



RICE LIBRARY BUILDING COMMITTEE

March 15, 2022

6PM

AGENDA



1. Project Update
 - a. Construction Schedule and Activity
 - i. Update on winter conditions
 - ii. Auto door lock on existing main entrance
 - b. Updated Move-in schedule
 - c. Budget Update
 - i. End of Project Estimates
 - ii. PCO decisions:
 1. Painting existing windows and storm window removal
 - iii. Chromebook Carts
2. Ribbon Cutting Event Planning
3. Subcommittee Updates
 - a. Children's Garden Update
 - i. Existing Landscape Plan
 - b. Signage Update
 - c. Exterior Sign Update
4. Next Steps
 - a. Action Items
 - b. Next Meeting

Materials:

- Project Update Dashboard
- End of Project Projection Budget
- Window Painting Estimates
- Existing Landscape Plan
- Whole Systems Design Collective Proposals and Updated Scope

Due to the current public health emergency this meeting will be held remotely in accordance with 1 MRS §403-B and Town Policy.

The public may view the meeting via Zoom webinar. Register in advance for the webinar at:

https://us02web.zoom.us/webinar/register/WN_KMY8024IQ12dxxzV7QU_gw

Rice Public Library Monthly Report

CHA Project Number: 066398.000



*Prepared for:
Town of Kittery
200 Rogers Road
Kittery, Maine 03904*

Prepared by:

CHA
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March 2022

01 Work Completed – Reporting Period

This is the fourteenth report for the Rice Public Library Project. The reporting period is from February 12, 2022 through March 11, 2022 and will cover all work completed during that timeframe. Reports will be issued monthly, with the next report available April 2022.

The following activities occurred between February 12, 2022 and March 11, 2022.

Construction Activities

- 2/12/22: Storefront work continued
- 2/12/22: ACT Grid work continued
- 2/12/22: Metal panel work continued
- 2/12/22: Carpet Install continued
- 2/12/22: Mechanical, electrical, plumbing finishes continued
- 2/28/22: Prepping for chiller pad
- 2/28/22: Final painting work continued
- 3/1/22: Tectum installed in Meeting Room
- 3/6/22: Toilet partitions installed

02 Work Completed – Reporting Period Photos

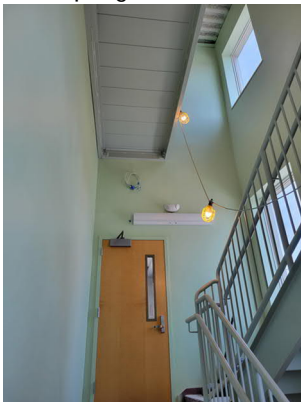
Photos were taken of the site on 3/3/22 and 3/11/22 showing construction progress.



1. Front Entrance finishes In progress.



2. Restroom fixtures being installed.



3. Stairwell finishes in progress.



4. Ceiling tile and toilet partitions in progress.



5. Folding Partitions in progress



6. Carpet in progress in Lower Level.



7. Ceiling tile and carpet in progress.

03	Work Projected – Next Month
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Between 3/12/22 and April 2022 the following Construction and Move in Activities are planned.

Construction Activities

- 3/14/22: Pour Chiller Pad
- March: CMP transformer install and hookup
- March: Elevator Inspection
- March: Flooring to be complete
- March: Complete MEP finishes
- 3/21/22: Owner/Architect Punch List Walk
- 4/1/22: Punch List completion
- March: Connectivity Point to complete IT scope

- March: White Mountain to hook up internet service
- March: Code Signage to Arrive
- 4/4/22: New Shelving Install
- 4/4/22: Taylor Building Closure
- 4/11/22: Existing Shelving and books to come over
- 4/25/22: Window shades installed
- 5/2/22: Move in Offices

04	Design Update
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The following is the design update for the months of February/March. No Proposal Requests or ASIs were issued in the last month.

05	Construction Update
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The updated three week look ahead reflects a substantial completion date of Wednesday, 3/15/22, however this will not likely be achieved because Wright Ryan is waiting on CMP to provide the permanent power to the building and then for the elevator inspection. Wright Ryan is keeping the project team informed on when permanent power is expected.

Over the last month Wright Ryan continued with the finishes for the mechanical/electrical/plumbing work in both the new building and existing building. Other finish work has been in progress throughout including storefronts, doors, circulation desks, tile, carpet, final paint and final fixtures. The metal panel work has progressed on the exterior and the cementitious panel work has begun.

Wright Ryan submitted their fourteenth Pay Application in the amount of \$245,059.70. This will be reviewed by CHA, Lassel and Scott Simons Architects on Monday, 3/14/22. The project completion is currently at 84.1% per the Pay Application.

Submittals
124 Issued to Date
124 Closed
0 Open

RFIs
56 Issued to Date
56 Closed
0 Open

06	Quality Control
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SW Cole did not issue any test reports in the last month. The water and air test was performed on the selected window to test and passed, but the copy of the report has not yet been received.

07	Library Coordination
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The code signage package is under production and expected in March.

IT & Security: A coordination meeting was held with the IT vendors and work is progressing according to the mini schedule and expected to be complete in March. The Maine Library network is scheduled to be activated on 4/11/22.

Shelving: A coordination phone call was held with Noyse and RH Lord to schedule the shelving deliveries. New Shelving is scheduled to arrive beginning 4/4/22 with Noyse following with the existing shelving and books on 4/11/22.

Furniture: The furniture delivery has been coordinated with COP to begin on 4/18/22.

08	Community Coordination
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There have not been any complaints from the community this month and the community aspect of the project continues to go really well.

09	Budget Update
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Please see attached for the budget update. Potential Change Orders 1-30 have been issued by Wright Ryan to date. No PCOs were issued in the last month. The project is currently on budget.

10	Attachments
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- Budget Update dated 3/11/22
- RPL Mini-Schedule 2/22/22



Category	Budget	Committed	Pending	Rejected	Remaining	Comments
Construction						
Allowances						
COVID 19 Safety Measures	\$ 10,000	\$ 10,000			\$ 0	Credit is Applied to PCO 13R3
Shoring & Underpinning	\$ 212	\$ 212			\$ 0	
Ledge Removal	\$ 19,200	\$ 19,200			\$ 0	Includes Ledge Removal through July 29, 2021
Lower Level Retaining Wall	\$ 10,000	\$ 10,000			\$ 0	Credit is Applied to PCO 13R3
Winter Conditions	\$ 79,238	\$ 74,670			\$ 4,568	2/11/22: Will be offset with Allowance Savings
Architectural Woodwork Retrofit	\$ 8,000	\$ 4,968			\$ 3,032	
Insulation Upgrades at Existing Building	\$ 2,500	\$ 1,797			\$ 703	
Parapet & Internal Gutter Framing	\$ 35,520	\$ -			\$ 35,520	
Firestopping not specified in trades	\$ 4,000	\$ 2,821			\$ 1,179	
Slate Roofing replacement/repairs	\$ 10,500	\$ -			\$ 10,500	
Plaster Patching	\$ 12,000	\$ -			\$ 12,000	
Floor Prep & Moisture Mitigation	\$ 7,350	\$ -			\$ 7,350	
Internal Roof Leaders related to Addendum 3	\$ 26,000	\$ -			\$ 26,000	
Fire Dampers not shown currently	\$ 6,000	\$ 20,200			(\$ 14,200)	
Subtotal	\$ 230,520	\$ 143,868			\$ 86,652	
Percentage		62.4%			37.6%	
Fundraising/Grants	\$ 488,316					
Alternates						
Change Order 2: PCO 005: Alternate #1: Provide wood ceilings at circulation desk	\$ 7,546	\$ 7,546				5/17/21: Signed and returned to WR.
Change Order 2: PCO 006: Alternate #2: Provide acoustic panels in Reading Room 104	\$ 3,638	\$ 3,638				5/17/21: Signed and returned to WR.
Alternate #3: Add upper parking lot including curbing and paving	\$ 83,233		\$ 83,233			
Change Order 4: PCO 13R3: Alternate #4: Provide concrete walkway with granite steps from entry to lower level	\$ 38,000	\$ 37,886			\$ 114	8/12/21: Alternate #4 was accepted with granite veneer and granite cap and is offset with the COVID allowance credit - \$9,953 and retaining wall credit of -\$10,000.
Change Order 2: PCO 007: Alternate #5: Provide cove lighting in new building along existing	\$ 13,081	\$ 13,081				5/17/21: Signed and returned to WR.
Change Order 2: PCO 008: Alternate #6: Add folding panel partitions between Rooms 003, 004 & 005	\$ 42,320	\$ 42,320				5/17/21: Signed and returned to WR.
Alternate #7: Provide Children's Garden	\$ 58,000	\$ 58,000				(not by Wright Ryan, Community Project)
Subtotal	\$ 245,818	\$ 162,471	\$ 83,233		\$ 242,612	
Percentage						
CM Contingency	\$ 86,001					
PCO 010: Two Added Door Operators			\$ 4,786			6/11/21: Moved from Owner contingency to CM contingency.
PCO 015: Mechanical Platform			\$ 5,014			6/11/21: Moved from Owner contingency to CM contingency.
Grand Banks Building Products		\$ 428				9/1/21: No Invoice provided in backup.
White Cap Rebar Material		\$ 582				5/14/21: Rebar overrun.
LMC Light Iron		\$ 5,755				10/19/21: Loose Lintels for Existing Building
Rebars & Mesh		\$ 627				4/1/21: Rebar overrun.
Rebars & Mesh		\$ 465				4/1/21: Rebar overrun.
Grand Banks Building Products		\$ 428				Void
Grand Banks Building Products		-\$ 428				Void
Grand Banks Building Products		\$ 1,091				10/1/21: Window Mullion Parts
HL Patten Construction Co		\$ 2,300				4/23/21: Trees not shown on drawings to be removed.
Material Handling Sales		\$ 71				10/22/21: Freight for Fire Extinguisher Cabinets
Jacobs Glass, Inc Electrified Hinge Install		\$ 3,100				
Jacobs Glass, Inc		\$ 5,131				
Pine State Elevator		\$ 1,120				
Shamrock Inc		\$ 1,612				
Yankee Electric Alternate Cove Lighting		\$ 3,000				
Construction Specialties Additional Expansion		\$ 1,496				3/11/22: Additional Expansion Joint Needed
Subtotal	\$ 86,001	\$ 26,777	\$ 9,800		\$ 49,424	
Percentage		31.1%	11.4%		57.5%	

Owner						
Contingency	\$ 295,000					
Change Order 2: PCO 001: 2" Foundation Insulation Credit		-\$ 647				5/17/21: Signed and returned to WR.
Change Order 1: PCO 002: Steel Escalation Cost		\$ 26,447				4/1: Signed and returned to WR.
Change Order 2: PCO 003: Addendum #4		\$ 10,124				5/17/21: Signed and returned to WR.
*Change Order 1: PCO 004: Builders Risk		\$ 7,035				4/1: Signed and returned to WR.
Change Order 3R1: PCO 009: Historic Shelving Relocation		\$ 19,677				6/28/21: Signed and returned to WR.
PCO 011: Curbing and Paving Lower Parking Lot				\$ 59,612.28		8/12/21: This will be done by the town.
Change Order 3R1: PCO 012: Increased Louver Sizes		\$ 405				6/28/21: Signed and returned to WR.
Change Order 3R1: PCO 014: ASI #2 Community Room Ceiling Changes		\$ 6,245				6/28/21: Signed and returned to WR.
Change Order 3R1: PCO 016: Electrical Disconnect		\$ 2,010				6/28/21: Signed and returned to WR.
Change Order 5: PCO 17: Revised Door Hardware Existing Building		\$ 11,732				9/16/21: Recommended for Approval. Need COR from WR. 11/2/21: Updated with keying changes to hardware.
PCO 18: Ledge Removal as of July 29, 2021						8/12/21: Tracked under Ledge Allowance.
Change Order 4: PCO 19: Data Cabling Removal		\$ 625				12/10/21: Cleaning up of Existing Spaces.
Change Order 5: PCO 20: Window Reframing		\$ 4,084				12/10/21: Conflicts with Steel and Windows.
Change Order 5: PCO 21: Upgrade to Existing Building Interior Finishes		\$ 23,831				11/11/21: Carpet & Paint work at Exist. Bldg.
Change Order 5: PCO 22: Door Hardware Revisions		\$ 4,512				12/10/21: Hardware changes from keying meeting.
Change Order 5: PCO 23: Signage Scope Elimination		-\$ 6,185				12/10/21: Signage to be procured through Owner.
PCO 24: Shoring and Underpinning Allowance						1/14/22: Tracked under Shoring and Underpinning Allowance.
PCO 25: Level 2 Restroom Exhaust Fans			\$ 3,174			1/14/22: Added 2 Exhaust fans at Level 2 Restrooms.
PCO 26: ASI-10 Fireproofing Structural Columns			\$ 5,283			1/14/22: Sheetrock columns for fire rating.
PCO 27: Children's Desk Rework			\$ 11,640			2/11/22: Rework existing desk per SSA design.
PCO 28: Picture Rail Repairs			\$ 741			2/11/22: Repair picture rails.
PCO 29: HVAC Enclosures			\$ 3,439			2/11/22: Wood enclosures around heaters
PCO 30: Existing Window Repairs			\$ 22,495			2/11/22: Storm window repair, glass repair, wood sash repair.
Subtotal	\$ 295,000	\$ 109,896	\$ 46,771	\$ 59,612	\$ 138,333	
Percentage		37.3%		15.9%		46.9%

* To be charged against the Builders Risk in the Budget outside of the Owner's Contingency

RICE PUBLIC LIBRARY
 END OF PROJECT ESTIMATED
 March 11, 2022

PHASE	ALLOCATED		SPENT TO DATE	ANTICIPATED/ ENCUMBERED	REMAINING
	CONSTRUCTION BUDGET	FUNDRAISED FUNDS			
Soft Costs					
<i>Design and Engineering</i>					
Existing Conditions	19,000		19,000		-
Programming	7,500		7,500		-
SDs	105,000		105,000		-
Initial Permitting	5,000		5,000		-
Phase 1 Cost Estimating	4,000		4,000		-
DDs	105,000		105,000		-
Final Permits & Approvals	12,000		12,000		-
Phase 2 Cost Estimating	-		-		-
CDs	123,000		123,000		-
Bidding & Negotiating	12,800		12,800		-
CA - Shop Drawings, Requisite Reviews, 24 Site visits (+ 1)	54,000		45,100	11,600	(2,700)
<i>Other CA - Time and Materials</i>					
Site Plan	3,200		3,200		-
Geo Tech	7,345		7,345		-
Signage Design			-		-
Winterholben Donor and Plaque Design*	10,000			3,500	6,500
Reimbursables	8,000		6,696	1,300	4
Subtotal Design & Engineering	475,845		455,641	16,400	3,804
<i>Misc Owner Soft Costs</i>					
Misc Expenses	2,000		3,671	5,000	(6,671)
Ribbon Cutting Event *				5,000	
Bonding	9,566		9,999	-	(432)
Permit Fees	5,472		5,599	-	(128)
Legal	15,000		15,115	-	(115)
Relocation Services (previously Construction Phasing)	93,000		51,844	36,000	5,157
Move back into Rice Bldg from various locations^				36,000	
Preconstruction Services (WR)	58,000		55,246	-	2,754
Postconstruction Services (WR)^	-		-	20,000	(20,000)
Owner Representative / Clerk of the Works	130,000		84,000	46,000	-
Signage Fabrication	10,000		4,200	40,000	(34,200)
Wayfinding Signage*				7,500	
Monumental Signage*				20,000	
Donor Signage*				5,000	
NEH interpretive signage*				7,500	
Misc Consultants and Contracts	44,000		56,913	25,000	(37,913)
Fairpoint/Power Connection *				20,000	
Pre-opening cleaning*				5,000	
FFE (includes consulting)	243,110		17,677	226,321	(889)
Shelving^				138,203	
Soft Furniture^				72,529	
Art Hanging System*				5,000	
Fridge^				800	
Window Coverings^				7,290	
Custodial Equip (i.e.: vacuum, floor cleaner dispensers, etc) *				2,500	
Technology/Security Consulting	13,000	-	6,656	-	6,344
Technology Hard Costs	85,000	110,132	115,886	94,426	(15,180)
New Firewall^				3,000	
ENE Door Locks^				17,664	
Relocation and Restart of Server & Computers *				5,000	
Fiber Relocation - MINERVA*				15,000	
Capital Campaign Consultant	50,000		50,004	-	(4)
Subtotal Soft Costs	1,233,993	110,132	932,450	489,147	(97,472)
Hard Costs					
Construction (Reno & Exp) ¹	4,643,191		3,829,512	813,679	-
Subtotal Hard Costs	4,643,191		3,829,512	813,679	-
Contingencies					
Owner's Contingency [#]	295,000		156,667	32,000	106,333
Subtotal Contingencies	295,000		156,667	32,000	106,333
Contingency as % of Total Project					
TOTAL	6,172,184	110,132	4,918,629	1,334,827	8,861
<i>Fundraised Available for Allocation</i>		<i>146,936</i>			

Notes:

* - WAG/estimate

^ - based on signed contracts or submitted quotes

- Anticipates approval of full PCO to paint the existing Rice bldg windows (interior and exterior of frames)

GMP Change Orders

GRAND TOTALS **\$ 156,667.11** **\$ 104,471.08**

SOURCE	DESCRIPTION	ANTICIPATED COST	CO #	Approved Charged to Contingency	Approved Charged to Fundraising	Date Signed
Contingency	Steel	\$ 26,447.33	1	\$ 26,447.33	\$ -	4/1/2021
Contingency	Builder Risk	\$ 7,034.99	1	\$ 7,034.99	\$ -	4/1/2021
Contingency	Foundation	\$ (646.70)	2	\$ (646.70)	\$ -	5/17/2021
Contingency	Addendum #4 Costs	\$ 10,124.03	2	\$ 10,124.03	\$ -	5/17/2021
Fundraising	Ceilings at Circulation Desk	\$ 7,546.00	2	\$ -	\$ 7,546.00	5/17/2021
Fundraising	Acoustic Panels Reading Room	\$ 3,638.00	2	\$ -	\$ 3,638.00	5/17/2021
Fundraising	Cove Lighting	\$ 13,081.00	2	\$ -	\$ 13,081.00	5/17/2021
Fundraising	Folding Participations	\$ 42,320.00	2	\$ -	\$ 42,320.00	5/17/2021
Contingency	Increased Louvre Size	\$ 405.17	3	\$ 405.17	\$ -	6/28/2021
Contingency	Community Room Ceiling	\$ 6,244.74	3	\$ 6,244.74	\$ -	6/28/2021
Contingency	Historic Shelving Relocation	\$ 20,000.00	3	\$ 19,676.81	\$ -	6/28/2021
Contingency	Electrical Disconnect	\$ 2,000.00	3	\$ 2,009.99	\$ -	6/28/2021
Contingency	Remove old IT wiring	\$ 1,200.00	4	\$ 625.21	\$ -	10/6/2021
Fundraising	Granite Stairs and Retaining Wall	\$ 37,886.08	4	\$ -	\$ 37,886.08	10/6/2021
Contingency	Carpet Tile	\$ (2,000.00)	WITHDRAWN	\$ -	\$ -	
Contingency	Paint Existing Bldg & Carpet	\$ 23,831.15	5	\$ 23,831.15	\$ -	1/6/2022
Contingency	Revised Door Hardware Code Requ	\$ 10,385.34	5	\$ 11,732.04	\$ -	1/6/2022
Contingency	Window Reframing	\$ 4,084.08	5	\$ 4,084.08	\$ -	1/6/2022
Contingency	Door Hardware Revisions	\$ 4,511.91	5	\$ 4,511.91	\$ -	1/6/2022
Contingency	Signage Scope Elimination	\$ (6,185.00)	5	\$ (6,185.00)	\$ -	1/6/2022 Still required cost, to be covered in Owner's budget
Contingency	Picture Rail Repairs	\$ 740.75		\$ 740.75		
Contingency	HVAC Enclosures	\$ 3,439.18		\$ 3,439.18		
Contingency	Existing Window Repairs (excl paint	\$ 22,494.87		\$ 22,494.87		
Contingency	Level 2 Restroom Exhaust Fan	\$ 3,173.68		\$ 3,173.68		
Contingency	Fireproofing Structural Columns	\$ 5,282.58		\$ 5,282.58		
Contingency	Repurposed Judge's Desk Alteratio	\$ 8,359.84		\$ 11,640.30		
Contingency	Painting Existing Windows	\$ 32,000.00				

	COSTS	CIP	BOND	NEH	RPLC FUNDRAISING	TRANSFER FROM RPLC ASSETS	TOTAL FUNDED	UNFUNDED	
AVAILABLE FUNDS	\$	500,000	\$ 5,000,000	\$ 500,000	\$ 725,000				
BASE PROJECT									
Design Costs	475,845	475,845					475,845	0	
Owner's Costs									
Other Soft Costs	379,614	24,155	342,883	12,576			379,614	0	
FFE ¹	230,460			230,460			230,460	0	
IT Consulting	13,000		13,000				13,000	0	
IT ²	85,000		926	84,074			85,000	0	
Capital Campaign Consultant	50,004			50,004			50,004	0	
Construction									
Construction	4,643,191		4,643,191				4,643,191	0	
Other Contingency	-						-	0	
Owner's Contingency	295,000			122,886	172,114	-	295,000	0	
BASE PROJECT TOTAL³	6,172,114.7	500,000	5,000,000	500,000	172,114	-	6,172,114	0	
	TRUE								
ENHANCEMENTS/ADD ALTS									
									Priority
IT ⁶	100,132				100,132		100,132	0	Funded
Wood ceiling over circulation desk ⁴	7,546				7,546		7,546	0	Funded
Acoustic panels in Children's Reading Room ⁸	3,638				3,638		3,638	0	Funded
Cove lighting in new bldg along existing façade ⁹	13,081				13,081		13,081	0	Funded
Exterior stairway	38,000				38,000		38,000	0	Funded
Folding Partitions ⁷	42,320				42,320		42,320	0	Funded
Upper parking lot improvements ⁵	83,233				83,233		83,233	0	Funded
Children's Garden ¹⁰	58,000				58,000		58,000	0	Funded
IT Supplemental - Computers TBD ¹¹	20,000						-	(20,000)	
Lower Parking Lot (by DPW) ¹²	60,000				60,000		60,000	0	Funded
Monumental/Wayfinding Signage (TBD) ¹³	20,000						-	(20,000)	
Chromebook Cart and Chromebooks ¹⁴	26,000						-	(26,000)	
FFE (deemed not needed)	-						-	0	
ENHANCEMENTS TOTAL	471,950	-	-	-	405,950	-	405,950	(66,000)	
GRAND TOTAL FUNDED COSTS	\$ 6,644,065	\$ 500,000	\$ 5,000,000	\$ 500,000	\$ 578,064	\$ -	\$ 6,578,064		
AVAILABLE REMAINING FUNDING		\$ -	\$ -	\$ -	\$ 146,936	\$ -			
GRAND TOTAL - Under/(Over)									80,936

Notes:

1. Base project costs include VE items 9, 12, 14, & 15
2. Base project costs include VE item 10.
3. Base project does not include \$32,310 in Lower Parking Lot work to be done by Town through DPW; funds not identified yet
4. Finishes Com eliminated addlt wood ceilings elsewhere in the bld.
5. Unclear what remaining costs for DPW will exist with funded Enhancement.
6. Based on Bid Response + \$5,000 for town IT to do computer setups, network configs, etc.
7. Track/ceiling structure will be installed as part of base project
8. Added by Finishes Com
9. Added by Finishes Com
10. Childrens Garden will be designed and constructed as an Owners Project.
11. IT Supplemental based on fundraising and desire to purchase computers for self-search catalogue and self check out (data drops included in IT package already)
12. Lower parking lot was moved from project to CIP, should be moved back into project budget
13. Monumental wayfinding signage added based on June discussion
14. Library is requesting a Chromebook Cart and chromebooks for patron use rather than stationary desktops

VAN DE GRAAF PAINTING COMPANY

POBOX 2709

South Portland, Me 04116

Phone: (207) 415 – 6870 Cell #

Teunis Sr.

Email: painters@maine.rr.com

Change Order Proposal 003 Existing Window Painting

Date: 3/7/22

Contractor: Wright-Ryan Construction

Project: Rice Library

Van De Graaf Painting Company proposes to provide
paintings and coatings per plans and specifications:

Scope includes repainting/sealing existing windows after repairs by others. Total quantity is 57 windows, including interior windows as well. Cost includes all Labor, Material & Equipment to accomplish this scope.

Total Change Order Amount = 14,675.00

EXCLUSIONS: Removal and Installation of Storm Windows.

Authorized Signature: _ THV

Teunis H. Van De Graaf



5 Cushman Road
Winslow ME 04901
(207) 873-7577

3/8/2022

To: Nick Brown, Wright-Ryan

**Rice Library
REQUEST FOR CHANGE #06**

REQUEST FOR CHANGE SUMMARY	TOTALS
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Provide all Labor, Materials and Equipment for the following Scope of Work:

All work to be performed at exterior

- Remove all storm windows
- Touch up Caulking at exterior Frames to Masonry
- Clean Glass at Storm Window
- Repair 1 Storm Window Bottom
- Reinstall Storm Windows

REQUEST FOR CHANGE AMOUNT	\$18,000
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Inclusions:

Lift Access

Exclusions:

Scraping of paint
Priming
Painting
Replacing broken glass
Glazing
Wood repairs
Epoxy repairs
Repairing sash cord
Blocking upper sash in place



RICE PUBLIC LIBRARY

CHILDREN'S GARDEN



PROPOSAL for DESIGN SERVICES || DECEMBER 2021

prepared for
TOWN of KITTERY, ME



prepared by





December 14, 2021

Kendra Amal, Town Manager

Town of Kittery
200 Rogers Road
Kittery, ME 03904

Re: Request for Qualifications for Rice Public Library Children's Garden Design Services

Dear Kendra and Rice Library Building Committee:

Whole Systems Design Collective, LLC is a regenerative landscape architecture firm committed to creating spaces that are nourishing for people and the ecosystems we inhabit. Our design team shares a broad range of experience in transformative public and private work, and brings an iterative, place-based design process to each of our projects. Our approach integrates ecology, agriculture, urbanism, architecture, and multiple craft—from design through management.

We are inspired by the amount of energy that has gone into the Children's Garden effort to date and the community's creativity and initiative to celebrate the late Town Councilor Ann Grinnell. We're excited by the opportunity to help create a beautiful and accessible public space for kids of all ages, while contributing to the vibrancy of Kittery Foreside and enhancing our greater ecological neighborhood.

Working in close collaboration with the Library Committee and the residents of Kittery, our team will develop the community's priorities into an inspiring final concept that the town can be proud of for generations to come. We have reviewed all addenda related to the project, and are confident in our team's ability to deliver a project that will provide both a colorful public space and a place of inspiration for the children of Kittery.

Sincerely,

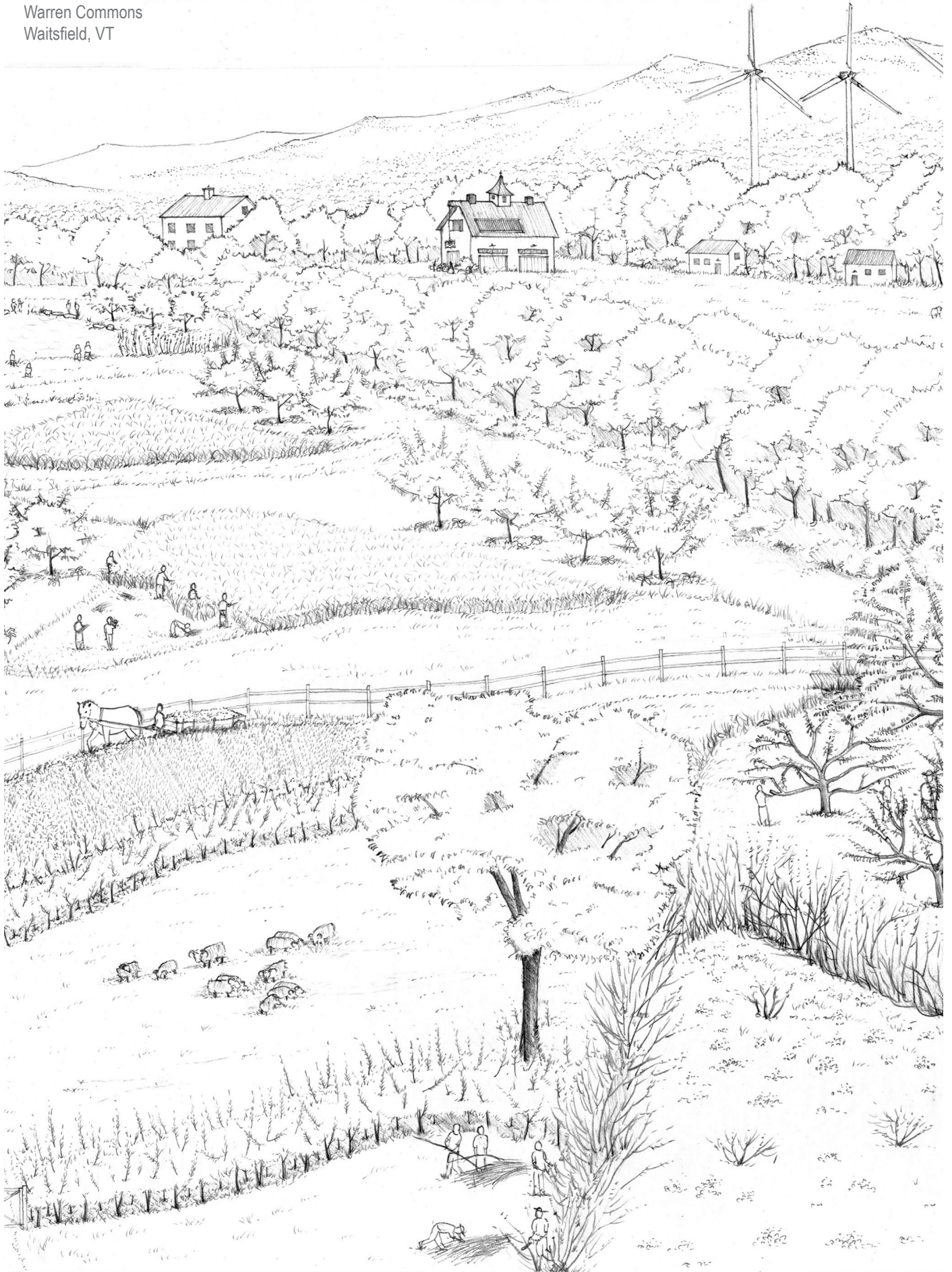


Cornelius Murphy, RLA
Principal

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Warren Commons
Waitsfield, VT





THE COLLECTIVE

Whole Systems Design Collective, LLC (the Collective) brings together a research farm, plant nursery, and professional landscape architecture practice. We are an ecological design and landscape architecture firm committed to creating spaces that are nourishing for people and the places we inhabit.

We offer our clients a unique, working knowledge of regenerative landscapes built on the establishment and ongoing management our research farms in Vermont as well as our projects in the Northeast and around the country. We are experienced at working with public and private clients across a variety of scales—from small farm and orchard design, to urban school campus master plans and public parks.

Our multidisciplinary approach integrates ecology, agriculture, urban design, building, and multiple craft from design through management. We focus on providing an in-depth, iterative design process wedded to an intuitive sense of place. As with our results, our process is tactile, facilitating a client relationship that is transparent, engaging, and in preparation for living with the systems we've co-created.

SERVICES

- Ecological Design
- Landscape Architecture
- Site Planning
- Architectural Design
- Site Selection and Analysis
- Agricultural Master Planning
- Integrated Stormwater Management
- Natural Playground Design
- Community Engagement
- Construction Administration
- Landscape Management Planning



Sotoyama Mountain Farm
Rochester, VT

TEAM

Our team shares an appreciation for engaging landscapes and a creative design process. We are excited to work with the Town of Kittery to design a Children's Garden the community can be proud

Cornelius Murphy, RLA

Principal

As principal and a registered landscape architect, Cornelius will oversee the design process, manage the efforts of the Collective, and provide strategic project support at important milestones throughout the project.

Serena Galleshaw

Project Manager

With a broad range of experience in urban planning and community engagement (and a Kittery resident herself), Serena will serve as project manager and the main point of contact. She will ensure the design process speaks in direct response to the public vision.

Lindsey Luria

Senior Landscape Designer

Specializing in the finer details of landscape design, Lindsey brings a trained eye to the practice of designing urban public spaces, providing quality control throughout the later phases of the project and in the crafting of clear and thorough contract documents.

Jordan Frazin, CPHC

Architectural and Landscape Designer

Jordan (also a Kittery resident) will be the engine of the design process, helping to move the project through each phase of the design, maintaining continuity throughout, and making sure early concepts are carried through to the final details.



Cornelius Murphy, RLA



Cornelius is a father, designer, outdoorsman, naturalist, and founder of the Collective. He works as an ecological designer, planner, and project manager with a focus on regenerative design in the areas of agriculture, community planning, education, and the public realm. Before founding The Collective, Cornelius helped grow Whole Systems Design, LLC into a recognized leader in ecological design, permaculture, regenerative agriculture, and planning.

His professional experience spans both east and west coasts, including public works projects, community master plans, parks; urban, academic, and corporate campuses; and agricultural master plans. Cornelius has experience as a farm manager, land steward, and educator, crafting farm-to-school curriculum and work-based education for at-risk youth and adults alike. He is also the illustrator the award winning book *The Resilient Farm & Homestead* by business partner Ben Falk.

EDUCATION

Temple University Ambler Campus

Bachelor of Science in
Landscape Architecture and
Horticulture (BSLA), 2004

Temple University Rome Campus

Advanced Architecture Studio,
Photography 2004

Regenerative Design Institute

Permaculture Design
Certificate, 2007

REGISTRATIONS

Registered
Landscape Architect
ME - LAR4892
RI - LA.0000685

PUBLICATIONS

*The Resilient Farm
and Homestead* by Ben Falk
Illustrator. 2013

RELATED PROJECTS

Great Falls Park | Berwick, Maine

Public park master plan, community engagement, integrated stormwater design. 2018

Riverdale Country Day School River Campus | Bronx, NY

Schematic design, programming, outdoor educational areas. 2021

Dondero School Nature Playground | Portsmouth, NH

Design development, facilitation and engagement, construction administration. 2020

Eliot Outdoor Classrooms | Eliot, ME

Landscape master plan, stormwater management, outdoor classrooms, new play areas. 2020

Hillside Center for Sustainable Living | Newburyport, MA

Planning, integrated stormwater design, implementation. 2020

Waitsfield Town Orchard | Waitsfield, VT

Public orchard master plan, community engagement, implementation. 2012-ongoing

Red Arrow Road | West Tisbury, MA

Site analysis, affordable housing master planning, public/private gardens. 2020-2021

Bainum Foundation Farm | Middleburg, VA

Master planning, agricultural consulting. 2016

Albacore Park | Portsmouth, NH

Site planning, landscape design. 2020

Tomol Interpretive Play Area | Carpinteria, CA

Natural playground based on the Legend of the Rainbow, a native Chumash origin story. 2007

PROFESSIONAL EXPERIENCE

Whole Systems Design Collective | ME, VT

Founder. 2019-Present

Whole Systems Design | Moretown, VT

Designer & Project Manager. 2007-2019

Laraway Youth & Family Services | Johnson, VT

Land Steward. 2011-2016

Van Atta Associates, Inc. | Santa Barbara, CA

Project Manager. 2004-2007

Serena Galleshaw



Serena brings people together to discover pragmatic solutions to social, environmental, and place-based issues. As an urban planner, ecologist, and organizer, her work centers on engaging people in the communal effort of building resiliency into our places.

Prior to joining The Collective, Serena worked on a variety of planning, development, and green building projects around New England—from the city and neighborhood scale to the park and garden scale. In her hometown, she led a comprehensive community revitalization project that ultimately won over \$1.2 million in EPA Brownfield funding to clean up an abandoned eleven-acre leather tannery downtown.

EDUCATION

University of Southern California
Master of Urban Planning, 2020

Clark University
Bachelor of Arts in Global Environmental Studies, 2012

Yestermorrow Design/Build School
Courses in Sustainable Building and Design, 2015-2017

PUBLICATIONS

Seacoast Summer Guide 2020
“Gratitude for streets as public space”

RELATED PROJECTS

Great Falls Park | Berwick, ME*

Project lead, stakeholder engagement, web design. 2018

Farmland Owners’ Collective | Berwick, ME*

Facilitation, organization, stakeholder engagement for land conservation conversations. 2021

Somernova Tactical Urbanism Project | Somerville, MA*

Project lead, stakeholder engagement, courtyard design, implementation. 2018

Washington Street Vision Plan & Code | Newton, MA*

Interactive community engagement, urban planning, report production. 2018

Woonasquatucket Vision Plan | Providence, RI*

Interactive community engagement, urban planning. 2017

Rooftop Garden Patio | Somersworth, NH*

Rooftop patio design and construction. 2017

Kigali Farm and Homestead | Cornish, NH

Installation and maintenance of large native perennial garden beds and orchards. 2016

Berwick Winter Farmers Market | Berwick, ME*

Project strategy, communications, implementation. 2014-2015

100-Person Community Mural | Berwick, ME*

Fundraising, PR and communications, implementation. 2014

**Indicates work performed while employed with another firm.*

PROFESSIONAL EXPERIENCE

Whole Systems Design Collective | ME, VT

Design Engagement Strategist. 2021-Present

Placework | Portsmouth, NH

Marketing & Operations Manager. 2019-2021

Principle Group | Boston, MA

Associate, Urban Planner. 2017-2019

Recover Green Roofs | Somerville, MA

Marketing Director and Green Infrastructure Policy. 2016-2019

Seacoast Local | Dover, NH

Managing Director. 2013-2015



Lindsey Luria



Lindsey is a geographer and landscape architect who finds design inspiration in her personal time spent outdoors, among plants. She continues to explore her long-term interests in spatial relationships, community health, and ecological resilience through her work as a landscape designer, where she has focused on public accessibility to nourishing, restorative environments.

Prior to joining The Collective, Lindsey helped design gardens, institutional campuses, and public spaces of varying scales, ranging from family farms to botanical gardens and sculpture parks. Since joining the team in 2021, she has been leading the design process and management of multiple residential projects and working to integrate the principles of regenerative agriculture and formal design.

EDUCATION

University of Virginia
Master of Landscape
Architecture; Certificate in
Historic Preservation, 2018

James Madison University
Bachelor of Science in
Geography; Minor in
Environmental Studies, 2012

PUBLICATIONS

Abode Magazine
Four essays on public space,
Nov. 2016 - Feb. 2017

Canals + Cicchetti Blog
Written as Venice Program
Preservation Grant recipient
for UVA. 2016

RELATED PROJECTS

Martha's Vineyard Residence | West Tisbury, MA

Master planning, conservation planning, planting design for edible gardens and forest, construction documentation and administration. 2021

Edible Gardens Residence | West Tisbury, MA

Master planning, planting design for edible gardens and forest, construction documentation and administration. 2021

Forest Garden Residence | West Tisbury, MA

Master planning, planting design for edible gardens and forest, pool design. 2021

Riverdale Country Day School River Campus | Bronx, NY

Campus master plan, stormwater management, outdoor learning, water features. 2021

The Clippers Arena, Inglewood CA*

Urban planning / coordination, site design, LEED compliance. 2020-2021

Oakland Museum of California, Oakland, CA*

Historic sculpture garden revitalization & public space redesign. 2020-2021

The Breakers, Newport, RI*

Historic garden revitalization. 2018-2020

Longwood Gardens, Kennett Square, PA*

Master planning, conservatory garden design, & bonsai garden design. 2018-2020

The Speed Art Museum, Louisville, KY*

Sculpture garden & public space design. 2018-2020

**Indicates work performed while employed with another firm.*

PROFESSIONAL EXPERIENCE

Whole Systems Design Collective | ME + VT

Designer. 2021-Present

Hood Design Studio | Oakland, CA

Senior Designer. 2020-2021

Reed Hilderbrand | Cambridge, MA

Senior Designer. 2018-2020

Wolf Josey Landscape Architects | Charlottesville, VA

Intern. 2017

PG Environmental | Herndon, VA

Junior Environmental Scientist. 2014-2015

Jordan Frazin, CPHC



Jordan was raised in the midwest, spending time between the suburban ravines of Illinois and isolated beaches and woods of northern Wisconsin. From an early age, he has held a great appreciation for the outdoors and for cultivating a tangible, hands-on relationship to our urban and rural places.

Always drawn to the intersection of architecture, ecological design, and planning, Jordan strongly believes the best work emerges from conversations and practices which bridge these fields. Work experiences across the country have reiterated the importance of designs that act as a key component of their local ecological and cultural metabolisms. When not in the studio, he'll usually be found tending to his garden, and exploring on foot, bike, or board.

EDUCATION

University of Oregon
Master of Architecture, 2017

Miami University of Ohio
Bachelor of Arts in
Architecture, 2013

Whole Systems Design
Permaculture Design
Certificate, 2015

REGISTRATIONS

Passive House Institute U.S.
Certified Passive House
Consultant, 2017
CPHC #2260

RELATED PROJECTS

Riverdale Country School | Bronx, NYC
Schematic design, programming, outdoor educational areas. 2021

Kigali Farm and Homestead | Cornish, NH
Landscape master planning, schematic design, new home-scale gardens and patios. 2021

Peacham Homestead | Peacham, VT
Site analysis, landscape master plan, architectural schematics. 2021

Middlebury Farm and Homestead | Middlebury, VT
Master planning, architectural consulting, plant species selection and layout. 2020-2021

Hillside Center for Sustainable Living | Newburyport, MA
Design development, species selection, implementation. 2020-2021

Martha's Vineyard Housing | West Tisbury, MA
Site analysis, affordable housing master planning, public/private gardens. 2020-2021

Bay Area Homestead and Educational Farm | Los Gatos, CA
Master plan development, species selection and layout, coordination with subconsultants. 2020

The Chuckanut Center | Bellingham, WA*
Redesign of existing community garden and garden outreach/programming, coordination of community design workshops with peers at Redtail Edge Design and Terra Phoenix Design. 2019

Glencoe Community Garden | Glencoe, IL*
Garden volunteer, community presentations covering introductory permaculture concepts and urban foraging. 2015-2018

**Indicates work performed while employed with another firm.*

PROFESSIONAL EXPERIENCE

Whole Systems Design Collective | ME + VT
Designer. 2020-Present

[bundle] Design Studio | Bellingham, WA
Designer. 2018-2020

Whole Systems Design | Moretown, VT
Intern & Designer. Summers 2015-2016

Center for Maximum Potential Building System | Austin, TX
Intern. 2013-2014





Kigali Farm
Cornish, NH

SELECT EXPERIENCE

The pages that follow showcase a **small collection of projects that we find applicable to the Children's Garden**. Additional details on these projects and others listed in our team description can be provided upon request.

FEATURED

Great Falls Park

Berwick, ME

Eliot Elementary School

Eliot, ME

Dondero Elementary School

Portsmouth, NH

Waitsfield Town Orchard

Waitsfield, VT

Whole Systems Research Farm

Moretown, VT

RELATED

Hillside Center for Sustainable Living

Newburyport, MA

Riverdale Country Day School River Campus

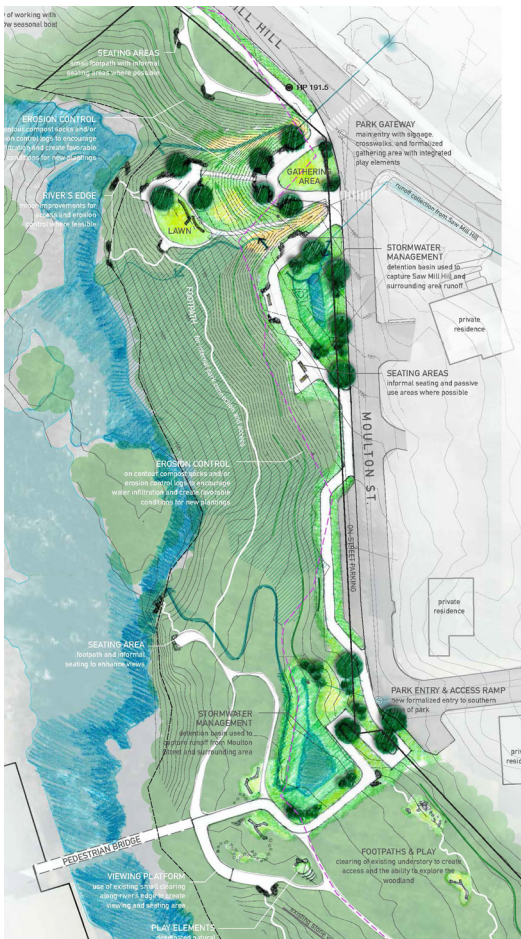
Bronx, NY

The Hotchkiss School

Lakeville, CT



Great Falls Park



Ecological design for a biodiverse public space on the banks of the Salmon Falls River.

As part of the Town of Berwick's downtown revitalization efforts, the community identified two underutilized parcels of land to become a riverfront park. The Collective was consulted for conceptual designs that would bring two adjoining nodes together, while integrating with downtown pedestrian plans and stormwater management plans.

The Collective worked with the Great Falls Park Committee in supporting a creative public engagement process that included hands-on workshop days, and a well-attended conceptual design open house.

Location
Berwick, Maine

Timeline
May 2017-Aug 2018

Scope
Conceptual design
Community engagement

Size
1.2 acres

Cost
\$5000

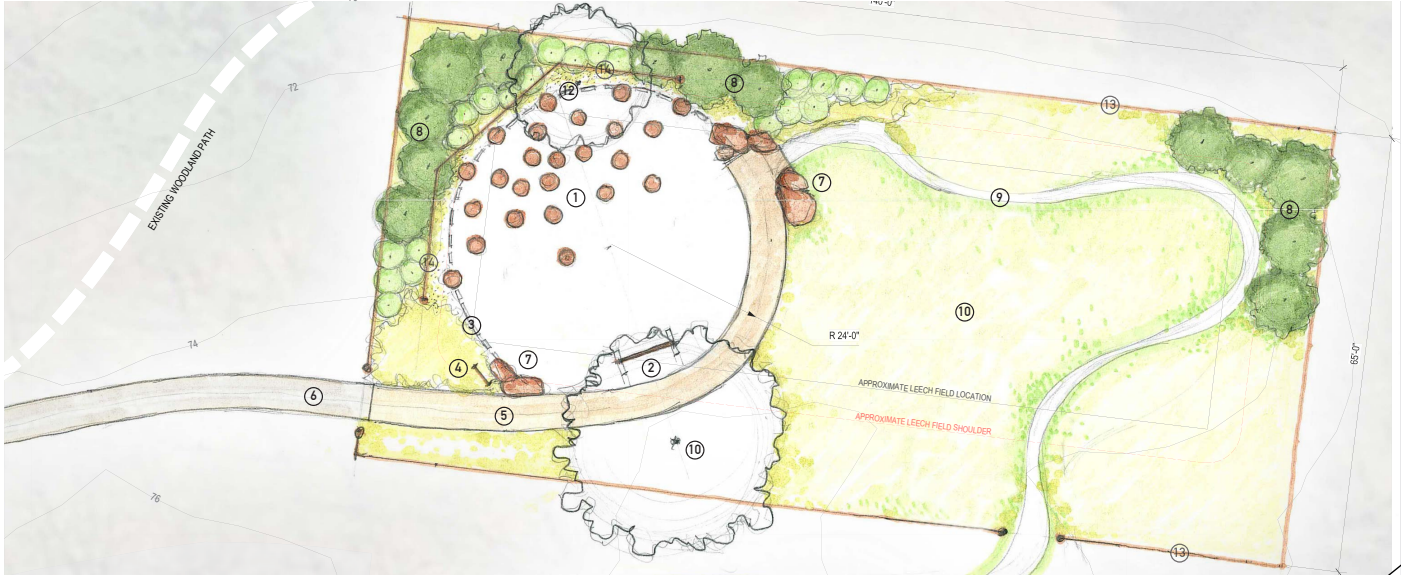
Permitting
N/A

Funding Source
Municipal

Reference
James Bellissimo,
Town Manager
townmanager@
berwickmaine.org

More Info
www.greatfallspark.me

Eliot Outdoor Classrooms



Rethinking the functions of a schoolyard.

Parents and teachers at Eliot Elementary had been working towards an outdoor learning initiative before the Covid-19 pandemic. When it became clear that outdoor classroom space couldn't wait, the school enlisted The Collective to create a landscape master plan.

Our team worked with a group of volunteer parents and teachers to develop a plan for the schoolyard that identified new outdoor classroom spaces, play areas, and stormwater management strategies. The resulting plan generated accommodations for three new outdoor classroom sites.

Location
Eliot, Maine

Timeline
March-June 2020

Scope
Landscape master plan
Outdoor classroom design

Size
6 acres

Cost
\$3500

Permitting
N/A

Funding Source
PEEPS

Reference
Lauren Dow
PEEPS Leader
laladow@gmail.com



Dondero Natural Playground



Seeing a natural playground through to construction.

A dedicated group of parents and community members had been working towards a new playground design at Dondero Elementary School for quite some time. The new natural playground was permitted, but needed support to move to completion.

The Collective was asked to provide design development of the conceptual landscape master plan, coordination and facilitation between stakeholders, and construction administration for the final building process. Our design development process included updating natural play areas, fixing berms and berm slides, locating outdoor music equipment, new plantings, and paths.

Location
Portsmouth, NH

Timeline
August 2019–April 2021

Scope
Playground master plan
Design development
Construction oversight

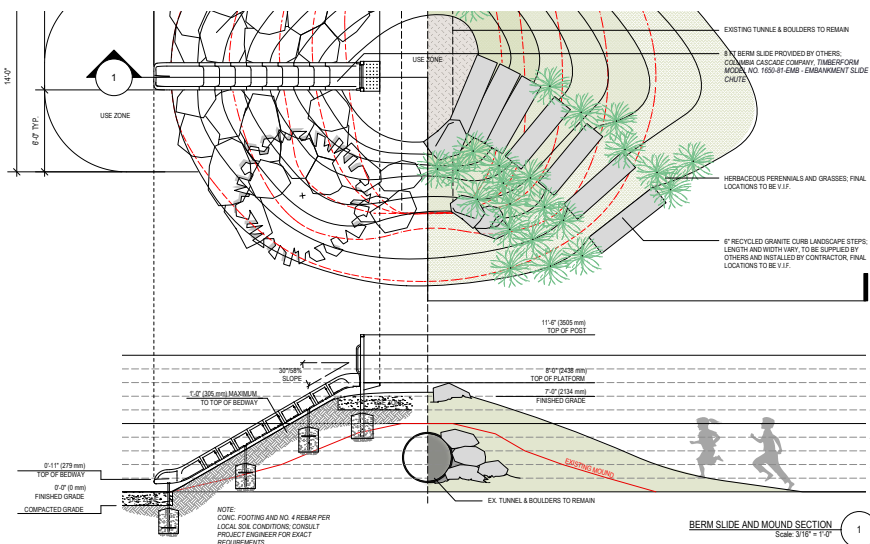
Size
3 acres

Cost
\$7500

Permitting
N/A

Funding Source
Private donations

Reference
Alice Carey
Project Coordinator
seacoastwanderer@gmail.com



Waitsfield Town Orchard



Every town deserves a public orchard.

What was once a bit of fallow farmland is now an intergenerational food and habitat system that is likely to last more than a century. In partnership with the Town of Waitsfield and with funding from the Fruit Tree Planting Foundation, Whole Systems Design designed and installed a heritage apple and pear orchard on public land adjacent to the Town Offices and sports fields.

Our team worked with volunteers to establish the orchard; planting, pruning, mulching, and mowing took place over several years. Additional support for the initiative included the Mad River Valley Planning Commission, community volunteers, and Walden Heights nursery.

Location
Waitsfield, VT

Timeline
2010 - ongoing

Scope
Site planning
Plant sourcing
Grant writing assistance
Volunteer coordination
Installation and maintenance

Size
1.25 acres

Cost
\$5000

Permitting
N/A

Funding Source
Municipal, Donations,
Fruit Tree Planting Foundation

Reference
Charlie Hosford
Head Volunteer, Waitsfield VT
cchosford@madriver.com



Whole Systems Research Farm



An exploration of regenerative landscape design.

The primary goal of the Whole Systems Research Farm has been to build a resilient land and infrastructure system that is responsive to the challenges of our time - from climate change and peak oil, to economic stressors and environmental toxicity. The project is now two decades into building soil, slowing and storing water, and growing food and medicine. The site is the subject of the book, *The Resilient Farm & Homestead*.

The site has become home to a variety of species uncommon in the Northeast: we've established both rice paddies and seaberry groves on our shallow depth to bedrock Vermont hillside. We've developed, refined, and abandoned a variety of systems, exploring what works best within the constraints of our site. We bring this first-hand experience to our clients and students.

Location

Mad River Valley, Vermont

Timeline

2000-Ongoing

Scope

Analysis and design through construction, maintenance and stewardship

Size

175 acres

Permitting

N/A

Funding Source

Private

Reference

Ben Falk

ben@wholesystemsdesign.com



PROJECT APPROACH & WORKPLAN

We have outlined an approach that builds from the sequence of events outlined in the RFP. Our team will meet with staff to confirm all goals, expectations, timeline, and budget for the project before our work begins. We have included specific details about our process we feel are important.

The project budget outlined in the RFP addenda suggests the need to sensitively balance soft costs and design time against construction costs. We have attempted to bring our fees down by limiting plan production in favor of a slightly more robust site presence during construction and being specific with our meeting times. We have also included a discount for our services since we recognize and support the project's deeper value to the community. We have included our fees for all listed tasks and highlighted the areas where we might be able to reduce our fees as part of a conversation with the project stakeholders, saving funding for where it's needed most.

Phase 1: Conceptual Design

During the Analysis and Conceptual Design Phase, The Collective will review all documentation provided, conduct one site visit (minimum, likely more), research additional material, and generate at least one drawing with an associated description that summarizes the most pressing issues and considerations existing on the site.

Using the analysis as our baseline, The Collective will develop three conceptual designs that respond to community visions and site conditions. When complete, we will host a public open house for the community to engage with the design concepts. Special attention will be given to facilitate children and their parents in the design process including (but not limited to) setting an appropriate time for the open house, creating an interactive activity that engages children directly, and allowing time during the public presentations to hear their voices. The Collective will review and record all feedback gathered at the open house and meet with the Committee to choose a preferred conceptual design to move forward into more detailed phases of design.

SCALE of PERMANENCE

The Collective uses a comprehensive framework known as the Scale of Permanence (SoP) to evaluate land. SoP was developed by an Australian farmer and engineer named P.A. Yeomans as a way to categorize various landscape characteristics, guiding the user through a fundamental understanding of the most important components in any landscape. The SoP will be used to evaluate the Children's Garden site and an adapted checklist of landscape characteristics will be distilled to include the most relevant information. The evaluation of each characteristic either becomes its own layer of graphic analysis or is mapped with other complimentary characteristics to form a series of overlapping analysis layers.

Phase 2: Construction Drawings

Once agreement for the preferred conceptual design has been reached, The Collective will prepare construction drawings that refine the concept into a more detailed layout. With the detailed layout in place, we will prepare an opinion of probable cost (OPC) to ensure the design is within reach of the project budget and adjust the design as needed. Once the OPC and the detailed design are in agreement with the project budget, we will prepare a presentation and meet with the Committee to review and finalize the design. Upon approval of the detailed design by the Committee, The Collective will prepare construction drawings, technical specifications and other supporting documents needed for bidding the project construction.

During the bidding process, the project manager will attend any pre-bid meetings, respond to all RFIs, issue addendum as needed, and assist the Town in evaluating bid submissions.

Phase 3: Construction Administration

The project manager, or designers as needed, will provide clarification of plans and specifications for the Contractor and review and sign off on shop drawings as needed. The project manager will attend one pre-construction meeting with the Contractor to review all orders of condition on permits, and address concerns the Contractor may have. Once construction is underway, the project manager may attend up to two construction progress meetings as requested by the town, complete up to two site inspections during construction, and conduct a final inspection to formulate a punch list and certify substantial completion.

As completion nears, the project manager will work with the Town to review pay requisitions for site work related activities, make comments and recommendations, ensure work is being documented, and make recommendations for pay by the Town.

Project Timeline

We envision a six-month process with the potential to perform a late-fall 2022 planting and installation. Our team will work with the Town to formulate a final schedule that fits the constraints of the project, including library construction and the fall planting season. While we feel confident about the project timeline detailed below, it is subject to change based on project development, unforeseen circumstances as they arise, permitting, and other potential planning needs not yet fully understood.

	Month 1				Month 2				Month 3				Month 4				Month 5				Month 6			
	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16	W17	W18	W19	W20	W21	W22	W24	W25
M= Meeting; I= Inspection																								
PHASE 1 - Concept Design																								
A. Document Review	■	■	■																					
B. Site Visit & Existing Conditions		■	■	■																				
C. Conceptual Design			■	■	■																			
D. Design Open House						M																		
E. Meet with Committee							M																	
PHASE 2 - Construction Drawings																								
G. Cost Estimates							■	■	■	■	■	■	■	■	■	■								
H. Construction Documents										■	■	■	■	■	■	■								
I. Final Design Review with Committee														M										
J. Assist with Bid Process															■	■	■	M						
PHASE 3 - Construction Administration																								
K. Shop Drawings																								
L. Pre-Construction Meeting																		M						
M. Construction Progress Meetings																			M	M				
N. Construction Inspections																			I	I	I			
O. Assist with Pay Requisitions																								

FEES

We have done our best to meet the requirements of the project while being sensitive to the budget. We look forward to working with the project stakeholders and hope the fee schedule reflects project expectations.

Rice Public Library Children's Garden Design Services | Kittery, Maine

PHASE	RATE		UNIT	COST	DESCRIPTION
	DESIGNER	PRINCIPAL			
PHASE 1 - Concept Design	\$100.00	\$145.00			
A. Document Review Review all existing materials from focus groups, public surveys, and site documentation.	4	2	hours	\$ 690.00	Review public surveys and all other project documentation available to date
B. Site Visit and Existing Conditions Analysis Conduct site visit and document/confirm existing conditions.	10	4	hours	\$ 1,580.00	1 site visit during analysis and SD phase for 2 hrs - does not include mileage or travel time; documentation of analysis and existing site conditions
C. Conceptual Design Develop no less than 3 conceptual designs	16	6	hours	\$ 2,470.00	3 plan view sketches (not technical drawings) showing potential layout options
D. Design Open House Present conceptual designs at a public open house, collect public input.	8	3	hours	\$ 1,235.00	1 open house - includes kid engagement time (such as presentations, design exercise) presentation of concepts to the public, and time for structured feedback on the concepts; preparation related to the open house
E. Meet with Committee Present conceptual designs with new public comments to Committee for final selection.	2	2	hours	\$ 490.00	1 2 hr meeting with the Committee
PHASE ESTIMATE TOTAL	40	17		\$ 6,465.00	
PHASE 2 - Construction Drawings	\$100.00	\$145.00			
F. Design Development Translate preferred conceptual design into plans appropriate to study the details needed to develop construction drawings.	4	2	hours	\$ 690.00	1 plan view drawing and supporting details of revised site plan per the Open House, Committee, and design team feedback
G. Cost Estimates Develop cost estimates to ensure project cost is consistent with available budget.	4	2	hours	\$ 690.00	Development of opinion of probable cost to aid in the design development and project bidding process
H. Construction Drawings Prepare CDs, technical specifications, and other supporting documents needed for bidding project construction.	24	6	hours	\$ 3,270.00	Development of detailed site preparation, grading, layout, lighting, and planting plans and their accompanying details and specifications
I. Final Design Review with Committee Attend 1 meeting with Committee to discuss design development, review cost estimates, and finalize design.	4	2	hours	\$ 690.00	1 (one) 2 hr meeting with Committee and additional preparation time
J. Assist Bid Process Attend 1 pre-bid meetings J1. Respond to all RFIs, issue addendum as needed J2. Assist Town in evaluating bid submissions.	4	1	hours	\$ 545.00	1 (one) 2 hr bid meeting, structured month-long RFI process with one coordinated response to all parties and addenda to plans; assistance with review of bid submissions not to exceed 2 hr
PHASE ESTIMATE TOTAL	40	13		\$ 5,885.00	
PHASE 3 - Construction Administration	\$100.00	\$145.00			
K. Review Shop Drawings with Contractor Provide clarification of plans and specifications with Contractor; review and sign off on shop drawings as needed.	2	1	hours	\$ 345.00	Includes a limited amount of time and coordination period with contractor before the construction begins.
L. Pre-Construction Meeting Attend 1 pre-construction meeting with Contractor, review all orders of condition on permits, and address any concerns.	4	1	hours	\$ 545.00	1 (one) 2 hr pre-construction meeting and related preparation
M. Attend Construction Progress Meetings - As Needed Attend progress meetings when requested by town.	4	1	hours	\$ 545.00	Assumes 2 progress meetings for 1 hr each and preparation time. Additional services will be charged at hourly rate.
N. Construction Inspections Perform inspections of construction, verify implementation with CDs and technical specifications, permit requirements, etc.	10	4	hours	\$ 1,580.00	Assumes 1-2 weekly site visits (1 hr long ea) during a 2-week construction period and preparation/coordination time related to each meeting; 1 (one) final inspection for punch list and related coordination
N.1. Conduct Final Inspection Conduct final inspection to formulate punch list and certify substantial completion.					
O. Assist Town with Pay Requisitions Work with the Town to review pay requisitions for site work related activities, make comment and recommendations, ensure work is being documented, and make recommendations for pay by the town.	2	1	hours	\$ 345.00	Assumes limited amount of review and coordination
PHASE ESTIMATE TOTAL	22	8		\$ 3,360.00	
ESTIMATED REIMBURSABLE EXPENSES				\$ 200.00	
ESTIMATE TOTAL				\$ 15,910.00	
12% PUBLIC WORKS DISCOUNT				\$ 1,909.20	
ESTIMATED FEE TOTAL				\$ 14,000.80	

