

MEETING MINUTES

Title	Edgewood Cemetery Subcommittee Meeting
Location	City Hall Auditorium, 3 rd Floor
Date	Friday, March 7, 2024

Time Meeting Called To Order	10:34 am
Members Present	Tom Maffee, Carl Andrade, Doug Gagne, Tom Dion, Brian Morrissey, Bob McIntosh
Others Participating	Ken Lennox, Amy Girard, Caroline Morel, Marcus Mello, Ethan Beals

General Meeting Highlights/Notes/Brief Description of Meeting

Caroline Morel from Randal Paulson presented the PowerPoint presentation (attached)

- Construction will not be phased. The building will be demoed, and then construction will be done instead of a phased approach. This is the most cost-effective way to approach the design
- Coordination of utility work will be done through a subcontractor
- City plans to go out to bid for Construction Management services. Randall Paulson is willing to assist with this effort
- In speaking about the new greenhouse, Randall Paulson expects that the greenhouse vendor will handle the liability of the greenhouse and any electrical and plumbing required for it
- Ken Lennox will provide Randall Paulson with the contact information for the vendor they would like to utilize. This will help Randall Paulson ensure that the scope of work accommodates the greenhouse's needs.
- The discussion moves on to the services that Randall Paulson does not include in the work scope. Caroline explains that high-end finishes and FF&E (furniture, fixtures, and equipment) are not included. She also explains that if you were to turn the building upside down, the items that move would not be included in the scope of work.
- The specifications for products needed will be generic to all for the best possible pricing by the contractor
- The CM (Construction Manager) will provide as-built drawings and record project manual specifications
- Special inspections are not included in the scope as they recommend a 3rd party conduct them.
- Construction is estimated to take 10 months. During construction, they will virtually attend weekly meetings with the construction team. They will also make
- It is recommended that NH Saves should be involved as this can provide some cost-savings

Official Actions or Motions

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Motion To Adjourn By	Tom Maffee
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MEETING MINUTES

Time	12:30
Next Meeting	TBD

Edgewood Cemetery Architectural & Design Services

PROPOSAL REVIEW



Team Centered



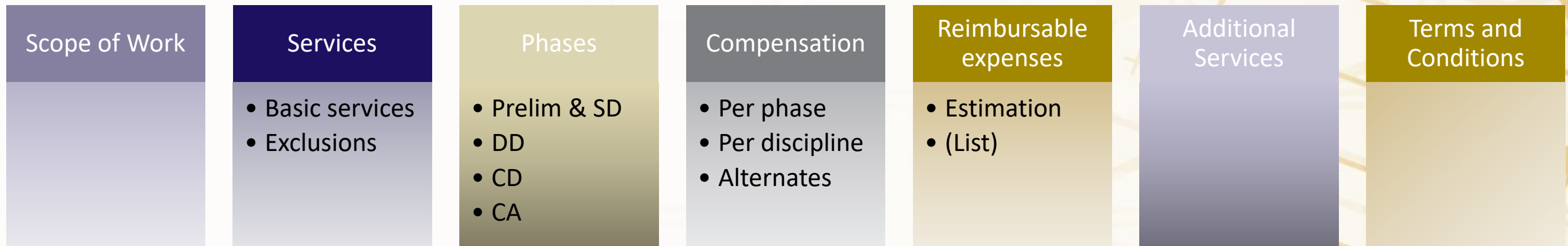
Client Focused



Design Driven

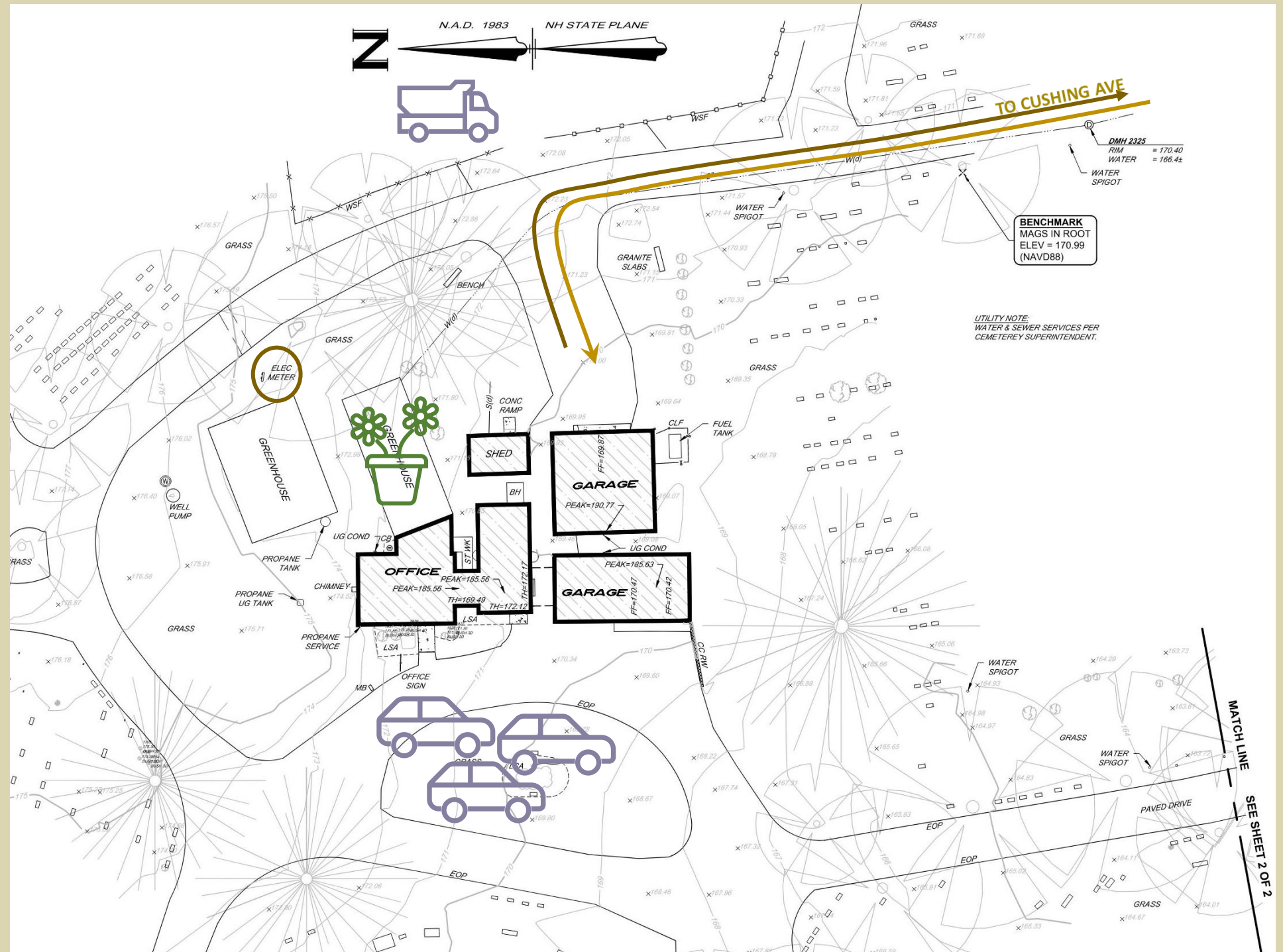


Anatomy of a proposal



Scope of Work

- Basis for the scope: RFQ, interview, sf
- No Phasing: Temp relocation, Demo – No re-use
- Early utility coordination: Stubbing @ Cushing Av
- Greenhouse: pre-engineered (by others)
- Foundation/slab + MEP to the structure
- Interior space planning
- Interior standard millwork design
- Construction Manager hiring assistance: 3 interviews (1h) with Construction Manager Candidates and 2 meetings (2h) to prepare and debrief
- Project Fully founded? No fundraising support



Services

A. Our Basic Services will consist of the following:

- 1) Programming, design, construction documents, and construction contract administration for the following disciplines:
 - a) Architecture - Randall-Paulson Architects
 - b) Geotechnical Engineering – To Be Determined.
 - c) Civil Engineering - Hayner/Swanson - IMEG
 - d) Interior Design - Randall-Paulson Architect
 - e) Structural Engineering - TFMoran
 - f) Mechanical, electrical, plumbing and fire protection engineering - Fitzmeyer & Tocci
- 2) Attend coordination and design meeting with the Client, the design team and Construction Manager to define final project scope, to review alternate materials and systems and to review preliminary designs.
- 3) All construction drawings will be drafted in Revit and submitted as PDF format. Specifications shall be provided in PDF and Microsoft Word digital format.
- 4) One (1) color rendering and one (1) color site plan are included as basic services.



B. The following design services are **not included** in Basic Services. We will be pleased to provide them as Additional Services, if requested. These services include, but are not limited to, the following:

Services

- | | | |
|--|---|---|
| 1. Graphics/signage design | 13. Permit application submittal and/or permit expediting. | 26. Design and detail custom millwork beyond that described in Section I.A, to include but not be limited to, reception desk, complex soffit and wall designs, cabinetry, display cases, etc. |
| 2. Environmental assessments, including evaluation, mitigation and/or remediation of HAZMAT and any existing environmental related issues. | 14. Zoning permits/approvals | 27. Preparation of physical finish/color sample boards. A digital finish board is included. |
| 3. Fire pump and/or water storage tank design. | 15. NHDES AOT or Wetlands permitting | 28. Develop and maintain in-house records including, but not limited to, master plans, marketing plans, and square foot calculations. |
| 4. Model, renderings, and/or presentation drawings of the project beyond design drawings and outside of preliminary services. | 16. NHDES Dam Permit | 29. Special Inspections. |
| 5. Marketing Plans. | 17. US Army Corps of Engineers/EPA permitting | 30. Design of temporary shoring of existing and/or neighboring structures or underpinning, frost protection of neighboring structure |
| 6. LEED/Green Globe Consultation. | 18. NHDHR permitting for impacts to historical/cultural resources | 31. Design of Pre-Engineered and Pre-manufactured building structure. |
| 7. Provisions for special equipment. | 19. Noise, fiscal, or historical/cultural impact studies/permits | 32. Design of crane rails and conveying support systems and/or service pits |
| 8. Solar power system design/specification, or structural accommodation for future installation. | 20. Irrigation design for landscape areas | 33. Design of structure for flood loads, flood resistance, and/ or high ground water elevations. |
| 9. EV charging station design/specification. | 21. Record Drawings or as-built drawings | 34. Phased construction. |
| 10. Documentation and/or meetings for public meeting and/or hearings, unless noted otherwise above | 22. Record Project Manual/Specifications. | 35. Acoustical engineering or analysis |
| 11. Special requirements by the Building Official or Fire Marshal exceeding the requirements of the International Building Code or Life Safety Code. | 23. Interior design above the building-standards including, but not limited to, the following: nonstandard design and details, specialized lighting, specialized systems or equipment, and/or spaces requiring specialized consulting and/or engineering. | 36. Post occupancy warranty of deficient contractor work walk through. |
| 12. Alternate Means and Methods (AMMR) or code variance documentation and/or meetings. | 24. Selection of any items that are not part of a standard build-out, including furniture, artwork, accessories, and appliances. | 37. FM Global design |
| | 25. Changes in the scope of work after approval of work; including, but not limited to square foot changes, design changes and/or revisions above and beyond those mentioned in each phase. | |



Phases

A. Programming & Schematic Design Phase

This phase will consist of preparing a schematic architectural design and documentation for approval by the Client. It includes, but is not limited to, the following:

1. Assist Client in developing a building program for the office, breakroom and maintenance functions, and for area allotments.
2. Prepare preliminary sketches, plans, elevations, and sections as necessary to convey the intent and character of the overall design. Up to one (1) minor revision of the initial concept design and/or schematic design is included.
3. Coordinate with local building department and other governing agencies for codes, ordinances, and zoning compliance for normal building permits.
4. Attend meetings and coordinate with the Client, consulting engineers, and Construction Manager via online meeting. Up to 10 hours of meetings are included in this phase.
5. Prior to moving to the next phase of the project, the Client shall approve the current phase in writing.
6. Assist the client to hire a Construction Manager
7. Coordinate the early utility stubbing task



Phases

B. Design Development Phase

This phase will be based on final Client approved schematic design drawings. This phase includes, but is not limited to, the following:

1. Develop plans, elevations, sections, and other drawings necessary to illustrate the final design of the building for approval by Client.
Provide one set of colored elevations for the City of Nashua Planning Board.
2. Select materials and colors for exterior and interior finishes and create digital finish board for approval by the Client.
Up to one (1) minor revision to finish selection is included.
3. Present design to Client.
4. Attend meetings and coordinate with the Client, consulting engineers, and Construction Manager via online meeting. Up to 6 hours of meetings are included in this phase.
5. The civil engineer will prepare documents and applications for the following permits. They will attend (1) Planning Board meeting as part of this proposal.
 - a. City of Nashua City Planning Board – Site Plan Approval
 - b. NHDES Sewer Connection Permit
6. Prior to moving to the next phase of the project, the Client shall approve the current phase in writing.
7. Provide an Opinion of Probable Construction Cost at 30% design development.



Phases

C. Construction Document Phase

This phase will be based on the final Client approved site plan and design development documents. This phase includes, but is not limited to, the following:

1. Coordinate with building department and other governing agencies for codes, ordinances, and zoning compliance for normal building permits.
2. Attend meetings and coordinate with Client, engineering consultants, and Construction Manager via online meeting as needed and at minimum for 30%, 60%, and 90% “page-turner” reviews. Up to 10 hours of meetings are included in this phase.
3. Prepare working drawings for architectural and engineering disciplines (as outlined in Section II.A) for bidding, permitting, and construction.
4. Prior to moving to the next phase of the project, the Client shall approve the current phase in writing.



E. Construction Contract Administration Phase

Phases

This phase will consist of construction coordination, site visits, and general in-house administration of the project while it is under construction. We have assumed a ten (10) month building construction schedule, after site and building permits have been issued, for these services.

Construction Contract Administration services for the disciplines outlined in Section II.A will include, but are not limited to, the following:

1. Review and approve or take other appropriate action upon submittals such as shop drawings, product data, and samples. These activities will be conducted only to ensure conformance with the design concept of the work, and conformance with information given in the contract documents. Architect shall not process submittals through third-party project management software. If a third-party project management software is used for the submittal process, additional compensation will be necessary.
2. Conduct telephone/written coordination, problem resolution and verifications with Client and Construction Manager during construction.
3. Virtual attendance at weekly Owner/Architect/Construction Manager (O/A/C) meetings are included for the duration of this phase. Should the construction phase exceed construction time listed above, additional compensation could be required.
4. Conduct periodic site visits during the construction period for review of Contractor's pay request, status of construction, O/A/C meeting, punch list, verification of punch list completion, and issue certifications to Client on G-704 or equivalent, and if required, lenders required forms.

Visits, up to the number stated, included per discipline shall be follows:

Architecture / Interior - 12 visits,	Structural Engineering - 4 visits,
Civil Engineering - up to 10 hours,	MEP and FP Engineering - 3 visits



Compensation

Budget to be adjusted to reflect actual scope after this meeting

Stipulated Sum (Per Phase)		
Construction Manager hiring assistance	\$2,069.60	0.8%
Schematic Design	\$47,083.40	18.2%
Design Development	\$46,566.00	18.0%
Construction Documents	\$116,415.00	45.0%
Construction Contract Administration	\$41,392.00	16.0%
Weekly O/A/C Meetings during construction	\$5,174.00	2.0%
Total Design Amount	\$258,700.00	100.0%

Alternates:

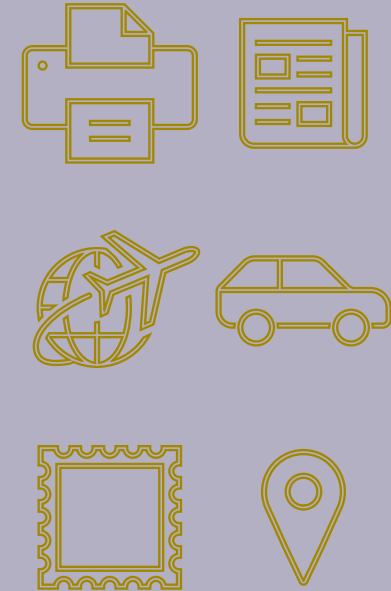
One (1) 3D Rendering (per view)	\$ 2,500.00
Test Pit contractor for Geotech Stormwater Test Pits	\$ 2,185.00



Reimbursable expenses

- Reimbursable expenses are **in addition to the schedule of compensation** outlined in Section IV.
- All expenses for travel, presentation materials and supplies, reproductions, couriers, overnight mail, etc. shall be billed at fifteen (15) percent above cost.

The estimated reimbursables shall be between \$1,000.00 – \$3,000.00

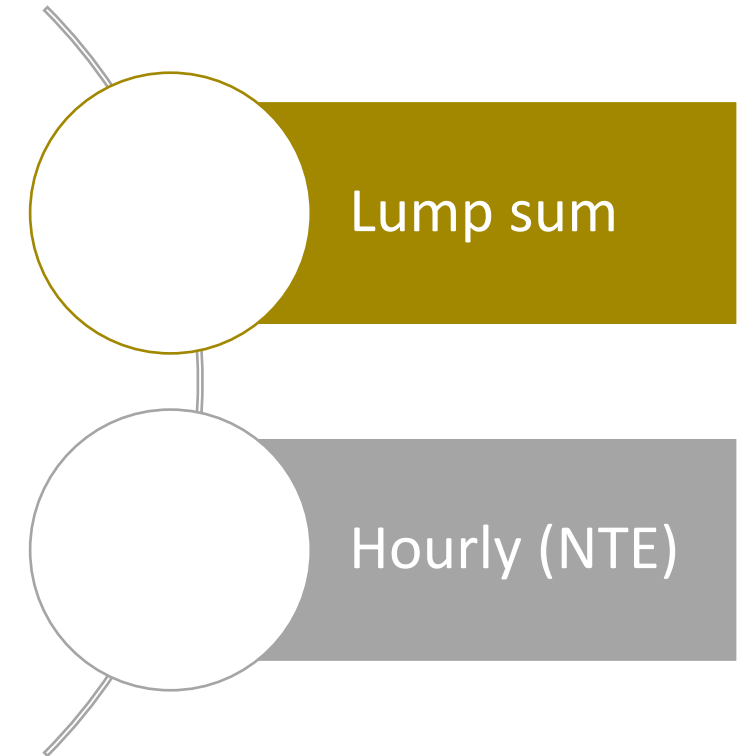


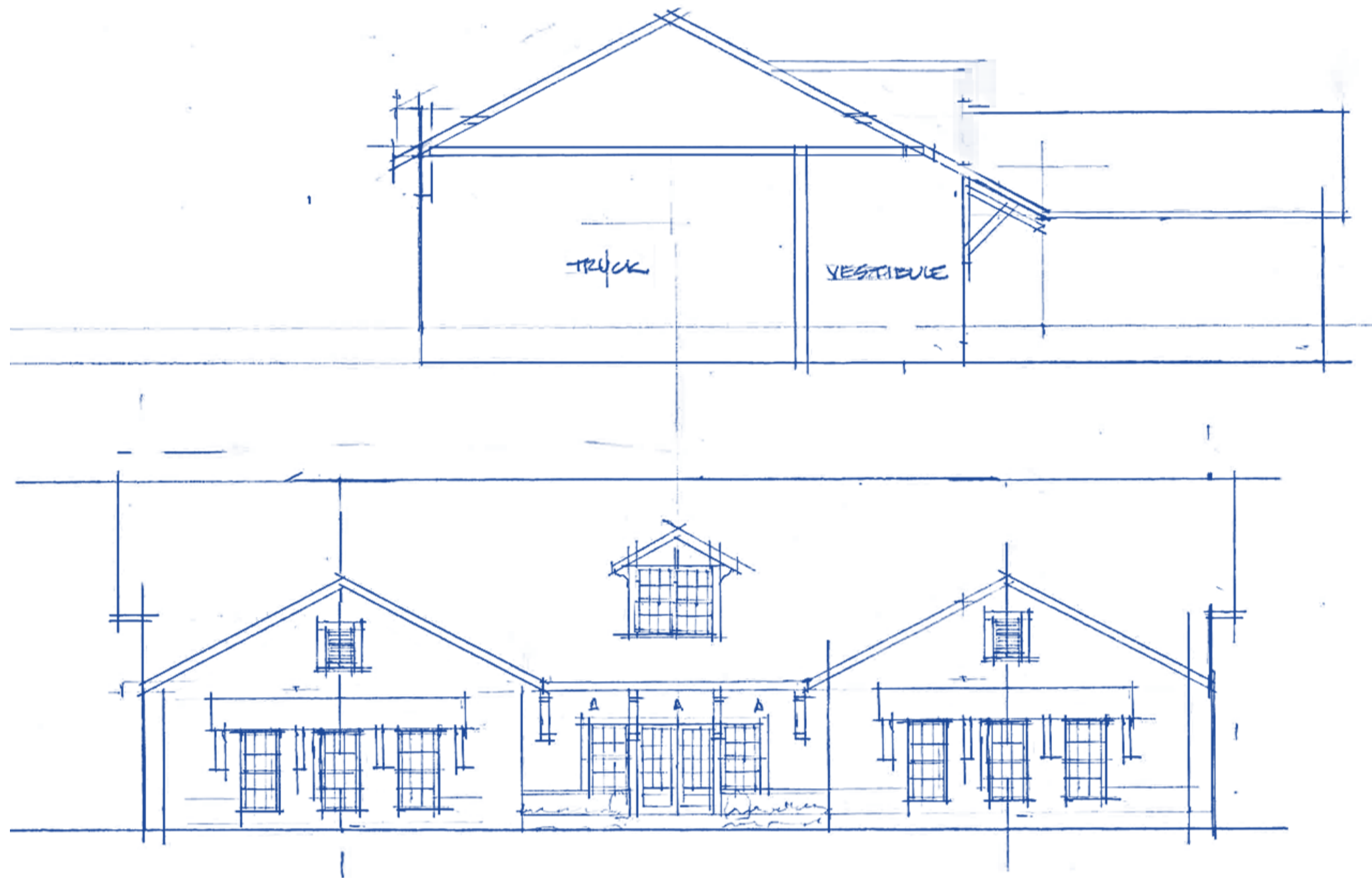
Additional Services

Services beyond those specified in this proposal:

- We will provide these services if you **request them verbally or in writing**.
- We will confirm any verbal request in the **written** format of a Confirmation of Additional Services.
- Whenever the Scope of Additional Services can be defined, we will submit amounts for your approval based on the services required.
- Our Standard Hourly Rates for Additional Services are listed in Attachment A – Terms and Conditions.

Any services required from our **consultants** beyond those described in the previous sections will be reimbursed at fifteen (15) percent above cost.





Thank you

Team Centered



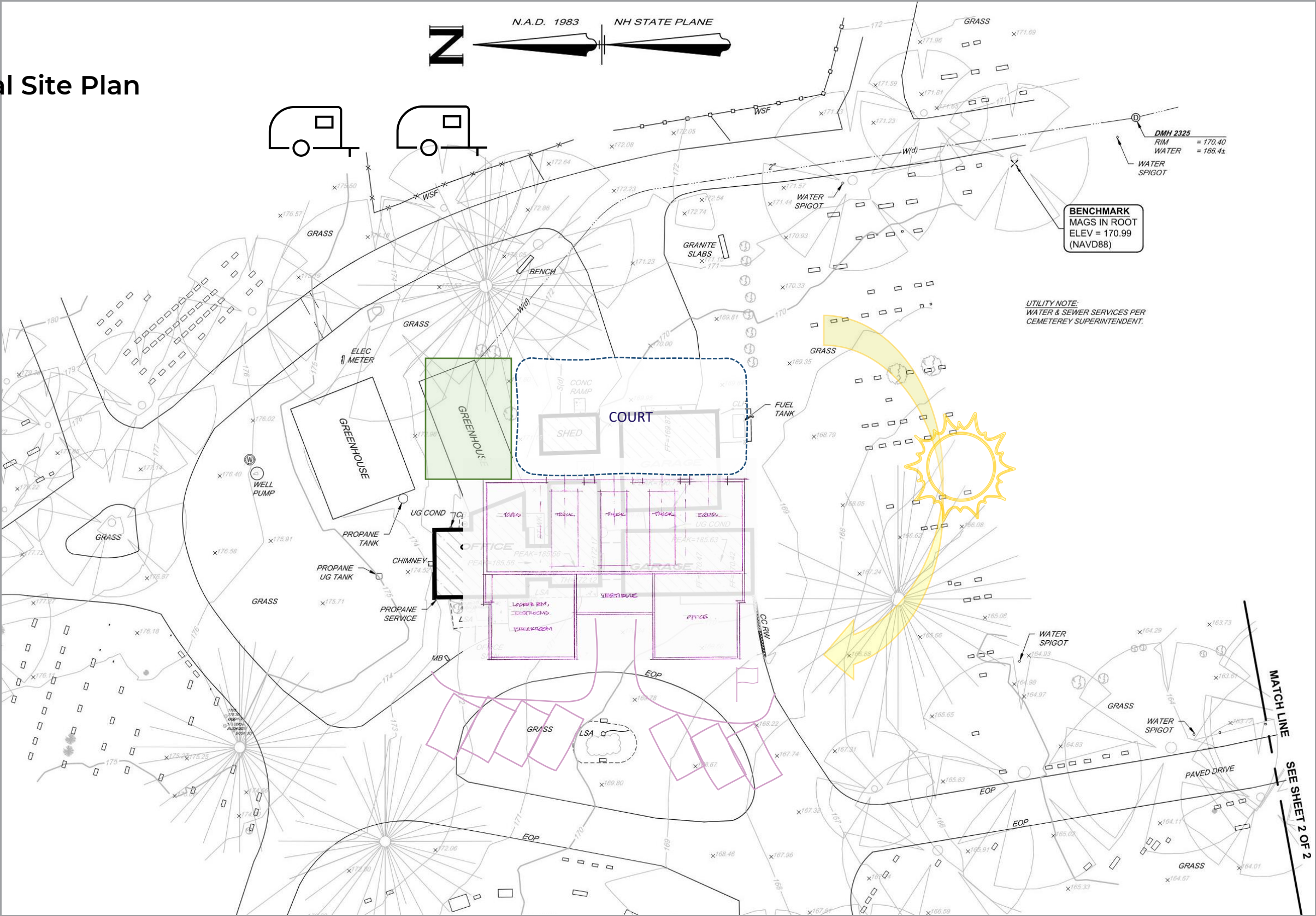
Client Focused



Design Driven



Conceptual Site Plan

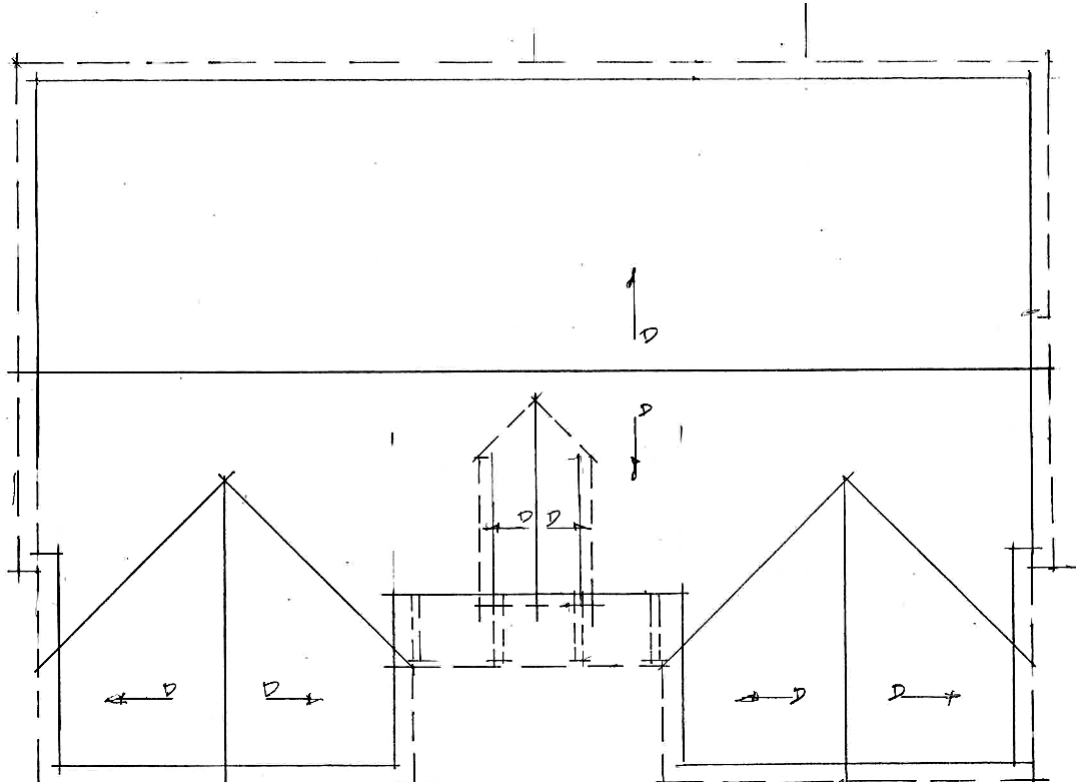


Conceptual Plans

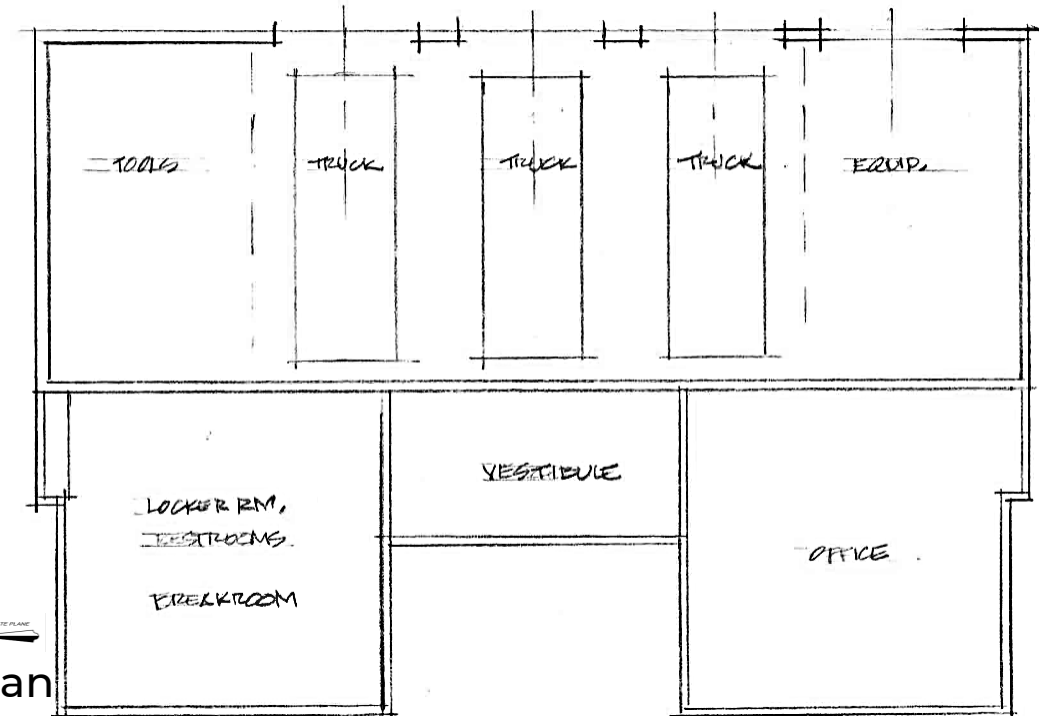


Details & Material

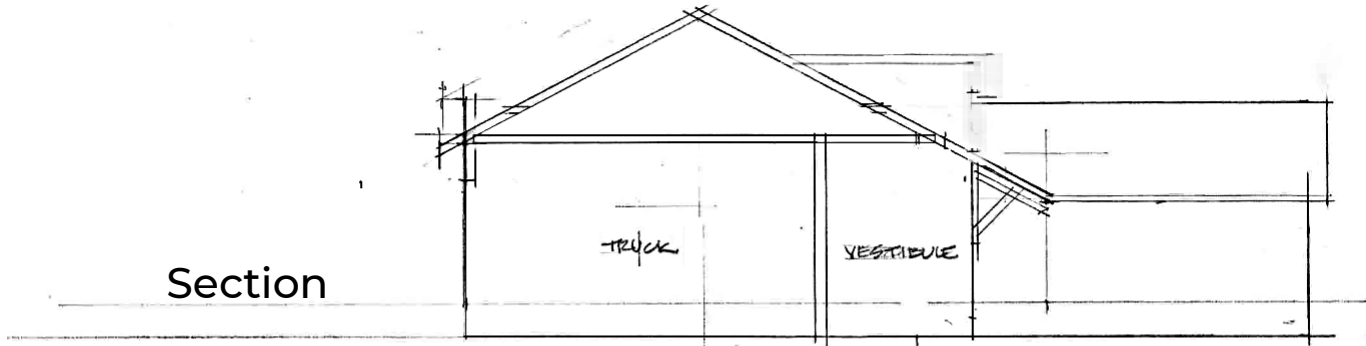
Roof Plan



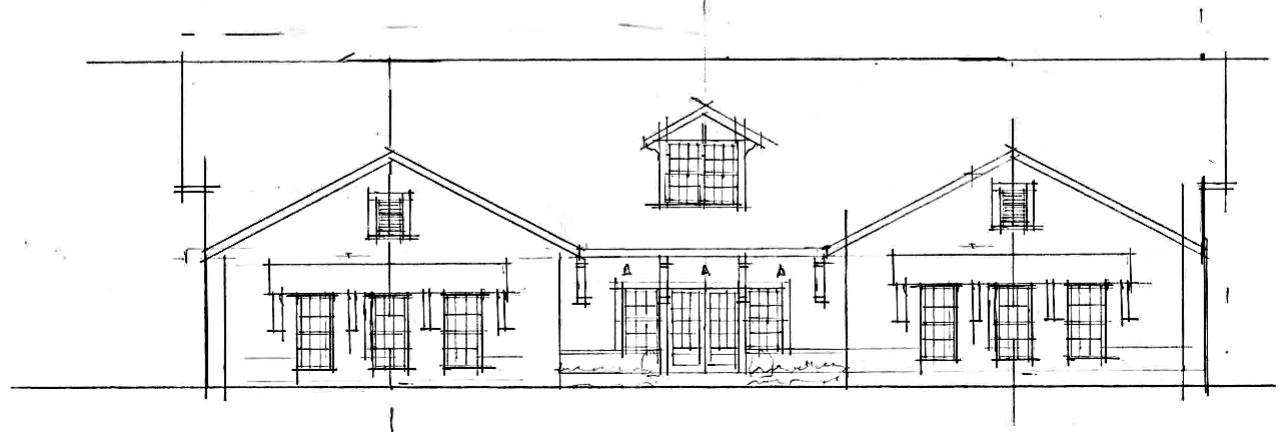
Floor Plan



Section



Front Elevation



New England Architecture



Civil Engineers
Structural Engineers
Traffic Engineers
Land Surveyors
Landscape Architects
Scientists

