

15 February 2024

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

Re: *Boxborough Fire Station Concept Design Fee Proposal*

Dear Mr. Johns,

We are pleased to submit this fee proposal for services in connection with this project. The services below are for concept design for a fire station at the Stow Road site. The Stow site was selected by the Town 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 developed during our prior study. Our services are limited to the items listed below. The Town wishes to present the information developed during this phase at the Spring Town meeting.

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

Analysis of Stow Road Site; (concurrent)

- Consulting engineers will review prior studies
- Investigate existing site conditions, constraints, zoning requirements, access, parking, and stormwater issues.
- Existing and proposed utilities on the Stow Road site will be reviewed (including past engineering studies).

Concept Design at Stow Road Site; 4 weeks

- Use the approved Space Needs Program to produce a concept design.
- Develop alternative layouts for the needed space
- Prepare concept design narratives for structural, HVAC, plumbing and electrical trades and site design including stormwater and septic.
- Review the work of this phase with the Chief and the Town
- Refine the alternative, evaluating with respect to function, image, cost and regulatory approvals.
- Make final recommendations and review with the Town



Statement of Probable Cost; 2 weeks

- Prepare a construction cost estimate of the final concept
- 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

Town Meeting Presentation

- Assist the Town in presenting the project and recommendations to the Public during Town Meeting.
- Prepare presentation materials.

Total fee: **\$51,400**

Optional Services (not included in the fee above)

Soil testing program for Stormwater infiltration	\$3,500
Supplemental geotechnical test pits & foundation report	\$10,000
Lifecycle cost analysis for one design	\$12,000
Energy analysis & energy modeling for one concept design	\$50,000

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: \$360/hour
- Project Manager: \$245/hour
- Architect: \$185/hour
- Job Captain: \$160/hour
- Senior Designer: \$130/hour
- Designer: \$125/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 built
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