

June 26, 2025

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

**Re: *Boxborough Fire Headquarters, Amendment #6, Continuing Meetings and Support***

Dear Mr. Johns,

We are pleased to submit this fee proposal for meeting attendance and continued project support. This fee will be on a time and materials basis with a not to exceed amount. Any work outside of the weekly Working Group and bi-monthly FSBC meetings will be part of a separate proposal.

**Meeting Attendance:**

**Weekly Working Group Meetings**

- Continued attendance via zoom at 8 weekly working group meetings.
- Provide follow-up on basic tasks or information gathering identified during the meeting.

**Bi-Monthly FSBC Meetings**

- Continued attendance at 4 Fire Station Building Committee meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month. Jeff Shaw may attend these 4 meetings in person, Emily Mowbray will attend via zoom.
- Provide information requested during the meeting.

**FEE (Time and Materials not to exceed).....\$27,600**

**CONSIDERATIONS**

- This amendment is for meeting attendance and support only.
- Meetings will be attended virtually unless otherwise specified.
- Hours for June 2025 work are currently being billed to the Community Outreach phase. This Amendment and the NTE total of \$27,600 are to be utilized after the remaining \$7,517.50 in the Community Outreach phase is exhausted.

Hourly rates are subject to change each year. Our 2025 billing rates for architectural services are as follows:

• Principal:	\$360/hour
• Project Manager:	\$250/hour
• Project Architect/Coordinator:	\$200/hour
• Job Captain:	\$185/hour



- Senior Designer: \$150/hour
- Designer: \$135/hour
- Senior Administrative Support: \$305/hour

Thank you for the opportunity to submit this proposal.

Sincerely,



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

  
7/15/2025