

Municipal Building Projects Soft Cost Analysis

Fire Station

Company	Service	Cost	Type
MLD	Preliminary Design	\$ 5,000	Fixed
MLD	Design Development (Includes Geotech. Report)	\$ 16,900	Fixed
MLD	Septic Design	\$ 6,100	Fixed
MLD	Permitting (up to \$8,000)	\$ 5,000	Variable
MLD	Contract Documents	\$ 4,000	Fixed
MLD	Construction Administration (up to \$4,000)	\$ 2,500	Variable
	Subtotal	\$ 39,500	

DA	Schematic Design	\$ 11,000	Fixed
DA	Design Development	\$ 19,250	Fixed
DA	Construction Documents	\$ 19,250	Fixed
DA	Bidding	\$ 5,500	Fixed
DA	Construction Administration	\$ 8,500	Variable
	Subtotal	\$ 63,500	

Total Soft Cost	\$ 103,000
Target Project Cost	\$ 700,000
Construction Cost	\$ 597,000
Soft Cost Ratio	14.7%

Library

Company	Service	Cost	Type
DA	Schematic Design	\$ 1,186	Fixed
DA	Design Development	\$ 3,162	Fixed
DA	Construction Documents	\$ 3,557	Fixed
DA	Construction Administration	\$ 1,500	Variable
	Total Soft Cost	\$ 9,405	
	Target Project Cost	\$ 100,000	
	Construction Cost	\$ 90,595	
	Soft Cost Ratio	9.4%	

Soft Cost Grand Total	\$ 112,405
Construction Cost Grand Total	\$ 687,595
Contingency	\$ 50,000
Combined Total Project Cost	\$ 850,000
Soft Cost Ratio	13.2%

Note 12 Deferred Compensation Plan (continued)

Assets of the plan are placed in trusts for the exclusive benefit of participants and their beneficiaries. Accordingly, the assets and the liability for the compensation deferred, including earnings on plan assets, are not included in the Town's financial statements.

Note 13 Components of the General Fund's Fund Balance

The General Fund's unassigned fund balance as of June 30, 2018 is \$1,103,560.

	Nonspendable	Restricted	Assigned	Committed
Admin technology	\$ -	\$ -	\$ -	\$ 3,730
Age friendly	-	-	-	2,622
Alice Couture	20,000	15,543	-	-
Backhoe	-	-	-	30,260
Ballfield	-	-	-	3,004
Beach	-	21,397	-	8,125
Beach Improvement	16,915	-	-	-
Beach tractor replacement	-	-	2,400	-
Beach equipment	-	-	6	-
Cemeteries	81,750	59,383	-	5,307
Cemeteries - living fence	-	-	-	14
Cemetery capital	-	-	-	12,900
Cemetery expansion	-	20,117	-	-
Dispatching	-	-	-	5,525
Dog vaccination fund	-	-	-	390
Enterprise fund	-	-	-	54,288
FD annual physicals	-	-	-	4,792
FD equipment	-	-	-	49,572
Fire PPG replacement	-	-	-	5,984
Fire tower sites	-	-	-	(12,335)
Fire station addition	-	-	-	35,522
Fire station improvement	-	-	-	9,205
Forestry	-	-	-	697
Gile hall	-	-	-	24,836
Grant writing	-	-	-	10,792
Governor Huntoon	339	5,393	-	-
Heating assistance	-	-	-	3,087
Heritage days	-	-	-	6,552
Kents Hill	4,910	13,769	-	-
Kesner	300	570	-	-
Kolreg	500	2,000	-	-
Library operations	-	-	-	6,739
Library improvements	-	-	-	1,122
Lincoln-Morse	500	1,933	-	-
Maranacook dam	-	-	-	120,363
Mill stream bridge	-	-	-	369
Mill stream dam	-	-	-	5,818
Minnie Walker	600	1,894	-	-
Open space	-	-	-	6,815
Capital equipment	-	-	-	25,000
Reafield corner sewage	-	-	1,705	-
Recreation	-	-	-	19,577
Revaluation	-	-	-	85,000
Road and bridge bond	-	-	-	5,830
Road bond 13-14	-	-	-	454
Sidewalk capital	-	-	-	45,000
Roads capital	-	-	-	15,000
Snowmobiling	-	-	-	1,379
Summer roads	-	-	-	175,075
Conservation land	-	-	-	28,414
Townsend	1,738	1,258	-	-
Town boundary lines	-	-	656	-
Trails	-	25	-	1,993
Transfer station ops	-	-	-	2,195
Transfer station cap	-	-	-	79,510
War Memorial	2,156	1,573	-	-
Water holes	-	-	-	4,282
Whittier	500	3,489	-	-
Total	\$ 130,208	\$ 148,344	\$ 4,767	\$ 894,804



**Contract Proposal
REVISED**

Proposal For	From	March 15, 2019
Eric Dyer Town of Readfield, Maine 8 Old Kents Hill Road Readfield, ME 04355 P: (207) 685-1818	Thomas W. Perkins President	
	Project Title	
	Readfield Fire Station Additions	

Project Description

Complete design package for two additions to the existing Readfield Fire Station. One addition will comprise a supplementary Apparatus Bay, and the second addition will include space programming for:

- Training room for 50 people
- Two dormitory rooms
- Firefighting gear washer/extractor room
- Commercial kitchen, including range hood compliant with NFPA 96
- Bathrooms with showers
- Emergency Operation Center infrastructure in Training Room
- Code compliant life safety systems (fire alarm, lighting, egress, etc.)
- Roof lines and facade to compliment existing architecture
- Building envelope design per current energy code

Scope of Services

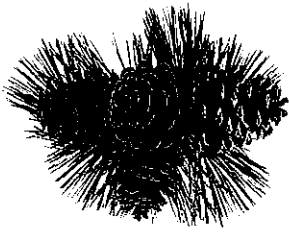
Our scope of work includes:

Architectural Design

- Floor plans
- Building elevations
- Code compliance
- Sections and details
- Material specifications
- Door and hardware schedules
- 3D renderings
- Coordination with mechanical/HVAC, electrical, plumbing and fire protection
- Permit application preparation
- Presentation to Planning Board
- Meetings with Town and State officials

Structural Design

- Reinforced concrete Foundation
- Structural frame for walls, floors, and roof
- Environmental load analysis



- Structural plans, sections, and details
- Materials specification and testing requirements

Site/Civil Design

- Close coordination with Main Land, who will be performing this portion of the design

Mechanical/HVAC and Plumbing Design

- General heating, cooling, and ventilation for all areas
- Integration of energy-saving strategies
- Plumbing design and coordination with site for discharge requirements

Electrical Design

- Lighting, Power, and Systems design
- Integration of energy-saving strategies such as solar panels and daylight harvesting

Fire Protection Design

- Coverage requirements and hazard classifications will be provided on Fire Protection plans to be utilized by a fire protection contractor to develop detailed piping plans under a delegated design arrangement. These plans will be submitted to the Town and State separately for the sprinkler permit.

All design deliverables will be by engineered, stamped drawings with specifications included as tables and notes (no separate project manual/specification book)

Construction administration services are excluded from the lump sum design amount. Due to the highly variable nature of this work, we have proposed a budget by which we will charge against it on a Time and Expenses basis, as needed

Timeline

Schematic Design with Opinion of Probable Cost: 5/7/2019

Design Development Drawings: 6/14/2019

Construction Documents/Bidding: 7/19/2019

Exclusions

1. Permit fees and applications
2. Any design discipline not specifically identified
3. Renovation and reprogramming plans of existing space

Design Items

Architectural Design

Construction Administration

Cost Estimates

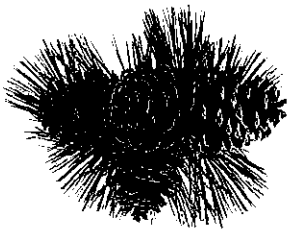
Electrical Design

Fire Protection Design

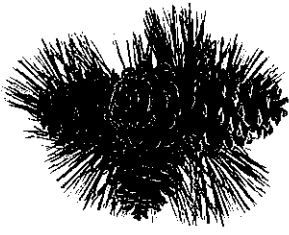
Mechanical/HVAC Design

Plumbing Design

Structural Design



Fee and Structure		Amount
Schematic Design	Fixed Fee	11,000.00
Design Development	Fixed Fee	19,250.00
Construction Documents	Fixed Fee	19,250.00
Bidding	Fixed Fee	5,500.00
Construction Administration (Budgeted value, actual time to be billed hourly)	Hourly	8,500.00
Fee Total \$		63,500.00



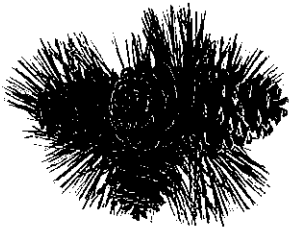
Terms and Conditions

We believe that it is good business practice to set forth the nature of our agreement in order to assure that we have a mutual understanding with regard to the Services to be rendered. Below is a summary agreement and terms by which we will move forward:

1. The Owner agrees to furnish us with full information as to your project requirements, including any special or extraordinary considerations for the Project or special services needed, and also to make available all pertinent existing data in your possession.
2. Often it is necessary for us to incur expenses in the interest of the Project for items including, but not limited to, travel, reproductions, lodging, meals, telephone calls, facsimile transmissions, and outside consultants. These are expenses we consider to be reimbursable and in addition to the fee proposed below. Reimbursable Expenses will be billed as follows:

Mileage:	\$0.545 per mile each-way, plus time one-way
Other:	Actual cost x 1.05
3. We would expect to commence our Services after receipt of your acceptance of this proposal and to complete our Services within the time referenced below. If there are protracted delays for reasons beyond our control, by you or others, and our Services have not been completed within one year from the date hereof, we would expect to renegotiate with you the basis for our compensation in order to take into consideration changes in prices and pay scales applicable to the period when Services are in fact being rendered.
4. All drawings, specifications and documents produced under the terms of this agreement are instruments of service, are the property of DIRUGO ARCHITECTURAL ENGINEERING, LLC (DAE), and shall only be used with respect to the Project unless otherwise provided.
5. A *Schedule of Hourly Rates* of the professionals who will be involved in rendering the Services is as follows:

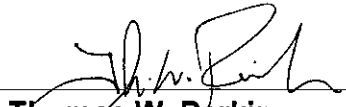
Principal:	\$160/hour
Sr. Structural Engineer:	\$115/hour
Project Manager:	\$100/hour
Architectural Designer:	\$100/hour
Project Engineer:	\$90/hour
Administrative Support:	\$55/hour
6. If part of the service fee scope, estimates of probable construction cost provided by DAE are based on our judgment at the time the estimate was provided. DAE has no control over the costs of the construction of the project and we offer no warranty or guarantee that the construction cost will be within the probable construction cost estimate. Any payments due to us shall not be withheld if the cost of the construction is above the probable construction cost estimate or exceeds the Owner's available funds for the construction. Any services provided by DAE to revise the project Scope shall be compensated as additional services on an hourly basis according to the *Schedule of Hourly Rates*.
7. We will perform our Services with at least the professional skill and care as is normal and customary for our profession. The standard of care for all professional engineering and related services performed or furnished by DAE under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and the same locality. DAE makes no warranties, express or implied, under this Agreement or otherwise, in connection with these services.
8. DAE shall exercise the usual and customary professional care in its effort to comply with applicable laws, codes and regulation in effect as of the date of this Project. To the extent that the applicable laws, codes and regulations in effect as of the date of this project were modified with the governmental authority having jurisdiction over the Project, DAE shall exercise usual and customary professional care in its effort to comply with the negotiated Agreement. Design changes made necessary by newly enacted laws, codes and regulation after the Contract Date shall entitle DAE to a reasonable adjustment in the schedule and additional compensation in accordance with this Agreement.
9. To the maximum extent permitted by law, the Client agrees to limit DAE's liability to the Owner and to all Contractors, Subcontractors and Suppliers on the project, due to our negligent acts, errors or omissions, such that the total aggregate liability for any and all losses, costs, damages or claims of any kind, including but not limited to claims for negligence, breach of contract, contribution, and indemnification, resulting from the provided professional services, shall not exceed \$50,000 or DAE's total fee for services on this project, whichever is greater.
10. DAE and Owner waive consequential damages for claims, disputes or other matters in question arising out of or related to this Agreement. The mutual waiver is applicable, without limitation, to all consequential damages to either party's termination of this Agreement, including such things as lost business, lost profits, financing costs, loss of use of property, delay damages, etc.
11. DAE and Owner agree that they shall first submit any and all unsettled claims, counterclaims, disputes and other matters in question between them arising out of or relating to this Agreement or the breach thereof, to mediation. DAE and Owner agree to participate in the mediation process in good faith. The process shall be conducted on a confidential basis, and shall be completed within 120 days of claim notice by either party. If such mediation is unsuccessful in resolving the dispute, then (1) the parties may mutually agree to a dispute resolution of their choice, or (2) either party may seek to have the dispute resolved by a court of competent jurisdiction.
12. DAE and Owner will each have the right to terminate this agreement by not less than seven (7) days written notice to the other. In the event of such termination, full payment shall be made for Services performed to the termination date, including Reimbursable Expenses then due and all termination expenses.
13. This document represents the entire agreement between us and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may only be amended in writing and signed by both parties via change order.
14. Job site Safety: Neither the professional activities of the Consultant, nor the presence of the Consultant or its employees and subconsultants at a construction/project site, shall impose any duty on the Consultant, nor relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques, or procedures necessary for performing, superintending and coordinating the Work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. The Consultant and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work of any health or safety programs or procedures. The Client agrees that the General Contractor shall be solely responsible for jobsite and worker safety and warrants that this intent shall be carried out in the Client's contract with the General Contractor. The Client also agrees that the General Contractor shall defend and indemnify the Client, the Consultant and the Consultant's subconsultants. The Client also agrees that the Client, the Consultant and the Consultant's subconsultants shall be made additional



insureds under the General Contractor's policies of general liability insurance.

15. **Third-Party Beneficiaries:** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client and Consultant agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.

Authorization and Acceptance (Acknowledgement of Concurrence with the foregoing)


Thomas W. Perkins
President

Eric Dyer
Town Manager

Date



**Contract Proposal
REVISED**

Proposal For	From	March 15, 2019
Eric Dyer Town of Readfield, Maine 8 Old Kents Hill Road Readfield, ME 04355 P: (207) 685-1818	Thomas W. Perkins President	
	Project Title	
	Town of Readfield - Library	

Project Description

Structural engineering evaluation and remedy of the Readfield Community Library, including roof replacement

Scope of Services

After review of the *Norwood Home Inspections* report from October 2018, it is clear there are several deficiencies identified in the building that need to be addressed. Our understanding is that from the report's findings, the Town has prioritized the structural corrections to the roof and floors. A second but equal priority is the replacement of the roof, and the desire is to change to a standing seam metal roof system. We agree that stabilizing the building's frame and taking steps to prevent water infiltration are very logical first steps.

We hereby present this proposal to create a structural remedy to the roof and floor framing deficiencies. Based on the information presented, we assume this is limited to the roof framing and the 'back right' areas of the second floor that are showing sag and deflection while walking on it. However, in our analysis we will carry the load path completely to the ground, and if other areas are discovered to be deficient, we will identify those as well.

Our deliverables include:

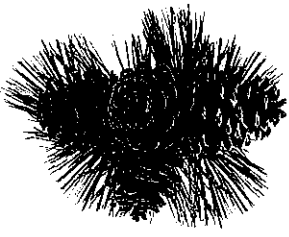
1. Field measurements and survey of existing conditions, framing member sizes, and arrangement
2. Engineered drawings suitable for bidding and construction, showing the structural framing remedies and roof replacement. Specifications will be included on the drawings.
3. Opinion of Probable Cost
- ~~4. Bid administration for the work on behalf of the Town of Readfield~~
5. Construction administration services (although due to the highly variable nature of this work, we have proposed a budget by which we will charge against it on a Time and Expenses basis, as needed)

Timeline

Schematic Design and Opinion of Probable Cost by 5/7/19
Design Development by 5/31/19
Bidding Documents by 6/21/19

Should we discover from our initial field measurements and investigation that the scope of work is likely more extensive than the Norwood report indicates, then we will notify the Town in writing prior to proceeding with the detailed design.

Exclusions



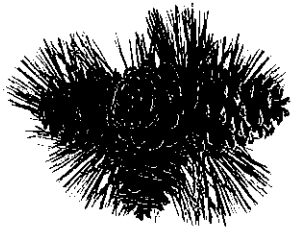
1. Permit fees and applications
2. Any design discipline not specifically identified

Design Items

Cost Estimates
Structural Design

Fee and Structure

		Amount
Schematic Design	Fixed Fee	1,186.00
Design Development	Fixed Fee	3,162.00
Construction Documents	Fixed Fee	3,557.00
Construction Administration (Budgeted value, actual time to be billed hourly)	Hourly	1,500.00
	Fee Total \$	9,405.00



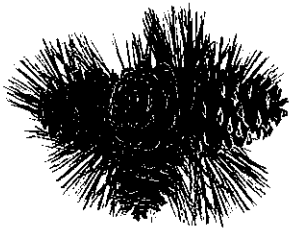
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2. Often it is necessary for us to incur expenses in the interest of the Project for items including, but not limited to, travel, reproductions, lodging, meals, telephone calls, facsimile transmissions, and outside consultants. These are expenses we consider to be reimbursable and in addition to the fee proposed below. Reimbursable Expenses will be billed as follows:

Mileage:	\$0.545 per mile each-way, plus time one-way
Other:	Actual cost x 1.05
3. We would expect to commence our Services after receipt of your acceptance of this proposal and to complete our Services within the time referenced below. If there are protracted delays for reasons beyond our control, by you or others, and our Services have not been completed within one year from the date hereof, we would expect to renegotiate with you the basis for our compensation in order to take into consideration changes in prices and pay scales applicable to the period when Services are in fact being rendered.
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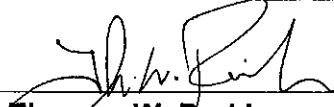
Principal:	\$160/hour
Sr. Structural Engineer:	\$115/hour
Project Manager:	\$100/hour
Architectural Designer:	\$100/hour
Project Engineer:	\$90/hour
Administrative Support:	\$55/hour
6. If part of the service fee scope, estimates of probable construction cost provided by DAE are based on our judgment at the time the estimate was provided. DAE has no control over the costs of the construction of the project and we offer no warranty or guarantee that the construction cost will be within the probable construction cost estimate. Any payments due to us shall not be withheld if the cost of the construction is above the probable construction cost estimate or exceeds the Owner's available funds for the construction. Any services provided by DAE to revise the project Scope shall be compensated as additional services on an hourly basis according to the *Schedule of Hourly Rates*.
7. We will perform our Services with at least the professional skill and care as is normal and customary for our profession. The standard of care for all professional engineering and related services performed or furnished by DAE under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and the same locality. DAE makes no warranties, express or implied, under this Agreement or otherwise, in connection with these services.
8. DAE shall exercise the usual and customary professional care in its effort to comply with applicable laws, codes and regulation in effect as of the date of this Project. To the extent that the applicable laws, codes and regulations in effect as of the date of this project were modified with the governmental authority having jurisdiction over the Project, DAE shall exercise usual and customary professional care in its effort to comply with the negotiated Agreement. Design changes made necessary by newly enacted laws, codes and regulation after the Contract Date shall entitle DAE to a reasonable adjustment in the schedule and additional compensation in accordance with this Agreement.
9. To the maximum extent permitted by law, the Client agrees to limit DAE's liability to the Owner and to all Contractors, Subcontractors and Suppliers on the project, due to our negligent acts, errors or omissions, such that the total aggregate liability for any and all losses, costs, damages or claims of any kind, including but not limited to claims for negligence, breach of contract, contribution, and indemnification, resulting from the provided professional services, shall not exceed \$50,000 or DAE's total fee for services on this project, whichever is greater.
10. DAE and Owner waive consequential damages for claims, disputes or other matters in question arising out of or related to this Agreement. The mutual waiver is applicable, without limitation, to all consequential damages to either party's termination of this Agreement, including such things as lost business, lost profits, financing costs, loss of use of property, delay damages, etc.
11. DAE and Owner agree that they shall first submit any and all unsettled claims, counterclaims, disputes and other matters in question between them arising out of or relating to this Agreement or the breach thereof, to mediation. DAE and Owner agree to participate in the mediation process in good faith. The process shall be conducted on a confidential basis, and shall be completed within 120 days of claim notice by either party. If such mediation is unsuccessful in resolving the dispute, then (1) the parties may mutually agree to a dispute resolution of their choice, or (2) either party may seek to have the dispute resolved by a court of competent jurisdiction.
12. DAE and Owner will each have the right to terminate this agreement by not less than seven (7) days written notice to the other. In the event of such termination, full payment shall be made for Services performed to the termination date, including Reimbursable Expenses then due and all termination expenses.
13. This document represents the entire agreement between us and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may only be amended in writing and signed by both parties via change order.
14. **Job site Safety:** Neither the professional activities of the Consultant, nor the presence of the Consultant or its employees and subconsultants at a construction/project site, shall impose any duty on the Consultant, nor relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques, or procedures necessary for performing, superintending and coordinating the Work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. The Consultant and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work of any health or safety programs or procedures. The Client agrees that the General Contractor shall be solely responsible for jobsite and worker safety and warrants that this intent shall be carried out in the Client's contract with the General Contractor. The Client also agrees that the General Contractor shall defend and indemnify the Client, the Consultant and the Consultant's subconsultants. The Client also agrees that the Client, the Consultant and the Consultant's subconsultants shall be made additional



insureds under the General Contractor's policies of general liability insurance.

15. **Third-Party Beneficiaries:** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client and Consultant agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.

Authorization and Acceptance (Acknowledgement of Concurrence with the foregoing)


Thomas W. Perkins
President

Eric Dyer
Town Manager

Date



MAIN-LAND

DEVELOPMENT
CONSULTANTS, INC.

ENGINEERS, SURVEYORS, SCIENTISTS

P.O. BOX Q LIVERMORE FALLS, ME 04254
TEL: (207) 897-6752/FAX: (207) 897-5404
WWW.MAIN-LANDDCI.COM

March 15, 2019

Town of Readfield
Attn: Eric Dyer, Town Manager
8 Old Kents Hill Road
Readfield, ME 04355

SUBJECT: Agreement for Professional Services
Readfield Fire Station Expansion – Site Civil Engineering Design Services

Dear Eric,

We met on February 20, 2019, at the Readfield Fire Station, to discuss your plans to expand the subject structure. Since there is apparent political momentum and will to approve the project, we are excited to be able to assist the Town in this endeavor. Therefore, as requested, we are pleased to produce this proposed Agreement for your consideration.

PARTIES:

The Parties to this Agreement shall be Main-Land Development Consultants, Inc. and Town of Readfield, Maine:

Client:

Town of Readfield, Maine (hereinafter called Client)
Contact: Eric Dyer, Town Manager
Address: 8 Old Kents Hill Road, Readfield, ME 04355
Office Tel: 685-4939
Cell: 242-5437
Email: manager@readfieldmaine.org

Consultant:

Main-Land Development Consultants, Inc. (hereinafter called Main-Land)
Contact: Robert (Bob) Berry III, P.E. Owner/President
Richard (Rick) Dunton, P.E. Director of Engineering
Eric J. Labelle, P.E. Senior Engineer
Address: PO Box Q
Livermore Falls, ME 04254
Tel: (207)-897-6752
Fax: (207)-897-5404
Email: Eric@main-landdci.com, Rick@main-landdci.com

PROPOSAL FOR PROFESSIONAL SERVICES
TOWN OF READFIELD, MAINE

For clarity and your convenience, we offer the following preliminary list of people, titles, and companies that, although not parties to this proposed Agreement, are or might become involved in this project.

Co-consultant:

Dirigo Architectural Engineering (Dirigo AE)
Contact: Thomas Perkins, PE, LEED AP, M.ASCE
Address: 7 Cobblestone Drive – Suite 2
Turner, ME 04282
Tel: (207) 225-3040
Fax: (207) 433-1075

Subconsultant:

AJ's Septic Inspections, Inc.
Contact: James (Jason) Cushing
Address: 212 Glenn Harris Road
New Sharon, ME 04955
Tel: (207) 778-5444

Subconsultant:

Northern Test Borings, Inc.
Contact: Michael Nadeau
Address: 187 Mighty Street
Gorham, ME 04038
Tel: (207) 839-9880
Fax: (207) 839-9882

A change to the Parties, sub-consultants, or co-consultants might cause a change to scope and cost.

PROJECT SITE:

The project site is located at the Readfield Fire Station, 1154 Main Street, Readfield, Maine.

PROJECT GOALS:

MAIN-LAND understands that you intend to expand the current Fire Station, including an additional vehicle bay and secondary addition with space programming such that it may function as an incident command center.

MAIN-LAND understands that the project will include minor changes to the site (outside the building footprint) requiring design. This could include, parking, on-site vehicle circulation, 360 degree building access, and utility connections.



MAIN-LAND understands that the potential use of the building is changing dramatically such that expansion of the existing subsurface wastewater disposal system will be required by code. Given the age of the current system, we assume design and install of a new system will be prudent.

MAIN-LAND understands that there are issues with the floor drains and storm sewer system beneath the slab. We assume that assessment and design of improvements or corrections to this system will be included.

SCOPE OF SERVICES:

Main-Land has and will perform the following work, broken down into phases.

Preliminary Design

MAIN-LAND has performed initial project planning including a site visit, review of project history, review of potential codes and issues, and coordination of the design team. This work is necessary for a good understanding of project scope and goals.

MAIN-LAND will coordinate with Dirigo AE utilizing the preliminary design footprint to estimate site costs for the budgetary meeting in May. We anticipate this to include some minor earthwork, utility connections, new septic field, additional paved area for ADA and emergency access. We assume that conceptual suggestions and adjustments will be made by Town stakeholders at this stage.

MAIN-LAND will attend the budgetary meeting on March 28, for the purpose of answering questions and introducing the project team to stakeholders.

Design Development

MAIN-LAND will work with the Owner to confirm locations of underground utilities prior to collection of site survey information. DigSafe will be required for the Geotechnical Analysis and markings will be survey located. If the Owner and DigSafe are not able to confirm underground utility locations in the vicinity of the test borings, the Owner should retain a private utility location service to perform this activity. This service typically costs approximately \$150/hour. For budgeting purposes, we recommend that the Owner have a contingency of \$750 if private utility location service is needed.

MAIN-LAND will assemble the necessary information of existing conditions into a base map. This work will include collection and compilation of survey information by Dan Harriman and a topographical and site feature survey by combination of LiDAR and field methods. Plans will be computer drawn using "Civil 3D 2019". The base map will be used for the remainder of the project's work and has intrinsic value.

MAIN-LAND will provide the base map to Dirigo AE for their work in developing the building design.



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MAIN-LAND will provide geotechnical expertise on both the vehicle bay and rear expansions. Main-Land will lay out a soil test boring pattern (2 borings per Site), subcontract with appropriate company(s) to perform the explorations (assumed one field day), and observe that on-site work. Main-Land will log the explorations, perform tests for moisture content and grain size analyses on selected samples and analyze the geotechnical criteria.

MAIN-LAND will prepare and submit a geotechnical report for the use of Dirigo AE in its foundation load design.

MAIN-LAND will develop the approved concept design, including access and parking, grading, utility connections, subsurface wastewater disposal (detailed below), drainage, stormwater treatment to meet local and state standards, and details.

Non-Engineered (as defined by code) subsurface wastewater work will include the following:

- Existing conditions investigation utilizing AJ's Septic Inspections.
- Design flow research and calculations (required to demonstrate code compliance)
- Layout and design for the Fire Station field, to include flows from, Library, and adjacent building as outlined to Main-Land during the initial site meeting.
- HHE-200 prepared for submittal with appropriate plans, variances, and attachments.

MAIN-LAND will provide a site cost opinion for your use.

MAIN-LAND will submit a Design Development review set of drawings for your review and approval. The approved drawings will be suitable for permit applications.

Meetings: We will provide representation of the project at meetings of the Board of Selectmen and stakeholders during the design process.

Permitting

MAIN-LAND will pursue Town Planning Board Site Plan Review.

MAIN-LAND assumes that the new impervious area created by this project and other improvements to the fire station property since 2005 will total less than 20,000 square feet. Impervious area in excess of 20,000 sf will trigger review by Maine Department of Environmental Protection under Chapter 500 Stormwater Management Law.

MAIN-LAND will assist the Town in preparation of drawings, maps, deeds, drainage and phosphorus export calculations, agency letters, and other supporting documentation as necessary for permit applications as noted above. Main-Land understands that the Town has administrative and technical resources in house and a desire to reduce consulting costs by preparing as much application as feasible. Main-Land will assist at Town direction.

MAIN-LAND assumes that the Town will provide representation of the project to the local Planning Board. MAIN-LAND can attend and represent the project, at the Town's direction, on a time and expense basis.



Contract Documents

MAIN-LAND will develop the site plans, with technical specifications contained thereon, necessary for biddable site construction documents. Our goal is to provide construction documents as clear and complete as possible in order to minimize contractor requests for information (RFI) and change order proposals (COP).

Construction Administration

MAIN-LAND can perform typical construction administration services, including review of shop drawings, RFI's, COP's (if necessary), requisition review, on-site construction meetings, soil suitability and compaction testing, and punch lists. For the purposes of budgeting and this proposal, we assume that most of this will be provided by the Town with assistance from Dirigo AE.

MAIN-LAND does anticipate providing minimal consultation regarding site civil aspects of the project, including punch lists, and will do so at Town direction.

Excluded Services

MAIN-LAND endeavors to serve you with all of your site development consulting needs. But we also need to be clear what services are not included with this proposal so that you can anticipate other costs. For your convenience, we have summarized some of these items here.

- Demolition design of structures,
- Construction,
- Decorative and Landscape Planting design tasks (though we can show on our plans details and information provided by others),
- Architectural, Structural, Mechanical, and other building engineering tasks,
- Electrical and communication engineering tasks, such as site lighting, photometrics, and service conductors (though we can show on our plans details provided by others),
- Central Maine Power and Telecommunication costs,
- Traffic Engineering,
- Legal Services,
- Permit appeals or court cases,
- Any other service not expressly described herein as being within Main-Land's Scope of Services is excluded from the Scope of Services.

SUB-CONTRACTED SERVICES:

MAIN-LAND will subcontract with AJ's Septic Inspection for determination of existing subsurface wastewater disposal conditions and Northern Test Borings for subsurface soil explorations.

Main-Land applies a 10% markup on subcontracted services, included in the estimate.



ASSUMPTIONS

MAIN-LAND has made assumptions in the preparation of this proposal. The Client will notify Main-Land if assumptions are in error prior to the start of our work. An incorrect assumption may change the project scope and cost. Client will be responsible for the cost of any alteration in scope, or any increase in cost/price, resulting from Client's failure to advise Main-Land that an assumption is incorrect:

- The Project Goals outlined above. Significant changes to the project goals and/or work scope will change our costs and the terms of this proposal. Changes to the design will necessitate extra work on our part which will in turn affect our cost.
- Coordination. This proposal assumes that the design team, which includes: the Client; Dirigo AE and its subcontractors; and the contractor, will work in a well-directed and coordinated manner.
- Design Team Meetings. This proposal assumes that coordination will happen from time to time as noted above via phone and emails. Scheduled routine design team meetings, whether on-site or off-site or as conference calls, are not included but can be performed as additional work.
- Others. Assumptions include other assumptions stated elsewhere in this proposal.

OPINION OF PROBABLE COST:

The cost for Main-Land to complete the project as defined in the Scope of Services, above, is shown in the table below. These costs include sub-consultant costs but do not include work by other consultants.

These costs are broken down by task as follows (cost figures for any Time & Expense line items are estimates only and shall not be construed as firm contract prices):

<u>Task</u>	<u>Cost</u>	<u>Type</u>
Preliminary Design	\$5,000	Fixed Fee
Design Development	\$16,900	Fixed Fee
Septic Design	\$6,100	Fixed Fee
Permitting	\$4,000 to \$6,600	Time & Expense
Contract Documents	\$4,000	Fixed Fee
Construction Administration	\$2,000 to \$3,000	Time & Expense
Total	\$38,800 to \$41,600	

MAIN-LAND provides Fixed Fee pricing on tasks that are unlikely to change, as noted above. This provides a measure of stability for your budgeting purposes.

MAIN-LAND also works on a Time & Expense basis on tasks that we cannot adequately predict or that we'll work at the Town's direction. The opinion of probable cost provided is not a contract price, but an opinion of the costs based upon jobs of similar size and scope. If these project tasks go



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better than expected, then you will realize these savings, and vice versa. If we run into any problems that may cause us to exceed the estimate, then we will notify you as soon as possible.

SCHEDULE:

MAIN-LAND anticipates preliminary design to commence as soon as we receive the signed proposal agreement and complete by the May Town meeting.

MAIN-LAND anticipates the design development phase to commence once there is a reasonable expectation of favor for the project and conclude in July or August.

MAIN-LAND anticipates the permitting process to take approximately 2 months, due to requisite public notice and public hearing schedules.

MAIN-LAND anticipates contract documents to be completed in time for bidding over the winter months, in time for a spring 2020 construction season.

CONCLUSION OF PROPOSAL AGREEMENT:

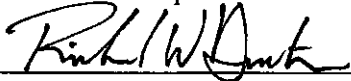
This Agreement, along with attachments hereto constitutes the entire agreement between parties pertaining to the subject project and it supersedes all prior or contemporaneous agreements, representations, and understandings.

CLIENT has read and agrees to the Standard Conditions sheet attached to this proposal, which Standard Conditions are incorporated herein and are a part of this Agreement. If that sheet is missing, please do not sign this proposal and contact Main-Land.

If this proposal meets with your satisfaction, please sign in the space provided and return a copy to Main-Land. If you have any questions, comments or concerns with this proposal please do not hesitate to call or email at any time. We appreciate the opportunity and look forward to working with you on this project.

Sincerely,

Main-Land Development Consultants, Inc.



Richard W. Dunton, PE
Director of Engineering

By signing below, the Client states that:

1. Client understands Main-Land's proposal agreement,
2. Client agrees to the statements and stipulations therein and in the Standard Conditions sheet,
3. Client agrees to pay Main-Land's fees in a timely manner.

Client: _____ Date: _____



Eric Dyer

From: Anna Carll <maintenance1@readfieldmaine.org>
Sent: Monday, March 18, 2019 2:47 PM
To: Eric Dyer
Subject: FW: Readfield Street Lights/LED Conversion
Attachments: Town of Readfield 031819.xlsx

From: Pierce, Tamra L. [mailto:Tamra.Pierce@cmpco.com]
Sent: Monday, March 18, 2019 11:32 AM
To: Anna Carll
Cc: Pierce, Tamra L.
Subject: Readfield Street Lights/LED Conversion

Anna,

Here is the net book value figures you requested. Readfield's Net Book Value is \$3,851 with tax impacts of \$169 for a total of \$4,020.

I have also attached a street light inventory for the Town of Readfield.

If the Town elects to install all new CMP LED fixtures and continue to lease from CMP then the town would sign a new 15 year contract for each of the LED lights installed. There is no cost to the town to install these LED lights and because the average age of the existing lights are greater than 15 years the cost to remove would be \$0.

Benefits of switching to CMP LED are a lower monthly lighting bill, as compared to the present leased price. Additionally, CMP remains responsible for maintaining the lights and paying taxes to the town. We are currently aligning contractors and ordering the lights for the LED conversion program.

There is currently one 70 watt sodium open fixture in the street light inventory. These are older fixtures that we no longer offer. This would be an opportunity to convert to an LED fixture. CMP is also working with suppliers to replace the current flood light fixtures with an LED equivalents.

I completed a price comparison for your street lights and the preliminary results show a cost reduction as follows:

- Present Annual Street Light Costs for the Town of Readfield (Calculations based on SOP Supply Prices)
 - CMP Delivery and Lease = \$4,856.64
 - Energy Supply = \$ 1,089.40
 - Total Present Annual Cost = \$5,946.04

- If Replaced with CMP Own & Leased LED Street Lights (Calculations based on SOP Supply Prices)
 - CMP Delivery and Lease = \$4,430.88
 - Energy Supply = \$ 411.71
 - Total Estimated Annual cost = \$4,842.59

- Estimated Annual Saving = \$ 1,103.45 and CMP remains responsible for maintaining the lights and paying taxes on them.

Please let me know if you have any more questions.

Sincerely,

Tammy



**CENTRAL MAINE
POWER**

Tammy Pierce
Key Account Manager
Kennebec Valley & Penobscot Regions
Central Maine Power Company
57 Old Winthrop Road, Augusta, ME 04330
Office # - 207-629-9514
Fax # - 207-629-4887



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