



# UPTON MUNICIPAL COMMUNITY CENTER

## FEASIBILITY STUDY

for the Town of Upton, MA









## EXECUTIVE SUMMARY

### PREFACE

This report is intended to summarize the process undertaken for the feasibility study of the Upton Municipal Community Center and to present the design plans and cost estimates that were developed as part of the study, and make recommendations for next steps.

### PROJECT TEAM

OWNER	Town of Upton
ARCHITECT	Turowski2 Architecture, Inc.
LANDSCAPE	Dodson Flinker Associates, LLC.
COST ESTIMATING	Project Management and Cost, Inc.

### ISSUES AND OBJECTIVES

The project follows several previous studies (at least 3) developed by the town and library trustees working toward a solution to the town's library needs beginning in 2004. These studies were not successful in delivering a final solution, either having failed to garner support by the town's voting populace, or having never been finalized and brought to the town for decision. Products for these studies were reviewed by the project team for historical reference and as a starting point for the work of this study, however they did not alone inform the study, as the objective of this study was to explore the feasibility of developing a combined building to address several of the town's needs, including the library, elder services, historical commission, and possible other relevant uses. As described by the building committee at the kick off meeting, it was felt that there could be significant overlap of space needs that might reduce overall building space needs while making a combined building an active and vibrant community center, open 7 days a week, day and night. It might also become a unique model for combined town services for other communities looking to provide these important public services while being fiscally responsible. The study timeline aligned with an independent visioning study for the town center, and this project became part of the discussion a community forums for that study, and vice versa. Site analysis was not a major exercise of the municipal center study – T2 was provided a parcel of land, 8 Grove Street to utilize for the design, but the objective was to develop a design that could be accommodated on any site.



### RECOMMENDATIONS SUMMARY

The final design was for a building approximately 14,000 SF on the Grove Street site. The estimated cost is approximately Eight Million Dollars (\$8M), based on a spring 2020 construction start. Total project cost is estimated at approximately Ten Million Dollars (\$10M), including all relevant soft costs. These costs do not include site procurement cost. These costs also do not include any remedial site work that may be required for hazardous materials abatement. Next steps include due diligence to be performed by the owner/committee, including:

1. Site environmental assessment
2. Site survey to determine bounds, wetlands and other data
3. Negotiate a purchase price
4. Bring project to town meeting for approval of funding for;
  - a. Design work through schematic design or design development with cost estimating. This would allow the town to perform due diligence relative to the site and the design team to develop a more comprehensive schematic design and cost estimate with more surety of accuracy. This would be followed by a second town meeting to approve funding for design completion through construction. This presents moderate risk because costs are based on estimates, not firm bids from qualified contractors.
  - b. Design work through bidding, followed by a second town meeting to approve construction funding with bids in hand. This presents less risk because design costs are established, and construction costs will be established with fixed bids in hand. However, this requires a carefully timed bid period coordinated with town meetings and ballot measures as public law requires contractors to hold bids only for 30 days post bid.
  - c. Complete budget for design through construction. This presents greatest risk because the current budget is developed on conceptual documents only. Cost estimates following a rigorous schematic design process (option a above), would be recommended at a minimum.



### **COST ESTIMATE SUMMARY**

The following costs estimates are based upon conceptual documents contained in Appendix 9. They do not include cost related to procurement of the building site, or any associated hazardous material remediation of that site, if any:

<b>ITEM</b>	<b>COST</b>
Building Construction Costs	\$8,040,322
FFE/Technology	\$ 350,000
Design Fees (10%)	\$ 804,032
OPM Fees (4%)	\$ 321,613
Utility Backcharges	\$ 25,000
Geotechnical	\$ 10,000
Miscellaneous Services	\$ 75,000
Printing	\$ 5,000
Online Project Management	\$ 16,000
Legal/Advertising	\$ 7,500
Material Testing	<u>\$ 10,000</u>
	<b>\$9,664,467 subtotal</b>
Construction Contingency	<u>\$483,223</u>
	<b>\$10,147,690 total</b>







The Town of Upton contracted Turowski2 Architecture (T2) in March of 2019 to conduct a study to determine the feasibility and cost effectiveness of providing a combined library and elder and social services (Council on Aging) building program along with certain historical and cable and recreation services. The RFQ for services is attached in the **Appendix 1**. Simultaneous to this project, the Town undertook a Town Center Redevelopment study headed by the Town's Economic Development Committee. The simultaneous studies allowed for significant overlap.

### **PROJECT BACKGROUND:**

The Town of Upton is located in eastern Worcester County with a population of approximately 7,540 based on the 2010 census.

The current library is located on the lower level of a circa 1850 church that the town purchased in 1972 and occupies about 3,000 square feet. It is located in the town center at 2 Grove Street. There were some cosmetic updates and improvements to the library in 2014 but the facility has several accessible issues and is undersized for the community it serves.

The Historical Society Museum is approximately 2,000 square feet and is located in the same building above the library. It has a genealogy room and houses historical artifacts and displays of the Town's rich industrial history of shoe and hat mills. It also has accessibility issues.

The current Council on Aging, which provides elder and social services to the town's residents currently has about 4,000 square feet of leased space adjacent to a privately owned adult apartment building which was the former Knowlton Hat factory. It is located just outside the town center at 1 Centennial Court. Like the library, it is undersized and crowded for the community it serves and has very little parking for staff and visitors.

### **SPACE NEEDS ASSESSMENTS AND DESIGN PROCESS:**

T2 met with the Building Committee on March 7<sup>th</sup> for a project kick off and to review current conditions and program needs for the Library, Council on Aging, and Historical Society. Library Director, Matthew Bachtold, provided updated programming needs as well as historical needs based on a previous study. The COA Director, Janice Nowicki, provided a brief history of the Council on Aging services and its' current programming activities. T2 also received a draft Needs and Goals statement for a joint library and COA facility services, the Upton Municipal Community Center. Both the library and the COA provided program event calendars to identify times each facility is most heavily in use.

From this information, T2 created an initial space summary that included the Library, the COA/ Senior Center and the Historic Society's as stand-alone buildings and also as a Combined Upton Community Center building. This exercise indicated there were significant economies in overlapping uses into one building. Initial room data sheets were developed showing proposed square footage and furniture layout of the required spaces. **See Appendix 2 for the initial space summary and room data sheets.**

- **March 18, 2019:** T2 and the Building Committee met to review this initial information and determined some space needs adjustments and adjacencies.
- **April 11, 2019:** Building Committee meeting reviewed an updated space program comparison and initial floor plan layouts for both a 2 story building and a 1 story building options. **See Appendix 3.** Adjacencies and pros and cons of a 2-story vs. a 1-story building were discussed. Also discussed was the overall building size. It was suggested that the proposed building size based on the space summary would likely have a cost higher than the town would support. The space requirements were reviewed again and some spaces were omitted or reduced in order to reduce the overall building size.
- **April 18, 2019:** Based on the reduced space needs, T2 produced an updated Space Summary Comparison and floor plan options for both a 2-story and 1-story building, as well as a few quick site concepts by Dodson and Flinker Landscape Architecture and Planning, **See Appendix 4.** These were reviewed and pros and cons discussed. It was decided it was very difficult to provide adequate collaboration between the Library and COA with the 2 story building option. T2 was directed to further develop a 1-story option and update the layout so that the building will fit within the 8 Grove Street site as the Upton Municipal Community Center project and the Grove street site works well with the overall Upton Center Visioning goals.
- The plan was updated in time for the **Town Meeting on April 29, 2019.** **See Appendix 5** for Option C plan to fit within the 8 Grove Street site presented at the Upton Annual Town Meeting.
- **May 8, 2019:** The Building Committee reviewed 2 updated C1 floor plans with minor adjustments to the plan layout along with a site plan of the 8 Grove Street site. Upon review a few more adjustments were requested but the Building Committee generally approved the layout and footprint and directed T2 to move forward with an elevational study for the next meeting, **See Appendix 6.**
- **May 20, 2019:** The Building Committee reviewed an updated C2 plan with elevation sketches that included images of proposed materials and concepts, **See Appendix 7.** The Committee directed T2 to move forward to develop for cost estimating.
- **June 7, 2019:** CAD floor plans and elevations were sent to estimator. **See Appendix 8.**
- **June 25, 2019:** The Building Committee reviewed the CAD floor plans and elevations that were sent to the cost estimator along with site plans prepared by Dodson and Flinker. **See Appendix 9.** The Committee also discussed next steps for presentation at fall Town Meeting. The following actions were determined:
  - *Cost Estimate, T2 to develop*
  - *Phase One Site Testing, T2 to solicit proposals*
  - *Site Survey, Committee to solicit proposals*
  - *A preliminary meeting/review with Conservation and Zoning Board, TBD*
  - *Department Head Meeting presentation on August 20, 2019*
  - *T2 to develop 3D renderings of the proposed building and site.*
- **July 23, 2019:** T2 presented the cost estimate prepared by PM&C and the updated renderings of the building. **See Appendix 9**



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2. March 18: Initial Space Summary and Room Data Sheets
3. April 11: Updated Space Comparison and Options A & B Floor Plan Layouts
4. April 18: Updated Space Comparison and Updated Options A & B Floor and Site Plans
5. April 29: Option C Floor Plan and Site Plan
6. May 8: Updated Option C1 and C2 Floor Plans and Site Plan
7. May 20: Updated C2 Floor and Site Plan, Elevation Sketches, Material Concepts
8. June 7: Estimator Deliverables
9. July 22: Cost Estimates and Building Renderings



# **APPENDIX 1**

**(Request for Qualifications Municipal  
Community Center Feasibility Study)**





**TOWN OF UPTON  
PROCUREMENT DIVISION  
ONE MAIN STREET  
UPTON, MASSACHUSETTS 01568**



**REQUEST FOR QUALIFICATIONS  
MUNICIPAL COMMUNITY CENTER  
FEASIBILITY STUDY AND PRELIMINARY DESIGN PLANS**

Issued: January 21, 2019  
Due: February 12, 2019

REQUEST FOR QUALIFICATIONS  
FOR  
Municipal Community Center Feasibility Study and  
Preliminary Design Plan

OUTLINE

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## Legal Notice

### Town of Upton, MA Request for Qualifications (RFQ) for Municipal Community Center Feasibility Study and Preliminary Design Plan

The Board of Selectmen, through its Municipal Community Center Feasibility Committee, are seeking proposals for design services to conduct a municipal community center feasibility study and preliminary design plan. Minimum requirements include current license and registration by the Commonwealth of Massachusetts as an architect or professional engineer, with a minimum of five years' experience in the design and renovation of public buildings in Massachusetts. The designer's fee shall not exceed \$30,000. A briefing session will be held on Tuesday, January 29, 2019 at 2:00 p.m. in the Selectmen's Office at Upton Town Hall located at 1 Main Street. The RFQ documents will be available at 10:00 a.m. on Monday, January 21, 2019 in the Selectmen's Office at Upton Town Hall, 1 Main Street, Upton, MA 01568 from 9:00 a.m. to 4:00 p.m. Monday, Wednesday and Thursday, 9:00 a.m. - 6:00 p.m. on Tuesday, and 9:00 a.m. - 12:00 p.m. on Friday, or, online at [www.uptonma.gov](http://www.uptonma.gov). Proposals are due to: Town Manager, Upton Town Hall, 1 Main Street, Upton, MA 01568 no later than 12:00 p.m. on Tuesday, February 5, 2019. The Municipal Community Center Feasibility Committee will evaluate the proposals and make a recommendation to the Board of Selectmen. The Board of Selectmen is the awarding authority. The Town of Upton reserves the right to reject any or all proposals if it is deemed in the public's best interest to do so.

Board of Selectmen  
Town of Upton

TOWN OF UPTON  
1 Main Street  
Upton, Massachusetts 01568

January 21, 2019

REQUEST FOR QUALIFICATIONS (RFQ)

**1. INVITATION**

The Town of Upton invites all interested registered architects, engineers or other firms/individuals to submit sealed proposals for design services to consist of the completion of a feasibility study and preliminary design plan for a municipal community center that will house the public library, senior center and spaces for other municipal operations. A possible site for the proposed municipal community center has been identified and the project includes a preliminary evaluation of the site.

The RFP is available electronically online by registering at <http://www.uptonma.gov/procurement>

**Proposals are to be submitted by 12:00 p.m. (local time), February 12, 2019.** Postmarks will not be considered. Respondents must submit separate non-price (technical) and price proposals as described below.

Non-Price Proposal Municipal Community Center Feasibility Study and Preliminary Design

Six (6) hard copies and one (1) single-file electronic version (in Adobe Acrobat format on a thumb-drive) of a non-price proposal must be submitted in a sealed envelope indicating the respondent's name and address and clearly marked in the lower left-hand corner: **"Non-Price Proposal for Municipal Community Center Feasibility Study and Preliminary Design Plan"**

Price Proposal Municipal Community Center Feasibility Study and Preliminary Design

One (1) hard copy and one (1) single-file electronic version (in Adobe Acrobat format on a thumb-drive) of a price proposal must be submitted in a sealed envelope indicating the respondent's name and address and clearly marked in the lower left-hand corner: **"Price Proposal for Municipal Community Center Feasibility Study and Preliminary Design Plan"**

The designer that receives the award presented by this RFQ may also be considered for the final design services contract.

Proposals shall be addressed to the Town Manager and must be submitted on the Designer Selection Board Application Form, which can be downloaded from the Mass.gov website at [www.mass.gov/dcam](http://www.mass.gov/dcam). The proposal shall include the name, title/position, role, and a current resume for each individual who will participate in this project.

Respondents must also execute and include in the sealed submissions the Certificate of Non-Collusion and Certificate of Tax Compliance as shown as Attachments A and B of this RFQ as required by law. The Town reserves the right to accept any proposal in whole or in part, and to reject any and all proposals if it shall be deemed in the best interest of the Town to do so.

## **2. GENERAL CONDITIONS**

All words, signatures and figures submitted on the bid shall be in ink. Proposals which are conditional, obscure or which contain additions not called for, erasures, alterations or irregularities may be rejected. More than one proposal from the same proposer will not be considered.

Ownership of Documents: Once submitted to the Town, all proposals, materials, drawings, plans, etc. shall become the property of the Town and may be disposed of without notification and shall be considered public information. These documents shall be provided by proposers in electronic and paper formats as set forth above.

The proposer selected shall comply with all applicable local, federal and state laws and regulations in the performance of the work contemplated in the RFP, including, but not limited to, prevailing wage requirements under Chapter 149 if and to the extent applicable. All requirements of such laws and regulations are incorporated in this RFP by reference.

Purchases made by the Town are exempt from sales taxes and any prices proposed to the Town must exclude any sales taxes. Tax exemption certificates will be furnished upon request.

The proposer selected will be an independent contractor and shall not be considered an employee of the Town and will not receive any benefits of an employee.

Verbal orders are not binding on the Town and work done without formal Purchase Order or Contract are at the risk of the Seller or Contractor and may result in an unenforceable claim.

The Town of Upton reserves the right to waive any informality or defect in any proposal, to accept any proposal or parts thereof or reject any proposals, should it deem it to be in the best interest of the Town of Upton to do so. The Town reserves the right to revise the contents of the proposal and to negotiate all aspects of this proposal and any future agreement with the successful firm of the Town's

choice.

The Town further accepts no responsibility for expenses which may be incurred in the preparation of such proposals. The selected firm shall be expected to comply with all applicable State and Federal laws in the performance of services. Submittals to the Town are considered public information. The Town has the right to disclose information contained in the submittals. The Town further reserves the right to photocopy, circulate or otherwise distribute any material submitted in response to the Request for Qualifications. Original materials which the respondent may wish returned shall be clearly marked to be returned to them.

The selection of the successful firm shall be made without regard to race, color, sex, age, religion, sexual preferences, handicap, political affiliation, veteran status, or national origin. The Town is an Equal Opportunity Employer.

The selected firm will be required to enter into a Contract for Designer Services as included herein with the Town of Upton for this project. Respondents should include any comments they have on the Contract for Designer Services with their response to this RFQ.

### **3. CONTRACT PERIOD**

The contract will commence upon the execution of the contract and expire upon the completion of the project.

### **4. RULE FOR AWARD**

The Contract will be awarded to the responsive, responsible Respondent whose proposal is the most advantageous proposal taking into consideration price and the evaluation criteria set forth in the RFQ within 30 days of receipt of proposals.

After the opening a respondent may not change any provision of the proposal in a manner prejudicial to the interests of the Town or fair competition. Minor informalities will be waived, or the respondent will be allowed to correct them.

### **5. BACKGROUND**

Upton is located in eastern Worcester County. It borders Hopkinton, Westborough, Grafton, Northbridge, Mendon, Milford and Hopedale. The population in 2010 was 7,500.

The current library facility of 3,200 square feet is located on the bottom floor of a circa 1850 former church, which was purchased and structurally renovated by the Town in 1972. Cosmetic improvements were made in 2014. The current facility has numerous access barriers and is inadequate to house municipal services.



The current elder and social services center of approximately 4,000 square feet is located in a leased building connected to a privately-held adult apartment building. The current facility has repair and renovation needs and is unable to be expanded in its current location.

Other entities, including the Upton Historical Society and Upton's Cable Producer and Recreation Commission have expressed interest in using space in a new facility. The Upton Historical Society currently occupies about 2,000 square feet in the same building that houses the library. This space includes a museum/office area, a room with genealogy and history books, and storage areas. The Cable Producer has a studio in the same building. The Recreation Commission is seeking space to hold classes.

The municipal community center is one element of a recently started multi-phase Upton Center redevelopment effort so some degree of coordination with that project (design, parking, timing) will likely be necessary.

#### Summary

The Board of Selectmen and Municipal Community Center Feasibility Committee seek to determine how it may be feasible to provide library and elder and social services and certain historical, cable and recreation services cost-effectively through a single shared building in the proposed location.

## **6. SCOPE OF WORK**

The general scope of work shall include, but not be limited to, the following tasks:

### **Task #1: Space Needs Assessment/Program Development**

Description: The Municipal Community Center Feasibility Committee, in consultation with the Library Director and the Director of Elder and Social Services, has produced a list of library and elder and social services to be offered in the municipal building. The Feasibility Committee has also gathered information from the Historical Society, Cable Producer and Recreation Commission about the services they wish to offer. Designer will review these lists with the Feasibility Committee and others as needed to confirm understanding, to identify opportunities to share spaces and otherwise minimize the space needed, and to offer suggestions towards preparing a comprehensive building program that meets the identified service needs while minimizing the space needed and ongoing operating expenses.

Deliverables: Prepare a comprehensive and complete building program (services and space needed to provide the services) to meet the identified service needs. Prepare preliminary floor layout(s) that contain the program.

### **Task #2 Site Evaluation**

Description: Provide a preliminary assessment and evaluation of the proposed site to determine what can likely fit on the site and the likely suitability of the site. Identify site constraints and possible work-arounds. Use GIS maps, property deeds, building codes, zoning bylaws, wetlands laws and bylaws, and other available information to identify possible construction issues and to assess the buildable area of the site.

Deliverables: A written report evaluating the feasibility of proposed site, constraints and possible work-arounds, potential building footprint(s) and parking layout(s).

### **Task #3 Three Preliminary Design Options**

Description: Develop preliminary design sketches for at least three different options: One design to include all services identified in the original building program; one design for a building which cannot exceed a gross square footage determined by the Municipal Community Center Feasibility Committee; and one design to include a limited selection of services, as determined by the Feasibility Committee. Work with the Feasibility Committee to determine what services will be included in the second and third options.

Deliverables: Prepare at least three preliminary design sketches showing building layout and square footages. Sketches shall have

sufficient detail for each option to be evaluated by town boards and the general public.

#### **Task #4 Facilitate Public Input**

Description: Assist the Municipal Community Center Feasibility Committee in presenting preliminary design options to Town Boards and facilitate a public hearing to solicit input from the general public.

Deliverables: Attend meetings of the Board of Selectmen, Board of Library Trustees and Finance Committee and respond to questions about the preliminary designs. Attend a Public Hearing scheduled by the Municipal Community Center Feasibility Committee and respond to questions about the preliminary designs.

#### **Task #5 Conceptual Design**

Description: The Municipal Community Center Feasibility Committee will select one of the preliminary designs. The Designer will, through several iterations, refine the preliminary design into a conceptual design to include building plan and site plan with parking and vehicular access.

Deliverables: Prepare a conceptual design. Also develop communication tools including plans, models, color renderings and sketches to use at public forums and presentation to town meeting at a date yet to be determined.

#### **Task #6 Preliminary Project Cost Estimate and Schedule**

Description: Provide a preliminary project cost estimate that includes soft costs and FF&E and provide a preliminary project schedule. Include cost escalation factors.

Deliverables: A preliminary cost estimate and schedule for the selected option.

#### **Task #7 Recommendation, Final Report and Implementation**

Description: Submit a feasibility recommendation.

Deliverables: Complete the six tasks cited above and provide ten (10) copies of a written, bound final report based on the described scope of services. The report and preliminary plans shall also be provided to the Town in an electronic format acceptable to the Town Manager for widespread reproduction and distribution.

The Designer should expect to attend a Town Meeting and up to five meetings with the Board of Selectmen, other boards, and the public. The Designer be prepared to make presentations using Microsoft PowerPoint software.

The Town of Upton reserves the right to any reports, plans, or promotional materials produced under the scope of services.

#### **Task #8 Preliminary Report**

Description: A summary of work completed prior to the May 2, 2019 Annual Town Meeting.

Deliverables: Summarize the work completed to-date for presentation at the Annual Town Meeting.

#### **7. PROJECT SCHEDULE**

It is the goal of the Board of Selectmen to complete the work in the Scope of Services section within approximately five months following the Notice to Proceed. The Town will need as much time as possible to present to the general public before it goes to Town Meeting.

RFQ Available	Wednesday, January 21, 2019
RFQ Briefing	Wednesday, January 29, 2019, 2:00 p.m.
Final Date to Submit Questions	Thursday, January 31, 2019, 12:00 p.m.
RFQ Due	Tuesday, February 12, 2019, 12:00 p.m.
Interviews with Selected Respondents	Tuesday, February 19, 2019
Contract Award	Friday, March 1, 2019
Issue Preliminary Report	Monday May 1, 2019
Issue Final Report	Monday, July 1, 2019

#### **PROPOSAL REQUIREMENTS**

Each respondent must submit a written Standard Designer Application Form for Municipalities and Public Agencies not within the DSB Jurisdiction," which can be downloaded from the Mass.gov website at [www.mass.gov/dcam](http://www.mass.gov/dcam). The following information is specifically required:

- Name and address of respondent.
- Brief resume of principals and of the staff to be assigned to the Project.
- List of completed projects, which would best illustrate qualifications for the Project. References must be included.
- List of ongoing projects of a similar nature with anticipated schedule(s) for completion, should describe the process and methodology to be used in the completion of services with specific references to examples of similar projects in which this methodology has been used.
- Work plan and schedule which reflects timetable for completion of the Project.



- Statement of any legal administrative proceedings pending, or concluded, adversely to the respondent, within the past five (5) years, which related to the respondent's performance of this type of work.
- Appropriate certificates of insurance
- Evidence of financial stability.
- W-9
- Certificate of non-collusion
- Tax compliance certificate
- Certificate of Vote

## **8. SELECTION PROCESS**

The Town's Procurement Officer shall not open the proposals publicly but shall open them in the presence of one or more witnesses at the time specified in the RFP. Up to the date of completion of evaluations, the contents of the proposals shall remain confidential and shall not be disclosed to competing respondents. At the opening of the proposals the Procurement Officer shall prepare a register of proposals which shall include the name of each respondent and the number of modifications, if any, received. The register of proposals shall be open for public inspection.

The Municipal Community Center Feasibility Committee will review and determine if the Technical Proposals meet the Minimum Quality Criteria set forth below, and the evaluation team shall then evaluate the proposals that meet such criteria according to the Comparative Evaluation Criteria in the RFP. Any proposal failing to meet the Minimum Quality Criteria will be eliminated from further review.

The Town may require public presentations of Technical Proposals by top ranked Respondents. The Town reserves the right to request or obtain additional information about any and all responses.

The evaluation team will review Technical Proposals that satisfy the Minimum Quality Criteria and, for each such proposal, shall create a written evaluation that shall specify:

- (1) for each comparative evaluation criterion, a rating of each proposal as highly advantageous, advantageous, not advantageous, or unacceptable, and the reasons for the rating; and
- (2) a composite rating for each proposal, and the reasons for the rating.

After evaluations have been completed, the Procurement Officer shall open the price proposals. The Contract will be awarded to the responsive, responsible Respondent whose proposal is the most advantageous proposal taking into consideration price and the evaluation criteria set forth in the request for proposals within 30 days of receipt of proposals.

## **9. FEE**

The designer's fee will be negotiated by the Board of Selectmen and the successful respondent in an amount not to exceed \$30,000.

## **10. EVALUATION CRITERIA**

### **MINIMUM REQUIREMENTS**

Each respondent must demonstrate that it meets the following minimum requirements:

- Firm must have a minimum of five (5) years' experience in the design and renovation of public buildings in Massachusetts. In documenting this qualification, the respondent must describe the professional background of the firm and the extent of previous experience of firm personnel or consultants to be assigned to the project and to identify the anticipated role that each will play in the project.
- Firm must demonstrate knowledge of, and experience in, legal and administrative requirements, procedures and practices related to the design, funding, and construction of Massachusetts public building projects, including the State Building code, regulations of the Architectural Access Board, and Massachusetts procurement laws pertaining to public building construction.
- Firm must have experience with projects funded by local, state and federal funding sources.
- Firm must possess all necessary current licenses and registrations, either within the firm or through independent consultants, to qualify under Massachusetts law to perform the function of the designer of the Project, including a Massachusetts Registered Architect on staff.
- Firm must provide detailed description of at least three recent similar projects of which the respondent has performed similar services, identifying owners of these projects, and also a list of the respondent's personnel who worked on these projects, and a statement indicating whether those individuals will be assigned to this Project.
- Firm must provide three (3) written professional references for similar projects, including names, addresses, projects the respondent worked on, project costs, funding sources and contact information.
- Firm must not be debarred under Mass. General Laws Chapter 149, section 44C or disqualified under Mass. General Laws Chapter 7C, section 51.

### **COMPARATIVE CRITERIA**

The following ratings will be used to evaluate those firms that meet

the Minimum Evaluation Criteria listed above. Those proposals that do not meet the minimum criteria will be judged Unacceptable.

- Highly Advantageous: Proposal excels on the specific criterion
- Advantageous: Proposal meets evaluation standard for the criterion
- Not Advantageous: Proposal does not fully meet criterion

The criteria that will be used for comparative purposes are the following:

**Past performance/ability to complete project on-time**

Successful completion of similar projects.

Highly Advantageous	All three of the respondent's references indicate that the projects were completed on schedule or with minimal delays or, if a project was completed late, the delay was not due to the respondent.
Advantageous	Only one of the respondent's references indicate that the project was late due to the respondent.
Not Advantageous	Two of the respondent's references indicate the project was late due to the respondent.
Unacceptable	All of the references indicate that the project was late due to the respondent.

Successful past performance as indicated by the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per project manager per year, and number and outcome of any legal actions.

Highly Advantageous	Strong past performance based on the stated criteria.
Advantageous	Satisfactory performance based on the stated criteria.
Not Advantageous	Minimally satisfactory performance based on the stated criteria.
Unacceptable	Unsatisfactory performance based on the stated criteria.

**Relevant experience:**

Experience with and successful past performance on municipal library and senior center projects. Experience with and successful past performance on designing municipal facilities and their interior spaces for multiple uses. Experience with designing and building one or more joint library and senior center facilities is a plus. Experience with and successful past performance on shared non-municipal buildings will be considered. Thorough knowledge of Massachusetts construction procurement laws, regulations, policies and

procedures.

Highly Advantageous	Members of the project team have designed a joint library and senior center building and/or municipal community center. Members of the project team have designed and built (10) or more municipal buildings including (5) five or more libraries and senior centers.
Advantageous	Members of the project team have designed and built (10) or more municipal buildings including (5) five or more libraries and senior centers.
Not Advantageous	Members of the project team have designed and built less than five (5) municipal buildings
Unacceptable	Members of the project team have not designed and built any municipal buildings.

### **Project team**

Experience and qualifications of the project team, including Project Manager, Project Representative, and any other key roles identified by the respondent. Respondents will be evaluated based on experience, references, certifications, registrations and licensing of the project team.

Highly Advantageous	The respondent's project team is considered to be very qualified to perform the work required for the project based on experience, references, certifications, registrations and licensing.
Advantageous	The respondent's project team is considered to be qualified to perform the work required for the project based on experience, certifications, registrations and licensing.
Not Advantageous	The respondent's project team is considered to lack some qualifications to perform the work required for the project based on experience, references, certifications, registrations and licensing.
Unacceptable	The respondent's project team is considered unqualified to perform work required for the project based on experience, references, certifications, registrations and licensing

### **Quality of response**

Responses will be evaluated for conciseness, clarity, and relevance of content.

Highly Advantageous	The proposal is complete, concise, well-organized and responsive to the Request for Qualifications. The proposal demonstrates a keen understanding of the project and an innovative approach to meeting the project's challenges.
Advantageous	The proposal is complete but falls short in one

	or two of the other elements noted above.
Not Advantageous	The proposal is missing some less-important items and falls short in several of the elements noted above.
Unacceptable	The proposal is missing key items and falls short in several of the elements noted above.

### **Financial stability**

Firms will be evaluated on basis of years in business, publicly available information and the financial information included in proposal.

Highly Advantageous	Financial information indicates strong financial stability.
Advantageous	Financial information indicates satisfactory financial stability.
Not Advantageous	Financial information indicates generally satisfactory financial condition but there are indications of weakness.
Unacceptable	Financial information indicates weak financial condition.

### Interview

The Town, after reviewing the proposals, and at its sole discretion, may interview firms that meet minimum and comparative criteria (finalists).

The interviews will be held to determine the most highly advantageous respondent based on the following:

- The professional experience of the consulting team with feasibility analyses and design of the Municipal building projects.
- The specific details of the work plan presented by the Design Team and questions asked of the interviewers.
- The experience of personnel assigned to the project.
- Presentation skills.

### **MISCELLANEOUS ARTICLES**

1. All questions regarding this service proposals must be submitted in writing to Derek Brindisi, Town Manager/Procurement Officer, via email to [dbrindisi@uptonma.gov](mailto:dbrindisi@uptonma.gov). Questions must be received no later than five (5) days before the deadline for receipt of proposals. At the discretion of the Town, questions will be answered by written addenda. Proposers are instructed not to contact staff with questions and may not rely upon oral responses to questions.

2. The Procurement Officer shall unconditionally accept a proposal without alteration or correction, except as provided in this paragraph. An offeror may correct, modify, or withdraw a proposal by

written notice received in the office designated in the invitation for proposals prior to the time and date set for the proposal opening. After proposal opening, an offeror may not change the price or any other provision of the proposal in a manner prejudicial to the interests of the governmental body or fair competition. The Procurement Officer shall waive minor informalities or allow the offeror to correct them. If a mistake and the intended proposal are clearly evident on the face of the proposal, the Procurement Officer shall correct the mistake to reflect the intended correct proposal and so notify the offeror in writing, and the offeror may not withdraw the proposal. An offeror may withdraw a proposal if a mistake is clearly evident on the face of the proposal, but the intended correct proposal is not similarly evident.

3. The Contractor shall carry and continuously maintain until completion of the Contract, insurance as specified below and in such form as shall protect him performing work covered by this Contract, or the Town of Upton and its employees, agents and officials, from all claims and liability for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this Contract. The Contractor covenants and agrees to hold the Town and its employees, agents and officials harmless from loss or damage due to claims for personal injury and/or property damage arising from, or in connection with operations under this Contract.

A. Except as otherwise stated, the amounts of such insurance shall be for each policy, not less than:

- (1) General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability \$500,000, or a Combined Single Limit with a \$1,000,000 per occurrence. The Town and shall be named as an "Additional Insured".
- (2) Workers' Compensation Insurance as required by law, including Employers Liability Part B.
- (3) Property Coverage for materials and supplies being transported by the contractor as the Town's Property Contract provides coverage for personal property within 1,000 feet of the premises.
- (4) Umbrella Liability of at least \$1,000,000/ occurrence, \$1,000,000/aggregate. The Town shall be named as an Additional Insured.

B. All policies shall be so written that the Owner will be notified of cancellation or restrictive amendment at least fifteen (15) days prior to the effective date of such cancellation or amendment. A certificate from the Contractor's Insurance Carrier showing at least the coverage and limits of liability specified above and expiration date shall be filed with the

Owner before operations are begun.

- C. Such certificates shall not merely name the types of policy provided but shall specifically refer to this Contract and shall state that such insurance is required by this Contract. The Contractor shall make no claims against the Town of Upton or its officers for any injury to any of his officers or employees or for damage to its trucks or equipment arising out of work contemplated by this Contract.
- D. The Contractor shall, to the maximum extent permitted by law, indemnify and save harmless the Town of Upton, its officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with the work being performed or to be performed by the Contractor, his employees, agents, sub-contractors or materialmen. The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further agrees to reimburse the Town of Upton for damage to its property caused by the Contractor, his employees, agents, sub-contractors or materialmen, including damages caused by his, its or their use of faulty, defective or unsuitable material or equipment, unless the damage is caused by the Town of Upton's gross negligence or willful misconduct.

4. The Successful Proposer shall not discriminate against any person on the grounds of race, color, marital status, physical disability, age, sex, sexual orientation, religion, ancestry, or national origin in any manner prohibited by the laws of the United States, the Commonwealth, or the Town of Upton.

5. Bid Status Information:

**Addenda:** If you received bid documents from the Town and provided the Town with an accurate email address or fax number for delivery of addenda, the Town intends to deliver notification of each addendum to you at such address or fax number, but the Town shall not be responsible for any failure of a bidder to receive any addenda for any reason. All addenda will be available on the Town's website at <http://www.uptonma.gov/procurement> .

Notwithstanding the foregoing, bidders are solely responsible to check for and confirm their receipt of any addenda in advance of the bid deadline.

**A register of Proposals, when available,** will be available on the Town's website at <http://www.uptonma.gov/procurement> .  
Bid results will not be provided over the phone.

**Notification of award of contract** will be mailed to all bidders and/or



posted on the Town's website.

-End-

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## *ATTACHMENT A*

### CERTIFICATE OF NON-COLLUSION FORM

The undersigned certifies under penalties of perjury that this bid, or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "persons" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

---

Signature of individual submitting bid or proposal

---

Printed Name of individual submitting bid or proposal

---

Name of Business

---

Title

---

Business Address

---

City/Town, State and Zip Code

## ***ATTACHMENT B***

### CERTIFICATE AS TO PAYMENT OF STATE TAXES FORM

Pursuant to M.G.L. Ch. 62C, sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

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Federal Identification Number  
Corporate Name

---

Signature of Individual or

By: \_\_\_\_\_ Corporate Officer  
(If applicable)

Date

---

## ATTACHMENT C - STANDARD CONTRACT FOR DESIGNER SERVICES

### AGREEMENT

TOWN OF UPTON, MA

Contract for Designer Services

PROJECT TITLE: Municipal Building Feasibility Study and Preliminary Design Plan

PROJECT TYPE: Designer Services - Type 1 Contract

This AGREEMENT is made under seal the \_ day of \_\_\_\_\_ in the year Two Thousand and \_\_\_\_\_, between the Town of Upton Massachusetts, by its AWARDING AUTHORITY, and \_\_\_\_\_, with an address of \_\_\_\_\_ acting as PROJECT ARCHITECT (the DESIGNER).

The scope of work is set forth in Attachment A.

### ARTICLE 1: DEFINITION OF TERMS

GENERAL LAWS -- the General Laws of the Commonwealth of Massachusetts as amended, including any rules, regulations and administrative procedures implementing said laws.

DESIGNER -- the individual or firm performing professional services under this AGREEMENT.

PRINCIPALS -- the registered professional Architects or Engineers listed in ARTICLE 16.

NOTICE TO PROCEED -- written communication from the Awarding Authority, constituting an essential condition of this AGREEMENT, authorizing the Designer to perform services for the project phase to which such Notice shall relate. The Notice to Proceed shall include the basis for compensation, the fixed limit construction cost, if any, and may include the time of submittal. Subsequent written communications amending the Notice to proceed are required to change either a submittal date or the fixed limit construction cost. Proceeding with various phases of contract work is contingent upon the Awarding Authority or its designees' satisfaction with and acceptance of services performed for each phase.

SUBMITTAL DATES -- those dates referred to in the Notice to Proceed or any subsequent amendment thereto.

CONSTRUCTION CONTRACT -- contract for construction of a whole or part of the project, including all change orders.

TOTAL CONSTRUCTION COST -- the sum of the actual construction contract

## **ATTACHMENT C - STANDARD CONTRACT FOR DESIGNER SERVICES**

award price and each authorized change order revising the construction contract award price. The construction contract award price shall be the same as the construction price of the lowest responsible and eligible bidder.

AWARDING AUTHORITY -- The board, commission, agency or department of the Town having authority to award design and construction contracts in connection with the Project.

PROJECT -- the building project for which designer services have been procured under this AGREEMENT, and which is identified on Page 1 (Project Title).

### **ARTICLE 2: CONSULTANTS, SUBCONTRACTING, SUCCESSORS AND ASSIGNS**

The Designer shall not employ additional consultants not named in the proposal(s) nor sublet, assign or transfer any part of his services or obligations under this AGREEMENT without the prior approval and written consent of the Awarding Authority. The Awarding Authority shall not unreasonably withhold such approval. Written consent shall not in any way relieve the Designer from his responsibility for the professional and technical accuracy and the coordination of all data, designs, drawings, specifications, estimates and other work or materials furnished.

Except as otherwise provided in this AGREEMENT or authorized by the Awarding Authority, the Designer shall employ within the basic fee for this project the following consultants where their specific services are required: Architect, Structural Engineer, Civil Engineer, Sanitary Engineer, Mechanical Engineer, Landscape Architect, Cost Estimator, and Electrical Engineer, and any other consultant specifically listed in the proposal. Consultants must be registered in their respective disciplines if registration is required under the applicable General Laws.

When the Designer receives payment from the Awarding Authority, the Designer shall promptly make payment to each consultant whose work was included in the work for which payment was made by the Town. The Awarding Authority shall have the contractual right, but not the obligation, to require corrective measures necessary for the best interests of the Town.

### **ARTICLE 3: SURVEYS, BORINGS, TESTS, LABORATORIES, PHOTOGRAPHS**

The Awarding Authority shall furnish to the Designer available surveys of the project building site, showing the grades and lines of streets, pavements and adjoining properties; the rights, restrictions, easements, boundaries and controls of the site, or sites; reports from any borings, test pits, chemical, mechanical or other tests, any photographs and information as to water, sewer, electricity, steam, gas, telephone and other services.

## **ATTACHMENT C - STANDARD CONTRACT FOR DESIGNER SERVICES**

The Awarding Authority does not guarantee the accuracy of information furnished and the Designer must satisfy himself as to the correctness of data, except in instances where written exception to the contrary is specifically indicated by the Awarding Authority. If the above data are not available or they are in the opinion of the Designer insufficient, the Designer, upon request, may be given authorization to obtain the services of a consultant or perform the work with his own employees. In no case shall the Designer commence such work without prior written authorization of the Awarding Authority.

During the construction phase of this contract, the Designer may retain the services of a photographer, a qualified testing laboratory, and special field inspectors when required by the project, subject to the prior approval of the Awarding Authority or its designee.

If a consultant's services estimated to cost more than \$25,000 are required, including the services of a qualified testing laboratory functioning under the jurisdiction of both a Massachusetts registered Engineer and licensed inspectors, a detailed description of the proposed services shall be prepared by the Designer and approved by the Awarding Authority. Consultant fee proposals shall be received by the Designer and accompanied with recommendations of approval submitted to the Awarding Authority before any work is authorized. Such consultants shall carry adequate Liability Insurance. When a consultant's services are estimated to cost \$25,000 or less, the Designer shall use established standard rates for such services.

Drawings and/or specifications needed to obtain survey or subsoil information, and any other soils engineering shall be prepared by the Designer as part of the basic fee. The Designer shall then analyze and evaluate such surveys and tests and make his design conform to the results of such evaluation.

The Awarding Authority will compensate and reimburse the Designer as provided in ARTICLE 9 for the cost of consultant services performed under this Article. For responsibility, coordination inspection, analysis and evaluation of consultant services retained under this ARTICLE, the Designer shall similarly be compensated as provided by ARTICLE 9.

### **ARTICLE 4: COMPLIANCE WITH LAWS**

4.1 The Designer shall perform the work required under this AGREEMENT in conformity with all requirements and standards of the Awarding Authority, all applicable laws, statutes, ordinances, by-laws, codes, rules and regulations, and executive orders of the Commonwealth and its political subdivisions, and the Federal Government. The Construction Documents shall comply with all applicable laws, statutes, ordinances, by-laws, codes, rules and regulations, and executive orders. The Designer, including all approved consultants and subcontractors, shall comply with all applicable provisions of the rules and regulations of the President's Committee on Equal Employment



## **ATTACHMENT C - STANDARD CONTRACT FOR DESIGNER SERVICES**

Opportunity and Procedures promulgated by the Governor of Massachusetts or his designees, insuring equal opportunity for employees and minority and women-owned business enterprises.

### **ARTICLE 5: PROFESSIONAL RESPONSIBILITY**

The Designer shall be responsible for the professional and technical accuracy and the coordination of all designs, drawings, specifications, estimates and other work furnished by him or his consultants and subcontractors. The Designer shall staff his office with sufficient personnel to complete the services required under this contract in a prompt and continuous manner and shall meet the approval schedule and submittal dates established during the course of this AGREEMENT.

The Designer shall commence work under this AGREEMENT upon written notice to proceed issued by the Awarding Authority in conformance with the provisions of Section 1.4 of this AGREEMENT. The Designer shall complete the services required under this AGREEMENT in a prompt and continuous manner, and to meet such time limits as are established during the course of the AGREEMENT and stated in each Notice to Proceed. If the completion of the scope of work is delayed through no fault of the Designer, the time limit may be extended upon written approval of the Awarding Authority.

The Designer shall furnish appropriate competent professional services for each of the phases to the point where detail checking and reviewing by the Awarding Authority will not be necessary. Any changes, corrections, additions or deletions made by the Awarding Authority shall be incorporated in the design of the Project unless detailed objections thereto are received from the Designer and approved by the Awarding Authority.

The designer shall thoroughly acquaint his employees and consultants with all provisions of the General Laws governing the conduct of public construction projects, including but not limited to M.G.L. c.149, and c.30, and in particular, M.G.L. c.30, §39M, wherein the description of material specifications and proprietary items in construction bid documents is governed.

Neither the Awarding Authority's review, approval or acceptance of, nor payment for any of the services furnished shall be construed to operate as a waiver of any rights under the AGREEMENT or any cause of action arising out of the performance of the AGREEMENT.

### **ARTICLE 6: DESIGNER SERVICES**

#### **TYPE 1 CONTRACTS; STUDIES, PROGRAMS, MASTER PLANS, REPORTS**

Upon receipt of a Notice to Proceed from the Awarding Authority acceptable to the Designer, the Designer shall meet as necessary

## **ATTACHMENT C - STANDARD CONTRACT FOR DESIGNER SERVICES**

within the Awarding Authority and shall prepare and submit programs, preliminary reports, master plans, studies, sketches, space utilization criteria and costs estimates in accordance with the Scope of Work set forth in Attachment A - the Request for Qualification to this AGREEMENT. Monthly progress reports shall be submitted by the Designer to the Awarding Authority. The Designer shall prepare and submit preliminary design plans and concept sketches of various design ideas to determine a workable plan solution in terms of the programs, funds available, and as complete an overall design concept as possible, including cost estimates. The Designer shall furnish to the Awarding Authority ten (10) copies of the report for final approval on or before the date set forth in the Notice to Proceed or any supplement thereto.

### **TYPE 2 CONTRACTS -- DESIGN AND CONSTRUCTION**

#### **Phase 1. - Schematics**

Upon receipt of a Notice to Proceed from the Awarding Authority acceptable to the Designer, the Designer shall meet as necessary with the Awarding Authority for the purpose of arriving at a mutual understanding of the Awarding Authority's project needs. Thereafter, the Designer shall prepare and submit to the Awarding Authority single line schematic drawings including floor plans, elevations and space criteria to establish basic design ideas and respective cost estimates as set forth in the scope of services included as Attachment A. The Designer shall submit to the Awarding Authority for approval six (6) copies of said schematic plans, outline specifications and cost estimates, on or before the date or time for submission specified in the Notice to Proceed or any supplement thereto, unless the Designer shall have obtained from the Awarding Authority an extension of time in writing.

Estimated construction cost and fee as set forth in the original Notice to Proceed will not be changed by the Awarding Authority without the agreement of the Designer.

#### **Phase 2. - Design Development**

Upon receipt of a Notice to Proceed the Designer shall prepare from the approved Phase 1 documents complete design development documents consisting of plans, outline specifications, and cost estimates and other documents to fix and describe the size and character of the project as to architectural, structural, mechanical, and electrical systems, materials, and such other elements as may be appropriate to enable the Awarding Authority to study and understand the progress and development of the Project. Such plans outline specifications and cost estimate shall be subject to the written approval of the Awarding Authority. The Designer shall submit to the Awarding Authority for approval six (6) copies of said design development documents on or before the date or time for submission specified in the Notice to

## **ATTACHMENT C - STANDARD CONTRACT FOR DESIGNER SERVICES**

Proceed or any supplement thereto, unless the Designer shall have obtained from the Awarding Authority an extension of time in writing.

### **Phase 3. - Construction Documents**

Upon receipt of a Notice to Proceed from the Awarding Authority for Phase 3 of the Project, the Designer shall meet as necessary with the Awarding Authority, and shall prepare and submit to the Awarding Authority on or before the date or time specified in the Notice to Proceed or any supplement thereto, complete working plans and specifications in sufficient detail to permit firm bids in open competition for construction of the project, and a detailed cost estimate. Said plans and specifications shall be based on the design development, outline specifications and construction cost estimate approved in Phase 2 of the Project, the Notice to Proceed with Phase 3, or any subsequent modification thereto. The detailed estimate of the cost of the Project shall include quantities of all materials and unit prices of labor and materials as well as cost estimates for each item of work. Such working plans and specifications and cost estimates shall be subject to the written approval of the Awarding Authority. The Designer shall furnish to the Awarding Authority for approval six (6) sets of the said plans, specifications and construction cost estimates.

Following the approval of the plans, specifications and construction cost estimates, the Designer shall incorporate all changes required by the Awarding Authority in the working drawings and specifications and shall prepare and transmit to the Awarding Authority one set of Construction Contract Documents for approval.

### **Phase 4. - Bidding Phase**

Upon written approval of Construction Contract Documents, and a Notice to Proceed, the Designer shall prepare the final Construction Contract Documents, including advertisements for receipt of proposals for construction contractors, shall assist in distributing the bidding documents to prospective bidders, and shall prepare and transmit all addenda. The Designer shall assist the Awarding Authority in pre-qualifying bidders, shall conduct a pre-bid conference with potential bidders, shall assist in obtaining bids, shall conduct a qualification review of the low bidder and transmit his recommendations as to the award of the construction contract to the Awarding Authority, and shall prepare all notices required to be published in the Central Register. All services shall be in accordance with the requirements of the General Laws relating to public construction projects.

If the bid of the lowest responsible and eligible bidder exceeds the Fixed Limit of Construction Cost, if any, the Awarding Authority shall have the option to (a) give written approval of an increase in such Fixed Limit, (b) re-bid the Contract within a reasonable period of time, or (c) instruct the Designer in writing to provide such revised Construction Contract Documents as the Awarding Authority may require

## **ATTACHMENT C - STANDARD CONTRACT FOR DESIGNER SERVICES**

bringing the cost within the Fixed Limit. In the case of (c), the Designer may in connection with such revisions make reasonable adjustments in the scope of the Construction Contract or quality of the work allowed therein subject to the written approval of the Awarding Authority, which approval shall not be unreasonably withheld. The Designer shall not be entitled to any additional compensation for such services.

The Designer shall review all construction bids for the purpose of advising the Owner on whether the bids are based upon the payment of the prevailing wage rates established for the project by the Massachusetts Department of Labor and Workforce Development. The Designer shall inform the Owner of any bid which, because of its amount, does not realistically appear to contemplate the actual payment of said prevailing wage rates to laborers to be employed on the project.

### **5. Phase 5 - Designer's Services During Construction**

Upon the award of the construction contract the Designer and his consultants shall, for the purpose of protecting the Awarding Authority against defects and deficiencies in the work of the Project:

- (1) be charged with general administration of the construction contract, including review and processing of the General Contractor's applications for payment and change order proposals; preparation of a monetized "punch list" of remaining work following substantial completion of the project work, and subsequent inspection to determine completion of such punch list work; review and processing of the General Contractor's final completion and close out documentation and assistance to the Awarding Authority in the close out process;
- (2) furnish the General Contractor with information for establishing lines and grades and such large scale drawings and full sized detailed drawings as the Awarding Authority may require;
- (3) promptly check and approve samples, schedules, shop drawings and other submissions by the General Contractor;
- (4) make weekly visits to the site or sites of the Project;
- (5) conduct semi-final and final inspections of the construction project and report the results of such inspections in writing to the Awarding Authority;
- (6) require each consultant employed in accordance with ARTICLE 2 above to make visits when necessary, and more often if requested by the Awarding Authority, for the same purposes during the progress of that portion of the said construction to which the consultant's services relate and to report in writing thereon to the Designer;
- (7) report to the Awarding Authority weekly in writing on the progress of construction including whether or not the contractor is keeping record drawings;
- (8) recommend rejection of all project work observed by the Designer which fails to conform to the Contract Documents;
- (9) decide all questions regarding interpretation of or compliance with the Contract Documents, except as the Awarding Authority may in writing otherwise determine;
- (10) review and act on all requests for changes in plans, specifications, work, or contracts for the Project; and
- (11) upon written instructions from the Awarding

## **ATTACHMENT C - STANDARD CONTRACT FOR DESIGNER SERVICES**

Authority , furnish working plans and specifications for any such change.

The Designer shall be familiar with the provisions of the General Laws for payment to contractors and shall submit to the Awarding Authority all requisitions for payment submitted by the general contractor. With respect to each such requisition, he or she shall certify to the best of the Designer's knowledge that the percentage of work included in the requisition is accurate and the work performed conforms to the contract documents. In the event the Designer does not approve the requisition exactly as submitted by the General Contractor, said Designer shall forward it for payment to the Awarding Authority dated but unsigned with an accompanying letter of explanation setting forth objections and recommended changes. The Designer shall coordinate the required weekly visit to the construction site in such a manner to be able to return to his office with the contractor's payment bearing the Designer's approval or letter of exceptions. Timely payment of general contractors is required by General Laws Chapter 30, section 39K; therefore, the Designer shall establish office procedures assuring either immediate mail or messenger delivery of the requisition for payment to the Awarding Authority and shall process requisition for payment within forty- eight hours of receipt.

The Designer's responsibility to provide basic services for the construction phase under this agreement commences with the award of the contract for construction and terminates upon the issuance to the Awarding Authority of the final certificate of payment and the Awarding Authority's acceptance of the completed project.

The Designer will exercise the utmost care and diligence in discovering and promptly reporting to the Awarding Authority any defects or deficiencies in the work of the General Contractor or any of its subcontractors, or their agents or employees, or any other person performing any of the Work in the construction of the Project. The Designer represents that it will follow the highest professional standards in performing all architectural services under this Agreement. Any defective Designs or Specifications furnished by the Architect will be promptly corrected by the Designer at no cost to the Awarding Authority, and the Designer will promptly reimburse the Awarding Authority for all damages, if any, resulting from the use of such defective Designs or Specifications. The Awarding Authority's approval, acceptance, use of or payment for all or any part of the Designer's services hereunder or of the Project itself shall in no way alter the Designer's obligations or the Awarding Authority's rights hereunder.

### **Phase 6. - Record Drawings, Reports, Calculations**

Before examining the requisition for final payment submitted to the Awarding Authority by the General Contractor and making any certification in response thereto, the Designer shall obtain from the General Contractor record drawings showing the actual installation of

## **ATTACHMENT C - STANDARD CONTRACT FOR DESIGNER SERVICES**

the plumbing, heating, ventilating and electrical work under the construction contract and all variations, if any. The Designer shall ascertain by his review that changes authorized by change orders are shown on the contractor's record drawings and on the applicable original reproducible and shall submit to the Awarding Authority the complete set as revised, which reproducible shall become the property of the Awarding Authority.

Two suitably bound legible copies of all original design and quantity calculations including those pertinent to change orders and shop drawings if applicable shall be furnished by the Designer to the Awarding Authority at the conclusion of the construction contract and prior to the expiration of the construction period.

As-Built Record Drawings shall be furnished to the Awarding Authority by the Designer.

### **ARTICLE 7: DESIGNER'S BASIC FEE**

For the performance of all services required under the terms of this AGREEMENT and excluding those services specified under ARTICLES 8, 9 and 10, the Designer shall be compensated by the Awarding Authority in accordance with the lump sum fee for this project. The fee is a lump sum of\$ \_

If there is a material change in the scope of services provided in this agreement, the Designer and the Awarding Authority will mutually agree to an adjustment in the Designer's Basic Fee. Delay of one year or more by the Awarding Authority plus a significant change in the estimated construction cost of the project will be considered a change in scope of services.

The basic fee shall be paid to the Designer in accordance with Attachment B to this agreement. Billings for services shall be made monthly and shall be in proportion to the amount of work completed.

### **ARTICLE 8: ADDITIONAL COMPENSATION**

With the formal written approval of the Awarding Authority, the Designer shall perform all or any of the following services in addition to the services performed pursuant to ARTICLE 6 above: (1) revising previously approved drawings, specifications or other documents to accomplish changes authorized by the Awarding Authority, and preparation of change orders related thereto; (2) preparing documents for alternate bids requested by the Awarding Authority except alternates prepared by the Designer to adjust the fixed limit construction cost, if any; (3) providing consultation concerning replacement of any work damaged by fire or other cause during construction and furnishing professional services of the type set forth in ARTICLE 6 as may be required in connection with the replacement of such work; (4) providing services after final payment to the contractor; (5) revising working plans and specifications

## **ATTACHMENT C - STANDARD CONTRACT FOR DESIGNER SERVICES**

submitted in their final and complete form for which bids were not received within six months after submission; (6) making studies other than those normally required and preparing applications and reports to assist the Awarding Authority in obtaining federal and/or state aid; (7) preparing operating and maintenance manuals ; (8) assisting the Awarding Authority in litigation arising out of the construction contract; and (9) performing any other professional services not otherwise required under this Contract.

For the services provided pursuant to paragraph 1 of this ARTICLE, the Designer shall be compensated by the Awarding Authority at the rates set forth in Attachment B.

### **ARTICLE 9: REIMBURSEMENT**

9.1 The Designer shall be reimbursed by the Awarding Authority:(a) at one and one tenth (1.1) times the actual cost to the Designer of consultants hired to obtain any data in accordance with ARTICLE 3 above, provided, however, that no reimbursement for such expense shall be made unless the rates of compensation for said consultant services have been approved by the Awarding Authority or its designee, which may approve a lump sum fee; (b) at one and one tenth (1.1) times the actual cost to the Designer of special consultants not specified in ARTICLE 2, and approved by the Awarding Authority or its designee, provided, however, that no reimbursement for such expense shall be made unless the rates of compensation for said consultant services shall have been approved in writing by the Awarding Authority or its designee, which may approve a lump sum fee; (c) any other specially authorized reimbursement, including special printing; and (d) for all printing and reproduction costs.

### **ARTICLE 10: DESIGN FEES AND CHANGE ORDERS**

The Designer shall be compensated in accordance with the rates specified in ARTICLE 8 for the services of its employees or any consultant listed in ARTICLE 2 for services associated with changes and change orders described in ARTICLE 8. The Designer shall not be compensated for any services involved in preparing change orders required to make unit price adjustments due to existing conditions. Changes for which the Designer receives no compensation under this ARTICLE shall be "no fee modifications" or "no fee change orders." The fact that the Designer receives no fee shall not limit the Town's legal remedies regarding such changes.

Any services in connection with change orders and change directives which are necessitated by a lack of reasonable clarity, deficiencies or conflicts in the Construction Documents or other errors or omissions of the Designer, or which result from existing conditions encountered in the building which should have been anticipated by the Designer based on reasonable investigation of said building as required herein, shall not qualify as additional services and shall be performed within the scope of Basic Services.

## **ATTACHMENT C - STANDARD CONTRACT FOR DESIGNER SERVICES**

Payments for modifications or change orders to the Designer shall be made upon completion of the Designer's work under such modifications or change orders.

### **ARTICLE 11: TERMINATION, NO AWARD**

By written notice to the Designer, the Awarding Authority may terminate this contract at any time. If any such termination shall occur without the fault of the Designer, all compensation and reimbursement due to the Designer up to the date of termination, in accordance with all contract terms, shall be paid to the Designer by the Awarding Authority. Such payment shall not exceed the fair value of the work, as the Awarding Authority shall determine.

By written notice to the Awarding Authority, the Designer may terminate this contract (1) if the Awarding Authority, within sixty (60) days following written notice from the Designer of any default by the Awarding Authority under the AGREEMENT, shall have failed to remove such default or (2) if, after the Designer shall have performed all services required of the Designer in Phase 1, Phase 2, or Phase 3 of the Project, if applicable, at least six (6) months shall have lapsed without receipt by the Designer of Notice to Proceed with the next phase of the Project. Upon any such termination by the Designer all compensation and reimbursement payable to the Designer in accordance with the AGREEMENT up to and including the date of termination shall be paid to the Designer by the Awarding Authority.

### **ARTICLE 12: RELEASE AND DISCHARGE**

12.1 The acceptance by the Designer of the last payment for services paid under the provisions of ARTICLES 11 and 12 in the event of contract termination shall in each instance operate as and be a release to the Awarding Authority, and every member or agent thereof, from all claims and liability to the Designer for payment on account of services performed or reimbursable expenses incurred under this AGREEMENT, except for those written claims submitted by the Designer to the Awarding Authority with the last payment requisition.

### **ARTICLE 13: NOTICES, APPROVALS, INVOICES**

Any notice required under this contract to be given by the Awarding Authority to the Designer, or by the Designer to the Awarding Authority, shall be deemed to have been so given, whether or not received, if mailed by prepaid postage by, respectively, the Awarding Authority to the Designer at the address specified for the Designer on Page 1, or the Designer to the Awarding Authority.

Written approval by the Awarding Authority for Extra compensation as provided under ARTICLES 8 and 9, Reimbursements, shall be in the form



## **ATTACHMENT C - STANDARD CONTRACT FOR DESIGNER SERVICES**

of a letter issued by the Awarding Authority.

All invoices may be submitted monthly and subject to contract terms and proper documentation will be promptly processed by the Awarding Authority or returned to the Designer. No invoice, however, shall be required to be submitted or processed when the net amount due is less than \$100.00.

Invoices for services under ARTICLE 6 where such invoices pertain to design services during construction shall also describe the names, payroll titles, and dates of site visits required for construction-phase services.

Invoices submitted for services which have not been previously authorized in writing shall be returned to the Designer.

Requests for previously authorized expenses of any nature must be accompanied by a billing or receipt from the source of the expense.

### **ARTICLE 14: INSURANCE**

The Designer shall at his own expense obtain and maintain a Professional Liability Insurance policy for errors, omissions or negligent acts arising out of the performance of this AGREEMENT in a minimum amount of \$1,000,000.

The coverage shall be in force from the time of the agreement to the date when all construction work designed under the contract is completed and accepted by the Awarding Authority. If, however, the policy is a claims-made policy, it shall remain in force for a period of six (6) years after substantial completion.

Since this insurance is normally written on a year-to-year basis, the Designer shall notify the Awarding Authority should coverage become unavailable.

The Designer shall, before commencing performance of this contract, provide by insurance for the payment of compensation and the furnishing of other benefits in accordance with M.G.L. c.152, as amended, to all employed under the contract and shall continue such insurance in full force and effect during the term of the contract. The Designer shall also maintain broad public liability insurance to protect against damage or injury to persons or property. The Designer shall submit proof of Worker's Compensation Insurance to the Awarding Authority.

The Designer shall carry insurance in a sufficient amount to assure the restoration of any plans, drawings, computations, field notes or other similar data relating to the work covered by this contract in event of loss or destruction until the final fee payment is made or all data are turned over to the Awarding Authority.

## ATTACHMENT C - STANDARD CONTRACT FOR DESIGNER SERVICES

The Designer shall obtain and maintain general liability insurance with limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate. Designer shall promptly provide the Awarding Authority with a Certificate of Insurance naming the Town of Upton additional insured. Certificates and any and all renewals substantiating that required insurance coverage is in effect shall be filed with the Agreement. Any cancellation of insurance whether by the insurers or by the insured shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and to the Town at least fifteen days prior to the intended effective date thereof, which date should be expressed in said notice. The Designer shall indemnify, defend, and hold the Awarding Authority harmless from and against any and all claims, demands, liabilities, actions, causes of action, costs and expenses arising out of the Designer's breach of the Agreement or the negligence or misconduct of the Designer or the Designer's agents or employees.

Upon request of the Designer, the Awarding Authority reserves the right to modify any conditions of this Article.

### ARTICLE 15: SUPPLEMENTAL CONTRACT DATA: LEGAL REQUIREMENTS

The Designer hereby certifies:

if an individual, the individual is a registered architect;

if a partnership, a majority of all the partners are persons who are registered architects;

if a corporation, sole proprietorship, joint stock company or other entity, the majority of the directors or a majority of the stock ownership and the chief executive officer are persons who are registered architects, and the person to have the project in his or her charge is a registered architect;

if a joint venture, each joint venture satisfies the requirements of this section.

(Statutory reference: M.G.L. c.7, §38A½)

The Designer hereby certifies that it has not given, offered or agreed to give any person, corporation or other entity any gift, contribution or offer of employment as an inducement for, or in connection with the award of this Agreement. (Statutory reference: M.G.L. c.7, §38H(e)(i))

The Designer hereby certifies that no consultant to or subcontractor for the Designer has given, offered or agreed to give any gift, contribution or offer of employment to the Designer, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the Designer. (Statutory reference: M.G.L. c.7, §38H(e)(ii))

## **ATTACHMENT C - STANDARD CONTRACT FOR DESIGNER SERVICES**

The Designer hereby certifies that no person, corporation or other entity, other than a bona fide full-time employee of the Designer, has been retained or hired by the Designer to solicit for or in any way assist the Designer in obtaining this Agreement upon an agreement or understanding that such person, corporation or other entity be paid a fee

or other consideration contingent upon the award of this Agreement to the Designer. (Statutory reference: M.G.L. c.7 §38H(e)(iii))

The Designer hereby certifies that it has internal accounting controls as required by subsection (c) of section thirty-nine R of chapter thirty and that the

Designer filed and will continue to file an audited financial statement as required by subsection (d) of said section thirty-nine R. (Statutory reference: M.G.L. c.7, §38H(e)(iv))

The Designer shall maintain all books, records, and accounts related to the Project in compliance with the following:

The Designer shall make, and keep for at least six years after final payment, books, records, and accounts which in reasonable detail accurately and fairly reflect the transactions and dispositions of the Designer.

Until the expiration of six years after final payment, the Awarding Authority, the office of the inspector general and the deputy commissioner of capital planning and operations shall have the right to examine any books, documents, papers or records of the Designer or of its consultants that directly pertain to, and involve transactions relating to, the Designer or its consultants.

The Designer shall describe any change in the method of maintaining records or recording transactions which materially affects any statements filed with the Awarding Authority, including in the Designer's description the date of the change and reasons therefore, and shall accompany said description with a letter from the Designer's independent certified public accountant approving or otherwise commenting on the changes.

The Designer has filed a statement of management on internal accounting controls as set forth in Paragraph (6) below prior to the execution of this Agreement.

The Designer has filed prior to the execution of this Agreement and will continue to file annually, an audited financial statement for the most recent completed fiscal year as set forth in subparagraph 15.6.8 below.

The Designer shall file with the Awarding Authority a statement of management as to whether the system of internal accounting controls of

## **ATTACHMENT C - STANDARD CONTRACT FOR DESIGNER SERVICES**

the Designer and its subsidiaries reasonably assures that:

transactions are executed in accordance with management's general and specific authorization;

transactions are recorded as necessary:

to permit preparation of financial statements in conformity with generally accepted accounting principles; and

to maintain accountability for assets;

access to assets is permitted only in accordance with management's general or specific authorization; and

the recorded accountability for assets is compared with existing assets at reasonable intervals and appropriate action is taken with respect to any difference.

The Designer shall also file annually with the Awarding Authority a statement prepared and signed by an independent certified public accountant, stating that such accountant has examined the statement of management on internal accounting controls, and expressing an opinion as to:

whether the representations of management in response to this paragraph and paragraph 15.6.6(b) above are consistent with the result of management's evaluation of the System of internal accounting controls; and

whether such representations of management are, in addition, reasonable with respect to transactions and assets in amounts which would be material when measured in relation to the Designer's financial statements.

The Designer shall annually file with the Awarding Authority during the term of this Agreement a financial statement prepared by an independent certified public accountant on the basis of an audit by such accountant. The final statement filed shall include the date of final payment. All statements shall be accompanied by accountant's report.

Records and statements required to be made, kept or filed in compliance with the provisions of this paragraph 15.6 shall not be public records and shall not be open to public inspection, except as provided in subparagraph 15.6.2. (Statutory reference: M.G.L. c.30, §39R)

The Designer and its consultants shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the Designer in the preparation of bid documents, as reasonably determined by the Awarding Authority. (Statutory reference: M.G.L. c.7, §38H(J))

## **ATTACHMENT C - STANDARD CONTRACT FOR DESIGNER SERVICES**

Life-cycle cost estimates for the Project shall be obtained at an initial stage and as a regular part of the services to be performed under this Agreement. (Statutory reference: M.G.L. c.149, §44M)

The Designer hereby certifies under penalties of perjury that the Designer has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support. (Statutory reference: M.G.L. c.62C, §49A)

For agreements not in excess of \$100,000, Section 15.5 and subsections 15.6.3 - 15.6.8 do not apply.

### **ARTICLE 16: MISCELLANEOUS PROVISIONS**

One (1) reproducible copy of all Drawings and Specifications furnished by the Designer and all other documents prepared by the Designer shall become the property of the Awarding Authority. Ownership of the stamped drawings and specifications shall not include the Designer's certification or stamp. Any re- use of such Drawings and/or Specifications without the Designer's written verification of suitability for the specific purpose intended shall be without liability or legal exposure to the Designer or to the Designer's independent professional associates, subcontractors or consultants. Distribution or submission to meet official regulatory requirements or for other purposes in connection with the project is not to be construed as an act in derogation of the Designer's rights under this AGREEMENT.

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns, and personal representatives.

This Agreement represents the entire agreement between the Awarding Authority and the Designer and supersedes any prior agreements whether oral or written. This Agreement may be amended only by written instrument executed by both the Awarding Authority and the Designer.

The Designer agrees that the Awarding Authority and any of its officer or employee assume no personal liability under this Agreement.

This Agreement shall be governed by the laws of the Commonwealth of Massachusetts.

In the event any provision of this Agreement shall be held to be invalid or unenforceable for any reason, such invalidity or unenforceability shall attach only to such provision and shall not affect or render invalid or unenforceable any other provision of this Agreement.



#### Addendum #1

1. Is the pre-bid mandatory?

No, the pre-bid is not mandatory

2. Could you confirm the bid due date is 2/12? The cover letter has 2/5 called out as well so I wanted to be sure?

The due date is **February 12, 2019**

3. Could the preliminary site location/layout indicated in the RFP be shared – there is a visioning project for downtown Upton occurring concurrently.

We are looking to locate the building in the downtown area.

4. Is a professional cost estimator required or is in-house cost estimating acceptable?

In house cost estimate is acceptable.

5. Task #5 indicated a number of deliverables for the Town presentation including a physical model. Are all of these items required deliverables or should the architect use their best judgment for what's needed to present the design successfully?

The architect can use their best judgment to present the design successfully with input from the feasibility committee.

## Addendum #2

1. Where is the site?

There is not a particular site at this time for the project. We are looking to have this project be part of the downtown revitalization currently being planned.

2. Is there an existing building?

The library is currently located at 2 Grove St in Upton and the Council on Aging aka Upton Center is located at 3 Farm St in Upton.

3. Is there a building plan for the Library and Elder Services?

Please see attached for the building plan for Library and Elder Services



## The Upton Center

The Upton Center opened its doors thirty-five years ago. Since that time, with a dedicated team consisting of a small staff and many volunteers, we have provided services to address many important issues facing our residents. Activities and programs are specifically designed to address the following areas: health, fitness and wellness, information, referral and assistance, meal(s) and nutrition, transportation services, social and recreational activities, education and arts programs, and intergenerational programs. Staff are available to assist residents in completing applications for SNAP (formally known as food stamps), housing applications and fuel assistance. In addition we have a Certified SHINE Counselor (Serving the Health Information Needs of Everyone) on staff to provide assistance with health insurance issues. We are available to assist any resident in need.

\*\*\*\*Having enough appropriate space to offer all of the programs we would like to offer and individual services that we provide continues to be a major challenge as the population, especially those over age 60, continues to grow.

Services Provided:

Transportation

Nutrition- Daily Congregate and Meals-on Wheels and additional programing

Durable Medical Equipment Loaner Program

SHINE- Serving the Health Information Needs of Everyone

Fuel Assistance- SMOC, Salvation Army

Good Neighbor Fund

Intergenerational Programs

Inter Department Programs

Community Programs

Health and Wellness Programs

Exercise Programs

Social Activities

## **Design Considerations for Upton Community Center**

Parking: Van or emergency Access, designated parking for Meals-on-Wheels Drivers, covered ramp, enclosed (lit) entryway, adequate lighting. Extra wide parking spaces.

Inviting Entryway- benches for public seating

Greeting/Waiting Area: Sign-in, registration area with counters and seating. Horizontal cubbies for brochures, flyers, handouts.

Wheelchair/Walker/Coat Storage: seating area.

Needed Office Space

- Small Reception Area
- Director
- Social Services
- Combined SHINE, Veterans Agent, Transportation
- Medical Office
- Conference Room
- Staff Rest Room

Provide Lounge/Sitting Room for socialization.

Lavatories- twice as many for ladies as men, with showers

Thrift/resale shop- Food Pantry

Recreation & Assembly Space with stage- multi use with ability to divide with soundproof partitions, overhead sound system, noiseless doors, hold up to 100 people

Storage for chairs/tables

Provide Small Dining Area for smaller functions and staff use.

Commercial Kitchen with storage.

Multipurpose Class room(s) with sinks to hold 30-40 participants for educational programs.

Custodial Closet

Physical Building Concerns:

1. Natural lighting
2. Flooring Materials
3. Paint color choices

4. Ceiling Acoustics
5. Windows with a view at seat level
6. Universally Accessible
7. User Friendly

### Joint Facility draft service needs

*The purpose of the Upton Town Library is to provide information, recreational, cultural and technological support and services to meet the needs of the townspeople of all ages and economic means.*

#### Library Services

Lend popular and educational print materials  
Lend audio visual format materials  
Lend children's materials

Display and preserve local history / town archives

Display and preserve local artwork / community displays

Give accessible entry to building  
Publicize community notices / events / information

Provide public and building-wide wireless internet access

Process materials transactions  
Provide reference / information services

Receive daily deliveries of interlibrary loan materials

Staff to perform technical services / collection maintenance

Provide facilities for staff comfort (restroom / staff room)

#### Infrastructure

Adult collection shelving  
Non-print shelving  
Children's shelving

Local history shelving

Open wall space

Vestibule  
Vestibule

Server closet

Main service point  
Main service point

Vestibule / Main service

Staff workspace

Staff room

#### Matthew's Notes

merge with historical society

merge and expand with CoA

for entire building

merge with CoA service point / reception

consider one large "staff workroom" instead of separate offices

merge with CoA

Professional Librarians for collection development / program planning Department head for administration / management Custodial staff and supplies for facility maintenance	Staff office Department office Custodial	which staff really need a private office, and which can use a shared workroom - will depend on how the departments are organized Dept head needs private office, ideally with a conference table for entire building
Provide accessible, gender neutral restroom facilities	Public restrooms	for entire building if floorplan allows - size is set by building codes.
Present programs for up to 100 adult attendees, with appropriate technology Present programs for up to 40 adult attendees, with appropriate technology Present a variety of programs and craft activities for all ages, up to 20 attendees, with storage and sink facilities	Auditorium  Programs Room  Children's Program Room	The three program rooms can be merged or combined in some combination one possibility is to try and make a single space for 40 people meet all needs.  another option is auditorium + childrens, and drop the middle size.
Provide facilities for small group study / tutoring / meetings - public use	Quiet Study x3	Can never have too many quiet studies. Merge / share with CoA. consider making these larger and equipping them to meet other needs such as recording studio or genealogy room.
Passport acceptance services Individual consultation for research / social services assistance	Quiet Study  Quiet Study	
Present a browsing display of new materials Present displays of seasonal and informative materials	Multimedia shelving  Shelf caps or open wall space	
Computer workstations for public use	Computer stations x6	merge with CoA if floorplan allows
Photocopier / scanning / faxing services for public use	Tech / Business area	merge with CoA if floorplan allows
Charging stations / technology support for public use	Tech / Business area	

Encourage children and caregivers to read / play / socialize	Children's area	This is usually an open place in the shelving for informal play. If the children's program room isn't serving multiple purposes, it can meet this need instead.
Provide educational toys and manipulatives (puzzles, blocks, legos)	Children's area	
Encourage young adults to read / learn / socialize	YA Room	Possible to split time with some other service? A room that is used for another population 8am to 3pm and becomes the YA room after school is out?
Encourage adults to read / browse / socialize	Seating	merge with CoA lounge?
Unassigned space accounts for hallways, doors, storage, stairs, elevator, mechanical, electrical, plumbing. Guidelines suggest that unassigned requires an additional 25%-30% of the assigned space. Having a multifloor building will tend to increase the unassigned requirements.		I see some spaces that can't reasonably be shared: the collection shelving space, the professional librarian's office, and the children's play area. Everything else at least has the potential to be multiuse / building wide or shared.
		Unassigned space accounts for hallways, doors, storage, stairs, elevator, mechanical, electrical, plumbing. Guidelines suggest that unassigned requires an additional 25%-30% of the assigned space. Having a multifloor building will tend to increase the unassigned requirements.
<b>Cable access</b> - set / studio for television content creation	Quiet Study	Could the set furnishings be stored in a closet in a study or conference room and set up as needed? I hesitate to assign space that will only be used 2 hours per week.
<b>Historical Society</b>		
Museum for public browsing / display	Museum	Potential compatibility with library services, especially if it can be set up to share spaces instead of behind a separate locked door.
Facilities for society volunteers / staff	Historical office	Office space and research room should be possible to accommodate. Consider merging with quiet study room.

Storage of artifacts / files  
Facility for genealogical research

Storage rooms  
Quiet Study

This amount of storage space will be a challenge to accommodate.

# **APPENDIX 2**

**(March 18: Initial Space Summary  
and Room Data Sheets)**





# UPTON CENTER PROGRAM STUDY



14-Mar-19

Stand Alone Library Program		Stand Alone SC Program		Historic Society		Upton Center Program			
Area Designation	SF Space Required	Area Designation	SF Space Required	Area Designation	SF Space Required	Area Designation	Quantity	Area	SF Space Required
Vestibule	165	Vestibule	64	Museum/Display	200	Vestibule	1	100	100
Circulation Desk	190	Reception	150	Office/Research	200	Circ/Info/Reception***	1	350	350
New Materials	260	Coats	60			Thrift/Pantry/Friends	1	150	150
Adult Fiction	1,422	Café/Waiting	200			Lobby/Waiting**	1	650	650
Adult Non Fiction	1,705	Thrift/Pantry	80			Periodicals	1	50	50
Periodicals	175	Lounge/Den	300			Intergenerational Lounge****	1	1000	1000
Adult Non Print	586	Director Office	200			Director Office	2	150	300
Reading Area	541	Social Service Office	150			Social Service Office	1	150	150
Adult Seating	780	Shared Office	100			Tech Service/ Staff*****	1	300	300
Adult Computer	555	Medical	120			Shared Open Office*****	4	80	320
Public Technology	250	Equipment Storage	100			Childrens Program Room	1	500	500
Children's	2,715	Conference Room	150			Small Program Rm (40)*	1	1000	1000
Children's Programs	480	Staff Room	100			Large Program Rm (100)*	1	2200	2200
Young Adult	550	Multi-Purpose	2000			Stage/Platform	1	600	600
Local History	200	Stage/Platform	600			Chair Storage	1	160	160
A/V Recording	200	Chair Storage	200			Kitchen + Storage	1	700	700
Small Meeting	450	Kitchen	800			A/V Recording	1	100	100
Large Meeting	850	Small Classroom	500			Public Computer	1	270	270
Kitchenette	100	Large Classroom	1000			Public Technology / Bus Center	1	100	100
Social Space	200	Custodial	65			Quiet Study	2	75	150
Director	200					Adult Non Print	1	250	250
Adult Services	125					Adult Fiction	1	750	750
Children's Librarian	125					Adult Non Fiction	1	500	500
Technical Services	300					Childrens/Childrens Librarian	1	1500	1500
TeleCom	100					Youth	1	400	400
Custodian	65					Medical + Equip Stor	1	300	300
Friends Storage	150					Conference/Quiet Study	2	75	150
Staff Room	180					Conference/Group Study	1	200	200
						Custodial	2	60	120
Total Net	13,619		6,939		400				13,320
Gross Multiplier	1.5		1.5		1.5				1.5
Total Gross	20,429		10,409		600				19,980

Sum of Individual Programs

31,437

delta

(11,457)

\* dividable 50/50 or 40/60

\*\* New Materials/Café/Waiting/Historical Display/Children's Display/Periodicals

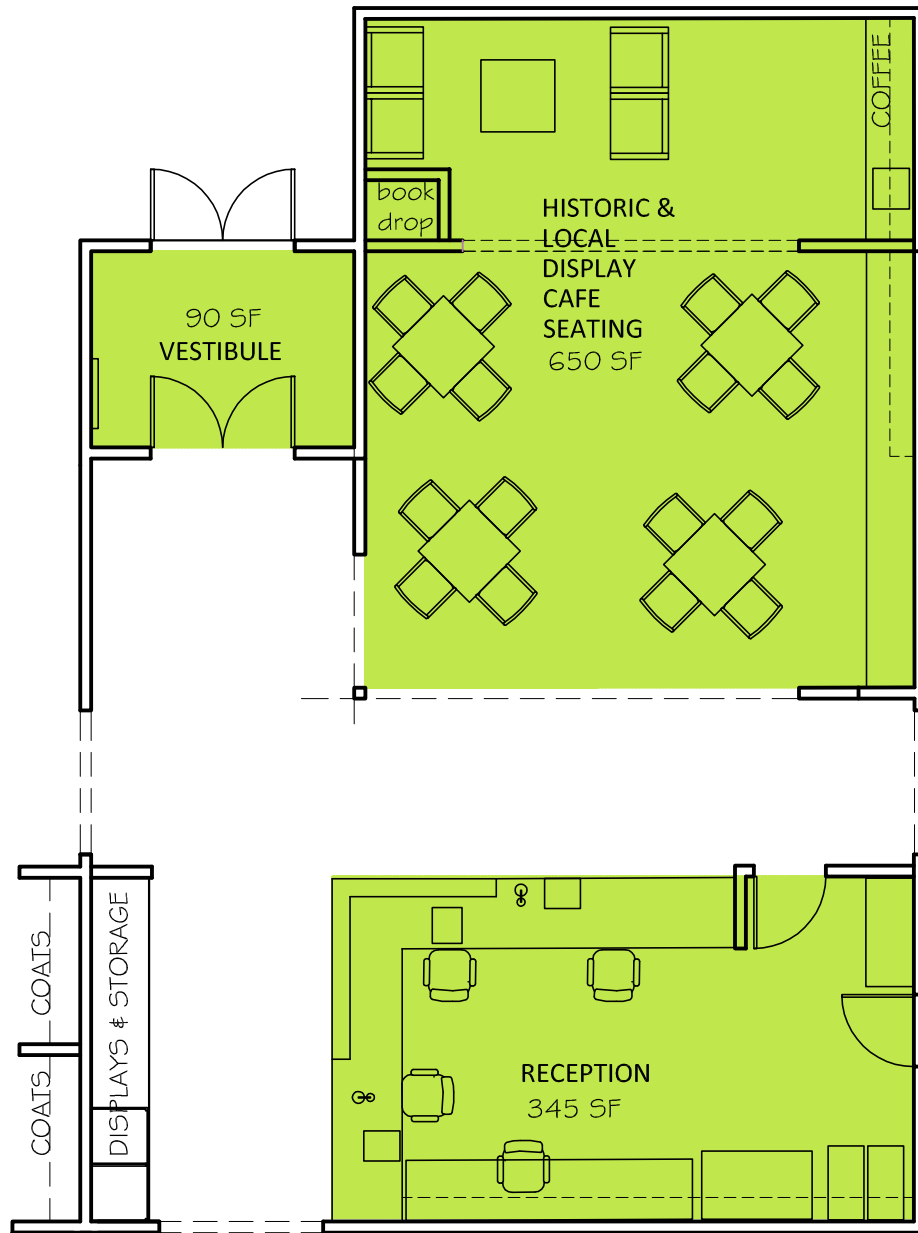
\*\*\* Library Circulation/Reception for COA/Volunteers

\*\*\*\* Adult Seating/Reading/Lounge/Den

\*\*\*\*\* Adult Services/Shared Office/Historical Office

\*\*\*\*\* Adult Services/Shared Office/Historical Office



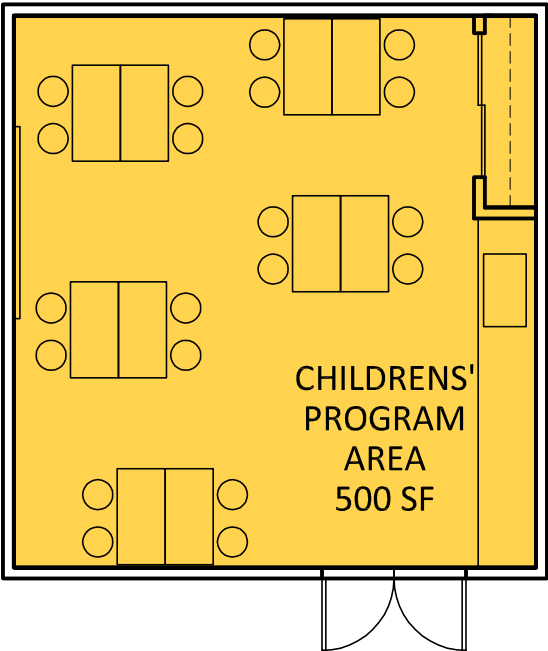


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## VESTIBULE ENTRY, RECEPTION DESK, HISTORIC & LOCAL DISPLAY

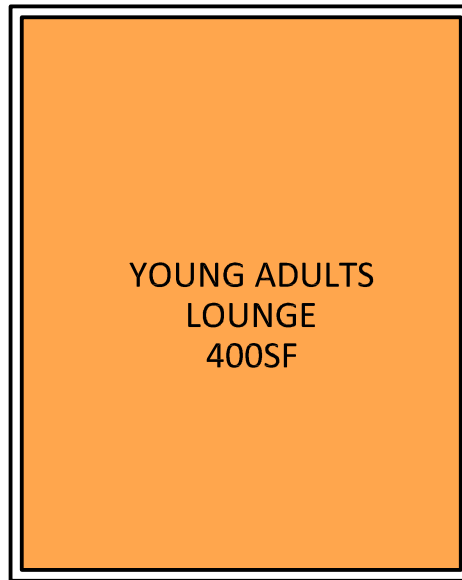
1/8" = 1'-0"

### NOTES



1 CHILDREN'S PROGRAM AREA  
1/8" = 1'-0"

NOTES

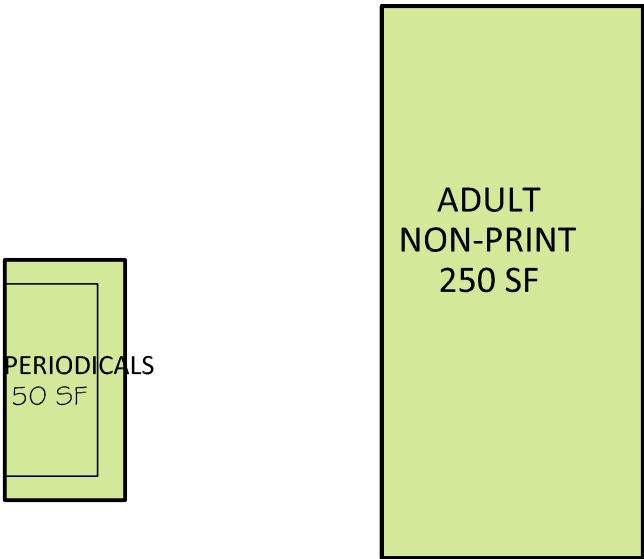


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## YOUNG ADULTS LOUNGE

1/8" = 1'-0"

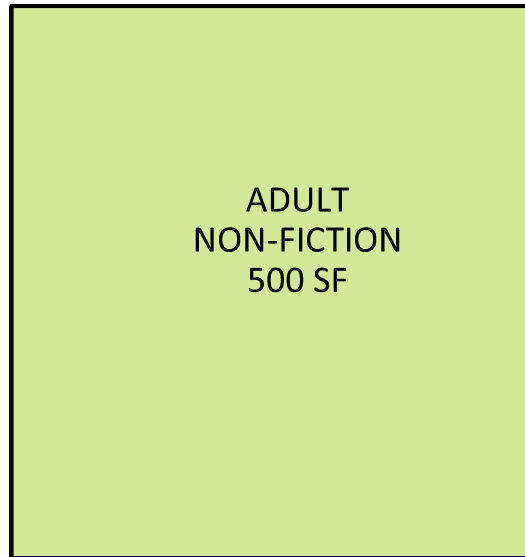
### NOTES



1 PERIODICALS & ADULT NON-PRINT

1/8" = 1'-0"

NOTES

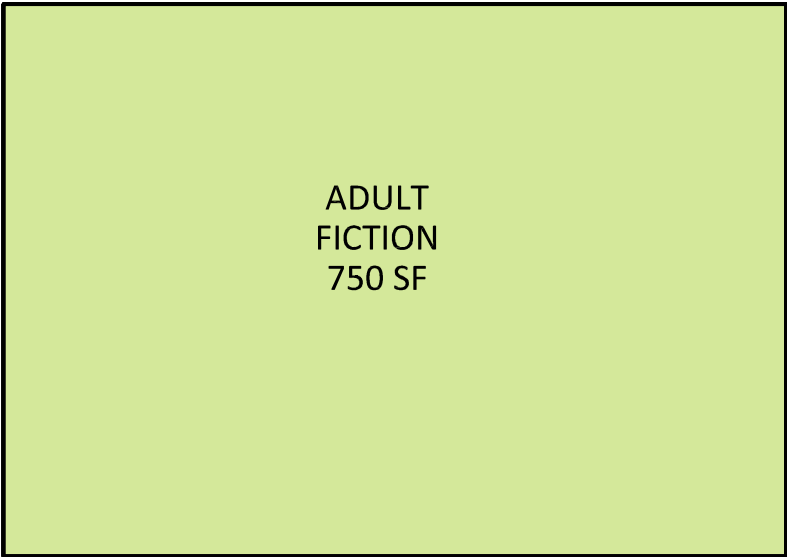


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ADULT NON-FICTION

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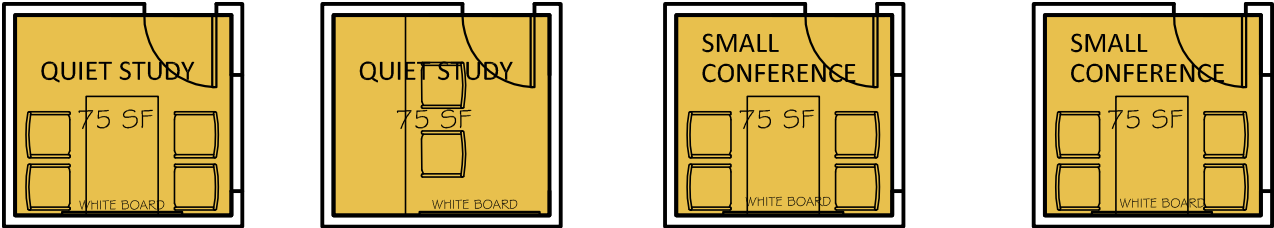
NOTES



**1** ADULT FICTION  
1/8" = 1'-0"

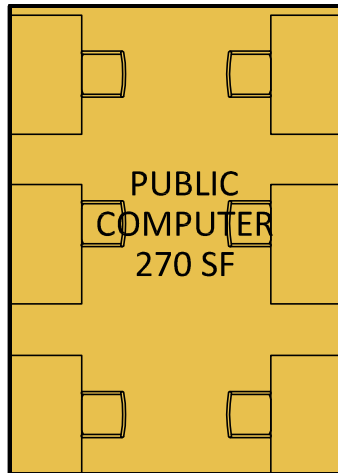
NOTES





1 QUIET STUDY & SMALL CONFERENCE  
1/8" = 1'-0"

NOTES

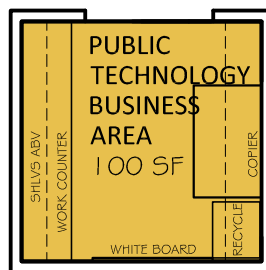


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## PUBLIC COMPUTER

1/8" = 1'-0"

### NOTES

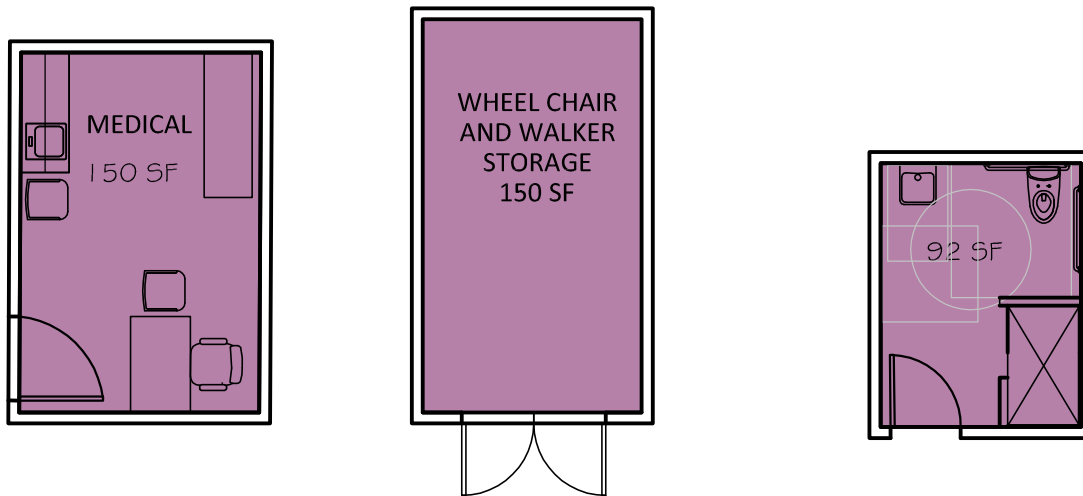


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## PUBLIC TECH & BUSINESS AREA

1/8" = 1'-0"

### NOTES

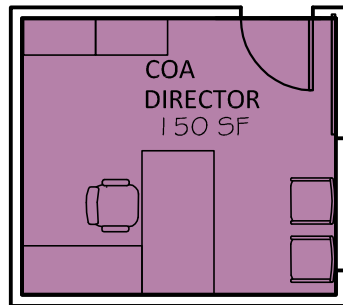


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## MEDICAL CLINIC

1/8" = 1'-0"

### NOTES

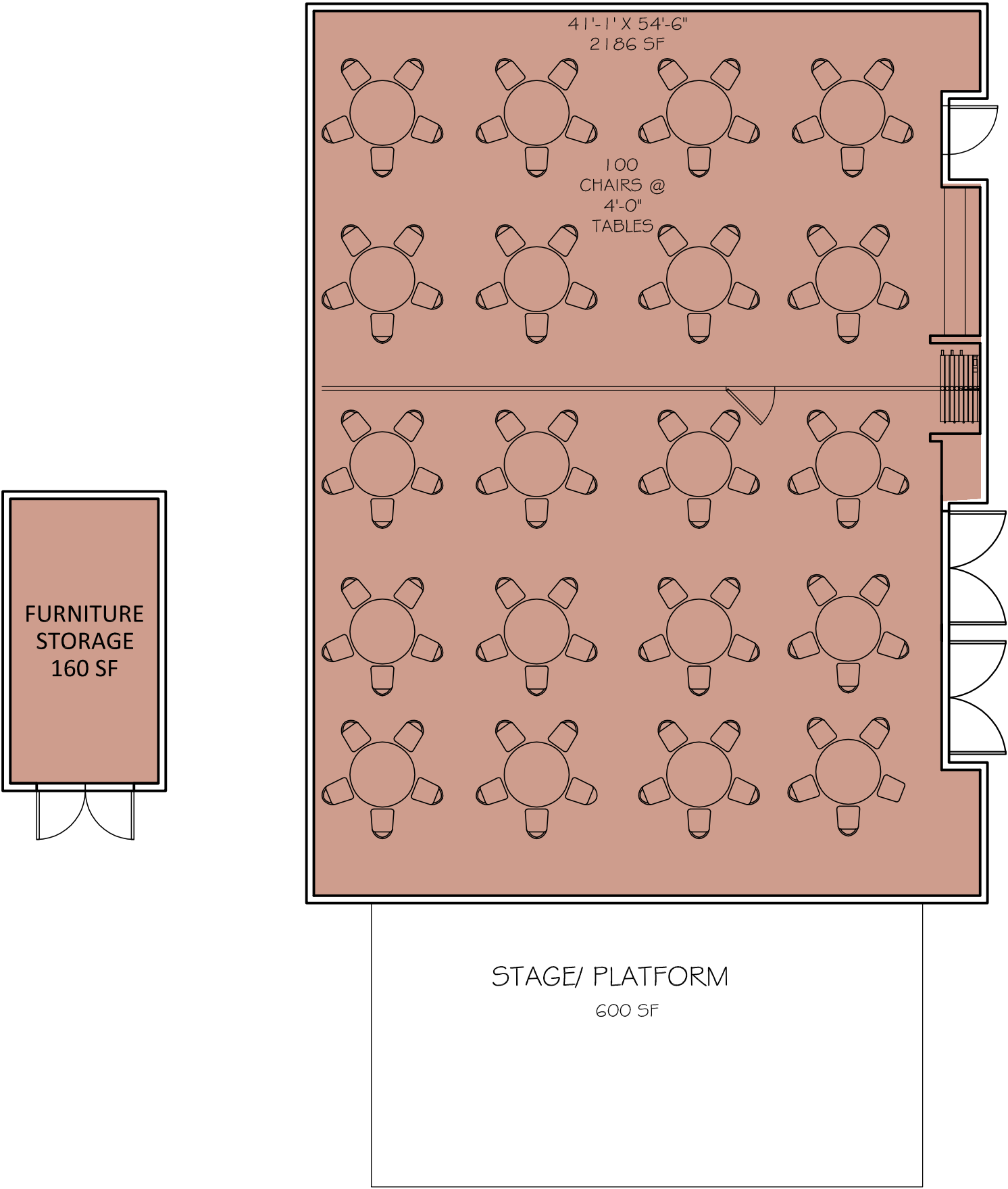


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## COA DIRECTOR'S OFFICE

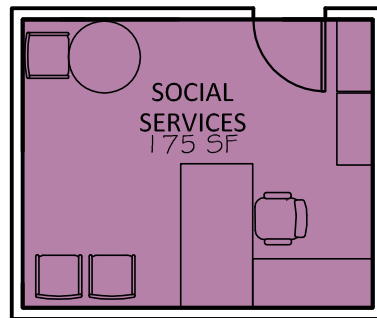
1/8" = 1'-0"

### NOTES



1 MULTI-PURPOSE ROOM STAGE & CHAIR STORAGE  
1/8" = 1'-0"

NOTES

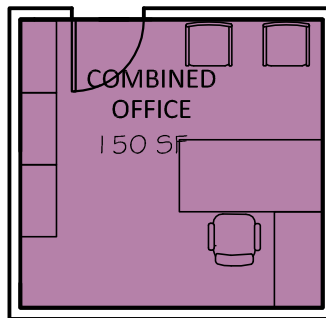


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## SOCIAL SERVICE OFFICE

1/8" = 1'-0"

### NOTES



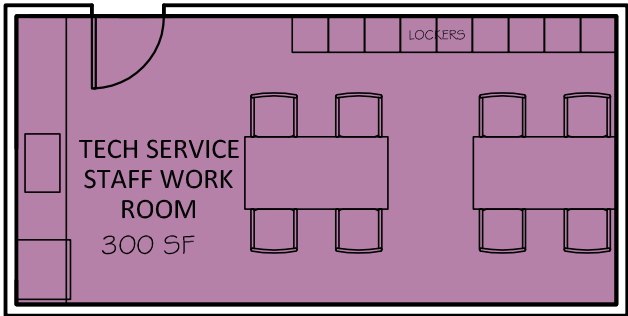
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## COMBINED OFFICE

1/8" = 1'-0"

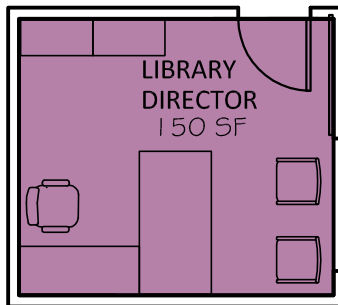
### NOTES





1 STAFF WORK ROOM  
1/8" = 1'-0"

NOTES

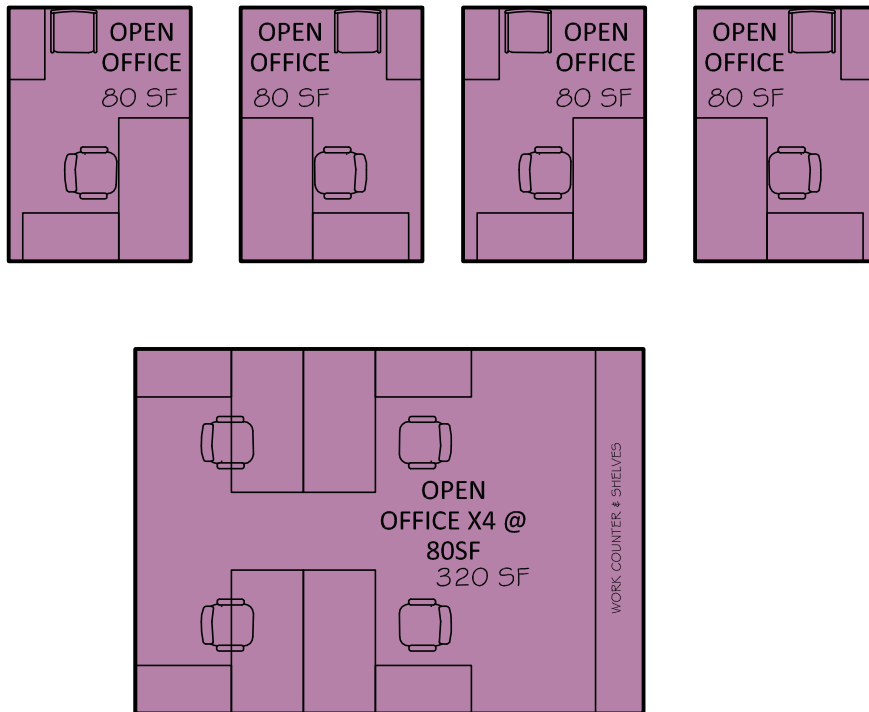


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## LIBRARY DIRECTOR OFFICE

1/8" = 1'-0"

### NOTES

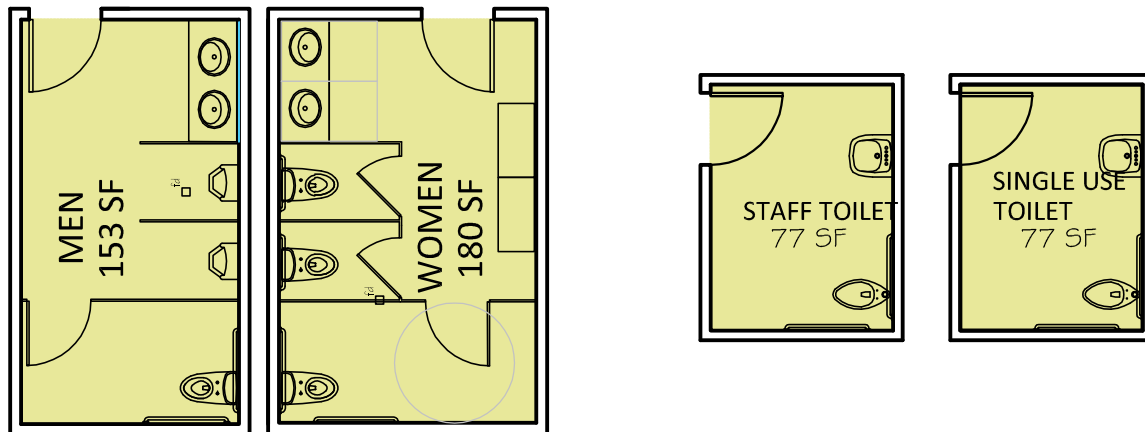


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## SHARED OPEN OFFICE

1/8" = 1'-0"

### NOTES

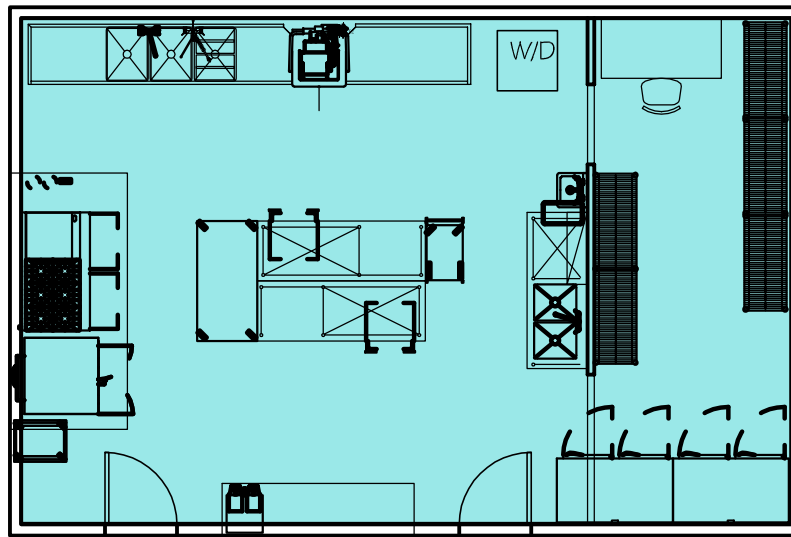


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## RESTROOMS

1/8" = 1'-0"

### NOTES



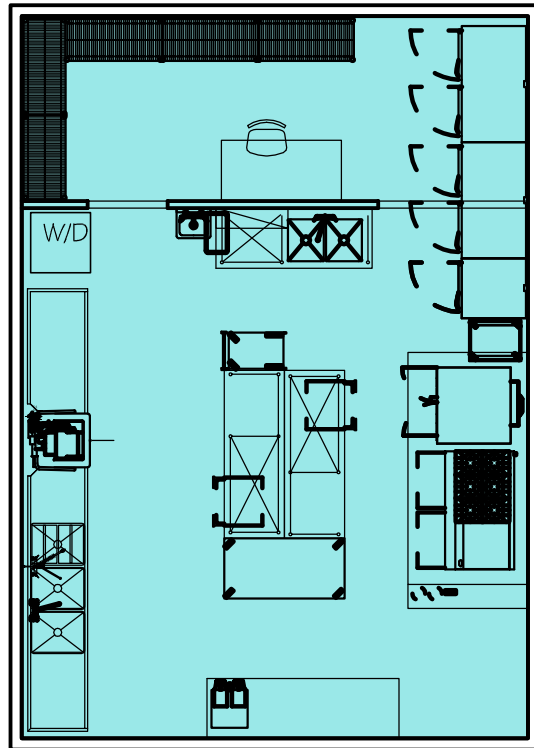
SERVICE  
COUNTER

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## COMMERCIAL KITCHEN-OPTION A

1/8" = 1'-0"

### NOTES



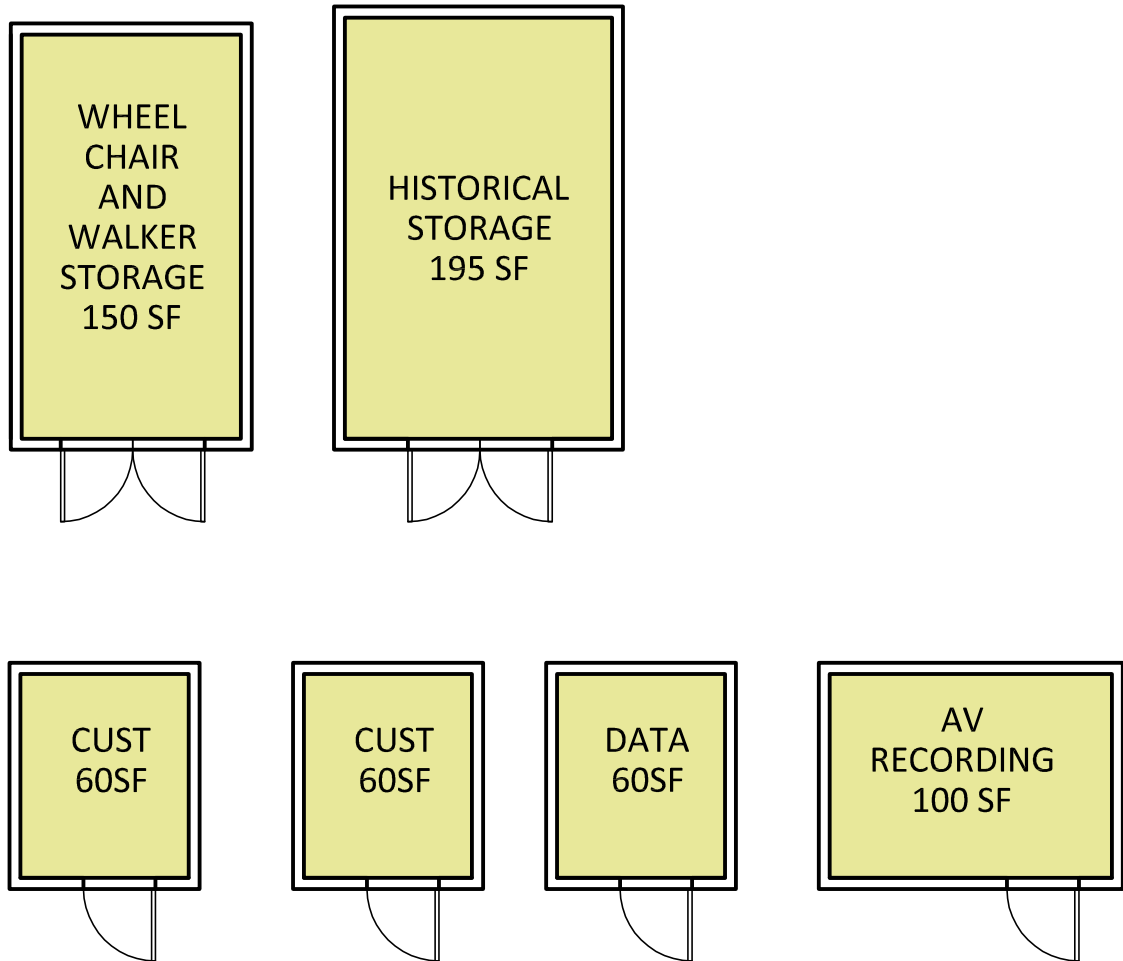
SERVICE  
COUNTER

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## COMMERCIAL KITCHEN-OPTION B

1/8" = 1'-0"

### NOTES

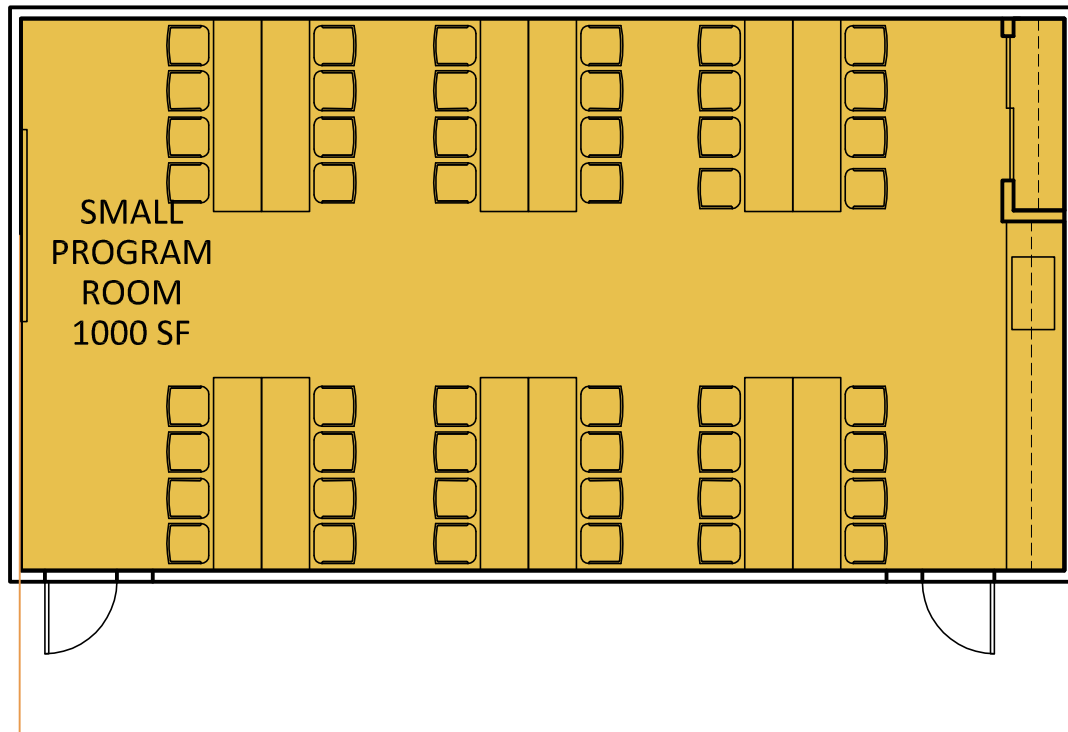


1

## STORAGE NEEDS

1/8" = 1'-0"

NOTES



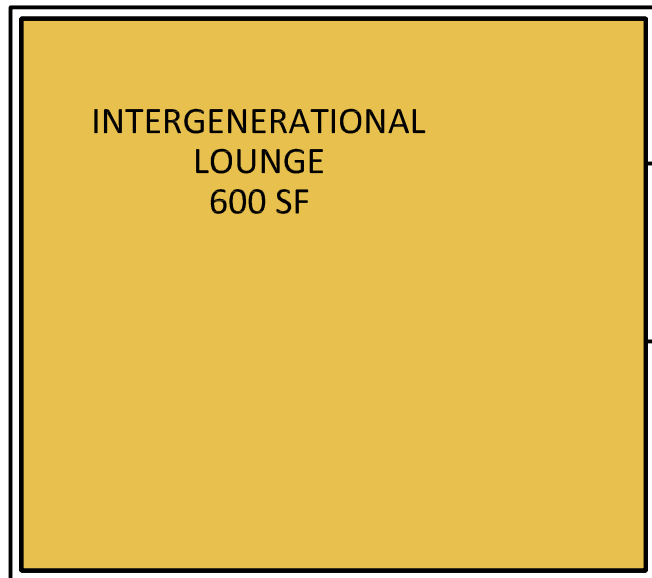
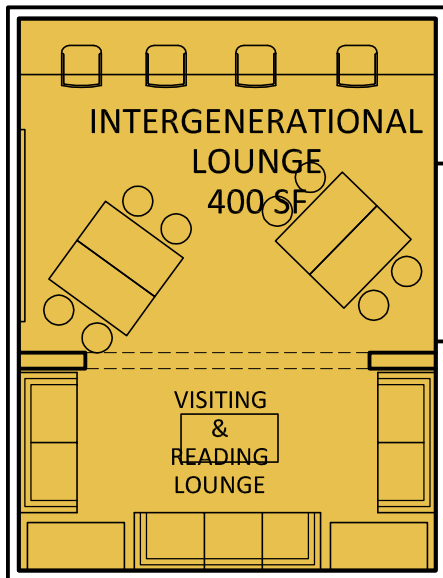
1

## SMALL PROGAM ROOM

1/8" = 1'-0"

### NOTES



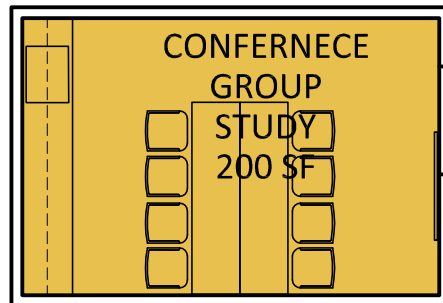


1

## SMALL PROGAM ROOM

1/8" = 1'-0"

NOTES

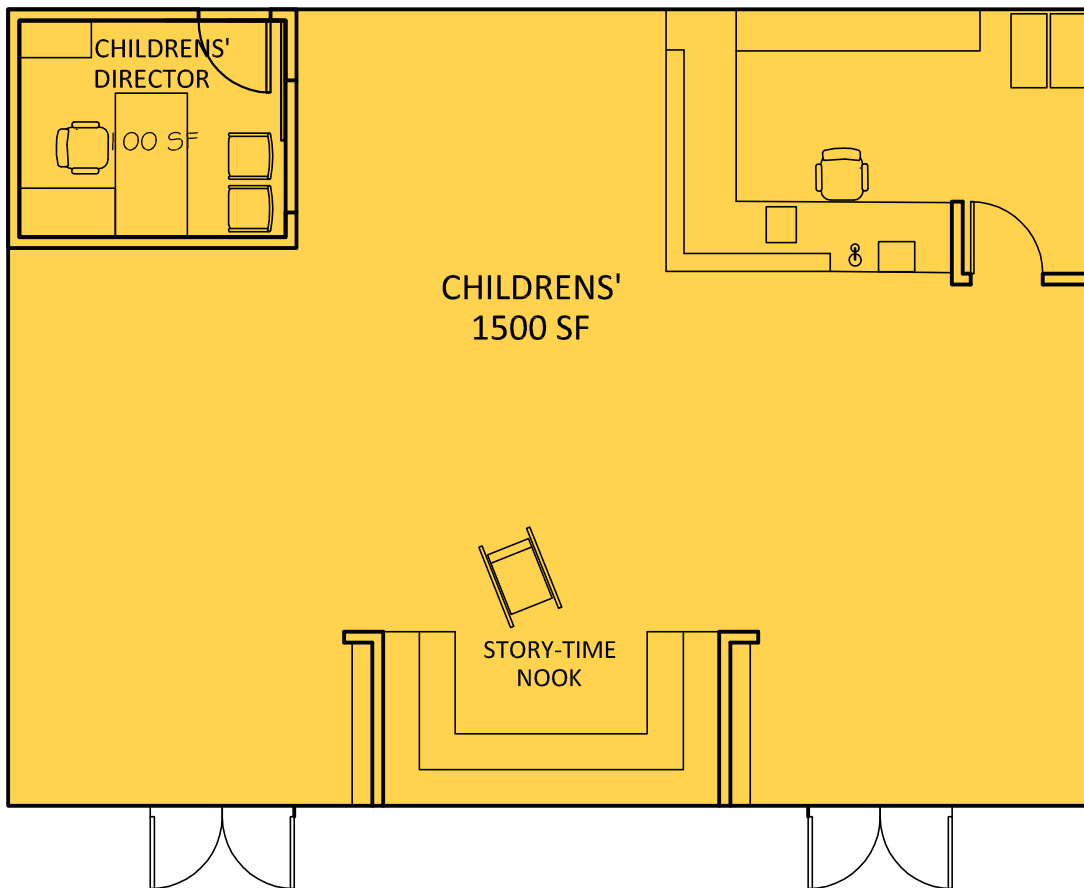


1

## CONFERENCE GROUP STUDY

1/8" = 1'-0"

### NOTES



1

## CHILDREN'S LIBRARY AND DIRECTOR

1/8" = 1'-0"

### NOTES



# **APPENDIX 3**

**(April 11: Updated Space Comparison  
and Options A & B Floor and Site Plans)**



UPTON CENTER PROGRAM STUDY



14-Mar-19  
22-Mar-19 rev 1

Stand Alone Library Program		Stand Alone SC Program		Historic Society		Upton Center Program				
Area Designation	SF Space Required	Area Designation	SF Space Required	Area Designation	SF Space Required	Area Designation	Quantity	Area	SF Space Required	2nd Flr
Vestibule	165	Vestibule	64	Historical Museum	877	Vestibule	1	100	100	
Circulation Desk	190	Reception	150	Files/Copy	211	Circ/Info/Reception <i>note 3</i>	1	350	350	
New Materials	260	Coats	60	Books/Scraps	146	Thrift/Friends	1	100	100	
Adult Fiction	1,422	Café/Waiting	200	Vintage Clothes	89	Pantry	1	150	150	
Adult Non Fiction	1,705	Thrift/Pantry	80	Storeroom	596	Lobby/Waiting <i>note 2</i>	1	650	650	
Periodicals	175	Lounge/Den	300	Fay Room	220	Periodicals	1	50	50	
Adult Non Print	586	Director Office	200			Intergenerational Lounge <i>note 4, 6</i>	1	1000	1000	2 2
Reading Area	541	Social Service Office	150			Director Office	1	150	150	2
Adult Seating	780	Shared Office	100			Adult and Children Librarian	200	1	200	
Adult Computer	555	Medical	120			Social Service Office	1	175	175	2 2
Public Technology	250	Equipment Storage	100			Shared Office (Medical, SHINE, Vet,...)	1	200	200	
Children's	2,715	Conference Room	150			Tech Service/ Staff <i>note 5</i>	1	300	300	
Children's Programs	480	Staff Room	100			Small Program Rm (20) <i>note 1</i>	1	600	600	2 2
Young Adult	550	Multi-Purpose	2000			Small Program Storage	1	200	200	2 2
Local History	200	Stage/Platform	600			Large Program Rm (100) <i>note 1</i>	1	2200	2200	
A/V Recording	200	Chair Storage	200			Large Program Chair Storage	1	160	160	
Small Meeting	450	Kitchen	800			Kitchen + Storage	1	700	700	
Large Meeting	850	Small Classroom	500			A/V Recording (1/3rd secure storage)	1	150	150	
Kitchenette	100	Large Classroom	1000			Public Computer <i>note 6</i>	1	270	270	2
Social Space	200	Custodial	65			Public Technology / Bus Center	1	100	100	
Director	200					Quiet Study	2	75	150	
Adult Services	125					Adult Non Print	1	250	250	
Children's Librarian	125					Adult Fiction <i>note 6</i>	1	750	750	2 1or2
Technical Services	300					Adult Non Fiction <i>note 6</i>	1	500	500	2 1or2
TeleCom	100					Childrens/Childrens Service Point	1	1500	1500	2
Custodian	65					Youth	1	400	400	1or2 1or2
Friends Storage	150					Medical Equip Stor	1	150	150	
Staff Room	180					Conference/Group Study	1	200	200	
						Break Room	1	200	200	
						Historical Museum <i>note 6?</i>	1	800	800	1or2 1or2
						Files/Copy	1	200	200	1or2 1or2
						Books/Scraps	1	150	150	1or2 1or2
						Vintage Clothes	1	100	100	1or2 1or2
						Storeroom	1	500	500	1or2 1or2
						Fay Room	1	200	200	1or2 1or2
Total Net	13,619		6,939		2139				13,855	
Gross Multiplier	1.5		1.5		1.5				1.5	
Total Gross	20,429		10,409		3,209				20,783	
Sum of Individual Programs					34,046	delta (13,263)				

Note 1: dividable 50/50 or 40/60, Small Program Room for Adults and Children

Note 2: New Materials/Café/Waiting/Children's Display/Periodicals

Note 3: Library Circulation/Reception for COA/Volunteers

Note 4: Adult Seating/Reading/Lounge/Den

Note 5: Library Tech Services and Shared Work Space, Space should be open to Reception

Note 6: Space should be blended and distributed



UPTON CENTER PROGRAM STUDY



14-Mar-19  
22-Mar-19 *rev 1*  
29-Mar-19 *rev 2*

Stand Alone Library Program		Stand Alone SC Program		Historic Society		Upton Center Program				
Area Designation	SF Space Required	Area Designation	SF Space Required	Area Designation	SF Space Required	Area Designation	Quantity	Area	SF Space Required	2nd Flr
Vestibule	165	Vestibule	64	Historical Museum	877	Vestibule	1	100	100	
Circulation Desk	190	Reception	150	Files/Copy	211	Circ/Info/Reception <i>note 3</i>	1	350	350	
New Materials	260	Coats	60	Books/Scraps	146	Thrift/Friends	1	100	100	
Adult Fiction	1,422	Café/Waiting	200	Vintage Clothes	89	Pantry	1	150	150	
Adult Non Fiction	1,705	Thrift/Pantry	80	Storeroom	596	Lobby/Waiting <i>note 2</i>	1	650	650	
Periodicals	175	Lounge/Den	300	Fay Room	220	Periodicals	1	50	50	
Adult Non Print	586	Director Office	200			Intergenerational Lounge <i>note 4, 6</i>	1	1000	1000	2 1+2
Reading Area	541	Social Service Office	150			Director Office	1	150	150	2
Adult Seating	780	Shared Office	100			Adult and Children Librarian	1	200	200	
Adult Computer	555	Medical	120			Social Service Office	1	175	175	2 2
Public Technology	250	Equipment Storage	100			Shared Office (Medical, SHINE, Vet,...)	1	200	200	
Children's	2,715	Conference Room	150			Spare Office <i>note 10</i>	1	150	150	2
Children's Programs	480	Staff Room	100			Tech Service/ Staff <i>note 5</i>	1	300	300	
Young Adult	550	Multi-Purpose	2000			Small Program Rm (20) <i>note 1</i>	1	600	600	2 2
Local History	200	Stage/Platform	600			Small Program Storage	1	200	200	2 2
A/V Recording	200	Chair Storage	200			Large Program Rm (100) <i>note 1</i>	1	2200	2200	
Small Meeting	450	Kitchen	800			Large Program Chair Storage	1	160	160	
Large Meeting	850	Small Classroom	500			Kitchen + Storage	1	700	700	
Kitchenette	100	Large Classroom	1000			A/V Recording (1/3rd secure storage)	1	150	150	
Social Space	200	Custodial	65			Public Computer <i>note 6</i>	1	270	270	2
Director	200					Public Technology / Bus Center	1	100	100	
Adult Services	125					Quiet Study	2	75	150	
Children's Librarian	125					Adult Non Print	1	250	250	2
Technical Services	300					Adult Fiction <i>note 6</i>	1	750	750	2 1or2
TeleCom	100					Adult Non Fiction <i>note 6</i>	1	500	500	2 1or2
Custodian	65					Childrens/Childrens Service Point	1	1500	1500	2
Friends Storage	150					Youth	1	400	400	1or2 1or2
Staff Room	180					Medical Equip Stor	1	150	150	
						Conference/Group Study	1	200	200	
						Break Room	1	200	200	
						Historical Museum <i>note 7</i>	1	800	800	1or2 1or2
						Files/Copy/Fay Room <i>note 8</i>	1	350	350	1or2 1or2
						Artifacts Storage <i>note 9</i>	1	750	750	1or2 1or2

Total Net	13,619	6,939	2139	13,955
Gross Multiplier	1.5	1.5	1.5	1.5
Total Gross	20,429	10,409	3,209	20,933
Sum of Individual Programs			34,046	delta (13,113)

Note 1: dividable 50/50 or 40/60, Small Program Room for Adults and Children.

Note 2: New Materials/Café/Waiting/Children's Display/Periodicals.

Note 3: Library Circulation/Reception for COA/Volunteers.

Note 4: Adult Seating/Reading/Lounge/Den.

Note 5: Library Tech Services and Shared Work Space, Space should be open to Reception.

Note 6: Space should be blended and distributed.

Note 7: Dedicated room with 2 computer stations, 4 person table, and display. Some display distributed.

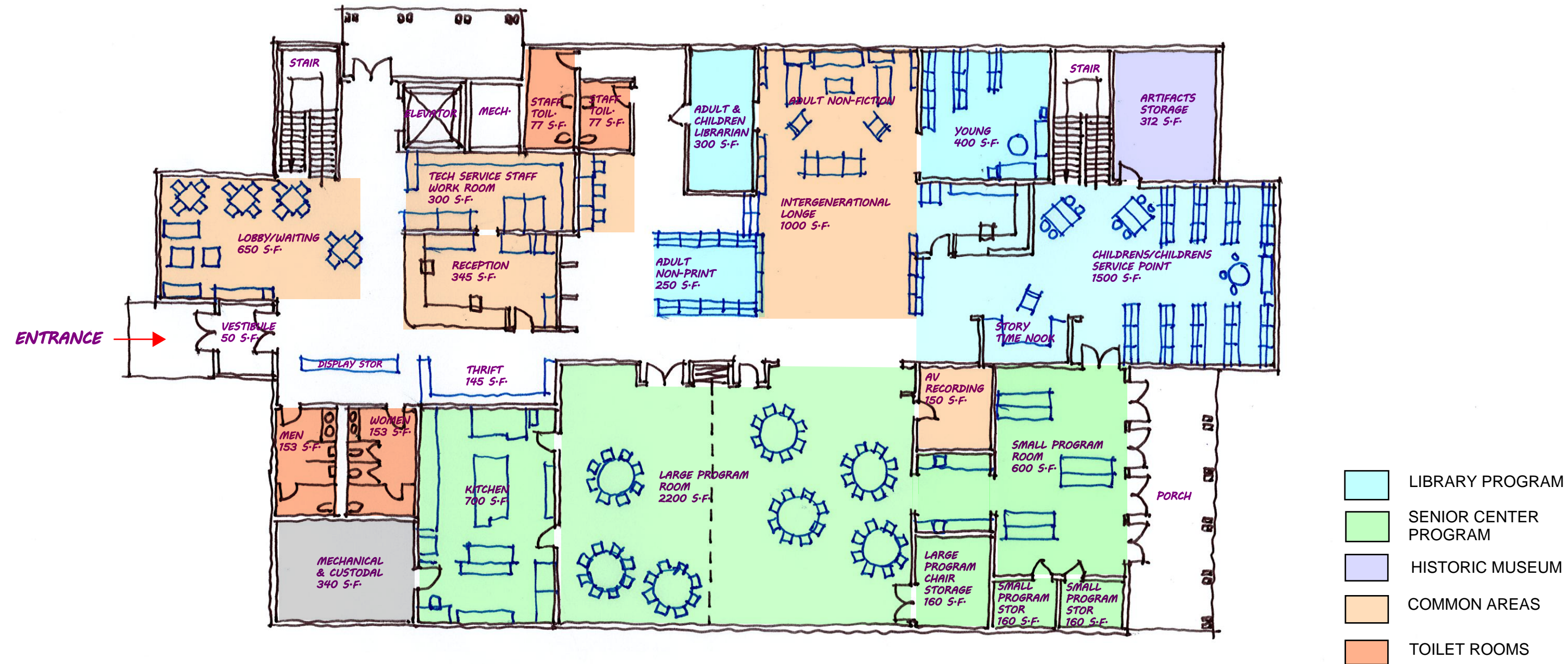
Note 8: Geneology study room with 6 person table, bookshelves, storage shelves.

Note 9: General storage, vintage clothes, books/scraps. Doesn't require public access or windows.

Note 10: Adjacent to Director Office (possible executive assistant)

# UPTON MUNICIPAL COMMUNITY CENTER

APRIL 11, 2019



## First Floor Plan

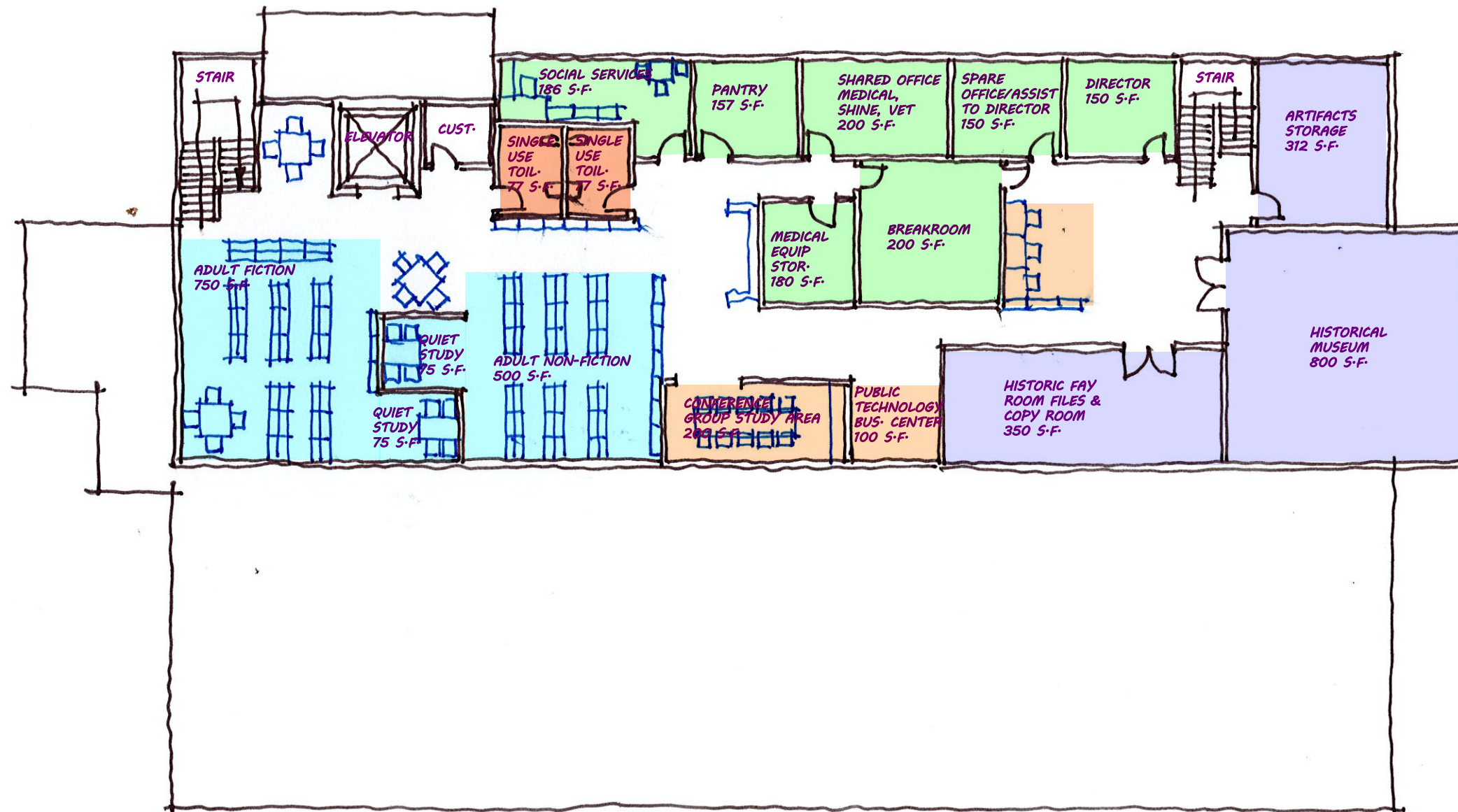
Scale: 1/16" = 1'-0"    Option A





# UPTON MUNICIPAL COMMUNITY CENTER

APRIL 11, 2019



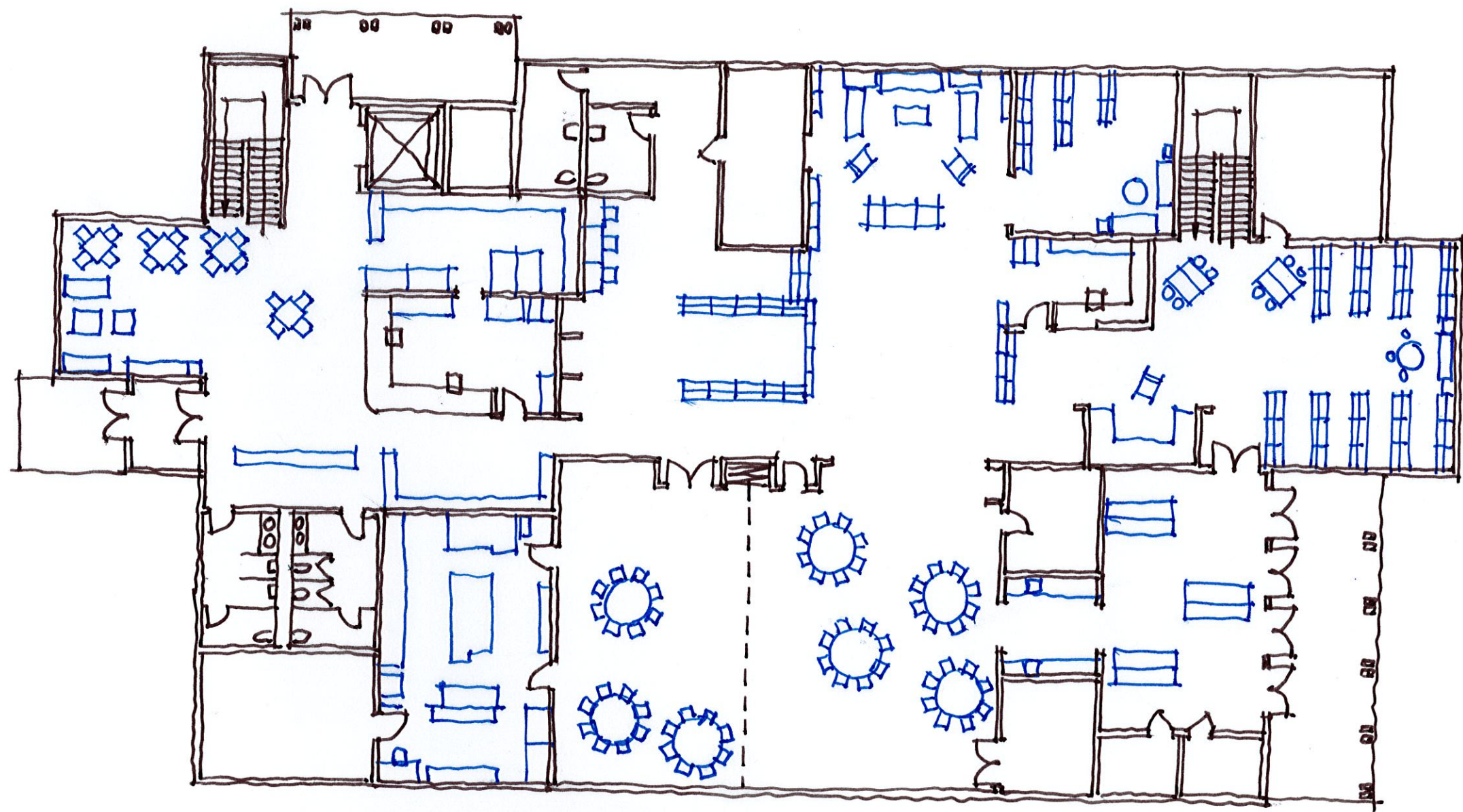
- LIBRARY PROGRAM
- SENIOR CENTER PROGRAM
- HISTORIC MUSEUM
- COMMON AREAS
- TOILET ROOMS

## Second Floor Plan

Scale: 1/16" = 1'-0"

Option A



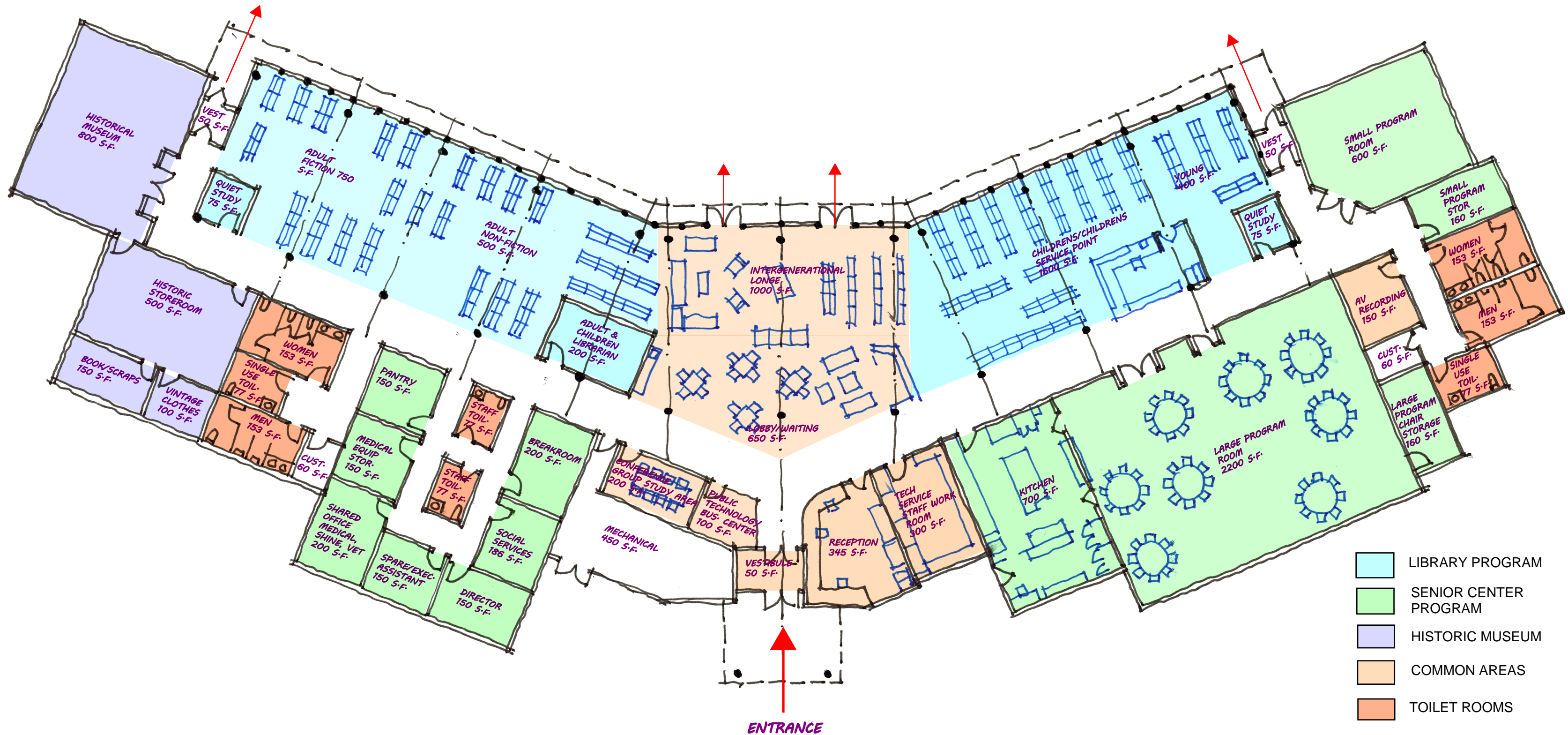






# UPTON MUNICIPAL COMMUNITY CENTER

APRIL 11, 2019



## First Floor Plan

Scale: 1/16" = 1'-0"

Option B



# **APPENDIX 4**

**(April 18: Updated Space Comparison  
and Updated Options A & B Floor and Site Plans)**



UPTON CENTER PROGRAM STUDY



12-Apr-19 rev 3 reduced

Stand Alone Library Program		Stand Alone SC Program		Historic Society		Upton Center Program				
Area Designation	SF Space Required	Area Designation	SF Space Required	Area Designation	SF Space Required	Area Designation	Quantity	Area	SF Space Required	2nd Flr
Vestibule	165	Vestibule	64	Historical Museum	877	Vestibule	1	100	100	
Circulation Desk	190	Reception	150	Files/Copy	211	Circ/Info/Reception <i>note 3</i>	1	350	350	
New Materials	260	Coats	60	Books/Scraps	146	Thrift/Friends	1	100	100	
Adult Fiction	1,422	Café/Waiting	200	Vintage Clothes	89	Pantry	1	150	150	
Adult Non Fiction	1,705	Thrift/Pantry	80	Storeroom	596	Lobby/Waiting <i>note 2</i>	1	650	650	
Periodicals	175	Lounge/Den	300	Fay Room	220	Periodicals	1	50	50	
Adult Non Print	586	Director Office	200			Intergenerational Lounge <i>note 4, 6</i>	1	1000	1000	2 1+2
Reading Area	541	Social Service Office	150			Director Office	1	150	150	2
Adult Seating	780	Shared Office	100			Adult and Children Librarian	1	200	200	
Adult Computer	555	Medical	120			Social Service Office	1	175	175	2 2
Public Technology	250	Equipment Storage	100			Shared Office (Medical, SHINE, Vet,...)	1	200	200	
Children's	2,715	Conference Room	150			Spare Office <i>note 10</i>	1	150	150	2
Children's Programs	480	Staff Room	100			Tech Service/ Staff <i>note 5</i>	1	300	300	
Young Adult	550	Multi-Purpose	2000			Small Program Rm (20) <i>note 1</i>	1	600	600	2 2
Local History	200	Stage/Platform	600			Small Program Storage	1	200	200	2 2
A/V Recording	200	Chair Storage	200			Large Program Rm (100) <i>note 1</i>	1	2200	2200	
Small Meeting	450	Kitchen	800			Large Program Chair Storage	1	160	160	
Large Meeting	850	Small Classroom	500			Kitchen + Storage	1	700	700	
Kitchenette	100	Large Classroom	1000			A/V Recording (1/3rd secure storage)	1	150	150	
Social Space	200	Custodial	65			Public Computer <i>note 6</i>	1	270	270	2
Director	200					Public Technology / Bus Center	1	100	100	
Adult Services	125					Quiet Study	2	75	150	
Children's Librarian	125					Adult Non Print	1	250	250	2
Technical Services	300					Adult Fiction <i>note 6</i>	1	750	750	2 1or2
TeleCom	100					Adult Non Fiction <i>note 6</i>	1	500	500	2 1or2
Custodian	65					Childrens/Childrens Service Point	1	1500	1500	2
Friends Storage	150					Youth	1	400	400	1or2 1or2
Staff Room	180					Medical Equip Stor	1	150	150	
						Conference/Group Study	1	200	200	
						Break Room	1	200	200	
						Historical Museum <i>note 7</i>	1	0	0	1or2 1or2
						Files/Copy/Fay Room <i>note 8</i>	1	0	0	1or2 1or2
						Artifacts Storage <i>note 9</i>	1	0	0	1or2 1or2

Total Net	13,619	6,939	2139	12,055
Gross Multiplier	1.5	1.5	1.5	1.5
Total Gross	20,429	10,409	3,209	18,083
Sum of Individual Programs			34,046	delta (15,963)

- Note 1: dividable 50/50 or 40/60, Small Program Room for Adults and Children.
- Note 2: New Materials/Café/Waiting/Children's Display/Periodicals.
- Note 3: Library Circulation/Reception for COA/Volunteers.
- Note 4: Adult Seating/Reading/Lounge/Den.
- Note 5: Library Tech Services and Shared Work Space, Space should be open to Reception.
- Note 6: Space should be blended and distributed.
- Note 7: Dedicated room with 2 computer stations, 4 person table, and display. Some display distributed.
- Note 8: Geneology study room with 6 person table, bookshelves, storage shelves.
- Note 9: General storage, vintage clothes, books/scraps. Doesn't require public access or windows.
- Note 10: Adjacent to Director Office (possible executive assistant)

UPTON CENTER PROGRAM STUDY



29-Mar-19 rev 2  
12-Apr-19 3 reduced B.1

Stand Alone Library Program		Stand Alone SC Program		Historic Society		Upton Center Program				
Area Designation	SF Space Required	Area Designation	SF Space Required	Area Designation	SF Space Required	Area Designation	Quantity	Area	SF Space Required	2nd Flr
Vestibule	165	Vestibule	64	Historical Museum	877	Vestibule	1	100	100	
Circulation Desk	190	Reception	150	Files/Copy	211	Circ/Info/Reception <i>note 3</i>	1	350	350	
New Materials	260	Coats	60	Books/Scraps	146	Thrift/Friends	1	0	0	
Adult Fiction	1,422	Café/Waiting	200	Vintage Clothes	89	Pantry	1	150	150	
Adult Non Fiction	1,705	Thrift/Pantry	80	Storeroom	596	Lobby/Waiting <i>note 2</i>	1	450	450	
Periodicals	175	Lounge/Den	300	Fay Room	220	Periodicals	1	50	50	
Adult Non Print	586	Director Office	200			Intergenerational Lounge <i>note 4, 6</i>	1	1000	1000	2 1+2
Reading Area	541	Social Service Office	150			Director Office	1	150	150	2
Adult Seating	780	Shared Office	100			Adult and Children Librarian	1	200	200	
Adult Computer	555	Medical	120			Social Service Office	1	175	175	2 2
Public Technology	250	Equipment Storage	100			Shared Office (Medical, SHINE, Vet,...)	1	200	200	
Children's	2,715	Conference Room	150			Spare Office <i>note 10</i>	1	150	150	2
Children's Programs	480	Staff Room	100			Tech Service/ Staff <i>note 5</i>	1	300	300	
Young Adult	550	Multi-Purpose	2000			Small Program Rm (20) <i>note 1</i>	1	0	0	2 2
Local History	200	Stage/Platform	600			Small Program Storage	1	0	0	2 2
A/V Recording	200	Chair Storage	200			Large Program Rm (100) <i>note 1</i>	1	2200	2200	
Small Meeting	450	Kitchen	800			Large Program Chair Storage	1	160	160	
Large Meeting	850	Small Classroom	500			Kitchen + Storage	1	700	700	
Kitchenette	100	Large Classroom	1000			A/V Recording (1/3rd secure storage)	1	0	0	
Social Space	200	Custodial	65			Public Computer <i>note 6</i>	1	270	270	2
Director	200					Public Technology / Bus Center	1	100	100	
Adult Services	125					Quiet Study	2	75	150	
Children's Librarian	125					Adult Non Print	1	250	250	2
Technical Services	300					Adult Fiction <i>note 6</i>	1	750	750	2 1or2
TeleCom	100					Adult Non Fiction <i>note 6</i>	1	500	500	2 1or2
Custodian	65					Childrens/Childrens Service Point	1	1500	1500	2
Friends Storage	150					Youth	1	400	400	1or2 1or2
Staff Room	180					Medical Equip Stor	1	150	150	
						Conference/Group Study	1	200	200	
						Break Room	1	200	200	
						Historical Museum <i>note 7</i>	1	0	0	1or2 1or2
						Files/Copy/Fay Room <i>note 8</i>	1	0	0	1or2 1or2
						Artifacts Storage <i>note 9</i>	1	0	0	1or2 1or2
Total Net	13,619		6,939		2139				10,805	
Gross Multiplier	1.5		1.5		1.5				1.5	
Total Gross	20,429		10,409		3,209				16,208	
Sum of Individual Programs					34,046			delta	(17,838)	

- Note 1: dividable 50/50 or 40/60, Small Program Room for Adults and Children.
- Note 2: New Materials/Café/Waiting/Children's Display/Periodicals.
- Note 3: Library Circulation/Reception for COA/Volunteers.
- Note 4: Adult Seating/Reading/Lounge/Den.
- Note 5: Library Tech Services and Shared Work Space, Space should be open to Reception.
- Note 6: Space should be blended and distributed.
- Note 7: Dedicated room with 2 computer stations, 4 person table, and display. Some display distributed.
- Note 8: Geneology study room with 6 person table, bookshelves, storage shelves.
- Note 9: General storage, vintage clothes, books/scraps. Doesn't require public access or windows.
- Note 10: Adjacent to Director Office (possible executive assistant)



UPTON CENTER PROGRAM STUDY



29-Mar-19 rev 2  
12-Apr-19 3 reduced B.2

Stand Alone Library Program		Stand Alone SC Program		Historic Society		Upton Center Program				
Area Designation	SF Space Required	Area Designation	SF Space Required	Area Designation	SF Space Required	Area Designation	Quantity	Area	SF Space Required	2nd Flr
Vestibule	165	Vestibule	64	Historical Museum	877	Vestibule	1	100	100	
Circulation Desk	190	Reception	150	Files/Copy	211	Circ/Info/Reception <i>note 3</i>	1	350	350	
New Materials	260	Coats	60	Books/Scraps	146	Thrift/Friends	1	0	0	
Adult Fiction	1,422	Café/Waiting	200	Vintage Clothes	89	Pantry	1	150	150	
Adult Non Fiction	1,705	Thrift/Pantry	80	Storeroom	596	Lobby/Waiting <i>note 2</i>	1	450	450	
Periodicals	175	Lounge/Den	300	Fay Room	220	Periodicals	1	50	50	
Adult Non Print	586	Director Office	200			Intergenerational Lounge <i>note 4, 6</i>	1	750	750	2 1+2
Reading Area	541	Social Service Office	150			Director Office	1	150	150	2
Adult Seating	780	Shared Office	100			Adult and Children Librarian	1	200	200	
Adult Computer	555	Medical	120			Social Service Office	1	175	175	2 2
Public Technology	250	Equipment Storage	100			Shared Office (Medical, SHINE, Vet,...)	1	200	200	
Children's	2,715	Conference Room	150			Spare Office <i>note 10</i>	1	150	150	2
Children's Programs	480	Staff Room	100			Tech Service/ Staff <i>note 5</i>	1	300	300	
Young Adult	550	Multi-Purpose	2000			Small Program Rm (20) <i>note 1</i>	1	0	0	2 2
Local History	200	Stage/Platform	600			Small Program Storage	1	0	0	2 2
A/V Recording	200	Chair Storage	200			Large Program Rm (100) <i>note 1</i>	1	1800	1800	
Small Meeting	450	Kitchen	800			Large Program Chair Storage	1	160	160	
Large Meeting	850	Small Classroom	500			Kitchen + Storage	1	700	700	
Kitchenette	100	Large Classroom	1000			A/V Recording (1/3rd secure storage)	1	0	0	
Social Space	200	Custodial	65			Public Computer <i>note 6</i>	1	270	270	2
Director	200					Public Technology / Bus Center	1	100	100	
Adult Services	125					Quiet Study	2	75	150	
Children's Librarian	125					Adult Non Print	1	250	250	2
Technical Services	300					Adult Fiction <i>note 6</i>	1	750	750	2 1or2
TeleCom	100					Adult Non Fiction <i>note 6</i>	1	500	500	2 1or2
Custodian	65					Childrens/Childrens Service Point	1	1500	1500	2
Friends Storage	150					Youth	1	400	400	1or2 1or2
Staff Room	180					Medical Equip Stor	1	150	150	
						Conference/Group Study	1	200	200	
						Break Room	1	200	200	
						Historical Museum <i>note 7</i>	1	0	0	1or2 1or2
						Files/Copy/Fay Room <i>note 8</i>	1	0	0	1or2 1or2
						Artifacts Storage <i>note 9</i>	1	0	0	1or2 1or2
Total Net	13,619		6,939		2139				10,155	
Gross Multiplier	1.5		1.5		1.5				1.5	
Total Gross	20,429		10,409		3,209				15,233	
Sum of Individual Programs					34,046			delta	(18,813)	

Note 1: dividable 50/50 or 40/60, Small Program Room for Adults and Children.

Note 2: New Materials/Café/Waiting/Children's Display/Periodicals.

Note 3: Library Circulation/Reception for COA/Volunteers.

Note 4: Adult Seating/Reading/Lounge/Den.

Note 5: Library Tech Services and Shared Work Space, Space should be open to Reception.

Note 6: Space should be blended and distributed.

Note 7: Dedicated room with 2 computer stations, 4 person table, and display. Some display distributed.

Note 8: Geneology study room with 6 person table, bookshelves, storage shelves.

Note 9: General storage, vintage clothes, books/scraps. Doesn't require public access or windows.

Note 10: Adjacent to Director Office (possible executive assistant)

UPTON CENTER PROGRAM STUDY

Turowski2 Architecture, Inc.

18-Apr-19

rev 4

Upton Center Program A + B				Upton Center Program A.1			Upton Center Program B.1			Upton Center Program B.2			Upton Center Program B.3		
Area Designation	Quantity	Area	SF Req'd	Quantity	Area	SF Req'd	Quantity	Area	SF Req'd	Quantity	Area	SF Req'd	Quantity	Area	SF Req'd
Vestibule	1	100	100	1	100	100	1	100	100	1	100	100	1	100	100
Circ/Info/Reception note 3	1	350	350	1	350	350	1	350	350	1	350	350	1	350	350
Thrift/Friends	1	100	100	1	100	100	0	100	-	0	100	-	0	100	-
Pantry	1	150	150	1	150	150	1	150	150	1	150	150	1	150	150
Lobby/Waiting note 2	1	650	650	1	650	650	1	450	450	1	450	450	1	450	450
Periodicals	1	50	50	1	50	50	1	50	50	1	50	50	1	50	50
Intergenerational Lounge note 4, 6	1	1,000	1,000	1	1,000	1,000	1	1,000	1,000	1	1,000	1,000	1	750	750
Director Office	1	150	150	1	150	150	1	150	150	1	150	150	1	150	150
Adult and Children Librarian	1	200	200	1	200	200	1	200	200	1	200	200	1	200	200
Social Service Office	1	175	175	1	175	175	1	175	175	1	175	175	1	175	175
Shared Office (Medical, SHINE, Vet,...)	1	200	200	1	200	200	1	200	200	1	200	200	1	200	200
Spare Office note 10	1	150	150	1	150	150	1	150	150	1	150	150	1	150	150
Tech Service/ Staff note 5	1	300	300	1	300	300	1	300	300	1	300	300	1	300	300
Small Program Rm (20) note 1	1	600	600	1	600	600	1	600	600	0	600	-	0	600	-
Small Program Storage	1	200	200	1	200	200	1	200	200	0	200	-	0	200	-
Large Program Rm (100) note 1	1	2,200	2,200	1	2,200	2,200	1	2,200	2,200	1	2,200	2,200	1	1,800	1,800
Large Program Chair Storage	1	160	160	1	160	160	1	160	160	1	160	160	1	160	160
Kitchen + Storage	1	700	700	1	700	700	1	700	700	1	700	700	1	700	700
A/V Recording (1/3rd secure storage)	1	150	150	1	150	150	0	150	-	0	150	-	0	150	-
Public Computer note 6	1	270	270	1	270	270	1	270	270	1	270	270	1	270	270
Public Technology / Bus Center	1	100	100	1	100	100	1	100	100	1	100	100	1	100	100
Quiet Study	2	75	150	2	75	150	2	75	150	2	75	150	2	75	150
Adult Non Print	1	250	250	1	250	250	1	250	250	1	250	250	1	250	250
Adult Fiction note 6	1	750	750	1	750	750	1	750	750	1	750	750	1	750	750
Adult Non Fiction note 6	1	500	500	1	500	500	1	500	500	1	500	500	1	500	500
Childrens/Childrens Service Point	1	1,500	1,500	1	1,500	1,500	1	1,500	1,500	1	1,500	1,500	1	1,500	1,500
Youth	1	400	400	1	400	400	1	400	400	1	400	400	1	400	400
Medical Equip Stor	1	150	150	1	150	150	1	150	150	1	150	150	1	150	150
Conference/Group Study	1	200	200	1	200	200	1	200	200	1	200	200	1	200	200
Break Room	1	200	200	1	200	200	1	200	200	1	200	200	1	200	200
Historical Museum note 7	1	800	800	0	800	-	0	800	-	0	800	-	0	800	-
Files/Copy/Fay Room note 8	1	350	350	0	350	-	0	350	-	0	350	-	0	350	-
Artifacts Storage note 9	1	750	750	0	750	-	0	750	-	0	750	-	0	750	-
Total Net			13,955			12,055			11,605			10,805			10,155.0
Gross Multiplier			1.5			1.5			1.5			1.5			1.5
Total Gross			20,933			18,083			17,408			16,208			15,233
Actual Two Story			20,175			19,833									
Actual One Story			18,424			16,696			16,091			15,130			14,469











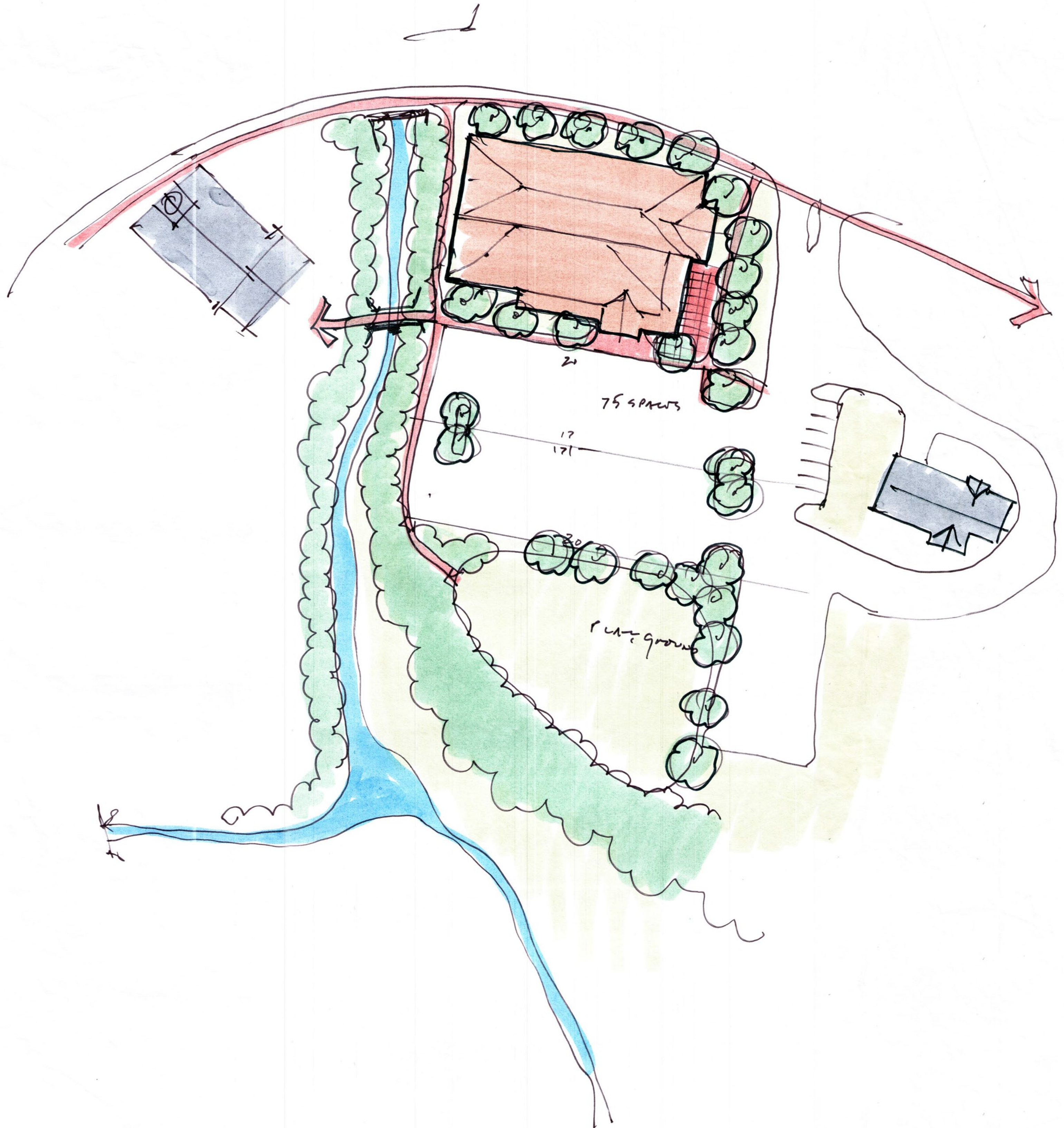
















# UPTON MUNICIPAL COMMUNITY CENTER

APRIL 18, 2019



## First Floor Plan

Scale: 1/16" = 1'-0" Option A1  
(1st fl - 12,307 s.f. total = 19,833 s.f.)



# UPTON MUNICIPAL COMMUNITY CENTER

APRIL 18, 2019



- LIBRARY PROGRAM
- SENIOR CENTER PROGRAM
- COMMON AREAS
- TOILET ROOMS

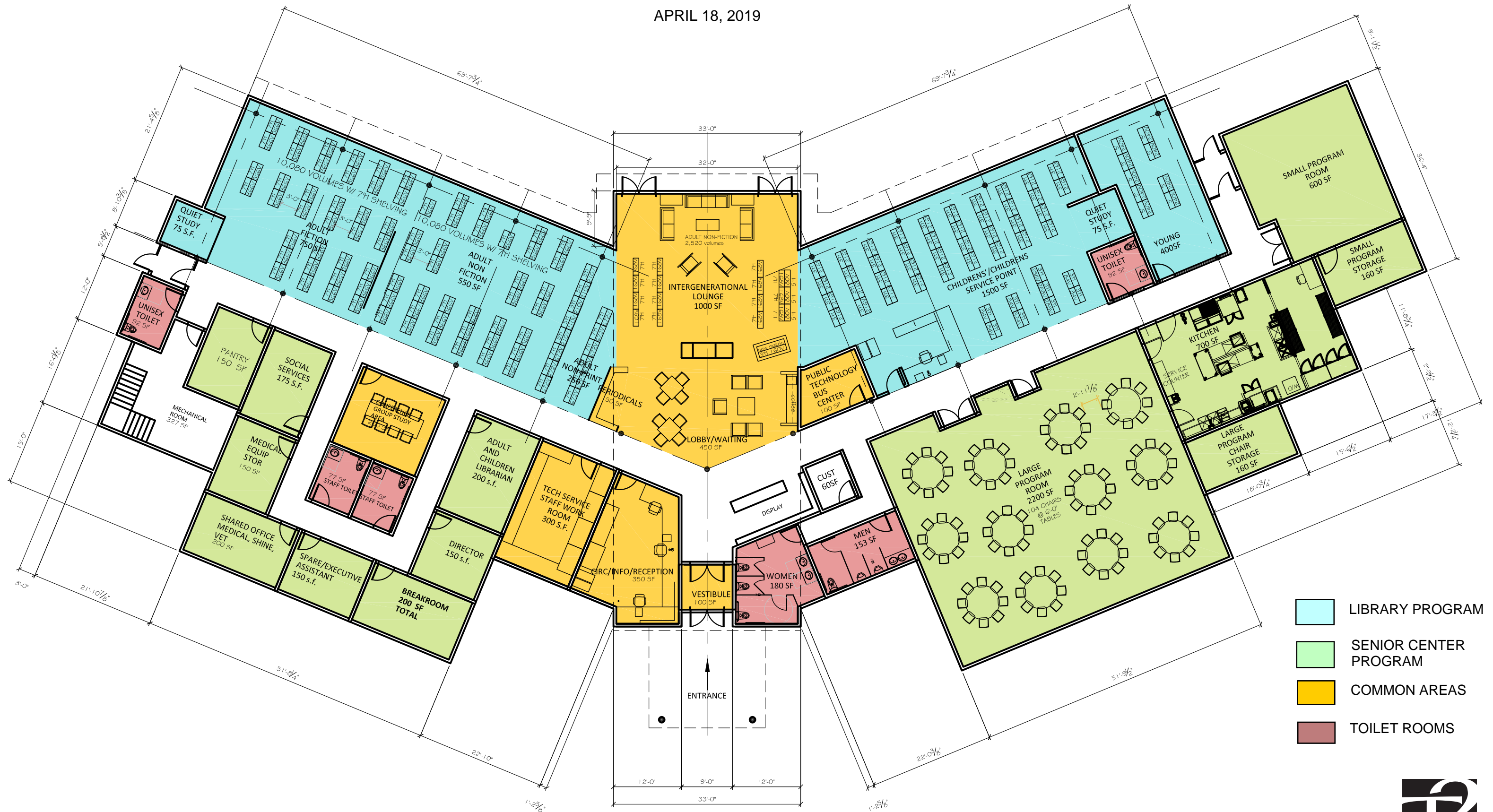
## Second Floor Plan

Scale: 1/16" = 1'-0"      Option A1  
(2nd fl - 7,526 s.f.)



# UPTON MUNICIPAL COMMUNITY CENTER

APRIL 18, 2019



- LIBRARY PROGRAM
- SENIOR CENTER PROGRAM
- COMMON AREAS
- TOILET ROOMS

## First Floor Plan

Scale: 1/16" = 1'-0"  
(16,091 s.f.)

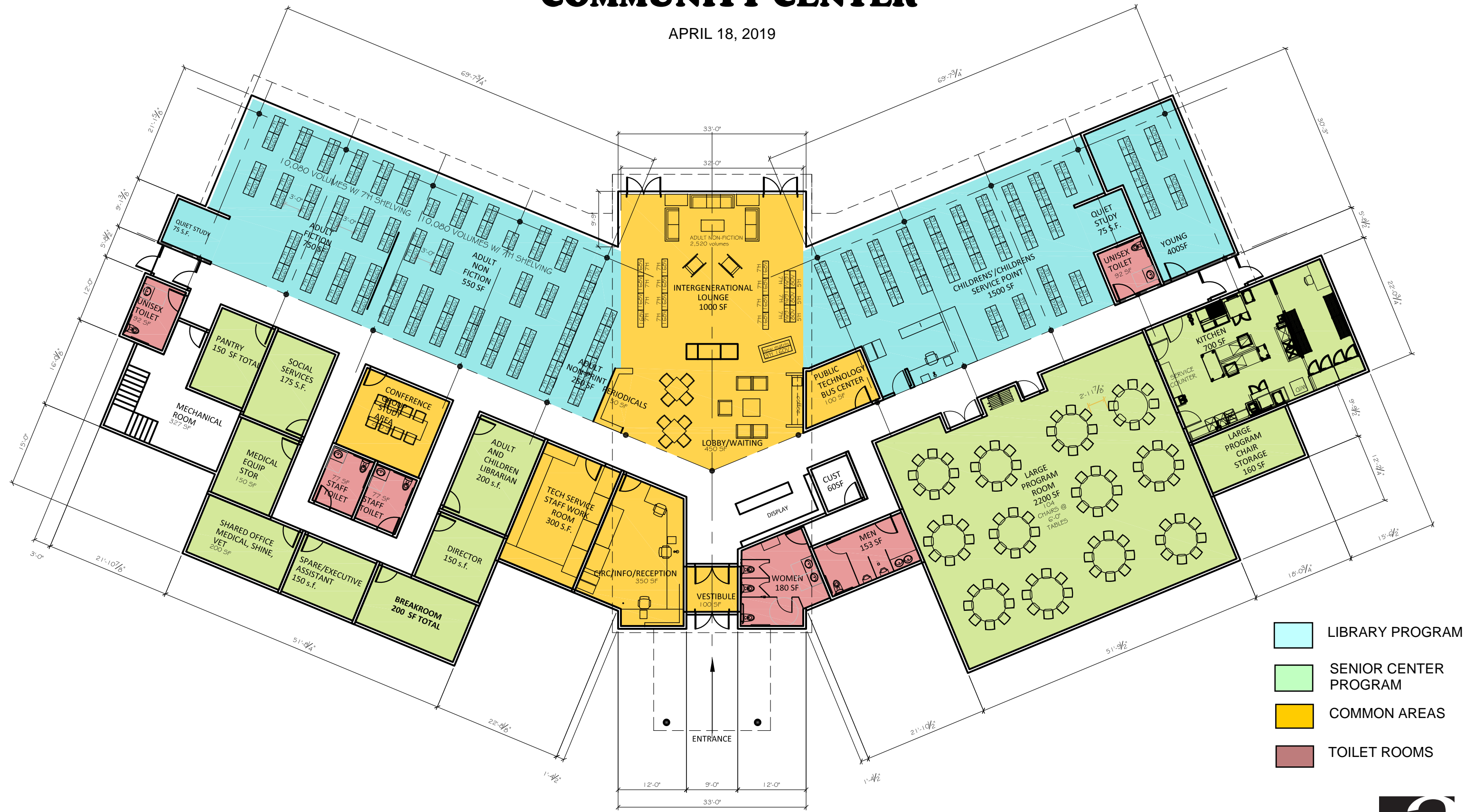
Option B1





# UPTON MUNICIPAL COMMUNITY CENTER

APRIL 18, 2019



- LIBRARY PROGRAM
- SENIOR CENTER PROGRAM
- COMMON AREAS
- TOILET ROOMS

## First Floor Plan

Scale: 1/16" = 1'-0"  
(15,130 s.f.)

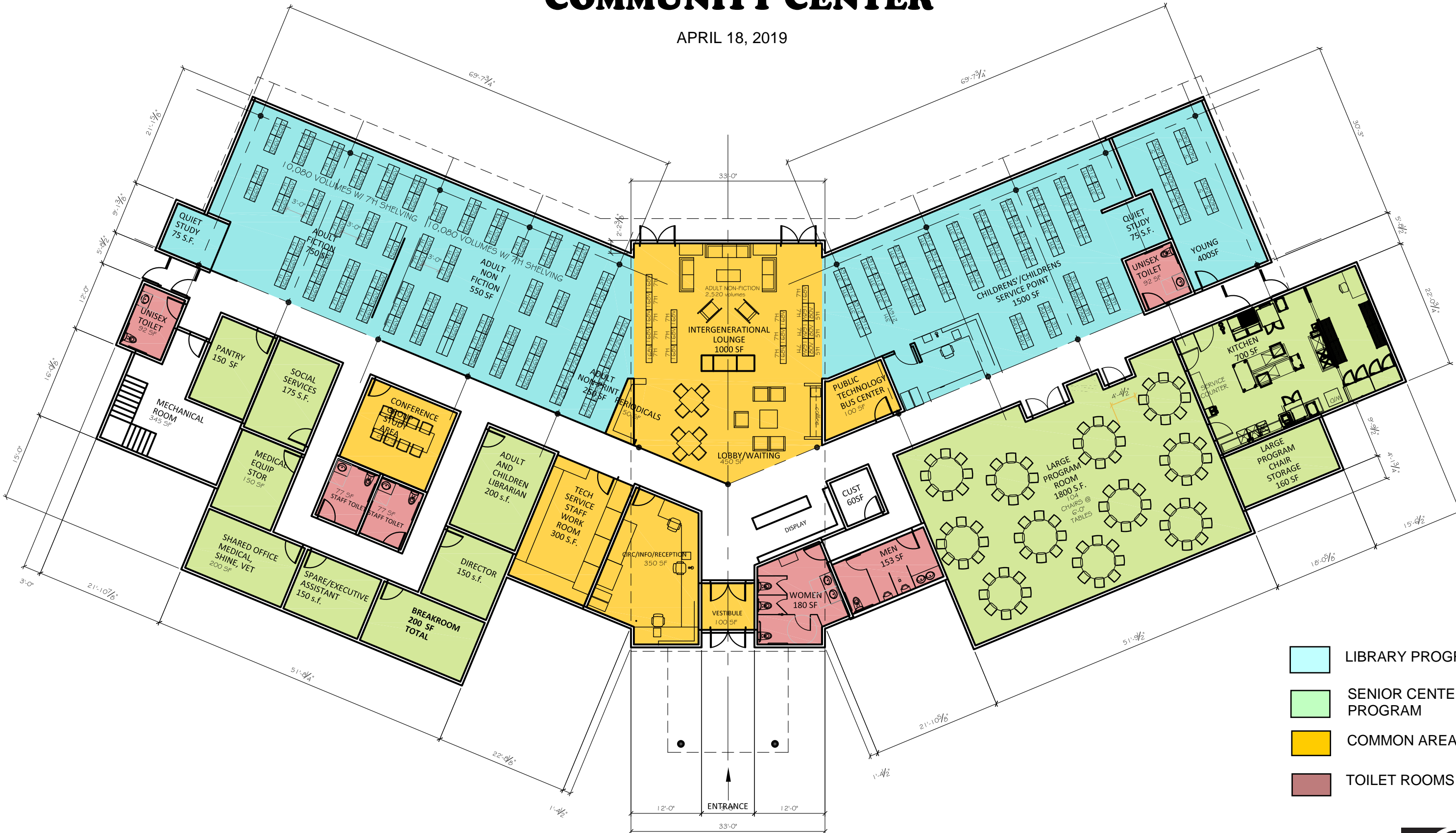
Option B2





# UPTON MUNICIPAL COMMUNITY CENTER

APRIL 18, 2019



- LIBRARY PROGRAM
- SENIOR CENTER PROGRAM
- COMMON AREAS
- TOILET ROOMS

## First Floor Plan

Scale: 1/16" = 1'-0"      Option B3  
(14,469 s.f.)





# **APPENDIX 5**

**(April 29: Option C Floor and Site Plan)**

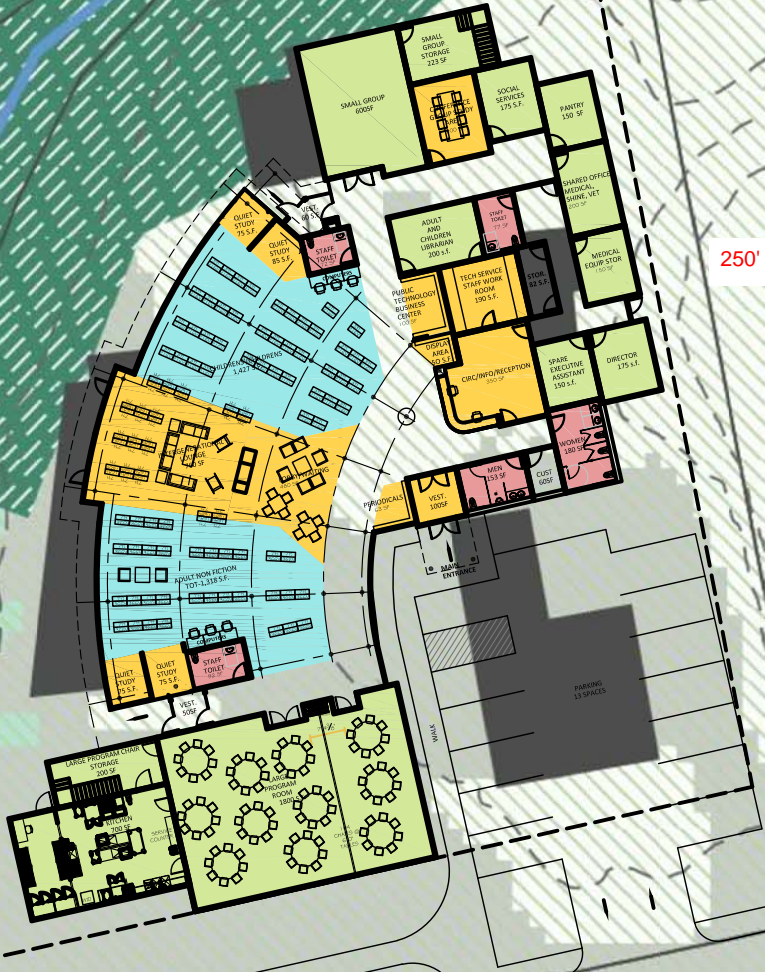




# UPTON MUNICIPAL COMMUNITY CENTER

APRIL 29, 2019

- LIBRARY PROGRAM
- SENIOR CENTER PROGRAM
- COMMON AREAS
- TOILET ROOMS



250'

184'

Grove Street

## Site Plan Option C

Scale: 1" = 40'-00"  
(13,895 s.f.)







APRIL 29, 2019



## First Floor Plan

Scale: 1/16" = 1'-0"  
(13,900 s.f.)

Option C



# **APPENDIX 6**

**(May 8: Updated Option C1 and  
C2 Floor and Site Plans)**

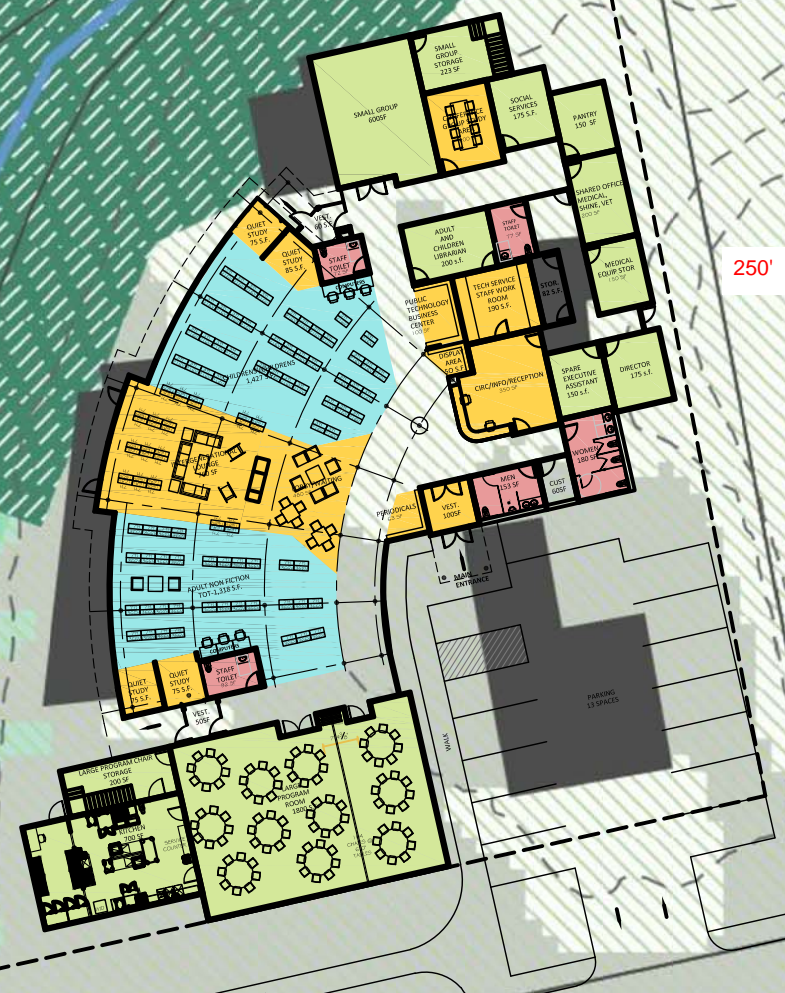




# UPTON MUNICIPAL COMMUNITY CENTER

APRIL 29, 2019

- LIBRARY PROGRAM
- SENIOR CENTER PROGRAM
- COMMON AREAS
- TOILET ROOMS



250'

184'

Grove Street

## Site Plan Option C

Scale: 1" = 40'-00"  
(13,895 s.f.)

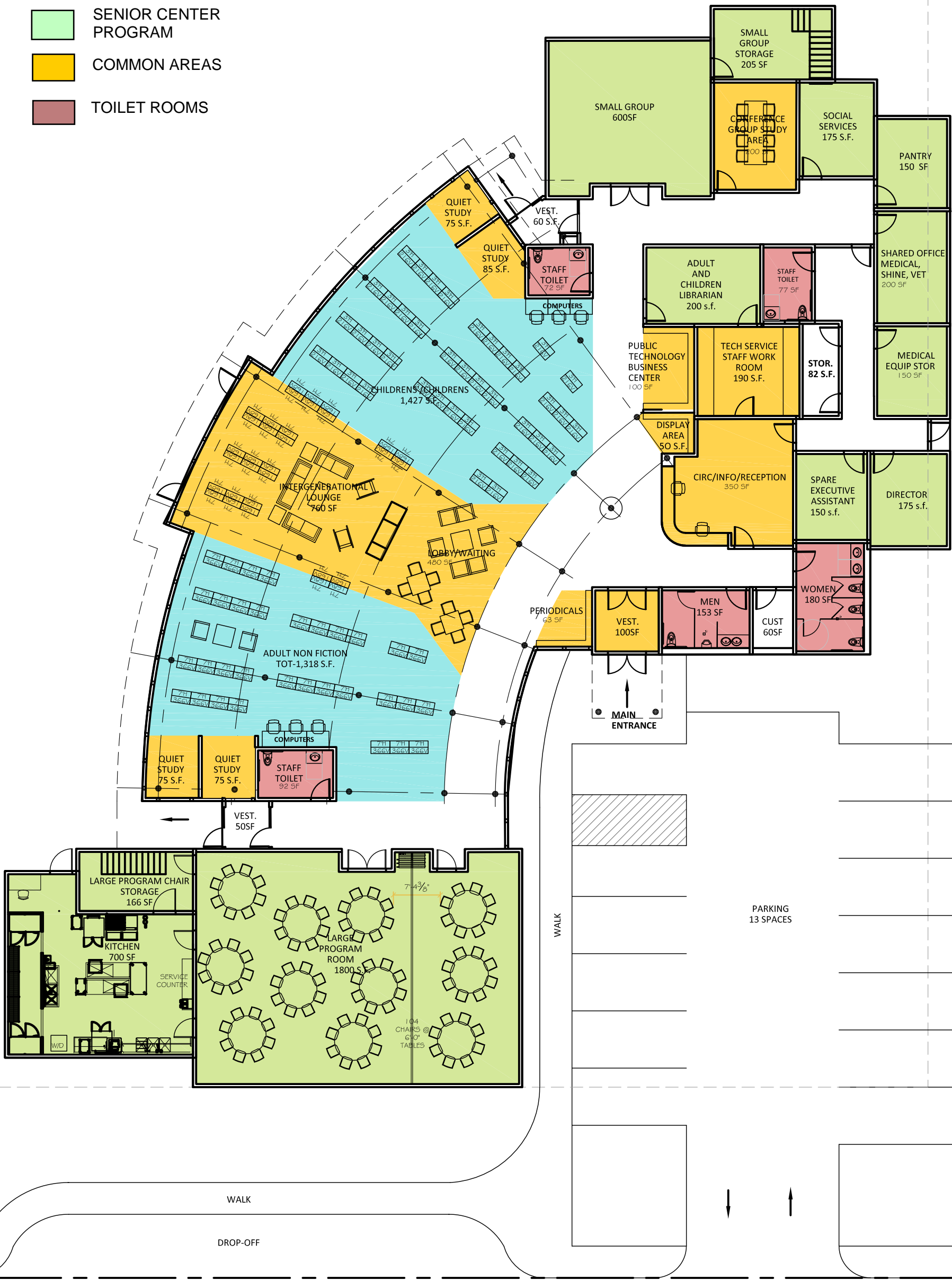




# UPTON MUNICIPAL COMMUNITY CENTER

May 8, 2019

- LIBRARY PROGRAM
- SENIOR CENTER PROGRAM
- COMMON AREAS
- TOILET ROOMS



## First Floor Plan

Scale: 1/16" = 1'-0" Option C1  
(13,827 s.f.)







# UPTON MUNICIPAL COMMUNITY CENTER

May 8, 2019



## First Floor Plan

Scale: 1/16" = 1'-0"      Option C2  
(13,788 s.f.)



# **APPENDIX 7**

**(May 20: Updated C2 Floor and Site Plan,  
Elevation Sketches, Material Concepts)**

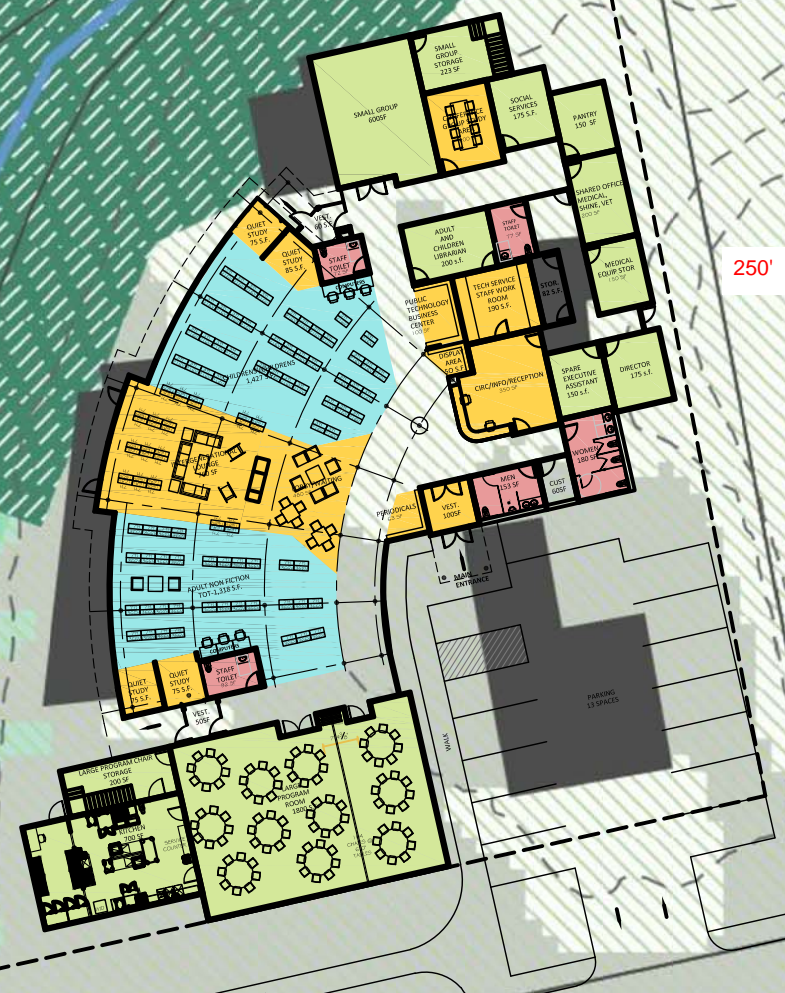




# UPTON MUNICIPAL COMMUNITY CENTER

APRIL 29, 2019

- LIBRARY PROGRAM
- SENIOR CENTER PROGRAM
- COMMON AREAS
- TOILET ROOMS



250'

184'

Grove Street

**Site Plan**  
**Option C**  
Scale: 1" = 40'-00"  
(13,895 s.f.)





# UPTON MUNICIPAL COMMUNITY CENTER

May 29, 2019

- LIBRARY PROGRAM
- SENIOR CENTER PROGRAM
- COMMON AREAS
- TOILET ROOMS



## First Floor Plan Rev 1

Scale: 1/16" = 1'-0"  
(13,788 s.f.)

Option C2









## **WEST ELEVATION**

N.T.S.

Option C2

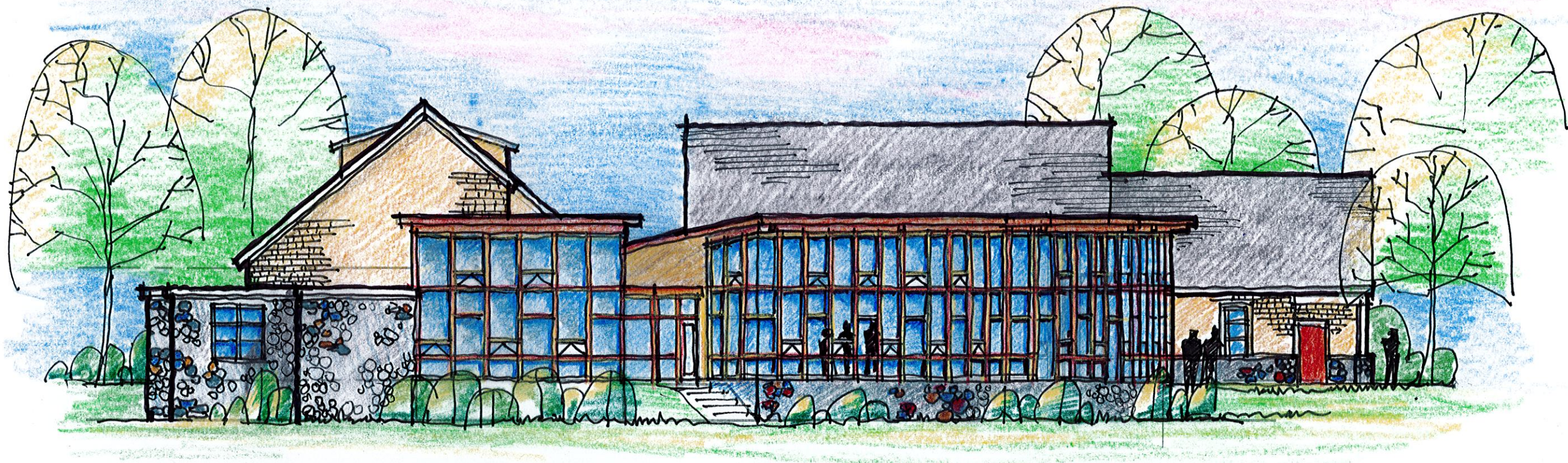
# **UPTON MUNICIPAL COMMUNITY CENTER**

May 20, 2019









## **EAST ELEVATION**

N.T.S.

Option C2

# **UPTON MUNICIPAL COMMUNITY CENTER**

May 20, 2019









## IMAGE PHOTOS



# UPTON MUNICIPAL COMMUNITY CENTER

May 20, 2019





# **APPENDIX 8**

**(June 7: Estimator Deliverables)**





JUNE 7, 2019

## TOILET ROOMS



Grove Street

Scale: 1" = 40'-00"  
(13,895 s.f.)

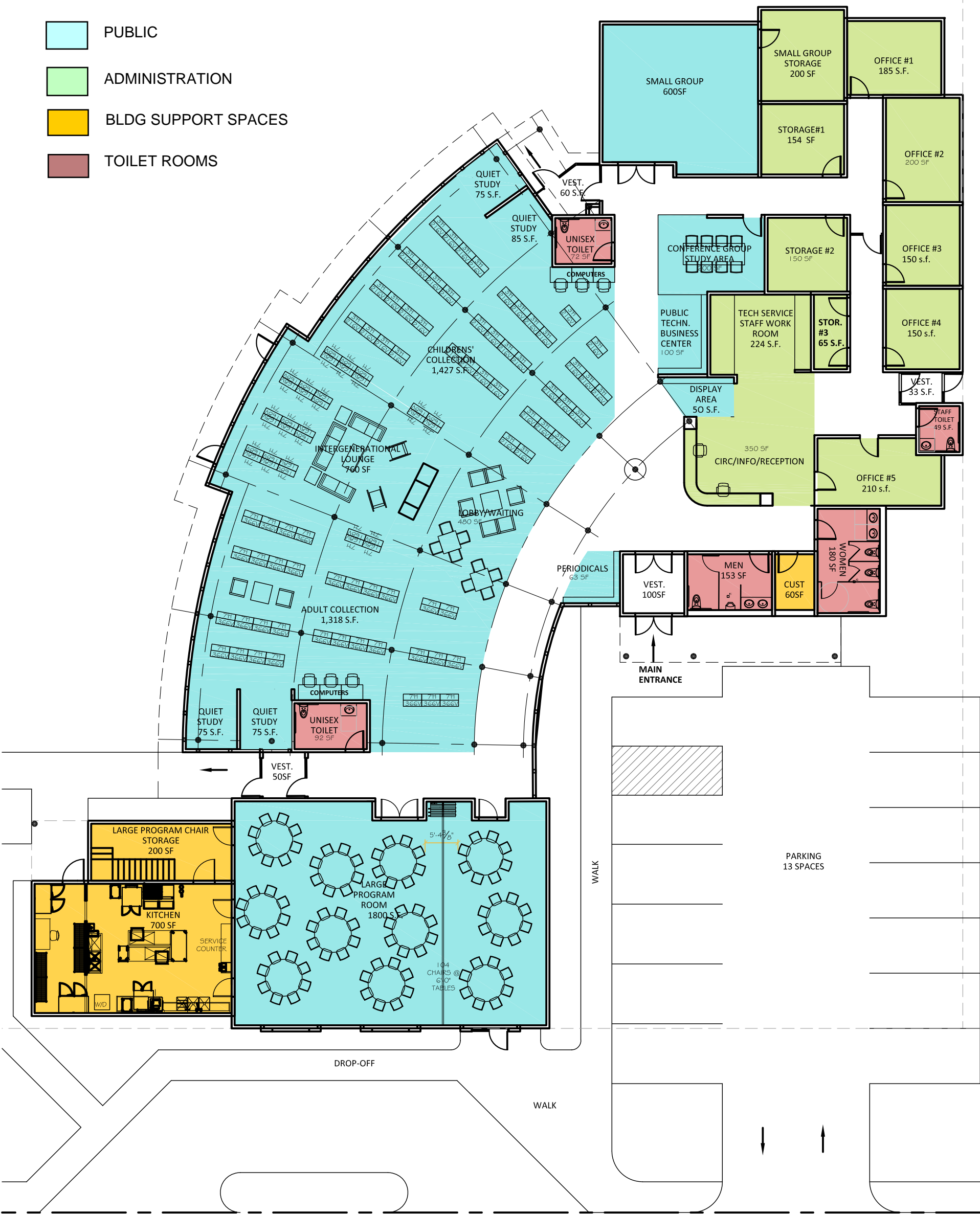




# UPTON MUNICIPAL COMMUNITY CENTER

June 7, 2019

- PUBLIC
- ADMINISTRATION
- BLDG SUPPORT SPACES
- TOILET ROOMS



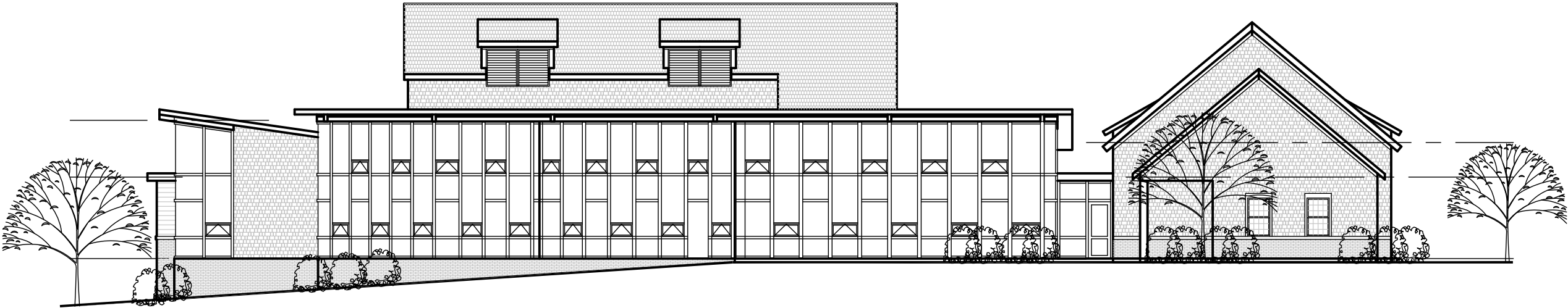
## First Floor Plan

Scale: 1/16" = 1'-0" Option C2  
(13,788 s.f.)



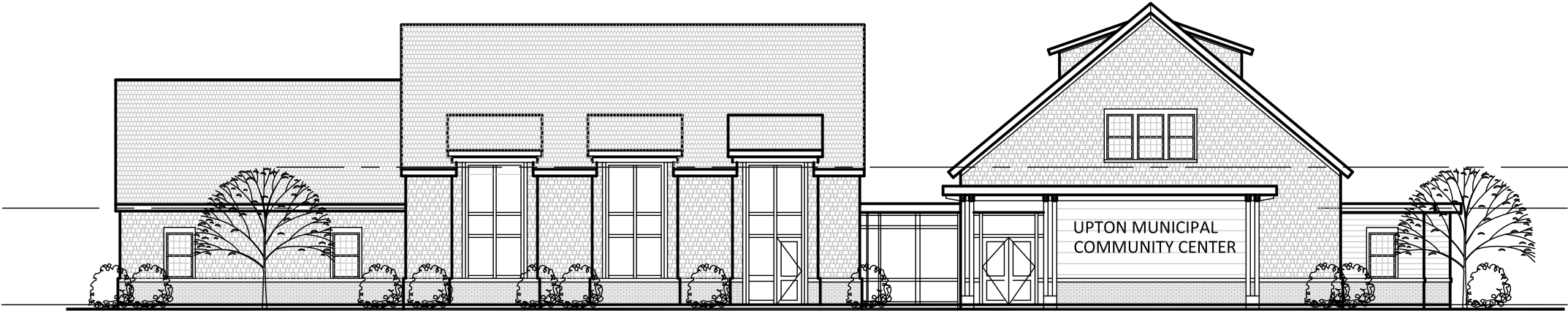
# UPTON MUNICIPAL COMMUNITY CENTER

June 7, 2019



## NORTH ELEVATION

Scale: 1/16" = 1'-0"      Option C2



## WEST ELEVATION

Scale: 1/16" = 1'-0"      Option C2



# UPTON MUNICIPAL COMMUNITY CENTER

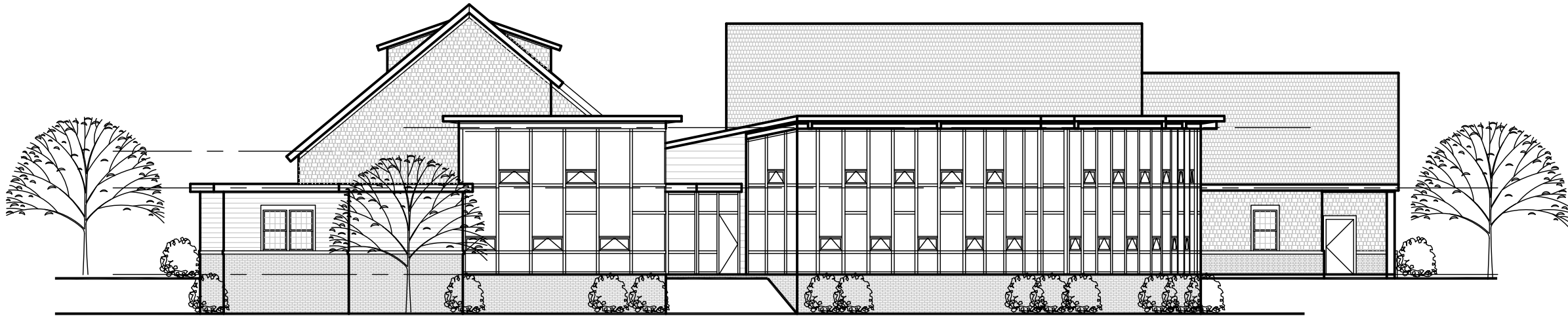
June 7, 2019



## SOUTH ELEVATION

Scale: 1/16" = 1'-0"

Option C2



## EAST ELEVATION

Scale: 1/16" = 1'-0"

Option C2





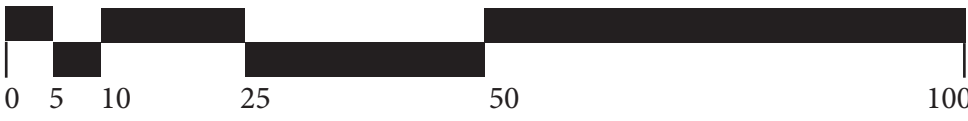
# **APPENDIX 9**

**(July 22: Cost Estimates and Building Renderings)**





Illustrative Site Plan  
Upton Municipal Community Center



Scale: 1" = 20'

Dodson & Flinker, Landscape Architects June 24, 2019



Property of Town of Upton  
(South end of playground parcel)

Base Ball Field  
Property of  
George L. Wood Post #5594

Property of  
George L. Wood Post #5594

Planted  
buffer along  
brook

Center Brook

Proposed Municipal  
Community Center  
Building

Outdoor  
Terrace

Main Entrance

Extend  
Existing  
Retaining  
Walls

Highest part of  
existing retaining  
wall: approx. 8 feet

13 Parking  
Spaces

Drop Off Entrance

Property of  
Sohail N. Cheema

Existing 2-3 Foot High Stone Walls

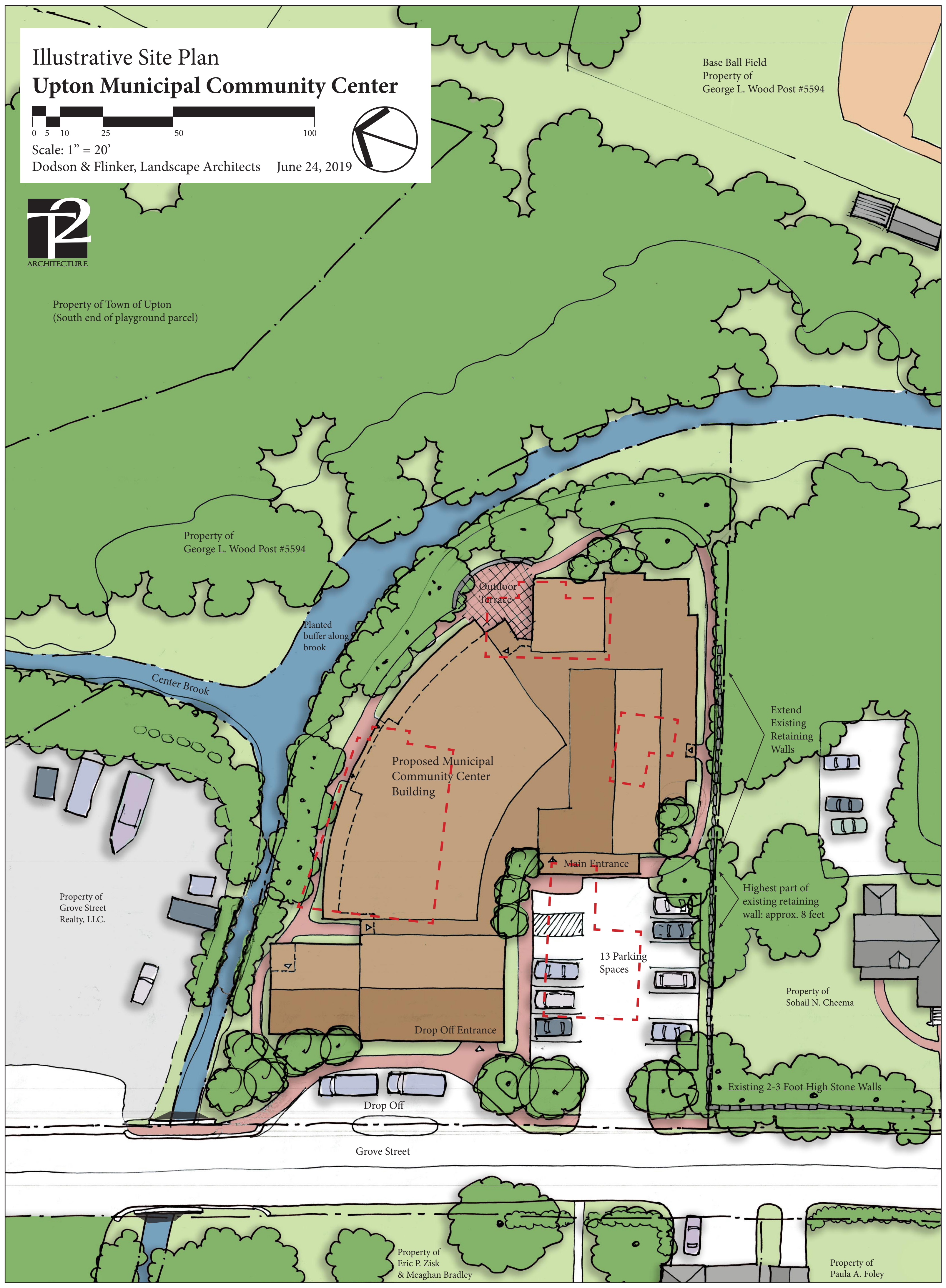
Drop Off

Grove Street

Property of  
Grove Street  
Realty, LLC.

Property of  
Eric P. Zisk  
& Meaghan Bradley

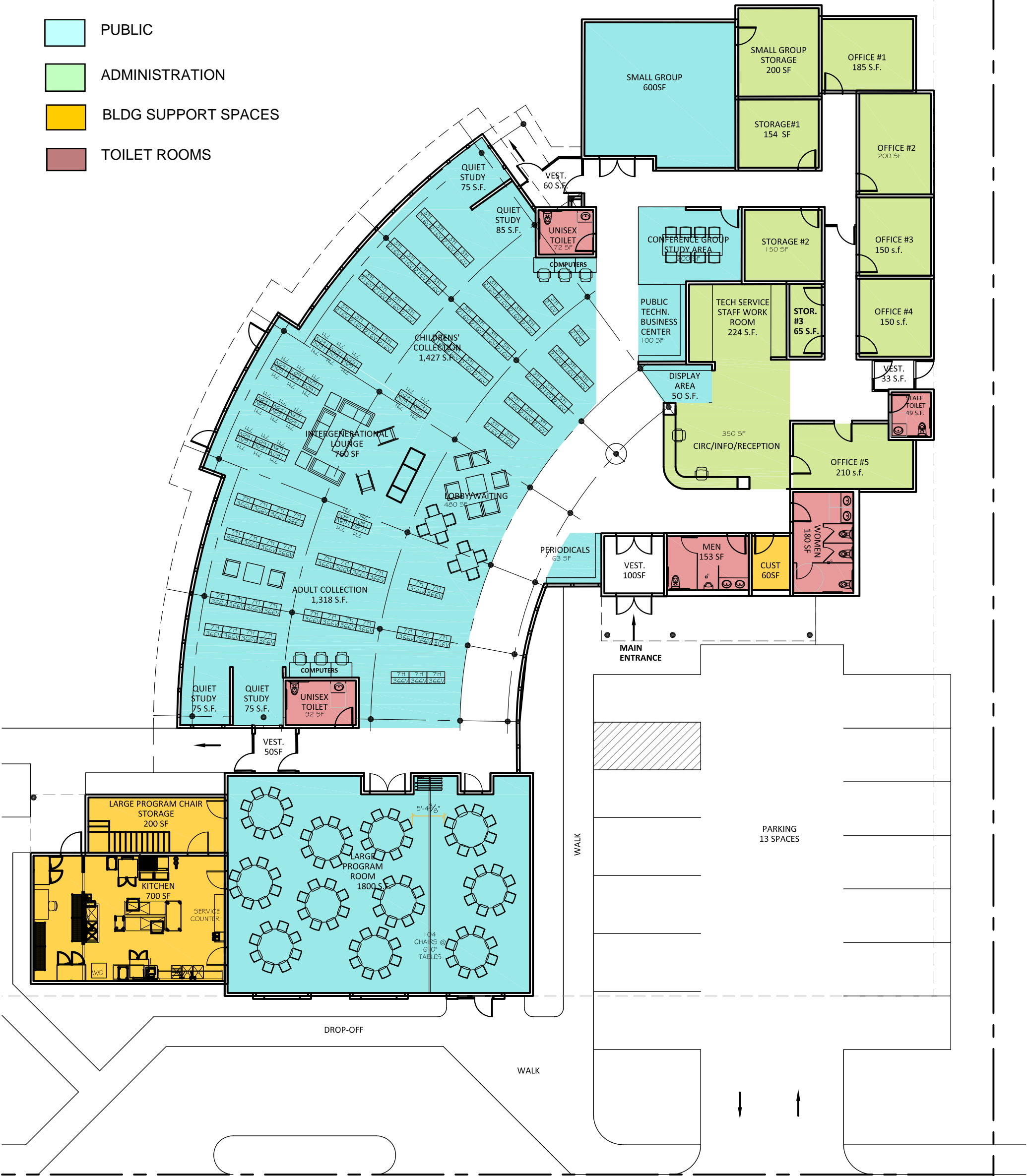
Property of  
Paula A. Foley





# UPTON MUNICIPAL COMMUNITY CENTER

July 23, 2019



## First Floor Plan

Scale: 1/16" = 1'-0" Option C2  
(13,788 s.f.)





WEST FACING BUILDING ENTRANCE

U P T O N   C O M M U N I T Y   C E N T E R  
J U L Y   2 3 ,   2 0 1 9







BIRD'S EYE VIEW



EAST ELEVATION VIEW



SOUTH ELEVATION VIEW



WEST ELEVATION VIEW

U P T O N   C O M M U N I T Y   C E N T E R  
J U L Y   2 3 ,   2 0 1 9





23-Jul-19

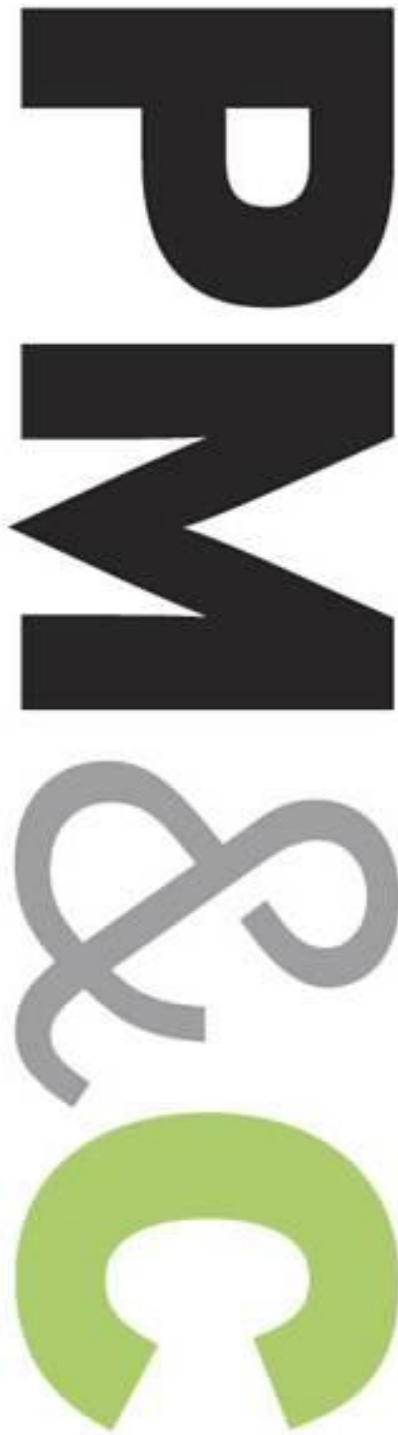
## UPTON MUNICIPAL CENTER PRELIMINARY BUDGET

	Totals	
Building Construction Cost*	\$ 8,040,322	
FFE/Technology	\$ 350,000	
Design Fees 10%	\$ 804,032	
OPM Fee 4%	\$ 321,613	
Utility Back Charge	\$ 25,000	
Geotechnical	\$ 10,000	
Add Services Allowance**	\$ 75,000	
Printing	\$ 5,000	
Online Project Management	\$ 16,000	
Legal/Advertising	\$ 7,500	
Material Testing	\$ 10,000	
	<b>\$ 9,664,467</b>	<b>subtotal</b>
Owner Contingency 5%	\$ 483,223	
	<b>\$ 10,147,690</b>	<b>total ***</b>

\* Does not include site or building hazmat abatement

\*\* FFE, Hazmat, etc.

\*\*\* Does not include site acquisition costs



## **Concept Estimate**

# **Upton Community Center New Construction**

Upton, MA

**PM&C LLC**  
20 Downer Ave, Suite 5  
Hingham, MA 02043  
(T) 781-740-8007  
(F) 781-740-1012

Prepared for:  
**Turowski2 Architect, Inc.**

July 12, 2019

## MAIN CONSTRUCTION COST SUMMARY

	Construction Start	Gross Floor Area	\$/sf	Estimated Construction Cost
<b>NEW COMMUNITY CENTER</b>				
New Construction	Jun-20	13,788	\$400.69	\$5,524,675
Demolish Existing Buildings				\$81,555
HazMat removals at existing building, not priced				By Owner
Sitework - Trade Costs	Jun-20			\$647,734
SUBTOTAL TRADE COSTS BUILDING and SITEWORK		13,788	\$453.58	\$6,253,964
Design and Estimating Contingency	12.0%			\$750,476
Escalation Allowance	3.0%			\$187,619
SUBTOTAL INCLUDING CONTINGENCIES				<b>\$7,192,059</b>
Subcontractor Bonds				In rates
General Conditions	5.0%			\$359,603
General Requirements	2.0%			\$143,841
Insurances - GLI/Builders Risk	1.40%			\$100,689
Bond	0.90%			\$64,729
Overhead + Profit	2.5%			\$179,801
Building Permit				Waived
<b>TOTAL ESTIMATED CONSTRUCTION COST</b>		<b>13,788</b>	<b>\$583.17</b>	<b>\$8,040,722</b>

This conceptual cost estimate was produced from drawings and specifications prepared by T2 Architects and their design team dated June 7th, 2019. Design and engineering changes occurring subsequent to the issue of these documents have not been incorporated in this estimate.

This estimate includes all direct construction costs, general contractors overhead and profit and design contingency. Cost escalation assumes start dates indicated.

Bidding conditions are expected to be public bidding under Chapter 149 of the Massachusetts General Laws to pre-qualified general contractors, and pre-qualified sub-contractors, open specifications for materials and manufacturers.

The estimate is based on prevailing wage rates for construction in this market and represents a reasonable opinion of cost. It is not a prediction of the successful bid from a contractor as bids will vary due to fluctuating market conditions, errors and omissions, proprietary specifications, lack or surplus of bidders, perception of risk, etc. Consequently the estimate is expected to fall within the range of bids from a number of competitive contractors or subcontractors, however we do not warrant that bids or negotiated prices will not vary from the final construction cost estimate.

### ITEMS NOT CONSIDERED IN THIS ESTIMATE

Items not included in this estimate are:

- All professional fees and insurance
- Building Permit costs
- Land acquisition, feasibility, and financing costs
- Hazardous Materials Removal costs
- All Furnishings, Fixtures and Equipment
- Items identified in the design as Not In Contract (NIC)
- Items identified in the design as by others
- Owner supplied and/or installed items (e.g. draperies, furniture and equipment)
- Premiums for Net Zero
- Rock excavation; special foundations (unless indicated by design engineers)
- Utility company back charges, including work required off-site
- Work to City streets and sidewalks, (except as noted in this estimate)
- Construction or occupancy phasing or off hours' work, (except as noted in this estimate)



Upton Community Center  
New Construction  
Upton, MA

12-Jul-19

Concept Estimate

GFA

13,788

## CONSTRUCTION COST SUMMARY

BUILDING SYSTEM		Building New Construction		Sitework Backup		Total		Cost/SF
		SUB-TOTAL	TOTAL	SUB-TOTAL	TOTAL	SUB-TOTAL	TOTAL	
SUMMARY NEW CONSTRUCTION								
A10 FOUNDATIONS			\$616,827		\$0		\$616,827	
A1010	Standard Foundations	\$467,012				\$467,012		\$33.9
A1020	Special Foundations	\$0				\$0		\$0.0
A1030	Lowest Floor Construction	\$149,815				\$149,815		\$10.9
A20 BASEMENT CONSTRUCTION			\$111,874		\$0		\$111,874	
A2010	Basement Excavation	\$25,885				\$25,885		
A2020	Basement Walls	\$85,989				\$85,989		
B10 SUPERSTRUCTURE			\$506,793		\$0		\$506,793	
B1010	Upper Floor Construction	\$94,143				\$94,143		\$6.8
B1020	Roof Construction	\$412,650				\$412,650		\$29.9
B20 EXTERIOR CLOSURE			\$1,228,939		\$0		\$1,228,939	
B2010	Exterior Walls	\$479,714				\$479,714		\$34.8
B2020	Windows	\$719,345				\$719,345		\$52.2
B2030	Exterior Doors	\$29,880				\$29,880		\$2.2
B30 ROOFING			\$504,974		\$0		\$504,974	
B3010	Roof Coverings	\$504,974				\$504,974		\$36.6
B3020	Roof Openings	\$0				\$0		\$0.0
C10 INTERIOR CONSTRUCTION			\$521,824		\$0		\$521,824	
C1010	Partitions	\$214,013				\$214,013		\$15.5
C1020	Interior Doors	\$87,544				\$87,544		\$6.3
C1030	Specialties/Millwork	\$220,267				\$220,267		\$16.0
C20 STAIRCASES			\$27,500		\$0		\$27,500	
C2010	Stair Construction	\$25,000				\$25,000		
C2020	Stair Finishes	\$2,500				\$2,500		



Upton Community Center  
New Construction  
Upton, MA

12-Jul-19

Concept Estimate

GFA

13,788

## CONSTRUCTION COST SUMMARY

Building New Construction

Sitework Backup

Total

BUILDING SYSTEM

SUB-TOTAL

TOTAL

SUB-TOTAL

TOTAL

SUB-TOTAL

TOTAL

Cost/SF

### SUMMARY NEW CONSTRUCTION

#### C30 INTERIOR FINISHES

\$536,519

\$0

\$536,519

C3010 Wall Finishes

\$192,352

\$192,352

\$14.0

C3020 Floor Finishes

\$105,256

\$105,256

\$7.6

C3030 Ceiling Finishes

\$238,911

\$238,911

\$17.3

#### D10 CONVEYING SYSTEMS

\$0

\$0

\$0

D1010 Elevator

\$0

\$0

#### D20 PLUMBING

\$193,032

\$0

\$193,032

D2000 Plumbing

\$193,032

\$193,032

\$14.0

#### D30 HVAC

\$551,520

\$0

\$551,520

D3000 HVAC

\$551,520

\$551,520

\$40.0

#### D40 FIRE PROTECTION

\$75,834

\$0

\$75,834

D4000 Fire Protection

\$75,834

\$75,834

\$5.5

#### D50 ELECTRICAL

\$392,958

\$0

\$392,958

D5010 Service & Distribution

\$41,364

\$41,364

\$3.0

D5020 Lighting & Power

\$179,244

\$179,244

\$13.0

D5030 Communication & Security Systems

\$137,880

\$137,880

\$10.0

D5040 Other Electrical Systems

\$34,470

\$34,470

\$2.5

#### E10 EQUIPMENT

\$140,000

\$0

\$140,000

E1000 Equipment

\$140,000

\$140,000

\$10.2

#### E20 FURNISHINGS

\$116,081

\$0

\$116,081

E2010 Fixed Furnishings

\$116,081

\$116,081

\$8.4

E2020 Movable Furnishings

\$0



**Upton Community Center**  
**New Construction**  
 Upton, MA

12-Jul-19

**Concept Estimate**

GFA

13,788

### **CONSTRUCTION COST SUMMARY**

<i>BUILDING SYSTEM</i>	<i>Building New Construction</i>		<i>Sitework Backup</i>		<i>Total</i>		<i>Cost/SF</i>
	<i>SUB-TOTAL</i>	<i>TOTAL</i>	<i>SUB-TOTAL</i>	<i>TOTAL</i>	<i>SUB-TOTAL</i>	<i>TOTAL</i>	

#### **SUMMARY NEW CONSTRUCTION**

<b>F10 SPECIAL CONSTRUCTION</b>			<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	
F1000 Special Construction		\$0				\$0		
<b>F20 HAZMAT REMOVALS</b>			<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	
F2010 Building Elements Demolition		\$0				\$0		
F2020 Hazardous Components Abatement		\$0				\$0		
<b>G SITE WORK</b>			<b>\$0</b>		<b>\$647,734</b>		<b>\$647,734</b>	
G1000 Site Preparation & Demolition				\$123,199		\$123,199		\$8.9
G2000 Site Improvements				\$344,123		\$344,123		\$25.0
G3000 Site Utilities				\$180,412		\$180,412		\$13.1

<b>TOTAL DIRECT COST (Trade Costs)</b>		<b>\$5,524,675</b>		<b>\$647,734</b>		<b>\$6,172,409</b>		
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Upton Community Center  
New Construction  
Upton, MA

12-Jul-19

Concept Estimate

GFA

13,788

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
-------------	-------------	-----	------	--------------	---------------	--------------	---------------

## Building New Construction

### GROSS FLOOR AREA CALCULATION

Admin Areas	1,507	sf
Admin Storage Areas	575	sf
Building Support Kitchen Areas	675	sf
Building Support Areas	282	sf
Corridor Areas	2,138	sf
Public Areas	2,861	sf
Public Areas, Intergen. Lounge/Lobby/Children's/Adult's	4,292	sf
Toilet Room Areas	478	sf
Vestibule Areas	240	sf
Balance	740	sf

### TOTAL GROSS FLOOR AREA (GFA)

13,788 sf

### A10 FOUNDATIONS

#### A1010 STANDARD FOUNDATIONS

Strip Footings	84	CY
Foundation Walls	252	CY
Spread Footings	42	CY
Piers	36	CY

Total Foundation Concrete 414 CY

#### Strip footings, assume 3'-0"W x 1'-0"D

Formwork	1,178	sf	14.00	16,492
Re-bar	5,890	lbs.	1.20	7,068
Concrete material	69	cy	135.00	9,315
Placing concrete	69	cy	90.00	6,210

#### Foundation wall, assume 12" thick, avg 8'H, 4'below grade, 4'exposed

Formwork	7,456	sf	15.00	111,840
Re-bar	13,048	lbs.	1.20	15,658
Concrete material	145	cy	135.00	19,575
Placing concrete	145	cy	90.00	13,050
Form shelf	466	lf	6.00	2,796

#### Foundation wall, assume 12" thick, 12'H, 4'below grade, 8'exposed

Formwork	2,952	sf	15.00	44,280
Re-bar	5,166	lbs.	1.20	6,199
Concrete material	57	cy	135.00	7,695
Placing concrete	57	cy	90.00	5,130
Form shelf	123	lf	6.00	738

#### Foundation spread footing, assume avg size 4'Lx4'Wx1'D

Excavation, spread footings	597	cy		
Store on site for reuse	597	cy		
Backfill with existing fill	558	cy		
Formwork	1,008	sf	13.00	13,104
Re-bar	3,636	lbs.	1.20	4,363
Concrete material; 3,000 psi	39	cy	135.00	5,265
Placing concrete	39	cy	90.00	3,510
Set anchor bolts grout plates	63	ea	50.00	3,150

#### Foundation spread footing, assume avg size 4'Lx4'Wx1'D @ Canopy

Excavation, spread footings	47	cy		
Store on site for reuse	47	cy		
Backfill with existing fill	44	cy		
Formwork	80	sf	13.00	1,040
Re-bar	289	lbs.	1.20	347
Concrete material; 3,000 psi	3	cy	135.00	405
Placing concrete	3	cy	90.00	270
Set anchor bolts grout plates	5	ea	50.00	250

#### Piers/Pilasters

Formwork	1,632	sf	16.00	26,112
Re-bar	4,320	lbs.	1.20	5,184
Concrete material	36	cy	135.00	4,860
Placing concrete	36	cy	90.00	3,240



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**Building New Construction**

066	<u>Excavation &amp; Backfill</u>						
067	Strip footings incl walls						
068	Excavation	764	cy	14.00	10,696		
069	Store on site	764	cy	8.00	6,112		
070	Backfill with onsite material	428	cy	12.00	5,136		
071	<u>Spread footings</u>						
072	Excavation	644	cy	14.00	9,016		
073	Store on site	644	cy	8.00	5,152		
074	Backfill with onsite material	602	cy	12.00	7,224		
075	<u>Miscellaneous</u>						
076	Gravel fill beneath footings, 12"	1	ls	10,000.00	10,000		
077	Waterproofing as req'd at foundations	14,306	sf	2.00	28,612		
078	Insulation as req'd at foundations	14,306	sf	3.00	42,918		
079							
080	Dewatering for foundation work , allowance	1	ls	5,000.00	5,000		
081	A1010 SUBTOTAL						467,012
082							
083	<b>A1020 SPECIAL FOUNDATIONS</b>						
084	No Work in this section		ls				
085	A1020 SUBTOTAL						-
086							
087	<b>A1030 LOWEST FLOOR CONSTRUCTION</b>						
088	Slab on grade, assume 4", basement	966	sf				
089	Slab on grade, assume 4", remainder	12,922	sf				
	Slab on grade total	13,888					
091	Vapor barrier	13,888	sf	1.00	13,888		
092	Mesh reinforcing 15% lap	15,971	sf	1.10	17,568		
093	Concrete - 4" thick; 4,000 psi	178	cy	125.00	22,250		
094	Water vapor reducer admixture	178	cy	52.00	NR		
095	Place & finish including control joints	13,888	sf	2.50	34,720		
096	Excavation & backfill for slab on grade	517	cy	35.00	18,095		
097	Insulation at slab on grade, 2" - 4ft wide at perimeter only	2,356	sf	2.25	5,301		
098	Base course, 12"	514	cy	38.00	19,532		
099	Compact sub-grade	12,922	sf	0.50	6,461		
100	E & B for underslab plumbing	1	ls	12,000.00	12,000		
101	A1030 SUBTOTAL					\$	149,815
102							

**TOTAL - FOUNDATIONS**

**\$616,827**

**A20 BASEMENT CONSTRUCTION**

**A2010 BASEMENT EXCAVATION**

Excavation & Backfill

Strip footings

Excavation

Store on site

Backfill with onsite material

Excavate & remove for basement

A2010 SUBTOTAL

**A2020 BASEMENT WALLS**

Strip footings, assume 3'-0"W x 1'-0"D

Formwork

Re-bar

Concrete material

Placing concrete

Foundation wall, assume 12" thick, 10'H.

Formwork

Re-bar

Concrete material

Placing concrete

166	cy	14.00	2,324
166	cy	8.00	1,328
94	cy	12.00	1,128
603	cy	35.00	21,105
256	sf	14.00	3,584
1,280	lbs.	1.20	1,536
15	cy	135.00	2,025
15	cy	90.00	1,350
2,560	sf	16.00	40,960
4,480	lbs.	1.20	5,376
50	cy	135.00	6,750
50	cy	90.00	4,500

\$ 25,885



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**Building New Construction**

128	Form shelf	128	lf	6.00	768		
129	Miscellaneous						
130	Gravel fill beneath footings, 12"	1	ls	2,500.00	2,500		
131	Perimeter drain @ basement only	128	lf	20.00	2,560		
132	Waterproofing as req'd at foundations	2,816	sf	2.00	5,632		
133	Insulation as req'd at foundations	2,816	sf	3.00	8,448		
134	A2020 SUBTOTAL					\$ 85,989	

<b>TOTAL - BASEMENT CONSTRUCTION</b>	<b>\$111,874</b>
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**B10 SUPERSTRUCTURE**

139		105	tns		-		
140		15,23	lbs/sf				
141	B1010 FLOOR CONSTRUCTION	2,666	sf				
142	Floor construction, steel framing - Attic	9	tn	4,200.00	37,800		
143	Floor construction, steel framing - slab above basement	6	tn	4,200.00	25,200		
144	Floor deck 2" & light concrete 2"	2,666	sf	10.00	26,660		
145	Misc. anchors bolts, plates as req'd	1	ls	4,483.00	4,483		
146	B1010 SUBTOTAL					\$ 94,143	

**B1020 ROOF CONSTRUCTION**

147		17,818	sf		-		
148	Roofing, flat	18	tn	4,200.00	75,600		
149	Roofing, flat - canopy	2	tn	4,200.00	8,400		
150	Roofing, PVC w/ Battens	32	tn	4,200.00	134,400		
151	Roofing, Shingle 15:17	21	tn	4,200.00	88,200		
152	Roofing, Shingle 17:22	17	tn	4,200.00	71,400		
153	Dormer construction, 11'-0"W	10	ea	1,500.00	15,000		
154	Misc. anchors bolts, plates as req'd	1	ls	19,650.00	19,650		
155	B1020 SUBTOTAL					\$ 412,650	

<b>TOTAL - SUPERSTRUCTURE</b>	<b>\$506,793</b>
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**B20 EXTERIOR CLOSURE**

161		14,160					
162	B2010 EXTERIOR WALLS	8,527	sf				
163	Exterior cladding, assumed cedar shingles	4,324	sf	20.00	86,480		
164	Exterior cladding, foundation cladding, field stone	2,053	sf	50.00	102,650		
165	Exterior cladding, foundation cladding, field stone curved 5'-0"H per East Elevation measurement	745	sf	50.00	37,250		
166	Exterior cladding, siding	1,405	sf	25.00	35,125		
167	Exterior cladding, precast band @ foundation wall	452	lf	30.00	13,560		
168	Wood blocking as req'd at exterior walls	8,527	sf	1.50	12,791		
169	Joint sealants as req'd at exterior walls	8,527	sf	2.00	17,054		
170	Staging & lifts as req'd	8,527	sf	3.00	In rates		
171	Backup to exterior cladding	8,527	sf	17.00	144,959		
172	Interior GWB face to exterior cladding	8,527	sf	3.50	29,845		
173	B2010 SUBTOTAL					\$ 479,714	

**B2020 WINDOWS**

176		5,633	sf				
177	Clerestory, along sloped PVC w/ Battens roof edge, backside	180	sf	100.00	18,000		
178	Clerestory, South Façade	86	sf	100.00	8,600		
179	Curtain Wall, curved 19'-3"H	3407	sf	120.00	408,840		
180	Curtain Wall, linear	489	sf	120.00	58,680		
181	Louvers, sf	147	sf	65.00	9,555		
182	Storefront, 10'-6"H	893	sf	90.00	80,370		
183	Windows, double hung; aluminum clad wood	431	sf	85.00	36,635		
184	Sun screening devices, allow 50% of windows	1	ls	70,500	70,500		
185	Wood blocking as req'd at exterior windows	5,633	sf	3.00	16,899		
186	Joint sealants as req'd at exterior windows	5,633	sf	2.00	11,266		
187	B2020 SUBTOTAL					\$ 719,345	



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**Building New Construction**

**B2030 EXTERIOR DOORS**

Single Leaf Door Summary

6 ea

Double Leaf Door Summary

1 ea

Door 3070 EXT-ALU

5 ea 2,500.00 12,500

Door 3070 EXT-HM

1 ea 1,500.00 1,500

Door 6070 EXT-ALU

1 ea 5,000.00 5,000

Frames included w/ curtainwall & storefront

7 ea

Hardware

8 ea 1,200.00 9,600

Wood blocking as req'd at exterior doors

122 lf 7.00 854

Joint sealants as req'd at exterior doors, interior & exterior

142 lf 3.00 426

SUBTOTAL

\$ 29,880

**TOTAL - EXTERIOR CLOSURE**

**\$1,228,939**

**B30 ROOFING**

**B3010 ROOF COVERINGS**

Roof Area Summary

17,818 sf

Roof Edge Perimeter Summary

927 lf

Roofing, flat - assume PVC, complete system

3,525 sf 20.00 70,500

Roofing, flat - canopy, assume PVC, complete system

306 sf 18.00 5,508

Roofing, PVC w/ Battens, complete system

6,421 sf 24.00 154,104

Roofing, Shingle 15:17 - assume asphalt, complete system

4,246 sf 24.00 101,904

Roofing, Shingle 17:22 - assume asphalt, complete system

3,320 sf 24.00 79,680

Dormer, 11'-0"W, Roof Covering

10 ea 1,100.00 11,000

Roof soffit, underside entrance/canopy

1,218 sf 20.00 24,360

Roof edge flashing & fascia assembly, flat roof

253 lf 20.00 5,060

Roof edge flashing & fascia assembly, sloped PVC w/ Battens roof

358 lf 30.00 10,740

Roof edge flashing & fascia assembly, sloped shingle roof

316 lf 30.00 9,480

Roof to wall flashing

983 lf 20.00 19,660

Wood blocking at roof edge

1,854 lf 7.00 12,978

SUBTOTAL

\$ 504,974

**B3020 ROOF OPENINGS**

No Work in this section

SUBTOTAL

\$ -

**TOTAL - ROOFING**

**\$504,974**

**C10 INTERIOR CONSTRUCTION**

**C1010 PARTITIONS**

One sided GWB Walls Summary

sf

Two sided GWB Walls Summary

10,380 sf

-

Two sided CMU Walls Summary

sf

Wall X - 3.5" MF NR GWB, 1L-ES

5490 sf 10.50 57,645

Wall X - 3.5" MF NR GWB, 1L-ES w/ Acoust. Ins

4575 sf 12.00 54,900

Wall X - 3.5" MF NR GWB, 1L-OS, Plumbing

315 sf 14.50 4,568

Interior Storefront, metal framed 10'H @ Conference Group Study Area

420 sf 85.00 35,700

Interior Storefront, metal framed 10'H @ Corridor

75 sf 85.00 6,375

Interior Storefront, metal framed 10'H @ Vestibule

645 sf 85.00 54,825



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**Building New Construction**

244 C1010 SUBTOTAL \$ 214,013

**C1020 INTERIOR DOORS**

Single Leaf Door Summary

27 ea

Double Leaf Door Summary

3 ea

Frame 3070 INT - HM

30 ea 400.00 12,000

Door 3070 INT- ALU, w/ Full Lite

5 ea 900.00 4,500

Door 3070 INT- FRP

2 ea 600.00 1,200

Door 3070 INT- HM

13 ea 500.00 6,500

Door 3070 INT- HM w/ Sidelite

7 ea 500.00 3,500

Door 6070 INT- ALU, w/ Full Lite

3 ea 1,800.00 5,400

Hardware

30 ea 800.00 24,000

Sidelite frame & glazing

273 sf 85.00 23,205

Wood blocking at openings

519 lf 6.00 3,114

Paint doors & frames

33 ea 125.00 4,125

264 C1020 SUBTOTAL \$ 87,544

**C1030 SPECIALTIES / MILLWORK**

Column covers, 20'H @ Interger lounge

30 ea 1,500.00 45,000

Window trim, wood

5,633 lf 5.00 28,165

Door trim, wood

519 lf 12.00 6,228

Partition, folding @ Large Program Area

555 sf 75.00 41,625

TA - Grab bars

5 ea 300.00 1,500

TA - Hand dryer

5 ea 650.00 3,250

TA - Janitor's mop & bucket holder/storage shelving

1 ea 1,500.00 1,500

TA - Mirror, framed

7 ea 200.00 1,400

TA - Paper towel dispenser

5 ea 250.00 1,250

TA - Sanitary napkin disposal

5 ea 175.00 875

TA - Soap dispenser

7 ea 50.00 350

TA - Toilet paper holder

7 ea 125.00 875

TA - Waste bin

5 ea 100.00 500

Toilet compartment, ADA

2 ea 1,600.00 3,200

Toilet compartment, standard

2 ea 1,200.00 2,400

Urinal Screen

1 ea 550.00 550

Door signage

30 ea 150.00 4,500

Way finding/directory

3 ea 900.00 2,700

Entrance signage

1 ls 5,800.00 5,800

Gas fireplace @ Interger. Lounge

1 ls 10,000.00 10,000

Visual display boards, tackboards, markerboards, allowance

13,788 gsf 1.00 13,788

Misc. Millwork & Specialties not shown, allowance

13,788 gsf 2.00 27,576

Wood blocking as req'd for specialties & millwork installation

13,788 gsf 1.25 17,235

290 C1030 SUBTOTAL \$ 220,267

**TOTAL - INTERIOR CONSTRUCTION**

**\$521,824**

**C20 STAIRCASES**

**C2010 STAIR CONSTRUCTION**

Stair to partial basement

1 flt 20,000.00 20,000

Heavy Duty Pulldown Stair to Attic

1 ea 5,000.00 5,000

300 C2010 SUBTOTAL \$ 25,000

**C2020 STAIR FINISHES**

Concrete finish to partial basement stair

1 ls 2,500.00 2,500

304 C2020 SUBTOTAL \$ 2,500



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	<b>TOTAL - STAIRCASES</b>						<b>\$27,500</b>
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**C30 INTERIOR FINISHES**

<b>C3010 WALL FINISHES</b>			<i>sf</i>				
Ceramic tile @ toilet rooms	1,750	sf	22.00	38,500			
FRP wall panel @ Kitchen, allowance	1,060	sf	14.00	14,840			
Wood acoustic paneling, trim, accent as req'd @ Interger Lounge, allowance for 50% of walls	3,470	sf	30.00	104,100			
Paint partitions, gwb	20,760	sf	1.25	25,950			
Misc. painting as req'd throughout	13,788	gsf	0.65	8,962			
C3010 SUBTOTAL						\$	192,352

<b>C3020 FLOOR FINISHES</b>	13,048	<i>sf</i>		-			
Admin Areas, assume carpet	1,507	sf	6.22	9,374			
Admin Storage Areas, assume resilient	575	sf	4.00	2,300			
Building Support Kitchen Areas, assume kitchen grade epoxy	675	sf	18.00	12,150			
Building Support Areas, assume resilient	282	sf	4.00	1,128			
Corridor Areas, assume LVT	2,138	sf	6.00	12,828			
Public Areas, assume carpet	2,861	sf	6.22	17,795			
Public Areas, Interger. Lounge/Lobby/Children's/Adult's, assume carpet	4,292	sf	6.22	26,696			
Toilet Room Areas, assume ceramic tile	478	sf	20.00	9,560			
Vestibule Areas, assume resilient & walk off entry matt	240	sf	7.00	1,680			
Ceramic base	175	lf	15.00	2,625			
Rubber base	2280	lf	4.00	9,120			
C3020 SUBTOTAL						\$	105,256

<b>C3030 CEILING FINISHES</b>	13,048	<i>sf</i>		-			
Admin Areas, assume ACT	1,507	sf	6.00	9,042			
Admin Storage Areas, assume GWB	575	sf	12.00	6,900			
Building Support Kitchen Areas , assume ACT	675	sf	6.50	4,388			
Building Support Areas, assume ACT	282	sf	6.00	1,692			
Corridor Areas, assume ACT	2,138	sf	6.00	12,828			
Public Areas, assume ACT	2,861	sf	6.00	17,166			
Public Areas, Interger. Lounge/Lobby/Children's/Adult's, assume acoustic wood ceiling	4,292	sf	30.00	128,760			
Toilet Room Areas, assume MRGWB	478	sf	10.00	4,780			
Vestibule Areas, assume wood soffit	240	sf	25.00	6,000			
Drywall soffits & returns	3683	sf	12.00	44,196			
Paint GWB ceiling	1053	sf	3.00	3,159			
C3030 SUBTOTAL						\$	238,911

	<b>TOTAL - INTERIOR FINISHES</b>						<b>\$536,519</b>
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**D10 CONVEYING SYSTEMS**

<b>D1010 ELEVATOR</b>							
No Work in this section							
D1010 SUBTOTAL						\$	-

	<b>TOTAL - CONVEYING SYSTEMS</b>						
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**D20 PLUMBING**

<b>D2000 PLUMBING, GENERALLY</b>	13,788	gsf	14.00	193,032			
Plumbing, generally							
D2000 SUBTOTAL						\$	193,032





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**Building New Construction**

	<b>TOTAL - PLUMBING</b>						<b>\$193,032</b>
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**D30 HVAC**

	<b>D3000 HVAC, GENERALLY</b>						
	HVAC, Generally	<b>13,788</b>	gsf	40.00	551,520		
D3000	SUBTOTAL					\$ 551,520	

	<b>TOTAL - HVAC</b>						<b>\$551,520</b>
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**D40 FIRE PROTECTION**

	<b>D4000 FIRE PROTECTION, GENERALLY</b>						
	Sprinkler system	<b>13,788</b>	gsf	5.50	75,834		
D4000	SUBTOTAL					\$ 75,834	

	<b>TOTAL - FIRE PROTECTION</b>						<b>\$75,834</b>
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**D50 ELECTRICAL**

	<b>D5010 SERVICE &amp; DISTRIBUTION</b>						
	Service & distribution	<b>13,788</b>	gsf	3.00	41,364		
D5010	SUBTOTAL					\$ 41,364	

	<b>D5020 LIGHTING &amp; POWER</b>						
	Lighting & branch circuitry	<b>13,788</b>	gsf	8.00	110,304		
	Lighting controls, allowance	<b>13,788</b>	gsf	5.00	68,940		
D5020	SUBTOTAL					\$ 179,244	

	<b>D5030 COMMUNICATION &amp; SECURITY SYSTEMS</b>						
	Fire alarm system	<b>13,788</b>	gsf	3.00	41,364		
	Security system	<b>13,788</b>	gsf	2.00	27,576		
	Tel/data	<b>13,788</b>	gsf	5.00	68,940		
D5030	SUBTOTAL					\$ 137,880	

	<b>D5040 OTHER ELECTRICAL SYSTEMS</b>						
	Misc.						
	Fees & permits	<b>13,788</b>	gsf	2.00	27,576		
	Temp power & lights	<b>13,788</b>	gsf	0.50	6,894		
D5040	SUBTOTAL					\$ 34,470	

	<b>TOTAL - ELECTRICAL</b>						<b>\$392,958</b>
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**E10 EQUIPMENT**

	<b>E1000 EQUIPMENT, GENERALLY</b>						
	Food service equipment, allowance	<b>700</b>	sf	200.00	140,000		
E1000	SUBTOTAL					\$ 140,000	

	<b>TOTAL - EQUIPMENT</b>						<b>\$140,000</b>
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**E20 FURNISHINGS**

	<b>E2010 FIXED FURNISHINGS</b>						
	Manual window shades at exterior windows	<b>5,633</b>	sf	7.00	39,431		
	Cabinet, base, wall & counter @ Tech Service Staff Work Room	<b>25</b>	lf	570.00	14,250		
	Counter, computer @ Adult Collection	<b>11</b>	lf	300.00	FFE		
	Counter, computer @ Children's Collection	<b>11</b>	lf	300.00	FFE		
	Custom Desk @ Circ/Info/Reception	<b>26</b>	lf	600.00	15,600		



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**Building New Construction**

430		Millwork @ Display Area	13	lf	900.00	11,700	
431		Millwork @ Periodicals	17	lf	900.00	15,300	
432		Millwork @ Pub. Tech. Business Center	18	lf	900.00	16,200	
433		Millwork, book casework 12"D x 3'H @ Children's Collection	248	lf	800.00	FFE	
434		Millwork, book casework 12"D x 7'H @ Adult Collection	191	lf	800.00	FFE	
435		Millwork, book casework 12"D x 7'H @ Interger. Lounge	96	lf	800.00	FFE	
436		Entrance mats @ Vestibule	240	sf	15.00	3,600	
437	E2010	SUBTOTAL				\$	116,081
438							
439		<b>E2020 MOVABLE FURNISHINGS</b>					
440		All movable furnishings to be provided and installed by owner			NIC		
441	E2020	SUBTOTAL				\$	-
442							
443		<b>TOTAL - FURNISHINGS</b>					<b>\$116,081</b>

**F10 SPECIAL CONSTRUCTION**

447		<b>F1000 SPECIAL CONSTRUCTION</b>					
448		No items in this section					
449							
450	F1000	SUBTOTAL				\$	-
451							
452		<b>TOTAL - SPECIAL CONSTRUCTION</b>					

**F20 SELECTIVE BUILDING DEMOLITION**

457		<b>F2010 BUILDING ELEMENTS DEMOLITION</b>					
458		No items in this section					
459	F2010	SUBTOTAL				\$	-
460							
461		<b>F2020 HAZARDOUS COMPONENTS ABATEMENT</b>					
462		No items in this section					
463	F2020	SUBTOTAL				\$	-
464							
465		<b>TOTAL - SELECTIVE BUILDING DEMOLITION</b>					



Upton Community Center  
New Construction  
Upton, MA

12-Jul-19

Concept Estimate

GFA

20,948

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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Sitework Backup

**GROSS FLOOR AREA CALCULATION**

Site Area

20,948

**TOTAL GROSS FLOOR AREA (GFA)**

20,948 sf

**G SITEWORK**

**G1000 SITE PREPARATION & DEMOLITION**

Demo & remove existing buildings	163,110	cf	0.50	See summary
Demo & remove paving, bit. concrete	15,631	sf	1.25	19,539
Demo & remove vegetation	13,148	sf	1.00	13,148
Site construction fence	336	lf	20.00	6,720
Site grading	20,948	sf	4.00	83,792
Assume stable soil conditions, no premiums for contaminated soils				
<b>SUBTOTAL</b>				123,199

**G2000 SITE IMPROVEMENTS**

Curbing, granite 6"W	531	lf	40.00	21,240
Extend extg. stone retaining wall 8'-0"H	900	sf	45.00	40,500
Paving, bit. concrete 4"D @ Drop Off w/ gravel base	1,452	sf	4.00	5,808
Paving, bit. concrete 4"D @ Parking w/ gravel base	4,335	sf	4.00	17,340
Paving, concrete - pedestrian, 7"D w/ gravel base	3,952	sf	8.00	31,616
Unit paving, granite @ Outdoor Terrace w/ gravel/concrete base	538	sf	34.00	18,292
Repairs to extg. stone retaining wall, allowance	90	lf	200.00	18,000
Rip rap stone along brook edge, allowance	1,705	sf	15.00	25,575
Site furnishing, pavement markings, drop-off	1	ea	200.00	200
Site furnishing, pavement markings, HC	3	ea	150.00	450
Site furnishing, pavement markings, standard	10	ea	100.00	1,000
Site furnishing, pavement markings, striping	1	ea	250.00	250
Site furnishing, pedestrian bridge 7'-0"W @ Grove St. over Extg. Brook	158	sf	200.00	31,600
Site landscape, shrubs & ornamental grass plantings	10,756	sf	2.00	21,512
Site landscape, shrubs & ornamental grass plantings on island	199	sf	10.00	1,990
Site landscape, tree - large deciduous	9	ea	1,200.00	10,800
Site landscape, tree - multi-stem ornamental	38	ea	800.00	30,400
Site-cast concrete, retaining seat wall w/ granite veneer & cap 1'-6"W	39	lf	450.00	17,550
Other site furnishings not shown, allowance	1	ls	50,000.00	50,000
<b>SUBTOTAL</b>				344,123

**G3000 SITE UTILITY**

Site water, allowance	1	ls	30,000.00	30,000
Site sewer, allowance	1	ls	15,000.00	15,000
Site storm, allowance	9,739	sf	8.00	77,912
Site gas, allowance	1	ls	7,500.00	7,500
Site electrical, allowance	1	ls	20,000.00	20,000
Site lighting, allowance	1	ls	30,000.00	30,000
<b>SUBTOTAL</b>				180,412

**TOTAL - SITEWORK**

\$647,734