



October 30, 2017

Town of Richmond
203 Bridge Street, PO Box 285
Richmond, Vermont 05477

Bread Loaf Corporation (BLC) proposes to provide Facilities Condition Assessment Services to the Town of Richmond (TOR) in Richmond, Vermont. Our services shall include the items outlined in the attached Town of Richmond – Facilities Condition Assessment Scope of Services document, dated September 28, 2017.

BLC personnel, working in direct communication with a primary contact of TOR shall provide the Facilities Condition Assessment services. This primary contact shall be authorized to make decisions for TOR and provide direction to BLC as the Scope of Services activities and deliverables are developed.

BLC proposes to execute these services as a stipulated sum in accordance with the attached Scope of Services Fee Estimate dated September 28, 2017. An invoice for services rendered shall be presented to TOR on or about the first of the month. Payment is due within ten (10) working days of receipt.

The fee for the Facilities Condition Assessment Services, including reimbursable expenses, is nineteen thousand eight hundred seventy eight dollars (\$19,878.00) as indicated on the attached Scope of Services Fee Estimate, dated September 28, 2017.

Additional services, if requested, can be provided by BLC as an extension of this agreement upon direction and authorization by TOR. Alternatively, at any point during the activities, TOR may instruct BLC to stop work with no outstanding obligation to BLC other than payment for services rendered. Remuneration for Consultant Services (if required) shall be billed at a multiplier of 1.10 times the amount billed to BLC including consultant expenses.

The Scope of the Services and associated costs presented in this proposal may be reviewed and modified to meet the specific needs of TOR at any time during the Facilities Condition Assessment Services.

Signatures of Acceptance:

Town of Richmond

Bread Loaf Corporation

Signature

Signature

Printed Name

Printed Name

Date

Date

Attachments: Scope of Services, Scope of Services Fee Estimate, Schedule and Hourly Rates dated September 28, 2017.

Town of Richmond – Facilities Condition Assessment

SCOPE OF SERVICES

September 28, 2017

Bread Loaf Corporation (BLC) proposes to work closely with representatives from the Town of Richmond to provide detailed Facilities Condition Assessment services for the Town Center building and the Richmond Free Library.

Activities and Deliverables:

- 1.1 Project Kick-Off: Includes a kick-off meeting with TOR and BLC representatives to review project goals, timeline, and deliverables. Team members will review the Critical Success Factors document to ensure that project expectations are aligned. This meeting will also include an informal site visit to review existing building conditions to become familiar with: existing utilities; observable building structure; on-site parking and vehicular movement; solar orientation and other observable conditions to become generally familiar with the two existing facilities.

Deliverables: Critical Success Factors Document.

- 1.2 Existing and Future Programming Evaluation: The BLC team will interview TOR representatives to understand existing building programmatic usage for both the Town Center building and the Richmond Free Library. Discussions will include potential future programming modifications looking into the future approximately 10 years. Programming will also cover topics of mechanical, electrical, plumbing and fire protection systems relative to occupant thermal comfort, lighting, acoustics, etc. for present-day and future considerations.

Deliverables: Existing and Future Programming Summary.

- 1.3 On-Site Facilities Conditions Assessment – The BLC team will review on-site existing facilities conditions to understand opportunities to improve energy efficiency, indoor environmental quality, safety and welfare, code compliance, and overall short and long term maintenance. BLC will collaborate with TOR representatives to create conceptual floor plans and elevations (as applicable) of the identified opportunities noted above. A thorough review of the existing MEP/FP systems will be conducted by BLC VP of MEP Services. Bread Loaf's Historic Preservation Manager will play a vital role in determining appropriate solutions for the existing windows in the Town Center building. A Project Scope Narrative will be developed to more clearly describe the systems and upgrades being considered and will be the basis for the detailed cost estimate noted in item 1.4 below. Regulatory review of key permitting parameters including local, state and federal building codes will be included. Includes three (3) meetings with TOR representatives to review, revise, and refine findings and potential solutions. The TOR will provide available energy usage data for the BLC team to evaluate and analyze for use in determining building upgrades to reduce annual energy consumption.

Deliverables: Floor plans, building elevations and/or photographs, and Project Scope Narrative.

- 1.4 Total Project Budgets and Preliminary Schedules – Based on information and drawings generated in items 1.1- 1.3 above, prepare cost estimates for both the Town Center building and the Richmond Free Library taking into account all

Town of Richmond – Facilities Condition Assessment

SCOPE OF SERVICES

September 28, 2017

costs associated with the proposed renovations. This total project budget will include Owner's costs such as, permit fees, tel/data, and Owner's contingency. The cost estimates will be provided with sufficient detail to allow BLC and TOR representatives to prioritize the list of proposed renovations and upgrades. Based on drawings and information generated in items 1.1 - 1.3 above, prepare a preliminary design, engineering, permitting and construction schedule for the proposed renovations.

Deliverables: Total Project Budgets and Preliminary Project Schedules

- 1.5 Presentation of Options – Meet with TOR representatives to review the facilities condition assessment and cost information developed. Includes minor modifications and adjustments to the information provided.

Deliverables: Final document that includes a report compiling all materials developed – drawings, scope narrative, photographs, schedule, and cost estimate.

Additional Services: Additional Services may be provided by mutual agreement between the Town of Richmond and BLC.

This proposal does not include measured existing conditions drawings, wetlands delineation, flood plain delineation, site survey, subsurface geotechnical investigations, structural investigations or environmental testing on the property.

End of Scope of Services

Town of Richmond - Facilities Condition Assessment

Scope of Services Fee Estimate

September 28, 2017

Activity	Hrs	Rate	Cost
1.1 Project Kick-Off			
Vice President of Architecture	2	\$130	\$260
Project Architect	2	\$101	\$202
Historic Preservationist	2	\$108	\$216
Vice President of MEP Services	2	\$130	\$260
Subtotal	8		\$938
1.2 Existing and Future Programming Evaluation			
Project Architect	8	\$101	\$808
Designer	8	\$67	\$536
Manager of MEP Services	4	\$87	\$348
Subtotal	20		\$1,692
1.3 On-Site Facilities Assessment			
Project Architect	40	\$101	\$4,040
Designer	56	\$67	\$3,752
Historic Preservationist	8	\$108	\$864
Estimator	4	\$87	\$348
Manager of MEP Services	16	\$87	\$1,392
Subtotal	124		\$10,396
1.4 Total Project Budgets and Preliminary Schedule			
Project Architect	4	\$101	\$404
Estimator	48	\$87	\$4,176
Manager of MEP Services	16	\$87	\$1,392
Subtotal	68		\$5,972
1.5 Presentation of Condition Assessment			
Vice President of Architecture	2	\$130	\$260
Vice President of Estimating	2	\$130	\$260
Vice President of MEP Services	2	\$130	\$260
	6		\$780
Subtotal Scope of Service Fee Estimate	226		\$19,778
Reimbursable Expense Allowance: Printing and Reproduction			\$100
Total Scope of Services Fee Estimate			\$19,878

Town of Richmond - Facilities Condition Assessment

Proposed Project Schedule

September 28, 2017

★ Critical Milestone / Town of Richmond Input

Task	Duration	13-Nov	20-Nov	27-Nov	4-Dec	11-Dec	18-Dec	25-Dec	1-Jan	8-Jan	15-Jan	22-Jan	29-Jan
Notice To Proceed	7-Nov												
1.1 Project Kick-Off	1 Day												
1.2 Existing and Future Programming Evaluation	3 weeks				★								
1.3 On-Site Facilities Condition Assessment	6 weeks								★				
1.4 Total Project Budgets and Preliminary Project Schedules	2 weeks												
1.5 Presentation of Options	1 day												★



Town of Richmond – Facilities Condition Assessment

HOURLY RATES

September 28, 2017

HOURLY RATES

1. Labor Rates - Effective through January 1st, 2018

Vice-President	\$130.00/hour
Historic Preservation Manager	\$108.00/hour
Project Architect.....	\$101.00/hour
Designer.....	\$ 67.00/hour
Estimator.....	\$ 87.00/hour
Mechanical/Electrical Manager (MEP)	\$ 87.00/hour
Construction Project Manager	\$ 95.00/hour
Coordinator.....	\$ 40.00/hour

2. Consultant Services:

Consultant Services shall be billed at a multiplier of 1.10 times the amount billed to BLC including consultant expenses.

3. Reimbursable Expenses:

Reimbursable Expenses shall include printing and reproduction costs billed at a multiplier of 1.10 times the amount billed to BLC.