

SILVER/**PETRUCELLI**+ASSOCIATES

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June 28, 2016

John F. Kennedy Middle School Pre-Referendum Committee  
Attn: Bryan Chodkowski  
Town of Enfield  
820 Enfield Street  
Enfield, CT 06082

Re: Architecture and Engineering Services Proposal  
John F. Kennedy Middle School Infrastructure and Educational Needs Assessment  
S/P+A Project No. 16.136

Dear Committee Members:

With reference to our discussions last week, Silver / Petrucelli + Associates is pleased to submit this proposal to assist the Town of Enfield with the modernization and improvements of this grade 6-8 school that will serve the changing student population needs into the foreseeable future. Our work is to determine the short and long term needs of the facility, analyzing how this Middle school can effectively be reprogrammed and retooled for current educational program needs while addressing technological opportunities. We will analyze the core spaces and activities, and prioritize improvements and upgrades to the educational facilities, building systems, and athletic fields as well as modernizing the food service, cafeteria, MEP and environmental systems that will be needed to serve the town and educators for at least the next 20 years. The study will also incorporate and reference the State Security and space standards guidelines and the State grant process for this project, and we will express the facility's needs in both the short term and long range vision as we establish priorities for the modernization and possible expansion.

The primary goal of this study is to evaluate the existing building, and spaces for their adaptability for the future use. We will develop a report that will outline any areas of concern regarding the reconfiguration and/or relocation of programs, the current facility conditions, and the mechanical, electrical, plumbing and fire protection conditions and future needs. We will include preliminary designs for the anticipated program changes and enrollment estimates. We will evaluate the physical adequacy of the existing building to meet the current code, ADA standards, and State educational guidelines. We will identify options along with the pros and cons to address these concerns. We will prepare an opinion of probable construction cost for both short term and long range needs based on the preliminary design and options identified.

We believe that the following services will be required to yield the study that you have requested.



### EVALUATION/STUDY

1. We will initiate the project with a programming meeting with BOE and Town staff to review the programs and explore development details further. We will seek information on use patterns, scheduling, diversity, special education and use of facilities, as well as any unique furniture and equipment particulars, space requirements, etc. We will translate these interviews, observations and program information into a space program summary, quantifying the current and future space needs against the total space available for reuse.
2. We will field investigate the existing conditions of the affected spaces at John F. Kennedy School, including existing space layouts and general building code conditions that may influence the modern middle school program, conversion needs (if any) of restroom facilities and classrooms, and unique separation requirements in the large common and assembly spaces. We will field verify the general layout information that is available in existing condition plans that is available to us, and this information will be entered into our base CAD plans for use in developing alternative layouts. Our mechanical and electrical engineers will field verify the MEP systems in the school to determine their condition, age and potential for reconfiguration and reuse.
3. We will translate the program needs, adjacencies and future space requirements into alternative block layout solutions, presenting options of use and space relationships that will be reviewed in detail with the staff. We will explore and document some of the more significant code implications (if any) of the project.
4. We will integrate options for secure and accessible building entry at the visitor entries as well as the ongoing discussion of and implementation of the *School Safety Infrastructure Standards*.
5. After revising the plans based on our initial plan review with you, we anticipate meeting with you several more times to review the alternative layouts, revising the selected conceptual layouts and MEP options as you require, providing greater detail to fully demonstrate the space configurations, improvements, features and designs. We will develop an engineering assessment and report of the potential to reuse the HVAC systems in the school as well as recommending the necessary modifications or improvements for the anticipated relocated and new uses, for the short term occupancy and for the longer term operation of the building. We have included limited hazardous material engineering scoping, reporting and estimating services in our proposal, in order to establishing order of magnitude environmental needs without invasive testing (not at this time)
6. Final conceptual layouts will be developed as well as a narrative report of the program development, our findings and recommendations for the organization of the space modifications and relocations that are being recommended.
7. An order of magnitude construction cost budget will be developed for the options that require capital improvements, and if possible we may forecast these expenses into the foreseeable future as well as long term. The estimates will include a cost estimate for the MEP systems related to the project. We will also include reimbursement analyses should state grants be considered through the Connecticut Office of School Construction Grants.
8. Exterior elevations of any expansions or notable improvements will be developed as well as rendering studies that will help convey the scope and scale of the proposed improvements. We will also meet with the local building and fire officials to test the concepts and determine the viability of the plans as they relate to current and foreseeable codes, especially considering the anticipated code change in October of this year.

9. After your review of the draft report, we will forward the Word, PowerPoint and Excel data files along with our team's report. We will provide one set of full size prints and the CAD data files to you on disk for your archiving and use. We have included the effort required to present our findings in formal sessions to the Board of Education, the Town Council, as you direct.
10. We will prepare the proposed scheduling and phasing of planning and construction for the improvements and any expansion and the potential to swing the children into available spaces in town.
11. We will assist the committee in engaging the citizens and students in Enfield regarding the proposed improvements to solicit input, record comments, and integrate your findings back to the Town Council and the Enfield Board of Education. We will assist you as with did the Enfield HS Consolidation Committee by developing brochures, graphics and other media that can be used by local access broadcasters and web based programs.

**SERVICES NOT INCLUDED**

We are capable of providing a wide range of additional services should you require the assistance, or should the project scope be revised. These services include:

1. Schematic Design, Design Development, Construction Document or Construction Administration Services
2. Food Services or Structural engineering services.
3. Development of detailed site plans, studies or septic/off-site utility estimates.
4. State Department of Education Grant Application (SCG-049) or Development
5. Local agency approval services and PAC assistance.
6. Extensive field measuring (assumes that CAD & GIS data files are available)
7. Environmental testing, design or construction administration phase services.
8. Printing of study sets (quantity is unknown at this time)
9. Demographic studies or enrollment projections (we will use current enrollment projections)

**COMPENSATION**

For the services listed herein, we propose a fixed fee broken into the phases that you requested, as follows:

Program Interviews and Development:	\$23,800 (includes meetings)
Investigations and Conceptual Plans:	\$32,000 (includes meeting and revisions)
Draft Report:	\$12,000
Presentations and Final Report:	<u>\$ 5,100</u>
Total:	\$72,900

**Add Alternate Fee:**

After Committee Completes their Charge: \$600 per meeting  
Final and Formal Printing Allowance: \$4,000 (recommended based on study prior needs)

This fee includes all customary reimbursable expenses such as travel, long distance telephone and progress printing.

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Any additional services that you may require during the project can be compensated on an hourly cost plus basis, in accordance with the attached "Standard Hourly Rate Schedule". If the scope is well defined, a mutually agreeable fixed fee can be negotiated. All other terms of our agreement will be in accordance with the Owner/Architect agreement that we developed with the Town for the High School Pre-referendum services that we will prepare for your previewing.

Invoices will be submitted monthly and shall be in proportion to the services provided. Payment is due within 30 days of receipt of invoice, with late charges assessed at the maximum permitted by state law.

**SCHEDULE**

We can begin our work within one (1) week of your notice to proceed and can complete the project in accordance with the Committee's needs and which relies on the availability and decisiveness of the BOE program team involved with the project.

If this proposal is acceptable for further contract development, please sign below scanning it to us and retaining the original for your files. We appreciate the opportunity to work with you on this important project. If you have any questions, please do not hesitate to contact me.

Sincerely,



William R. Silver, AIA  
President

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_  
for Contract Development Town of Enfield



## **STANDARD HOURLY RATES**

**2016**

<b><u>Personnel</u></b>	<b><u>Hourly Rate</u></b>
Principal/Project Manager	\$186
Principal/Project Architect	\$173
Principal Civil Engineer	\$191
Principal M/E Engineer	\$186
Principal Structural Engineer	\$160
Sr. Structural Project Engineer	\$133
Sr. Project Engineer/Manager	\$163
Civil Engineer	\$133
Interior Designer	\$107
Landscape Architect	\$174
Construction Administrator/Building Official/Fire Marshal	\$121
Architectural Designer/Job Captain /Specification Writer	\$116
Project Engineer	\$107
Civil CADD Operator	\$96
Engineering Designer	\$100
Architectural Draftsperson	\$94
Clerical/Word Processing	\$80