

August 6, 2025

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

Re: Boxborough Fire Headquarters, Amendment #7, Site Analysis 1300 Mass Ave, 750-832 Mass Ave

Dear Mr. Johns:

Thank you for the opportunity to allow our design team to continue to provide the Town of Boxborough with services in conjunction with the Fire Headquarters project. We are pleased to submit this amendment proposal for site analysis at 1300 Mass Ave and 750-832 Mass Ave. This proposal is based on the following tasks.

Task 1 - 1300 Massachusetts Avenue: (4 Weeks)

- Consulting engineers will prepare an existing conditions plan using available GIS data depicting compiled property lines, contours, wetlands, buildings, FEMA floodplain information, watershed protection zones, natural heritage and endangered species locations.
- CTX will provide the engineers with a concept plan showing the building in located in the existing parking lot and at the location of the current building.
- Consulting Engineers will also use the Natural Resources Conservation Services website to obtain mapped information regarding preliminary soils information for the proposed site.
- Coordinate with the Town of Boxborough offices regarding the location of the septic systems, the wells and details regarding the wells. Add the locations of the wells and septic systems to the existing conditions plan described above.
- Prepare a brief memorandum describing existing conditions, details regarding the wells and septic systems, and description of any site conditions that may impact the development of the property for a new fire station.
- Consulting Engineers will participate in up to two calls with the Client and/or the Town of Boxborough to discuss the memorandum.

Task 2 - 750-832 Massachusetts Avenue: (4 Weeks, concurrently)

- Provide Sight Line analysis at 750-832 Massachusetts Avenue
- CTX will provide the consulting engineers with a conceptual plan showing the fire station located on the proposed site.
- Consulting Engineers will perform a site visit to the parcels described above.
- Perform a sight distance analysis for various locations along the frontage of 700, 750 and 832 Massachusetts Avenue
- Develop a brief memorandum and sketch describing the results of the site visits
- Consulting engineers will participate in up to two phone calls to discuss the memorandum.



Total (Lump Sum) \$16,200

FSBC VOTED 6-0-0 TO
APPROVE AS NTE BASIS ON 8/14/25

CONSIDERATIONS

- Normal expenses including small print volume, telephone, postage/shipping and travel are included in the fees above. Printing for Owner or OPM submissions is limited to 6 sets. Permitting application fees, additional printing and other expenses will be invoiced at cost plus 10%.

EXCLUSIONS

- Survey
- Wetlands Delineation
- Permitting/Board attendance
- Endangered species identification
- Any services not explicitly noted in this proposal or the consultant's proposal attached are excluded and would be available to be performed for an additional fee.

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

 8/18/25