders

### **Construction Administration Phase**

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

**Deliverables:** Project close out document

### Fee Proposal

The project has an established total construction of \$12,500,000 for both the classroom building and site work. For the scope of work outlined above, we propose a total fixed fee of **\$1,078,030**. The fixed fee is broken down into the following categories:

#### Classroom Conceptual Design Study (work completed)

Architect	Finegold Alexander	\$11,000
MEP FP	GGD	\$1,800
Landscape Architect	Warner Larsen	\$1,630
Cost Estimator	Fennessy Consulting	\$4,600
<b>Total Fee</b>		<b>\$19,030</b>

#### Master Plan

Architect	Finegold Alexander	\$11,300
Landscape Architect	Warner Larsen	\$4,500
<b>Total Fee</b>		<b>\$15,800</b>

#### Vehicular Loop Road

Civil Engineer	Nitsch(1a)	\$39,000
Architect Coordination	Finegold Alexander	\$3,900
<b>Total Fee</b>		<b>\$42,900</b>

#### New Classroom Building

Architect	Finegold Alexander	\$560,900 (3)
Structural Engineer	L.A. Fuess Partners	\$68,000
MEP FP Engineer	GGD	\$193,600
Tel/data	GGD	\$6,000
Civil Engineer (1a, 1b)	Nitsch	\$85,500
Landscape Architect	Warner Larsen	\$47,000
Code Consultant	Jensen Hughes	\$5,000
Cost Estimator (2)	Fennessy Consulting	\$16,300
Specifications	Kalin	\$18,000
<b>Total Fee</b>		<b>\$1,000,300</b>

**Grand Total Fee** **\$1,078,030**

**Project Expenses – NTE** \$17,000

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

(1a) Should it be determined that a modular retaining wall can be used vs. cast-in-place structural concrete wall the engineering design fee will be reduced by \$6,000

(1b) Includes Site Plan Review (Nitsch)

(2) Includes Schematic Design and Design Development estimates only

(3) Assumes a 44 week (10 month) construction schedule. *from site mobilization to substantial completion.*

**Additional Services:**

Our team can provide the following additional services:

Early Design Packages – Site, Foundations, and Steel

Architect	Finegold Alexander	\$25,000
Structural Engineer	LA Fuess	\$18,000
Civil Engineer	Nitsch	\$5,000
Total		\$48,000

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.

Architect	Finegold Alexander	\$16,000
-----------	--------------------	----------

Project Permitting Service (3):

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

*Include*

(3) See appendix for detail regarding these services

<u>Construction Document Phases Cost Estimate (Fennessy)</u>	\$10,000
<u>Future Gymnasium Expansion Design Beyond SD</u>	TBD
<u>LEED</u>	TBD
<u>Professional Renderings</u>	\$2,000/rendering

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. Early packages for only site, foundations, and steel are included
2. Hazardous materials testing is not included
3. Geotechnical engineering is not included
4. Building and Site survey is not included
5. Hydrant flow test is not included
6. LEED design or registration fees not included
7. Furniture, Fixture + Equipment design/procurement services not included. *Room layout incl.*
8. Preparation of as-builts not included (including Revit model updates/coordination)
9. Security design beyond cameras and card access is not included

**Project Schedule and Fee Schedule**

From the Notice to Proceed, the schedule assumes the following phase durations:

Schematic Design	10 weeks	15% of fee billed
Design Development	10 week	25% of fee billed
Construction Documents	14 weeks	30% of fee billed
Bid Phase	3 weeks	5% of fee billed
Construction Administration	44 weeks <i>+ punch out closeout period</i>	25% of fee billed

~~\*\*Schedule assumes a 4 week pause between Schematic Design and Design Development of cost estimating, reconciliation, and review with AMSA Board.~~

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

**Accepted by:**

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

Date

*RAB ✓*



## **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.