

November 18, 2025

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

**Re:     *Boxborough Fire Headquarters, Amendment #12, Meeting Support, Jan - March 2026***

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 continued meeting support from January through March 2026.

- 13 Working group meetings (virtual)
- 3 Building Committee meetings (virtual)

**Total Fee (Lump Sum)** *up to* **\$8,400**

**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**

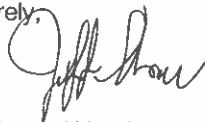
- Any services not explicitly noted in this proposal are excluded and would be available to be performed for an additional fee.

Hourly rates are subject to change each year. Our 2026 billing rates for architectural services are as follows:

- |                                  |            |
|----------------------------------|------------|
| • Principal:                     | \$375/hour |
| • Project Manager:               | \$250/hour |
| • Project Architect/Coordinator: | \$200/hour |
| • Job Captain:                   | \$185/hour |
| • Senior Designer:               | \$150/hour |
| • Designer:                      | \$135/hour |

Thank you for the opportunity to submit this proposal.

Sincerely,



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



12/4/25

