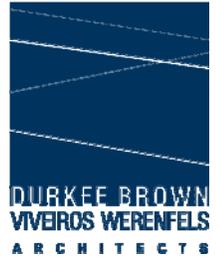


December 29, 2011

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



Re: Facility Analysis and Assessment Plan
Gates Middle School
327 First Parish Road
Scituate, MA 02066

Dear Ms. Vinchesi:

DBVW Architects is pleased to submit this fee proposal to provide architectural services for the Facility Analysis and Assessment Plan of the Gates Middle School. We thoroughly enjoyed meeting with you and the Scituate Building Commission and are delighted with the opportunity to work with you on this project.

Based upon the project elements outlined in the RFP, subsequent correspondence and our interview with the Building Commission, we have further defined our Project Approach and the associated fee.

I. Proposed Analysis and Assessment Plan Approach:

A. Existing Conditions Report

Upon receipt of the notice to proceed (on or about January 4, 2012), we will gather and review the existing documents, drawings, and reports that the Town has provided for the project team's use. After having the documents reproduced for our use, DBVW will coordinate a site visit for the week of January 9, 2012 with the Town and School. The building survey is expected to take two days and will include DBVW's architectural team as well as our MEP and Structural engineers. During the site visit, it will be beneficial for us to meet informally with the head custodian, director of facilities, and principal to discuss known building conditions.

The scope of the Existing Conditions Report will include the original building constructed in 1917, and its early additions from the 1930's. These portions of the building are known as "A Wing". The assessment will include observations about the condition of existing building elements and treatment recommendations. Should main systems such as boilers, main electric rooms, or water rooms be located outside of the "A Wing", the team will require access to those areas. The team will visually inspect the condition of all major building elements, including but not limited to roof structures, walls, doors, windows, ceilings, floors and finishes. The survey will be comprehensive for both exterior and interior conditions. A full analysis of the "A wing" condition in relation to current fire, building, zoning and accessibility codes will be included in the report.

B. Feasibility Study

At the Owner's scheduled meeting in January, (on or about January 25, 2012), DBVW shall report on the team's initial findings and begin dialogues with the Town regarding the feasibility study component. For this meeting, the Town can provide DBVW with any further defined spatial needs for the potential alternate uses of Gates Middle School, including a community center and/or town administrative offices.

II. Preliminary Schedule and Deliverables:

A. February 22, 2012: The team will formally present its findings, and distribute copies of a draft report. The report will address the existing conditions in their entirety and will begin to define a list of necessary repairs and/or upgrades. The Town will be able to review and discuss the findings and begin to prioritize the list with assistance from the design team. The list will become the basis for the first cost estimate for repairs and upgrades to the existing building. At this meeting, DBVW anticipates presenting initial "broad-stroke" ideas for re-use of the existing building, if previous dialogues and information gathered from the Town are sufficient to produce concepts.

B. March 27, 2012: Building upon feedback from the February meeting, DBVW will develop more refined schemes and present them for March 27, 2012. The design team will present one (1) scheme for each proposed use in order to promote discussion with the Owner. The deliverable will be colored "block-plans" which will be overlaid over the existing plans. These plans will show general size of program elements, departments, or other definable groupings of spaces. The plans will also broadly address potential site concerns for each proposed scheme. The Owner is encouraged to facilitate attendance of local interest groups, potential or current building occupants, etc. to provide productive feedback, opinions, and/or criticism on each scheme. Discussion will include possible MEP system changes, if any, for the proposed uses. Also at the March meeting, DBVW will present a preliminary cost estimate for the list of repair/replace items defined by February's draft existing conditions report and meeting.

C. April 25, 2012: Building upon feedback from the previous meetings, the design team will compile and present its final report to the Owner. The final report will address/respond to all the information gathered to date and all the information discussed at previous meetings. The report will be separated into several sections, including the following:

- Executive summary
- Conditions Assessment with recommendations, prioritization and an associated "replace in kind" estimate.
- Code Evaluations and Considerations for each of the potential alternative uses.
- Structural Evaluation and Considerations for each of the potential alternative uses.
- MEP/FP Evaluation and Considerations for each of the potential alternative uses.

- Feasibility Study for continued use as a middle school, including colored-block plans, code plans, and a descriptive narrative of the proposed work. A cost estimate for this work is included with the existing conditions report.
- Feasibility Study for a change of use to a community center, including colored-block plans, code plans, a descriptive narrative of the proposed work, and an associated cost estimate.
- Feasibility Study for a change of use to town administrative offices, including colored-block plans, code plans, a descriptive narrative of the proposed work, and an associated cost estimate.
- Recommendations for next steps.
- Appendices (drawings, photos, etc.)

III. Proposed Fee Schedule (Basic Services)

	Architectural	Structural	MEP/FP	Cost Consultant	Total
Task 1: Existing Conditions Report	\$20,330	\$5,440	\$9,875		\$35,645.00
Task 2: Feasibility Study	\$12,750	(included)	(included)		\$12,750.00
Task 3: Cost Estimates				\$3,500	\$3,500.00
Task 4: Final Presentation of Findings	\$3,100				\$3,100.00
Allowance for reimbursable expenses					\$1,500.00
Total (including allowance for reimbursable expense)					\$56,495.00

IV. Exclusions and Limitations:

The following exclusions and limitations apply to the fee schedule above:

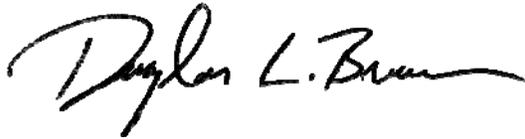
- Available upon request, the design team can extend the Existing Conditions Report to include all or some of the additional wings in the building including the gymnasium, rear classroom wing known as "B wing", and/or the side classroom wing known as "C wing", this is presently excluded.
- The design team is able to provide 3D computer modeling services should it be required, this is presently excluded.
- Hazardous material identification, testing reporting and/or remediation are excluded.
- Consultants not specifically identified above are excluded.

- E. An engineered site survey is not included.
- F. Measuring or drafting of existing condition drawings are excluded.
- G. Programming and enrollment projections are excluded.
- H. Development of Construction Documents, Bidding and/or Construction Administration are excluded.
- I. A maximum of one meeting with code officials is included.
- J. A maximum of 4 public meetings are included.
- K. Preparing and submitting an MAAB application is excluded. Our report will include recommendations for addressing MAAB requirements and/or obtaining variances.
- L. The following limitation of liability shall apply: To the maximum extent permitted by law, the Client agrees to limit the Design Professional's liability for the Client's damages to the sum of \$55,000 or the Design Professional's fee, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

We very much look forward to working with the Town of Scituate on this Facility Analysis and Assessment Plan of the Gates Middle School.

Please do not hesitate to contact me should you have any questions regarding this proposal.

Sincerely,

A handwritten signature in black ink that reads "Douglas L. Brown". The signature is fluid and cursive, with the first name being the most prominent.

Douglas Brown, AIA
Principal

Cc: A. Prester, C. Hallahan, E. Cifune