Symmes Maini & McKee Associates

SMMA

19 July 2019 (rev. 07/23/19)

Joseph McDonough
Facilities Director
Town of Wellesley
888 Worcester Street
Wellesley, MA 02482

Re: Ernest F. Upham Elementary School Wellesley, Massachusetts
Designer Services Proposal SMMA No. 19106.00

Dear Mr. McDonough:

We are pleased to submit this proposal for Designer Services for the Ernest F. Upham and John D. Hardy Elementary Schools.

This proposal is based on the Request for Designer Services (RFS), dated April 3, 2019 and the standard Massachusetts School Building Authority (MSBA) Contract for Designer Services.

PROJECT DESCRIPTION

Ernest F. Upham Elementary School is located at 35 Wynnwood Road. The School occupies approximately 12 acres including a playground. Originally constructed in 1957 with an addition in 1967 the total building size is approximately 36,500 GSF.

John D. Hardy Elementary School is located at 293 Weston Road. The School occupies approximately 7.5 acres including a playground. Originally constructed in 1924 with additions in 1925 and 1956 the total building size is approximately 45,900 GSF. Modular units were added in 1993.

As part of the Feasibility Study, the District would like to consider the following grade configurations:

- 240 students – for grades K-5 in each of seven (7) school facilities.
- 365 students – for grades K-5 in each of six (6) school facilities.

SMMA will prepare a Feasibility Study and Schematic Design for the Elementary School in accordance with MSBA guidelines.

SCOPE OF SERVICES

This proposal is for the Feasibility Study (FS) and Schematic Design (SD) Phases of the project. Our basic services will include:

- Architectural
- Civil Engineering
- Structural Engineering
- Mechanical Engineering
- Plumbing Engineering
- Fire Protection Engineering
- Electrical, Lighting, Data & Communications Engineering

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- Landscape Architecture
- Interior Design for color and material selection

The following specialty consultants are included within our Scope of Services and Basic Services fee:

- Educational Programming Consultancy
- Environmental Permitting
- Sustainable Design Consultancy
- Cost Estimating
- Food Service Consultancy
- Acoustical Consultancy
- Specifications Consultancy
- Code Consultancy
- Accessibility Consultancy
- Library/Media Consultancy
- Hardware Consultancy
- Fixtures Furnishings and Equipment
- Technology Consultant/Audiovisual Consultant
- Security Consultancy
- Hydrant Flow Testing

The following reimbursable consultants are considered Extra Services per Article 4.11 of the Contract for Designer Services. A budget of Three Hundred Seventy Three Thousand Three Hundred ($373,300.00) dollars inclusive of the 10% markup is recommended for the services described in Attachment A.

- Traffic Consultancy
- Geo-Environmental
- Hazardous Material Consultancy
- Topographical Survey
- Historic Consultancy
- Solar PV Consultancy

It has been requested that the existing conditions for both the Hardy and Upham sites be investigated fully during the Feasibility Study phase. The existing conditions investigations and other site specific reimbursable services have been outlined in Attachment A.

FEASIBILITY STUDY

The Feasibility Study will follow the MSBA Guidelines as defined with Module 3 and will consider renovations, renovations and additions and new construction on the existing school site.

The scope of services for the feasibility study will include developing the educational program; assessing the existing Upham school site (12 acres) and building and assessing the Hardy site (7.5 acres); developing construction options and estimates; and assisting in the selection of a preferred option. The Feasibility Study is assembled into two reports: (1) the Preliminary Design Program (PDP) and (2) the Preferred Schematic report (PSR) to be submitted to the MSBA.

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The report will include the elements defined in Designer Services Contract sections 7.3.1 through 7.3.6, and the MSBA Module 3 submission requirements.

SCHEMATIC DESIGN FOR THE PREFERRED OPTION

Services for this phase will develop the one preferred option from the PSR to a Schematic Design level in accordance with the requirements of the Design Services Contract section 7.4 and the MSBA Module 4 submission requirements.

SCHEDULE

We anticipate the following milestones for the Feasibility/Schematic Design Schedule as provided by the OPM in the schedule dated 4/12/2019. The MSBA 2020 calendar has not been finalized at this time therefore some dates may be subject to change as indicated with an asterisk.

July 25, 2019	Notice to Proceed
December 18, 2019	Submit Preliminary Design Program to MSBA (PDP)
*May 06, 2020**	Submit Preferred Schematic Design to MSBA (PSR)
*June 24, 2020**	MSBA Board approves Feasibility Study
*December 21, 2020**	Submit Schematic Design to MSBA (SD)
*February 10, 2021**	MSBA Board approves Schematic Design
*April 01, 2021**	Town Vote

ASSUMPTIONS AND QUALIFICATIONS

Swing Space – Assumes only the existing Hardy and Upham Sites will be studied for swing space. This includes continued use of one existing building or the other, or the addition of modular classrooms to either site. No other sites or buildings are included in the study.

Wetlands – This proposal does not include wetlands consultancy as there are no known wetlands on either the Hardy or Upham school sites.

Existing Trees – This proposal includes SMMA's Landscape Architect visiting the existing Upham site to review the condition of the existing trees. It does not include professional arborist consultancy.

BASIC SERVICES COMPENSATION

Feasibility Study	
Architectural and Engineering services	$ 411,000
Schematic Design for the One Preferred Option	
Architectural and Engineering services	$ 288,800
Total	**$ 699,800**

Identified expenses to be included in the lump sum compensation include:

a. Transportation

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b. Reproduction and Printing
c. Delivery and Postage
d. Telephone and Faxes

Identified expenses not included in the lump sum compensation include:
a. Outside Professional Renderings
b. Fees associated with LEED registration
c. Website management

Very truly yours,
SMMA | Symmes Maini & McKee Associates

Alex Pitkin, AIA
Senior Vice President

cc: KMO, (MF)

enclosures: Attachment A

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MEMORANDUM **Attachment A**

To:	Joseph McDonough	Date:	07/18/19 (rev. 07/23/19)
From:	Kristen Olsen, AIA	Project No.:	19106.00
Project:	Ernest F. Upham Elementary School		
Re:	Reimbursable Consultant Scope		
Distribution:	Jeff D'Amico, ACP (MF)		

The purpose of this memorandum is to outline the scope of services for reimbursable consultants during the Feasibility Study and Schematic Design phases of the project and the basis of the recommended budget of Three Hundred Seventy Three Thousand three hundred ($373,300.00) dollars.

REIMBURSABLE CONSULTANT SERVICES – FEE SUMMARY

	Hardy Feasibility Study	Upham Feasibility Study	Hardy Schematic Design	Upham Schematic Design	
Traffic Consultancy	$45,000.00	$32,000.00	$38,000.00		$115,000.00
Geo-Environmental Consultancy	$5,000.00	$5,000.00			$10,000.00
Hazardous Material Consultancy	$11,000.00	$11,000.00			$22,000.00
Geotechnical Consultancy	$23,625.00	$23,625.00			$47,250.00
Topographical Survey	$51,800.00	$76,300.00			$128,100.00
Historical Consultancy	$5,000.00				$5,000.00
Solar PV Consultancy	$6,000.00	$6,000.00			$12,000.00
subtotal	**$147,425.00**	**$153,925.00**	**$38,000.00**		**$339,350.00**
10% Markup	$14,742.50	$15,392.50	$3,800.00		$33,935.00
TOTAL	**$162,167.50**	**$169,317.50**	**$41,800.00**		**$373,285.00**

To: Kristen Olsen
Date: July 18, 2019 (rev. 07/23/2019)

REIMBURSABLE CONSULTANT SERVICES – DESCRIPTION OF SERVICES SUMMARY

Traffic Consultancy (BETA)

Feasibility Study Phase

MassDOT Safe Route to School Program

- Identify benefits and process for the Town to participate in this program.

Traffic studies that meet MSBA requirements for Feasibility at both Hardy and Upham Sites. MSBA utilizes MassDOT Traffic Study Guidelines. Study will follow these guidelines.

- Study consists of analyzing four intersections for both Hardy and Upham.
- Assume school redistricting
- Collect new traffic data for four intersections
- Develop trip generation and distribution
- Perform LOS analysis,
- Provide recommendations.
- Technical memo summarizing study
- Meetings /Coordination (Assume 3 meetings).

Process information on obtaining new access to Route 9 for Hardy scenario (MassDOT Highway Access Permit application)

- Prepare preliminary design concept plan with drainage info for the curb-cut and traffic analysis.
- Assume field survey will be provided.
- Complete application form and fee.
- Meeting/Coordination (assume one meeting with MassDOT and one Project Team)

Schematic Design Phase

Final traffic study: additional day of counts and response to SMMA design during Schematic Design for the preferred site.

- Assume study will follow Wellesley PSI requirements.
- Assume school redistricting
- Assume final traffic study will occur two years after the feasibility phase, hence new traffic data will be needed
- Collect new traffic data and data to perform sight distance analysis
- Develop trip generation and distribution
- Perform LOS and crash/safety analysis,
- Provide recommendations.
- Sight distance analysis
- Final report summarizing study
- Review SMMA preferred concept layout related to traffic circulation and parking layout
- Meetings and Coordination (assume 6 meetings (BOS, School Committee, Planning Department)

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.**Geo-Environmental Consultancy (ADS Environmental)**

Feasibility Study Phase

Phase I Initial Site Investigation conforming to 310 CMR 40.00 for each of the two school sites. This task and fee includes no sampling. Should a Phase II be required as a result of the Phase I findings, a proposal will be submitted as MSBA will required this for Schematic Design.

Schematic Design Phase

Phase II Environment Site Assessment (if required) including soil characterization during geotechnical boring program between $15,400 and $16,800. This budget has not been carried in the $340,000.00 reimbursable budget noted above. This proposal should be solicited after completion of the Phase I ESA.

Hazardous Material Consultancy (Nobis)

Feasibility Study Phase

Visual assessment of each of the two schools for the presence of any hazardous materials including, lead, lead paint, mercury, radon, mold and asbestos. Limited testing of ACMs and LBP at each school including recommendations for additional testing if required. Preliminary cost information based on the initial assessment quantities. Includes the review of any AHERA or other existing hazardous materials reports made available by the Town. PCBs are not being tested or quantified.

Geotechnical Engineering (Nobis)

Feasibility Study Phase

Minimum of four (4) days of drilling, or minimum of 12 borings at both Hardy and Upham sites. Conversion of four (4) borings to monitoring wells and six (6) follow-up visits to take readings spaced equally from the time of installation to the end of Schematic Design. No infiltration testing for stormwater is included. Borings in pavement will be patched and borings in lawn will have topsoil replaced and seeded. Note: for the Upham site, it may be recommended to replace a limited number of borings with test pits due to the existing rock outcroppings.

Topographical Survey (Nitsch)

Feasibility Study

For both Hardy and Upham School Sites: Property Line Survey including deed research, field locations of property markers and lines, locating easements of record. Topographic and utility survey to including 1-foot contours, location of observable surface improvements within the survey limits, additional research on utilities to obtain record data, location of utilities based on visible above-ground utility features, obtain pipe size, material and rim and invert elevations. Collect field locations of Geotech borings and process locations into base map.

Historic Consultancy (Epsilon)

Feasibility Study Phase

Historic review and consultancy on the Hardy school building including a letter report outlining the findings of the assessment, recommendations for schematic design. Review of SMMA prepared PNF.

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Photovoltaic Consultancy (Solar Design Associates)

Feasibility Study Phase

Study of the Hardy and Upham sites to advise on likely capacity for solar PV array. Report on achievable kwh output including recommendations for further design and cost estimate.