

7 October 2024

Michael Johns  
Town Administrator  
Town of Boxborough  
29 Middle Road  
Boxborough, MA 01719

**Re: *Boxborough Fire Station Site Analysis & Concept Design Fee Proposal – Amendment #3***

Dear Mr. Johns,

We are pleased to submit this fee proposal for services in connection with this project. This amendment is a continuation of services provided to the Town, which included a thorough review of the proposed Stow Road site, a concept level site and building design, and a construction cost estimate. This proposal addresses site analysis, concept site and building design, and a construction cost estimate of up to three additional sites, including the existing Fire Department location, as listed and explained below. The services associated with this amendment are listed below. Our services are limited to these items.

**Kickoff Meeting & Setting of Goals:**

- Hold a kickoff meeting with all the project stakeholders.
- Discuss roles and responsibilities.
- Discuss the prior programming study performed by CTX and determine if additional modifications to the program should be required.
- Confirm the goals of the project.
- Confirm the project schedule and budget.
- Discuss the available funding for the fire station project.

**Part 1**

**Site Analysis (12 weeks-All 3 sites):**

- |   |                |
|---|----------------|
| - Site A – Stow Road completed as part of Amendment #2    | - not included |
| - Site B – Existing FD location, 520 Massachusetts Avenue | - included     |
| - Site C – 975 Massachusetts Avenue                       | - included     |
| - Site D – 700 Massachusetts Avenue                       | - included     |

- Provide site test-fit plan (1 per site).
- Consulting engineers will review prior studies (if applicable).
- Investigate existing site conditions, constraints, zoning requirements, access, parking, utilities, stormwater issues, sight lines, and known or easily identifiable hazardous materials conditions.
- Prepare a site selection matrix which ranks the sites across a range of factors.
- Prepare a memo summarizing any impediments to each site’s ability to be developed for a fire headquarters.

**Part 1 – Fee-Time and Materials not to exceed:**

**\$ 61,000.00**



**Part 1A**

**- Additional Services (per site up to 4):**

- Consulting engineers will provide traffic engineering report including preliminary trip generation estimates, sight lines, travel restrictions, traffic flow patterns and a summary opinion.
- Consulting engineers, to determine soil and water quality, perc tests and sub-surface hazardous materials through borings/test pits.
- Prepare a memo summarizing any impediments to each site's ability to be developed for a fire headquarters building.

**-Part 1A- Fee (choose one):**

- 1 total site	<b>\$ 29,500</b>
- 2 total sites	<b>\$ 59,000</b>
- 3 total sites	<b>\$ 88,500</b>
- 4 total sites	<b>\$ 118,000</b>
-	

**Community Outreach Meetings**

- Attend community outreach meetings at the request of the committee. Prepare drawings and/or other materials for use at the meetings.
- Six (6) in-person and three (3) virtual meetings are included, any additional meetings will be based on time and materials at the hourly rates listed below.

**-Community Outreach Meeting Fee (not to exceed):** **\$14,100**

**Part 2**

**Site Concept Design (12 weeks):**

- Using the previously approved Space Needs Program, produce site concept designs for each site noted above, including designating areas for stormwater and septic.
- Develop up to (3) alternative site layouts for each site and work with the committee to propose one preferred design for each site.
- Review the work of this phase with the Fire Chief and the Town building committee.
- Make final recommendations and review with the Town.

**Building Concept Design (12 weeks concurrent):**

- Using the previously approved Space Needs Program, produce building concept designs, for each site noted above.
- Work with the building committee to refine the concepts to achieve a preferred approach.
- Prepare concept design narratives for structural, HVAC, plumbing and electrical trades.
- Review the work of this phase with the Fire Chief and the Town building committee.
- Make final recommendations and review with the Town.

**Construction Cost Estimate (3 weeks):**

- Prepare construction cost estimates for the conceptual site and building designs for each site noted above. (1 per site)

- Collaborate with the OPM to prepare a comprehensive project budget for each site, that uses the information available to include all the costs for building construction, site development, professional services, testing, furnishings, phasing options, potential moving expenses, temporary housing and equipment, and contingency for the concept designs.
- Compare and contrast the cost estimates and make a recommendation to the town.
- Review the project budget and cost estimates with the Town.
- Assist the Committee to determine the preferred site.

**Town Meeting Presentation:**

- Assist the Town in presenting (1) proposed project concept design and site to the Public during Town Meeting.
- Prepare presentation materials.

*Excluded from Part 2*

- *Stow Road concept design and cost estimate. Completed as part of Amendment #2.*

**Part 2 – Fee (choose one):**

- 1 total site **\$ 50,500.00**
- 2 total sites **\$ 83,500.00**
- 3 total sites **\$ 107,500.00**

Hourly rates are subject to change each year. Our 2024-2025 billing rates are as follows:

	<b>2024</b>	<b>2025</b>
• Principal:	\$350/hour	\$360/hour
• Project Manager:	\$240/hour	\$250/hour
• Project Architect/Coordinator:	\$190/hour	\$200/hour
• Job Captain:	\$175/hour	\$185/hour
• Senior Designer:	\$140/hour	\$150/hour
• Designer:	\$125/hour	\$135/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:


*All services not specifically listed within the proposal above*  
*3D laser surveys 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*  
*Temporary quarters design*  
*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*  
*Soil testing program for Stormwater infiltration*  
*Supplemental geotechnical test pits & foundation report*  
*Lifecycle cost analysis*  
*Energy analysis & energy modeling*

Thank you for the opportunity to submit this proposal.

Sincerely,



Jeff Shaw, AIA, LEED AP BD+C, CPHC, MCPPO  
Principal + President, Context Architecture

  
10/9/2024