



**REVISED AGENDA  
BOARD OF SELECTMEN MEETING  
September 1, 2021**

**Following guidance issued by Governor Baker regarding the Open Meeting Law, this public meeting will be held remotely, and individuals wishing to participate may do so by utilizing Zoom video conferencing technology. To join the meeting by video conferencing using a computer or tablet, please click on the link <https://zoom.us/j/94190836812> and enter the Meeting ID 941 9083 6812 and Passcode 288185. To join by telephone only, please call 1-646-876-9923. Please see the attached page regarding Zoom participation.**

- 6:30 PM          Citizens' Comments  
*Public comments are allowed for up to ten minutes at the beginning of each meeting for items not otherwise on the agenda. Each speaker is limited to three minutes for comment. Members of the Board will neither comment nor respond, other than to ask questions of clarification. Speakers are encouraged to notify the Selectmen's Office at 508-785-0032, x221 if they wish to speak during public comments to assist the Chairman in managing meeting times.*
- 6:35 PM          I.1          Discussion on the Contract Extension with Fennick McCredie Architecture and Potential Vote
- 6:55 PM          I.2          Mask Mandate Discussion and Potential Vote
- 7:05 PM          Adjournment

The next scheduled meeting of the Board of Selectmen is September 9, 2021.

**Join Zoom Meeting:**

<https://zoom.us/j/94190836812>

**Meeting ID:** 941 9083 6812

**Passcode:** 288185

Or listen to the meeting using one of the following (at the time of the meeting):

**One Tap Mobile:** +13017158592, 94190836812#

**Or Call on the Telephone:**

Dial by your location

+1 646 876 9923 US

**Zoom Dover BOS protocol:**

1. All participants are automatically muted by Host
2. Public Comment is only allowed during the Public Comment period
3. Please click Raise Hand in the webinar controls to let the host know you would like to comment.



4. If you are participating by phone, please email questions to the Board of Selectmen at [kobrien@doverma.gov](mailto:kobrien@doverma.gov) 24 hours before the meeting.

**DOVER BOARD OF SELECTMEN**

**Agenda Item Summary**

**Meeting Date: September 1, 2021**

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**AGENDA ITEM TITLE**

**ITEM NUMBER**

Discussion on the Contract Extension with Fennick  
McCredie Architecture and Potential Vote

I.1

[FMA Fee Proposal Review LINK](#)



August 24, 2021

Christopher Dwelley  
Town Administrator  
Town of Dover  
5 Springdale Avenue  
Dover, MA 02030

And

Ford Spalding  
Dover Community Center Building Committee Chair  
Dover, MA 02030

**Subject: *Dover Community Center Project – Fennick McCredie Architecture Fee Proposal Review***

Dear Mr. Dwelley and Mr. Spalding:

As the three of us have had a couple virtual meetings / phone calls regarding Fennick McCredie Architecture's (FMA) fee proposal (attached as Exhibit A) to continue as the Designer on the Dover Community Center project; it seems appropriate to formalize Colliers' review of FMA's fee proposal in preparation for Thursday August 26<sup>th</sup>'s Board of Selectmen meeting. As such, please accept the below as Colliers' review analysis.

As you know, FMA conducted a Feasibility Study and Schematic Design through a contract (attached as Exhibit B) with Dover that can be amended to include Designer services from Design Development through project closeout. The value of this Feasibility Study & Schematic Design contract was \$250,000.

In creating their fee proposal to conduct Design Development (DD), Construction Documents (CD), Bidding Administration, Construction Administration and Closeout Administration services, FMA utilized the project schedule created by Colliers which consists of the following breakdown:

Design Development: July 2021 to October 2021

Construction Documents: October 2021 through February 2022

Bidding: March 2022 through April 2022

Construction: April 2022 through June 2023

Closeout: July 2023 through August 2023

Based on the time the Community Center project has taken through the Feasibility Study and Schematic Design and subsequently forecasting the time the remaining design phases will take, along with the typical bidding, construction administration and closeout services, FMA has submitted a base services fee proposal of \$1,526,734. That is inclusive of the \$250,000 fee they received for the Feasibility Study and Schematic Design contract. FMA provides further clarification on the project's time requirements in their fee proposal.

In addition to FMA's base services, i.e., architecture, civil, landscape, mechanical, electrical, plumbing, fire protection and structural, they've submitted a list of specialty / add-services such as septic, hazmat, Geotech, permitting, traffic, site survey, fire pump, security, and FF&E/technology/AV, which are scopes of design that are unique to that particular project. The total fee proposed for these add-services is \$231,950.

Utilizing their base services proposed fee of \$1,526,734 and the project's construction budget of \$14,180,000, FMA's fee proposal is approximately 10.8% of our construction budget. Although the proposed fee was created by laying out a staffing plan which highlights their staffing per month based on the project schedule and project requirements, as a check and balances, it's typical to compare the proposed fee percentage to the construction budget to other "comparable" projects' designer fee percentages along with comparing the different requirements amongst the projects in the comparison. Below is a list of projects with the Designer fee percentage to the construction budget as well as a brief insight to the project's requirements to provide that additional information required for the comparison:

1. Hadley Senior Center Project: 9.8%

- a. The Hadley Senior Center project did not require the time the Dover Community Center project did as it relates to designing multiple add/reno schemes as it was always planned to be new construction. It also did not require the same amount of time in creating multiple new construction schemes as it was much more streamline and efficient process due to less user group coordination required as the building was solely designed for the Hadley Council on Aging.
- b. The Hadley Senior Center project did not require the same amount of user group coordination time regarding spaces, adjacencies, layout, storage needs, etc. during design as it was solely designed for the Hadley Council on Aging. Whereas the Dover Community

Center project requires the coordination with the Council on Aging, Parks and Rec. Dept. and Dover community.

2. South Hadley Senior Center Project: 9.1%

- a. The South Hadley Senior Center project did not require the time the Dover Community Center project did as it relates to designing multiple add/reno schemes as it was always planned to be new construction. It also did not require the same amount of time in creating multiple new construction schemes as it was much more streamline and efficient process due to less user group coordination required as the building was solely designed for the South Hadley Council on Aging.
- b. The South Hadley Senior Center project did not require the same amount of user group coordination time regarding spaces, adjacencies, layout, storage needs, etc. during design as it was solely designed for the South Hadley Council on Aging. Whereas the Dover Community Center project requires the coordination with the Council on Aging, Parks and Rec. Dept. and Dover community.

3. Longmeadow Senior Center Project: 10%

- a. The Longmeadow Senior Center project did not require the time the Dover Community Center project did as it relates to designing multiple add/reno schemes as it was always planned to be new construction. It also did not require the same amount of time in creating multiple new construction schemes as it was much more streamline and efficient process due to less user group coordination required as the building was solely designed for the Longmeadow Council on Aging.
- b. The Longmeadow Senior Center project did not require the same amount of user group coordination time regarding spaces, adjacencies, layout, storage needs, etc. during design as it was solely designed for the Longmeadow Council on Aging. Whereas the Dover Community Center project requires the coordination with the Council on Aging, Parks and Rec. Dept. and Dover community.

In summary, based on our experience on similar projects and the design time required on them in comparison to the Dover Community Center project, we feel FMA's fee proposal of \$1,526,734 for base services and \$231,950 for specialty / additional services is fair and reasonable and recommend approval.

If you have questions or require additional information, you can contact me at (413) 592-0030 ext. 143 or [phil.palumbo@colliers.com](mailto:phil.palumbo@colliers.com).

Sincerely,

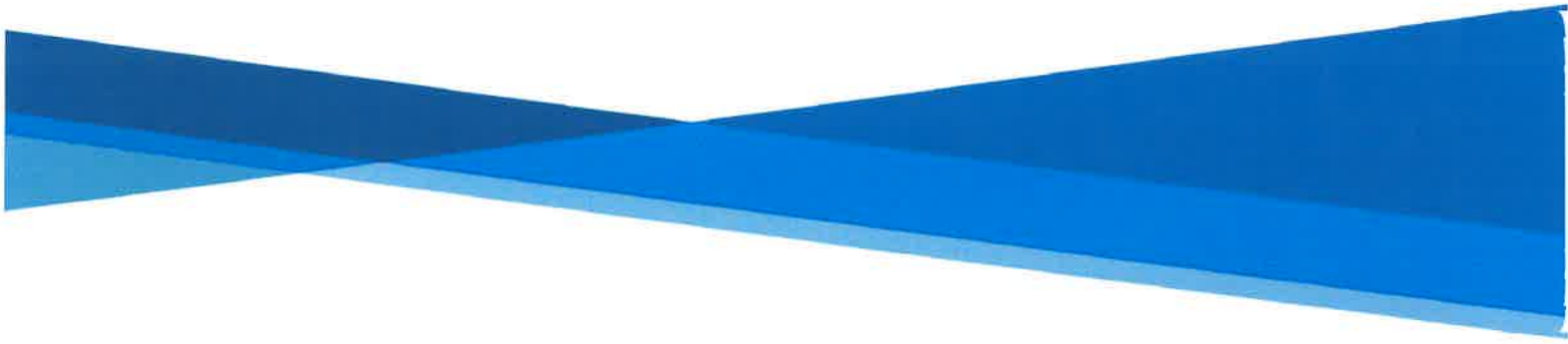


Phil Palumbo, MCPPO  
Senior Project Manager  
Colliers Project Leaders | Northern New England  
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Direct: 413-592-0030 x143 | Mobile: 774-535-3266  
67 Hunt Street, Suite 119 | Agawam, MA 01001 | USA

Attachments:

Exhibit A - FMA Fee Proposal dated August 24, 2021 with the associated breakdown  
Exhibit B - Dover - FMA Feasibility Study / Schematic Design Contract

cc: Monica DiSciullo, Administrative Assistant  
Kenneth Guyette, Colliers Project Leaders Senior Director  
John Bates, Colliers Project Leaders Project Manager



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**EXHIBIT A:**

**FMA FEE PROPOSAL**



August 24, 2021

Mr. Chris Dwelley  
Town Administrator  
Town of Dover  
5 Springdale Avenue  
Dover, MA 02030

**RE:** Architectural and Engineering Services Proposal – Design Development Through Closeout

Dear Mr. Dwelley,

We have been working in good faith through the summer on the Dover Community Center Project based on the on the overwhelmingly successful Town Vote on the Dover Community Center in June and look forward to approval of this fee proposal by the Dover Selectmen. This will allow us to execute a contract amendment and bring our full array of consultants on board, minimizing any impact to the design schedule.

We understand that there have been some questions as to whether the fee proposal was based on the cost estimates from Schematic Design, which were significantly impacted by market pressures stemming from the ongoing COVID-19 pandemic. We want to assure you that this fee proposal was built-up based on the estimated labor required by Fennick McCredie and our consultants required to deliver the high level of services that Dover has come to expect from our team during the Feasibility and Schematic Design phases. This proposal is not a simple percentage of estimated construction costs.

We are designing an extremely custom solution for Dover, with its balance of departments like Council on Aging and Parks & Recreation along with general community users. The renovation of the 1910 Caryl School building is also a unique feature of this project. There are also unusual site constraints (fire tank and septic system) that are not in a typical municipal project.

Ultimately the Community Center Project is small compared to other municipal projects like schools which can have 4x cost but lots of repetition in classroom design. This project will have the same number of specification sections and details as a much larger project. Much of the engineering has a certain minimal level of complexity that is independent of construction cost and so on a smaller project these costs seem higher on a percentage basis as the linear relationship of cost and fee breakdown.

We have reviewed our consultant fees and staff labor projections with your OPM, Colliers- based on the OPM's schedule of May 14<sup>th</sup>. In summary we are proposing small, but highly qualified team: 2.5 full-time staff in Design Development and increasing to 3.5 staff for Construction Documents.

We intend to maintain the same core team:

- Deborah Fennick, Project Principal
- Jon Richardson, Project Manage (half time)
- Jenniece Centrella, Project Architect (full-time)

## Schedule

This fee proposal is for continuation of A/E services through Design Development, Construction Documents, Bidding and Construction Administration (through Closeout) and based on the OPM's overall schedule of May 14<sup>th</sup>, which works out to 3 months for Design Development, 5 months for Construction Docs. , plus 13 month of Construction Administration as follows:

- Design Development: July 5 – October 4, 2021
- Construction Documents: October 5<sup>th</sup> to February 28<sup>th</sup>, 2022
- 80% CD Set for Pricing and Permitting: December 10<sup>th</sup>, 2021
- Bidding: March 1<sup>st</sup> to April 22<sup>nd</sup>, 2022
- Construction: May 2022 thru June 2023
- Close-out: July & Aug 2023

## Assumptions

Based on the Schematic Design Set of April 9<sup>th</sup>, we collected proposals from our design team for Basic Services and Supplemental Services. Given the extraordinary escalation that we have seen during Schematic Design estimating, we have based these proposals on the scope of work and time required, not as a percentage of construction costs.

There is investigative work needed for a renovation that would not be required in an all-new construction option and this has factored into the schedule and scope. Finally, since Warrant Article#4 also passed, we have included \$67,684 as the design fee portion of that \$850,000 expansion to the Recreation Space.

Following standard practice, we have consolidated the following trades under Basic Services: MEP/FP, Civil, Landscape, Structure, Code, Cost, Specifications, and Kitchen. Per the Project RFP and our Contract for the Feasibility/Schematic Design Study, our proposed fee also includes the following Supplemental Services:

• Traffic Study – by Nitsch Engineering	\$15,000
• Permitting/Site Plan Review -Nitsch Engineering	\$21,500 -NTE
• Envelope Study (of 1910 Building)	-FM to self-perform
• Fire Pump & Tank System Design -BVH	\$30,000
• Geotechnical Borings and Report – MacPhail Assoc.	\$13,000
• Penetrative Hazmat Investigation – ATC Atlas	\$8,000
• Site Survey – Nitsch Engineering	\$17,000
• Septic System Design – Nitsch Engineering	\$25,000
• Technology Engineering &Procurement	\$15,000
• Safety-Security Engineering	\$15,000
• A/V Procurement	\$15,000
• FF&E Procurement (via State Contract) – FM	\$40,000
• FM supervision of Supplemental Serv. (10%)	\$17,450
<b>Total Supplemental Services</b>	<b>\$231,950</b>

These fees cover the sustainable design as determined during the Feasibility/ Schematic Phases including the design and specification of the high efficiency HVAC system (VRF). LEED Certification, Energy Modeling, Utility Interconnect Agreement, or engineering of a PV system would be additional services.

### **Compensation**

Based on the above assumptions we are proposing the following fees for Design and Engineering Services from Design Development through Bidding:

Feasibility/ Schematic	\$250,000
DD-CD- Bid:	\$1,156,947
CA/ Closeout	\$351,737
<b>Total A/E Fee</b>	<b>\$1,758,684</b>

For Project expenses we anticipate travel mileage for site visits and Committee meetings (when in-person meetings resume), as well as printing of milestone sets for the Town and Bldg. Committee (including Permitting, but not Bid Sets). It would be prudent to also carry some monies for express delivery, incidentals, possible 3<sup>rd</sup> party testing such as water flow tests. Therefore, we recommend:

Printing/ Mileage:	\$20,000
Miscellaneous:	\$15,000
<b>Total Expenses:</b>	<b>\$35,000</b>

Sincerely,  
Fennick McCredie Architecture



Jon Richardson, AIA  
Project Manager

**Fee Breakdown**

**Denver Community Center**

Town of Dover  
Fennel & McCrede  
1190-CI  
9/8/2020

last update  
Aug 24

FE SUMMARY	ESTIMATE #	DATE	REV	REV AMOUNT	REV PERCENT	ESTIMATE #	DATE	REV	REV AMOUNT	REV PERCENT	ESTIMATE #	DATE	REV	REV AMOUNT	REV PERCENT	ESTIMATE #	DATE	REV	REV AMOUNT	REV PERCENT	ESTIMATE #	DATE	REV	REV AMOUNT	REV PERCENT					
Programming & Feasibility			1%	\$75,000.00	83%																									
Schematic Design			8.5%	\$70,000.00	83%																									
Design Development			20.0%	\$193,770.00	83%																									
Construction Documents			35.0%	\$284,358.00	83%																									
Bidding			5.4%	\$62,000.00	83%																									
Construction Administration			21.1%	\$388,000.00	83%																									
Base contract subtotal:			100.0%	\$1,526,734.00	83%																									
Base contract - Additional items:				\$718,444.00	118.000000%																									
<b>SUBTOTAL (BASE CONTRACT)</b>				\$2,245,178.00																										
Additional services subtotal:			18.2%	\$403,000.00	18.000000%																									
<b>Total Fee</b>				\$2,648,178.00																										
PM Subtotal				\$178,484.00																										

DESCRIPTION OF FEES	ESTIMATE #	DATE	REV	REV AMOUNT	REV PERCENT	ESTIMATE #	DATE	REV	REV AMOUNT	REV PERCENT	ESTIMATE #	DATE	REV	REV AMOUNT	REV PERCENT	ESTIMATE #	DATE	REV	REV AMOUNT	REV PERCENT	ESTIMATE #	DATE	REV	REV AMOUNT	REV PERCENT							
Haz Mat Survey			3.6%	\$4,800.00	0.2%																											
Geotech			6.2%	\$16,300.00	0.7%																											
Permitting			10.2%	\$23,680.00	1.0%																											
Septic			11.9%	\$27,500.00	1.2%																											
Traffic			7.1%	\$18,500.00	0.8%																											
Land Survey			8.1%	\$20,900.00	0.9%																											
Pre-pump Tank (TD-CU)			14.2%	\$36,000.00	1.6%																											
Utility Survey			15.1%	\$39,000.00	1.7%																											
Architectural Engineering			7.1%	\$18,500.00	0.8%																											
AV Procurement			7.1%	\$18,500.00	0.8%																											
FF&E Design & Procurement			17.2%	\$40,000.00	1.8%																											
<b>Total Fee</b>				\$178,484.00																												
<b>PM Subtotal</b>				\$178,484.00	33%																											

**DOVER BOARD OF SELECTMEN**

**Agenda Item Summary**

**Meeting Date: September 1, 2021**

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**AGENDA ITEM TITLE**

**ITEM NUMBER**

Mask Mandate Discussion and Potential Vote

I.2