



QUOTE

Westford, Town of

Contact Name: Shawn Ricard, FF / Mechanic
 Company/Dept Fire Dept.
 Street Address: 51 Main St.
 City, State, Zip: Westford, MA 01886
 Phone: 978.360.2309 (c.)
 E-Mail: sricard@westfordma.gov

Date: August 30, 2017
 Valid Through: Sept. 30th, 2017 *
 Customer #: 11096
 Contract: GBPC - Various
 Sales Rep: Shawn Daoust

Membership required in order to utilize this pricing.

CONTRACT LINE REFERENCE	LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
K8A / 500a	Ford Interceptor Utility - All Wheel Drive	\$ 27,650.00	1	\$ 27,650.00
F1	Exterior Color - Vermillion red		1	\$ -
	3.7L TI-VCT DOHC V6 Engine - 300 HP		1	\$ -
86P	Pre-drilled front headlamps	\$ 121.25	1	\$ 121.25
	Power Windows and Door Locks		1	\$ -
53M	SYNC (Factory Bluetooth)	\$ 286.15	1	\$ 286.15
549	Power Heated Mirrors	\$ 58.20	1	\$ 58.20
76R	Reverse Sensing	\$ 266.75	1	\$ 266.75
	Rear View Camera (displays in ** DASH **)		1	\$ -
18D	Global Lock/Un-Lock		1	\$ -
64E	18" Painted Aluminum Alloy Wheels (spare remains steel)	\$ 460.75	1	\$ 460.75
	GBPC-Ford - Contract Total :			\$ 28,843.10
	MHQ Graphics Package "C" (no chevron)	\$ 695.00	1	\$ 695.00
	Vent Shades (front and rear)	\$ 75.00	1	\$ 75.00
	WeatherTech Floor Liners (per row) - Black	\$ 125.00	2	\$ 250.00
	Class II Trailer Hitch Receiver with Flat 4 Trailer Plug	\$ 395.00	1	\$ 395.00
	Remote Activated Starter (also adds Keyless Entry)	\$ 395.00	1	\$ 395.00
	SoundOff Wig-Wag Headlight Flasher	\$ 75.00	1	\$ 75.00
red	Whelen ION LED Warning Lights (1 per side) headlights	\$ 365.00	1	\$ 365.00
red	Whelen ION LED Warning Lights (1 pair) grille	\$ 365.00	1	\$ 365.00
red	Whelen Mirror Beam LED Warning Light System	\$ 420.00	1	\$ 420.00
TBD / "36"	Whelen DUO Liberty II Lightbar with CenCom Siren/Switch Controller	\$ 2,935.00	1	\$ 2,935.00
	Whelen Strobe Emitter/Opticom built into lightbar	\$ 580.00	1	\$ 580.00
red	Whelen ION LED Warning Lights (1 pair) top rear window (inside)	\$ 365.00	1	\$ 365.00
red	Whelen ION LED Warning Lights (1 pair) hatch bottom	\$ 365.00	1	\$ 365.00
w / r	Whelen Vertex LED Hide-a-ways (2 pair) - tail lights	\$ 455.00	1	\$ 455.00
behind	Whelen SA315P Siren Speaker	\$ 200.00	1	\$ 200.00
	Havis Communications Console - (1308)	\$ 425.00	1	\$ 425.00
% off MSRP	Havis Flip up Arm Rest (108)	\$ 141.00	1	\$ 141.00
flat	Havis Dual Internal Cup Holder	\$ 45.00	1	\$ 45.00
	Magnetic Mic Clip(s)	\$ 41.00	2	\$ 82.00
	Central Wiring System - Patrol Power	\$ 815.00	1	\$ 815.00
% off MSRP	ProGard r/w Dome Light Kit - PTL4213 (1 pair with a 3-way switch)	\$ 157.50	1	\$ 157.50
hourly	Install Dome Light Kit	\$ 95.00	1.5	\$ 142.50
	Streamlight LED Vulcan Flashlight	\$ 180.00	1	\$ 180.00
	Streamlight Survivor LED Flashlight	\$ 200.00	1	\$ 200.00
	Install Customer Supplied 2-way Radio(s)	\$ 195.00	2	\$ 390.00

	External Scanner Speaker (for radio) - SK-CBS100	\$ 30.00	2	\$ 60.00
% off MSRP	1st Priority Command Cabinet - Per Spec.	\$ 4,933.00	1	\$ 4,933.00
hourly	Install Command Cabinet with Platform - SUV	\$ 95.00	2	\$ 190.00
	GBPC - Aftermarket Equipment - Contract Total :			\$ 15,696.00
			TOTAL:	\$ 44,539.10

TERMS AND CONDITIONS

*This quote is valid for 60 days from the date of quote. Any purchase orders or approved quotes received outside of the 60 day quote period may be subject to price adjustments. By signing this quote, the customer is agreeing to pay, in full, for all items listed above. Any requests for changes, modifications, replacements, removals or additional items may be subject to additional fees and/or adjusted delivery dates.

M.G.L c. 30B applies to the procurement of all commodities quoted. Contract items have been collectively purchased pursuant to M.G.L c 30B sec 1c and M.G.L c.7 sec 22B. The government body is responsible to determine the applicability of M.G.L. c30B to off contract items, but not limited to, off contract items that have already been properly procured under M.G.L. c30B sec 1c and M.G.L. c7 sec 22A (purchases from a vendor on contract with the Commonwealth), other contracts procured under M.G.L. c30B sec 1c and M.G.L. c. 30B contract between the vendor and the jurisdiction. All off contract items must be procured under M.G.L. c. 30B.

The terms and conditions stated herein and the provisions of any agreement between MHQ and Buyer, if applicable, shall constitute the complete and only terms and conditions applicable to any and all purchases by Buyer from MHQ. Any additional and/or different terms and/or conditions printed anywhere including on, or with, Buyer's order shall be inapplicable in regard to any purchase by Buyer from MHQ.

ORDER ACKNOWLEDGEMENT

By signing this document you are agreeing to the above terms and conditions of this order from MHQ, Inc.

x

PRINT NAME

x

TITLE

x

SIGNATURE

x

DATE

Quote provided by Shawn Daoust, Account Manager at MHQ - Public Safety Team Member
(508) 573-2625 or sdaoust@mhq.com

MA CONTRACT ITT-57 QUOTE



Beltronics, Inc.

Serving the Communications Industry Since 1968

240 Main Dunstable Road, Nashua, NH 03062 603-402-4144

QUOTE #	BTXQ1433
DATE	Aug 31, 2017

To Joseph Targ
Town of Westford Fire Department
Westford, MA

Phone

ENGINEER	P.O. Number	PAYMENT TERMS	DUE DATE
Lee M. Lemoine		50% @ ORDER / NET15	

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	Base Station Repeater 440-480MHz 100W ACDC12 aux12 US/CAN power cord conventional SIF	\$8,140.00	\$8,140.00
1	Software Key - Analog Line (TBAS051) - Enable wireline control for existing voter & dispatch	\$72.52	\$72.52
1	Software Key - P25 Enablement (Note: will only repeat in-cabinet)	\$3,601.58	\$3,601.58
1	Program, Tune & Install	\$135.00	\$135.00

Thank you for the opportunity to provide pricing on your project. We strive to be competitive!

SUBTOTAL	\$11,949.10
SALES TAX	\$0.00
TOTAL	\$11,949.10

To accept this quotation, sign here and return: _____

Thank You For Your Business!

WA Athletic Complex Upgrades - Cost Estimate Comparisons

as of 9-13-17

	Design-Bid-Constr Mgmt Fee Proposal	Current Cost Estimates - 5/25/17	Prior Cost Estimates - 1/14/16
<u>Phase 1:</u>			
Track, D Areas, Perimeter Fence		658,000	457,500
Fee Proposal-Design-Bid-Construction Mgmt (dtd 6/1/17)	33,880		
Fee Proposal-Design-Bid only (dtd 6/1/17)	19,375		
<u>Phase 2:</u>			
New amenities bldg, 1835 sq ft:		688,000	642,250
cost 5-25-17: \$350-\$375 per sq ft			
cost 1-14-16: \$325-\$350 per sq ft			
Modifications to existing concessions bldg, 650 sq ft: \$100-\$125 per sq ft		80,000	80,000
Driveway-walkway-parking modifications		127,000	91,500
Visitor bleachers (282 seats)		152,500	152,500
		1,047,500	966,250
Fee Proposal-Design-Bid-Construction Mgmt (dtd 9/11/17)	188,523		
Fee Proposal-Design-Bid only (dtd 9/11/17)	163,913		
Phase 1 and 2 Total		1,705,500	1,423,750
Fee Proposal-Design-Bid-Construction Mgmt (both phases)	222,403		
Fee Proposal-Design-Bid only (both phases)	183,288		
<u>Future:</u>			
Lighting		488,000	439,200



Gale Associates, Inc.

163 Libbey Parkway | P.O. Box 890189 | Weymouth, MA 02189-0004
P 781.335.6465 F 781.335.6467
www.galeassociates.com

June 1, 2017

Westford Academy
30 Patten Road
Westford, MA 01886

Attn: Mr. James Antonelli, Principal
T: (978) 692-5570
E: jantonelli@westfordk12.us

Re: Engineering Consulting Services
Track Renovation Project
Westford Academy
Westford, MA

see p. 4 for proposal total - track
project portion - total \$33,880

Dear Mr. Antonelli:

Gale Associates, Inc. (Gale) is pleased to present this proposal to provide Engineering Consulting Services to Westford Academy (WA) regarding the above-referenced facility.

PROJECT DESCRIPTION

Gale has been actively developing the Master Plan for WA, which was initiated in October 2015. As part of these services, Gale performed an evaluation of the track, including geotechnical services, which culminated with proposed options for the track renovations. An Existing Conditions Survey was performed as part of these services. At this time, WA has requested Gale to develop a proposal to complete engineering and design services for track renovations and associated work.

Based on discussions with WA, we understand that the renovations are to include the following:

- Replacement of the existing 400-meter track, including new subbase asphalt, and resurfacing with Plexitrac Lightning "Black Latex" or equivalent.
- Renovation/replacement of the existing D-areas, to include the replacement of the natural grass surface with new asphalt pavement and in-line trench drains, high jump, and long jump with triple jump areas.
- A four foot (4') chain-link perimeter fence and walkways around the track.

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SCOPE OF SERVICES

Gale will provide engineering services for design, bid and construction period services, as follows:

Phase 1 – Project Kick-Off, Programming and Schematic Design

- Attend a “start-up” meeting with WA to finalize the project goals, design criteria and milestone schedule. Prepare the meeting agenda and issue related meeting minutes.
- Review and comment on WA’s budget and schedule.
- Research available information on utility locations within the project limits. Utilities to be researched include water, storm drainage, electric, communications and gas. Identify visible utility constraints and conflicts bearing on the proposed renovations. The utilities evaluation will be based on available record plans provided by WA, BSI utility survey conducted on March 15, 2017, visible above-ground appurtenances and paint markings by DigSafe.
- Using the existing conditions survey/plan developed under the Master Plan Services, Gale will prepare a schematic layout for the proposed renovations. Meet with WA on one (1) occasion to review the schematic layout. Complete one revision to the schematic layout, based on client direction, to produce a final preferred schematic layout with schematic level estimates of constructed cost.
- The final schematic design submission will include concept drawings for the facility layout, schematic grading, utilities and drainage plans and outline guide specifications. Meet with WA to review the schematic plan submission. WA will provide approval of the schematic plans prior to proceeding with Design Development.

Phase 2 – Engineering and Design

- Gale will prepare the design development plan set, which will generally include:
 - Existing Conditions Plans
 - Erosion Control and Demolition Plans
 - Track Layout and Materials Plans
 - Track Striping Plan and Details
 - Grading and Drainage Plans
 - Miscellaneous Track and Site Details (3-4 Sheets)
 - Technical specifications
- Make design development progress submission at 90% stage of completion. Meet with WA to review design recommendations. Develop and distribute meeting minutes.



- Update the cost estimate at the 90% Design Development Submission for WA's review.
- Based on our understanding of the site, it is our opinion that permitting will not be required for the track renovation. As such, we have not included permitting assistance within our scope of services. If necessary, permitting assistance can be provided as additional services for a fee to be negotiated.

Phase 3 – Final Design Documents and Bid/Award Period Services

- Following the receipt of WA's comments from the Engineering and Design Phase, we will make revisions to the site design documents and finalize the documents suitable for competitive bidding. Provide WA with a set of specifications and drawings stamped by a Registered Civil Engineer, as appropriate.
- Prepare the non-technical specifications for the proposed project based on AIA 201 General Requirements for Construction Projects and Supplemental Conditions, as used on previous WA projects. WA will review the updated non-technical "front-end" contract requirements prior to finalization of the Construction Documents for bidding. Gale will submit the final documents to an online bidding service (i.e., Westographics).
- Assist WA with bid period services.
 - Draft an Invitation to Bid for WA's approval and review advertisement requirements with WA.
 - Attend a pre-proposal site visit for prospective bidders.
 - Respond to requests for clarification.
 - Issue addenda to the bid documents, if required.
 - Attend the general bid opening with WA.
 - Review the two (2) low proposal submissions for completeness and responsiveness.
 - Evaluate the bidder's performance on representative projects and provide WA with a summary of the bid review results.

Phase 4 - Construction Phase Services

- Attend the pre-construction conference with the selected contractor and WA. Gale will prepare the related agenda and meeting minutes.
- Review contractor shop drawings and material submittals for general compliance with contract requirements.



- Respond to requests for information (RFIs) and issue clarification sketches, if needed. Review contractor requests for payment and assist with the preparation of change orders.
- Schedule and attend progress meetings and develop/distribute related meeting minutes. During our site visits, we will observe the project's general compliance with the contract requirements and schedule. We have based this proposal on an estimated construction duration of nine (9) weeks. Gale's proposal is predicated on a total of six (6) visits.
- At contract close-out, Gale will prepare a final review of the project and issue a Certificate of Substantial Completion. Review contractor provided as-built drawings. Review close-out documents to be provided by the contractor (e.g., warranties, lien releases, maintenance manuals, etc.). Provide an opinion regarding final payment, release of retainage and final acceptance by WA.

COMPENSATION

- Gale's compensation to provide the Scope of Services is detailed as follows:

Phase 1 - Project Kick-Off, Programming & Schematic Design	\$ 5,725.00
Phase 2 - Engineering and Design	\$ 5,355.00
Phase 3 - Final Design Documents & Bid/Award Period Services	\$ 8,295.00
Phase 4 - Construction Period Services	<u>\$14,505.00</u>
TOTAL	\$33,880.00

- Gale's compensation for the Scope of Services will be a fixed fee, which includes minor reimbursable expenses, such as mailing, printing, etc., associated with the project.
- Gale's services will be performed in accordance with the terms and conditions of our existing base contract with Westford Public Schools, dated October 27, 2015, and our current Schedule of Fees, dated January 2017, attached.

PROJECT PARAMETERS AND LIMITATIONS

- Record plans will be provided to Gale by WA.
- Non-record utilities may exist at the site for which there are no records. Gale's proposal does not include research or field services to locate non-record utilities. Note: Our BSI detailed utility survey was limited to the area south of the track and east of the wastewater treatment plant.



- Preliminary estimates of construction costs and detailed estimates of construction cost prepared by Gale represent Gale's judgment as a design professional familiar with the construction industry. It is recognized that neither Gale nor WA has control over the cost of labor, materials or equipment, over the contractor's methods and means of construction, or any of the other variables involved in construction bidding. Accordingly, Gale does not warrant or represent that construction costs will not vary from the project budget or cost estimates.
- WA acknowledges that the proposed development is not "by right", and that Gale cannot guarantee permit approvals. The filing fees for all required permits, if not waived, will be paid by WA. Building permits, other utility connection permits, demolition permits, and any other municipal construction permits required will be the responsibility of the general contractor.
- For publicly bid projects, Gale will advertise the project in the Central Register. WA will be responsible for local newspaper advertisements, and posting at the office of the awarding authority and in COMMBUYS.
- Gale's review of shop drawings and material submittals is not for the purpose of determining the accuracy and completeness of other information, such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. Gale's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by Gale, of any construction means, methods, techniques, sequences or procedures. Gale's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
- The correction of issues noted by Gale during this construction phase is the responsibility of the contractor, as is documentation of the correction. Gale bears no liability for further or additional observations or follow-up of issues identified. Lists generated by Gale are not considered to be all inclusive and represent only those issues actually observed and noted by Gale personnel while on-site. Gale has been tasked to observe specific construction elements only, and the absence of notations with respect to any other construction elements neither creates any liability on Gale's part, nor alters the contractor's responsibility to complete all work in accordance with the contract documents.
- Gale's fee does not include:
 - Flood plain elevation determination studies.
 - Habitat studies or mitigation design.
 - Physical location, camera inspection, or the evaluation of the condition or capacity of existing utilities (other than those covered by the previous BSI utility survey).
 - Exterior lighting design.



- o Design of off-site utility upgrades, including any required upgrade to electrical service.
- o Property line and easement survey.
- o Permitting.
- o Services related to a bid protest.
- o Mechanical/electrical/plumbing/fire protection services.
- o Third party professional cost estimating.
- o Traffic studies.
- o Services related to potential site contamination or hazardous materials testing (LSP services).
- o Wetlands replication or off-site mitigation design.

Should services be required in these areas, or areas not previously described, Gale will prepare a proposal or amendment, at WA's request, that contains the Scope of Services, fee and schedule required to complete the additional services.

REQUIRED DOCUMENTS

- If this proposal is acceptable, please sign below and return one (1) copy to this office. Gale's receipt of an executed agreement will constitute a Notice to Proceed with the services outlined herein and contract for services.
- Receipt of this signed proposal is required prior to Gale initiating services on the project.

Thank you for considering Gale for this project. Should there be any questions, please do not hesitate to contact the undersigned.

Best regards,
GALE ASSOCIATES, INC.

Kathleen D. Hervol
Project Manager

KDH/cmh

Enclosures:

- Schedule of Fees

Accepted for:
WESTFORD ACADEMY

The Undersigned represents that he/she is an officer/principal of Westford Academy and is duly authorized to execute this contract on behalf of Westford Academy.

Signature

Type Name and Title

Date



GALE ASSOCIATES, INC.
163 Libbey Parkway, P.O. Box 890189
Weymouth, Massachusetts 02189-0004
781-335-6465

SCHEDULE OF FEES

JANUARY 2017

Fees for services are based on the time worked on the project by staff personnel in accordance with the following schedule:

Principal	\$225/hr
Senior Associate	\$210/hr
Associate	\$195/hr
Sr. Project Manager/Sr. Structural Engineer	\$185/hr
Project Manager	\$170/hr
Sr. Engineer/Architect/Planner	\$160/hr
Project Engineer/Designer/Planner/Architect	\$150/hr
Landscape Architect	\$140/hr
Sr. Staff Engineer/Designer	\$135/hr
Staff Engineer/Staff Designer	\$125/hr
Sr. Technician/CAD Designer	\$125/hr
Technician/CAD Drafter	\$110/hr
Administrative Professional	\$110/hr
Clerk/Word Processor/Admin Assistant	\$90/hr

Fees for expert testimony at pre-trial conference, deposition, hearing, trial, or any other legal proceeding, including preparation time for any such testimony, will be billed at 1.5 times the hourly rate.

Fees for expedited services will be billed at 1.3 times the hourly rate.

Overtime will be charged for services for more than 8 hours per day, including travel, and all services on holidays, Saturdays, and Sundays. Overtime is charged at a rate of 1.5 times the regular hourly rate.

In the event onsite construction observation services are provided, the minimum charge for an onsite visit will be 4 hours.

This Schedule of Fees will be utilized for a period of six months from the date of submission unless otherwise provided in the Agreement and is subject to revisions at six-month intervals unless otherwise stipulated in the Agreement.

Reimbursable Expenses

Automobile expenses for personal or company vehicles will be charged at \$0.50 per mile, plus toll charges for travel from Gale's office to the project and return and for travel required in the conduct of work.

The following items of direct non-salary expenses shall be billed at Gale's cost plus 15%.

1. Transportation and living expenses incurred for out-of-town projects.
2. Long distance telephone calls, facsimiles, telegrams and cables.
3. Delivery charges for samples, field testing equipment, etc.
4. Laboratory equipment and instrumentation directly identifiable to the project and specifically noted in Gale's proposal.
5. Purchase of specialized equipment and rental of equipment from outside vendors.
6. Photographs for project records and reproduction of drawings and reports.
7. Computer services provided by outside vendors.
8. Drafting and word processing services and other labor provided by outside contract personnel.
9. Use of rental vehicles.
10. Contractor and sub-consultant services.



Gale Associates, Inc.

163 Libbey Parkway | P.O. Box 890189 | Weymouth, MA 02189-0004
P 781.335.6465 F 781.335.6467
www.galeassociates.com

September 11, 2017

Westford Academy
30 Patten Road
Westford, MA 01886

Attn: Mr. James Antonelli, Principal
T: (978) 692-5570
E: jantonelli@westfordk12.us

Re: Engineering Consulting Services
Miscellaneous Athletic Complex Improvements
Westford Academy
Westford, MA

see p.7 for proposal total
\$188,523 - amenities bldg,
modifications to concession bldg,
visitor bleachers, driveway work,
etc

Dear Mr. Antonelli:

Gale Associates, Inc. (Gale) is pleased to present this proposal to provide Engineering Consulting Services to Westford Academy (WA) regarding the above-referenced facility.

PROJECT DESCRIPTION

Gale has been actively developing the Master Plan for WA, which was initiated in October 2015. As part of the master planning process, Gale and the project team have identified the need for a new amenities building, which would include the required restrooms, as the next phase of the Athletic Complex Improvements. This project will be considered Phase 2, to follow the Phase 1 track renovations, for which Gale previously provided a proposal dated June 1, 2017.

Gale will retain the services of S3 Design, Inc. (S3), architects, who have been involved with the master planning project, to provide the necessary scope of services for the design, bid and construction administration of the amenities building and associated modifications.

Based on discussions with you on August 28, 2017, it is our understanding that the project will generally include:

- An 1835 +/- S.F. amenities building, to include restrooms and a new concessions area.
- Modifications to the existing concessions building to remove the concessions area and convert it to space for first aid, an officials' office, and an officials' changing area and restroom.

CELEBRATING 50 YEARS



- Modifications to the athletic complex entry area, including walkway improvements, fencing and parking adjustments.
- Provide asphalt pad and visitors' spectator seating, (portable +/- 290 seats).

As discussed, the upgrade of the athletic lighting identified in the Master Plan is not included with this program.

SCOPE OF SERVICES

Gale will provide engineering services for design, bid and construction phase services, as follows:

Phase 1 – Background Evaluation, Programming and Schematic Design

- Attend a “start-up” meeting with WA to finalize the project goals, design criteria and milestone schedule. Prepare the meeting agenda and issue related meeting minutes.
- Obtain and review local planning and zoning regulations applicable to the project parcel. Identify current zoning and applicable overlay districts. Identify zoning restrictions that may bear on the project (e.g., use restrictions, setback, structure height limitations, etc.) and prepare a zoning summary for WA’s review prior to schematic design.
- Review zoning summary and background information compiled. Establish the proposed development functional requirements, needs and priorities, including key products and systems to be incorporated into the project. Review WA’s budget and schedule.
- Gale will utilize the existing conditions and topographic survey which was previously completed under our current contract.
- Geotechnical Services: Nobis Engineering, Inc. (Nobis) will complete a series of four (4) geotechnical borings, estimated to take one (1) day, at key project locations to characterize the underlying geotechnical strata and establish the design parameters for building foundations and pavements, as applicable. Nobis will retrieve samples and complete laboratory testing to characterize the soils. The budget for the geotechnical consultant is included in Gale’s fee for this Scope of Services and includes a drill rig and related laboratory fees.
- It appears that the project elements are outside Jurisdictional Resource Areas, Flood Plain, or Critical Habitat and Endangered Species Areas. As such, we have not included wetlands delineation or other related services as part of Gale’s scope.



- Under our current contract, utilities were located by BSI Engineering, Inc. and have been incorporated into the Existing Conditions Survey. Using the existing conditions information previously compiled and developmental program, Gale, with the assistance of S3, will prepare one (1) schematic layout for the proposed renovations. Meet with WA on one (1) occasion to review the schematic layout. Complete one revision to the schematic layout, based on client direction, to produce a final preferred schematic layout with preliminary schematic level estimates of constructed cost.
- The final schematic design submission will include concept drawings for the facility layout, schematic grading, utilities and drainage plans and outline guide specifications. Meet with WA to review the schematic plan submission. WA will provide approval of the schematic plans prior to proceeding with Engineering and Design.

Phase 2 – Engineering and Design

- Perform stormwater hydrologic analysis and calculations, addressing potential effects on drainage patterns and peak flows. Analyses will be performed on 2-, 10- and 100-year storm events, under existing and proposed conditions, and include the design of on-site collection, detention and/or infiltration systems, if necessary for mitigation. Design the storm drain system for the site based on a storm frequency and related details acceptable to the Massachusetts Department of Environmental Protection (MADEP) and local regulatory agency, as applicable.
- Prepare a site grading plan for the proposed construction. The grading plan will show proposed spot grades and contours, and will consider cut and fills, as well as site accessibility.
- Gale will engage S3 to provide architectural, mechanical/electrical/plumbing (MEP) and structural engineering services to design the amenities building. S3 will be the prime architect working with Gale. S3 will retain the services of Bala Consulting Engineers (MEP), L.A. Fuess Partners (Structural) and North Bay Construction Consultants (Cost Estimating).
- The design development/permitting plan set will generally include:
 - Existing Conditions Plans
 - Erosion Control and Demolition Plans
 - Layout and Materials Plans
 - Grading and Drainage Plans
 - Planting Plans
 - Site Electrical Plans
 - Site Lighting Plans
 - Miscellaneous Site details
 - Grandstand Plans and Details



- Architectural Plans for Amenities Building
 - Plans and Elevations
 - Sections
 - Finish and Materials Schedule
 - Finish Floor Plans and Schedule
 - Reflected Ceiling Plans
 - Door Schedule
 - Interior Elevations
- MEP Plans for Amenities Building
- Structural Plans for Amenities Building

- Make design development progress submissions at the 50% and 90% stages of completion. Meet with WA to review design recommendations at each submission. Issue meeting minutes to confirm our understanding of WA's intent.

- Update the cost estimate at the 50% and 90% Design Development Submissions for WA's review.

Phase 3 - Permitting

- As required under the Town of Westford's Stormwater Regulations, a Land Disturbance Permit will be required, as over 5,000 S.F. will be disturbed as part of the improvements. We will file the Land Disturbance Application with the Conservation Commission, and meet once informally with the regulators during the Schematic Design Phase to discuss potential project impacts and mitigation. Prepare the permit application, attend a site visit, and attend up to two (2) meetings/hearings related to the filing.

- Also, a modified site plan review through the Planning Board may be required. Although a waiver of this requirement is possible, we have assumed that we will file the application and meet informally with the regulators during the Schematic Design Phase to discuss potential project impacts. We will attend up to two (2) meetings or public hearings related to this application.

- Prepare milestone schedule for permitting submissions, reviews and meetings. Review schedule with WA.

Phase 4 - Final Design Documents and Bid/Award Services

- Following the receipt of permit decisions and WA's comments from the Engineering and Design Phase, we will make required revisions to the site design documents and finalize the design documents suitable for competitive bidding. Provide WA with a set of



construction drawings stamped by a Registered Civil Engineer or Architect, as appropriate.

- Gale and its subconsultants will finalize the technical specifications for the proposed project.
- WA will provide the non-technical “front-end” contract requirements for the preparation of the contract documents.
- Assist WA with bid period services.
 - Draft an Invitation to Bid for WA’s approval and review advertisement requirements with WA.
 - Place an advertisement in the Central Register.
 - WA will place an advertisement in the local newspaper and at Town Hall, as well as in COMMBUYS.
 - Submit the final bid documents to an on-line document distribution service (e.g., Westographics).
 - Attend a pre-proposal site visit for prospective bidders.
 - Respond to requests for clarification.
 - Issue addenda to the bid documents, if required.
 - Attend the filed sub-bid and general bid opening with WA.
 - Review the two (2) low proposal submissions for completeness and responsiveness.
 - Evaluate the bidder’s performance on representative projects and provide WA with a summary of the bid review results.

Phase 5 - Construction Phase Services

- Gale’s subconsultant, S3, and S3’s designated subconsultants, will perform construction administration services for the amenities building and for modifications to the existing concessions building. Such services include attendance at a pre-construction meeting, shop drawing and submittal reviews, attendance at weekly site meetings and general administration of the building construction. S3’s proposal is predicated on an eighteen (18) week construction period for the building. S3 will perform the eighteen (18) weekly site visits. Bala (MEP) will perform two (2) site visits, while L.A. Fuess Partners (Structural) will perform four (4) site visits. Site visits will be coordinated through S3 and Gale.



Gale's Construction Phase Services will include:

- Attend the pre-construction conference with the selected contractor and the WA. We will prepare the related agenda and meeting minutes.
- Review contractor shop drawings and material submittals for general compliance with contract requirements.
- Respond to requests for information (RFIs) and issue clarification sketches, if needed. Review contractor requests for payment and assist with the preparation of change orders.
- Schedule and attend bi-weekly construction meetings and develop/distribute related meeting minutes. Observe the project's general compliance with the contract requirements and schedule. We have based this Scope of Services on a construction duration of eighteen (18) weeks. Gale's proposal is predicated on ten (10) construction meetings, while S3 will cover other construction meetings related to the building.
- Gale and S3 will perform a substantial completion site visit and generate a field report to document incomplete or unacceptable items requiring the contractor's attention.
- At contract close-out, Gale will prepare a final review of the project and certify Substantial Completion. Review contractor provided as-built drawings. Review close-out documents to be provided by the contractor (e.g., warranties, lien releases, maintenance manuals, etc.). Provide an opinion regarding final payment, release of retainage and final acceptance by WA.

COMPENSATION

- Gale's compensation to provide the Scope of Services is detailed as follows:

Phase 1 - Background Eval., Facility Assess. & Schematic Design	\$ 8,095.00
Phase 2 - Engineering and Design	\$ 16,405.00
Phase 3 - Permitting	\$ 8,980.00
Phase 4 - Final Design Documents & Bid/Award Services	\$ 10,910.00
Phase 5 - Construction Phase Services	<u>\$ 24,610.00</u>
GALE TOTAL	\$ 69,000.00

Subconsultant's

S3 Design – Architect	\$ 67,273.00
BALA – MEP	\$ 33,350.00
L.A. Fuess Partners – Structural	\$ 11,500.00



Nobis – Geotechnical		<u>\$ 7,400.00</u>
	SUBCONSULTANT'S TOTAL	\$119,523.00
	PROJECT TOTAL	\$188,523.00

- Gale's compensation for the Scope of Services will be a fixed fee, which includes minor reimbursable expenses, such as mailing, printing, noted sub-consultants, etc., associated with the project.
- Gale's services will be performed in accordance with the terms and conditions of our existing base contract with Westford Public Schools, dated October 27, 2015, and our current Schedule of Fees, dated July 2017, attached.

PROJECT PARAMETERS AND LIMITATIONS

- Record plans will be provided to Gale by WA.
- Non-record utilities may exist at the site for which there are no records. Gale's proposal does not include research or field services to locate non-record utilities.
- Preliminary estimates of construction costs and detailed estimates of construction cost prepared by Gale represent Gale's judgment as a design professional familiar with the construction industry. It is recognized that neither Gale nor WA has control over the cost of labor, materials or equipment, over the contractor's methods and means of construction, or any of the other variables involved in construction bidding. Accordingly, Gale does not warrant or represent that construction costs will not vary from the project budget or cost estimates.
- WA acknowledges that the proposed development is not "by right", and that Gale cannot guarantee permit approvals. The filing fees for all required permits, if not waived, will be paid by WA. Building permits, other utility connection permits, demolition permits, and any other municipal construction permits required will be the responsibility of the general contractor.
- For publicly bid projects, Gale will advertise the project in the Central Register. WA will be responsible for local newspaper advertisements, and posting at the office of the awarding authority and in COMMBUYS.
- Gale's review of shop drawings and material submittals is not for the purpose of determining the accuracy and completeness of other information, such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. Gale's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by Gale, of any construction means,



methods, techniques, sequences or procedures. Gale's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

- The correction of issues noted by Gale during this construction phase is the responsibility of the contractor, as is documentation of the correction. Gale bears no liability for further or additional observations or follow-up of issues identified. Lists generated by Gale are not considered to be all inclusive and represent only those issues actually observed and noted by Gale personnel while on-site. Gale has been tasked to observe specific construction elements only, and the absence of notations with respect to any other construction elements neither creates any liability on Gale's part, nor alters the contractor's responsibility to complete all work in accordance with the contract documents.
- Gale's fee does not include:
 - Flood plain elevation determination studies.
 - Habitat studies or mitigation design.
 - Meetings beyond those defined/enumerated above.
 - Design of off-site utility upgrades, including any required upgrade to electrical service.
 - Development of financial or legal analyses.
 - Property line and easement survey.
 - 3-D perspective renderings or models.
 - Permitting beyond those services indicated above.
 - Permitting for open Order of Conditions of previous projects.
 - SWPPP and NPDES Permit will be prepared by others.
 - Services related to a bid protest.
 - Re-work due to change in regulations.
 - Contractor services and associated equipment, including third party testing.
 - Traffic studies.
 - Services related to potential site contamination or hazardous materials testing (LSP services).
 - Wetlands replication or wetland mitigation design.
 - Services related to historical or archeological issues.

Should services be required in these areas, or areas not previously described, Gale will prepare a proposal or amendment, at WA's request, that contains the Scope of Services, fee and schedule required to complete the additional services.

REQUIRED DOCUMENTS

- If this proposal is acceptable, please sign below and return one (1) copy to this office. Gale's receipt of an executed agreement will constitute a Notice to Proceed with the services outlined herein and contract for services.

Mr. James Antonelli
Westford Academy
Re: Miscellaneous Athletic Complex Improvements Project
September 11, 2017
Page 9



- Receipt of this signed proposal is required prior to Gale initiating services on the project. The phase(s) authorized should also be indicated in the signature area of the proposal.

Thank you for considering Gale for this project. Should there be any questions, please do not hesitate to contact the undersigned.

Best regards,
GALE ASSOCIATES, INC.

Kathleen D. Herval
Project Manager

KDH/cmh

Enclosures:

- Schedule of Fees

CC:

- Kathy Auth Westford Academy

Accepted for:
WESTFORD ACADEMY

The Undersigned represents that he/she is an officer/principal of Westford Academy and is duly authorized to execute this contract on behalf of Westford Academy.

Phase(s) Authorized

Signature

Type Name and Title

Date



GALE ASSOCIATES, INC.
163 Libbey Parkway
Weymouth, Massachusetts 02189-0004
781-335-6465

SCHEDULE OF FEES

JULY 2017

Fees for services are based on the time worked on the project by staff personnel in accordance with the following schedule:

Principal	\$225/hr
Senior Associate	\$210/hr
Associate	\$195/hr
Sr. Project Manager/Sr. Structural Engineer	\$185/hr
Project Manager	\$170/hr
Sr. Engineer/Architect/Planner	\$160/hr
Project Engineer/Designer/Planner/Architect	\$150/hr
Landscape Architect	\$140/hr
Sr. Staff Engineer/Designer	\$135/hr
Staff Engineer/Staff Designer	\$125/hr
Sr. Technician/CAD Designer	\$125/hr
Technician/CAD Drafter	\$115/hr
Administrative Professional	\$110/hr
Clerk/Word Processor/Admin Assistant	\$90/hr

Fees for expert testimony at pre-trial conference, deposition, hearing, trial, or any other legal proceeding, including preparation time for any such testimony, will be billed at 1.5 times the hourly rate.

Fees for expedited services will be billed at 1.3 times the hourly rate.

Overtime will be charged for services for more than 8 hours per day, including travel, and all services on holidays, Saturdays, and Sundays. Overtime is charged at a rate of 1.5 times the regular hourly rate.

In the event onsite construction observation services are provided, the minimum charge for an onsite visit will be 4 hours.

This Schedule of Fees will be utilized for a period of six months from the date of submission unless otherwise provided in the Agreement and is subject to revisions at six-month intervals unless otherwise stipulated in the Agreement.

Reimbursable Expenses

Automobile expenses for personal or company vehicles will be charged at \$0.50 per mile, plus toll charges for travel from Gale's office to the project and return and for travel required in the conduct of work.

The following items of direct non-salary expenses shall be billed at Gale's cost plus 15%.

1. Transportation and living expenses incurred for out-of-town projects.
2. Long distance telephone calls, facsimiles, telegrams and cables.
3. Delivery charges for samples, field testing equipment, etc.
4. Laboratory equipment and instrumentation directly identifiable to the project and specifically noted in Gale's proposal.
5. Purchase of specialized equipment and rental of equipment from outside vendors.
6. Photographs for project records and reproduction of drawings and reports.
7. Computer services provided by outside vendors.
8. Drafting and word processing services and other labor provided by outside contract personnel.
9. Use of rental vehicles.
10. Contractor and sub-consultant services.



S3 Design Inc.

150 Wood Road, Suite 1000, Braintree, MA 02184
www.s3design-inc.com 781.848.8804

7 September 2017

Ms. Kathleen Hervol
Gale Associates Inc.
163 Libbey Parkway
PO Box 890189
Weymouth, MA 02189-0004

Re: Westford Academy Fields Project – Westford, MA

Dear Ms. Hervol:

On behalf of S3 Design I am pleased to offer this proposal for architectural services for the Westford Academy Field Improvements Project. This proposal outlines S3 Design's scope of work and fees associated with the project.

PROJECT UNDERSTANDING

S3 Design will work with Gale Associates as integrated team to provide professional design services and construction documents for the new amenities building and renovations to the existing support building as described in the previously completed Master Plan. S3 understands that Gale Associates will serve as the prime consultant for this project, but that S3 will lead the amenities building and renovations effort. This effort includes attendance at client meetings throughout design phases, and bi-weekly construction meetings and the issuance of meeting minutes during construction period services. S3 will provide architectural professional services as a sub-consultant to Gale. Included in this proposal, S3 Design will coordinate Structural, Mechanical, Electrical, and Plumbing services provided via sub-consultants to S3 Design.

The MEP/FP Engineering scope is identified in the attached proposal from Bala/TMP Consulting Engineers, which includes MEP/FP professional engineering services for the new building and renovations, and site electrical engineering. Refer to the proposal (Exhibit B) for scope of work and terms and conditions.

The Structural Engineering scope is identified in the attached proposal from L.A. Fuess Partners, which includes structural professional engineering services, and testing and inspections as described for controlled construction. Refer to the proposal (Exhibit C) for scope of work and terms and conditions.

S3 Design understands that civil engineering and landscape design will be provided by Gale Associates as prime consultant.

SCOPE OF SERVICES

S3 Design will provide architectural design/documentation and coordinate with MEP, Civil and Structural Engineers to provide construction documents and specifications for the construction of an Amenities Building of approximately 1,800 sf, and the renovation of a portion of the existing support building to convert the concession area into a space for first aid and officials.

Architectural Project Scope & Deliverables:

Schematic Design

- Two meetings with client by S3 Design
- Building from Plans
- Preliminary Elevations
- Design Narrative

Proposal for Westford Academy Fields Project – Westford, MA

7 September 2017

Page 2 of 7

Design Development Documents

- Two meetings with client by S3 Design
- Building from Plans
- Building Elevations and Massing
- Building Sections
- Finish and Materials Schedule

Construction Documents

- Two meetings with client by S3 Design
- Code Analysis
- Floor Plans
- Finish Floor Plan & Schedules
- Reflected Ceiling Plan
- Building Elevations
- Building Sections
- Door Schedule
- Wall Sections/Details
- Interior Elevations
- Specifications

Bid Period Services

- Attend pre-bid meeting
- Coordination of addenda items
- Answering of submitted bidder's questions
- Perform contractor bid review and summary letter

Construction Period Services

- Review submittals and shop drawings to check for conformance with the design intent of the construction documents.
- Respond to timely requests for additional information regarding the construction documents.
- Attend site weekly construction site meetings and provide meeting minutes tracking construction issues. (up to meetings for anticipated 18-week schedule)
- Review Substantial Completion and provide punch-list.
- Affidavits for Controlled Construction and Project closeout.

COMPENSATION

For the scope of work outlined above, we respectfully request lump sum, fixed fee compensation for the amount of **Ninety-Eight Thousand One Hundred Fifty Dollars (\$98,150.00)** inclusive of reimbursable expenses and all services listed below. Fees will be invoiced as a percentage of completion on a monthly basis, per the attached Terms and Conditions.

Itemized Fee Breakdown:

Architectural Basic Services	Phase	Fee
S3 Design Inc.	Schematic Design	\$8,500.00
	Design Development	\$10,850.00
	Construction Documents	\$12,900.00
	Bid Period Services	\$2,500.00
	Construction Period Services	\$18,200.00
Architectural Basic Services - Total		\$52,950.00

Proposal for Westford Academy Fields Project – Westford, MA

7 September 2017

Page 3 of 7

MEP/FP Basic Services	Phase	Fee
Bala Consulting Engineers	Building Program Evaluation	\$1,500.00
	SD/DD	\$5,500.00
	Construction Documents	\$8,000.00
	Bid Period Services	\$1,000.00
	Construction Administration	\$4,000.00
	Design of Electrical Service and Site Lighting Circuitry	\$9,000.00
MEP/FP Basic Services – Total		\$29,000.00
<hr/>		
Structural Basic Services	Phase	Fee
L.A. Fuess Partners	Site Survey	\$2,000.00
	Design and Construction	\$8,000.00
Structural Basic Services - Total		\$10,000.00
TOTAL BASIC SERVICES		\$91,950.00

Cost Estimating Allowance **\$1,200.00**

Reimbursable Expense Allowance **\$5,000.00**

Reimbursable expenses are in addition to S3 Design fees, these expenses will be invoiced at 1.1 times actual expense, and include travel expenses, delivery, and printing incurred by S3 Design and its consultants that are directly related to the project.

TOTAL COMPENSATION (Basic Services, Optional Services, and Expenses) **\$98,150.00**

ADDITIONAL SERVICES

The following services are not included in the above Scope of Work and will be provided as an Additional Service only at written request. Additional Services can be provided on a Lump Sum Basis or in accordance with our standard hourly rate schedule listed below. Additional Service fees will be submitted for approval before work is begun.

- Additional meetings with client beyond those identified above
- Photo-realistic 3-D renderings or animations
- Fundraising Brochures
- Presentation models
- Revisions to previously approved work because of changes in the project including size, quality, complexity, or client's schedule
- Items excluded or identified as an additional service in the attached MEP proposal from BALA/TMP

Hourly Rate Schedule for S3 Design Inc

Principal:	\$225.00
Senior Project Architect:	\$175.00
Project Designer:	\$150.00
Junior Designer:	\$100.00
Administrative Staff	\$ 75.00

See attached proposals from sub-consultants for their hourly rates.

Proposal for Westford Academy Fields Project – Westford, MA

7 September 2017

Page 4 of 7

TERMS AND CONDITIONS

See attached S3 Design Standard Terms and Conditions, and attached consultant proposals for additional Terms and Conditions.

PROPOSAL ACCEPTANCE

S3 Design anticipates receiving an agreement/contract that references this proposal(s) and exhibits for execution of the agreement between Gale Associates and S3 Design. Receipt of this agreement will serve as authorization to proceed.

We hope that this proposal meets with your approval, and look forward to working with Gale Associates again.

Sincerely,



Salvatore J. Canciello, AIA
Principal, S3 Design Inc.

Attachments: Exhibit A: S3 Design Standard Terms and Conditions
 Exhibit B: Proposal from Bala Consulting Engineers (dated 9/7/17)
 Exhibit C: Proposal from L.A. Feuss Partners (dated 9/6/17)

EXHIBIT B



September 7, 2017

Mr. Salvatore J. Canciello, AIA LEED AP
Principal
S3 Design Inc
150 Wood Road, Suite 1000
Braintree, MA 02184

Re: Westford Academy Amenities Building
MEP/FP Consulting Engineering Services
Engineering Project No. 60-17-891

Dear Mr. Canciello:

Thank you for the opportunity to submit our proposal for professional engineering services for the Westford Academy Amenities Building fit-out project in Boston, MA.

PROJECT UNDERSTANDING

We understand this project will encompass an Amenities Building at Westford. The building is anticipated to include the following:

1. Approximately 1,835 GSF.
2. Ventilated and heated.
3. No sprinkler coverage.
4. Concessions space.
5. Men's Restroom, Women's Restroom, and Unisex Restroom
6. Utility Room

In addition, we will review and coordinate the electrical service to the new building as well as provide circuitry for site lighting.

There is also an existing free standing building that will be renovated to include a first aid office, official's office and a changing room.

The schedule shall be approximately 10 weeks for design and 16 to 20 weeks for construction.

MEP/FP SCOPE OF WORK AND SERVICES

The fee stated within this document includes the following scope of work:

1. Design Scope of Services (Building Program Evaluation, SD, DD, CD):
 - a. Perform a site visit to review the existing area and adjacent buildings (if electric and/or gas services are to be derived from them).

- b. Provide a Basis of Design document during Schematic Design describing the MEP/FP systems and assumptions.
 - c. HVAC Systems Design including:
 - 1) Design of new ventilation and exhaust fans, heating coils, ductwork, diffusers, and local controls for the Restroom/Concession Building.
 - d. Electrical Systems Design including:
 - 1) Review of the existing electrical service with the local utility company. If required, design of new service entrance and coordination with the local utility company for each building including coordination with the civil engineer.
 - 2) Design of electrical circuitry for receptacles and equipment.
 - 3) Design of circuitry for the lighting systems including lighting switching. We will provide emergency lighting requirements and energy code compliance calculations. Photometric studies are not included in the scope of services.
 - 4) Design and layout of fire alarm devices as required by code.
 - 5) Design of circuitry for site lighting. Lighting specification and any photometric calculations are not included and shall be performed by the architect or lighting designer.
 - 6) Note an emergency generator system is not anticipated for this project.
 - e. Plumbing Systems Design including:
 - 1) Design of water/sewer entrances for each building including coordination with the civil engineer.
 - 2) Design of plumbing systems for the concessions and restroom spaces.
 - f. Fire Protection Systems design including:
 - 1) Sprinkler systems design.
 - 2) Hydraulic calculations.
 - g. Electrical/Mechanical Specifications.
2. Bid and Negotiation:
- a. Review contractor bid responses and provide comments.
3. Construction Administration:
- a. Review submittals and shop drawings to check for conformance with the design intent of the construction documents.
 - b. Respond to timely requests for additional information regarding the construction documents.



- c. Perform site visits and meet with the vendor on site to review the progress of the installation and issue project status reports. One site visit per month is included in the base fee.
 - d. Issue a final punch list.
4. Our proposal is based on the following assumptions:
- a. Receipt of architectural plans on disk in AutoCAD or DXE format or Revit model including all architectural and structural elements.
 - b. Fire alarm system circuit load and battery calculations (if required) will be provided by the Contractor.
 - c. Fire and life safety impairment plans (if required) shall be provided by the contractors.
 - e. The Architect will provide the following information:
 - 1) Floor plans showing power and telecomm outlet locations.
 - 2) Reflected ceiling plans showing light fixture types and locations, ceiling types and ceiling heights, exit signage requirements.
 - 3) Partition Plans.
 - 4) Lighting fixture schedules and fixture cut sheets.
 - 5) Concession equipment plans and schedules including HVAC, electrical, and plumbing requirements.

COMPENSATION:

MEP/FP Design and Construction Administration:

Building Program Evaluation	\$ 1,500
Schematic Design / Design Development	\$ 5,500
Construction Documents	\$ 8,000
Bidding Phase	\$ 1,000
Construction Administration	<u>\$ 4,000</u>
Total – MEP/FP Design and Construction Administration	\$ 20,000
Design of Electrical Service and Site Lighting Circuitry	\$ 9,000

Additional Services:

Telecomm Cabling Design	Available Upon Request
Security Systems Design	Available Upon Request
Audiovisual Systems Design	Available Upon Request



Building Due Diligence Services	Available Upon Request
Commissioning Services	Available Upon Request
LEED Design and Documentation	Available Upon Request
Structural Engineering Services	Available Upon Request
Documentation of existing systems in Revit	Available Upon Request

Expenses for reproduction, express mail, delivery service, travel, and parking, shall be reimbursed at cost plus 10% for administrative handling. Reimbursables are not included in the fixed fee.

Billing shall be monthly for services rendered. Additional engineering services, if required, will be billed on an hourly basis according to the enclosed billing rate schedule. Payment is due within 30 days of the date of our invoice. Amounts outstanding beyond 30 days shall accumulate interest at a rate of 3/4% per month. The proposed fee, hourly rates, and terms listed above shall remain valid until 30 days from the date of this proposal. This proposal is subject to the terms and conditions as stated in the enclosed "Standard Form Agreement Supplement".

Thank you for the opportunity to offer our services. If you concur with the above, please sign and return one copy of this letter to our office. This letter will then constitute an agreement between S3 Design and TMP Consulting Engineers, Inc., doing business as Bala Consulting Engineers.

Should you have any questions, please advise.

Very truly yours,

BALA CONSULTING ENGINEERS

S3 DESIGN

Edward G. Dolan, PE, LEED AP
Senior Vice President

Accepted

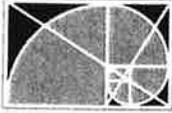
Title

EGD/jel

Enclosures: (1) Hourly Rates for Additional Services
(2) Standard Form Agreement

Date

cc: Acctg. - Bala



Proposal for Professional Engineering Services

Proposal to: Salvatore Canciello
S3 Design
150 Wood Road, Suite 1000
Braintree, Massachusetts 02184

EXHIBIT C

Date: September 6, 2017

Project Westford Academy
Westford, MA

Project Description New stand-alone concessions building, approximately 2,000 sq. ft. Renovations to existing concessions building, converting into first aid/official's office. Structural scope includes site survey to evaluate existing structure.

Basic Services Structural Engineering services described in AIA Document C-401. Construction observation - 1 trips to site at appropriate intervals

Fees for Basic Services Professional Fees for Basic Services are proposed as follows:

Stipulated Sum Basis

Table with 3 columns: Item, equals sign, Amount. Rows: Site Survey (\$2,000), Design and Construction (\$8,000), Total (\$10,000)

Fees will be invoiced monthly based on estimated completion by contract phase:

Table with 2 columns: Item, Fixed Fee. Rows: Site Survey, Design Development Phase (30%), Construction Documents Phase (45%), Construction Phase (20%)

Reimbursable Expenses Project expenses will be invoiced, at cost, in addition to Basic Fees as follows:

Table with 2 columns: Item, Estimated Amount. Rows: Travel Expenses (\$100), Courier/Expressage Charges (\$50), Total Estimated Reimbursable Expenses (\$150)

Additional Services Services required and authorized beyond the scope of Basic Services will be invoiced on the basis of personnel time and expenses.

- Employees: Table of employee rates available on request
Expenses: 1.00 times cost.

Contract Form AIA Document C-401, or equivalent. In lieu of an executed contract, this proposal will serve as the interim agreement for professional services.

- END OF PROPOSAL -

Proposal made by:

Handwritten signature of Aaron Ford

Aaron Ford |Principal
L.A. FUESS PARTNERS STRUCTURAL ENGINEERS

F-537

Proposal accepted by:

(Signature)

(Printed Name)

(Date)



TOWN OF WESTFORD

Highway Department

RICHARD J. BARRETT, JR.
HIGHWAY SUPERINTENDENT

MEMORANDUM

To: Dan O'Donnell, Finance Director
From: Richard J. Barrett, Highway Superintendent
Date: September 6, 2017
Re: Unit 7 Sander Replacement

The Highway Departments' truck #7 unscheduled, unanticipated dump body replacement request for funds at Special Fall Town Meeting.

***** Justification for request *****

At the end of this year's winter season there was a complete failure of the dump body sub-frame causing a structural defect due to severe corrosion. This defect was determined to be unrepairable by 2 trusted welding firms. This defect was unanticipated and was determined to be beyond repair after the close of the warrant for the spring Town Meeting. It was also determined that replacement of the dump body would be a capital appropriation and could not be funded from our operating budget. Truck #7 is a full-sized dump truck that is an intracule piece of our snow removal operations. The truck is equipped with a fully operating snow plow attachment and the truck chassis is in reasonably good shape for its age. The dump body is an all season, year-round unit that consists of the material hauling tub with a built-in material spreading system for the application of de-icing and traction materials. This dump body is beyond repair, to be used as a dump body or a material spreader, and must be removed from the truck for safety reasons (severely corroded mounting structure to secure to the frame of the truck).

Highway Department • Engineering Department
28 North Street, Westford, MA 01886
Tel. (978) 692-5520 • (978) 692-5517 • (978) 692-5537
Fax (978) 399-2726

***** Requested Solution *****

Because the rest of the truck is in reasonably good shape, for its age, I am requesting funds of \$22,000.00 to cover the removal and disposal of the existing dump body and the installation of a stainless steel V-body material spreading unit (spreader body). This price also includes all mounting, hydraulic outfitting and safety lighting.

***** Expected Outcome *****

Complete replacement of this 15-year-old snow plow is estimated at \$240,000.00. By expending \$22, 000.00 we can put back into service an existing piece of equipment. By replacing the body with a stainless-steel unit, it has an extended life expectancy over a carbon steel body and it is anticipated that this body can be re-used, in the future, on other Highway Department trucks that are experiencing high corrosion associated with their use of spreading highly corrosive de-icing materials. Many of the units built with mild steel, from the early 2000's, are (industry wide) found to be having this common problem. It is believed that the steel from this era was mostly imported from China and other countries as most of the domestic steel factories disappeared. I have included in my capital budget for FY 19 two more of these stainless-steel replacement spreaders to be purchased in anticipation of replacing similar dump bodies.

Attached documentation:

State Bid budget quote for stainless-steel sander

State Bid budget quote for mild steel sander

Repair estimate from New England Fabricating and Welding

Repair estimate from J. C. Madigan, Inc.



New England Fabricating & Welding, Inc.



Town of Westford

P.O. BOX 4025
SOUTH CHELMSFORD MA 01824
Tel. 978/692-1416

05/22/17

ESTIMATE PRICE

Repair on Truck # 07 dump body

Cross beams on inner dump body rotted out, beyond repair. Will have to be cut out and replaced rails from front to back because they are rotted out. As well rails on outer dump body rotted out. Rails on outer body up and down are rotted out rotted out.

Can be repaired but not advised, as the rot will only continue elsewhere. To make repairs body has to be removed from truck. The inside body will have to be removed from outside body as well.

Total Cost will range as much as \$20,000.00 due to rot.

As a professional certified welder for over 45 years, in my opinion this will not be safe to use as a sander or dump body.

ESTIMATE GOOD TILL 06/22/17 (30 DAYS)

Allan J Beaubien Sr.