



TOWN OF NATICK MASSACHUSETTS

TO: Natick Board of Selectmen
William Chenard, Acting Town Administrator
Jemma Lambert, Director, Natick Community Services Department
Karen Partanen, Director, Natick Recreation and Parks Department

FROM: Bryan R. Le Blanc, Procurement Officer

DATE: January 10, 2018

SUBJECT: CONTRACT AWARD
Planning Designer Services – Camp Arrowhead Building Rehabilitation/Amendment No. 1

During the final week of December, 2017, the Natick Board of Selectmen voted to award an owner/architect agreement to Resolution Architects, LLC. The award was made after a qualifications based procurement process under M.G.L. c. 7C, §§44 *et seq.* The award amount was for \$14,000.00.

At the time that the vote was made, certain questions remained with respect to the program, which has since been drawn up by Resolution Architects, LLC. That program is attached to and incorporated into Amendment No. 1. Also included with Amendment No. 1, is confirmation that there are no additional services being offered, completing in full the table in Article 4.1 of the Agreement.

There are also two other minor changes. The first lies in Article 4.3.3. Resolution has proposed revising number of shop drawing reviews from five (5) to two (2), given the relative simplicity of the project and given the time deadlines in opening the project for the start of the Summer 2018 Camp Arrowhead season. For similar reasons, it has also proposed reducing the number of site visits to determine substantial and final completion from five (5) to two (2).

Finally, Resolution has proposed changing Article 4.3.4, which compensates the architect by additional monies if work is not completed, through no fault of the architect, within a certain time period. Rather than the original thirty-six (36) month window, Resolution has proposed an eighteen (18) month window.

Given the tight timeline, and given the need for the architect to expedite this work, the requests posed by Resolution do not seem unreasonable. The administration recommends adopting the provisions of Amendment Number 1, thereby allowing the Natick Board of Selectmen to execute the original contract documents and the Amendment. This way, the Architect may begin its work in an expedited manner and may keep the project on its initial schedule.

Funding information: Insurance Proceeds - \$14,000.00



Resolution Architects
One South Avenue
Natick, MA 01760
P : (508) 315-3666
ResolutionArchitects.com

Dt: January 8, 2018
To: William Chenard, Town of Natick
13 East Central Street
Cc: Bryan Leblanc, Procurement Director
Fr: Randy Johnson, Senior Partner
Re: Arrowhead Rehab
Proposed Contract Amendment #1

AMENDMENT #1

A. General

1. The intent of this Amendment is to modify the currently proposed B101 and Addendum. Amendment #1 has priority over other documents, as per Section 1.4 of the Addendum. There is a signature page at the end.

2. Signature by the client represents that the terms of the December 18, 2017 Memo (as included in the contract package and attached to this memo) are approved.

B. Specific - B101 - 2007

4.1 The table, as it is blank, indicates that there are no additional services that are to be specifically provided by the architect.

- 4.3.3 .1 Insert "2" in place of "5".
- .3 Insert "2" in place of "5".
- .4 Insert "2" in place of "5".

4.3.4 Change "36" to "18".

End of Amendment #1

Attachment: December 18, 2017 Memo

OWNER

The Town of Natick, Massachusetts

by: The Natick Board of Selectmen

Jonathan H. Freedman, Chairman

Susan G. Salamoff, Vice Chairman

Richard P. Jennett, Jr., Clerk

Michael J. Hickey, Jr.

Amy K. Mistrot

Dated: _____

ARCHITECT

Resolution Architects, LLC

by:

Signature

Printed Name

Printed Title

Dated: _____

MEMO

Dt: December 18, 2017
To: William Chenard, Town of Natick
13 East Central Street
Cc: Bryan Leblanc, Procurement Director
Karen Partanen, Director, Recreation and Parks
Jemma Lambert, Director of Community Services
Fr: Randy Johnson, Senior Partner
Re: Arrowhead Rehab
Design Scope / Fee

A. General

Prior to drafting the owner – architect agreement with the Town of Natick, we offer this fee proposal for architectural and engineering services for the Arrowhead project. We anticipate that the content of this memo will be incorporated into the AIA B101 – Owner – Architect Agreement (2007), as amended in the RFQ and by this proposal.

B. Project Description

1. A/E services for the Rehab of Camp Arrowhead, from pre-design to construction closeout.
2. Anticipated design scope:
 - Full gut / systems replacement for year-round usage
 - Restoration of fire damaged structure
 - Space planning modifications, in accordance with program statement
 - Air conditioning
 - Accessibility improvements – access and restrooms
 - Assembly Use Group – Occupancy of the camp program is approx 80.
 - No occupants are under the age of five years.
 - No over-night usage of the camp.
 - Compliance to 2015 Building Code and Energy Code, as amended.
 - Improved visual connection to water
 - Building security measures (non-electronic)
 - Exterior envelope revitalization
3. The existing “bath house” is excluded from the scope. However, the project team must verify that compliance with the MAAB and ADA regulations are met or that the required waivers are secured. RA can participate in this analysis and regulatory process as an additional service.
4. No expansion of the building footprint is anticipated.
5. The attached open shelter is not part of the proposed design / construction scope, except where there is overlap with electrical.
6. It is noted that the requirement for year-round use is an additional program element. This was not included in the RFQ, and entails additional design resources and requires modification of the construction budget identified in the RFQ.
7. Natural gas is not available at the site.

8. Project is under the jurisdiction of the State Building Inspector. Plumbing and wiring permits are local.
9. Randy Johnson, Senior Partner, shall be the principal contact person for the project.
10. The Town of Natick shall act as the sole conduit of communication to RA from the other parties with interest in the project (DCR and Veterans). Direction issued by the Town of Natick shall constitute consent of the other parties.
11. No conservation commission regulatory process is included as part of the scope or fee.

C. Scope of Services

Task 1

Pre-design Programming and Concept Design

- Detailed Program Statement issued by client, including all specific requirements, for Resolution Architects (RA) review and comment.
- RA Code review, with consultation and sign-off provided by the Natick Building Department
- Budget limitations defined by the client
- RA conducts field measurements and produces existing conditions drawings.
- Site survey provided by owner.
- Space planning design issued by RA for review by client.
- Adjustments to space planning as needed for client sign off.

Task 2

Schematic Design

- Develop documents to level suitable for review, including drawings and outline specifications.
- Engineering Consultant input to describe design intent of major systems.
- Preliminary construction cost estimate by RA
- One Design Team meeting to confirm schematic design approach
- One Meeting / presentation to DCR.

Task 3

Design Development

- Selection and presentation of finishes, fixtures and equipment for client review.
- Verification of energy compliance.

Task 4

Construction Documents

- Following approval of SD and DD packages, commence preparation of CD's, including full project manual, suitable for public bid
- Owner supplied front end materials incorporated into bid documents by RA
- Coordinate with all consultants, including owner consultants, in the production of the CD documentation.
- Attend one meeting with owner to discuss pricing, alternates, etc.
- Final cost estimate by RA / owner approval of pricing assumptions.

Task 5

Bidding and Negotiation (assume approximately 60 days)



- Attend prebid conference
- Issue addenda as required.
- Assist in review of Owner – GC (or CM) agreement (sim to AIA A101, date TBD)

Task 6

Construction Administration – Assume 2 month construction duration from commencement to substantial Completion

- Assist GC in obtaining a building permit
- Provide CA services as outlined in typical Owner – Architect agreement, including 8 site visits prior to substantial completion, and two visits after substantial completion.
- At substantial completion, supply monetized punch list.
- Review closeout documentation including GC produced record drawings, issue affidavits
- Warranty Inspection conducted with owner at 11 months after substantial completion.

D. Proposed Fee – by task

	Task 1 Concept	Task 2 Schematic	Task 3 DD	Task 4 CD	Task 5 Bid	Task 6 CA	Total
Resolution A.	2000	1000	1000	4000	2000	4000	14000

E. Additional Services include, but are not limited to:

- Assist in regulatory applications and hearings. (ConCom, Mass AAB, etc)
- Any professional structural engineering required for lateral load resistance, or code compliance documentation relating to structural analysis and design due to substantial modifications to an existing building.
- Architectural Services relative to change in project scope from that defined in the RFQ.
- MEP consulting required for changes in the project scope from that defined in the RFQ.
- Redesign/ Rebid after unfavorable bids due to market conditions and public bid process response.
- Energy Modeling

F. Basis of Fee

- Pricing is based on March 1, 2017 construction start.
- Cost of travel, phone included in RA pricing. Reimbursable expenses include cost of large format reproductions, project manual printing and binding, couriers and mailing.
- Base drawing in the RFQ is available in electronic format.
- Proposed services do not include:
 - Civil engineering (by owner, if needed)
 - New Utility connections
 - Landscape design (by owner, if needed)
 - Fire Protection (sprinkler system) and new fire service
 - Electronic Security system design
 - Preparation of Utility company rebates
 - Services associated with any accreditation for energy or green building beyond basic code.
 - Hazardous material identification or remediation
 - Services related to implementation of VE items into the design documents after DD Phase.
 - Digital 3D modeling / BIM / renderings
 - Site lighting
 - Third Party testing



Fast tracking of design / construction

Energy performance raters

- Increase in premium for the RA professional liability coverage beyond what was demonstrated by RA in the RFQ response shall be a reimbursable expense. The added liability coverage shall be for the period commencing at the date of contract award to final project construction completion, after which it will revert back to the current coverage demonstrated in the RFQ response. Expense NTE \$1,500.
- Additional premium for the "Umbrella" liability coverage beyond what was demonstrated in the RA RFQ response shall be a reimbursable expense. This coverage shall commence at the date of contract award to final project construction completion, after which it will revert back to the current coverage demonstrated in the RFQ response. Expense NTE \$1,000.
- No workers comp insurance is required, as all on-site or out of office work performed on the project will be by company partners.

G. Hourly Billing Rate (for additional services)

Project Architect / Principal in charge	\$150
Project Manager / Job Capt.	\$120
Senior Technical	\$100
Junior Technical	\$80
Draftsman	\$60
Admin	\$55

As a client cost saving measure, travel billing related to additional services is at 80% standard billing rate, plus IRS travel expense + tolls. There will be no billing for travel time for destinations within Natick.

H. Reimbursable Expenses

Cost plus 10%.

End of memo

