



TOWN OF WESTFORD  
**PERMANENT TOWN  
BUILDING COMMITTEE**  
TOWN HALL  
WESTFORD, MASSACHUSETTS 01886  
(978) 692-5500

**MEMORANDUM**

**To:** Jodi Ross, Town Manager  
**From:** Tom Mahanna, Chair  
**Subject:** New Center Building Design Services  
**Date:** May 4, 2018

We have attached the proposal from Context Architecture, dated May 3, 2018, to provide initial design and permitting services for the New Center Building Project. The total amount of the proposal is \$220,000, which is well within the \$320,000 budget that was recently appropriated at Annual Town Meeting. Please note that this proposal is for services through the Design Development Phase and does not include Construction Documents and Bidding Services.

The Permanent Town Building Committee will be reviewing this proposal at our meeting on May 8<sup>th</sup> and will be prepared to provide a recommendation to the Board of Selectmen at their meeting that night. We request that this be placed on the BOS agenda in order to expedite the contract execution process.

Please let me know if you have any questions or require any additional information.

Sincerely,

Thomas J. Mahanna, Chair  
Permanent Town Building Committee

Enclosure: Context Architecture Proposal – May 3, 2018

3 May 2018

Thomas Mahanna, Chair  
Permanent Town Building Committee  
Town of Westford  
53 Main Street  
Westford, MA 01886

Re: Westford New Center Building, Design Fee Proposal

Dear Tom:

We are pleased to submit this fee proposal for Services in connection with the new Westford Center Building. Based on the prior feasibility study conducted by our office we understand the New Center Building is anticipated to be approximately 9,000 SF on two floors without a basement with a preliminary construction estimate of \$5,1M. We understand that the Town wishes a parking study to be conducted prior to the beginning of schematic design in order to confirm the parking requirements. The following services are based on the durations stated per phase.

### Phase I

#### **Parking Study; 8 weeks**

- Conduct a parking analysis and traffic study for the entire Town Hall site
- Make recommendations on the total parking count that should be provided for the new building in combination with the traffic flow and parking requirements of other Town Center activities.

Fee: \$10,000

#### **Schematic Design; 8 weeks**

- Revise and refine the Concept design
- Prepare schematic documentation including plans and elevations with specifics required for pricing
- Provide choices for HVAC equipment
- Consider sustainability and energy efficiency standards and incorporate best practices into the design
- Prepare presentation quality drawings showing room layouts, exterior elevations and a site plan conforming to the Zoning requirements
- Prepare exterior renderings of the proposed design
- Conduct regular review meetings with the Committee

#### **Statement of Probable Cost; 3 weeks**

- Prepare preliminary cost estimate of the Schematic Designs
- Work with the OPM to assist in preparing a comprehensive project budget that includes all the costs for building construction, site development, professional services, testing,



- furnishings, phasing options, moving expenses, temporary housing (if required), equipment, site acquisition, and contingency
- Review the project budget and cost estimate with the Committee

**Public Meeting**

- At the conclusion of Schematic Design, assist in holding a public information session
- Walk the community through the steps taken through traffic study and current design and update the community on the next steps in the process
- Prepare presentation materials, including mounted boards and/or a PowerPoint presentation

Fee: \$60,000

**Regulatory Approvals; (concurrent with DD)**

- Prepare Zoning Board of Appeals Special Permit application and document package
- Prepare Notice of Intent application and document package
- Prepare the Site Plan application and document package for the Planning Board
- Submit applications to the appropriate boards
- Attend 2 hearings for the ZBA, 3 hearings with the Conservation Commission and 4 hearings with the Planning Board and present the project on behalf of the Town to obtain necessary permits and variances as required for the project
- Prepare limited revisions requested by the Boards

Fee: \$65,000

**Design Development; 12 weeks**

- Using the approved Schematic Design, continue the design process by increasing the level of detail and specificity
- Review & incorporate Committee comments on the design
- Create a complete Design Development document set with detailed notes, and door and finish schedules
- Prepare an outline specification describing the materials and conditions of the construction
- Provide drawings describing the proposed structural, plumbing, fire protection, heating, ventilation, air conditioning, and electrical systems
- Update the construction cost estimate to Design Development, based on approved Design Development drawings
- Conduct multiple progress meetings and obtain approval from the Committee for the final work of this phase

Fee: \$85,000

**Total Phase I Fee \$220,000**

**Phase II** (Fees below are based on projections, revised fees to be submitted after phase I)

**Construction Documents; 8 weeks \$130,000**

**Bidding; 6 weeks \$10,000**

**Construction Administration; 12 months \$240,000**

Additional Services:

**Geotechnical Services**

\$12,000

Test Borings & Geotechnical specifications

Services provided by the Town to assist the design team, if needed:

- Survey*
- Wetlands mapping/flagging*
- Off-site utilities design*
- Provision of excavator or other digging equipment to assist in collecting soils information*
- Soils evaluation and Percolation testing*
- Environmental Reviews (21E)*
- Computer, Security, Radio, and Communications Equipment Design & Procurement*
- Construction materials testing services*

Reimbursable Expenses:

Travel and normal expenses including small print volume, telephone and postage/shipping are included in the fees above. Printing for Owner or OPM submissions is limited to 6 sets. Additional printing and other expenses will be invoiced at cost plus 10%.

Services not included but can be performed at additional cost:

- SWPPP & NPDES General Permit (typically by contractor)*
- MA DEP submissions and attendance at meetings*
- Deep observation wells*
- Septic system design*
- Peer review (excluding OPM) responses & redesign*
- Redesign related to Order of Conditions requirements received after design is approved*
- Existing conditions documentation, Record drawings & As-builts*
- Mass Highway Coordination & meetings (for State owned roads)*
- Fire pump design*
- FF&E Design & Procurement*
- MEP and Building Envelope Commissioning*
- LEED Certification including LEED Energy Model*

Additional services will be billed hourly or on a lump sum basis as agreed by the client prior to the start of work. Hourly rates are subject to change each year. Our 2018 billing rates are as follows:

- Principal: \$200./hour
- Project Manager: \$175./hour
- Architect: \$150./hour
- Senior Designer: \$125./hour
- Designer: \$100./hour
- Clerical: \$75./hour

Thank you for the opportunity to submit this proposal and I look forward to continuing our work together!

Sincerely,

Jeff Shaw, AIA  
Context Architecture

Accepted By:

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Date