



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MEETING NOTICE

Meeting Type:	Regular Meeting
Meeting Location:	Supt Conference Room, McConnell Center
Meeting Date:	Thursday, May 26, 2016
Meeting Time:	5:30 P.M.

1. Call to Order and Roll Call
2. Citizens' Forum
3. Review and Approval of Harriman Proposal
4. Adjournment



May 23, 2016

Elaine M. Arbour, Ed.D. E.Arbour@dover.k12.nh.us
Superintendent of Schools
Dover School District
School Administrative Unit #11
61 Locust Street, Suite 409
Dover, NH 03820-4132

Re: Dover School District
Garrison Elementary School
Architectural and Engineering Services for Facilities Study
Dover, NH
No. 15618
Proposal Agreement

Dear Ms. Arbour and the Garrison Elementary School Joint Building Committee:

We are pleased to submit our proposal for architectural and engineering services for analysis and recommendations to meet the facility educational needs of the Garrison Elementary School and the Dover community. Our proposal is based on the Request for Qualifications dated February 23, 2016, Harriman's response to this RFQ dated April 8, 2016, our interview with you on April 28, 2016 and the document from the Garrison School Joint Building Committee entitled "Committee Goals and Priorities" dated May 17, 2016.

Our goal is to help the City of Dover plan for changing demographics while providing a high quality school facility that offers a safe and healthy experience, is maintenance friendly, energy and resource efficient and supports educational excellence.

SCOPE OF WORK

Our approach to this facility analysis study focuses on four primary areas:

- Educational Program Analysis
- Facilities and Site Analysis
- Energy Analysis
- Conceptual Design Alternatives and Corresponding Financial Model

In support of this, we will provide the following services:

Data Gathering:

- Review existing documents, drawings, specifications, reports, studies, CIP projects, committee recommendations, meeting minutes, etc.
- Develop floor plans and site plans from existing documents and field verification.
- Review Owner provided utility usage and operational costs data (fuel, electricity, water, sewer, communications, etc.).

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AUBURN, ME 04210
207.784.5100

123 MIDDLE STREET
PORTLAND, ME 04101
207.775.0053

ONE PERIMETER ROAD
MANCHESTER, NH 03103
603.626.1242

170 MILK STREET
BOSTON, MA 02109
617.426.5050

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First Name/Last Name

Date

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Demographic Analysis:

- Meet with the City Planner to discuss population patterns, potential housing developments, and future areas of potential growth.
- Review population projections in light of recent trends, planned developments and future impacts such as the HS/CTE project.
- Conduct a room by room assessment of capacity based on NH DOE standards.
- Provide capacity analysis of existing facility and projected space needs.

Educational Program Analysis:

- Review NEASC accreditation report.
- Inventory every space in the school; create a Space Allocation Workbook (SAW) documenting existing room sizes and functions.
- Interview Principals to understand current uses of the school, existing educational programs, and future educational needs.
- Assess learning technologies infrastructure.
- Evaluate spatial efficiency of existing facility.
- Report on current practices and provide recommendations.

Facilities and Site Analysis:

- Evaluate the existing school site to support current and future facilities and activities (vehicular and pedestrian circulation, utilities, lighting, drainage, buildable areas, parking capacity, play areas, etc.).
- Inventory the condition, deficiencies and life cycle of building systems (building envelope, structure, mechanical, electrical, plumbing fire protection systems).
- Review current Hazardous Materials (AHERA) inventory provided by Facilities.
- Recommend Energy Efficient and Sustainable Design options aligned with High Performing Schools or USGBC Leadership in Energy and Environmental Design (LEED).
- Perform accessibility audit of building and site (ADA and NH Barrier Free).

Preliminary Options and Estimates:

- Develop tiered scopes of work for the following investment benchmarks:
 - Maintain existing facility with expansion to accommodate enrollment
 - Minimal upgrades to address documented deficiencies and expansion to accommodate enrollment
 - Major upgrades to include preferred educational and planning initiatives and facilities upgrades with expansion to accommodate enrollment
- Develop preliminary design alternatives (up to three) and estimates based on identified scopes of work.

Energy Analysis

- Develop energy model of existing facility and calibrate based on utility information.
- Model energy upgrades and system improvements.
- Model preliminary design alternatives.

Concept Design:

- Design site plan incorporating site and accessibility issues.



First Name/Last Name

Date

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- Develop floor plans with each space program component identified that meet or exceed NH DOE standards and guidelines.
- Provide recommendations that describe the proposed structural, mechanical, electrical and plumbing systems.

Financial Model and Estimate

- Develop opinion of probable initial construction cost and total project costs.
- Review annual operating and maintenance costs for the school.
- Model financial costs over established time frame (such as a 20-year bond).

EXCLUSIONS

- Field investigations shall be non-destructive in viewing existing conditions. Harriman will remove ceiling tiles and access panels to access systems and existing conditions to a reasonable extent.
- Geotechnical evaluation, borings, test pits or sub surface investigation.
- Topographic and boundary survey.
- Hazardous material survey.
- Wetlands delineation.
- Traffic studies.
- Demographic studies.

SCHEDULE

We can begin this work immediately upon receipt of a notice to proceed; the length of time to complete the project will vary. Upon agreement, Harriman will prepare a project schedule by task for the Joint Building Committee to review. We understand that the estimate of project costs must be completed by late August.

PERSONNEL

We plan on the following key personnel to complete this project. Other staff members will be included in the project work as needed to complete administrative and drafting needs.

Name	Role
Mark Lee, AIA, LEED AP	Principal-in-Charge
Daniel A. Bisson, AIA	Project Manager
William H. G. Gatchell, AIA, LEED AP	Project Architect
Richard D. Miles, LEED AP	Mechanical Designer
John W. Tarr, PE	Electrical Engineer
Richard O. Marchessault	Fire Protection and Plumbing Designer
James C. Fortin, PE	Structural Engineer
John D. Kuchinski, PE	Civil Engineer

Daniel Bisson, Project Manager, will be the primary point of contact.



First Name/Last Name

Date

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FEE

Our proposal for architectural and engineering services for the project as identified above is a lump sum fee of \$53,500. The proposed fee to complete the project is as follows.

Data Gathering	\$ 4,000
Demographic Analysis	\$ 4,500
Educational Program Analysis	\$ 8,000
Facilities and Site Analysis	\$ 12,000
Preliminary Options and Estimates	\$ 8,000
Energy Analysis	\$ 4,000
Concept Design	\$ 9,000
Financial Model and Estimate	\$ 4,000
LUMP SUM TOTAL	\$ 53,500

Normal reimbursable expenses such as travel mileage, plan and document reproduction, postage, permits by regulatory agencies and consultants will be billed separately at a 1.1 multiplier and are not included in the lump sum fee. We recommend budgeting approximately \$1,900 for these reimbursable expenses. This sum is in addition to the professional services fee.

The quoted fees are based on our current knowledge of the scope of work required for this project. If this project becomes greater in scope than we currently understand, we reserve the right to negotiate a fair increase in fee. Increase from the original scope of work and the respective fee change must be described in writing and be accepted prior to the respective additional work commencing. Increased scope will be billed at our current hourly rates (see attached hourly rates).

If this proposal is satisfactory and acceptable, please signify your acceptance by signing below and returning to us. Upon receipt we will incorporate this proposal as part of an agreement between Harriman and the Dover School District. We recommend use of the AIA B102-2007, Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architect's Services.

Thank you for choosing Harriman. We are very pleased to have the opportunity to submit this proposal. If you have any questions or need additional information, please contact either of us at the respective telephone numbers below.

Sincerely,
Harriman

Mark D. Lee, AIA
Principal
mlee@harriman.com
207-784-5100

Sincerely,
Harriman

Daniel A. Bisson, AIA
Associate, Project Manager
dbisson@harriman.com
603-626-1242

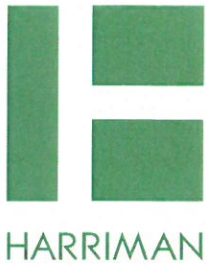
Accepted By:

Dover School District

Date

raf

Cc: Libby Simmons, Business Administrator, lsimmons@dover.k12.nh.us
Robin LaFleur, SAU Administrative Support/HR Manager, R.LaFleur@dover.k12.nh.us



2016 HOURLY RATES

Principal	\$ 175
Architecture & Interior Design	
Senior Architect	120
Architect/Senior Interior Designer	105
Senior Architectural Designer	90
Architectural Designer/Interior Designer	75
Urban Planning & Landscape Architecture	
Senior Landscape Architect/Senior Urban Designer	130
Senior Urban Planner	120
Landscape Architect/Urban Designer	105
Urban Planner	100
Landscape Designer	75
Assistant Urban Planner	70
Engineering	
Senior Engineer	130
Engineer	105
Senior Engineering Designer	90
Engineering Designer	75
Interdepartmental Services	
Senior Project Manager	130
Construction Administrator	100
QA/QC Specialist	100
Graphic Designer	95
Commissioning Agent	90
Administrative Support	60

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