



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MEETING NOTICE

Meeting Type:	Regular Meeting
Meeting Location:	Supt Conference Room, McConnell Center
Meeting Date:	Tuesday, January 17, 2017
Meeting Time:	5:00 P.M.

1. Call to Order and Roll Call
2. Citizens' Forum
3. Update on DRED conversion
4. Review of Harriman Design and Construction Documents
5. Construction Management vs. Design/Bid/Build
6. Clerk of the Works Role Discussion
7. Approval of Minutes of 1/03/17 Meeting
8. Manifest Approval
9. Review Action Items
10. Matters of Interest
11. Build Next Agenda
12. Adjournment



January 12, 2017

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
Dover, NH
No. 15618
Proposal Agreement – Phase 1 Design

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

We are pleased to submit our proposal for architectural and engineering services for design services for the renovations to the Garrison Elementary School. Our proposal is based on the Scope of Work identified during the facility analysis and conceptual design study recently completed by Harriman and presented to the Dover School Board on December 12, 2016 titled Option A-Phase 1.

46 HARRIMAN DRIVE
AUBURN, ME 04210
207.784.5100

SCOPE OF WORK

The work consists of the following items as the Project Budget permits:

- **Main entrance addition.** A new 3,000 SF school addition on the north side of the site to accommodate a security entrance vestibule, reception, administration offices and lobby.
- **Admin Renovation.** Renovate a 2,200 SF portion of the existing west classroom wing to create a new administration suite containing a work room, conference room, storage and guidance area.
- **System Renovations.**
 - **HVAC.** Replace boilers, install new centralized HVAC units, heat/hot water piping and controls in classroom wings.
 -
 - **Electrical.** Replace lighting, add receptacle circuits, in classroom wings. Install new fire alarm system, emergency lighting, generator with life safety and limited standby loads, security cameras and intrusion detection system.
- **ADA Improvements.** Renovate toilet rooms and install new drinking fountains.
- **Classroom Environment.** Replace asbestos containing floor tile, replace doors and hardware, replace built-in cabinets and counters, replace exterior windows,

123 MIDDLE STREET
PORTLAND, ME 04101
207.775.0053

33 JEWELL COURT, SUITE 101
PORTSMOUTH, NH 03801
603.626.1242

170 MILK STREET, SUITE 5
BOSTON, MA 02109-3438
617.426.5050

www.harriman.com



Dr. Elaine Arbor
January 12, 2017
Page 2 of 2

- **Site.** Site work associated with the entrance addition, minor alterations to the drop-off loop from Shaw's Lane. Alternate to install new access drive at east edge of the site from Garrison road.

SCOPE OF SERVICES

1. **Basic Services.** Basic design services shall be provided as typically defined in AIA B102 and AIA B201. The Schematic Design and Design Development Documents will be reviewed by the Owner to get input and confirm extent of work to be performed. Upon written approval by the Owner of the Schematic Design and Design Development Documents, Harriman will proceed with Construction Documents (drawings and specifications) for the project.
2. **Bidding Phase.** Upon written approval of the Construction Documents by the Owner, Harriman will provide Bidding Phase services. Our fee includes attendance at two meetings during this phase (pre-bid meeting and bid opening). This proposal does not include any value engineering or rebidding services.
3. **Construction Administration Phase.** After award of a contract, Harriman will provide Construction (Contract) Administration Phase services. Services will include shop drawing and RFI review and bi-weekly construction meeting attendance. Additional CA services will be billed at a rate of \$400 per weekly construction meeting attendance and hourly for other Owner requested services.

EXCLUSIONS

- Geotechnical evaluation, borings, test pits or sub surface investigation.
- Topographic and boundary survey.
- Hazardous material survey.
- Wetlands delineation.
- Traffic studies.

BUDGET

We understand the total project budget is approximately \$6.9M. Harriman estimates a construction budget of approximately \$5.5M.



Dr. Elaine Arbor
January 12, 2017
Page 3 of 3

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
David Story, PE	Mechanical Engineer
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.

FEE AND SCHEDULE

Our proposal for architectural and engineering services for the project as identified above is a lump sum fee of \$525,000. The proposed fee to complete the project is by task is as follows.

Task	Fee	Anticipated Schedule Duration
Schematic Design	\$ 78,750	6 Weeks
Design Development	\$ 105,000	6 weeks
Construction Documents	\$ 210,000	8 weeks
Bidding	\$ 26,250	4 weeks
Construction Administration	\$ 105,000	TBD

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 \$30,000 exclusive of permitting fees and services for these reimbursable expenses. An additional \$75,000 should be budgeted for permitting fees and services. These expenses are in addition to the lump sum professional services fees listed above



Dr. Elaine Arbor
January 12, 2017
Page 4 of 4

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 our agreement between Harriman and the Dover School District.

Thank you for choosing Harriman. We are very pleased to have the opportunity to continue our collaboration with you. 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

Mdlee

Sincerely,
Harriman

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

Accepted By:

Dover School District

Date

Enclosure: Hourly Rates

Cc: Robin LaFleur, SAU Administrative Support/HR Manager, R.LaFleur@dover.k12.nh.us



HARRIMAN

2017 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
Assistant Urban Designer	80
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

46 HARRIMAN DRIVE
AUBURN, ME 04210
207.784.5100

123 MIDDLE STREET
PORTLAND, ME 04101
207.775.0053

33 JEWELL COURT, SUITE 101
PORTSMOUTH, NH 03801
603.626.1242

170 MILK STREET, SUITE 5
BOSTON, MA 02109-3438
617.426.5050

www.harriman.com





**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room
Meeting Date:	Tuesday, January 3, 2017
Meeting Time:	5:00 p.m.

- I. CALL TO ORDER AND ROLL CALL:** A meeting of the Garrison School Joint Building Committee was called to order on Tuesday, January 3, 2017 at 5:03 p.m. in the Superintendent's Conference Room at the McConnell Center by JBC Chair Betsey Andrews Parker. In addition to Ms. Andrews Parker, present JBC members included Keith Holt, Jan Nedelka, Karen Weston, Dennis Ciotti and Steve Haight. Also in attendance were Superintendent Elaine Arbour, Garrison Principal Beth Dunton, Business Administrator Libby Simmons and Fosters.
- II. CITIZENS' FORUM:** No one addressed the JBC.
- III. UPDATE ON DRED CONVERSION:** Dr. Arbour provided an update stating that Chris Parker and Anthony Blenkinsop are working to schedule a meeting for either late this month or early next month with DRED. This included suggestions for replacement parcels of land. Dr. Arbour stated she is unsure as to the amount of land that is in the discussion.
- IV. UPDATE ON SCHOOL BOARD APPROVAL:** Dr. Arbour stated that Mark Lee and Dan Bisson from Harriman presented the conceptual design to the School Board on December 12. A motion passed to approve the overall concept and permission granted to move on Phase 1 at this time. Future plans were also discussed.
- V. RFQ SAMPLE REVIEW:** Ms. Simmons introduced a sample review that was used for the high school project. Mr. Haight clarified language in the School Board bid policy that related to ethics of the profession. He commented that when services of an engineer or architect are procured, it should be based on qualifications and not price. The language in the policy confirms that the JBC does not need to go out to bid because an architect has been pre-qualified. If this price given by the architect is not agreed upon, the JBC can go out to bid for another company. Mr. Haight agreed that the language was ambiguous. Mr. Haight added that if the JBC is uncomfortable with Harriman, they should go out to bid. The JBC agreed that there was no concern with the services provided by Harriman up to this point.

Steve Haight moved, Jan Nedelka seconded to ask Harriman to provide a cost proposal for professional services from design services through construction documents for Phase 1. A roll call **VOTE PASSED 6/0.**
- VI. BID METHODOLOGY:** See above.
- VII. APPROVAL OF MINUTES FOR 12/06/16 MEETING:**

Dennis Ciotti moved, Jan Nedelka seconded to approve the meeting minutes of December 6, 2016. An oral **VOTE PASSED 6/0.**
- VIII. FINANCIAL AND STATUS UPDATE:** Ms. Simmons reviewed the financial and status update. There was no activity in December.
- IX. MANIFEST APPROVAL: NONE**
- X. REVIEW ACTION ITEMS:** Dr. Arbour or Robin will contact Harriman to request scope of services from design through construction for Phase 1, along with a second cost proposal for Phase



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room
Meeting Date:	Tuesday, January 3, 2017
Meeting Time:	5:00 p.m.

1 with the bus loop. This would be requested prior to the January 17 meeting. Review of DRED update. Inform Harriman that the design cannot include encroachment on any DRED property. Mr. Nedelka asked if Harriman should be asked to plan for alternate strategies to save money (value engineering). It was decided that waiting for further discussion with Harriman would be preferable. Invite DHS Clerk of Works Mike Brooks to the meeting. Look at archives of high school project for information on design/bid/build or construction management (add to agenda items if possible).

XI. MATTERS OF INTEREST:

XII. BUILD NEXT AGENDA: DRED update, Review of Harriman design and construction documents, construction management versus design/bid/build discussion, Clerk of the Works Role discussion.

XIII. ADJOURNMENT: Steve Haight moved, Karen Weston seconded to adjourn the GES JBC meeting at 5:30 p.m. An oral **VOTE PASSED 6/0.**

MAN. NO. CIPM#GES05
DATE: 1/17/2017

VENDOR VOUCHER MANIFEST
SCHOOL DISTRICT SAU #11

1. DATE	2. PAYEE NAME AND ADDRESS	3. FINANCE PO NO:	4. AMOUNT EXPENDED	5. AMOUNT OF CHECK	6. PROJECT NAME
1. 1/17/2017	Harriman 46 Harriman Drive Auburn, ME 04210				
	<u>4006.1.600.46900.4725.07103.06.000.000.700</u>	201611093		\$ 1,000.00	Fee
	<u>4008.1.600.46900.4725.07103.08.000.000.700</u>			\$ -	
	Professional Services from 10/1/2016-12/31/2016			\$ 1,000.00	Inv#15618
TOTALS				\$1,000.00	

TO THE TREASURER; PAYMENTS AUTHORIZED AND ORDERED
TO THE PERSONS LISTED ABOVE FOR THE SUMS INDICATED
IN COLUMN 5. AMOUNT OF CHECK AMOUNTING IN THE
AGGREGATE TO:

1,000.00

Superintendent of Schools or Business Administrator

Date

Betsey Andrews Parker, School Board Vice Chair, JBC Chair

Date



46 Harriman Drive
Auburn, ME 04210
207.784.5100 telephone
INVOICE

Ms. Elaine Arbour
Dover School District
McConnell Center
61 Locust Street, Suite 409
Dover, NH 03820

December 31, 2016
Project No: 15618
Invoice No: 1612030

Project 15618 Dover School District, Garrison Elementary School Facilities Study
Professional Services from October 01, 2016 to December 31, 2016

Phase	00	Base Fees				
Fee						
Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing	
Data Gathering	4,000.00	100.00	4,000.00	4,000.00	0.00	
Demographic Analysis	4,500.00	100.00	4,500.00	4,500.00	0.00	
Educational Program Analysis	8,000.00	90.00	7,200.00	7,200.00	0.00	
Facilities and Site Analysis	12,000.00	80.00	9,600.00	9,600.00	0.00	
Preliminary Options & Estimates	8,000.00	80.00	6,400.00	6,400.00	0.00	
Energy Analysis	4,000.00	25.00	1,000.00	0.00	1,000.00	
Concept Design	9,000.00	80.00	7,200.00	7,200.00	0.00	
Financial Model & Estimate	4,000.00	0.00	0.00	0.00	0.00	
Total Fee	53,500.00		39,900.00	38,900.00	1,000.00	
			Total Fee			1,000.00
				Total this Phase		\$1,000.00
				Total this Invoice		\$1,000.00

TERMS: Net 30 Days
1.5% Interest (18% Annually) will be charged on accounts over 30 days past due.