

Rajon Hudson
Assistant Town Administrator
Town of Boxborough
29 Middle Road
Boxborough, MA 01719

October 12, 2022

Re: Boxborough Public Safety Study Fee Proposal

Dear Mr. Hudson,

We are pleased to submit this fee proposal for services in connection with this project. The services below are for a Public Safety Feasibility Study. We understand that the Town is looking to perform a review of prior feasibility studies conducted at both the existing public safety complex and a proposed new site at Stow Road and to incorporate the opinions and recommendations of our firm in determining the best and most appropriate plan going forward. From prior studies we understand the current stations are inadequate to support the missions of the departments. Further we understand the site constraints at the existing complex make renovation and expansion challenging. The Stow site was selected after a thorough search. The topography and geometry of the site present some challenges but primarily the location of the site adjacent to residential properties is of primary concern. Our proposal for services incorporates the Town's RFQ as well as information shared during our discussion with the Town prior to being selected. Our services are limited to the items listed below; to assist the Town we have provided a list of additional services that our firm and design team are capable of providing should the City require them. Additionally, we have included a list of services that the Town should anticipate providing as part of this project as well as a list of services that will not be performed during this study.

Kickoff Meeting & Setting of Goals:

- Hold a kickoff meeting with all the project stakeholders
- Discuss roles and responsibilities
- Confirm the goals of the project
- Confirm the project schedule and budget
- Discuss the available funding for fire station projects

Review of past studies

- Review 2015 public safety space needs assessment report & 2015 site constraint study for Stow Road site
- Review Stow Road site (with civil) for conservation restrictions & other physical constraints

Space Needs Program; 4 weeks

- Interview the Police & Fire Chief's and other designated staff
- Tour the existing stations



- Review and analyze the prior study space needs drafts and provide recommendations
- Study current organizational plan and consider future departmental changes
- Study staff projections and equipment/vehicle lists with the Chief's
- Confirm best practices for size, adjacency, function and location, and compare proposed space needs to other similar facilities and typical industry standards
- Choose finish standards for low maintenance, durability and meeting sustainability goals
- Incorporate strategies to maximize department operations flexibility
- Project space needs 20-30 years into the future
- Prepare a draft Space Needs Program
- Discuss program with the Chief's and the Town
- Make revisions as necessary, review with the Chief's and Town; put into final form

Fee: \$13,400

Analysis of Stow Road Site; 6 weeks (concurrent)

- Consulting engineers will review prior studies as well as access and egress, soils conditions, drainage, sewerage, utilities, parking, biking and pedestrian access, safety enhancements and vehicular circulation
- Prepare a Zoning Code analysis & review with local building officials
- Compile a list of all the regulatory reviews and permits needed
- Prepare information about the neighboring and adjacent buildings and land area to provide context for the proposed project
- Identify and enumerate community concerns that may impact study options
- Prepare a memo summarizing the above assessments and review with the Committee

Fee: \$9,350

Analysis of Existing Mass Ave Site & Police & Fire Stations; 6 weeks (concurrent)

- Consulting engineers will review prior studies as well as access and egress, soils conditions, drainage, sewerage, utilities, parking, biking and pedestrian access, safety enhancements and vehicular circulation
- Identify regulatory constraints
- Obtain blueprints of the existing station and prepare CAD plans based approximately on the existing conditions
- Identify and enumerate community concerns that may impact study options
- Prepare a memo summarizing the above assessments and review with the Committee

Fee: \$28,900

Concept Design Options at Stow Road Site; 8 weeks

- Use the approved Space Needs Program to produce test fit designs for each station and for a combined PSB, determining what modifications may need to be made
- Develop alternative layouts for the needed space
- Prepare a preliminary building code analysis
- Evaluate these alternatives with respect to function, station health and safety standards, energy and sustainable performance, image, phasing, cost and regulatory approvals
- Review the work of this phase regularly with the Chief's and the Town

- Refine the selected alternative(s), again evaluating with respect to function, image, cost and regulatory approvals
- Develop a Master Plan for the new facilities that meets the needs of the department, staffing, and growth projections.
- Develop concept phasing diagrams to show the progression through construction to completion
- Make final recommendations and review with the Town
- Obtain approval of the final concept designs from the Chief and the Town

Fee: \$16,325

Concept Design Options at Existing Mass Ave Site; 8 weeks (concurrent)

- Use the approved Space Needs Program to produce test fit designs for the expansion of each station and for a combined PSB utilizing the existing facilities, determining what modifications may need to be made
- Prepare a preliminary building code analysis
- Evaluate these alternatives with respect to function, station health and safety standards, energy and sustainable performance, image, phasing, cost and regulatory approvals
- Review the work of this phase regularly with the Chief's and the Town
- Refine the selected alternative(s), again evaluating with respect to function, image, cost and regulatory approvals
- Develop a Master Plan for the proposed renovation and/or expansion of existing facilities that meets the needs of the department, staffing, and growth projections.
- Develop concept phasing diagrams to show the progression through construction to completion
- Make final recommendations and review with the Town
- Obtain approval of the final concept designs from the Chief and the Town

Fee: \$16,325

Energy & Sustainability; concurrent

- Review envelope upgrade possibilities
- Provide future maintenance and operations budgeting information

Statement of Probable Cost; 2 weeks

- Review budget constraints and project range of community financial support with Town officials
- Prepare one construction cost estimate of the final concept of either site
- Prepare a comprehensive project budget that includes all the costs for building construction, site development, professional services, testing, furnishings, phasing options, moving expenses, temporary housing, equipment and contingency
- Review the project budget and cost estimate with the Town

Fee: \$8,100

Final Report

- Prepare a draft report that summarizes the work of the study; review with the City.
- Prepare a final report that incorporates feedback received.

- Include appendices that contain all the information generated within the study.

Public Meeting & Presentations:

- Present the project progress and recommendations to the Public during information sessions, the Building Committee and other boards and committees
- Prepare a Final Draft Report, with presentation materials

Fee:	\$6,400
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Total Fee	\$98,800
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Optional Services (not included in the fee above)

Soil testing program for Stormwater infiltration	\$3,500
Supplemental geotechnical test pits & foundation report	\$10,000
Hazardous materials study of the existing Mass Ave stations	\$5,000
Lifecycle cost analysis for one design	\$12,000
Energy analysis & energy modeling for one concept design	\$50,000
Roadmap to Net Zero Energy	\$16,000
LEED Checklist	\$12,000

Reimbursable Expenses:

All normal expenses are included in the total fee above. All printing for permitting and large printing orders (more than 2 sets of documents) will be invoiced at cost plus 10%.

Our hourly billing rates are as follows:

- Principal: \$250/hour
- Project Manager: \$175/hour
- Architect: \$150/hour
- Job Captain: \$135/hour
- Senior Designer: \$125/hour
- Designer: \$100/hour
- Clerical: \$90/hour

Services provided by the Town (or OPM) to assist the design team:

*Survey's
Existing Conditions Plans*

Services not included but can be performed at additional cost:

*3D laser survey's of existing conditions
MADOT coordination, design and approvals
MA DEP submissions and attendance at meetings
Deep observation wells
Off-site utilities design
Local, State or Federal regulatory application and approvals
Peer review responses & redesign
Existing conditions documentation, Record drawings & As-builts
Fire flow testing and fire pump design
Historic Design Commission coordination and approvals
Computer, Security, Radio, and Communications Equipment Design and consultation
FF&E Design & Procurement
Photovoltaic array system design/procurement
LEED certification assistance*

Thank you for the opportunity to submit this proposal.

Sincerely,

Jeff Shaw, AIA
Context Architecture

Accepted By:

Date