



OAK POINT
ASSOCIATES

architecture
engineering
planning

March 6, 2024

Timothy Pellerin
Town of South Berwick
180 Main Street
South Berwick, Maine

Re: South Berwick Town Hall
Proposed contract fee

Dear Mr. Pellerin,

Oak Point Associates and Lassel Architects are excited to present our updated proposal for the concept design work for the South Berwick Town Hall. The following fee has been developed based on the project approach submitted with our previous package, our understanding of the project and our discussion on March 6, 2024. The fee is broken town by the three tasks below:

Field Work

- Existing drawings, reports and previously completed building studies will be evaluated to form a deep understanding of the existing building and space needs.
- The design and engineering team will visit the town hall to perform visual inspections of major building systems, exterior envelope, and develop an understanding of the existing building.
- Design criteria for the exterior building envelope will be evaluated and the condition of the masonry façade reviewed.
- Using existing drawings and field measurements, base floor plans, roof plan and elevations will be generated for the building.

Concept Design

- Validation of the previously completed building program will take place through user meetings and will be summarized in an updated space allocation workbook.
- A preliminary egress/life safety review will be developed.
- Bubble diagrams showing rough program sizes and functional relationships between departments will be developed.
- Concept floor plans showing program and support spaces will be developed.
- Exterior elevations will be developed indicating repairs/restorations to the exterior façade and any recommended improvements such as vestibules, canopies and future additions.
- Input from Oak Point's structural engineering team will help define potential wall removals, necessary structural upgrades due to renovations and addition of mechanical equipment.
- Preliminary options for Mechanical, Plumbing and Electrical systems will be reviewed.
- A construction phasing plan will be developed and temporary space needs evaluated with input from Town staff.
- A detailed cost estimate will be developed for the full project including construction, administrative reserves (contingencies and temporary facilities) and Design/Permitting services.
- Renderings or select spaces will be provided for design discussions and marketing purposes
- Regular updates will be provided throughout this process.

Progress meetings, community meetings, Town Council Meetings

- OPA and Lassel staff will attend scheduled building committee meetings and project check-ins.
- Two community meetings have been included, led by the OPA and Lassel project design team.
- A brief project update will be provided at Town Council meetings, either in-person or via Zoom.
- Two formal presentations to the Town Council are assumed.

Our proposed fee for the work described above is as follows:

Task	Proposed Fee
Field Work	\$13,500
Concept Design	\$55,500
Progress meetings, community meetings, Town Council Meetings	\$9,500
Total	\$78,500

Services Not Included

The following services are not anticipated for the initial phase of the project, therefore, not included in this proposal:

1. Hazardous material testing, survey, and abatement;
2. Geotechnical explorations;
3. Construction materials testing;
4. Commissioning;
5. Permitting and/or permit application fees;
6. Property boundary or topographic survey, and plans;
7. Construction and special inspections (Chapter 17, IBC)

We propose to submit invoices monthly for services rendered to date with the remaining balance due and payable at final completion. If the final scope of work varies from the assumptions that form the basis of this proposal, a new proposal and fee schedule will be negotiated prior to the start of the additional scope.

We look forward to hearing from you regarding this project and would be happy to sit down with you to discuss this proposal.

Sincerely,



Tyler G. Barter, AIA, LEED AP BD+C
Principal Architect, Oak Point Associates