

# KAESTLE BOOS

associates, inc

February 10, 2017

Ms. Kimberly Newman  
Town Administrator  
20 Main Street  
Mendon, MA 01756  
United States

**Re: Mendon Police Department  
Planning / Feasibility Study Services; Revised**

Dear Ms. Newman:

Kaestle Boos Associates, Inc. ("KBA") is pleased to submit a revised proposal for the above-noted study services.

## **Planning / Feasibility Study Understanding:**

Our understanding is that in order to determine the most advantageous solution to meeting the needs of the Police Department and the Town of Mendon, the Town has decided to conduct a Feasibility Study. This study will include a Needs Assessment, the development of a Space Needs Program, a Conceptual Design, and Budget Development for a new facility for the Mendon Police Department (MPD).

## **Work Plan:**

Based on our understanding of the Town's requirements we have developed the following list of tasks required to complete KBA's portion of the Planning / Feasibility Phase;

### **1.0 Needs Assessment**

#### **1.1 Quantitative Data Gathering**

Compile and transmit to the Chief a comprehensive questionnaire in order to collect quantitative information regarding department call volume, operational/administrative structure and staff size and assignments.

#### **1.2 Review of the Existing Facility**

Review past Existing Conditions studies and visit the current facility and grounds to better understand the condition of the facility and current operations.

#### **1.3 Interview**

Meet with Chief Kurczy to discuss the data gathered via the questionnaire and develop a better understanding of the operational goals of the department and the impact of these goals on spatial needs.

## **2.0 Space Needs Program**

### **2.1 Program Research.**

Conduct any required research regarding specialized MPD program needs and equipment requirements.

### **2.2 Draft Space Needs Program.**

Develop a draft program indicating specific interior and exterior space needs requirements based on items above including specific requirements for each space and the overall facility. Submit electronic file of same to the Chief for review.

### **2.3 Review the Draft Program with the Department**

Meet with Chief to review the Draft Space Needs Program and discuss concerns and possible revisions.

### **2.4 Final Space Needs Program Report**

Print and bind three original copies and one electronic copy of the Final Space Needs Report and forward to the Chief and Town Administrator.

## **3.0 Conceptual Design**

### **3.1 Concept Option Development**

Develop two (2) concept building and site design options (expansion of the existing former fire station building and a new stand alone police station), to meet the requirements for implementing the approved Space Needs Program, preferably on the current Municipal Campus site if possible.

### **3.2 Concept Option Review**

Review and discuss the two (2) concept design options, with the Chief, Town Administrator and Police Station Building Committee. Identify possible revisions. Prepare a basic Opinion of Probable Cost to assist in the evaluation of the concept design.

### **3.3 Preferred Concept Option Development**

Revise as required and further develop the plans and elevations of the Preferred Concept Option as determined by the Police Station Building Committee including developing a massing model.

### **3.4 Preferred Option Approval**

Develop and present to the Chief, Town Administrator and Police Station Building Committee for approval a complete concept level design package for the Preferred Option including preliminary site plans, floor plans, finish schedule, elevations and architectural renderings.

### **3.5 Presentation Boards**

The Concept Design package will include mounted renderings and other documents needed for presentation to Town Meeting in support of the project.

## **4.0 Cost Estimate / Opinion of Probable Project Cost**

### **4.1 Estimate Package.**

Upon approval of the Preferred Option compile the approved plans and an estimated bid and construction schedule to the estimator for a Construction Cost Estimate.

**4.2 Construction Cost Estimate.**

Based on the above, develop a concept-level Construction Cost Estimate. Upon receipt of estimate, conduct a design team review by architectural and engineering disciplines and forward to the estimator for consideration and incorporation into a final estimate.

**4.3 Opinion of Probable Project Cost.**

Based on the anticipated construction cost, develop an Opinion of Probable Project Costs including all anticipated Owner Costs such as A/E fees, OPM fees, geotechnical investigation, permit fees, utility back-charges (including well water and sanitary sewerage disposal), moving, testing and inspection costs plus an appropriate Owner's project contingency reserve.

**Fee Breakdown:**

We propose to provide the above-stated professional services for a lump sum fee of **Nine Thousand Nine Hundred Fifty Dollars (\$ 9,950)** per the following schedule of tasks/fees:

<b>1.0 Needs Assessment</b>	<b>\$ 800</b>
<b>2.0 Space Needs Program</b>	<b>\$ 1,600</b>
<b>3.0 Conceptual Design</b>	<b>\$ 4,600</b>
<b>3.5 Presentation Boards</b>	<b>\$ 200</b>
<b>4.0 Cost Estimate / Opinion of Probable Costs</b>	<b>\$ 2,750</b>

This proposed fee is based on our current understanding of the required scope of work as noted above. It does not include possible supplemental services such as: Land Surveying, Geotechnical Investigation, or Hazardous Materials Identification. Any required additional services will be invoiced at cost plus ten percent (10%) and additional design work based on our Standard Hourly Rates (attached).

**Schedule:**

KBA is prepared to begin immediately upon authorization to proceed. Assuming timely availability of the Chief and Town Administrator, we anticipate approximately six to eight (6-8) weeks will be required to complete the study.

We appreciate the opportunity to submit this proposal and sincerely look forward to working with the Town of Mendon in the development of this important study. We strongly identify with, and share, the Town's commitment to providing up-to-date public safety facilities that adequately meet operational needs and help ensure the security of the community.

Very truly yours,



Michael J. McKeon, AIA, LEED BD+C AP, MCPPO

Vice President

**KAESTLE BOOS ASSOCIATES, INC.**

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