DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – DOVER HIGH SCHOOL AND REGIONAL CTC MEETING NOTICE

Meeting Type:	**Regular Meeting**
Meeting Location:	**Superintendent's Conference Room, McConnell Center**
Meeting Date:	**Tuesday, September 29, 2015**
Meeting Time:	**4:30 P.M.**

1. Call to order and roll call
2. Citizens' Forum
3. Approval of Meeting Minutes from Aug. 11, Sept. 1 and 15, 2015
4. Financial Report
    a. Authorizations
5. Review schematic design schedule
6. Review meetings to date
7. Implications of input on plans
    a. Review site and floor plans with sections
8. Future meeting schedule
9. Review PSS and overall budget
    a. Approve F&E consultant, Turf Field consultant
10. Stakeholder meetings report
11. Matters of Interest
12. Build next agenda and review action items
13. Adjournment

PROFESSIONAL SERVICES SUPPLEMENT #5

AIA Document G604

In accordance with the **AGREEMENT** dated: December 2, 2014

BETWEEN:

The Dover School District
School Administrative Unit #11
McConnell Center
61 Locust Street, Suite 409
Dover, NH 03820-4132

and:

HMFH Architects, Inc.
130 Bishop Allen Drive
Cambridge, MA 02139

for the Project: Dover High School and Regional Career Technical Center

☒ authorization is requested

- ☒ to proceed with Additional Services
- ☐ to proceed with revised scope of Basic Services
- ☐ to incur Reimbursable Expenses

OR

☐ notification is made

- ☐ of the need to proceed with Contingent Additional Services
- ☐ of the need for other services

AS FOLLOWS:

Additional services that include: Synthetic Turf Field Design, Technology Procurement, HazMat Asbestos Inspection, Design, Construction Monitoring and Air Sampling services, and Furniture & Equipment Procurement.

Nobis – Synthetic Turf Field Design	$ 67,500.00
GGD – Technology Procurement	$ 32,000.00
UEC – Addtl HazMat Services	$ 18,000.00
Point-Line-Space – Furniture & Equipment Procurement	$100,000.00
HMFH Coordination Fee – 10%	$ 21,750.00
TOTAL	$239,250.00

(insert provisions covering time of commencement and completion of authorized services as applicable).

Prompt written notice is required if the services indicated are not needed.

SUBMITTED BY: HMFH Architects, Inc.

Laura Wernick

(signature)

Laura Wernick, AIA, Treasurer
(printed name and title)

9/24/15
(date)

AUTHORIZATION IS GIVEN or
NOTIFICATION IS ACKNOWLEDGED BY:

(signature)

(printed name and title)

(date)

Nobis
Engineering a Sustainable Future

Revised July 21, 2015
File No. 89120.01

HMFH Architects, Inc.
Ms. Tina Stanislaski, AIA, LEED AP BC+C
Senior Associate
130 Bishop Allen Drive
Cambridge, Massachusetts 02139

Re: Proposal for Synthetic Turf Field Design
Dover High School and Career Technical School
Dover, New Hampshire

Dear Tina:

Nobis Engineering, Inc. (Nobis) is pleased to present HMFH Architects, Inc. (HMFH) with this proposal for civil engineering services for a new High School and Career Technical Center in Dover, New Hampshire. Following is a scope and fee proposal based on our current understanding of the project.

PROJECT UNDERSTANDING AND APPOACH

Based on the results of the Feasibility Study prepared by HMFH, the Dover Joint Building Committee (JBC) has elected to replace the current football field with a synthetic turf field, new track and stadium. HMFH has decided to separate the turf field and stadium design from the rest of the site design, because of past problems with other consultants that did not have the expertise to design synthetic turf fields.

Nobis' Germantown, Maryland office specializes in the design of synthetic turf fields and has successfully completed 16 fields over the past 8-years (refer to the attached project summary). Our field design team will work seamlessly with our local design team, to prepare drawings and specifications and simplify the permitting process so that a single firm is responsible for the entire site design.

Our project team will consist of Senior Project Manager Erin Lambert, P.E. (Team Lead), Senior Project Manager Jason Azar (Lead Field and Track Design Engineer), and support staff from both offices.

SCOPE OF WORK

Nobis will complete the following Scope of Work relative to the proposed development and the above-described background information.

Nobis Engineering, Inc.
18 Chenell Drive
Concord, NH 03301
T (603) 224-4182

Schematic Site Plan Design

Design of the athletic facilities must be done with the utmost care. There are numerous factors that play into the optimal design for each sport or field type. Some of the factors that Nobis carefully examines during the initial stages of the facility layout are orientation, predominant wind direction, spectator spaces, accessibility and ease of maintenance.

Typically most school facilities are designed to meet National Federation of State High School Associations (NFHS) standards, however, depending on the mix of users of the facilities, International Association of Athletics Federations (IAAF) standards may also be included. The design decision to include NFHS/IAAF standards can be determined through interviews with various user groups and the client.

Nobis will design and prepare a conceptual site layout on topographic and boundary survey plan provided by the project surveyor. The site plan will include conceptual grading and utility layout generally conforming to the design intent.

Upon completion of the conceptual site plan, Nobis will schedule and attend a coordination meeting with HMFH and the JBC to present the plan and obtain feedback. Based on the feedback, Nobis will refine the concept plan and begin the Design Development phase.

Design Development

Nobis will prepare a field/track site plan design package that will be used for formal submittal to the State and Local Agencies in conjunction with all other site related work being done for the project. The site plan design package will include, but not be limited to, demolition, field, track and seating layout, synthetic turf performance specification, access layout, driveway(s), site grading, and drainage design/calculations, utilities, signage, temporary and permanent erosion control, and general construction details.

Input from additional agencies will be obtained during this phase through meetings and/or correspondence, including:

- Planning Board
- Public Works Department
- Fire Department
- New Hampshire Department of Environmental Services

Our budget includes two iterations of the site plan layout during this phase of work.

Utilities Design

We have assumed that HMFH will provide the design for seating/stands and any press/concession buildings associated with the proposed field. Nobis will show utility connections, as needed, from the existing systems on site to the new facilities including, sewer, water, electric, and telecommunications

Site Lighting Design

We have assumed that field lighting will be designed by your electrical engineer or the sport field lighting manufacturer. Nobis will show locations of field lights on our site plans and coordinate conduit routing to each light tower.

Storm Water Design and Permitting

A full drainage analysis will be completed, and an erosion control plan will be prepared as required for obtaining permits. We anticipate preparing a low impact design for control of storm water quantity and quality potentially using engineered infiltration and detention controls as appropriate. We will coordinate the test pitting being conducted as part of the general civil design effort as well as with the geotechnical engineers to obtain information for the new field. The storm water design will be prepared in accordance with State and City requirements.

Approvals and Permit Applications

Nobis anticipates that the following permits and approvals will be required for this project, and will be prepared integrally with the other site design permitting effort including the following:

- City of Dover Planning Board Approval;
- NHDES Alteration of Terrain (AOT) Permit;

As an overall cost savings, Nobis will prepare for and attend meetings as part of our general civil engineering scope of work (under separate cover). Please note, our fees do not include town impact, permit, application, or notification fees.

Construction Documents

We have assumed that the JBC and the Construction Manager will have chosen a turf manufacturer and an approved vendor/installer prior to the construction document phase. Nobis will work with the CM and installer to refine drawings and specifications in order to finalize the design and pricing.

OPTIONAL SERVICES

Nobis can provide the following services, if requested; however, they are not included in this scope of work:

- Application Fees;
- Field Lighting Design;
- Geotechnical Engineering;

Construction Administration

Nobis will provide preconstruction services to include participation in a preconstruction meeting to answer questions from the field installer. Scheduled site visits and meetings will ensure effective communication and coordination and will be followed by meeting notes. Our design team

will be responsive to RFI's, shop drawing review and approvals, and unforeseen conditions A construction punch list will be prepared and final observation of construction to insure a satisfactory completion of the project work.

Based on previous experience, we would expect the following services at a minimum:

- Review and respond to RFI's;
- Issue ASI's (Architect's/Engineer's Supplemental Information) as necessary;
- Review submittals and shop drawings;
- Attend a Pre-Construction Meeting on-site; and
- Construction is anticipated to take between 120-150 days for the field, track, and stadium. We have budgeted to perform fourteen (14) site visits.

BUDGET

Our estimated fee for the scope items, as described above is as follows:

Scope	Fee Structure	Fee
Schematic Design	Lump Sum	$ 11,000
Design Development	Lump Sum	$ 34,000
Construction Documents	Lump Sum	$ 6,000
Construction Administration	Lump Sum	$ 16,500
Total		**$ 67,500**

We will not exceed this amount unless we are authorized to do so. Our payment terms are net 30 days. You will be notified if conditions require a change to the scope of services and budget estimate. This proposal is valid for 30 days from the date of issue.

Thank you for opportunity to team with HMFH on this project. Should you require additional information, please contact us.

Sincerely,

NOBIS ENGINEERING, INC.

Kenneth R. Koornneef, P.E.
President

J. Chris Nadeau, P.E.
Director, Commercial Services

GARCIA • GALUSKA • DESOUSA
Consulting Engineers Inc.

370 Faunce Corner Road, Dartmouth, MA 02747-1217

L#48578
Proposal

July 13, 2015

HMFH Architects, Inc.
130 Bishop Allen Drive
Cambridge, MA 02139

Attn: Tina Stanislaski, AIA LEED AP BD+C

Re: Dover High School and CTC – Equipment Procurement
Dover, NH

Dear Ms. Stanislaski:

Per your request we are pleased to submit our proposal for equipment procurement services for the technology systems at the above referenced project. This contract is in addition to the previous infrastructure contract.

THE PROJECT:

The design work shall include the preparation of specifications for technology equipment as follows:
Wireless network electronics; network switches; computers & basic software (Microsoft Office); servers & server racks; printers/scanners/plotters; interactive projectors/whiteboards; video message boards; document cameras; portable projectors; video on-demand system; classroom sound lift systems; telephone system and handsets.

The following systems and equipment are excluded from this proposal:
Language lab (where PC's are required, the PC will be included); TV Studio; MIDI Lab or electronic music equipment; POS system, software and cash registers; library cataloging system and software; e-books; copiers; industrial printers (laser engraver/3D printers etc.); shop equipment.

BASIC SERVICES:

1. Technology system shall include equipment types and specification of equipment as indicated above. Floor plans shall be produced indicating locations of the various equipment to be installed. In addition we will coordinate work with owner and vendor so that we are a single point contact for both parties.

2. We will meet at various times to discuss equipment selections prior to bid, not to exceed six meetings. Attendance at meetings beyond six will be considered additional service and billed on a time and material basis.

3. We will organize bid document pick up either at our office or another designated location.

4. Coordination and ordering of internet/telephone/CATV services is not included in the proposal and will be considered and additional service under a time and material basis.

5. We will assist in selecting a vendor or multiple vendors and provide recommendations. We will also assist in coordination with each vendor during phasing. Our scope includes aiding Owner's Project Manager in determining payment of requisitions and purchase orders.

6. We will provide an up-to-date cost estimate to keep the equipment purchased within the budget amount using state contract pricing until the equipment packages are bid.

7. We will coordinate with other system vendors (such as furniture, computer equipment, etc.) where appropriate to facilitate equipment.

8. We will furnish floor plans for owner review showing indication of equipment type proposed.

9. Documents will consist of CAD drawings with 8½" x 11" paper specifications.

10. The project will be bid. All work will be part of a new contract subject to State Bid List requirements.

11. Services during construction include review of equipment; document interpretation and clarification as may be required. Periodic inspections of the equipment installation and reports thereon are included to a maximum of two per phase of the project. Site inspections are to determine general conformance of the work to the intent of the Documents.

12. Included in the Basic Services Fee is the furnishing of a nominal number of prints for coordination purposes and six set of originals for bid set printing. Out of pocket expenses such as travel, sustenance, incidental expenses for routine trips to the project, and for coordination meetings with the design team are included in the Basic Fee.

COMPENSATION AND PAYMENT:

In consideration of the above, we propose a lump sum fee of Thirty-Two Thousand Dollars ($32,000.00), scheduled as follows:

20% Document Submission	$4,500.00
50% Document Submission	$7,000.00
90% Document Submission	$10,500.00
100% Bid Documents	$3,000.00
Construction Administration	$7,000.00
Total	**$32,000.00**

Payment for the fee shall be made within 30 days of billing. Billings shall be rendered in proportion to the services performed in the preceding 30 day period.

REIMBURSABLE EXPENSES

Reimbursable expenses; such as mailing, shipping, and printing; whether they are in connection with the Basic Services or Extra Services shall be billed at cost plus 15% for handling charge.

EXTRA SERVICES

Extra Services shall be confirmed and authorized in writing prior to rendering of same and may be compensated either by hourly reimbursement or on a mutually agreed upon fixed fee. Compensation for hourly services shall be in accordance with the following:

Principal	$175.00/hr
Senior Engineer	$125.00/hr
Engineer	$105.00/hr
Draftsmen	$ 70.00/hr
Clerical	$ 50.00/hr
Site Visits	$500.00/visit

We provide complete insurance coverage which includes $4,000,000 aggregate Professional Liability Insurance coverage. Upon acceptance of this proposal, we will provide you with proper certification.

If the above meets with your approval, please return a signed copy to our office. This will act as our agreement and notice to proceed.

Very truly yours,

David M. Pereira, P.E.

DMP:jlf

_____
HMFH Architects, Inc.
Ms. Tina Stanislaski, AIA LEED AP BD+C

Date:_____

UEC universal environmental consultants

July 8, 2015

Ms. Tina Stanislaski
HMFH Architects
130 Bishop Allen Drive
Cambridge, MA 02139

Reference: **Hazardous Materials Consulting Services**
Dover High School and Vocational Career Technical School, Dover, New Hampshire

Dear Ms. Stanislaski:

Thank you for the opportunity for Universal Environmental Consultants (UEC) to provide professional services.

We are pleased to submit our proposal for the above referenced project.

Should this proposal meet with your approval, kindly execute and return the enclosed proposal.

Please do not hesitate to call me at (508) 628-5486 if you have questions about this proposal or our services.

Very truly yours,

Universal Environmental Consultants

Ammar M. Dieb
President

UEC:\Proposals\IDM\HMFH-Dover NH-IDM.DOC

Enclosure

PROPOSAL
FOR
HAZARDOUS MATERIALS CONSULTING SERVICES
AT
DOVER HIGH SCHOOL AND VOCATIONAL CAREER TECHNICAL SCHOOL
DOVER, NEW HAMPSHIRE

1.0 SCOPE OF SERVICES:

TASK I (Asbestos Inspection Services):

A. Conduct an EPA NESHAP inspection of the School for Asbestos Containing Materials (ACM) and obtain data for final design.

B. Collect additional bulk samples from suspect materials and analyze these samples for asbestos by Polarized Light Microscopy (PLM) using the Point Count Method (if needed).

C. Prepare a final report to include but not limited to, samples results, locations of the ACM and other Hazardous Materials, quantities and cost estimates.

TASK II (Hazardous Materials Design Services):

A. Meet with the client to present recommendations for specifications.

B. Prepare Contract Specifications based on the recommendations as accepted by the client to include the following:
- Asbestos;
- Environmental Procedures;
- Indoor Air Quality;

C. Prepare addenda and provide any additional information required during the bid period.

TASK III (Asbestos Construction Monitoring and Air Sampling Services):

A. The designer will review submittals provided by the contractor.

B. The Industrial Hygienist(s) (Certified Project Monitors) and designer will attend a pre-construction conference prior to start of work. The conference establishes specific scheduling requirements, logistical arrangements, chain of command, and emergency procedures and phone numbers.

C. Industrial Hygienist(s) will provide on-site asbestos abatement monitoring and observe the contractor's practices and procedures during the removal process.

D. Industrial Hygienist(s) will attend meetings during asbestos abatement activities.

E. Industrial Hygienist(s) will collect and analyze air samples in accordance with Federal and State regulations as follows:

- Background air samples by Phase Contrast Microscopy (PCM) prior to the commencement of abatement activities in each area to establish the ambient levels of airborne fibers.
- General area air samples by PCM during abatement activities both inside and outside abatement work areas to verify airborne fiber levels do not exceed required limits.
- Clearance air samples by PCM as required by Federal and State regulations. PCM samples will be collected and analyzed on-site in accordance with 40 CFR 763.as required by Federal and State regulations.

F. Industrial Hygienist(s) will perform air sampling on the exterior of the school during demolition as required by the DEP since ACM damproofing was found on the exterior.

G. Perform a final inspection and complete a "punch" list. Follow up on completion of the "punch" list items.

H. Produce a final report, including daily logs, sample results based on EPA compliance audit protocol.

2.0 FEES FOR SERVICES:

TASK I (Asbestos Inspection Services):
Lump Sum Fee including all sampling of $ 9,500.00

TASK II (Hazardous Materials Design Services):
Lump Sum Fee of $ 8,500.00

~~**TASK III (Asbestos Construction Monitoring and Air Sampling Services):**~~
~~Lump Sum Fee of~~ ~~$ 75,000.00~~

Proposal Authorized By:

Ammar M. Dieb
President

Proposal Accepted by:

Signature: _____

21 September 2015

Ms. Lara A. Wernick, FAIA, REFP, LEED AP
Senior Principal
HMFH Architects, Inc.
130 Bishop Allen Place
Cambridge, MA 02139

Re: Furniture & Equipment Design/Procurement
Client Proposal
Dover High School & Regional Technical Center
Dover, NH 03820

Laura:

This is a proposal to provide design, procurement and installation services for furniture and equipment for the Dover High School & Regional Technical Center in Dover, NH. This proposal is based on an estimated cost of $1,800,000.00 for furniture and common equipment found in a typical High School with a projected enrollment of 1500 students in a 320,000 SF facility.

For the proposed CTE programs that will be offered at this facility, we estimate, based on our experience with similar programs and preliminary understanding of the scope, that new specialized equipment required to support these programs may be in the range of an additional $1,250,000 to $1,500.000. We understand that the school is currently working with the NH DOE to create lists of existing equipment for reuse. This proposal includes design services to both integrate existing and/or select new equipment, coordinate building services (MEP) for all equipment, and procurement and installation services as described below.

Services to be provided:

Phase 1 – Architectural Phase – FS/SD

1. Participate in Owner/User interviews - solicit needs (types and quantities of furniture/equipment) coordinating with the project drawings and layouts as prepared by HMFH and consultants
2. Compile and maintain a FFE Project Manual to include cuts of all proposed furniture and equipment
3. Prepare and maintain a Specialized Equipment Schedule (for CTE programs) – indicating new/existing, size and space requirements, safety considerations, required building

services, types of connections to these services, method of install (GC, Equipment Vendor), etc.
4. Review and update floor plans to incorporate needs
5. Coordinate with MEP and other project consultants – as required
6. Prepare a preliminary estimate by room – to incorporate both new and existing furniture and equipment
7. Review building color/finish schedule for coordination with furniture and equipment selections
8. Review plans/estimate with HMFH/Project Manager
9. Review plans/estimate with Owner – as required

Phase 2 – Architectural Phase – DD/CD

1. Based on information gathered – make preliminary selections of all items
2. Review with users for function, design and required types of finishes
3. Revise and update FFE Project Manual
4. Revise and update Specialized Equipment Schedule (for CTE programs)
5. Coordinate with MEP and other project consultants – as required
6. Revise and update selections, plans and estimate
7. Review plans/estimate with HMFH/Project Manager
8. Review plans/estimate with Owner – as required

Phase 3 – FFE Procurement – DD/Final Selection

1. Make final selections of all items with color/finishes – prepare presentation materials and arrange for samples of any items requiring viewing prior to acceptance
2. Revise and update FFE Project Manual
3. Revise and update Specialized Equipment Schedule (for CTE programs)
4. Review with HMFH/Project Manager/Users/Owner for final acceptance
5. Revise and update selections, plans and estimate

Phase 4 – FFE Procurement – CD/Bid Documents

1. Prepare documents – front end/specifications/drawings - for public bidding and/or NH State Contract procurement
2. Review with Owner pertinent legal requirements – bid advertisements, insurance, bid/performance bonds, etc. and Purchase Order procedures and responsibilities for approval/payment
3. Issue Bid Documents
4. Answer bidders questions – prepare and issue any required addenda
5. Participate in bid opening
6. Prepare Bid Tabulation – indicating conformance to specifications or alternates

7. Arrange for any required samples of alternates – prior to acceptance – and review with Owner/Users
8. Review with HMFH Project Manager – as required
9. Present recommendations to Owner/Users for award
10. Prepare required information to Owner for issuance of Contracts/Purchase Orders

Phase 5 – FFE Procurement – CA/Installation

1. Prepare schedule for delivery – by Vendor and item
2. Confirm dates with Vendor – coordinating with the project building schedule
3. Distribute schedule and installation drawings to Owner/HMFH/Project Manager/Building Contractor (as required)
4. Provide **full time** coordination/observation of vendors while on site delivering and installing procured furniture and equipment
5. Monitor and create a punch list of any observed damages to the site/building caused by any vendor during the delivery/installation period
6. Upon Vendors stated completion of Contract – confirm conformance and performance according to Contracts – confirm quantities, locations, inspect for damages, etc.
7. Issue punch list of deficiencies to Vendors
8. Monitor punch list resolution and inform Owner/Users as to status (limited to 90 days after Vendors substantial completion)
9. Make recommendations to Owner for payment – based on Vendor's completion of Contract

For the above stated services, Point Line Space, Inc. proposes the following fee, broken down by phase: (Note: Fee for Phases 4 and 5 is covered under separate proposal.)

Phase	*Description*	*Fee*
Phase 1	Architectural Phase – FS/SD	$25,000.00
Phase 2	Architectural Phase – DD/CD	$33,000.00
Phase 3	FFE Procurement – DD/Final Selection	$42,000.00
	Total Fee	$100,000.00

All travel and incidental printing is included in the proposed fee. The cost of reproduction and distribution of the bid package to bidders (specification book and drawings) and any required advertising (if not paid directly by the Owner or HMFH) shall be reimbursable, and billed at cost with backup provided.

Should the scope, services, or date of completion substantially be changed, proposals for additional services will be prepared, negotiated and accepted, prior to providing these added services.

Billings will be monthly, based upon a percent complete. Terms are net 30 days.

Thank you for the opportunity of submitting this proposal and we look forward to working with HMFH Architects, Inc., you, the users and owner on this project. If you find this proposal acceptable, please sign below and return one copy.

Regards,
POINT LINE SPACE, Inc.

Peter S. Constable
Principal

Signature of person authorized to enter into this agreement *Date*

DHS and CTC Budget

Dover Project Budget							76%	24%
24-Sep-15	Budget		Encumbered	HMFH PSS #	Expended to date	Remaining	High School	CTC
Construction Cost From PC estimate	71,593,000	71,593,000						
Owner's Construction Contingency	2,863,720	2,863,720						
Architect's Fee	6,720,000	6,720,000	6,720,000	3				
Owner's Anticipated Services								
Existing Conditions Survey	5,000							
Site Topographic Survey	5,000							
Geotechnical Investigation and Report	50,000		40,700	4				
Hazardous Materials Survey/Specifications	**19,800**		19,800	5				
Specialized Acoustical Engineering	15,000							
Solar Consulting/Energy Modeling	80,000							
Traffic Study	30,000							
Turf Field Design	**75,000**		74,250	5				
		279,800						
Furniture and Equipment								
Furniture	1,000,000							
Equipment	800,000							
Design and Procurement Consultant	**110,000**		110,000	5				
Library Books and Multi-media Software	100,000							
		2,010,000						
Technology								
Technology	1,600,000							
Technology Hardware Consulting/Procurement	**35,200**		35,200	5				
		1,635,200						
Construction Anticipated Services								
Hazardous Materials Removal Monitoring	**82,500**							
Geotechnical Construction Monitoring	100,000							
Construction Testing and Monitoring	150,000							
Subtotal		332,500						

DHS and CTC Budget

	Budget		Encumbered	HMFH PSS #	Expended to date	Remaining	76% High School	24% CTC
Owners Direct Services								
Hydrant flow test	2,000							
Independent Structural Peer Review	15,000							
Commissioning	80,000							
Clerk of the Works	200,000							
Printing/Shipping/ Etc.	20,000							
Misc JBC costs	110,000							
Relocation Costs	150,000							
Legal Financial Costs	100,000							
Sub total		677,000						
Project Contingency	388,780	388,780						
Total Project Cost		**86,500,000**						