

January 30, 2018

William R. Harbron, Ed.D. W.Harbron@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
Additional Services
Dover, NH
No. 15618
Proposal Agreement – Furniture, Furnishings, and Equipment Design

Dear Mr. Harbron and the Garrison Elementary School Joint Building Committee:

We are pleased to submit our proposal for additional services for Furniture, Furnishings, and Equipment (FF&E) Design and Procurement Documents for the Phase I Renovations to the Garrison Elementary School. If approved, we will amend our current agreement with you accordingly.

SCOPE OF WORK & SERVICES

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

Design

- A kick-off meeting will be scheduled with principal, Beth Dunton and Superintendent, William Harbron to review and understand the FF&E design goals, bidding process and delivery/installation procedures and schedule of FF&E.
- We recommend teachers, staff to be selected to from a FF&E subcommittee who will make recommendations on what FF&E may be needed. We believe it would also be helpful to have a JBC member on the committee. Harriman will work with the subcommittee to establish a draft list of required FFE items.
- After the inventory of FFE items has been compiled, Harriman will contact interested vendors to compare product, availability and styles. Harriman will coordinate with the intended technology used by the school to provide adequate FF&E for students and staff.
- Harriman will develop FFE specifications. Harriman will work with the approved interior color scheme to create cohesive teaching environments.

Procurement

- Harriman recommends the School District solicit bidders with a history and experience with school FF&E. The bid procedures will follow the School District's procurement policies.
- Bidders will be required to provided unit costs for each specified item.

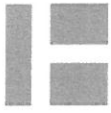
46 HARRIMAN DRIVE
AUBURN, ME 04210
207.784.5100

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



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- Shortlisted bidders will be invited to provide a "show-and-try" with the subcommittee to see physical samples of bid FF&E items such as student desk, chairs, tables, office furniture, file storage, student storage units, etc. We encourage teachers, students and maintenance staff to try the furniture and make comments and recommendations to the subcommittee.
- Bidder(s) will be selected based on relevant criteria including responsiveness to bid, price and value in accordance with the School District's procurement policies.
- Harriman will work on behalf of the School District to verify upon delivery at the facility our spread sheets help the owner's clerk of the works to receive and direct the distribution of FF&E.

Bid Package Contents:

- Invitation to Bid
- Contractor Vendor Proposal
- Schedule of Furnishings Base Bid Form
- Specifications
- Furnishings Schedule
- Furnishings plans and misc. details

BUDGET

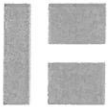
We understand the total FF&E budget is currently established at \$184,428 including design fees.

PERSONNEL

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

Name	Role
Mark Lee, AIA, LEED AP	Principal-in-Charge
Daniel A. Bisson, AIA	Project Manager
Nery Bordas, CODIA	Architectural Designer

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



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FEE

Our proposal for Furniture, Furnishings, and Equipment (FF&E) Design Services for the project as identified above is a lump sum fee of \$13,400.

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 \$2,000 for these reimbursable expenses. These expenses are in addition to the lump sum professional services fees listed above. To reduce the cost of reimbursable expenses, all documents, sketches, letters, written correspondence, and bid documents will be sent electronically to the School District unless directed by School District. We will invoice our services monthly based on the percentage of completion of our work.

The quoted fees are based on our current knowledge of the scope of work required for FF&E Services. If this project becomes greater in scope than we currently understand or FF&E project budget increases significantly, 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 considering 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

pjm

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