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**FORMAL  
PROPOSAL**

# QUALIFICATIONS PACKAGE

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Prepared for:

**The Town of South Berwick**

Timothy Pellerin, Jennifer Janelle  
180 Main Street  
South Berwick, Maine

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**February 14, 2024**



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February 14, 2024

Timothy Pellerin & Jennifer Janelle  
Town of South Berwick  
180 Main Street  
South Berwick, Maine

**Re: Design Services for Town Hall Renovations  
Finalist Proposal Submission**

The team of Oak Point Associates and Lassel Architects is excited to submit our finalist package for the Architectural and Engineering Services for the Town Hall Renovation.

No addenda were issued for this RFQ/P, but we received and acknowledge the responses to the questions submitted following the informational meeting.

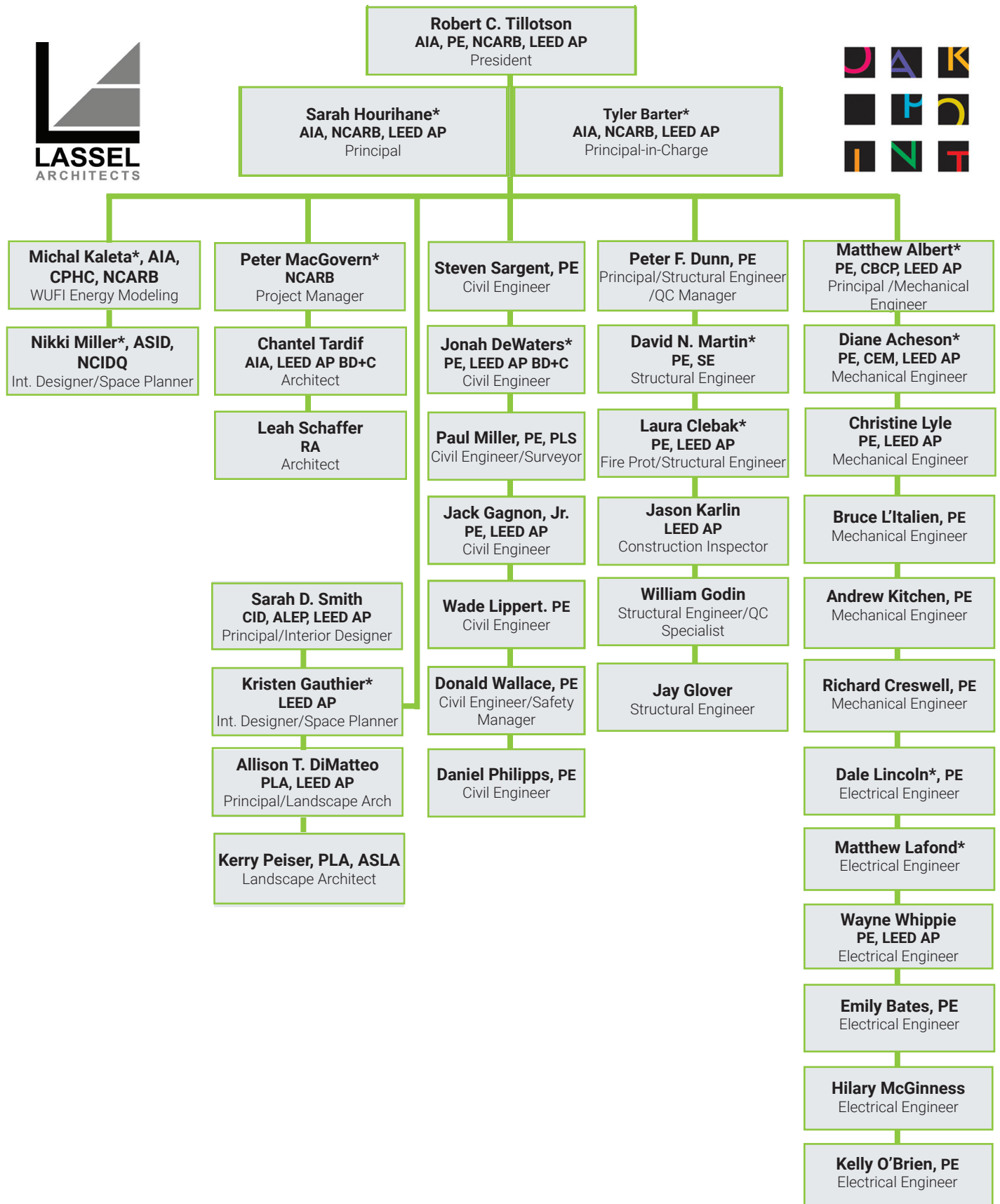
The renovation of the historic South Berwick Town Hall is a unique opportunity to transform the workspaces for town staff and public areas that the community utilize daily. Over the past 4 years, the needs of the workplace have undergone significant changes. A higher focus on remote work, changes in collaboration and meetings spaces and virtual meetings along with providing opportunities for outdoor work have all impacted the space design for office buildings. Our proposed team brings extensive experience in the evaluation and design of these spaces in historic buildings and understand the unique challenges and opportunities that they present.

While the additional information included in our project approach and schedule provides additional insight into our vision for your project, we would enjoy meeting with you and your selection committee to discuss our qualifications and experience with the renovation of historic structures with you in person. Your further consideration of Oak Point Associates and Lassel Architects is Greatly appreciated.

Sincerely,

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

Sarah Hourihane, AIA, LEED AP  
Principal/Owner, Lassel Architects



\* Key Personnel



# Our expert team has years of experience in planning, design, and project implementation.

A team of professional architects, interior designers, and engineers has been assembled for the Town Hall Renovation. We feel that these individuals are best suited to meet the needs of the Town of South Berwick based on their experience with similar projects. The proposed project team will be led by key design team members and supported by the entire project team and the balance of Oak Point Associates (OPA) and Lassel Architects (LA) staff.

## ARCHITECTURAL TEAM

**Principal-in-Charge:** Tyler Barter, NCARB, AIA, LEED AP (OPA)

**Principal:** Sarah Hourihane, NCARB, AIA, LEED AP (LA)

**Project Manager:** Peter MacGovern, NCARB, PHIUS (OPA)

**Interior Designers:** Kristen Gauthier (OPA); Nikki Miller, ASID, NCIDQ (LA)

**WUFI Energy Modeling:** Michal Kaleta, NCARB, AIA (LA)

## Additional OPA Staff:

Jonah Dewaters, PE, LEED AP BD +C, Civil Engineer

David Martin, PE, SE, Structural Engineer

Laura Clebak, PE, Fire Protection Engineer

Matthew Albert, PE, Mechanical Engineer

Diane Acheson, PE, Mechanical Engineer

Dale Lincoln, PE, Electrical Engineer

Matthew Lafond, Electrical Engineer



### **Tyler G. Barter, NCARB, AIA, LEED AP** Principal-in-Charge/Architect

#### **Education**

- Bachelor of Architecture, Wentworth Institute of Technology, 2001

#### **Licenses/Certifications/Affiliations**

- Registered Architect: ME (#ARC2952), NH (#3623), CT (#14083)
- National Council of Architectural Registration Boards (NCARB)
- American Institute of Architects (AIA), Member
- U.S. Green Building Council (USGBC), Member

#### **Relevant Experience**

- Renovation of The Mary E. Taylor Building, MSAD 28, Camden, ME (Project Manager)
- Innovation Hall Renovation, University of New England, Portland, ME (Project Manager and Architect)
- New Headquarters, Inland Fisheries & Wildlife, Augusta, ME (Project Manager)
- Performing Arts Center, University of Southern Maine, Portland, ME (Principal in Charge, Liaison with Architect of Record)

#### **Current Projects**

- New Headquarters, Inland Fisheries & Wildlife, Augusta, ME (Project Manager) - Design to be Completed: September 2024

- Cross Building Security Screening Addition, Augusta, ME (Project Manager) - Design to be Completed: September 2024
- Performing Arts Center, University of Southern Maine, Portland, ME (Principal in Charge, Liaison with Architect of Record) - Construction to be Completed: August 2025
- First Responder Training Facility, York County, Alfred, ME (Principal-in-Charge) - Design to be Completed: June 2024
- Treatment Center, York County, Alfred, ME (Principal-in-Charge) - Design to be Completed: June 2024
- Renovations to Hewitt Hall, Building 991, Naval Station Newport, RI (Architect) - Services to be Completed: August 2025



### **Peter MacGovern, NCARB, PHIUS** Project Manager/Architect

#### **Education**

- Master of Architecture, University of Illinois at Chicago, 1996
- Bachelor of Architecture, Connecticut College, 1991

#### **Licenses/Certifications/Affiliations**

- Registered Architect: ME (#ARC3442), NH (#04974)
- Certified Passive House Consultant
- National Council of Architectural Registration Boards

#### **Relevant Experience**

- City Hall Annex Renovation, City of Rochester, NH (Project Architect)
- Performing Arts Center, University of Southern Maine, Portland, ME (Architect)
- Building 13 Base Communications Facility, NAVFAC MidLant; PNSY, Kittery, ME (Architect)
- Building 178 Stacker System, NAVFAC MidLant; PNSY, Kittery, ME (Architect)
- Building 2, Reactor Servicing Ship Support, NAVFAC MidLant; PNSY, Kittery, ME (Architect)

#### **Current Projects**

- Performing Arts Center, University of Southern Maine, Portland, ME (Architect) - Construction to be Completed: August 2025
- Building 7 Structural Repairs, NAVFAC MidLant; PNSY, Kittery, ME (Architect) - Design to be Completed: August 2024



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### Kristen Gauthier, LEED AP

#### Interior Designer/Space Planner

##### Education

- Bachelor of Fine Art, Restoration, Fashion Institute of Technology, 1998

##### Licenses/Certifications/Affiliations

- LEED Accredited Professional, USGBC

### Relevant Experience

- Innovation Hall Renovation, University of New England, Portland, ME (Interior Designer)
- Finance and Administration Offices, Biddeford, ME (Interior Designer)
- Enrollment and Advancement Center, University of Maine Fort Kent, ME (Interior Designer)
- Building 13 Base Communications Facility, NAVFAC MidLant; PNSY, Kittery, ME (Interior Designer)
- Building 2, Reactor Servicing Ship Support, NAVFAC MidLant; PNSY, Kittery, ME (Interior Designer)

### Current Projects

- Building 7 Structural Repairs, NAVFAC MidLant; PNSY, Kittery, ME (Interior Designer) - Design to be Completed: August 2024
- 221 State Street Renovations, Augusta, ME (Interior Designer) - Design to be Completed: September 2024
- Multi-purpose Facility, Rachel Carson National Wildlife Refuge, Kennebunk, ME (Interior Designer) - Construction to be Completed: August 2025



### Jonah DeWaters, PE, LEED AP BD+C

#### Civil Engineer

##### Education

- Bachelor of Science, Civil Engineering, University of New Hampshire, 2005

##### Licenses/Certifications/Affiliations

- LEED Accredited Professional BD+C (Building Design and Construction), USGBC

### Relevant Experience

- Innovation Hall Renovation, University of New England, Portland, ME (Civil Engineer)
- New Headquarters, Inland Fisheries & Wildlife, Augusta, ME (Civil Engineer)
- Performing Arts Center, University of Southern Maine, Portland, ME (Civil Engineer)
- Multi-purpose Facility, Rachel Carson National Wildlife Refuge, Kennebunk, ME (Civil Engineer)
- New Academic Building, York County Community Building, Wells, ME (Civil Engineer)

### Current Projects

- New Headquarters, Inland Fisheries & Wildlife, Augusta, ME (Civil Engineer) - Design to be Completed: September 2024
- Performing Arts Center, University of Southern Maine, Portland, ME (Civil Engineer) - Construction to be Completed: August 2025
- Multi-purpose Facility, Rachel Carson National Wildlife Refuge, Kennebunk, ME (Civil Engineer) - Construction to be Completed: August 2025



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### David N. Martin, PE, SE

#### Structural Engineer

##### Education

- Masters of Engineering, Structural Engineering, Virginia Tech 1993
- Bachelor of Science, Civil Engineering, University of Maine, 1984

##### Licenses/Certifications/Affiliations

- Professional Engineer: ME (#6622), NH (#9134), MA (#40537-ST), VT (#7330), CT (#20569), DE (#17211), NY (#092732), RI (#6848), WV (#23181)
- Structural Engineer: IL (#81-006287)

### Relevant Experience

- Innovation Hall Renovation, University of New England, Portland, ME (Structural Engineer)
- New Headquarters, Inland Fisheries & Wildlife, Augusta, ME (Structural Engineer)
- New Academic Building, York County Community College, Wells, ME (Structural Engineer)
- Renovation of The Mary E. Taylor Building, MSAD 28, Camden, ME (Structural Engineer)
- Building 2, Reactor Servicing Ship Support, NAVFAC MidLant; PNSY, Kittery, ME (Structural Engineer)

### Current Projects

- New Headquarters, Inland Fisheries & Wildlife, Augusta, ME (Structural Engineer) - Design to be Completed: September 2024
- Performing Arts Center, University of Southern Maine, Portland, ME (Structural Engineer) - Construction to be Completed: August 2025
- Building 7 Structural Repairs, NAVFAC MidLant; PNSY, Kittery, ME (Structural Engineer) - Design to be Completed: August 2024
- Sustainable Innovations Center, Marine Science Center, University of New England, Biddeford, ME (Structural Engineer) - Design to be Completed: March 2024



### Laura Clebak, PE, LEED AP

#### Fire Protection Engineer

##### Education

- Master of Science, Fire Protection Engineering, Worcester Polytechnic Institute, 1999
- Bachelor of Science, Civil Engineering (focus on Structural Engineering), Worcester Polytechnic Institute, 1997

##### Licenses/Certifications/Affiliations

- Professional Engineer: ME (#10417), NH (#13018), (MA#48544-FP), NY (#96336)
- LEED Accredited Professional, USGBC

### Relevant Experience

- Innovation Hall Renovation, University of New England, Portland, ME (Fire Protection Engineer)
- Renovation of The Mary E. Taylor Building, MSAD 28, Camden, ME (Fire Protection Engineer)
- Building 2, Reactor Servicing Ship Support, NAVFAC MidLant; PNSY, Kittery, ME (Fire Protection Engineer)

### Current Projects

- Building 7 Structural Repairs, NAVFAC MidLant; PNSY, Kittery, ME (Fire Protection Engineer) - Design to be Completed: August 2024
- Renovations to Hewitt Hall, Building 991, Naval Station Newport, RI (Quality Control) - Services to be Completed: August 2025



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### Matthew S. Albert, PE, LEED AP

Principal / Mechanical Engineer

#### Education

- Bachelor of Science, Physics Engineering, University of Maine, 1987

#### Licenses/Certifications/Affiliations

- Professional Engineer: ME (#9235), NH (#13173), CT (#27818), DE (#17189), NY (#093617), PA (#PE077991), RI (#9489), VT (#71499), WV (#23136)
- Certified Building Commissioning Professional; Certified Measurement & Verification Professional; LEED Accredited Professional, USGBC

#### Relevant Experience

- New Headquarters, Inland Fisheries & Wildlife, Augusta, ME (Mechanical Engineer)
- Innovation Hall Renovation, University of New England, Portland, ME (Mechanical Engineer)
- Renovation of The Mary E. Taylor Building, MSAD 28, Camden, ME (Mechanical Engineer)
- Performing Arts Center, University of Southern Maine, Portland, ME (Mechanical Engineer)

#### Current Projects

- New Headquarters, Inland Fisheries & Wildlife, Augusta, ME (Mechanical Engineer) - Design to be Completed: September 2024
- Performing Arts Center, University of Southern Maine, Portland, ME (Mechanical Engineer) - Construction to be Completed: August 2025
- Building 7 Structural Repairs, NAVFAC MidLant; PNSY, Kittery, ME (Mechanical Engineer) - Design to be Completed: August 2024



### Diane Acheson, PE, CEM, LEED AP

Mechanical Engineer

#### Education

- Bachelor of Science, Mechanical Engineering, University of Hawaii, 1990

#### Licenses/Certifications/Affiliations

- Professional Engineer: ME (#9277)
- Certified Energy Manager, Association of Energy Engineers
- LEED Accredited Professional, USGBC

#### Relevant Experience

- Performing Arts Center, University of Southern Maine, Portland, ME (Mechanical Engineer)
- New Academic Building, York County Community College, Wells, ME (Mechanical Engineer)
- Administrative Building, E.B. Forsythe NWR, Oceanville, NJ (Mechanical Engineer)

#### Current Projects

- Performing Arts Center, University of Southern Maine, Portland, ME (Mechanical Engineer) - Construction to be Completed: August 2025
- Sustainable Innovations Center, Marine Science Center, University of New England, Biddeford, ME (Mechanical Engineer) - Design to be Completed: March 2024



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## Dale Lincoln II, PE

### Electrical Engineer

#### Education

- Bachelor of Science, Electrical Engineering, University of Maine, 1994

#### Licenses/Certifications/Affiliations

- Professional Engineer: ME (#10443), NH (#13200), MA (#48897-E), VT (#73084)

### Relevant Experience

- Innovation Hall Renovation, University of New England, Portland, ME (Electrical Engineer)
- Renovation of The Mary E. Taylor Building, MSAD 28, Camden, ME (Electrical Engineer)
- New Visitor Contact Station, Prime Hook National Wildlife Refuge, Milton, DE (Electrical Engineer)

### Current Projects

- Building 7 Structural Repairs, NAVFAC MidLant; PNSY, Kittery, ME (Electrical Engineer) - Design to be Completed: August 2024
- New Visitor Contact Station, Prime Hook National Wildlife Refuge, Milton, DE (Electrical Engineer) - Construction to be Completed: August 2025



## Matthew Lafond

### Electrical Engineer

#### Education

- Bachelor of Science, Electrical Engineering Technology, University of Maine, 2007

### Relevant Experience

- Performing Arts Center, University of Southern Maine, Portland, ME (Electrical Engineer)
- Innovation Hall Renovation, University of New England, Portland, ME (Electrical Engineer)
- Renovation of The Mary E. Taylor Building, MSAD 28, Camden, ME (Electrical Engineer)
- Multi-purpose Facility, Rachel Carson National Wildlife Refuge, Kennebunk, ME (Electrical Engineer)

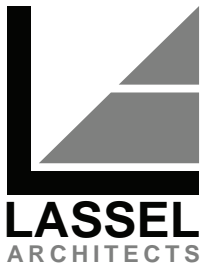
### Current Projects

- Performing Arts Center, University of Southern Maine, Portland, ME (Electrical Engineer) - Construction to be Completed: August 2025
- Sustainable Innovations Center, Marine Science Center, University of New England, Biddeford, ME (Electrical Engineer) - Design to be Completed: March 2024
- Renovations to Hewitt Hall, Building 991, Naval Station Newport, RI (Electrical Engineer) - Services to be Completed: August 2025
- Multi-purpose Facility, Rachel Carson National Wildlife Refuge, Kennebunk, ME (Electrical Engineer) - Construction to be Completed: August 2025



**OAK POINT**  
ASSOCIATES





**SARAH HOURIHANE**  
PRINCIPAL ARCHITECT  
AIA | NCARB | LEED AP

### Registrations and Certifications

- Registered Architect New Hampshire (#04574), Maine (#ARC5336)
- LEED Accredited Professional, USGBC

### Education

- Roger Williams University, Bristol RI
- Institute of Fine and Liberal Arts at Palazzo Rucellai, Italy

### Organizations and Affiliations (Past & Present)

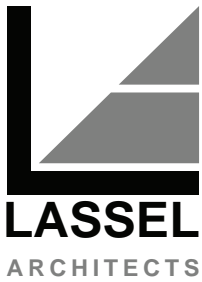
- American Institute of Architects
- National Council of Architectural Registration Boards
- New Hampshire Nature Oyster Conservatory
- United States Green Building Council
- Workforce Housing Coalition of the Greater Seacoast



### Profile

Sarah has spent her professional career gaining diverse experience in design and project management of commercial, hospitality, multi-family housing and custom residential design projects. She enjoys collaborating with clients and team members through all stages of a project to create successful and meaningful spaces. She is committed to listening to the needs of her clients and strives to find the best solution for any design challenges.





**SARAH HOURIHANE**  
PRINCIPAL ARCHITECT  
AIA | NCARB | LEED AP

Sarah approaches all municipal projects with the intent to plan spaces that actively serve the public with buildings that can help educate, engage and be a mainstay in the community for decades. Some of her recent prior project experience includes:

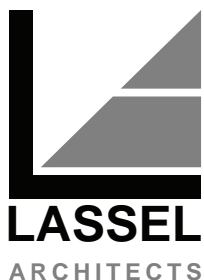
- a detailed restoration/expansion project of the Rice Public Library in Kittery, Maine, completed in 2022
- relocation/new construction of the South Berwick Police Department, a project which included rigorous involvement by the community
- the delicate renovation and preservation of an inn building in the heart of downtown South Berwick.

Sarah was involved in a preliminary feasibility study for the future of the South Berwick Town Hall.

Sarah is serving as Principal Architect and Project Manager to all current projects underway at Lassel Architects. She is overseeing site planning and design of a new Public Safety Training Facility and Substances Abuse Recovery Center on a complex in Alfred, Maine for the County of York, slated for completion in 2025.







**MICHAL KALETA**  
PROJECT MANAGER  
CPHC | NCARB

### Registrations and Certifications

- Certified Passive House Consultant (2452)
- Associate AIA

### Education

- Katowice School of Technology, Katowice, Poland
- Silesian University of Technology, Gliwice, Poland
- Gdansk University of Technology, Gdansk, Poland

### Organizations & Affiliations (Past & Present)

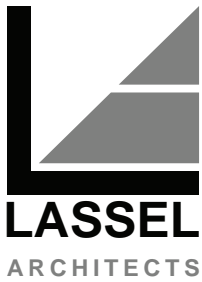
- Passive House Institute US
- Passivehaus Maine
- Building Energy Boston
- Architalx



### Project Experience

- York Emergency Management Agency
- York Drug Treatment and Training Facility Campus
- South Berwick Police Station





**MICHAL KALETA**  
PROJECT MANAGER  
CPHC | NCARB

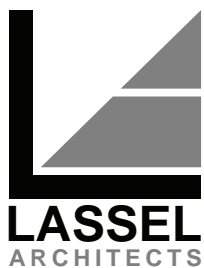
Michal's assignment to the South Berwick Town Hall renovation project stems from the ability to qualify and evaluate a building design through its performance in order to foster energy efficiency and produce a product that optimizes the quality of building science.

Michal's Project Management capabilities have been lent to several relevant projects in the past five years, including the Stage House Inn renovation/historic preservation project and the Rice Library renovation.

Michal's current projects include project management and energy modeling for several affordable housing multi-family projects in Maine and New Hampshire. Michal is well poised to lend his experience to the South Berwick Town Hall renovation project at any time.







**NIKKI MILLER**

INTERIOR DESIGNER  
ASID, NCIDQ

### Registration and Certification

- American Society of Interior Designers #2054111
- National Council for Interior Design Qualification Certificate #37857

### Education

- Endicott College, Beverly MA

### Organizations and Affiliations

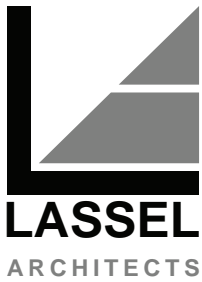
- American Society of Interior Designers
- National Council for Interior Design



### Project Experience

- York Emergency Management Agency
- York Drug Treatment and Training Facility Campus
- Church Renovations (multiple) throughout Maine





**NIKKI MILLER**

INTERIOR DESIGNER ASID,  
NCIDQ

Nikki will be involved in the space planning and interior design of the project, working closely with the architectural design team. She specializes in maintaining client vision which will result in a product that all stakeholders will approve of. Nikki brings fresh perspective and diverse insight to a variety of project types, including municipal sectors.

Nikki's past experience spans the gamut between private custom residential interior architecture and large scale commercial space planning and interiors coordination and execution. She has applied her skill set to commercial and ecclesial design and renovation projects, hospitality and restaurant layouts, and she is currently serving as a project manager for the York County Treatment Facility construction project.

Nikki's current workflow allows her to absorb space planning efforts for the South Berwick Town Hall project at the necessary time.



## Approach to this Project

The team of Oak Point Associates and Lassel Architects approach every project with a goal of exceeding client expectations in satisfying all program requirements and design goals. Throughout the duration of the project, the Town of South Berwick will be an integral partner in the successful development of the project. This includes establishing lines of communication with Town administrators and staff, coordinating involvement with the Town Council, and building committee, building support through community involvement and reviewing alternatives for designs, phasing and project budget.

We proposed to begin the development of options with the following tasks.

### ***Scope Validation***

An initial meeting will be held to introduce the project team, outline the process, and establish dates for critical milestones. It is anticipated that the initial meeting will be attended by members of the Town Administration, building committee and the OPA/Lassel project team. This meeting will be an opportunity to review the work previously conducted and set the course for the project.

Understanding that there is a lot of available data in previous studies for the Town Hall, we recommend that the first task of this project be a validation of scope and space needs. Each department has a unique set of program and space needs to be addressed through this project and confirming this early will allow for a “right size” approach being used, avoiding duplicated spaces and allowing town staff to function in appropriately sized and efficient spaces.

An updated space allocation workbook will be provided to memorialize the final building program, organized by individual departments.

### ***Concept Design***

Using the program agreed upon in the scope validation phase, we will develop concept design alternatives for the existing town hall with accompanying cost estimates. The evaluation and concept designs will be led by the Project Manager and Interior Design/Space Planning team. The concepts will include an overall project schedule, phasing diagrams and cost estimates that are associated with each phase.

The interior of a building is where we spend much of our time, because of this, it’s important to work with the user to really understand the use and needs of the space. How people flow through the building, and how they want to feel while they are visiting and working. When space planning, we look at the existing spaces and have conversations with those most familiar with them, how is it working, how is it not, what would you like to see. After getting to know the existing space, we work on laying out new spaces, maintaining what works and improving what doesn’t.

Once that is completed, we look at the feel of the space, which includes the lighting, finishes, furnishings, longterm flexibility and adaptation and acoustics. It’s important for us to consider not just what the space looks like, but how it functions, what it sounds like, how well it can be maintained. Somewhere like a town hall is an important landmark in the community, and we want it to feel as such.

Space planning importance

- Easy to understand for those visiting
  - Functions efficiently for those working
  - Creates a welcoming environment
  - Makes use of space in a way that makes the most logical sense
-



To best communicate the design throughout the process, we will use a combination of 3d graphics, video flybys, furniture layouts and furniture mockups to communicate the design intent. This clear communication is critical in building consensus in the design process and an understanding for all occupants on what the final work environment experience will be.

As the Concept Plan is developed Oak Point Associates will review building code requirements and handicapped accessibility requirements as they apply to the project. A preliminary review with the State Fire Marshal's Office can be scheduled prior to finalizing the Schematic Design.

The design team will evaluate the building systems and identify reasonable structural changes to interior partitions to aid in space design, required upgrades to floor and roof systems to meet current codes and allow the upgrade to the building envelope. Options for mechanical and electrical systems will be identified and reviewed with the project team. A life safety code analysis will be provided that identifies the existing building type, allowable area, egress and accessibility deficiencies and ways to correct these.

An option comparison decision matrix will be developed that provides a comparison chart for details of each of the options. This will provide a one-page summary suitable for discussions at future meetings and with members of the public.

Town stakeholders can expect to be provided with an effective, inspired, and sustainable design solution. Our in-house architecture and engineering disciplines will work together to deliver an integrated design that meets project goals, is in compliance with applicable codes and regulations, and meets budget requirements. Documents to be provided will include scale drawings for proposed concept floor plans, site plan, elevations, and 3rd renderings of select spaces.

Our architects and interior designers will assist the Town in creating an environment that communicates dedication to the community and provides a thoughtful and cost-effective solution.

### ***Project Estimating and Budget Development***

Oak Point Associates' will provide cost estimates initially based on the conceptual design and then further developed as the schematic design is finalized. The cost estimate will be used to verify that the project program and scope are within the project budget, and Oak Point Associates will suggest modifications to the design if required. These estimates are developed by the project design team directly involved in the evaluation and design of the project. In addition to the construction costs, the team will assist the town in developing a comprehensive project budget, covering all of the contingency reserves, furniture/fixtures/equipment (FFE), legal fees/ bond costs as well as professional services such as architecture/engineering fees and required regulatory permitting.

There are several strategies that OPA utilizes to track estimated construction cost versus budget during the design period.

- Understanding the risks to the project at every design phase submission, and accounting for those risks in the cost estimate.
- Establishing a good working relationship between the various members of the project team. The OPA project manager tracks action items and communicates with the other members of the team on a regular basis to ensure that open issues are responded to by key stakeholders in a timely manner. This reduces late-design-stage changes that have an adverse impact on cost.
- Identifying unforeseen conditions and changes to scope early in the project so that there is time to discuss bid options and/or value engineering.
- Utilizing cost estimators and subject matter experts who understand current material/labor/equipment costs in their area of specialty, as well as greater market forces that have an impact on the construction industry.
- Utilizing the most appropriate type of estimate (parametric, square foot cost, unit cost) for the submission level.

**Community Engagement**

Starting on day one and continuing throughout the process, community involvement will be one of the most important efforts in this project. Clear and consistent communication is key to understanding complex renovation projects. We view this community engagement and education as a collaborative effort with the town administration, building committee and Town Council. Early in the project, the design team will work with the Town staff to explore the previously developed building program, provide updates on the process, explain design decisions and recommendations as well as provide an overview of the project budget.

Our design team is available to lead community forums, provide updates to the Town Council and present at statutory meetings such as public hearings before referendums. Depending on the needs of the Town, we can assist with generating a project information website, FAQ documents, mailers (both electronic and physical) and other marketing documents. We will assist in developing information packets for Town Council and Building Committee members to use when having conversations with the community.

**Design Focus**

Throughout the process, our team will focus on a number of critical design phases outlined below.

***Design focus: Historic Preservation, conditions assessment and recommendations***

With all renovation projects, understanding of the existing conditions is critical, with historic structures this is even more critical. Careful due diligence during the early design phase leads to a more complete set of construction documents, fewer change orders and a more efficient construction process. Our team has built a comprehensive field work process that builds on these past experiences.

With historic structures, careful focus is placed on the building envelope. Our team will evaluate the condition of the existing façade, determine areas that require rehabilitation or reconstruction and make recommendations for historically appropriate approaches to this work. In addition to photographic documentation, OPA will conduct a 3d laser scan of the building interior and exterior, providing a scaled 3d model that will be used throughout the preservation design and detailing.

***Design focus: Sustainable design***

Understanding a building's performance in energy efficiency is a complicated process, but critical when evaluating building envelope improvements, system upgrades and how renovations can best reduce the energy required to operate. The proposed process intends to generate a WUFI energy model, following the robust requirements of the Passive House Institute. The energy modeling method combines the art of design with engineering and craftsmanship, aimed forming architecture that fosters energy efficiency through its own shape, positioning and fenestration. The team will use this information and approach to achieve energy efficiency through the most traditional means and methods, simple to incorporate through industry standards and easy to explain to builders, developers and stakeholders. Multiple scenarios will be developed during the design process and the most optimal solutions, based on measurable results recommended to the team.

***Design focus: Acoustics***

One of the most common complaint in office environments is acoustic separation. We will implement a strategy that uses a variety of approaches to acoustic designs throughout the building based on the use of each space. In open office areas, acoustic design begins with noise reduction in flooring choices such as carpet, ceilings with high sound absorption (NRC) and sound blocking (CAC) are recommended. Noise masking/white noise systems are also available. For conference rooms, private offices and huddle rooms, walls are constructed with a high sound transmission class (STC) to minimize the transfer of sound between spaces. In all conditions, additional wall treatments are integrated into the architectural design of the space, providing good acoustics for all users, and minimizing the impact on others.

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**Design focus: Community/Outdoor spaces**

To fully engage the exterior, we have included time for our Landscape Architects in our fee. As landscape architects, they have seen what has become an evident shift toward indoor-outdoor living and office lifestyle accelerated with the advent of COVID-19 and changes in the office landscape. In addition to the day-to-day uses of Town Staff, there is an opportunity to provide a better connection to the broader community through a revisioning of the street green. Options for these improvements will be presented as part of the concept design phase.

**Deliverables**

The anticipated deliverables at the completion of this evaluation will include the following:

- Presentation concept floor plans indicating space organization and levels of renovation.
- Proposed building elevations indicating proposed restoration and renovation work.
- Renderings and 3d video walkthroughs of the exterior of the building and select interior spaces.
- Basis of design report describing the building program, space needs, proposed systems for building envelope improvements, mechanical systems, energy modeling results and a project phasing plan.
- Detailed cost estimate including construction costs, contingencies, administrative costs and reserves and other.

**Schedule**

The following preliminary schedule indicates major milestones and the minimum durations for each step. This schedule can be adjusted to meet the needs of the Town of South Berwick, scheduled meeting dates and potential referendum dates.

<b>Task</b>	<b>Start Date</b>	<b>Duration</b>
Kick-off meeting	3/18/2024	1 Day
Field work & base plans, structural analysis	3/19/2024	4 Weeks
Scope confirmation	4/2/2024	1 Week
Energy Model-existing building	4/2/2024	1 Week
Preliminary concept plans	4/9/2024	12 Weeks
Preliminary budget options	5/28/2024	2 Weeks
Final recommendations	7/9/2024	4 Weeks
Final presentation	8/6/2024	1 Week
<b>Total Duration</b>		<b>5 Months</b>



**Thank You**