

# PROFESSIONAL SERVICES SUPPLEMENT #3

AIA Document G604

In accordance with the AGREEMENT dated:

December 2, 2014

**BETWEEN:**

**The Dover School District  
School Administrative Unit #11  
McConnell Center  
61 Locust Street, Suite 409  
Dover, NH 03820-4132**

and:

**HMFH Architects, Inc.  
130 Bishop Allen Drive  
Cambridge, MA 02139**

for the Project:

Dover High School and Regional Career Technical Center

authorization is requested

- {  to proceed with Additional Services  
 to proceed with revised scope of Basic Services  
 to incur Reimbursable Expenses

OR

notification is made

- {  of the need to proceed with Contingent Additional Services  
 of the need for other services

AS FOLLOWS:

Establish Basic Services Fee of \$6,720,000 to be billed monthly based upon the following schedule:

Schematic Design (15%)	\$1,008,000.00
Design Development (20%)	\$1,344,000.00
Construction Documents (25%)	\$1,680,000.00
Bidding (5%)	\$336,000.00
Construction Administration – Phase 1 (30%)	\$2,016,000.00
Construction Administration – Phase 2 (5%)	<u>\$336,000.00</u>
<b>Total</b>	<b>\$6,720,000.00</b>

*(insert provisions covering time of commencement and completion of authorized services as applicable).*

Prompt written notice is required if the services indicated are not needed.

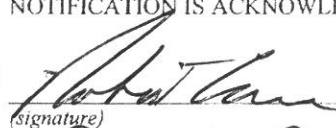
SUBMITTED BY: HMFH Architects, Inc.

AUTHORIZATION IS GIVEN or  
NOTIFICATION IS ACKNOWLEDGED BY:

  
(signature)

Laura Wernick, AIA, Treasurer  
(printed name and title)

9/11/15  
(date)

  
(signature)  
Robert Carrier, JBC Chair  
(printed name and title)  
9/15/15  
(date)

**HMFH Architects, Inc.**

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September 1, 2015 (revisions 9/9/15)

Mr. Robert Carrier,  
Chair Dover Joint Building Committee  
c/o Dover School District  
61 Locust Street Suite 409  
Dover, NH

Re: Dover High School Design Services Fee Proposal

Dear Mr. Carrier:

I have spoken with Dr. Arbour and at her request I initiated a review of the fee proposal which I sent to you on July 20<sup>th</sup>.

Because I know that there has been concern about our fee as a percentage of the construction cost I thought it might be helpful to breakout the fee in a slightly different manner than I did in the past. The fee proposal as originally presented to you in the July 21 letter consists of the following components:

Part A Basic Services as defined under AIA Contract B10, Paragraph 3.1

Architect	4,160,598	
Structural Engineer	475,000	
MEP/FP Engineers	1,245,000	
Cost Estimating	90,000	
Specifications	<u>30,000</u>	
<b>Subtotal</b>		<b>6,000,598 8.4% of construction costs</b>

Part B Additional Services

Civil Engineer	275,000	
Landscape Design	158,000	
Furniture and Equipment	76,750	(The F&E fee is split 40/60 between HMFH and Dover)
Food Service	28,900	
Hardware	18,000	
Audio/Visual/Theater	71,500	
Acoustical	40,000	
Wetlands Consultant/ Permitting	10,000	
Storm water Permitting	20,000	
Sewer and Water Main	5,000	
Code	10,000	
Other/Printing/Misc.	<u>85,000</u>	
<b>Subtotal</b>		<b><u>798,650</u></b>
<b>Total</b>		<b>6,799,248 ~ (\$6,800,000 original fee)</b>



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*The project will have the following phases. (From August 2st email)*

The design starts with **Schematic Design**. The purpose of Schematic Design is to finalize the layout of the floor plans and the site plan, define the structure and the major systems, determine major materials and develop design concepts for the massing and exterior appearance. We will be reviewing program requirements and adjacencies with the educators. Geotechnical information will be developed. Further hazardous materials information will be developed. Drawing of plans, elevations, roof plan and site plan will be developed. We will be engaging our specialist consultants like a furniture and equipment consultant and a kitchen consultant to assist within their specialties. A wetlands consultant may be required if we impact the wetlands. An outline specification will be developed and the project schedule will be finalized. Initial site logistics for site phasing will be developed. With that information in hand, a schematic cost estimate will be developed and, if necessary a value engineering process will take place in order to assure the project is still within budget. HMFH will develop a work plan that provides an outline of activities and of the decisions required for each JBC meeting as well as undertaking the necessary engagement with local officials.

Schematic Design is followed by **Design Development**. Design Development further develops the plan and site plan but also develops the project 3 dimensionally more fully. Elevations, building sections, wall sections and interior elevations are all developed, major spaces are explored and developed. All significant equipment is determined for CTC spaces and the layout of the equipment within the spaces along with power or infrastructure requirements is established. Furniture selection will begin. Necessary infrastructure such as toilet rooms and stairs are documented. All materials are identified and key and critical details are developed. Initial coordination of mechanical systems with structure and architectural features takes place. Site infrastructure including all services and site drainage and storm water systems are developed. The specification document will be further developed. During Design Development, HMFH will continue to work with local authorities and fully engage with the Planning Board and conservation commission as necessary to prepare for any required hearings. At the end of Design Development HMFH another cost estimate will be developed and, if necessary a value engineering process will take place in order to assure the project is still within budget.

Design Development is followed by the **Construction Document** phase. During the Construction Documents Phase all final details and drawings are developed and all final coordination takes place. The working drawings are completed and the specifications are completed. A color pallet will be developed. All approvals are in place. For the Dover High School project it is very likely that the site package, the concrete, and the steel packages will be bid early to allow the construction to start before the documents are 100% complete. HMFH will work with the CM to prepare these separate packages. We will develop a cost estimate at 60% Construction Documents and, if necessary a value engineering process will take place in order to assure the project is still within budget.

Once the drawings are complete the documents will go out to **Bid**. The logistics of the bid phase are largely handled through the CM. HMFH will assure that all bidders have their questions answered. As bids are received, HMFH, with the CM will review the bids for accuracy and appropriateness.

The final phase is **Construction Administration**. HMFH will be fully engaged throughout the Construction process. We, with our engineers, will be reviewing submittals and shop drawings for all products and systems. We will be answering all questions that arise during the construction process and provide interpretation of our documents as required. We will attend the weekly site meetings and review the progress for general conformance with our documents. We will review monthly requisition for accuracy. We will attend monthly JBC meetings. The furniture, equipment and technology hardware selection will be finalized and put out to bid. Before project completion all equipment will be purchased and installed. As the project reaches completion we will develop a "punch list" of outstanding items that are not complete or are not in conformance. We will continue