

Memorandum

To: Westwood School Building Committee
From: Tim Bonfatti
Date: November 5, 2019
Project: Hanlon Elementary School
Subject: Recommendation of Architect Contract

We are pleased to recommend the award of the design contract to Dore & Whittier Architects Inc. for the design services for Feasibility and Schematic Design of the Hanlon Elementary School project. As you know, D&W were selected as the first ranked firm by the MSBA Designer Selection Panel on July 23, 2019.

Scope of Services: The D&W scope is inclusive of all the Basic Services as defined in the MSBA standard contract. We have also included those Extra Services which we can quantify at this time. Since we know that the Town will analyze two sites (including adjacent parcels) – the Hanlon site and the Sheehan site – we felt it was appropriate to include the following Extra Services for those sites in the Base Contract.

- Geotechnical Report (limited to two days of borings at each site)
- Traffic Analysis (we have included traffic counts at both sites and projections for the increased enrollment scenarios only)
- Environmental Site Assessment – Phase I (both sites)
- Survey – (limited site surveys at both sites for the purpose of concept design and pricing)

Fee: The initial fee proposal exceeded the available budget and impacted contingency. At the conclusion of negotiations, the fee was reduced to \$850,000 for Basic Services and \$100,000 for Extra Services. The budget for those two services is \$950,000 and \$200,000 respectively. This fee is competitive in comparison to similar MSBA projects of this size and complexity.

Budget: If you approve this contract for award, then the project will have committed \$1,311,630 for OPM and design services of the available budget of \$1,600,000 for those services. This will leave \$438,370 available from the total \$1750,000 budget for miscellaneous expense and contingency usage. It should be noted that we may recommend performing additional geotechnical and a detailed site survey work on the preferred site. However, we would not anticipate that costing more than \$40,000.