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November 17, 2020
Revised December 15, 2020

Ryan Ferrara
Town Administrator
Boxborough Town Hall
29 Middle Road
Boxborough, MA 01719

Re: Public Safety Project - Feasibility Study for 70 + 72 Stow Road

Dear Mr. Ferrara:

We are pleased to present this proposal for designer services for a limited study to investigate the feasibility of developing the site located at 70 + 72 Stow Road (Assessor's Plat 14, Lots 098 and 086) for a new public safety facility. We understand that the site is mostly vacant and wooded, with several small structures located along Stow Road. The land is currently owned by the Town of Boxborough and was purchased for the purpose of building affordable housing. Internal discussions within the Town of Boxborough and their Town Counsel will be conducted to determine if there are any legal issues in using this land for a public safety building and if there would be a potential cost to the project for doing so.

Based on the discussion with you and Chief Ryder during our October 22, 2020 meeting as well as the memo presented to us from the Building Committee and our December 4, 2020 phone conversation, we understand the desire is to complete limited investigations of the site to determine if a building of approximately 35,000 square feet with a footprint similar to the one provided by Chief Ryder to HKT could fit on the site and if there would be adequate water and sewer to support a building with proposed occupancy calculations similar to the Southborough Public Safety Building. The Town recognizes that no additional programming of the Boxborough Police and Fire Departments will be done as part of this study to confirm that this example building program aligns with Boxborough's needs. In addition, the Town would like to know if the site could support construction of a Community Center or Senior Center with the Public Safety Building. The Town understands programming for the specific needs of this building is beyond the scope of the study. For the purposes of this study investigation, HKT will look to similar buildings designed for other municipalities to estimate the area needed and approximate occupancy calculations. The goal would be to report the findings of this study at Town Meeting in Spring 2021 and request additional funds to conduct a more comprehensive feasibility study tailored to the needs of the Boxborough Police and Fire Departments.

We understand it is the Town's intent to contract for geotechnical services separately from this contract. We have included in this proposal some time to coordinate with and analyze the work of the geotechnical engineer.

Based on the above, we propose the following scope of work within your stated budget:

Scope of Work

Task 1: Feasibility Level Site Evaluation:

- HKT and Pare will perform the following services related to a civil-site evaluation of the proposed public safety facility site. Please note that the civil-site evaluation will be limited to an office review and will exclude in person site observations.
 - **Utility Review:** Pare will research available record information relative to the utilities that service the Site. This will include a general review of record information for the existing septic system, drinking water wells, and drainage system. Pare will analyze existing LIDAR topographic information and available plans on file with the Town to assess existing drainage characteristics of the Site. Field observation and physical inspection of existing utilities are excluded from this Scope of Services. Capacity analysis of the existing utilities is not included in Pare's review.
 - **Site Review, Reporting, and Constraints Mapping:** Pare will evaluate the existing Site in relation to available parking, circulation, existing zoning, wetlands, FEMA flood elevations, egress/ingress concerns, general site constraints and site distance issues for the proposed change in use. Pare will generate a constraints map based on available graphical information services (GIS) information and will generate a written narrative for the Site outlining development options. Pare's review will be limited to an office review only and will not include on-site investigations during this task.
 - A traffic study of abutting roadways (including counts, signal timing, or related items) is not included in this proposal. Traffic services are available as an additional service.
 - A field review of wetland conditions is not included in this proposal. Wetland services are available as an additional service.
 - Subsurface soils evaluation (test pits) are not included in this Task. These services are included in a separate Task below.
 - **Conceptual Site Plan:** In consultation with HKT, Pare will prepare a conceptual site plan showing a preliminary layout of the provided building footprint on the subject

parcel. The Conceptual Site Plan was also consider the Zoning Requirements of the site (setbacks, open space, parking areas etc.) as well as the potential for future uses to occupy the site as well. We are budgeting to prepare a single high-level Concept Site Plan, and will not be preparing Concept Grading or Drainage and Utility Plans.

- Pare will provide a second high level Concept Plan as a blocking plan to show additional capacity for buildings on the site. This plan would be intended to show concept level layout of approximate building size of a Community/Senior Center that could be physically located on the site, including approximate parking facilities, drainage facilities, and septic/water utilities. Pare anticipates that the supporting facilities (parking/drainage/utilities) shown on these plans would require additional analysis and engineering that is not included in this proposal at this time.
- **Permitting Review:** Pare will review applicable regulations and prepare a written summary of permitting efforts which may be necessary for the Site. Pare's report will include the potential local, state, and federal permits required for each development alternative.
- **Memorandum of Findings:** Pare will prepare a technical memorandum summarizing the findings of the feasibility level site evaluation.
- **Use of Existing/Prior Studies:** It is understood that three concept plans and a preliminary report of outlining developmental constraints was completed in 2008 by others. Pare will utilize the items in this 2008 report as reference documents for the purposes of this study.
- HKT and Pare will coordinate throughout this phase to review and discuss existing issues as well as proposed design constraints related to this project.

Task 2: Subsurface Soil Test Pits

- **Stormwater Management and Septic System Subsurface Soil Test Pits:** Pare will observe up to two days of test pit excavation located across the Site to provide subsurface soil characteristics, and estimation of seasonal high groundwater. Pare anticipates one day of test pits for stormwater suitability and one day of test pits for septic suitability. Test pit logs summarizing Pare's observations will be prepared for reference. **It is anticipated and budgeted that the Town will provide the services of a backhoe and operator to perform the test pits.**

- There are no application or permit fees included in this proposal. All permit fees shall be paid by the Town of Boxborough.

Task 3: Final Report:

- At the completion of the work, HKT will provide a summary document of the work efforts and recommendations. The summary document will be provided to the Town in electronic format. Hard copies will not be provided.

Consultants

Team members working on this phase include:

- HKT Architects Inc.
- Pare Corporation: Civil/Site Engineering

Assumptions and Exclusions:

It is assumed the Town will provide all pertinent existing information that may be available.

1. HKT and Pare assume the Town of Boxborough grants permission for the design team to utilize previous studies of the 70 + 72 Stow Road site prepared by others and furnished by the Town of Boxborough as reference documents for the purpose of this study.
2. Design of building floor plans specific to the needs of the Boxborough Police and Fire Departments and a Community/Senior Center is excluded. HKT and Pare will use the footprint and plans of the building example provided by the Town for purposes of determining whether the site is large enough to support a public safety facility and to determine water and sewer demand on the site. HKT and Pare will use the plans of a Community Center designed for another municipality as an example to determine feasibility of locating a similar structure on this site.
3. No survey work is included in this proposal.
4. Geotechnical engineering, landscape architecture, structural engineering, mechanical engineering, electrical engineering, plumbing engineering, fire protection engineering design services and costs estimating services are excluded from this proposal.
5. It is assumed that the Town of Boxborough DPW will provide the services of a backhoe and operator to perform the test pits.
6. Permitting fees shall be paid directly by the Town of Boxborough.
7. Additional impact studies, such as a traffic study, are excluded from this proposal.
8. Off-site utility upgrades are excluded from this proposal.
9. No hazardous materials survey or estimate are included at this time.
10. Site lighting design and photometrics are excluded.
11. HKT assumes attendance at not more than two virtual committee meetings.

Schedule:

We are prepared to start as soon as we have a notice to proceed. We understand the goal of the Town is to present the results of this feasibility study at Town Meeting in May 2021.

Proposed Fee:

The base fee for the scope of work listed above is a lump sum of **\$25,850 (Twenty-Five Thousand Eight Hundred Fifty Dollars)**. The fee includes all of the consultants that have been named herein.

Any work that is beyond the scope of work shall be billed as additional services based on hourly fees with an upset limit. In no case will we commence any additional services without your written approval. Hourly rates for HKT shall be as follows:

Principal	\$210/hour
Associate	\$185/hour
Project Manager	\$160/hour
Project Architect	\$160/hour
Senior Designer	\$140/hour
Designer	\$120/hour
Staff	\$115/hour
Construction Administrator	\$160/hour

Pare Corporation:

Engineer	\$110.00/Hour
Senior Engineer	\$125.00/Hour
Project Engineer	\$150.00/Hour
Senior Project Engineer	\$175.00/Hour
Managing Engineer	\$190.00/Hour
Principals & Officers	\$225.00/Hour
Environmental Scientist	\$95.00/Hour
Senior Environmental Scientist	\$120.00/Hour
Principal Environmental Scientist	\$155.00/Hour
Resident Project Representative	\$100.00/Hour
Sr. Res. Project Representative	\$125.00/Hour
CADD Operator	\$100.00/Hour
Senior CADD Operator/Designer	\$115.00/Hour
Engineering Technician	\$100.00/Hour
Senior Engineering Technician	\$115.00/Hour
Clerical/Office Personnel	\$75.00/Hour

If there are additional services that are required by one or more of our consultants, we will invoice their costs plus a mark-up of 10%

We will invoice you monthly and payment is due in thirty (30) days of the invoice date.

Add-Alternative Tasks and Associated Fees

We understand that there are other items that you may be hoping to have more detail on but they are outside your available funds. We do include these alternate services here in case the Town would like to pursue these at a future time.

Wetlands Delineation: \$11,155

- Pare's wetland scientists will identify and delineate wetland resource areas subject to jurisdiction of MassDEP and the Boxborough Conservation Commission through the Wetlands Protection Act and the Town of Boxborough Wetland Bylaw. Based upon preliminary review of published mapping, it appears that the Site contains areas of freshwater wetland areas classified as Bordering Vegetated Wetlands (BVW) bordering each of the streams. Pare wetland scientists will complete a field investigation to inspect the project area for the presence of wetlands based on vegetation, soils, and visual indicators of hydrology. Pare will complete a delineation of wetlands and will locate the wetland flags using a handheld GPS unit with sub-meter accuracy. Pare will coordinate with the Boxborough Conservation Agent prior to the delineation and, if possible, coordinate a preliminary site visit while Pare is in the field. Pare will prepare a wetland delineation report suitable for use in permitting. The delineation report will include descriptions and photographs of the site wetlands, delineation data forms, and other relevant documentation.
- If requested, Pare will prepare and submit an ANRAD to the Boxborough Conservation Commission and the MassDEP Central Regional Office seeking verification of Pare's delineations and classifications of wetlands on the property. The ANRAD will include applicable forms, figures, a buffer notification information, Pare's Wetland Delineation Report, and a Wetland Location Plan showing the areas to be verified. Pare will attend one (1) public hearing with the Town of Boxborough Conservation Commission and, if requested, attend one (1) site walk with the Commission. This scope presumes that as a municipality the Town will be exempt from all local and state filing fees. The Town will be responsible for the costs of legal advertising, mailings, and reproduction. Please note that Pare recommends a Site survey of the property, including topography and property boundaries to accompany the ANRAD. Pare assumes that this survey will include location of the wetland flags to support a more accurate ANRAD application. **This survey is not included in HKT's or Pare's proposals.**

Traffic Analysis: \$9,345

Pare will perform data collection and analysis to identify recommended off-site improvements and constraints associated with the proposed use of the Site as a municipal public safety facility.

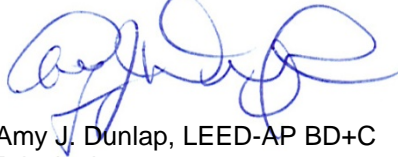
- Coordination/Meetings: Coordination with HKT and the Town will be conducted to discuss issues and/or questions related to traffic in the surrounding area. Pare anticipates attendance at one meeting with HKT via teleconference and has budgeted accordingly.

- Data Collection and Review: Crash data for the roads and intersections in the vicinity of the site will be obtained from the MassDOT Crash Database. A field review of the area surrounding the Site will be performed to investigate traffic patterns and roadway/intersection geometrics. Pertinent field information to be obtained during the field review includes sight distances, posted speed limits, pavement widths, pavement conditions, and traffic control devices.
- Traffic counts will not be performed for this phase. Pare will however obtain any available, pertinent existing traffic data from the MassDOT Transportation Data Management System. Additionally, Pare will obtain relevant traffic studies within the study area from the Town to gain a better understanding of the traffic conditions. Any traffic counts needed will be provided as an Additional Service.
- Traffic Safety Analysis: The geometric configuration of surrounding roadways, intersections and the proposed site entrances/driveways will be analyzed with regard to safe intersection and stopping sight distance. Based upon principles presented in A Policy on Geometric Design of Highways and Streets 2018 of the American Association of State Highway and Transportation Officials (AASHTO) and upon observed vehicle speeds, the adequacy of the existing sight distances will be discussed.
- Traffic safety related items observed through field observations, and a review of available crash data, will also be reviewed and potential safety improvements will be recommended as are applicable.
- Trip Generation: Projected traffic for the proposed public safety facility will be calculated based upon data obtained from Trip Generation, 10th Ed. of the Institute of Transportation Engineers (ITE) and/or from information provided by the Town. This information will be used to determine the amount of traffic anticipated to be generated by the development.
- Report: A letter report will be prepared describing the data collection process, the traffic access to/from the Site, the results of the traffic safety assessment, and projected trip generation to/from the Site. Additionally, the report will include recommendations regarding potential signalization of the Site driveway with Stow Road. The report will also provide potential recommendations regarding on-site vehicular and pedestrian circulation patterns.

Please feel free to contact me, if you have any questions.

If you are in agreement with this proposal, please sign and date two copies and return one to our office.

Very truly yours,
HKT Architects Inc.



Amy J. Dunlap, LEED-AP BD+C
Principal

For: Town of Boxborough

By: _____ Date: _____

Print Name: _____

cc: Chief Warren Ryder, Boxborough Police Department
File

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