

## HMFH Architects, Inc.

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September 1, 2015

Mr. Robert Carrier,  
Chair Dover Joint Building Committee  
c/o Dover School District  
61 Locust Street Suite 409  
Dover, NH

Re: Dover High School Design Services Fee Proposal

Dear Mr. Carrier:

I have spoken with Dr. Arbour and at her request I initiated a review of the fee proposal which I sent to you on July 20<sup>th</sup>.

Because I know that there has been concern about our fee as a percentage of the construction cost I thought it might be helpful to breakout the fee in a slightly different manner than I did in the past. The fee proposal as originally presented to you in the July 21 letter consists of the following components:

### Part A Basic Services as defined under AIA Contract B10, Paragraph 3.1

|                     |               |                                             |
|---------------------|---------------|---------------------------------------------|
| Architect           | 4,160,598     |                                             |
| Structural Engineer | 475,000       |                                             |
| MEP/FP Engineers    | 1,245,000     |                                             |
| Cost Estimating     | 90,000        |                                             |
| Specifications      | <u>30,000</u> |                                             |
| <b>Subtotal</b>     |               | <b>6,000,598 8.4% of construction costs</b> |

### Part B Additional Services

|                         |               |                                                     |
|-------------------------|---------------|-----------------------------------------------------|
| Civil Engineer          | 275,000       |                                                     |
| Landscape Design        | 158,000       |                                                     |
| Furniture and Equipment | 76,750        | (The F&E fee is split 40/60 between HMFH and Dover) |
| Food Service            | 28,900        |                                                     |
| Hardware                | 18,000        |                                                     |
| Audio/Visual/Theater    | 71,500        |                                                     |
| Acoustical              | 40,000        |                                                     |
| Wetlands Consultant     | 10,000        |                                                     |
| Storm water Permitting  | 20,000        |                                                     |
| Sewer and Water Main    | 5,000         |                                                     |
| Code                    | 10,000        |                                                     |
| Other/Printing/Misc.    | <u>85,000</u> |                                                     |
| <b>Subtotal</b>         |               | <b><u>798,650</u></b>                               |
| <b>Total</b>            |               | <b>6,799,248 ~ (\$6,800,000 original fee)</b>       |



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I have divided the fee into 2 parts to indicate Basic Services (Part A) as defined under the contract, Paragraph 3.1, and what more typically are considered Additional Services (Part B). You will see that our Basic Services Fee is just under 8.4%. I believe that because we have included a number of additional services in our fee the percentage of our total fee in relationship to the construction cost may appear to be high. In fact, as we have indicated before this is a very competitive fee for this type of project and a much lower fee than we would anticipate for a comparable project in Massachusetts.

A high school is an extremely complex facility. The program requirements are diverse. The regulatory, health and safety requirements are highly specific. We will be designing a facility for health and recreation, a complete commercial kitchen, science labs, a full theater, and a variety technology rich learning environments. Because of the nature of the CTC spaces which are highly individualized and are also highly controlled through the DOE process we will be spending a significant amount of time working with individual teachers as well as the requisite committees to assure that the infrastructure and facilities are finely tuned to the need. This is an extremely labor intensive undertaking.

None the less, we did reexamine our fee in light of Dr. Arbour's request. We have reviewed the hours we have assigned to each aspect of the project. During the Feasibility Phase we have attempted to provide a consistently high level of service and have made team members available as requested by the JBC and provided support and back-up whenever needed. It is our hope and intent to continue that level of services through the completion of the project. In order to reduce our fee we have made a slight reduction in the hours we had assigned during the Construction Administration phase of the project. We are able to make this adjustment because we feel confident in our ability to work collaboratively with PC during the actual construction of the project.

Our reduced fee is therefore **\$6,720,000**

The remaining portions of this letter are replicated from my letter to Bob from July 20<sup>th</sup>. I have changed the dollar amounts as appropriate. I have also expanded on the scope of each phase using the descriptions from my e-mail to Bob of August 21<sup>st</sup>. I have *italicized* any changes to either of those documents. I have done this in the hope of having all of the pertinent information in single location.

### **Project Scope**

As described in the Dover High School and Career Technology Center Feasibility Study completed by HMFH in July, 2015 the proposed new school will be designed for 1500 students. It will be sited immediately to the west *and to the north* of the existing Dover High School. The project will be new construction. It will be approximately 305,000 Square Feet. In addition, during the schematic design phase HMFH will investigate the possibility of incorporating the existing DHS gym into the project as a practice gym. The anticipated construction cost for the building and associated site work is estimated to be \$71,600,000. The total project budget is anticipated to be approximately *\$86,500,000*.

### **Scope of Basic Services and Fee**

As defined in Article 3 of the previously executed contract, the Architectural Basic Services for this project include the "usual and customary structural, mechanical, and electrical engineering services." In addition, for this project, HMFH's Basic Services Fee will also include standard civil engineering, site design and landscaping.

Our fee for this work will be *\$6,720,000*.

*The project will have the following phases. (From August 2<sup>st</sup> email)*

The design starts with **Schematic Design**. The purpose of Schematic Design is to finalize the layout of the floor plans and the site plan, define the structure and the major systems, determine major materials and develop design concepts for the massing and exterior appearance. We will be reviewing program requirements and adjacencies with the educators. Geotechnical information will be developed. Further hazardous materials information will be developed. Drawing of plans, elevations, roof plan and site plan will be developed. We will be engaging our specialist consultants like a furniture and equipment consultant and a kitchen consultant to assist within their specialties. A wetlands consultant may be required if we impact the wetlands. An outline specification will be developed and the project schedule will be finalized. Initial site logistics for site phasing will be developed. With that information in hand, a schematic cost estimate will be developed and, if necessary a value engineering process will take place in order to assure the project is still within budget. HMFH will develop a work plan that provides an outline of activities and of the decisions required for each JBC meeting as well as undertaking the necessary engagement with local officials.

Schematic Design is followed by **Design Development**. Design Development further develops the plan and site plan but also develops the project 3 dimensionally more fully. Elevations, building sections, wall sections and interior elevations are all developed, major spaces are explored and developed. All significant equipment is determined for CTC spaces and the layout of the equipment within the spaces along with power or infrastructure requirements is established. Furniture selection will begin. Necessary infrastructure such as toilet rooms and stairs are documented. All materials are identified and key and critical details are developed. Initial coordination of mechanical systems with structure and architectural features takes place. Site infrastructure including all services and site drainage and storm water systems are developed. The specification document will be further developed. During Design Development, HMFH will continue to work with local authorities and fully engage with the Planning Board and conservation commission as necessary to prepare for any required hearings. At the end of Design Development HMFH another cost estimate will be developed and, if necessary a value engineering process will take place in order to assure the project is still within budget.

Design Development is followed by the **Construction Document** phase. During the Construction Documents Phase all final details and drawings are developed and all final coordination takes place. The working drawings are completed and the specifications are completed. A color pallet will be developed. All approval are in place. For the Dover High School project it is very likely that the site package, the concrete, and the steel packages will be bid early to allow the construction to start before the documents are 100% complete. HMFH will work with the CM to prepare these separate packages. We will develop a cost estimate at 60% Construction Documents and, if necessary a value engineering process will take place in order to assure the project is still within budget.

Once the drawing are complete the documents will go out to **Bid**. The logistics of the bid phase are largely handled through the CM. HMFH will assure that all bidders have their questions answered. As bid are received, HMFH, with the CM will review the bids for accuracy and appropriateness.

The final phase is **Construction Administration**. HMFH will be fully engaged throughout the Construction process. We, with our engineers, will be reviewing submittals and shop drawing for all products and systems. We will be answering all questions that arise during the construction process and provide interpretation of our documents as required. We will attend the weekly site meetings and review the progress for general conformance with our documents. We will review monthly requisition for accuracy. We will attend monthly JBC meetings. The furniture, equipment and technology hardware selection will be finalized and put out to bid. Before project completion all equipment will be purchased and installed. As the project reaches completion we will develop a "punch list" of outstanding items that are not complete or are not in conformance. We will continue to review the punch list with the CM until all items are finalized. In Dover there will be an extended

site construction phase once the building is complete. HMFH will issue a certificate of Substantial Completion when the building is able to be occupied. HMFH will continue to provide full services through the site construction phase.

We anticipate billing the fee in the following manner.

|                                 |                  |
|---------------------------------|------------------|
| Schematic Design 15%            | 1,008,000        |
| Design Development 20%          | 1,344,000        |
| Construction documents 25%      | 1,680,000        |
| Bidding 5%                      | 336,000          |
| Construction Administration 35% | <u>2,352,000</u> |
| Total fee                       | \$6,720,000      |

The Dover High School project is complex and there are many aspects which cannot yet be defined and/or do not fall within the Basic Services fee described above. These aspects are typically referred to as Additional Services. It is important to note that our Basic Services fee **does not** include the following Additional Services:

Additional Topographic Survey work that may be required,  
Traffic Study,  
Additional Geotechnical investigation associated report and specifications,  
Additional Existing Conditions Survey,  
Hazardous Materials Survey and Specifications,  
Specialized Acoustical Engineering,  
Solar Energy Consulting/Energy Modeling/LEED Services  
Furniture and Equipment Design and Procurement Services,  
Technology Systems Design and Procurement Services  
Specialized Theater Design Services  
Turf Field Design  
Permit and Application Fees  
~~Stormwater Design and Permitting beyond initial NHDES AOT Permit and Application Process~~  
~~Wetland Permitting~~  
Construction testing and earthworks monitoring during construction

As you know, we have initiated a Project Budget which already includes most of these items and we will continue to work with you to account for any additional services within the Project Budget.

We appreciate this opportunity to submit this proposal. We have enjoyed working with the JBC on the Feasibility Study and look forward to continue to work with you on this exciting project

Very truly yours,

HMFH Architects, Inc.



Laura Wernick, FAIA

cc: Tina Stanislaski, Margie Munroe, Elaine Arbour

