



THE CITY OF NASHUA

Office of Administrative Services

"The Gate City"

Joint Committee on Infrastructure & Board of Public Works

Meeting of April 9th, 2025

Agenda

A Joint Meeting of the Committee on Infrastructure & Board of Public Works is scheduled for Wednesday, April 9, 2025 at 5:30 PM in the Aldermanic Chamber

1. Opening Committee Meeting - General Introductory Remarks - Roll Call	Chairman O'Brien/Tim Cummings
2. Public Comment	Chairman O'Brien
3. Approval of Minutes - Minutes of March 5th, 2025	Chairman O'Brien
4. General Progress Update -	Review by Tim Cummings
5. Approval Contracts/Proposals/Amendments Approval Needed: - Amendment #1 HKT Architects - \$1,267,517	T. Cummings
6. Other Expenditures For Approval - Leftfield, LLC 2/28/2025 - \$22,000	T. Cummings
7. Old Business	

8. New Business ○ Potential New Division of Public Works Project	T. Cummings
9. Adjourn Next Meeting: May ____ th , 2025	

AMENDMENT #1 TO PROFESSIONAL SERVICES CONTRACT

This Amendment No. 1 made the _____ day of _____, 2025, by and between CITY OF NASHUA, (hereinafter referred to as "City"), and HKT Architects, Inc., (hereinafter referred to as the "Architect") whose address is 24 Roland Street, Suite 301, Charlestown, MA 02129.

WHEREAS, an AGREEMENT was entered into on **January 23, 2025** between the City and Architect, which AGREEMENT is entitled "**Architectural & Engineering Services for Division of Public Works Garage**", hereafter referred to as AGREEMENT.

WHEREAS, both City and Architect desire to amend the AGREEMENT to expand the scope of services and amend the budget to include Schematic Design, Design Development and Permitting Phases of Designer Services as outlined in **EXHIBIT A** attached.

NOW THEREFORE, the parties agree to amend the AGREEMENT as follows:

1. Article 3 – PERIOD OF PERFORMANCE:

Architect shall complete all additional work within 24 weeks of execution of Amendment #1.

2. Article 4 – COMPENSATION, as follows:

Architect agrees to perform the additional work for a total cost not to exceed

One Million Two Hundred Sixty-Seven Thousand Five Hundred Seventeen Dollars

\$1,267,517

IN WITNESS WHEREOF, the parties have executed, or have caused their properly authorized representatives to duly execute, this Amendment to Agreement on the date and year first above written.

City of Nashua

HKT Architects, Inc.

By: James Donchess, Mayor

By:

Date: _____

Date: _____



EXHIBIT A

William R. Hammer AIA, LEED-AP
Janet M. Stemenda AIA, LEED-AP
Amy J. Dunlap MCPPO, LEED-AP BD+C

February 25, 2025
March 17, 2025 *Update*
March 31, 2025 *Update*

Lisa Fauteux
Director of Public Works
City of Nashua
848 West Hollis Street
Nashua, New Hampshire 03062

Re: RFQ – Public Works Garage Architectural & Engineering Services
RFQ0026-111224

Dear Ms. Fauteux:

HKT Architects is pleased to submit our fee proposal for the Schematic Design, Design Development and Permitting phases of Designer Services for the Department of Public Works Garage project. The work completed during the Pre-Design process will be the basis of the work ahead. We anticipate this process to last approximately eighteen weeks in total.

Once the Schematic Design and Design Development phases are complete, we will provide another fee proposal for Construction Documents, Bidding and Construction Administration Services. There are supplemental services included in this phase, and we might expect more as the project is more clearly defined during schematic and design development. This phase includes work by all Design Team members.

Project Team for Schematic, Design Development and Permitting Phases:

We anticipate the following Design Team members will participate in the work of these phases.

- HKT Architects Inc. – programming, architecture, planning
- HDR Engineering Inc. – industrial equipment and public works operation experts
- IMEG Consultant Corp., formerly Hayner/Swanson Inc. – civil/site engineering, permitting
- Fitzmeyer & Tocci Associates, Inc. (F&T) – mechanical, electrical, plumbing, fire protection engineering
- Pare Corporation – structural engineering
- WSP – Code Consulting
- Kalin Associates - Specifications

Scope of Work for Phase 2 Schematic, Design Development and Permitting Phases:

This phase will include the following:

- Schematic Design

- Design Development
- Permitting – site/civil, wetlands scientist (beginning work)
- Industrial Equipment and Public Works
- Methane Reclaim System Energy Recovery

Schematic Design: The programming session updated the needs of the division and the design charrette generated multiple design solutions with one concept becoming the preferred option based on meeting the programmatic need and the limitations of the site. Following that interactive process, HKT worked in-house to lay out a plan that reflected the programming data and was responsive to the site conditions.

The principal elements for this phase include the following:

1. **Architectural:** The purpose of this phase is to establish the general scope and schematic design and to present that in a form that achieves the City of Nashua's understanding and acceptance. The schematic design should meet the agreed upon project objectives including program, site criteria and construction budget. By the completion of this phase, it is anticipated that schematic drawings will have been completed and approved by the City. These schematic drawings will be provided to the cost estimators along with notes and narratives as needed to provide the estimators with adequate detail to develop a schematic level cost estimate.
 - a. Prepare plans, massing and elevation studies that illustrate the scale and relationship of the project components. Schematic plans, sections and elevations will be finalized.
 - b. Assume Cost Estimate, by others, at completion of this phase. Work by Team Members will continue during this review unless directed otherwise.
 - c. Coordinate with team members.
2. **Industrial Equipment and Public Works:** HDR will be working directly with HKT to confirm that the functional requirements, including circulation and proximity relationships, are appropriately addressed.
 - a. HDR will Inventory existing shop equipment, by functional area, which will be relocated to the new facility. Include description, quantity, manufacturer, model number, and utility requirements.
 - b. Participate in equipment discussion meetings with Nashua PW to identify, by functional area, maintenance and service equipment needed to support maintenance activities. Maintenance equipment includes storage equipment, shop equipment, wash equipment, vehicle exhaust systems, lifts, and cranes. Service equipment includes compressed air system components (i.e., compressor, dryer, hose reels, filter/regulator/lubricator) and lubrication system components (i.e., pumps, tanks, hose reels). Identify quantities required, dimensions, and impact on other design team disciplines.
 - c. Develop preliminary equipment list to be consistent with equipment layout drawings and facility design. Equipment to be listed by functional area within each department, by description and numerically by equipment identifier. Equipment list includes

- information regarding description, quantity, price, dimensions, procurement strategies, and specification responsibility, and discipline coordination matrix.
 - d. Assemble Equipment List with description, quantity, price, dimensions, procurement strategies, specification responsibility, and discipline coordination matrix
 - e. Assemble Equipment Datasheets
 - f. Assemble Equipment Cutsheets on maintenance and service equipment to be specified by HDR O&M Facilities Design specialists (approximately 100 items).
 - g. Develop initial maintenance equipment layout drawings which provide an efficient industrial workflow through the facility. Include workstation layouts and materials handling storeroom layouts.
 - h. Develop initial one-line service equipment (lubrication distribution and compressed air systems) layout drawings on Revit Model.
 - i. Participate in (twice per month via web conference) Design Team coordination meetings to respond to equipment related functional requirements for building systems and components including architectural, structural, mechanical, electrical, plumbing, and human engineering.
 - j. Coordinate operational and equipment related functional requirements for building systems and components including architectural, structural, mechanical, electrical, plumbing, and human engineering.
 - k. Review architectural/engineering design for functional response to program equipment requirements.
3. **Civil/Site:** IMEG'S work effort will include wetland/soil mapping, civil/site engineering, and site plan preparation, local and state site-related permits/approvals, and in a future phase construction plans and sitework specifications. Using the survey base map provided by the City (and possible additional work as included in Supplemental Services), IMEG shall perform the following work to assist the Client in determining, in detail, the detailed development issues of the project site:
- a. Gove Environmental Services, Inc. (GES), subconsultant to IMEG, shall perform a field delineation of the on-site wetlands in the vicinity of the project area. This shall include the flagging of approximately 5,500 linear feet of wetland area. Once the delineation is complete, the City Surveyor shall field locate the wetland flagging and add the flag locations to the project's base map.
 - b. IMEG shall review the City of Nashua and the New Hampshire Department of Environmental Services (NHDES) site development regulations and codes to determine their impact on the project.
 - c. Based on the conceptual building floor plans provided by the HKT Architects, IMEG shall prepare a Preliminary Site Plan of the intended development. The plan shall include the site demolition, utility relocation, grading, stormwater management, vehicle parking/storage areas and other elements typically included in a site plan. Recommendations for design changes due to site

- constraints or permitting requirements shall be brought to HKT's attention.
- d. IMEG shall meet with HKT and the project team to review the Preliminary Site Plan and make any changes to the plan based on comments received from HKT, City or project team.
 - e. Along with HKT, IMEG shall meet with City of Nashua Planning, Engineering and Fire Department staff to introduce them to the project and identify any potential design/permitting issues or areas of concern.
4. **MEPFP:** F&T participated in the programming and charrette work session to understand the MEPFP needs of the division and offered their initial ideas as to the space that will be required. The work scope will include HVAC, plumbing, fire protection, and electrical scope.
- a. HVAC scope of work consists of the design for completely new heating/cooling, ventilation, and exhaust systems for support of the proposed new facilities. Energy modeling shall be provided for input into preliminary design options. The modeling shall be carried out through the design development phase and shall be on a zone by zone basis. The model shall be adequate to show compliance with applicable energy codes.
 - b. Plumbing scope of work consists of the design for completely new domestic cold and hot water piping and equipment, non-potable water piping and equipment, sanitary waste and vent piping and equipment, storm and natural gas piping and equipment for support of the proposed new facilities.
 - c. Fire Protection scope of work consists of the design for a completely new NFPA-13 fire sprinkler system for support of the proposed new facilities. The fee assumes the municipal water supply available for the fire suppression systems is adequate to support the new sprinkler system requirements without the need of a fire pump. The fee includes hydraulic calculations, construction documents, and technical specifications stamped by a State of NH registered mechanical engineer. Provide a flow test for the existing hydrants at the site in Nashua, New Hampshire to understand if there is sufficient pressure to rule out a fire pump in the new building. This includes one (1) on-site visit for field inspection and hydrant flow testing.
 - d. Fire Alarm work consists of performance-based design to NFPA-72 standards including system objective, device layout and specification, wiring specification, and control sequences.
 - e. Plumbing and fire protection systems will be designed within 10'-0" from the building foundation. We will coordinate with the site/civil engineer for required utilities as applicable.
 - f. Electrical scope of work consists of the design for completely new normal and emergency power distribution, lighting, and raceway support systems for support of the proposed new facilities. Assumes coordination with utilities and the civil engineer to determine the electrical service to each new building. Includes design of raceway support system only, for voice, tel/data, video,

audio/visual, security, intercom, and door access systems designed and specified by others.

- g. Attend one (1) initial project kick-off meeting and one (1) additional meeting for review of the schematic design. These meetings are intended to be virtual meetings. Attend additional design team meetings via conference or web call.
 - h. Visit the site, as required, to properly evaluate the systems and develop the schematic design. F&T expects to be on site for one (1) visit.
 - i. Expand the conceptual design memo to produce a schematic design narrative outlining potential options and recommended systems for each trade involved.
 - j. Prepare diagrammatic drawings depicting the size, weight, and location of the main HVAC, plumbing, fire protection, and electrical equipment.
 - k. Prepare schematic-level basis of design equipment cut sheets indicating performance, dimensional and weight data.
 - l. Review construction cost estimates prepared by others.
5. **Structural:** Pare assumes that the structural system will consist of cast-in-place concrete foundation walls, spread footings, and slab-on-grade with no fully-below grade (i.e. basement) spaces, (if it is determined during the geotechnical investigation that a deep foundation is required, the effort associated with the design and detailing of that foundation system will be covered under a supplemental agreement), steel-framed superstructure with concrete-on-metal deck floors and metal roof deck, roof may be pitched or flat (or a combination thereof), cold-formed roof trusses may be used if the roof is pitched (trusses would be delegated design with loading and layout information on the structural drawings) and a lateral load resisting system – steel-braced frames, moment frames, and/or masonry shear walls.
- a. Pare will provide consultation related to proposed structural systems and layouts for the single story garage (fleet maintenance, vehicle storage and supporting spaces with partial mezzanines, wash bays, open steel-framed covered parking and foundation system for the salt shed) based upon preliminary design plans and concepts prepared by HKT.
 - b. Pare will provide consultation related to proposed structural systems and layouts based upon preliminary design plans and concepts prepared by HKT.
 - c. Pare will perform preliminary design calculations to determine approximate framing depths and sizes.
 - d. Pare will prepare a written Structural Design Narrative outlining the proposed structural work. The narrative will be accompanied by 30% design-level framing and foundation layouts.
6. **Code:** The code consulting services will be based on the New Hampshire State Building Code which adopts and amends the 2021 International Building Code (IBC) and 2018 International Energy Conservation Code (IECC) as well as the New Hampshire State Fire Code Saf-C 6000 which adopts and amends the 2021 Editions of NFPA 1 Fire Code and NFPA

101 Life Safety Code (the "Building Code and Fire Code of Record"). The accessibility review will be based on the 2017 edition of ICC/ANSI A117.1, as adopted and amended by New Hampshire and the Americans with Disabilities Act 2010 Standards for Accessible Design (the "Accessibility Code of Record"). WSP's scope of work does not include a code analysis for newly adopted federal, state, or local codes that occur after initial code review (in this case, after submission of SD documents).

- a. One (1) review of the proposed architectural schematic design drawings in accordance with the Building Code of Record and Accessibility Code of Record.
- b. Provide plan review comments to the design team addressing any code compliance concerns.
- c. Prepare a Building Code Report that will address the architectural and fire/life safety system requirements in accordance with the Building Code of Record. The report will also outline the accessibility requirements in accordance with the scoping provisions of the Accessibility Code of Record. This report is intended as an internal document for use by the design team as the project moves into the design development phase.

7. **Specifications:** Preparation of architectural technical specifications by Kalin Associates for construction of the project, in accordance with the drawings and direction of HKT Architects. Services include the following:
 - a. TOC (Table of Contents) type outline specifications during the Schematic Design Phase.

Design Development:

1. **Architectural:** Continued development and expansion of schematic Design Documents to establish the final scope for the project.
 - a. Plans, sections and elevations; begin technical details
 - b. Final material selection.
 - c. Assume Cost Estimate, by others, at completion of this phase. Work by Team Members will continue during this review unless directed otherwise.
 - d. Coordinate with team members.
2. **Industrial Equipment and Public Works:** HDR will be working directly with HKT to confirm that the functional requirements, including circulation and proximity relationships, are appropriately addressed.
 - a. Conduct an Equipment Review Meeting and a Service Equipment Review Meeting with Nashua PW staff to discuss the Preliminary Equipment List, Cutsheets and Preliminary Equipment and Service Equipment Layout Drawings to confirm that equipment requirements have been addressed.
 - b. Update equipment list to be consistent with equipment layouts, review comments, and facility design.
 - c. Update equipment cost estimate.
 - d. Update Cutsheets and Datasheets on maintenance and service equipment, as necessary.

- e. Develop a discipline coordination matrix to provide coordination of HDR specified equipment requirements with architectural, structural, mechanical, electrical, and plumbing disciplines.
 - f. Refine maintenance equipment layout drawings, based on comments from the review meeting with Nashua PW staff.
 - g. Develop Discipline Coordination drawing(s) based on information developed with Nashua PW. These will be drawn on a separate level on the equipment layout drawing and will include convenience connections for locations of air, electrical, and water outlets; vehicle exhaust system outlets; drains; special grating; and overhead door controls.
 - h. Develop initial service equipment layout drawings, which provide schematic piping routes to service equipment for compressed air piping system and bulk fluid piping system.
 - i. Develop draft specifications for approximately 90-110 maintenance and service equipment items. Coordinate with architectural/engineering specifications. These draft specifications are to be reviewed by the various design team disciplines during the construction document phase to confirm coordination between equipment and utility requirements. The following items are not included as maintenance and service equipment items and should be addressed by others: fuel system components (i.e., storage tanks, monitoring systems, pumps, dispensers).
 - j. Participate in (twice per month via web conference) Design Team coordination meetings to respond to equipment related functional requirements for building systems and components including architectural, structural, mechanical, electrical, plumbing, and human engineering.
 - k. Coordinate operational and equipment related functional requirements for building systems and components including architectural, structural, mechanical, electrical, plumbing, and human engineering.
 - l. Review architectural/engineering design for functional response to program equipment requirements.
 - m. Review of equipment layout drawings and specifications to be performed by an HDR project manager not assigned to the project. Drawings and specifications to be reviewed for quality and accuracy.
 - n. Cross Discipline Review of the drawings and specifications to be performed by an HDR project manager not assigned to the project. Drawings and specification to be reviewed for coordination, quality, and accuracy.
 - o. Provide QC comments to the Design Team to be addressed in final CD package.
3. **Civil/Site/Permitting:** Using the Preliminary Site Plan prepared during Schematic Design, IMEG shall prepare detailed plans for public agency approvals in accordance with the City of Nashua Site Plan procedures. All plans will be prepared in AutoCAD format for use by HKT. The Site plan package shall include the following:
- a. A site demolition plan that shows the portions of the site that are to be demolished, abandoned or removed as part of the

redevelopment of this portion of the property. The location of the proposed building is in the vicinity of several utility services. This proposal assumes that significant utility relocation and construction may be warranted.

- b. The site grading of proposed building pad, vehicle parking and storage areas, and access roads shall be performed to attempt to meet HKT grading criteria.
- c. The design of proposed vehicle parking and storage areas, access roads, fencing and associated site improvements shall be performed in accordance with the Preliminary Site Plan. The design shall include vehicle parking and storage area layout, curbing, sidewalks, painted pavement marking, internal traffic signs, guardrail and appurtenant details. IMEG will work with HKT and HDR on the layout of the site to allow for safe vehicular and pedestrian movements and to conceptualize grading on the site to provide accessible pathways on the sloping site and general use areas.
- d. The design of on-site drainage and stormwater management system (catch basins, pipe system, storage and treatment areas, etc.) shall be performed in accordance with the City of Nashua and NHDES requirements. At this time, it is unclear what the exact stormwater management solution will be, however, any proposed solution will need to meet the redevelopment regulations outlined by both NHDES and the City of Nashua. Redeveloped sites, such as this, are required to make qualitative improvements to the current system to better comply with current industry standards for attenuating stormwater runoff. The overall result will be to improve the existing condition, provide qualitative treatment for a portion of the site and minimize peak rates of runoff leaving this site. The design effort will include the preparation of a Stormwater Management Report, including an analysis comparing pre-development and post-development flows. As part of this effort, IMEG shall witness 2 days of test pits in the vicinity of the proposed stormwater management area(s) to support the stormwater design/permitting effort. The backhoe expense shall be borne by the City. This proposal assumes that the stormwater management area will be located within the project limits.
- e. The design of the on-site gravity sanitary sewer system, including the connection to the existing, on-site sanitary sewer line. The building service connections shall be designed to within five (5) feet of the proposed building. Sewer connection locations shall be provided by HKT. IMEG shall prepare a letter report to the City Engineer indicating the average daily and peak sewage flow estimates for the project. The design of a private, sewer pump station, if necessary, is not included in this proposal.
- f. The design of the water distribution system (pipe sizing and layout) shall be based on recommendations by HKT and the Fire Protection Consultant. The plans shall include a connection to the existing on-site water system. The plans shall include the water distribution layout, hydrants and valve locations and service connections to within five feet of the proposed building at designated locations provided by the Client. IMEG shall provide

coordination with Pennichuck Water Works, including meeting with representatives to review the proposed water distribution system and the project's domestic/fire protection usage requirements. The design of water system booster station (fire or domestic), storage tanks and/or meter pit, if necessary, shall be performed by others and is not included in this proposal.

- g. The communication and power requirements are to be provided by HKT, and the proposed underground conduit and manhole layout will be shown on the site plans. This proposal assumes that these services shall come from the existing distribution line (power). IMEG will provide coordination with the Client, MEP engineers and the utility companies for the necessary utility extensions. The design of the off-site gas main extension is not included in this proposal.
- h. IMEG shall prepare a base plan for use by the Project's Electrical Engineer, who shall design the site lighting poles, luminaries, wiring, conduit, controls, and light pole bases. In addition, a photometric plan showing lighting levels shall be provided by HKT to IMEG for use in the Site Plan submission. Site lighting plans shall be prepared to accommodate access drive, parking and vehicle storage areas, and walkways in accordance with HKT's requirements and City of Nashua regulations. The preparation of a photometric plan is not included in this proposal.
- i. IMEG shall design and prepare plans showing temporary and permanent erosion control measures and details on the plans.
- j. IMEG can obtain the services of a Landscape Architect (subconsultant to IMEG) for the preparation of landscape plans and details, including a planting list, for the project. The landscape design shall be in accordance with the City of Nashua and HKT's criteria. The design of specialty hardscape/plaza areas are not included in this proposal. The landscape architect fee, which includes work by IMEG and HKT, is included in the Supplemental Services section of this proposal.
- k. IMEG shall prepare an aerial map and a rendered site plan for public meeting presentations.

It is anticipated that waivers from the City of Nashua Site Plan Regulations will need to be requested for this application.

It is IMEG's opinion that the City must obtain the services of the following professional consultants in order to address specific issues that are required as part of the site plan approval process or as needed for construction.

- o Wildlife Biologist: To perform a wildlife study as required by the New Hampshire Fish & Game (NHFG) Department consultation requirements, which is a requirement of the NHDES Wetlands and AOT Permit. See Supplemental Services.
- o Environmental Consultant: To prepare a source control plan and offer input related to the landfill groundwater monitoring zone and potential design limitation for proposed stormwater management practices. This work will be by the City.

IMEG shall prepare plans and applications for the following permits:

- City of Nashua Conservation Commission recommendation to the Zoning Board of Adjustment for proposed wetland and buffer impacts
- City of Nashua Zoning Board of Adjustment – Special Exception for proposed wetland and wetland buffer impacts
- City of Nashua City Planning Board – Site Plan Approval
- City of Nashua City Planning Board – Conditional Use Permit (CUP) Approval
- NHDES Alteration of Terrain (AoT) Permit
- NHDES Wetlands Bureau- Dredge and Fill Permit (Minor Permit)
- NHDES Sewer Connection Permit

IMEG shall provide NH Fish & Game (NHFG) and Natural Heritage Bureau (NHB) consultation services as outlined in Env-Wq 1503.33 as required by the NHDES AOT & Wetlands Permit requirements. IMEG shall also complete a NH Division of Historical Resources (NHDHR) Request for Project Review (RPR) consultation as required by the NHDES Wetland Permit requirements. This proposal does not include any additional studies/consultations that may be required by either NHFG, NHB, or NHDHR, including endangered/threatened species impact studies, historical/cultural impact studies, archeological studies, etc.

As part of the City of Nashua Conservation Commission and Zoning Board Adjustment processes described above, IMEG shall prepare separate Wetland & Wetland Buffer Impact Plans showing the proposed wetland and buffer related impacts associated with the proposed project. Note: This proposal assumes that the proposed wetland impacts will total less than 10,000 square feet. Proposed impacts greater than 10,000 SF will likely result in a 'Major' Permit with NHDES Wetlands Bureau and require US Army Corps of Engineers review.

It is anticipated that the following site plan waivers from the City of Nashua Planning Board will need to be requested for this project:

- Survey of entire subject lot property and abutting parcels
- Preparation of a landscape plan

IMEG shall attend job meetings during the project and provide coordination with HKT, other project consultants and approval agencies. IMEG shall prepare for and attend one (1) Planning Board, three (3) Conservation Commission (including a site walk) and one (1) Zoning Board of Adjustment meetings as part of this proposal.

GES shall assist IMEG in the preparation and coordination of the necessary plans and applications for the NHDES Alteration of Terrain Permit, NHDES Wetlands Dredge and Fill Permit and the City of Nashua Conservation Commission Wetland/Buffer Impact approval. Included in this effort is NHFG/NHB coordination and the preparation of a Site Specific Soils Map/Report and Wetland Function and Values Assessment Report.

4. MEPFP:

- a. Attend one (1) meeting to review the design development documents. This meeting is intended to be a virtual meeting.
- b. Attend additional design team meetings via conference or web call. No more than 4) meetings is expected.
- c. Visit the site, as required, to properly confirm the design development concepts. F&T expects to be on site for one (1) visit.
- d. Prepare design development documents consisting of progress drawings (approximately 50% construction document level).
- e. Prepare a draft specification for the trades included herein.
- f. Update of the basis of design equipment cut sheets indicating performance, dimensional, and weight data.
- g. Review construction cost estimates prepared by others.

5. Structural:

- a. Review of geotechnical report for design of foundation system.
- b. Structural analysis for the project. Analyses will be performed in accordance with the New Hampshire State Building Code (2021 International Building Code with State Amendments).
- c. Prepare technical specifications.
- d. +/- 60% DD includes DD-level general structural notes, typical details, foundation plans, framing plans, and bracing elevations.

6. Code:

- b. One (1) review of the architectural design development drawings in accordance with the Building Code of Record and the scoping provisions of the Accessibility Code of Record.
- c. Provide plan review comments to the design team to address any remaining code compliance concerns for the design team to consider as the project moves into the construction documents phase.

7. Specifications: Drafts of full specifications during the Design Development phase.

Estimate by Others: The design team will produce enough information during these two phases for the OPM and CM to produce an opinion of probable cost for the preferred project. When the estimates are complete the City should have enough information to make decisions as to the pathway that will be taken.

Proposed Basic Services Fee:

The fee for the Base scope of work listed above is a lump sum of One Million Two Hundred Thousand, Two Hundred Seventeen Dollars (\$1,200,217). The Fee for Supplemental Services is a range from Fifty-Six Thousand, Five Hundred Dollars to Sixty-Seven Thousand Three Hundred Dollars (\$56,500 to \$67,300). Total fee for base and supplemental services (based on the higher costs for the survey) is One Million Two Hundred Sixty-Seven Thousand, Five Hundred Seventeen Dollars (\$1,267,517). The fee includes all the consultants that have been named herein.

BASE PHASE	COST
Schematic Design	\$309,551
Design Development	\$701,201
Industrial Engineering	\$139,841
Methane Reclaim System Energy Recovery	\$ 49,624
TOTAL FEE for SD and DD Base Phases	\$1,200,217
SUPPLEMENTAL PHASES	COST
Landscape Architecture - Proposal assumes that a waiver of this site plan requirement will be granted	\$ 15,550
Land Surveying Services (subject to review of forthcoming survey information provided by City Surveyor)	\$17,250 - \$28,050
Historical/Cultural Impact Study (Based on past projects, there is a very low probability that the above-referenced additional studies/permits would be needed as part of the site design/permitting effort for this project.)	\$11,850
Wildlife Biologist Consultant /Study (Based on past projects, there is a very low probability that the above-referenced additional studies/permits would be needed as part of the site design/permitting effort for this project.)	\$11,850
TOTAL SUPPLEMENTAL SERVICES	\$ 56,500 - \$67,300
TOTAL FEE OF BASE AND SUPPLEMENTAL (Larger survey number used)	\$1,267,517

Supplemental Services Fee:

1. **Landscape Architecture:**
 - The landscape design, including landscape plans and details and a planting list, is included in this proposal as a supplemental service. A landscape plan is a requirement of the City of Nashua Site Plan Regulations.
2. **Land Surveying Services:** Work to date has been performed by the City Surveyor. This proposed fee is subject to review of forthcoming survey information as provided by City Surveyor to complete the work.
3. **Historical/Cultural Impact Study:** Based on IMEG experience with past projects, there is a very low probability that the above-referenced additional studies/permits would be needed as part of the site design/permitting effort for this project.
4. **Wildlife Biologist Consultant/Study:** Based on IMEG experience with past projects, there is a very low probability that the above-referenced additional studies/permits would be needed as part of the site design/permitting effort for this project.

Terms:

Any work that is beyond the scope of work shall be billed as additional services either on a time and material basis or we will make an additional proposal with a lump sum fee. In no case will we commence any additional services without your

written approval. Reimbursable expenses beyond the scope of work shall be marked up by 8%. If there are additional services that are required by one or more of our consultants, we will invoice their costs plus a mark-up of 8%.

We will invoice you monthly and payment is due in thirty (30) days of the invoice date.

Assumptions and Exclusions:

1. Construction Documents, Bidding and Construction Administration are not included at this time.
2. Any work associated with the Brine Pad/Building is not included at this time. This work can be added during Contract Documents.
3. Environmental site assessments, soil waste characterizations, and hazardous materials evaluations are not included.
4. Photovoltaic (PV) solar array design is not included in the basic services; however, provisions for a future solar array design can be included. If it is determined that a PV design services are preferred, an additional services proposal will be provided.
5. HDR exclusions:
 - a. The following items are not included as maintenance and service equipment items and should be addressed by others: fuel system components (i.e., storage tanks, monitoring systems, pumps, dispensers).
 - b. Fee Estimate is based on 90 to 110 maintenance and service equipment items. Additional funding will be requested to address additional items.
6. IMEG exclusions or future additional services:
 - a. Significant revisions after final design has commenced.
 - b. Land surveying services, including boundary and topographic survey or field locating wetland flags. An estimate of costs has been included as Supplemental Services.
 - c. Design of off-site roadway/utility improvements.
 - d. Design of Site Structures (i.e. concrete slabs, retaining walls, etc.). Retaining walls will be by delegated design.
 - e. Zoning permits/approvals beyond those noted in Design Development/Permitting Phase.
 - f. Fees in excess of above stated allowances.
 - g. Performance of geotechnical services, including foundation, dam embankments, permeability testing, underdrainage and pavement typical section recommendations, preparation of Earthwork specifications. Geotechnical work will be provided by City.
 - h. Performance of environmental services, including evaluation, mitigation and/or remediation of HAZMAT and any existing environmental related issues.
 - i. US Army Corps of Engineers/EPA wetlands permitting, if needed.
 - j. Industrial sewer discharge permits.
 - k. Noise, fiscal, historical/cultural, endangered/threatened species impact studies. Historical/Cultural Impact Study is included as a Supplemental Service.
 - l. Permit/Submittal Fees/Inspection Fees.
 - m. Off-site sewerage or drainage studies.
 - n. Traffic Study/Permitting

- o. Landscape Design and plan preparation will be contracted under IMEG by an outside consultant should the City so choose. Fee is included as a Supplemental Service.
 - p. Irrigation Design for landscape areas
 - q. Design/permitting of site signage
 - r. Site lighting design/photometric lighting plan
 - 7. Fitzmeyer and Tocci qualifications and exclusions:
 - a. Should long lead infrastructure equipment procurement be considered, F&T would provide a separate proposal upon request.
 - b. Design of upgrades to the base building utilities, systems and services unless listed above.
 - c. Design of upgrades to systems serving areas outside of the scope area.
 - d. Design of irrigation systems.
 - e. Surveys of existing equipment.
 - f. Physical testing services
 - i. Air and water systems pre-measurement or testing and balancing
 - ii. Electrical metering or infra-red scanning
 - iii. Water quality testing (domestic, process, or closed system).
 - g. Written studies and reports.
 - h. Full energy modeling services past Design Development. Intent of the energy modeling is to provide input on preliminary design options for consideration during schematic design and design development.
 - i. Itemized cost estimates.
 - j. Preparation of as-built or record drawings.
 - k. Full engineering design for voice, tel/data, video, audio/visual, and security systems. The cabling devices, head end equipment design, documentation, specification, programming, and testing will be provided by an independent consultant contracted by the owner or owner's representative.
 - l. Acoustical engineering or analysis.
 - m. Value engineering or floor plan changes after the completion of the 75% construction documents submission.
 - 8. Pare exclusions:
 - a. No site visits are included for these phases, Pare assumes HKT has structural drawings of the existing building we will be abutting.
 - b. Assumes bin storage area needs concrete slab-on-grade only, no cover/superstructure.
 - c. Assumes foundation systems will be shallow foundations (no piles, etc.) and ground improvements (e.g. geopiers) are not required. Design of foundation systems utilizing deep foundation elements (e.g. piles, GCC's, etc.) is not included. If ground improvements (e.g. rammed aggregate piers) are utilized, the ground improvements shall provide a uniform soil bearing pressure below all foundation elements. Effort to prepare foundation loading diagrams or load cases for the design of ground improvements is not included in this proposal.
 - 9. WSP exceptions:

- a. Formal presentations, meetings, Building Department filing meetings, and/or meetings for filing approval or variances with authorities have jurisdiction are excluded from this proposal and will be handled as Additional Service, on a time-card basis as required.
 - b. The development of compliance alternatives, variances, or requests for special approval at the local or state level excluded from this proposal and will be handled as an Additional Service as required.
 - c. Classification of chemicals/ hazardous materials is excluded from WSP's scope of work but can be provided as an additional service upon request.
 - d. Services associated with a third-party review of the documents are not included in the base scope. Should the City elect to hire a third-party reviewer for the design documents, services associated with reviewing and responding to any third-party comments will be handled as an Additional Service depending upon the scope of the review.
10. Energy modeling for utility company rebate programs, e.g. Advanced Building, etc., LEED Energy Modeling, and LEED Documentation are excluded.
11. Reprographic services for bulk printing of bid sets or multiple review sets for Client use are excluded and will be invoiced as a reimbursable cost.
12. Professional level fully rendered 3 dimensional images are not included.

Schedule:

Our team is prepared to continue work upon approval of our proposal.

We look forward to working with the City on this project.

Very truly yours,

HKT Architects Inc.



Amy J. Dunlap, MCPPO, LEED AP BD+C
Principal-in-Charge



Janet M. Slemenda, AIA, LEED AP
Principal

cc: Joe Sullivan, Leftfield Project Management

File: \\HKT\Projects\22442 Nashua Public Works Garage\Administration\Contract - Budget\Original Proposal\22442 Nashua PW SD-DD Fee Proposal 25-02-25.docx

**SITE DESIGN/PERMITTING SCHEDULE
PROPOSED DPW GARAGE COMPLEX, NASHUA, NH**

PERMIT/APPROVAL	SUBMITTAL DATE	MEETING/PERMIT DATE	COMMENTS
NASHUA CONSERVATION COMMISSION - Recommendation to ZBA for proposed wetland and wetland buffer impacts	July 22, 2025	August 5, 2025 (Meeting #1) August 2025 (Sitewalk) September 2, 2025 (Meeting #2)	
NASHUA ZONING BOARD OF ADJUSTMENT - Special Exception for proposed wetland and wetland buffer impacts	August 12, 2025	September 9, 2025	
NASHUA PLANNING BOARD - Site Plan Approval - Conditional Use Permit (CUP) Approval	August 21, 2025	October 2, 2025	
NHDES WETLANDS BUREAU DREDGE AND FILL MINOR PERMIT	July 15, 2025	November 12, 2025	Assume 120-day review/approval period
NHDES ALTERATION OF TERRAIN (AOT) PERMIT	July 15, 2025	November 12, 2025	Assume 120-day review/approval period
NHDES SEWER CONNECTION PERMIT	September 17, 2025	November 1, 2025	Assume 45-day review/approval period
EPA Stormwater Construction General Permit Notice of Intent (NOI) Filing and SWPPP Preparation	14 Days Before Construction		

Notes:

1. Assumes permitting effort will commence following 50% DD milestone (June 30th +/-)
2. The Zoning Board of Adjustment & Planning Board approvals carry a post-approval 30-day appeal period by state law. During this period, the client proceeds at their own risk with subsequent project-related design, permitting and construction activities.
3. NHDES AOT & Wetlands Permitting subject to NHFG and NHDHR coordination.

20359

LeftField, LLC
101 Federal St
Boston, MA 02110
www.leftfieldpm.com

MAR 04 2025



INVOICE

BILL TO
City of Nashua
Attn: Accounts Payable
PO Box 2019
229 Main Street
Nashua, NH 03061

INVOICE # 2024.035-003
DATE 02/28/2025
DUE DATE 03/30/2025
TERMS Net 30

FOR
February 2025 OPM Services

PROJECT
Public Works Garage Project

PO/CONTRACT #
PO #192681 / RFP0265-111324



	QTY	RATE	AMOUNT
Services	1	22,000.00	22,000.00
Lump Sum per Contract			

We appreciate your business and look forward to helping you again!

BALANCE DUE

\$22,000.00

Remit Payment To:
LeftField, LLC
PO Box 307
Hingham, MA 02043