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SCOTTPARTNERS.COM

December 15, 2023

Mr. Seth Gardner/Mr. Jon Jewitt/Ms. Gina Jenkins
Town of East Montpelier, VT

RE: NEW TOWN HIGHWAY GARAGE
Letter of Interest and RFP Response

Dear Seth, Jon, and Gina,

On behalf of **Scott + Partners, Inc.** and our excellent design team members, I am very pleased to submit this Letter of Interest with attached Proposal materials for the requested planning and design services for a new Town Highway Garage in E. Montpelier. We are quite familiar with the Templeton Rd. site and have done similar work for you before (Emergency Services Building- Fire Station). As Joel Page is a local (Horn of the Moon) resident, this project is very meaningful to us. We would greatly enjoy the chance to work for our local community.

Our office has extensive experience working with municipal Public Works departments. In addition, we have reviewed, planned and designed many vehicle maintenance facilities throughout New England and New York. We have experience ranging from bond vote teamwork, project management, building envelope science and *Net Zero* design, to code compliance, master planning, feasibility studies and programming. We have provided the requested RFP materials and highlighted relevant projects on the following pages.

Our proposed **design team** is outstanding! We are pleased to include **DeWolfe Engineering** for all Civil/Site work. They have a local knowledge of the community and this specific site and its challenges. We are retaining **DuBois & King, Inc.** for Structural/MEP/FP engineering services. We have long history of municipal and public works projects together from facilities analyses and feasibility studies to completed garages and fire stations. Finally, **S.W. Cole** is included to perform the requested Geo-Technical analysis, including the borings. ALL discipline leads maintain active licensing appropriate to their services in Vermont and are insured to at least the minimums listed in the RFP.

We invite you to please review the attached RFP response package. If you have any questions, please do not hesitate to contact me at the office.

Primary Team Contact: John B. Alden, 802-879-5153, cell: 802-233-3011, or by email: jba@scottpartners.com

We look forward to the opportunity to work with you on this project.

Sincerely,

Scott + Partners, Inc. www.scottpartners.com

A handwritten signature in blue ink, appearing to read 'JBA', with a stylized flourish extending to the right.

John B. Alden, AIA, NCARB

Joel Page, AIA

Principals

Encl.

Requested Scope of Work

From the RFP and subsequent site visit and issued questions/responses, we understand the scope to include the following project elements and analysis:

1. Remove existing Highway Garage main building.
2. Design New Garage Building with 5 truck bays, 2 equipment bays, and various related support spaces.
3. Specific building systems including outside aprons, HVAC/Elec/Plumbing/Fire Protection.
 - a. Regarding a sprinkler system, we note that repair garage areas over 5,000sf are required to be sprinkled. Based on the preliminary program in the RFP, it will be very close, but our sense is that this facility will need to be sprinkled. A tank and fire pump-based system will likely be most cost effective. For comparison, ALL new *fire stations* must be sprinkled for several reasons. One is that the loss of that much rolling stock and equipment housed in the garage represents a very high value/cost for most municipalities. The sprinkler coverage is usually worth it, fire station or not, to protect the taxpayer's investment.
4. Investigations and cost analysis of various systems, their performance and potential energy /cost savings approaches. This will be especially important as life-cycle costs are evaluated over time.
 - a. Provide systems optimized for thermal efficiency, energy performance, solar installations, back-up/redundancy, battery use/charging, water use/recycling and quick recovery heating systems.
5. Site elements reusing existing components/locations where possible.
 - a. Design new systems and utilities where required by codes or because they are more efficient or allow higher utilization of the site without impacting existing sensitive areas.
6. Simple design/efficient operation is a better result than complicated design and expensive operation.

PHASE 1 Products/Deliverables:

1. **Geo-Technical Study:** → Borings and analysis will be performed by S.W. Cole during Phase 1/SD. Coordination with structural design is included with D&K's scope.
2. **Current Conditions Site Plan:** → Will be performed by DeWolfe in SD. See their detailed proposal.
3. **Schematic Design and planning drawings and outline specifications** for removal of existing Town Garage and recycling/salvage of materials: → Will be developed by the full team with each firm handling their own discipline. S+P will prepare the coordinated package for review.
4. **Identification of Permits** required and their respective costs: → Site/Civil//Planning/Zoning//State Environmental permits are listed and priced in DeWolfe's proposal. State Building Permit and fees will be addressed by S+P. Dept of Public Safety/Building Permit costs are \$8.00/\$1,000 of construction cost.
5. **Develop Schematic Design (SD) Plans and other materials describing the new Facility -to schematic level.** → All team members will provide materials. S+P will coordinate, package, present. We anticipate up to six (6) meetings with the user group to review program requirements, existing conditions, equipment, future expansion needs, site layout and yard requirements.

Schematic Design tasks will include:

- a. Pre-design (programming) to confirm functional requirements and SQ.FT. requirements.
- b. Feasibility Analysis of proposed design/design components/systems as outlined in the RFP and further detailed in the consultants' proposals. This will include energy usage/thermal shell analysis using COVE tool (S+P) and a variety of systems comparisons for HVAC/Elec by D&K.

- c. Up to 2 programming meetings and 4 other design/design review meetings- S+P in person, consultants may be remote.
- d. Schematic building plans, elevations.
- e. Site plans, layout of site areas, lay-down, storage, existing structures, site improvements, buffers
- f. New site utilities, features, systems, stormwater, treatment, tanks, separators
- g. List of applicable codes governing this project (planning/zoning/building/accessibility/local/state/ federal/OSHA/energy/other).
- h. Provide code study listing relevant code requirements.
- i. Cost Estimate: provide Schematic level cost estimate.
- j. Prepare and Present Schematic Design Package.
- k. Assist with Bond-Vote materials.
- l. Assist with presenting materials at Bond Vote Informational Meetings (up to 2).

PHASE 2 SERVICES:

- If authorized to continue: provide Design Development drawings and outline specifications detailing full scope of proposed building and site work. This phase normally includes local and state planning/zoning permit work and the bulk of the Civil engineering work. Present DD package to the Owner for review/approval.
- If authorized to continue: Complete Construction Documents- all drawings and specifications necessary to describe the work to bidders and obtain bids.
- With the Owner's authorization, proceed to Bidding: Assist the municipality in obtaining bids from qualified contractors (or CMs if that delivery method is selected).
- With acceptance of a bid offer, proceed to Construction Administration.

Typical S+P Phase 2 Services List. This can be tailored for this specific project at the end of Phase 1 to be sure we pick everything up but do not include unnecessary tasks. Also see individual consultants' proposals.

Design Development/Permitting, to include:

1. Refinement of design for all areas based on approved Schematic Plans.
2. Confirm and details all building spaces; built-ins, workstations/equipment placement
3. Develop detailed life safety and building code review plans
4. Confirm and detail Building material selections made in SD/pricing
5. Detail Preliminary wall sections started in SD /pricing.
6. Development of typical construction details.
7. Coordination of preliminary mechanical and electrical design work with architectural design. Assist in preparing Planning/Zoning and Civil permits.
8. Three (3) review meetings with Client
9. See other details in consultants' proposals.

Construction Documents Phase, to include:

1. Provide the following drawings, at 1/8" = 1'-0" or larger scale, stamped and ready for bidding:
 - Floor plans
 - Reflected Ceiling Plans as needed
 - Interior elevations of selected rooms as needed for built-ins

- Construction details where needed
 - Finish Schedule
 - Door and Hardware Schedule
10. Final coordination of structural, mechanical, electrical, and fire protection designs as they relate to the architecture.
 11. Assist with the acquisition of construction permits from the Vermont State Division of Fire Safety. Permit fees are by others.
 12. Three (3) review meetings with Client and consultants during CD phase design.
 13. See other details in consultants' proposals.

Bidding Phase, to include:

1. Issue and administer bid.
2. Attendance at pre-bid meeting
3. Respond to questions, Issuing addenda and clarifications
4. Evaluation of bids and recommendation on award of a construction contract.
5. Preparation of Owner-Contractor contract using AIA standard forms.

Construction Administration Phase, to include:

1. Review of architectural shop drawings; coordination with consultants
2. Answer questions that may arise in the field
3. Attendance at job-site meetings during construction, typically at two week intervals.
4. Issue Field Reports.
5. Provide final punch list inspection and prepare Certificate of Substantial Completion.
6. Final Completion inspection.
7. See other details in consultants' proposals.

SCHEDULE and FEES:

As a public project requiring a bond vote, this project will be done in two distinct phases.

1. **Schematic Design (SD)**: Work described above resulting in planning documents, supporting materials, drawings, estimates, and Bond-Vote assistance. (Anticipates January 15, 2024 notice to proceed.)

PHASE 1 – Schematic Design duration: From Notice to Proceed:**12 weeks (April 1, 2024)**

SD Fee: All SD components listed in the RFP/above will be performed and delivered for the Lump Sum, including reimbursables: **Guaranteed Maximum Cost****\$61,225**

2. **Final Design (DD-CD), Bidding (B), and Construction Admin (CA)**: Following a successful bond vote and authorization to proceed by September 1, 2024, we will complete the *Design Development* and *Construction Documents* Phases necessary to produce bid documents by January 1, 2025 for bidding and a spring 2025 construction start date and 5 to 6 month construction period (Finish Sept 2025).

PHASE 2 – Final Design, Bidding, Const. Admin. duration: From Notice to Proceed:**12 mo.**

DD-CD-B-CA Fee: We present an estimated fee based on the building type, size and anticipated cost and specific services listed in the RFP and detailed above. This proposed fee will be re-evaluated at the end of Phase 1 to make sure the final scope and services are in alignment with the estimated fee: **Phase 2- Estimated fee as a lump sum (not including Additional Services or Reimbursables)****\$160,047**

Fee Matrix Detail: (Detailed breakout matrix below)

BASIC SERVICES BREAKOUT - E. Montpelier Town Highway Garage								
			Discipline					
Phase		0.21	S+P	Struct	MEP	FP	Civil	TOTAL -PH.1
Phase 1: Schematic Design - Lump Sum	SD	Fixed Fee	\$25,940	\$17,750	\$6,250	\$1,500	\$9,785	\$61,225
Phase 2: Final Design, Bidding, CA	Phase	%						
Design Development and Permitting + (Topo -Civil)	DD	17%	\$17,761			\$500	\$30,780	\$49,041
Construction Documents	CD	37%	\$38,656	\$6,500	\$14,900	\$2,100	\$4,810	\$66,966
Bidding	Bid	5%	\$5,224	\$750	\$350	\$100	incl in CD	\$6,424
Construction Administration	CA	20%	\$20,895	\$3,000	\$7,000	\$300	\$6,420	\$37,615
Phase 2 Totals			\$82,537	\$10,250	\$22,250	\$3,000	\$42,010	\$160,047
Discipline Totals- Base Fee: Phase 1 + Phase 2			\$108,477	\$28,000	\$28,500	\$4,500	\$51,795	\$221,272
Additional Services								
Operational Storm Water design and permitting			See DeWolfe Proposal					\$7,100
Off-Site wastewater leachfield			See DeWolfe Proposal					\$5,100
Wetlands delineation and permitting			See DeWolfe Proposal					\$5,500
Geo-Technical Borings and Report			S.W. Cole \$12,000 carried in Phase 1 Struct.					
Reimbursables			\$1,500	\$400	\$400		\$100	\$2,400

3. Exclusions/clarifications: Services not included in the proposal but could be performed as an additional service:

1. Site evaluation or field work outside the work scope area or not expressly included in the DeWolfe proposal.
2. Non-standard MEP/FP/Structural engineering or specialty equipment design not expressly included in D&K's proposal.
3. Permitting beyond what is specifically described in the proposal, including the consultants' proposals. Permitting fees are estimated. Fees to be paid by the Owner.
4. Wetland's delineation work. See Additional Services in DeWolfe's proposal.
5. Property line or Boundary Adjustment work. See Additional Services in DeWolfe's proposal.
6. Wastewater/leachfield work. See Additional Services in DeWolfe's proposal.
7. Detailed equipment research beyond general work necessary to allocate space.
8. Air/Soil or other material testing for potential hazardous materials, pollutants or contamination. Hazardous materials work or Environmental services work of any kind.
9. Fuel dispensing/fueling station design. Above or Below ground have different impacts to design and permitting. May be shown in plan for permitting, but these facilities are normally 3rd party package installations.
10. LEED or other Sustainability tracking/project submission and Certification work.
11. Other services not routinely performed in support of the basic scopes of work identified above.
12. Other exclusions as identified in consultants' proposals.

FIRM AND TEAM QUALIFICATIONS:

Scott + Partners, Inc. is a **full service** architectural firm providing planning and design services for a variety of building types throughout Vermont, New Hampshire and the Northeast since 1987. We enjoy the challenge of new products, and for this reason we maintain a diverse practice that includes Government, Industrial, Municipal, Factory, Commercial, and other project types. Given this diversity, we do not integrate any one particular style into our work, but strive to carefully incorporate the demands of function, budget, and context to create buildings and spaces of lasting value and service for our clients.

We believe that an engaged, collaborative design process involving the client and the design team will bring out the most innovative and successful design solutions for any project. Our experience and understanding gives us the ability to integrate issues of client program, context, environment, aesthetics and budget to develop creative and effective design solutions that exceed our client's goals. Connecting these issues into the overall building design process is vital to the long-term success and sustainability of a project.

Our role in the **design process** is to: *Listen carefully to the client and users; Communicate clearly and directly with all parties involved; Provide practical design alternatives and recommendations; Develop responsible, effective design solutions in a timely manner.*

Scott + Partners, Inc. can provide the following range of **services**:

Site Planning

Building Design

Interior Planning and Design

Building and Facility Programming

Building Code and ADA Compliance Assessment

Building Forensics

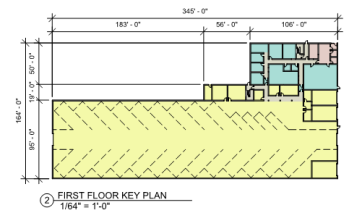
Peer Reviews, QA/QC Reviews

REPRESENTATIVE PROJECT EXPERIENCE:

Scott + Partners, Inc. has provided Architectural services for over 25 years to large institutional clients with many diverse requirements. Our specialties include Industrial, Municipal and Governmental projects, often with a pre-design, concept planning/study phase. This work often requires site surveys and civil analysis. We have partnered with DeWolfe Engineering and DuBois & King on many of these studies/projects.

Clients we have served for multiple projects of varying project types include:

- New Hampshire Army Guard (NHARNG)
- State of New Hampshire (NH-DAS)
- Town of Essex, VT
- Town of Georgia, VT
- Town of St. Albans, VT
- Vermont Army Guard (VTARNG)
- State of Vermont (BGS)
- Town of Randolph, VT
- Village of Essex Junction
- Town of Jericho



LEADERSHIP AND STAFFING:

The two partners proposed to be involved with this project, John B. Alden AIA and Joel Page, AIA, have a combined 50+ years of professional experience ranging from building envelope science and forensics, net-zero facilities, and code compliance to programming, award winning design, interiors, and roofing to equipment installation, master planning, feasibility studies, and QA/QC reviews. Our office is rounded out with four additional licensed senior architects and 3 technical/support staff members. We routinely handle projects of any size between \$50,000 and \$20,000,000. Resumes can be found on our website.

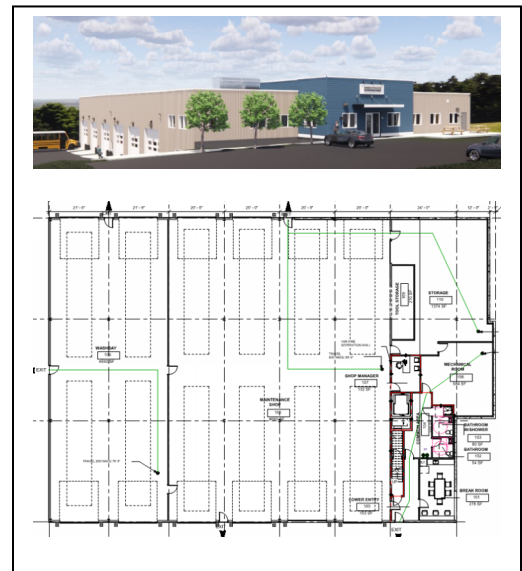
<https://www.scottpartners.com/profile>

John and Joel will be co-team leaders for S+P and the full design team. They each have personal expertise in municipal projects focusing on emergency services facilities, public works facilities, vehicle maintenance facilities, and town offices. Locally, they partnered on the East Montpelier Emergency Services Building.

SPECIFIC RELEVANT PROJECTS: First four are the most recent. Contact information included.

- Lamoille Valley Transportation, Moretown, VT. Proposed new tour bus/school bus garage and maintenance facility, 2022.** Design-Build with Connor Contracting, Inc. (Design complete- construction delayed for Covid). The facility contains 6 tandem high-bay bus bays with designated maintenance, cleaning and wash bays in a 16,000sf footprint. Support space and a second story office space account for another 4,700sf. The facility was complete with mobile hoists (no pits), elevated catwalks and coiled spay gear for washing undercarriage, all sides and tops of vehicles. Maintenance and support space included pump-out stations, service space, tool locker, conference and administrative space. Significant site development was required for bus parking, fueling, oil-water separation, exterior washing, stormwater, well and wastewater provisions.

○ Contact: John Connor, CCI. 802-802-371-8319 (c).



- Town of Essex, VT, Public Works Vehicle Maintenance and Garage Facility Conceptual Planning, 2020:** John Alden has been working with the Town of Essex for 20 years to improve their Public Works site and buildings. From new masterplans to select building improvements, the most recent effort in 2019-2020 was to design a replacement vehicle maintenance facility with enough indoor or covered storage to protect all rolling stock, graders, dump trucks, plows and other equipment. The resulting **30,000sf facility** was estimated to cost \$8 Million and included office space, an emergency response command center, a drive through maintenance area with multiple vehicle lifts, a wash bay, laydown/storage areas, tool cribs, and other support space.



- *Contact: Dennis Lutz, P.E. or Aaron Martin, P.E.,
Town of Essex PW. 802-878-1344.*

- **General Transportation Maintenance and Wash Facility, Milton, VT, 2015:** S+P provided code detailing, final design and construction administration services within a Design-Build delivery package with Neagley and Chase, Inc. for a trucking company. Includes an inspection bay, three maintenance bays and wash facility in 8,000sf of high-bay space with a 2,100sf office wing. The facility itself is a series of pre-engineered metal buildings. Design, permitting and construction was streamlined. Budget and speed to completion were the project drivers.



- *Contact: Chip Dillon (formerly of Neagley and Chase, Inc.) 802-316-9532.*

- **State of New Hampshire, New Legislative Parking Garage 400 cars in downtown Concord, NH.** Design team leaders and Architects teamed with Desman, Inc. (parking garage consultants) to design and permit a State owned facility. Still in Design, 2023. We know this is pretty far afield from your project scope, but it is helpful to understand our team's range. Each project is carefully tailored to the specific project goals, owner requirements and budget. Your project will be what YOU want it to be. We will help you realize your goals by listening and delivering.



- *Contact: Keith Heminway, Project Administrator, NH-Dept of Administrative Services/Public Works: 603-271-1642*

- **Town of Georgia, Facilities Survey and New Fire Station:** Scott + Partners, Inc. teamed with DuBois & King to provide a survey of Town municipal sites and facilities including a Fire Station, Town Offices, DPW garage, Salt/Sand storage and potential building sites. Each was analyzed for best and highest use. Based on our analysis, a new fire station was designed that will serve as core of a growing Town municipal center with ample community space and future expansion.
- **NH-ARNG, Net-Zero project:** Scott + Partners, with Joel Page as lead designer, developed a prototype building retrofit package to upgrade an existing NHARNG building to become Energy Neutral (a "Net-Zero" user of energy). The project required deep renovations to the existing sub-standard, circa 1950's construction. Major shell improvements in connection with new, high-efficiency MEP systems were carefully integrated and tuned to achieve the goal. The project has been completed for close to a year and should be able to supply data soon for potential implementation of the retrofit process on a wider scale.
- **Emergency Services Building, East Montpelier, VT:** John Alden led early planning and bond vote efforts while Joel Page led an award-winning team in the design of a high-performance fire and rescue building. This wood framed, highly insulated, wood pellet burning station houses 4 bays of apparatus and includes training space, offices and other support space. It won an award from Efficiency Vermont for its outstanding energy performance.

Additional material is always available on our website at www.scottpartners.com

Scott + Partners, Inc. Hourly Rates, Licensing, and reimbursables.

Position	Rate	Staff proposed for this project.
Principal	\$150/hr.	John Alden (VT Lic.# 2230); Joel Page (VT Lic.# 3010)
Architect	\$105/hr.	Jocelyn Noyes (VT Lic.# 0134567)
Senior Technical Staff	\$95/hr.	Erich Kasperik
Project Designer	\$90/hr.	
Technical Staff	\$80/hr.	Travis Nutting
Intern (when available)	\$60/hr.	Resumes can be found on our website https://www.scottpartners.com/profile

Standard Reimbursable Expenses:

Mileage - Outside Chittenden County will be billed at the current Govt/IRS rate.
 Printing by Others - At Cost
 Plotting in House - \$2.75/sheet
 Mass Photocopying in House - \$0.05/pg.
 Overnight Delivery - At Cost
 Fax - No Charge
 Toll Calls - No Charge

S+P Insurance: S+P is insured through the Essex Agency and Assured Partners. Insurance certificates will be issued for this project with the Town as Certificate Holder upon selection.

General Liability- Aggregate Limit = \$2,000,000. Umbrella Liability, Occurrence = \$5,000,000
 Professional Liability = \$2,000,000/claim; \$3,000,000 aggregate.
 Auto. = \$1,000,000/single limit Personal Injury = \$1,000,000/single limit
 Workmen's Comp = \$1,000,000 (per State Requirement)

CONSULTANT QUALIFICATIONS AND SCOPE DESCRIPTIONS:

See following pages

Letter of Agreement for Limited Professional Services

DEA Project No: 23329

Date: December 12, 2023

Civil Engineer of Record (CER):

DeWolfe Engineering Associates, PC
317 River Street
P.O. Box 1576
Montpelier, Vermont 05601-1576

Client:

John Alden, AIA
Scott + Partners Architecture
7 Carmichael St. Suite 102
Essex Junction, VT 05452

Project Name: East Montpelier Town Highway Garage Reconstruction

Location: 325 Templeton Road, East Montpelier, Vermont

Project Understanding: The Town of East Montpelier wishes to demolish the existing town garage building and construct a new 70'x125' town garage building in approximately the same location. The project development will not expand beyond the existing developed area due to adjacent protected wetlands and surface water. The proposed garage will not have fire sprinklers.

Scope of Services: CER will provide a schematic site design, using available GIS information (orthophotography, LiDAR contours, tax map property boundaries, environmental features, etc.). We will make one (1) site visit to field check GIS information. The schematic site plan will include the new garage building footprint, drives and exterior storage areas, conceptual well and leachfield locations, and other site appurtenances. Areas where grading will be critical to site design will be identified, but proposed grading will not be shown on the schematic plan. This proposal includes development of up to two (2) schematic site plan options. CER will provide a summary of permit jurisdiction based on the schematic site design. CER will provide a schematic level cost estimate for site elements.

After snowmelt in 2024, CER will perform topographic survey and soil investigations necessary for final design. CER will subcontract with Chase and Chase Surveyors for topographic survey. The extent of the survey will include the existing developed area of the town garage and adjacent fire station and to the edge of the stream or wetland flags to the north of the garage. We understand that the Town will contract with Chase and Chase directly to perform boundary survey, including a boundary line adjustment plat, for the project. This proposal includes one (1) day of observation of test pits to locate suitable soils for a replacement leachfield for the garage building. Note that, because the site is constructed on fill and is surrounded by both ledge at the ground surface and wetlands/surface water, a suitable location for a replacement leachfield may not exist. Design of a leachfield on adjacent property is included in this proposal as an add alternate. CER will coordinate and attend one (1) site visit with the State District Wetlands Ecologist to review the project with respect to the adjacent Class II wetlands.

CER will provide a site plan set, generally including legend and notes, existing conditions, site and utility, grading, and detail sheets. CER will design a concrete pad and secondary containment structure for the new above ground diesel fuel tanks. This proposal does not include design of the storage tanks or planning for and monitoring of the removal of the existing fuel tanks. The site design will include new on-site water supply well and wastewater disposal systems. The site design will include a holding tank for water discharged from the floor drains in the garage building. CER will coordinate with site electrical and communications design provided by others. CER will update the site cost estimate at the conclusion of design development. The cost estimate will include site elements designed by CER only.

This proposal includes attendance at six (6) design review meetings during schematic design and design development.

The attached terms and conditions are part of this Agreement.

CER will provide typically required forms, plans, and correspondence required to obtain the following permits:

- East Montpelier zoning, site plan review, and conditional use review;
- State of Vermont Wastewater System and Potable Water Supply Permit;
- State of Vermont Construction Stormwater (3-9020) Permit; and
- State of Vermont Aboveground Storage Tank registration.

This proposal includes representation at one (1) public hearing before the East Montpelier Development Review Board.

State operational stormwater permitting is included as an add alternate. Jurisdiction will attach to the project if more than one-half acre of existing impervious is redeveloped or more than 5,000sf of impervious area is added.

Site lighting and landscaping design services are not included in this proposal. If permitting necessitates the incorporation of these services by others, CER will coordinate these elements with the site plans. We do not anticipate that a traffic study will be required for this project.

Following design development CER will provide construction level site plans and book-form specifications for site elements. CER will update the site cost estimate following the development of construction level plans. We will assist with the site excavation contractor selection process for this project, including attendance at the pre-bid conference. We will respond to contractor questions, prepare addenda and drawing revisions, review bids and provide input regarding contractor selection.

CER will provide limited construction administration services for this project, including responses to requests for information and review of shop drawings and submittals. We have estimated three (3) site visits for construction supervision. Additional site visits required will be billed as additional services described below.

Exclusions: Based on our current understanding of the project scope, the following services are excluded from this proposal.

- Meetings or site visits beyond those specified in this proposal
- Boundary survey
- Wetlands delineation
- Environmental Site Assessment
- Services related to contaminated soils
- Existing fuel tank removal permitting or monitoring
- Geotechnical analysis or soil testing
- Landscape architectural services
- Site lighting or electrical design
- Fuel storage tank design
- Fuel storage tank canopy
- Spill Prevention, Control, and Countermeasure Plan preparation
- Traffic study
- Act 250 permitting
- Operational Stormwater permitting
- Multi-Sector General Permit
- Wetlands permitting
- Construction layout survey
- As-built survey or plans

Schedule: Assuming that CER receives notice to proceed by January 15, 2024, CER will provide the schematic design and cost estimate by April 1, 2024. Assuming timely approval by the Town of the schematic design, design development and permit applications are anticipated to be complete by September 1, 2024. Construction documents will be complete by January 1, 2025 for bidding and construction in spring 2025.

Fee Arrangement:

Based on the stipulations in this letter, Basic Compensation for the Scope of Services shall be as follows:

Schematic design and cost estimate (lump sum) \$9,785

Estimated fees for remainder of project:

Design development..... \$17,130

Permitting..... \$9,690

Contract documents, bidding, and negotiation..... \$4,810

Construction Services \$6,420

Topographic survey expense..... \$3,960

Mileage and printing expense \$100

Total project fee (estimate) \$51,895

Estimated add alternates:

Operational stormwater design and permitting \$7,100

Off-site wastewater leachfield \$5,100

Wetland delineation and permitting..... \$5,500

Additional or Extra Services, which may be added to the Agreement by written request, shall be charged at the CER's current hourly rates at the time of service. Hourly rates are subject to change at or around the beginning of each year. At the time of this proposal the current hourly rates are:

Current Rates:

Principals \$170.00 /Hr.

Senior Engineers \$145.00 /Hr.

Project Engineers \$125.00 /Hr.

Staff Engineers \$110.00 /Hr.

Junior Staff Engineer \$ 90.00 /Hr.

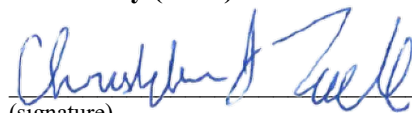
Senior Technician \$120.00 /Hr.

Technician \$ 80.00 /Hr.

2 Person Survey Crew \$200.00 /Hr.

Administration \$ 70.00 /Hr.

Offered by (CER):


(signature)

Christopher J. Temple, P.E.

President

DeWolfe Engineering Associates, PC

Accepted by (Client):

(signature) (date)

(printed name/title)

(for)

RESUME

Christopher J. Temple, P.E.

Principal Engineer, President

SUMMARY

Mr. Temple has more than thirty-two years of design experience in civil and structural engineering, including permitting, site and utility engineering, wood, timber, steel, concrete and plastics structural engineering, failure investigation, and foundation engineering. Mr. Temple's design experience is complimented by three years of high-rise construction and two years of house construction.

EDUCATION

1991 **BACHELOR OF SCIENCE IN CIVIL ENGINEERING**

Northeastern University, Summa Cum Laude

AWARDS

Construction Specifications Institute Award for Excellence in Construction Technology

Northeastern University Sears B. Condit Honor Award for Outstanding Scholarship

2002 SEAVT Young Engineer of the Year

REGISTRATION and AFFILIATIONS

Professional Engineer (Structural) in Vermont, New Hampshire, and Maine

Member of the Order of the Engineer

Member Structural Engineering Association of Vermont

ENGINEERING BACKGROUND

Listed below are some of the projects for which Christopher J. Temple was project engineer, project manager, or design engineer.

Industrial/Warehouses

Vermont Electric Power Company (VELCO) Data Center, Rutland, VT - Structural foundation design and construction coordination services for ballistic and EMP (Electromagnetic Pulse) proof data center and two storage facilities.

Dartmouth Hitchcock Medical Data Center, Lebanon, New Hampshire - Structural analysis and construction coordination of existing data center to support new mechanical and electrical equipment.

Capital Candy Freezer and Warehouse Facility, Barre, VT - Structural design and construction coordination services for conversion of an existing manufacturing facility to a new food storage facility including a freestanding freezer and attached refrigerated truck dock.

Norwich University Biomass Facility, Northfield, VT - Design of a new steel framed biomass facility including truck bridges, mezzanines, and connections to the existing boiler plant and chimney stack.

Tunnel Waterproofing, 133 State Street, Montpelier, VT - Design of reinforcing and repairs for existing concrete underground mechanical area, as well as design of new ramp and stair entry.

Oakland Schools, Woodchip Heating Plant, Oakland, ME - design of concrete substructure and steel framed superstructure for a woodchip heating facility servicing multiple school buildings.

Winnisquam Schools, Woodchip Heating Plant, Tilton, NH - design of concrete substructure and steel framed superstructure for a woodchip heating facility servicing multiple school buildings.

Bascom Maple Farms Storage & Production Facility, Alstead, NH - design of pre-engineered building foundations and steel framing supporting a heavily loaded precast concrete floor.

Premier Coach, Warner, NH - Foundation and mezzanine design for a bus maintenance facility.

Hypertherm, Lebanon, NH - Addition to and extensive renovation of an existing warehouse and manufacturing facility.

VAOT District #1 Garage, Londonderry, VT - A new maintenance facility including salt sheds and a maintenance garage.

VAOT District #9 Garage, Derby, VT - New maintenance building to replace building destroyed by fire.



December 12, 2023

John B. Alden, AIA
Scott + Partners Architecture
7 Carmichael Street
Essex Junction, VT 05452

SUBJECT: Mechanical, Electrical, Plumbing and Structural Services
Proposed Design for East Montpelier Town Garage, E. Montpelier, VT 05602

Dear John:

DuBois & King Inc. proposes to provide Mechanical, Electrical, Plumbing, and Structural consulting engineering services for the proposed East Montpelier Town Garage. The main building (8,750 sf) will include seven (7) total bays. Specifically, two (2) bays will be dedicated to equipment, while five (5) bays will cater to trucks as well as a small office space, a bathroom, a breakroom, and a utility room.

SCOPE OF SERVICE

A. Schematic Design & Design Development:

1. Participate in a virtual “kick-off” meeting to review the scope of the proposed work and schedules.
2. Review the project geotechnical report provided by the Owner.
3. Develop preliminary structural design criteria.
4. Review floor plans for MEP considerations.
5. Provide Schematic design and cut sheets on proposed systems for Owner review and comment.
6. Meeting with the owner to review Schematic design.

B. Mechanical Engineering:

1. Conference calls, as necessary, with you, the owner’s representative, and energy utility representatives to discuss HVAC systems.
2. Provide review document sets for Owner/Architect review.
3. Design of heating, air conditioning and ventilating systems.
4. Coordinate with site utilities.
5. Construction documents:
 - a. Mechanical Drawings.
 - b. Mechanical details to be on drawings.
 - c. Mechanical equipment schedules to be on drawings.
 - d. Mechanical specifications to be in AIA Master Format.

C. Electrical Engineering:

1. Telephone conferences and construction design conferences to coordinate and select electrical equipment.

2. Electrical load calculations.
 3. Coordinate electrical service designs with local power company.
 4. Coordinate with site utilities.
 5. Electrical design to comply with all applicable codes.
 6. Electrical design to include power, lighting, fire alarm, telephone/data, mechanical and plumbing equipment power.
- D. Plumbing Engineering:
1. Conference calls, as necessary, with you, the owner's representative, and energy utility representatives to discuss plumbing systems.
 2. Design waste, vent, and domestic hot/cold water piping systems.
 3. Plumbing fixture selections.
 4. Plumbing design to comply with all applicable codes.
 5. Coordination with site utilities.
 6. Construction documents:
 - a. Plumbing Drawings.
 - b. Plumbing equipment schedules will be on drawings.
 - c. Plumbing Details will be on drawings.
 - d. Plumbing specifications will be in AIA Master Format.
- E. Structural Engineering:
1. Finalize structural design criteria.
 2. Perform preliminary calculations for typical structural and foundation system components.
 3. Prepare preliminary design and Revit-based drawings for typical areas, typical component sizes
 4. Prepare outline specifications for structural and foundation items in the form of notes on the drawings.
 5. Attend periodic virtual design review/coordination meetings.
- F. Construction Documents:
1. Electrical drawings
 2. Lighting Schedules on drawings.
 3. One-line diagrams for electrical power on drawings
 4. Electrical Panel Schedules on drawings.
 5. Fire alarm system drawing.
 6. Telephone, and data cable drawing.
 7. Electric power for Mechanical Equipment on power plan drawing.
 8. Site electrical drawing.
 9. Electrical specifications in AIA Master Format.
 10. Complete design calculations.
 11. Preparing Revit based structural and foundation drawings, including plans, sections and details.
 12. Provide structural consultation to Client or Client's consultants in connection with secondary and non-structural building elements.
 13. Prepare technical specifications for structural and foundation items based on the BSD system.

14. Prepare a Statement of Special Inspections, containing recommended content and frequency for the periodic inspections, tests and reports.

G. Bid Phase:

1. Attend Pre-Bid walk-through
2. Answer questions from contractors concerning the project.
3. Prepare the Addenda as required.
4. Prepare a limited number of bid alternates. Major bid alternates can be prepared on a time and material basis.
5. Review bids with the Owner and Construction Manager.

H. Construction Phase Services:

1. Make a timely review of shop drawings and other submittals of the Contractor for general conformance to the design concept of the PROJECT and the Construction Contract Documents.
2. Review and answer RFI's as needed.
3. Make visits, as required, to the site of construction for job meetings, observe the progress and quality of the construction work, and determine if the work is in general conformance with the drawings and specifications. Prepare a report of the site visit. A total of two (2) visits are included in this Proposal.

SERVICES NOT INCLUDED

- A. Permits assistance other than listed above.
- B. Permit and Utility Fees.
- C. Fire protection (sprinkler) design or performance specifications.
- D. MEP engineering for LEED certification (can be included as additional engineering services)
- E. Design and detailing associated with IBC Seismic Design Category D requirements are excluded as part of Basic Services and will be provided as an Additional Service.
- F. Design of stairs and handrails/guard rails
- G. Permit applications
- H. Identification of and recommendations for proper disposal of hazardous materials.
- I. Design of mat or pile foundations (and the related grade beams and structural slabs-on-grade). We have assumed that normal soil conditions exist at the site that will allow for the use of traditional spread and continuous footings with an interior slab-on-grade
- J. Architectural, Geotechnical, Site/Civil Engineering, Soil Borings, Laboratory Testing, Surveying, Construction Material Testing, and Special Inspection Services.
- K. Assisting the Client in evaluating any requested deviations from the structural design or specifications. The cost for the Engineer to evaluate proposed deviations/alternates is beyond the scope of basic services and accordingly will be billed as additional services.

SERVICES AND INFORMATION UNDERSTOOD TO BE PROVIDED TO DUBOIS & KING INC. FOR MEP DESIGN COORDINATION

- A. Floor plans in REVIT format.
- B. Site plans in CAD format.
- C. Printing of plans and specifications.

D. Permit Assistance other than as listed above.

ANTICIPATED SCHEDULE

We anticipate complete design documents 90 days after the official notice to proceed.

PROFESSIONAL FEES

For accomplishing the above Scope of Services, DuBois & King Inc. would be paid a lump sum plus reimbursement of expenses as follows:

DESCRIPTION	STRUCTURAL	MECHANICAL. ELECTRICAL & PLUMBING
Schematic Design/Design Development	\$5,750	\$6,250
Prepare Construction Documents	\$6,500	\$14,900
Bid and negotiation	\$750	\$ 350
Construction Administration	\$3,000	\$ 7,000
TOTALS	\$16,000	\$ 28,500

Reimbursable expenses are billed on a time and material basis and should not exceed \$800.00.

Should additional services be necessary due to unanticipated conditions or recommended or directed changes in the Scope of Service we will seek your authorization first.



SCHEDULE OF FEES AND CONTRACT CONDITIONS

	<u>Hourly Rate</u>
Senior Principal	\$225.00
Principals/Director II	\$200.00
Principals/Director I	\$195.00
Senior Project Manager III	\$195.00
Senior Project Manager II	\$190.00
Senior Project Manager I	\$175.00
MEP Sr. Design Engineer	\$165.00
Project Manager II	\$150.00
Project Manager I	\$135.00
MEP Jr. Design Engineer	\$135.00
Senior Project Engineer II	\$130.00
Senior Project Engineer I	\$125.00
Project Engineer II	\$125.00
Project Engineer I	\$120.00
Environmental Scientists/Field Naturalists	\$120.00
Construction Inspector	\$120.00
Landscape Architect	\$140.00
Landscape Designer/Planner	\$125.00
Staff Engineer II	\$110.00
Staff Engineer I	\$100.00
Senior Designer II	\$125.00
Senior Designer I	\$110.00
Designers/Technicians	\$90.00
Senior Planner, AICP	\$140.00
Administrative Support	\$ 85.00

Notes:

1. Expert Witness Assistance will be quoted separately.
2. DuBois & King, Inc., reserves the right to periodically modify the hourly billing rates detailed above at the sole discretion of DuBois & King, Inc., with or without notice. Invoiced amounts will be based on the Schedule of Fees in effect at the time of invoicing.
3. Overtime labor provided by non-exempt personnel will be invoiced at one and one-half (1 & 1/2) times the appropriate hourly rate as detailed above.

REIMBURSABLE EXPENSES and OTHER DIRECT COSTS including, but not limited to, the following items will be invoiced at cost plus an Administrative Fee of 12%:

1. Transportation and subsistence expenses incurred.
2. Shipping charges and insurance for hardware, samples, field test equipment, etc.
3. Long-distance telephone calls, telegrams, and cables.
4. Transportation to and from jobs.
 - a. Internal Revenue Service standard mileage reimbursement rate for business travel.
 - b. The use of rental cars, trucks, boats, airplanes or other means of transportation at our cost.
5. Reproduction of drawings, reports, and documents, and photographs for project records.
6. Direct materials.



Service Areas

Transportation & Traffic
 Municipal & Regional Planning
 Airport Planning & Engineering
 Civil/Site Engineering
 Survey
 Landscape Architecture
 Facilities Planning & Design
 Mechanical
 Electrical
 Structural
 Dams
 Water Resources
 Environmental Documentation/Permitting
 Natural Resources Management
 Water/Wastewater
 Environmental Services
 Hazardous Materials/Brownfields
 Construction Phase Services

Firm Overview

DuBois & King, founded in 1962, is a multidisciplinary, professional consulting firm providing planning, engineering, and construction phase services to federal, state, municipal, institutional, and private sector clients. With offices in Vermont, New Hampshire, Maine, and New York, DuBois & King provides professional services in civil engineering, site development, water resources, survey, water/wastewater engineering, environmental documentation, and mechanical, electrical, and structural engineering. The firm employs engineers, planners, designers, surveyors, technicians, environmental and permitting specialists, wetland scientists, and support personnel.

DuBois & King is positioned to provide professional services to support a wide variety of projects utilizing a full range of in-house technical disciplines, and we tailor teams to the particular needs of each project. DuBois & King licensed professionals and technical staff support projects associated with:

- Transportation
- Water Resources
- Public Infrastructure
- Facilities
- Site Development
- Environmental Documentation & Permitting

**DuBois
& King** inc.

www.dubois-king.com



Town Garage Chelsea, Vermont

D&K provided study through construction phase engineering services for a \$900,000 town garage. The Town outgrew 20-year-old facility and after a 4-year planning process, elected to fund the design construction of a new site and structure in western Chelsea. D&K conducted a feasibility study that considered accessibility; utility, including on-site wastewater and water supply; impact on environmental resources; and applicable permit requirements, including local and various ANR permits and Act 250. Firm engineers assisted the Town in the presentation of the site plan and addressing questions at a pre-bond vote meeting. Services included survey; civil/site design; and structural, geotechnical, mechanical, and electrical engineering.



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** Top two photos: the project during the construction phase; middle left image: base mapping; lower left photo: preexisting conditions*