



April 4, 2023

Kim D Turner
Manager of Special Projects
City of Newburyport
60 Pleasant Street
Newburyport, MA 01950

Re: City of Newburyport – 59 Low Street Youth Services

Dear Kim,

Thank you for considering us, and please find attached our proposal for the Newburyport Youth Services Center at 59 Low Street. It is our understanding that you would like us to provide full architectural design services from design development through construction administration for the proposed renovation and addition. Our scope is based upon the schematic design developed last fall by the City of Newburyport, NYS and EGA.

Our services will include customary architectural, structural, mechanical, plumbing, fire protection and electrical engineering services as well as interior design, acoustical engineering, specification writing and cost estimating. The acoustical engineering will be related to noise control in the hang out space and the new gym. Our proposed fee for the project is \$200,000.00.

If you have any questions or concerns, please do not hesitate to call me at 978-500-3738. We thank you for the opportunity to submit this proposal and we look forward to working with you on this exciting project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott Hall', written in a cursive style.

Scott Hall, Principal
Registered Architect, P.E.
EGA Architects, P.C.

Cc: Scott Hall, Katie Flaherty



SCOPE OF SERVICES

- **Included Services** The base design services shall include the following:
 - Architectural design for the entire project
 - Mechanical and Electrical engineering
 - Structural engineering
 - Plumbing engineering
 - Fire Protection engineering – NFPA 13 Scope Only – Final design and engineering to be prepared by sprinkler sub-contractor.
 - Interior Design Services
 - Cost Estimating
 - Specification Consultant
 - Acoustical engineering for hangout space, gym and MEP systems
 - Compliance with Mass Building Code, ADA and other applicable codes.
 - The following low voltage electrical systems are included in basic services:
 - Fire Alarm System
 - HVAC Controls
 - Exterior Door Control hardware
 - Cable TV and Data wiring devices and wiring to demark room
 - Security Cameras

- **Design Phases**

	Percent of Fee
○ Design Development	25%
○ Construction Documents	50%
○ Bidding	5%
○ Construction Administration	20%

- **Schematic Design**
 - Design completed in previous phase.
 - Prepare net zero report as outlined in the RFQ
 - Complete existing conditions review
 - Meet with NYS and Special Projects Manager to finalize scope

- **Design Development**
 - Incorporate into the project design and cost issues from previous phase



- Further refine the design and incorporate greater detail including elevations, sections, typical details, and preliminary MEP systems
- Meet with Owner to review progress
- Review documents with Owner to assess budget
- Review design with Authorities Having Jurisdiction as needed.
- Revise documents based upon feedback from Owner
- Review cost estimate prepared by PM&C

- **Construction Documents**
 - Incorporate into the project design and cost issues from previous phase.
 - Coordinate final design with all design team members. Provide design sketches to design team members including engineers and interiors for final coordination
 - Provide options and recommendations to assist team with the project budget and schedule
 - Finalize Construction Documents for Bidding to Sub-Contractors and building permit submission
 - Coordinate full Construction Documents set with all design teams members and issue review set
 - Review cost estimate prepared by PM&C

- **Construction Administration**
 - Attend project site meetings for coordination of design
 - Review contractor's shop drawing submittals
 - Respond to contractor's requests for information and questions
 - Issue supplemental drawings and instructions as required
 - Review and certify Application of Payments from contractors
 - Prepare punch-lists for design items for Substantial and Final Completion
 - Provide required documentation for all occupancy requirements
 - Issue Substantial and Final Completion documentation
 - Develop punch list with Contractor and check completion

ASSUMPTIONS

- The project will be designed and constructed in one phase
- Cost estimates shall be prepared by PM&C
- The approximate square footage of the scope is 11,000 sf.
- Pat Mixdorf from EGA will manage design issues
- Scott Hall from EGA will handle technical and net zero energy design



EXCLUSIONS

- Zoning Consultant
- Traffic Consultant
- Civil Engineering
- Geotechnical Engineer
- Structural Peer Review (if required)
- Low Voltage Consultant

FEE SUMMARY

Company	Discipline	DD 25%	CD 50%	Bid 5%	CA 20%	Total 100%
EGA	Architect	\$24,087.50	\$48,175.00	\$4,817.50	\$19,270.00	\$96,350.00
Wellesley Design	Interior Design	\$7,875.00	\$15,750.00	\$1,575.00	\$6,300.00	\$31,500.00
Shelley Engineering	Structural	\$5,562.50	\$11,125.00	\$1,112.50	\$4,450.00	\$22,250.00
BLW Engineers	MEP Engineers	\$7,600.00	\$15,200.00	\$1,520.00	\$6,080.00	\$30,400.00
Cavanaugh Tocci	Acoustical	\$2,375.00	\$4,750.00	\$475.00	\$1,900.00	\$9,500.00
PM&C	Cost Estimate	\$1,250.00	\$2,500.00	\$250.00	\$1,000.00	\$5,000.00
Totals		\$48,750.00	\$97,500.00	\$9,750.00	\$39,000.00	\$195,000.00

REIMBURSABLES

- Reimbursable expenses such as printing, travel and postage are included in the fee above.
- EGA shall invoice on the first of each month for all work completed in the prior month.



ADDITIONAL SERVICES

- Additional services, if needed, shall be performed on an hourly basis in accordance with Schedule A attached. EGA shall receive written approval from the Owner prior to performing any additional services.
- The contract for the project shall be the AIA Document B101 - 2017 edition.

AGREEMENT

If you agree with this proposal, please indicate by signing below and returning one copy of this document to our office.

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott Hall'.

Scott Hall, President
Registered Architect, P.E.
EGA Architects, P.C.

Agreed to:

Kim D Turner, Manager of Special Projects

Date



**SCHEDULE A
SCHEDULE OF HOURLY RATES**

CLASSIFICATION	HOURLY RATES
CEO/President	\$ 220.00
Officer	183.00
Senior Project Manager	150.00
Project Manager	135.00
Project Architect/Designer	125.00
Intern Architect	110.00
Architectural Drafter	92.00
Graphic Design	90.00
Executive Administration	73.00
Clerical	61.00



**SCHEDULE A
REIMBURSABLE EXPENSES**

Long distance communications, express delivery services, travel and subsistence associated with travel, copies and reproductions, will be expensed as follows:

ITEM	EXPENSED RATE
Travel/Meals/Lodging	Cost
Mileage (IRS Allowed)	IRS Rate
Black and White Copies/Prints (8 ½ x 11 and 8 ½ x 14)	\$.10/copy
Long Distance Telephone	\$.05/minute
In House Printing:	
Color Copies/Prints (8 ½ x 11 and 8 ½ x 14)	\$.70/copy
Black and White Copies/Prints (11 x 17)	\$.30/copy
Color Prints and Copies (11 x 17)	\$1.78/copy
Large Format Color Plots	\$.75/ sq. ft.
Large Format Copies (per plot):	
24" x 18"	\$2.83/plot
24" x 36"	\$3.50/plot
30" x 42"	\$4.38/plot
36" x 48"	\$5.00/plot
Other sizes will be billed at \$0.50 per sq. ft.	

*In the event printing needs to be sent out of the office (due to time and/or volume limitations, etc.) the Architect will invoice the vendor's cost of the printing.

January 12, 2023

**Interior Design
&
FF&E Management Services
Proposal
For**



Newburyport Youth Services
Newburyport, MA

In Partnership
with

EGA Architects



January 12, 2023

Interior Design & FF&E Management Services Proposal

We are pleased to submit our scope of services for the interior design of the Newburyport Youth Services in Newburyport, MA project. We would work under the direction of Newburyport Youth Services (herein referred to as Owner) and in coordination with EGA Architects (herein referred to as the Architect).

ARTICLE A: SCOPE OF PROJECT:

The project consists of:

- New construction of a 3904 s.f. pre-fab Gymnasium
- Rehab of a 6,057 s.f. Existing Building
 - Hangout
 - Study
 - Art
 - Multi-Purpose
 - Pre-School
 - 4 Offices
 - 2 Toilets
 - Storage
 - Upper Loft Storage Only
- New 1573 s.f. 'Link' Addition between Existing and New Gymnasium
 - Vestibule
 - Lobby
 - Reception/Concession
 - 2 Large Toilets
 - 2 Offices
- Outdoor Area
 - Spaces TBD

We will provide design, documentation, and limited construction management for interior building finishes. We will select, specify, and manage the procurement of furniture and furnishings for common areas, corridors, and back of house spaces.

ARTICLE B: SCHEDULE and DESIGN PROCESS:

The design process for building finishes will follow the architect's format and schedule. WDC will cross coordinate with the Architect, regarding building completion schedules and changes to the building made during construction that affect furniture placement & implementation of finishes and other goods.

1. Schematic Design:

a) Reviews and Program Definition: We will meet with the Owner and Architect to review needs, desires, goals, and the overall interior design approach for the project.

b) Space Planning and Furniture Layout: Using Architect's CAD Base Drawings, we will prepare furniture layouts based on the program. WDC will coordinate adjustments that will improve furniture placement, circulation patterns, and multiple purpose layouts if needed.

January 12, 2023

c) Preliminary Budget and Furniture Listing: A preliminary budget for furniture, draperies, and artwork will be prepared using budget selections from our previous experience.

d) Materials Concept: We will prepare a concept for the project indicating the types and quality of finishes, materials, furniture, and furnishings. We will produce preliminary plans or narrative to locate finishes.

2. Design Development:

a) Generic Finish Schedule: We will develop a legend and room listing for finishes in coordination with the Architect's room number designations. This list of proposed types of finishes for flooring, walls, baseboards, etc. by room will supply detailed information of type and manufacturer of acceptable products for specifying. The Architect's plans and our interior elevations will be developed for identifying and annotating the location of finishes.

b) Plumbing & Light Fixtures: We will assist the Architect with the selection and location of decorative plumbing and lighting fixtures.

c) Millwork: We will provide sketch design to assist the architect with millwork and interior elevations for public spaces and standard resident unit types.

d) Furniture Concepts: We will develop the furniture plans, make selections, and prepare furniture concepts to reflect the progress of the design.

e) Design Presentation of Key Areas: We will present finish boards of materials for key spaces. These will show proposed color schemes, furniture catalog cuts, upholstery and drapery fabric, color and finish samples, etc. for review with the Owner and Architect. This meeting will be held at WDC.

f) FF&E Reviews: We will provide an FF&E package, limited to furniture, window treatments, artwork, and accessories.

3. Contract Documents:

a) Final Finish Documentation for Interior Building Finishes: We will coordinate the final finish schedule by room for color and finish choices including paint, wallcovering, carpet, vinyl tile, etc. This listing will develop in detail from the generic finish schedule and legend prepared under Section 2a. We will provide flooring and wall accent location plans.

b) FF&E Design Coordination: We will coordinate updated furniture plans to coordinate with the latest drawings from the architect. This information will be prepared in a format to be included with the construction drawing set.

4. Construction Administration:

a) Interior Finish Construction Administration: We will review and respond to applicable shop drawings, submittals and RFIs. We will review all finish substitutions for design and performance intent. We will also answer questions from the site, channeled through the Architect, as they relate to our scope of work.

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b) Document Revisions and FF&E Coordination: We will coordinate with the Owner and the Project Architect to determine whether changes during construction warrant modifications to plans and specifications for furniture, window treatments, art, and accessories. This documentation will be updated in a timely manner to issue purchase orders.

ARTICLE C: PROCUREMENT AND IMPLEMENTATION:

1) Furniture Selection and Documentation: We will write detailed proprietary specifications that organize furnishings by room and manufacturer. These Selections will match approved items that meet the budget. They will include tagging instructions that key into locations on our coded furniture floor plans.

2) Furniture Implementation: We will use our documents to coordinate procurement, warehousing, delivery, installation, and placement of furnishings on site. We will tag furniture and collect required flame verification for the local authority, providing the Owner with necessary copies for their records.

3) Non-Furniture Selection and Installation Management: We will write proprietary specifications for Window Treatments and coordinate fabrication and installation with an approved vendor. We will provide (virtual) site consultation for measurements and modifications for site conditions. We will work with an approved art consultant to research, curate, mat, frame, warehouse, deliver, place, and install art pieces. Accessories not purchased through the FF&E package will be bought, warehoused, delivered, and placed by WDC.

4) Final Inspections: We will assist with final inspections confirming that all major moveable items have been properly delivered and installed. Installation of items received after the substantial completion of the basic installation period will be supervised by the Owner's staff with advice provided by us.

ARTICLE D: PROPOSED FEES:

The proposed fees for Interior Design and Management Services by section are as follows:

A.	Scope of Project	Included
B1.	Schematic Design:	\$4,725
B2.	Design Development:	\$7,875
B3.	Contract Documents:	\$2,520
B4.	Construction Administration:	\$4,725
C1.	Furniture Selection & Documentation:	\$4,095
C2.	Furniture Implementation:	\$2,835
C3.	Non-Furniture Select. & Install. Mgmt:	\$3,780
C4.	Final Inspections:	\$945
Total		\$31,500

January 12, 2023

ARTICLE E: TERMS & CONDITIONS

Invoices for Interior Planning and Design Services will be submitted monthly to reflect progress on the project. We will be reimbursed for direct expenses incurred in relation to the provision of our professional services for travel and sustenance, plotting, printing, package deliveries, sample costs, and duplicate presentation boards.

For all furniture, artwork, accessories, marketing materials, and other items, which we purchase directly for the project, we will be reimbursed for the actual cost to us, including freight, installation and shipping, plus 10-25% for service, and handling. Deposit requests require a 15-day turnaround. Late deposit payments may incur an additional expediting fee of 5% to meet project schedule. There will be no markup by WDC on items which are directly purchased by Owner through their own vendors. Should WDC be responsible for managing vendor schedule and/or funds on behalf of Owner, a 10% convenience fee will be charged regarding respective products.

Payment will be within a reasonable period from the submission of our invoice, however, not to exceed 30 days. Late payments will incur a charge of 1.5% interest (compounded monthly).

Additional Interior Planning and Design Services, as requested and agreed upon, will be billed on an hourly basis, at \$260 per hour for Principals, \$210 per hour for Project Manager Designers, \$160 per hour for Designers, \$125 per hour for Junior Designers and Assistants. Please note that these rates are effective through 12/31/2024 and will increase annually by 4% annually thereafter. The project fee listed above is valid if work launches within 6 months from date of issue. Projects that stall for more than a year, once project commences, will be subject to a start-up fee. Not included in standard scope: Interior rendering assistance, marketing boards, committee meetings, extensive value engineering/redesign, and multiple design, installation, and/or implementation phases.

WDC requires 10% of the total project retainer fee (which will be immediately applied to the SD service fee) and a signed contract to commence work. In lieu of a separate invoice, the start-up retainer fee would be **\$3,150 with signature below.**

ARTICLE F: LIABILITY

WDC liability lies within interior design services only.

ARTICLE G: COPYRIGHTS

Wellesley Design Consultants holds the copyright to all their Instruments of Service produced for this project. Designs are protected by United States Copyright Law, Section 102, Title 17 single use permission. Any unauthorized use of this information is at the Owner's own risk and without liability to WDC. Contract documents shall not be used as prototype documents unless WDC written permission is obtained. WDC reserves the right to include photographs of the finished project in promotional & professional materials.

Accepted by _____

Print Name _____

Title & Date _____

January 12, 2023

WDC Overview:

Since our inception in 1985, Wellesley Design Consultants, Inc. (WDC) has developed expertise in senior care, (ranging from private cottages to full scale CCRCs: Continuing Care Retirement Communities), and has further diversified to include, corporate offices, medical office buildings, luxury high-rise, multifamily, student and affordable housing communities. We have experience in LEED Certified Buildings, WELL Building Standards, and Passive House **Sustainable Green Building** practices.

WDC designs, details and specifies building finishes, furniture, fabrics, artwork, window treatments and accessories with **Universal Design** in mind. All of our selections go through rigorous consideration for durability, cleanliness, sustainability, and best value.

We work closely with trusted vendors and reputable manufacturers to create detailed **Budget Friendly** specifications for each project. These relationships are invaluable during Value Engineering and product delivery schedules, especially during the current supply chain disruptions. We execute complete FF&E packages as a full-service interior design firm. We have expertise with private, subsidized, public, and State **Purchasing Protocols**. This allows us to provide accurate preliminary pricing and planning.

Our award-winning firm prioritizes **Innovation** through CEUs and current product knowledge. We actively engage with other industry leaders through symposiums, industry events, conferences, product design and webinar panels. WDC believes in giving back to the community and is a regular participant in local fundraising initiatives.

WDC is passionate about inspiring the human spirit, amongst all the other holistic considerations. Our design culture reflects the human experience through all the senses to create 'Home'. Biophilia, calming acoustics, balanced lighting, and tactile textiles are just a few of the elements used to create thriving environments. This awareness is a bountiful base to collaborate and create groundbreaking communities that make a difference, not only for its inhabitants, but also for the greater community.

Faith Marabella, CEO/President, Reg. Architect, LEED AP, Senior Design Principal:



Faith has long-term relationships with clients that span multiple projects over 25 years. She embraced Interior Design, from practicing as an Architect, when she recognized she could better advocate for the residents and staff in this role. Faith is a founding board member of The **Ageless Living Collaborative (ALC)**, which is a nonprofit collective of Architects & Interior Designers that presents a strong voice for dignified design. She consults for building products and furniture manufacturers to drive universal design. She graduated from **Iowa State University** with a Bachelor of Architecture degree.

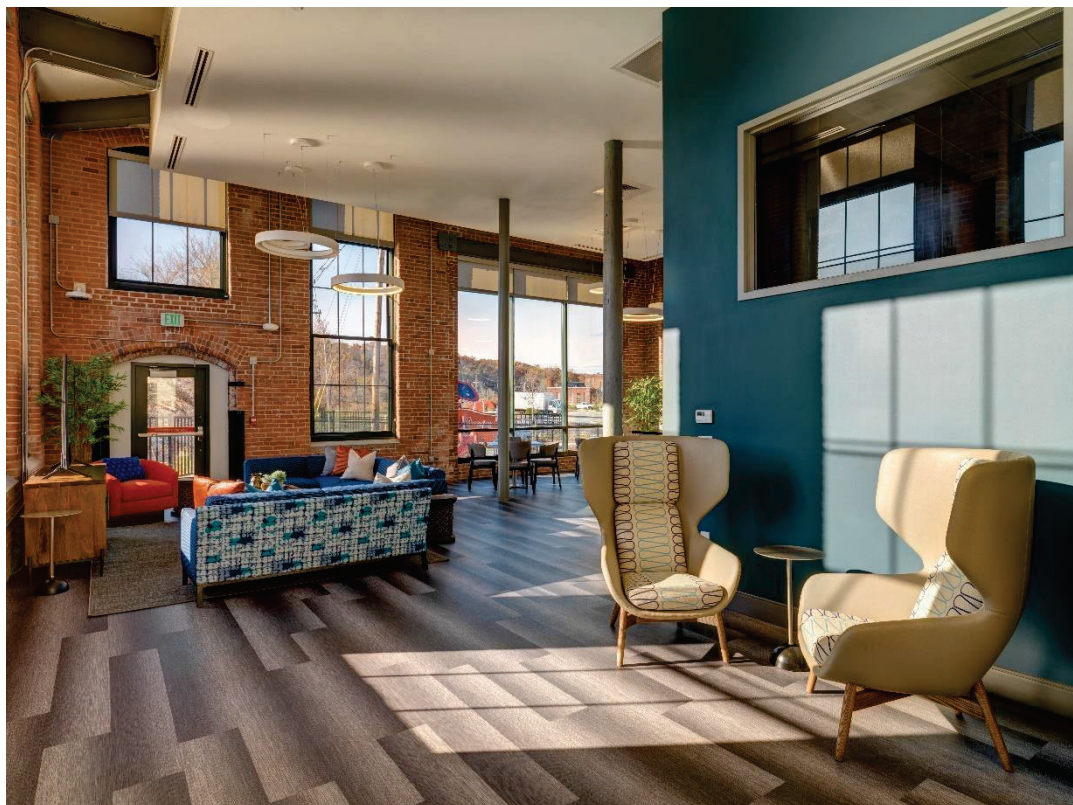
January 12, 2023

Youth Room Examples by WDC:



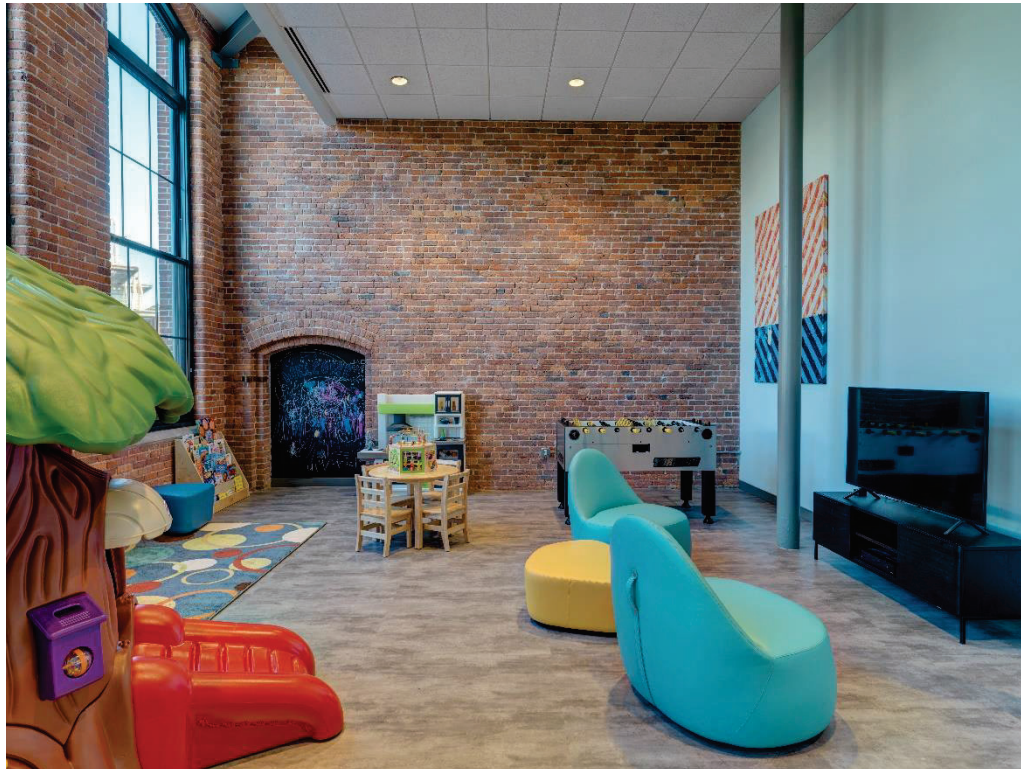
January 12, 2023

Youth Room Examples by WDC:



January 12, 2023

Youth Room Examples by WDC:



January 12, 2023

Current Youth Center Trends & Concepts:



January 12, 2023

Current Youth Center Trends & Concepts:



SHELLEY ENGINEERING, INC.

STRUCTURAL CONSULTANTS

Structural Engineer (SE): Shelley Engineering, Inc. (SEI)

Project No. 2023-TBA

Client: EGA Architects
Attn: Scott Hall
1 Vernon Street
Newburyport, MA 01950

Date: January 20, 2023

Project Name: Newburyport Youth Services

Project Description: We have reviewed RFP for the revovation and expansion to the Newburyport Youth Services building. We understand the structural renovations will be minimal, but new insulation will be added to the existing roof. We also understand the addition will consist of a +/- 1,000 sq. ft. wood framed connector to a +/- 3,800 sq. ft. pre-engineered steel framed modular gymnasium.

We assume the building will utilize a conventional soil supported foundations, with spread and strip footings.

Scope of Services: SEI will provide complete structural designs services for this project, which will include the following:

a. Schematic Design Phase:

SEI will study the layout of the wall locations of the building inorder to determine the most efficient framing direction and system.

b. Design Development Phase:

SEI will develop basic framing plans and sections, based on our schematic system selection. The basic foundation systems will be laid out, with appropriate sections drawn for budgetary pricing. We will submit drawings as required by EGA and the construction manager.

c. Construction Document Phase:

SEI will provide complete structural framing plans, sections, details, notes and specifications as required to produce a complete structural document package suitable for construction. We will respond to any and all comments from a peer review. Our drawings will be fully dimensioned, as required, for construction.

d. Construction Administration Phase:

SEI will provide Construction Administration services for this project, which will include shop drawing review, change orders, field direction and response to field questions. We will provide (3) construction site visits per building.

SHELLEY ENGINEERING, INC.

STRUCTURAL CONSULTANTS

Fee Proposal:

For this project and the outlined scope of services above, we propose a lump sum structural design fee of \$12,250. This fee is based on minimal structural work in the existing building, full design of new connector and just the foundation design for the new modular gymnasium.

Our fee breakdown per phase is as follows:

Scematic Phase:	\$1,500.
Design Development Phase:	\$2,500.
Constructions Document Phase:	\$6,250.
Construction Admin. Phase:	\$2,000.

We also propose an allowance of \$10,000 for structural analysis of the existing roof to support the potential for increased roof snow load due to the additional insulation being added to the roof. This allowance does not include the design of any structural reinforcing (if required).

Cost per additional site visits (beyond inclusive 3) \$750.

e. Reimbursibles:

Mailing of drawings at cost x 1.1
Mileage at current rate per mile.

f. Hourly Rates:

Principal-2: \$85/hr.

g. Professional Liability Insurance:

We carry E/O Insurance, with \$1,000,000 limit, and a \$25,000 deductible. Insurance certificates available upon request.

h. Exclusions:

We will be provided with a geo-technical report prepared by others, stating the allowable soil bearing pressure and design wall pressures.

Special Conditions: We will begin services upon receipt of a signed contract.

SHELLEY ENGINEERING, INC.

STRUCTURAL CONSULTANTS

Offered by (SE):

Patrick Jordan

(signature)

Patrick Jordan., P.E.

(printed name/title)

Accepted by (Client):

(signature)

(date)

(printed name/title)

Please contact me should you have any questions. We greatly appreciate the oppourtunity to provide you with this proposal and look forward to working with you on this project.

Sincerely:

Patrick Jordan, P.E.

January 19, 2023

Mr. Scott Hall, PE
EGA Architects
12 Auburn Street
Newburyport, MA 01950

RE: Newburyport Youth Services
59 Low Street
Newburyport, AM

Dear Mr. Hall:

In accordance with your request, BLW Engineers, Inc. (BLW) is pleased to submit a Scope of Services and Proposed Fee to provide Mechanical Engineering Services at the above referenced facility.

Scope of Services

Engineering Services include HVAC, Plumbing, Fire Protection and Electrical systems design in accordance with the following:

- HVAC design shall include heating, ventilating and air conditioning systems for the proposed buildings.
- Plumbing design shall include sanitary drainage system for all plumbing fixtures; natural gas distribution to all gas utilization equipment; storm drainage system; domestic cold water system; domestic hot water system; and plumbing fixtures and equipment for the proposed buildings.
- Fire Protection design shall include a wet type sprinkler system for the proposed buildings except for unheated spaces of combustible construction where a dry system will be required.
- Electrical design shall include lighting; power including new service, fire alarm including fire protective signaling and automatic fire detection systems; low voltage systems, and life safety system for the proposed buildings.
- All systems design shall conform to applicable building codes.

Construction Administration Services will include shop drawing review, answering of contractor questions and mechanical or electrical site visits.

Record Drawings for each discipline shall be provided to the owner at the completion of the project by the Contractor. BLW will provide electronic files of the mechanical systems design to the Contractor for the production of Record Drawings.

Assumptions

- Electronic plans of the proposed building will be provided by EGA.
- BLW will provide one reproducible contract documents for each submission.

- EGA will furnish hydrant flow test data to BLW for design of the sprinkler systems. A hydrant flow test has not been included in this proposal.
- Fire protection engineered design documents are not included in this proposal.
- Documentation for owner related rebates from utility are not included in this proposal.
- Value Engineering for substantive changes to drawings are not included in this proposal.
- Acoustical related services have not been included in this proposal.
- Commissioning of mechanical and electrical systems is not included in this proposal.
- The proposed project consists of a new youth center with classrooms, common rooms, office area, entrance and gym that is approximately 10,800 square feet.

Proposed Fees

Project Tasks	
Design Development	\$ 12,400.00
Construction Documents	\$ 12,500.00
Construction Administration (4 Site Visits)	\$ 5,500.00
Total	\$ 30,400.00

Site visits will be provided for the lump sum cost of 600.00. Additional services will be provided on an hourly basis.

Invoices for the above stated fee would be submitted monthly, based on a lump sum, percent complete basis by task. Reimbursable expenses will be invoiced at cost plus ten percent.

This proposal is subject to the terms and conditions as set forth in the attached BLW Engineers, Inc. Standard Contract Terms dated January 1, 2022.

Thank you for the opportunity to present this proposal. If you have any questions or need additional information, please feel free to contact our office.

Very truly yours,

Accepted:

BLW Engineers, Inc.

EGA Architects

Bill Scanlon

Bill Scanlon, PE
Principal

date:

January 20, 2023

Mr. Scott Hall
EGA Architects, P.C.
One Vernon Street
Newburyport, MA 01950

SUBJECT: Newburyport Youth Services, 55 Low Street
Proposal for Acoustical Consulting Services

Dear Scott,

We would be pleased to provide acoustical consulting services for the new Physical Education Center in Lincoln RI. The physical education center will include a large gymnasium and associated support spaces. Based on correspondence with you, and information sent, we propose the following scope of work and fee.

Scope of Work

Task 1 – Gym and Hang Out Space Acoustics

Based on the planned uses for the gym and hang out space, we will set design goals for reverberation time and control of flutter echo. Based on drawings provided by your office, we will review planned room finishes in these spaces to calculate the reverberation time. Based on our review we will provide a recommendations report including sketches noting general placement of sound absorptive finishes and manufacturers information for the recommended materials.

Task 2 – Interior HVAC Review

We will review heating and ventilation equipment serving the gym and hang out space and we will provide recommendations for noise and vibration control. Our review and recommendations will be summarized in a report. Our recommendations will be to meet typically acceptable interior sound based on our experience and industry best practices.

Task 3 – Construction Administration

We can be available to review shop drawings, and submittals for HVAC equipment, noise control elements, and room finishes. We can also be available to answer questions that may arise.

Deliverables and Meetings

We will provide written reports with sketches and manufactures' information as needed for your (and the project MEP engineer's) use in preparation of drawings and specifications. We do not anticipate any out of office meetings for our work on this project, though we can be available for teleconferences.

Consulting Fees

Based on the scope of work listed above, we recommend a fixed fee of \$6,300 through completion of construction administration. Based on estimates of staff time we expect the following breakdown of fee by design phase.

Task 1 – Gym and Hang Out Space Acoustics	\$4,000
Task 2 – Interior HVAC Review	\$4,000
<u>Task 3 - Construction Administration</u>	<u>\$1,500</u>
Total	\$9,500

The fee allowances may be considered upset limits based on our understanding of the project and are not to be exceeded without your approval.

Exceptions to Project Scope:

Meetings at your office or at the project site can be provided as needed at our standard hourly rates and including reimbursable travel expenses. Work that will not be provided as part of the scope listed above includes the following (in the case that these efforts are required, we can provide proposals for additional services).

- Exterior HVAC review for sound radiated to neighboring properties and buildings is excluded.
- Post-construction site visits, sound measurements, review and recommendations for mitigation of mechanical noise and/or vibration issues if noise/vibration control recommendations provided by our firm are not properly documented or implemented during construction.
- Additional services in the case that significant VE efforts result in the need for CTA to significantly duplicate effort for HVAC noise control, room acoustics, or sound/impact isolation constructions. We anticipate a reasonable amount of VE review is expected and have allowed for this in our fee proposal.
- LEED or other green building documentation for acoustical credits/requirements.
- Construction noise review and recommendations.

Thank you for asking Cavanaugh Tocci to provide the proposal for acoustical consulting services. If you have any questions, please do not hesitate to call.

Sincerely,
CAVANAUGH TOCCI



Kent F. McKelvie,
Principal Consultant

kmckelvie@cavtocci.com

Accepted by:

Signature

Name/title

Date

GP23 - Newburyport Youth Services Building - Acoustics Proposal.

Standard Schedule of Charges

For all consulting assignments, invoiced costs for services are based on professional staff time spent and out-of-pocket expenses incurred during the course of the project. Professional staff time is charged on an hourly basis in accordance with the following rates. These rates include all indirect labor and other firm overhead costs:

Senior Principal Consultant	\$300 – \$350 per hour
Principal Consultant	\$200 – \$300 per hour
Associate Principal Consultant	\$180 – \$230 per hour
Senior Consultant	\$150 – \$200 per hour
Staff Consultant	\$120 – \$150 per hour
Technical Assistant/CAD Designer	\$80 – \$130 per hour

Professional staff time for travel to and from field conferences, project site measurements, and inspection visits are billed on a portal-to-portal basis from our offices in Sudbury, Massachusetts.

Direct project expenses are billed at cost and include all costs incurred for measurement instrumentation, computer modeling software use, and other significant charges directly associated with the consulting assignment. Expenses are billed at direct cost with no markup.

Invoices for services are billed on a monthly basis and are due net 30.

Effective 01 January 2023