

August 19, 2014

Patricia Vinchesi  
Town Administrator  
Town of Scituate  
600 Chief Justice Cushing Highway  
Scituate, MA 02066



Subject: Proposal for Architectural Services

Dear Patricia:

Durkee, Brown, Viveiros & Werenfels Architects Inc (DBVW) is pleased to submit this proposal for architectural services to study the options for a Senior Center at Gates Middle School at 327 First Parish Road.

**Project Description:**

The feasibility study from 2012-13 identified the Town's desire to relocate and expand the existing Senior Center program with the adaptive reuse/renovation of the Gates Middle School into the new Town Hall and Community Center. As the report noted, the program for the Senior Center was a basic adaptation and expansion of both the existing facility's program and the area proposed with the un-built 2005 design documents. The report also revealed that additional study was needed to fully understand the current and anticipated future needs of the Town of Scituate and its Senior Center.

Based on our 7/8/14 meeting with you, it is our understanding that the Town, in partnership with the Council on Aging, is currently looking into pursuing a Senior Center needs assessment. We feel this is a logical and appropriate "next step" that will further develop the Senior Center program and provide the necessary information to utilize in the study of a new facility.

Following the needs assessment, a study of options for the Senior Center should include the following:

- Develop a working program from the needs assessment with square footages.
- Meet with stakeholders to understand the concerns and challenges.
- Working with the findings from the 2012-13 study, further analyze the existing Gates Middle School facility as needed to understand the challenges of practically and economically adapting the existing building to suit a 21st century Senior Center.
- Review options for gaining additional space for the Senior Center program, including options within the existing building, as well as building addition(s).
- Assess the site and grounds to review options for parking and other site amenities.
- Identify the impact of an expanded Senior Center program to the overall Town Hall project.

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### **Scope of Services:**

- Prepare up to three (3) conceptual design options for a Senior Center utilizing mostly existing space with varying size of additions.
- Prepare one (1) conceptual design options for a Senior Center as a stand-alone new construction facility.
- Attend up to two (2) meetings with stakeholders to discuss progress and options.
- Provide rendered floor plans for boards or projected presentation for each conceptual design option.
- Provide rendered site plans for boards or projected presentation for each conceptual design option.
- Attend a Board of Selectmen meeting, if requested, to present the conceptual design options.

### **Additional Services:**

- Prepare schematic 3D renderings of the exterior facades for up to two (2) selected design options.

### **Exclusions:**

- Geotechnical services
- Hazardous materials identification
- Site surveying
- MEP/FP, Structural, and Civil engineering
- Cost estimating
- Traffic analysis
- Reimbursibles above and beyond the amount indicated included below.

### **Fee Proposal**

Based on the above scope and identified deliverables, we propose a fixed fee of **\$9,730.00**. This fee represents an effort to be as efficient as possible with both time and expense while still addressing the goals of this study and the needs of the stakeholders.

Principal: 16 hours

Project Manager: 50 hours

Graphic Designer: 8 hours

Reimbursable Allowance: \$500.00 (included in the fixed fee above)

Additional Services:

Architectural Renderer: 24 hours = \$2400.00

Thank you for considering Durkee Brown Viveiros & Werenfels Architects. If you find this proposal acceptable and wish to proceed, please sign below, initial the attached "Terms and Conditions" and return one copy to us. If you have any questions with respect to this proposal, please do not hesitate to call.

Sincerely,

Douglas Brown, AIA  
Principal

Accepted by:

**The Town of Scituate**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_