

A photograph of a three-story red brick building, identified as the South Berwick Town Hall. The building features a central entrance with a stone archway and a set of stairs. There are several large, multi-paned windows on each floor. The building is surrounded by lush green trees and a well-maintained lawn. A paved walkway leads from the foreground towards the building. In the foreground, there are some benches and small trees. The overall scene is bright and sunny, suggesting a clear day.

**Proposal Submittal for
South Berwick Town Hall
Facility Study & Needs Assessment**

Any enduring building is built on purpose. From foundation to flagpole, its form is shaped to follow the function it serves. But at Port City Architecture, we know that a building's real story starts after it opens its doors.

That's why we design with the same eye on operational costs that we use to screen the materials and methods we plan from the ground up. We founded our firm on that respect for form, function, and finance. It's our best plan for the long term success of any structure, and the partnership we'd welcome building with you.



Section 1	Cover Letter Municipal Experience Firm Experience Statement of Capability
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Section 4	Understanding and Schedule Project Schedule & Fees



Office Spaces:

Today's office work environment needs to be flexible. For each of our clients, we identify every employee's type of work; collaborative public interactive or heads down, and design their office space accordingly. We make sure that departments who work closely together are adjacent to one another. We encourage our clients to plan their space to be a safe, fun and appropriate atmosphere for everyone. We stay on top of the successes of the latest trends and help to implement them creatively and cost effectively.



**Town of Arundel, Maine
Arundel Municipal Building**

South Portland Town Hall
South Portland, Maine



Port City Architecture was hired to renovate the exterior of South Portland's City Hall. The renovation included replacing all the windows with a new energy saving fiberglass windows. Also, New air lock entries were added for energy savings, the southern entry was added to have a dormered roof to complement the building style and increase the size of the lobby space

January 28, 2023

Attn: Tim Pellerin
Town Manager
180 Main Street
South Berwick, ME 03908

RE: South Berwick Town Hall Facility Study and Needs Assessment

Dear Mr. Pellerin, and Members of the Selection Committee:

Port City Architecture is Maine's leading expert in municipal design. With over thirty municipal projects in the last eight years, we have designed more town halls, public safety buildings, and public works facilities than any other firm in Northern New England. We have very recently provided town hall facility studies for Arundel, Eliot, and York, with Arundel having been constructed, York under construction, and Eliot pending a bond referendum. We have also recently completed a major facilities audit for all of the buildings in the Town of Gray, and a major 1,500-page facilities audit of twelve buildings for MSAD6.

While our experience in municipal studies is vast, we only consider a study as successful if it comes to fruition as an actual construction project. Over 95% of our recent studies have moved forward to successful voter approval and construction. The reason for our project's success is because of our knowledge and experience in understanding municipal design. We offer innovative efficient designs that provide the right solution to fully meet your program needs now and into the future at the best possible construction cost and the best life cycle cost. Our town hall designs provide convenience and safety to the staff and citizens of your community.

This study stage of the design is the most important for the success of your project. A well-thought-out design can save you many hundreds of thousands of dollars in construction costs through efficiency and innovation and provide a superior and safe working environment that will meet your needs for years to come. Our designs are modern and extremely functional. They are designed to accommodate growth and changing missions. They are constructed from quality durable materials, and all have all been constructed within very reasonable budgets. In addition to paying close attention to the initial capital cost, we are also concerned with the annual life cycle cost. In our studies we specify energy efficient designs built to high-performance building standards.

Your project will be guided by our senior municipal professional staff. We are proposing to collaborate with our regular team of highly qualified engineering consultants. We have collaborated with them for over twenty years on our studies and design projects. All the senior staff noted in this proposal will be committed to providing substantial involvement on this project from start to finish. Our consultant staff includes Allied Engineering (Structural and MEP) and Site Design Consultants (Civil engineering) who will inspect and evaluate your existing facility and assist in an existing building renovation/addition and/or the conceptual design of a newly located facility.



This proposal includes a detailed scope of work for the study with associated fees. We will meet with the city town departments to determine how much space and what types of spaces each department will need today and in the future. Based on our analysis of the existing facility, we will determine if and how the existing facility could be remodeled and upgraded to meet your needs and how much it would cost. We will compare that solution with an option of building an entirely new facility on town owned land, and then recommend a long-term solution to your municipal space needs. We will provide a conceptual site plan, floor plan design, a 3D model of the facility, and a comprehensive budget for the project. This information can be taken to the voters for approval before you move to the final design and construction phase of the project.

Thank you for reviewing the enclosed material. To the best of our ability all the information contained in this RFP is complete and accurate. We have the staff capacity to perform this work within the project schedule included in this RFP response. We authorize the town and its representatives to contact any of our previous clients for an independent review of Port City and/or our consultants past performance. You will find our team extremely easy to work with and accommodating to your needs. We are committed to providing excellent design with personal and responsive service. Please visit our website at www.portcityarch.com and feel free to contact us for any additional information.

Sincerely,
Andrew C Hyland, AIA



Principal
Port City Architecture

Point of Contact Information:

Andrew C. Hyland, AIA, Principal
Port City Architecture
65 Newbury Street
Email: andy@portcityarch.com
Phone: 207 761-9000 x 202



Sanford Police Station



Fitness Center:

An in house fitness center provides convenient access to equipment and promotes physical and mental health in a demanding profession.

Gorham Fire Station



Yarmouth Public Safety



Town of Arundel, Maine
Arundel Town Hall
Conference Room



Site Plan:

The Civil Engineer provides a colored rendering with the best lay out for your building, showing parking. Saco utilized the retention pond as a wet training site.

York Town Hall York, Maine



Project Experience: Similar Project

Proposal Submission

Section 2

York Town Hall
York, Maine



In A Snap

Location:

York, ME

Services:

Study

Construction Documents

Date of Project:

2021 Study

2023 Construction

Budget:

\$7,695,701.00

Size:

14,854 square feet

Contact:

Wayne Martin, Chair

44 York Street

York, ME 03909

Cell: 207-361-7272

Arundel Municipal Building
Arundel, Maine



Port City was hired to provide a study of the existing conditions and a design to solve the town's needs. The existing facility was under-sized and could not house all the functions of the Town. We proposed a new town hall facility that was design in a historic style to fit in the surrounding community.

Project Experience: Similar Project

Proposal Submission

Section 2

Arundel Municipal Building
Arundel, Maine



In A Snap

Location:

Arundel, ME

Services:

Study
New Facility

Date of Project:

2020

Budget:

\$2,500,000. Construction
\$2,880,000. Total project
including Solar array

Size:

7,400 square feet

Contact:

Keith Trefethen
Town Manager
207-985-4201 Ext 115
townmanager
@arundelmaine.org

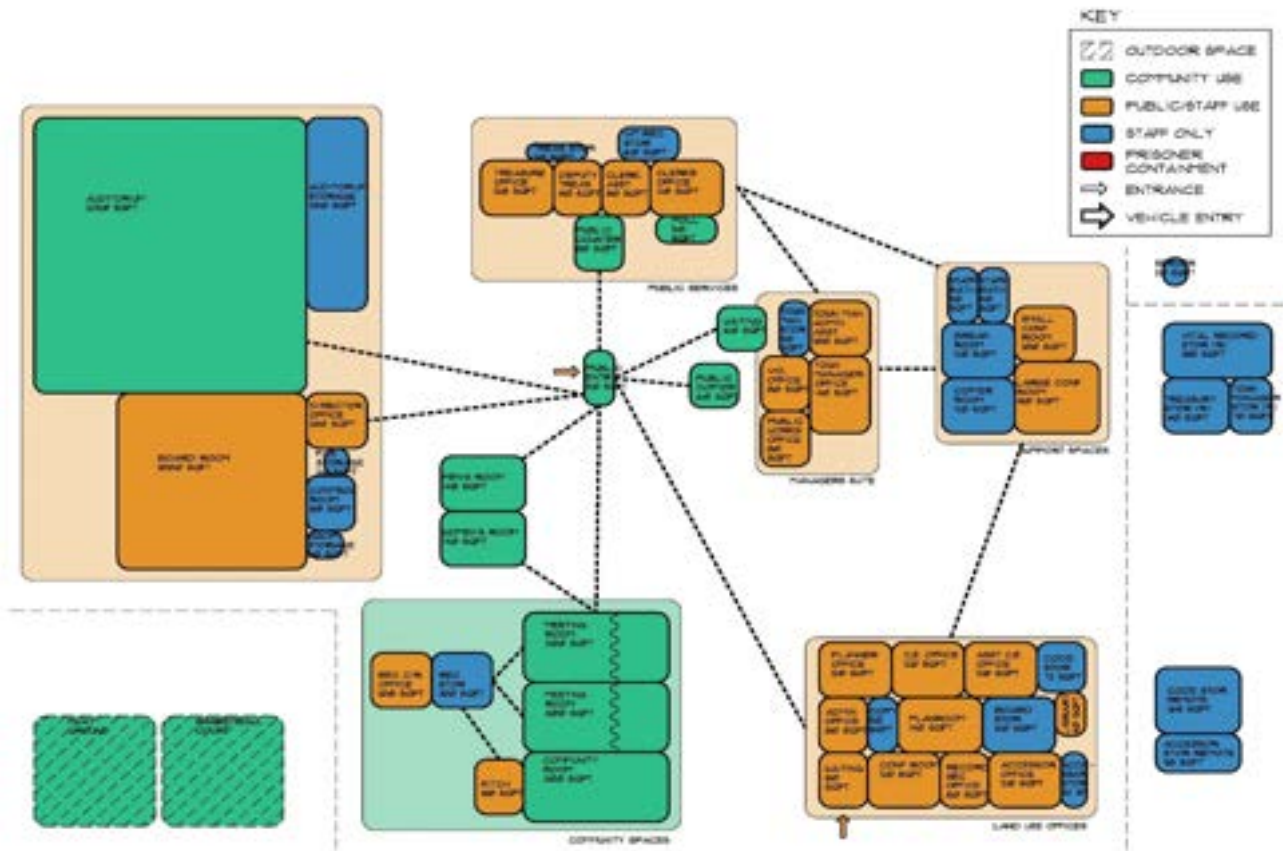
Project Experience: Similar Project

Town of Ogunquit Campus Master Plan Ogunquit, Maine



Site Plan: The site included four buildings and a currently unoccupied parcel of land. Port City worked with a building committee from the Town to provide an analysis of the existing buildings. A phasing plan was developed to allow all departments to continue to function during construction.

Town of Ogunquit Campus Master Plan Ogunquit, Maine



In A Snap

Location:

Ogunquit, Maine

Services:

Study
Renovation

Date of Project:

2008 Study
2010 Renovation

Budget:

\$4,100,000

Size:

36,400 square feet

Contact:

Loring DeAgazio
Committee
Member

In 2008, Port City Architecture was hired by the Town of Ogunquit to complete an analysis of their municipal complex and to provide recommended space requirements, a master plan and a phasing plan for several of their municipal departments including the Police, the Land Use Office, a public "theater" space, the Maintenance Dept. and the Town Offices.

Project Experience: Similar Project

Sanford City Hall Historic Study and Renovation Sanford, Maine



Interviews were conducted with over 20 staff members including the town manager, superintendent of schools and police chief in order to assess space allocations and forecast space needs for the next 10 years. Port City Architecture consolidate spaces with a high number of public visits to the first floor to ensure ease of public interaction. The design approach involved a focus on moving planning, code enforcement, assessing and the town manger's offices to the first floor of the town hall building from their existing second floor spaces. The work also ensured appropriate public and staff support spaces were available including conference, copy, storage and toilet rooms along with finishes and ADA upgrades.

Sanford City Hall Historic Study and Renovation Sanford, Maine



The City of Sanford commissioned Port City Architecture to conduct a feasibility study to determine how to best provide space for all municipal departments within the existing 55,000 square foot municipal complex. Port City implemented the project by reorganizing the various departments for improved efficiency. Spaces were repurposed whenever possible to minimize the need for renovations to the building. The Police Department was relocated to its own building on a site adjacent to the Town Hall.

In A Snap

Location:

Sanford, ME

Services:

Study
Renovation

Date of Project:

2011

Budget:

\$ 2,500,000

Size:

55,000 square feet

Contact:

Mark Green
Town Manager
207-324-9173

Project Experience: Similar Project

Gray Facilities Building Assessment Gray, Maine



PCA was hired by the Town of Gray to do a Facilities Condition Assessment (FCA) and to evaluate nine municipal buildings including the town hall, the fire department, public works, maintenance, and recreational facilities. The FCA report noted deficiencies, assigning a value based on the severity of each deficiency, proposed solutions, and providing a cost estimate for each remedy. The study included evaluating each department and their space requirements. With this information, we provided schematic plans to solve the space issues for several buildings including condensing the fire department into one main location and improving their space needs on site reorganizing of the building and an addition. Proposal included the relocation of the maintenance department to a vacated remote station because of a great need for additional space.

In A Snap

Location:

Gray, ME

Services:

14 Building Assessment

Date of Project:

2021 Study

2023 Small Projects

Budget:

\$85,000

Size:

N/A

Contact:

Mose Russo,

Director Facilities

mrusso@graymaine.org

207-657-3339

Town of Arundel, Maine

- **Municipal Building: Study**
- Municipal Building: New Facility

City of South Portland, Maine

- Peer Review: 3 Years Contract
- **Town Hall: Code Study**
- Town Hall: Renovation/Addition

Town of Cumberland, Maine

- Fire Station: Study
- Fire Station: Addition /Renovation
- **Town Hall Study**
- **Counsel Chambers: Renovation**
- Police Station Study

Town of Sanford, Maine

- Police Station: Study
- Police Station: New Facility
- **Municipal Offices: Assessment/Evaluation**
- **Town Hall: Renovation**

Town of Brunswick, Maine

- **Town Hall: Study**
- **Town Hall: Renovation**

Town of Falmouth, Maine

- **West Falmouth Fire Station Study**
- Fire Station: Phase II Addition
- Public Safety: Study
- Police Station: New Facility
- Fire Station : Addition/Renovation

Town of Raymond, Maine

- **Town Hall: Study**

Town of Ogunquit, Maine

- **Municipal Buildings: Study**

Town of Belgrade, Maine

- Community Center and Library: Study
- Community Center and Library: New Facility

City of Lewiston, Maine

- Public Library: Study
- Public Library: Renovation

City of Portland, Maine

- Maintenance Garage: New Facility
- Riverside Maintenance Building: New Facility

Project Experience: Project List

Town of Yarmouth Maine

- Public Safety Facility: Study
- Public Safety: New Building

Town of Berwick

- Fire Station: Study
- Fire Station: New Facility
- Police Station: Study
- Police Station: New Facility

Town of North Berwick

- Fire Station: Study

Town of Gorham, Maine

- Public Safety: Study
- Police Station: New Facility
- Fire Station: Addition/Renovation

Town of Kennebunkport, Maine

- Police Department Study
- Renovation and Addition

Town of Buckfield, Maine

- Public Safety: Study
- Fire/Rescue Station: New Facility

Town of Saco, Maine

- Public Safety Substation: Study
- Public Safety Substation: New Facility
- Fire Station: Study
- Fire Station: New Facility

City of Waterville, Maine

- Police Station: Study
- Police Station: New Facility

Town of Waterboro, Maine

- Fire Station: Study

Town of Old Orchard Beach, Maine

- Public Safety: Study
- Police Station: Study

Town of Caribou

- Public Safety: Study

City of Portland, Maine

- Maintenance Garage: New Facility

City of Auburn, Maine

- Parks Dept. Maintenance: New Facility

Town of Fryeburg, Maine

- New Recreation Center: Study

Town of Scarborough, Maine

- Parks & Recreation: Beach Bath Station

Town of Westbrook, Maine

- Public Safety Study

Town of Augusta, Maine

- Police Station: New Facility

Town of Eliot, Maine

- Town Hall Study

Town of Gray, Maine

- Facilities Audit

Maine School Administrative District 6

- Facilities Audit





Company Contact Information

Port City Architecture
65 Newbury Street
Portland, ME 04101
Office: 207-761-9000
Cell: 207-838-4222

Email: andy@portcityarch.com
Website: www.portcityarch.com

Professional Licenses and Accreditations

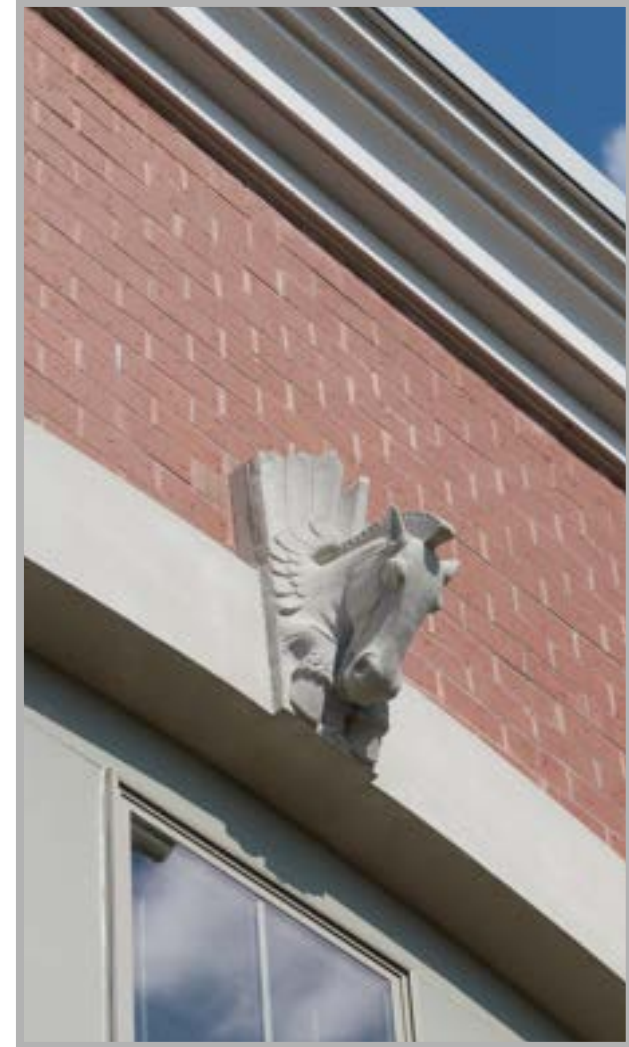
Architect Licenses: Maine, New Hampshire
United States Green Building Council: LEED Accredited Professionals

Awards

Fire Chief Magazine: Saco Fire Station, Saco Maine
College Planning & Management Magazine: University of New England
American School & University Magazine: University of New England

Professional Affiliations

Maine Police Association: Member
Maine Fire Chief Association: Corporate Supporter
AIA American Institute of Architects: National and Maine Chapter Members
Portland Society Of Architects: Member
United States Green Building Council: Member
NNECCARRAPPA: Business Member



Saco Central Fire Station: The beloved details of horses from the historic Fire Station were incorporated in the new facilities design .

Since our founding in 1989, Port City Architecture has sought to construct the optimum form, function, and financial value of every building we've designed. Our focus on applying these principles to the core industries we serve has led to our growing roster of public safety, higher education, laboratory, commercial, and residential clients. Our holistic approach to design is reflected in the bonds we build between our clients, partners, and staff. Client goals are served by a commitment to personalized service that is honored by every member of our project teams. The role that group plays in every aspect of the building process—from research and design through complete construction monitoring—supports the structures and relationships that fuel our passion for our work. In 2020 we opened an office in New Hampshire.

Services Include:

- Master Planning
- Project Planning & Feasibility Studies
- Programming building functions
- ADA and Life Safety Code Review
- Permitting and Community Outreach
- Cost Estimating
- Project Design and Engineering
- Construction Document Preparation
- Construction Administration





Port City Architecture has maintained a long time interest in sustainable design. We have been members of the United States Green Building Council since 2001 with four LEED (Leadership in Energy and Environmental Design) accredited professionals on staff. Firm principals, Andrew Hyland and Lita Semrau have both served in leadership capacities on the Board of the Maine Chapter of the USGBC. Port City Architecture strives to incorporate sustainable principals in all of our design work and has completed five LEED Silver certified projects in Maine. We are also active with Efficiency Maine which has provided rebate cash incentives to many of our clients for energy efficient design.



Andrew C. Hyland, AIA, LEED-AP

U.S. Green Building Council: Member 2002-2017

Maine Chapter of US Green Building Council: 2002-2015

- **Board Member 2002-2008**
- **Secretary on the Executive Board 2006-2007**
- **Treasurer on the Executive Board 2007-2008**



Lita Anne Semrau, AIA, LEED-AP

U.S. Green Building Council: Member 2002-2017

Maine Chapter of US Green Building Council: 2002-2015

- **Board Member 2002-2014**
- **Finance and Sponsorship Committee 2008-2010**
- **Vice Chair 2010-2012**
- **Chair 2013-2014**



Sustainable Design:

Every building by Port City Architecture was designed with sustainability in mind. Our buildings are always economical to heat, cool and maintain. We utilize closed cell spray foam at the exterior envelope to achieve a tight air barrier and high R-values. This method also eliminates potential mold in the wall cavities. Finish materials are selected for sustainability and to create a healthy living environment.

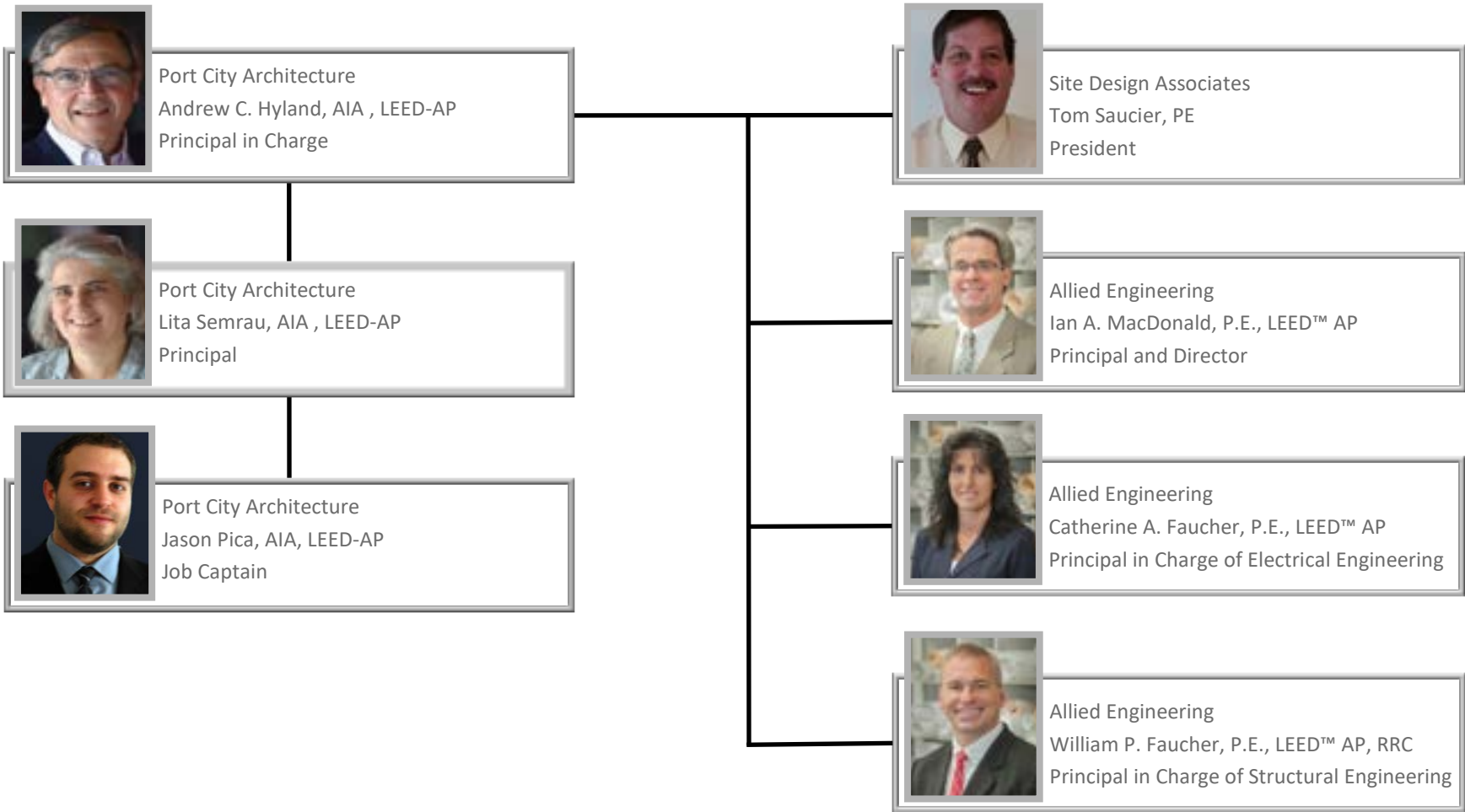




Kitchens and Day Rooms:

When designing your fire station's kitchen, a number of things must be considered. Understanding how the station functions, the relationships between company members, and their ideal space for efficiency and traffic flow are just a few considerations. Port City Architectures also takes into consideration durability, clean-ability, flexibility, storage and comfort.



**Licenses**

Architect: Maine # 2037

Architect: NH # 2295

Education

University of Colorado: Bachelor of Architecture & Environmental Design

United States Green Building Council: LEED Accredited Professionals



Andrew C. Hyland, AIA , LEED-AP Maine Licensed Architect Principal in Charge

Mr. Hyland is senior principal at Port City Architecture. He has over thirty-five years of experience in Architectural design, planning and project management. Andy is a leader in public safety design in Maine, and has led the design team for all of Port City's public safety projects. He continually researches new trends in public safety design, codes, and energy efficient construction methods.

His experience in project planning, working with committees, and finding consensus among groups with diverse points of views will help rally community support for your project. His ability to see the big picture will ensure that your project meets the needs of your community, allows for growth, provides durable long lasting finishes, while being constructed within a realistic budget.

Professional and Civic Affiliations

Maine Chiefs of Police Association: Member

American Institute of Architects: Member

United States Green Building Council: Member

Maine Chapter of the US Green Building Council:

- Secretary on the Executive Board
- Treasurer on the Executive Board

Trainrider's Northeast: Executive Board Member

NNECERAPPA: Member





Lita Semrau, AIA, LEED-AP Maine Licensed Architect Principal and Project Manager

Ms. Semrau has over thirty years experience designing architectural projects, including educational, municipal and commercial facilities. During her career, she has specialized in working with clients to take a project through all stages of construction, including initial programming and schematic design, followed by construction documentation and specification preparation, and ultimately supervision of the project during construction. A portion of Ms. Semrau's training includes extensive research and development of the programming process to maximize the client's budget and space needs, as well as many years researching green design and the LEED process to insure clients obtain the most efficient and healthy buildings within their budgets.

Licenses

Architect: Maine #2667
NCARB

Education

University of NY Buffalo:
Master of Architecture

Earlham College:
BA/Mathematics



Professional and Civic Affiliations

American Institute of Architects: Member
Habitat for Humanity: Program Committee
United States Green Building Council: Member
Maine Chapter of the US Green Building Council:

- Board Member
- Finance and Sponsorship Committee
- Vice Chair
- Chair



Jason Pica, AIA, LEED-AP Licensed Architect Project Manager

Mr. Pica has ten years of professional architectural experience in a wide range of projects, including project management of our last four public safety buildings.

Over the last five years, Jason has worked on the town of Gorham's New Police Station and the renovation of their Fire Station. In 2016 he has overseen the feasibility studies for the Town of Waterboro and the Town of Cumberland. Mr. Pica has been involved in all phases of the design process from programming and feasibility studies to schematic design 3D modeling through the final stages of the building process. He feels the most important aspect of the process is bringing the design idea to reality, while collaborating with the owner and the contractor.

Jason strives to build a team that works well together and creates a professional finished project to exceed the client's expectations.

Licenses

Architect: Maine #4572

Education

University of Maine:
Bachelor of Arts & Architecture

USGBC:
LEED Accredited Professionals

Professional and Civic Affiliations

United States Green Building Council: Member
Maine Green Building Council: Member
American Institute of Architects: Member





Site Design Associates

Tom Saucier, PE

Civil Engineer

President

Tom Saucier is the founder and president of Site Design Associates. He has more than 30 years of civil engineering experience. Tom's professional expertise includes site development design and environmental permitting. Tom's current work includes engineering peer review services for Midcoast and Southern Maine municipalities, project manager for development projects on several institutional campuses, and new store development for a convenience store chain with locations in Maine, New Hampshire, and Vermont.

Licenses

Registered Professional
Engineer - ME #6095, NH, OH

Education

University of Maine, Orono
Bachelor of Science In Forest
Engineering

2009 Cutlec Stormwater
Containment Seminar

2009 Stormwater Compliance
LLC LID and Stormwater Treat
Seminar

Affiliations

American Society of Civil Engineers

Southern Midcoast Maine Chamber



Allied Engineering, Inc. has been providing multi-discipline engineering support to our clients since 1958. Our experience lies in our knowledge and understanding of Structural, Mechanical, Electrical and Technology systems for new buildings and renovation design projects. Our

expertise is demonstrated in our attention to detail, integrated designs, and our excellent reputation. Allied Engineering has the advantage of having most disciplines under one roof. We are a team player, working for architects as well as leading full-service teams as a prime consultant. We flourish in all project delivery methods, including traditional design-bid-build, design-build, and construction management. We currently employ 20 people.

Today's complex buildings require leading-edge systems engineering to optimize performance in both efficiency and use. As projects increase in complexity, communicating designs and design changes among mechanical, electrical, and plumbing (MEP) engineers and their extended teams, including architects and contractors, becomes more important. Allied Engineering utilizes Autodesk Revit and Autocad design tools to improve productivity, accuracy, and coordination.

Project Experience:

- Saco, ME Saco Central Fire Station
- Saco, ME Route One Fire Substation
- Poland, ME Poland Fire/Rescue Station Study
- Gorham, ME White Rock Fire Station
- Kennebunk, ME West Kennebunk Fire Station
- Lyman, ME Goodwins Mills Fire/Rescue Station
- York ME York Fire Station
- York, ME York Police Station
- Winthrop, ME Winthrop Fire Station

**Licenses**

Registered Professional Engineer – ME, NH, VT, RI, NY, and MA

Education

University of Maine:
B.S. Mechanical Engineering Technology

Northeastern University:
Advanced Studies in
Construction Law and Auto
Temp. Controls

USGBC: LEED Accredited Professionals

Allied Engineering

Ian A. MacDonald, P.E., LEED™ AP

Maine Licensed Engineer

Principal and Director of Mechanical Engineering



Ian A. MacDonald, P.E. is a leader in designing complex HVAC and plumbing systems for large municipal/government, correctional, healthcare, commercial and educational buildings. During his career of over twenty years, his work has included buildings for medical, institutional, commercial, and industrial uses throughout New England. Ian is an energy saving and green design expert. He is experienced in both traditional Design/Bid and Design/Build construction delivery methods. Ian's early experience with equipment sales and installation provides him with a practical viewpoint gained from field experience with many operating systems. He completed the ASHRAE Professional Development Course on Building Commissioning and is a LEED™ Accredited Professional.

Professional and Civic Affiliations

American Society of Heating, Refrigeration and AC Engineers: Member

American Society of Health care Engineers: Member

Maine Indoor Air Quality Council Leadership in Energy and Environmental



Licenses

Registered Professional
Electrical Engineer - ME, MA,

Education

BOMI Institute:
Design, Operations, and
Maintenance of Building
Systems

University of Maine Orono:
B.S. Electrical Engineering

USGBC: LEED Ac-
Profes- credited
sionals



Allied Engineering

Catherine A. Faucher, P.E., LEED™ AP

Maine Licensed Engineer

Principal and Director of Electrical Engineering



In addition to Catherine's experience in new construction and renovations for power supply and distribution, lighting and system controls, Cathy has been heavily involved in the design of Technology Systems. This specialized area concentrates on the design of data/voice and other lower voltage wiring and components. Ms. Faucher has attended numerous courses and seminars in this field and supervises technical staff with RCDD credentials. Cathy is also a LEED™ (Leadership in Energy and Environmental Design) Accredited Professional.

Professional and Civic Affiliations

Institute of Electric and Electronics (IEEE)

National Association of Electrical Inspectors

Illuminating Engineering Society (IES)

**Licenses**

Registered Professional Engineer ME, NH, MA, NY, NJ, MD, RI, FL, CT, VT, NC, PA, VA

American Concrete Institute:
ACI Concrete Flatwork Technician #912153

Education

University of Maine:

B.S Civil Engineering

Concentration Structural

University of Wisconsin:

Foundation Design

USGBC:

LEED Accredited Professionals



Allied Engineering

William P. Faucher, P.E., LEED™ AP, RRC

Maine Licensed Engineer

Principal in Charge of Structural Engineering



William P. Faucher, P.E. has significant experience serving as Principal in-Charge of Allied Engineering's significant Municipal projects. Bill has extensive experience analyzing and designing various structures utilizing a variety of construction techniques and materials including: reinforced masonry, pre-stressed concrete, stone, brick, braced steel and steel with moment connections, engineered wood systems, reinforced cast-in-place concrete, concrete masonry units, and cold-formed metal, both bearing and non-load bearing systems. Mr. Faucher's experience covers building analysis for renovations, seismic stress and wind and snow loading. He remains current with new building technology and techniques so each project is designed with the best options available to meet client needs.

Professional and Civic Affiliations

Past President of Structural Engineers Association of Maine: Member

National Council of Examiners for Engineers and Surveyors: Member

Concrete Reinforcing Steel Institute (CRSI): Member

Construction Specifications Institute (CSI): Member

Associated Constructors of Maine, Inc.: Member

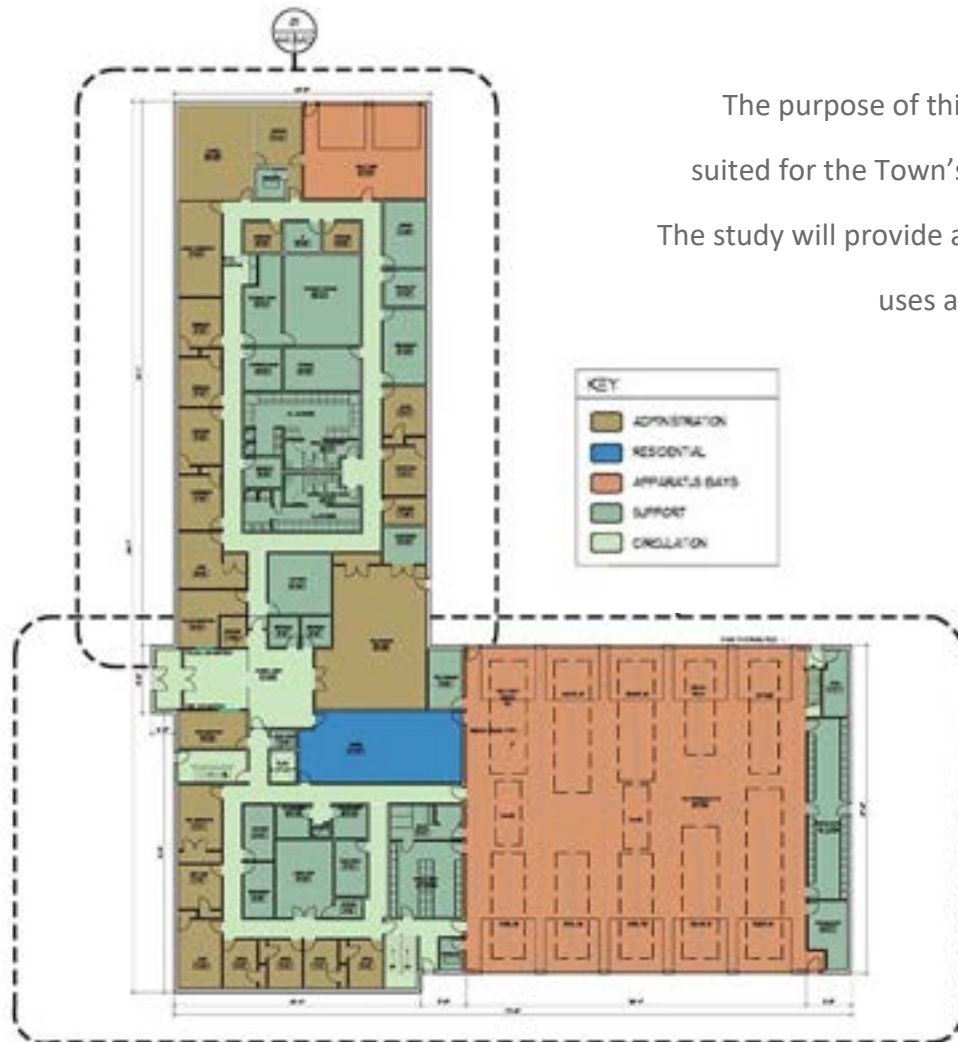
RCI, Incorporated: Professional Association Roofing, Water-Proofing,



Floor Plans:

The purpose of this study phase is to develop the design that is best suited for the Town's needs and is within reasonable budget constraints.

The study will provide a colored schematic floor plan that will help convey the uses and adjacencies in the space program.



First floor of Yarmouth Public Safety



Second Floor plans of Yarmouth Public Safety



City of Sandford, Maine
Sandford Town Hall
Historic Renovation

Understanding & Schedule: Project & Fee Schedule

Proposal Submission
Section 4

Consistent with the work described in both your RFP and our qualifications submission, we offer the following fee proposal for your town hall facility study: The scope has been arranged in rough chronological order and provides the anticipated personnel, their estimated time and corresponding fee:

Anticipated Staff:

AH	Andrew Hyland	Port City	\$160/hr
JP	Jason Pica	Port City	\$140/hr
BF	Bill Faucher	Allied Engineering, S	\$150/hr
IM	Ian MacDonald	Allied Engineering, M	\$150/hr
BG	Brian Gardner	Allied Engineering, E	\$150/hr
TS	Tom Saucier	Site Design Consultants	\$150//hr
PCA	Staff support	Port City	\$100/hr
CE	Cost Estimator	Construction Mgr. partner	\$100/hr

1) Kick off meeting with the Town.

Staff Members: AH, JP, BF, IM, TS

Anticipated hours: 10

Fee: \$1,360



2) Provide site visits to the existing town hall facility. Measure the existing facility and provide scaled schematic drawings of the building. Provide schematic existing condition drawings of the existing site. (Hours assume that no floor plans exist of any part of the facility.)

Staff Members: AH, JP, PCA

Anticipated hours: 25

Fee: \$3,320

3) Provide a full facility assessment for the existing facility including physical condition; structural integrity; MEP systems; site conditions; code compliance - building, life safety, and ADA; workplace safety; potential hazards; and functionality pertaining to modern town hall administration. Hours include additional site visits and documentation of the findings.

Staff Members: AH, JP, BF, IM, BG, TS, PCA

Anticipated hours: 100

Fee: \$14,900

4) Space Programming: We will analyze all City Hall Department operations and current service delivery practices and provide a corresponding space program document necessary to efficiently provide those services. We will assess staffing needs based on current conditions and on future estimated projections from staff and industry trends. We will provide an assessment of total future gross space needs for 20-50 years in the future and review by town.

We will discuss specific delivery practices, service objectives, and other pertinent information with the departments and provide additional benchmarking information about those practices and any proposed improvements. We will provide a matrix with all necessary spaces and their square footage. We will tally the individual room square footages into each department's required square footage including circulation and grossing.

Staff Members: AH, JP

Anticipated hours: 20

Fee: \$3,120





Study Deliverables:

The purpose of this study phase is to develop the best design that is best suited for the Town's needs and is within reasonable budget constraints.

Site Plan: The Civil Engineer creates a colored rendering with the best lay out for your building, showing parking and other site features.



Arundel Municipal Building

5) Conceptual Design Scenarios: Based on the findings in items 3 and 4, PCA will provide a conceptual footprint design for all floors of the existing building which would be required to accommodate the space program for the town hall. They may include renovations and/or repurposing of existing space as required. We will identify necessary capital repairs, code upgrades, envelope upgrades, and new or renovated MEP and IT systems identified in item 3. Deliverables will include conceptual floor plans, and a general construction material specification for pricing.

Staff Members: AH, JP, BF, IM, BG

Anticipated hours: 60

***Proposed fee:* \$8,960**

6) In conjunction with item 5, we will provide a conceptual floor plan design for a new facility concept suitable for location on an alternate town owned location. We will identify construction concepts and proposed materials. It will identify all major MEP building systems and structural systems. We will provide a conceptual site plan to indicate required parking, circulation, landscaping, and drainage. The plans will identify all required spaces by department, large scale rooms, and general circulation and support spaces throughout the building.

Staff Members: AH, JP, BF, IM, BG, TS

Anticipated hours: 50

***Fee:* \$7,460**

7) PCA will provide a cost estimate for the existing facility renovations to include costs for all items identified in item 5. Provide a complete project cost estimate including all soft cost for spring of 2022.

We will provide a general estimate of construction cost for both facilities provided by an experienced construction manager who has worked with Port City on previous municipal projects.

Staff Members: CE

Anticipated hours: 15

***Fee:* \$1,500**

Understanding & Schedule: Project & Fee Schedule

Proposal Submission
Section 4

Attend meetings with the stakeholders for input and direction throughout the study period.

We will prepare for and attend meetings (2-3 anticipated) with the committee and fire/EMS staff to ascertain the department needs, review concepts, and present findings.

Staff Members: AH, JP

Anticipated hours: 16

Fee: \$2,400

Provide a written narrative report documenting the information gathered above.

We will document the staffing, apparatus, and facility location recommendations along with the space programming matrixes, a schematic rendered site plan, a schematic floor plan, photos, and a narrative. We will document the rationale for the required spaces with a narrative. The study will also provide a cost estimate. It will include all direct and indirect costs as well as other owner costs (such as FF&E) required for a turn-key project.

Staff Members: AH, JP, PCA

Anticipated hours: 22

Fee: \$3,240

Subtotal:	\$46,260
Direct Reimbursable Costs Estimate:	<u>\$2,313</u>
Total Fee Proposed for Project:	\$48,573





Study Deliverables:

The purpose of this study phase is to develop the best design that is best suited for the Town's needs and is within reasonable budget constraints. The study will provide a **3D Model:** The Architect provides a dynamic colored 3D model to visually communicate the exterior design and materials. The model can be spun around to show all sides of the build-



STANDARD HOURLY RATES 2023

Professional Fees

Principal Architect	\$160.00/hour
Associate Architect	\$140.00/hour
Staff Architect	\$130.00/hour
Senior Architectural Designer	\$105.00/hour
Interior Designer	\$ 90.00/hour
Architectural Designer	\$100.00/hour
Technical Assistant/CADD	\$ 95.00/hour
Administrative Services	\$ 75.00/hour
Consulting Engineer	\$150.00/hour

REIMBURSABLE EXPENSE SCHEDULE

Reimbursables shall be charged at 5% of the total Design Fee or as direct expenses below

Laboratory Testing	Cost Plus 10%
Printing	
Clean Prints (blueprints)	\$ 0.50/sf
Copies-8 1/2"x11"	\$ 0.10 each
11"x17"	\$ 0.25 each
Sepias, Mylar	\$ 2.75/sf
Sepias, Paper	\$ 1.50/sf
Bindings	\$ 2.00/ each
Postage	Cost Plus 15%
Travel	
Mileage	\$ 0.62/mile
Lodging Cost Not to Exceed	\$200/Day/Person
Food Cost Not to Exceed	\$120/Day/Person
Photography Reproductions (not in-house)	Cost Plus 10%
Advertising	Cost Plus 10%
Consultants	Cost Plus 10%
Color Renderings	Cost Plus 10%
Communication/Technology charge:	2% of invoice
<i>Phone calls, faxes, scanning, website plan room, emails, and other forms of communication.</i>	



**Community Center and
Training Room:**

With a state of the art multi media center, its own Kitchen and exterior entrance. This space provides the department with a large room for training staff meetings, classes, certifications, emergency event operations, and community events.

“ Port City Architecture has been a pleasure to work with over the years. They have professional and courteous staff. They continuously remain on schedule and within budget as well as remaining attentive and responsive to customer requests and needs.

”

Adam Thibodeau, Facilities Manager MSAD #6



