



# THE CITY OF NASHUA

*Office of Administrative Services*

*"The Gate City"*

## **Joint Committee on Infrastructure & Board of Public Works**

**Meeting of August 28, 2025**

### **Agenda**

A Joint Meeting of the Committee on Infrastructure & Board of Public Works is scheduled for Thursday, August 28, 2025 at 5:30 PM in the DPW Administrative Building at 848 West Hollis Street

|                                                                                                                                                                                                                                                                                                                                                               |                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>1. Opening Committee Meeting</b> <ul style="list-style-type: none"><li>- General Introductory Remarks</li></ul>                                                                                                                                                                                                                                            | Chairman<br>O'Brien/Tim<br>Cummings        |
| <b>2. Public Comment</b>                                                                                                                                                                                                                                                                                                                                      | Chairman O'Brien                           |
| <b>3. Approval of Minutes</b> <ul style="list-style-type: none"><li>- Minutes of June 26th, 2025</li></ul>                                                                                                                                                                                                                                                    | Chairman O'Brien                           |
| <b>4. DPW Garage Project - General Progress Status Update</b> <ul style="list-style-type: none"><li>- Project Status Update Presentation (D. Hurley)</li></ul>                                                                                                                                                                                                | Review by Tim<br>Cummings, David<br>Hurley |
| <b>5. DPW Garage Project - Approval of Invoices</b> <ul style="list-style-type: none"><li>- HKT Architecture 8/13/2025 - \$293,050.28</li><li>- GSI Geotechnical Services 7/31/2025 - \$900.00</li><li>- Leftfield OPM 7/31/2025 - \$26,500.00</li><li>- Leftfield OPM 6/30/2025 - \$26,500.00</li><li>- UEC HazMat Testing - 8/9/2025 - \$2,200.00</li></ul> | T. Cummings                                |
| <b>6. DPW Garage Project - Approval of Contract/Proposals/Amendments</b>                                                                                                                                                                                                                                                                                      | T. Cummings                                |
| <b>7. DPW Garage Project – Approval to Sign Applications</b> <ul style="list-style-type: none"><li>o Motion to approve Director Lisa Fauteux and Director Tim Cummings to execute DPW Garage Project Permit Applications</li></ul>                                                                                                                            | T. Cummings                                |
| <b>8. Wastewater Treatment Facility - General Progress Update</b> <ul style="list-style-type: none"><li>- Overall Project Update</li><li>- Look Ahead</li></ul>                                                                                                                                                                                               | T. Cummings,<br><br>J. Sullivan            |
| <b>9. Wastewater Treatment Facility - Approval of Invoices</b> <ul style="list-style-type: none"><li>- HKT Architecture 8/1/2025 - \$69,166.25</li><li>- Leftfield OPM 8/30/2025 - \$26,500.00</li></ul>                                                                                                                                                      | T. Cummings                                |

|                                                                                                                                                                                                              |             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| - Leftfield OPM 6/30/2025 - \$26,500.00                                                                                                                                                                      |             |
| <b>10. Wastewater Treatment Facility – Approval Contracts/Proposals/Amendments</b><br>- HKT Architecture Services Through DD - \$259,893.00                                                                  | T. Cummings |
| <b>11. Wastewater Treatment Facility - Approval to Sign Applications</b><br>- Motion to approve Director Lisa Fauteux and Director Tim Cummings to execute Wastewater Treatment Facility Permit Applications | T. Cummings |
| <b>12. Other Expenditures For Approval</b><br>- None                                                                                                                                                         | T. Cummings |
| <b>13. Old Business</b>                                                                                                                                                                                      |             |
| <b>14. Adjourn</b><br>Next Meeting: September 25, 2025*                                                                                                                                                      |             |



24 Roland Street, Suite 301 • Charlestown, MA 02129  
T: 617.776.6545 • F: 617.776.6678 • www.hktarchitects.com

20937

BILL TO

AUG 14 2025

## MONTHLY INVOICE

City of Nashua  
ATTN: Accounts Payable  
P.O. Box 2019  
229 Main Street  
Nashua, NH 03061-2019

### Project Description: Nashua DPW Garage

Professional Services through August 1, 2025  
City of Nashua Purchase Order # 192839 ✓

| INVOICE NUMBER | INVOICE DATE    | PAYMENT DUE DATE   | OUR PROJECT NO. | BALANCE DUE  |
|----------------|-----------------|--------------------|-----------------|--------------|
| 0003-022442    | August 13, 2025 | September 12, 2025 | 022442          | \$293,050.28 |

|                                           | Fee Summary |                | Previously Invoiced |              | Current Invoice |              | Remaining    |
|-------------------------------------------|-------------|----------------|---------------------|--------------|-----------------|--------------|--------------|
|                                           | %           | Fee            | %                   | Amount       | %               | Amount       | Amount       |
| 01 Pre-Design                             | 12.34%      | \$169,000.00   | 100.00%             | \$169,000.00 | 0.00%           | \$0.00       | \$0.00       |
| 02 Schematic Design                       | 22.61%      | \$309,551.00   | 100.00%             | \$309,551.00 | 0.00%           | \$0.00       | \$0.00       |
| 03 Design Development                     | 51.21%      | \$701,201.00   | 4.14%               | \$29,032.50  | 36.42%          | \$255,400.02 | \$416,768.48 |
| 04 Industrial Engineering                 | 10.21%      | \$139,841.00   | 35.99%              | \$50,328.64  | 26.92%          | \$37,650.26  | \$51,862.10  |
| 05 Methane Reclaim System Energy Recovery | 3.62%       | \$49,624.00    | 22.74%              | \$11,285.99  | 0.00%           | \$0.00       | \$38,338.01  |
| Totals                                    | 100.00%     | \$1,369,217.00 | 41.57%              | \$569,198.13 | 62.97%          | \$293,050.28 | \$506,968.59 |

|                         |              |
|-------------------------|--------------|
| AMOUNT DUE THIS INVOICE | \$293,050.28 |
| PREVIOUS BALANCE        | \$569,198.13 |
| PAYMENTS RECEIVED       | \$569,198.13 |
| ACCOUNT BALANCE         | \$293,050.28 |

Please make payments to HKT Architects, Inc.

20656 196124

Geotechnical Services, Inc.  
55 North Stark Highway  
Weare, NH 03281  
Phone: 603-529-7766  
Fax: 603-529-7080

AUG 13 2025

# PROFESSIONAL SERVICES INVOICE

| PERIOD ENDING | INVOICE NO. |
|---------------|-------------|
| 7/31/2025     | 30525       |

|                                                                          |
|--------------------------------------------------------------------------|
| Client:                                                                  |
| City of Nashua<br>Mr. Connor Sullivan<br>PO Box 2019<br>Nashua, NH 03061 |

WE NOW ACCEPT CREDIT CARD  
PAYMENTS

| TERMS  |
|--------|
| Net 30 |

| PROJECT                      |           | PROJECT MANAGER          | E-MAIL                        |       |                 |
|------------------------------|-----------|--------------------------|-------------------------------|-------|-----------------|
| Nashua DPW Facility - 225139 |           | H. Wetherbee             | VendorAPInvoices@nashuanh.gov |       |                 |
| DATE                         | ITEM/TASK | DESCRIPTION OF SERVICE ' | UNITS                         | RATE  | AMOUNT          |
| 7/2/2025                     | SE        | Test Pit Observation     | 8                             | 75.00 | 600.00          |
| 7/2/2025                     | SE        | Test Pit Logs and Plan   | 4                             | 75.00 | 300.00          |
| Thank you for your business. |           |                          | <b>Total</b>                  |       | <b>\$900.00</b> |

Please review this invoice upon receipt, if you have any questions or inconsistencies please contact our office at (603) 529-7766 within 14 days of receipt. If we do not hear from you within this time, we will assume there are no problems and will expect payment within 30 days of receipt.



Fy25

28359

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

JUL 02 2025



## INVOICE

### BILL TO

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

INVOICE # 2024.035-007

DATE 06/30/2025

DUE DATE 07/30/2025

TERMS Net 30

### FOR

June 2025 OPM Services

### PROJECT

Public Works Garage Project

### PO/CONTRACT #

PO #192681 / RFP0265-111324



|                       | QTY | RATE      | AMOUNT    |
|-----------------------|-----|-----------|-----------|
| Services              | 1   | 26,500.00 | 26,500.00 |
| Lump Sum per Contract |     |           |           |

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

BALANCE DUE

**\$26,500.00**

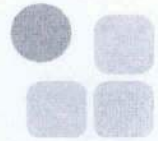
Remit Payment To:  
LeftField, LLC  
PO Box 307  
Hingham, MA 02043

Rollover

28359

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

AUG 05 2025



# INVOICE

F226

## BILL TO

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

INVOICE # 2024.035-008

DATE 07/31/2025

DUE DATE 08/30/2025

TERMS Net 30

## FOR

July 2025 OPM Services

## PROJECT

Public Works Garage Project

## PO/CONTRACT #

PO #192681 / RFP0265-111324

|                       | QTY | RATE      | AMOUNT    |
|-----------------------|-----|-----------|-----------|
| Services              | 1   | 26,500.00 | 26,500.00 |
| Lump Sum per Contract |     |           |           |

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

BALANCE DUE

**\$26,500.00**

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

AUG 19 2025

**INVOICE #12759**

August 9, 2025

City of Nashua  
Accounts Payable  
P.O. Box 2019  
229 Main Street  
Nashua, NH 03061-2019

Asbestos Inspection at DPW Garage – PO#196844

Professional Services:

|              |             |
|--------------|-------------|
| Lump Sum Fee | \$ 2,200.00 |
|--------------|-------------|



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

August 4, 2025

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 Construction Documents, Bidding and Construction Administration Services for the Department of Public Works Garage project. We assume the following timeline:

- Construction Documents: 14 weeks max.
- Bidding: 4 weeks.
- Construction Administration through Closeout: 17 months plus 6 weeks of closeout. We assume an April start (shop drawings) though site work may not begin until the summer.

**Project Team for Construction Documents, Bidding and Construction Administration Services 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
- Pare Corporation – structural engineering
- Fitzmeyer & Tocci Associates, Inc. (F&T) – mechanical, electrical, plumbing, fire protection engineering
- WSP – Code Consulting
- Kalin Associates – Specifications

HKT will work with BODE to finalize all work related to the pre-engineered portions of the project. BODE is not part of the HKT team.

**Scope of Work for Construction Documents, Bidding and Construction Administration Services Phases are as follows:**

**Construction Documents - Assume 14 weeks:** This phase creates the bid ready construction documents. Submissions of a set of plans and specifications will be provided for the City to review once during the CD phase and once prior to bidding. Work will continue during City review so that the schedule can be met.



The principal elements and deliverables for this phase include the following:

1. **Architectural:** Continued development and expansion of Design Development Documents to establish the final scope for the project.
  - a. Final Plan layout, details, sections, and elevations.
  - b. Final material selection.
  - c. Coordinate with team members.
  - d. Assume Cost Estimate, by Harvey Construction, at completion of this phase.
2. **Industrial Engineering:** Confirm functional and equipment requirements are appropriately addressed.
  - a. Review equipment layout drawings and equipment list with Nashua Department of Public Works.
  - b. Refine maintenance equipment layout drawings based on comments received.
  - c. Refine Discipline Coordination drawing(s) based on comments received from Nashua DPW.
  - d. Refine service equipment layout drawings and provide service equipment detail drawings. Provide piping schedules and notes.
  - e. Prepare functional and safety signage, graphics, and striping drawings specifically in the Maintenance and Service Buildings. HDR will coordinate with HKT Architects and Nashua DPW on the signage locations and design of the signs.
    - i. Determine the location and type of functional and safety sign required for each area based on the safety related issues relevant for that area.
    - ii. Develop drawings that indicate, through the use of a detailed schedule and numbered designations on the drawings, both location and type of sign.
    - iii. Indicate the location of safety related floor striping that designates walk areas through work zones and specific clearance areas around equipment.
    - iv. Provide details on type of striping paint, size of stripe, type, and other related details.
  - f. Update equipment list to be consistent with equipment layouts and facility design.
  - g. Develop final cost estimate for equipment.
  - h. Attend 5-6 team meetings to respond to equipment related functional requirements for building systems and components including architectural, structural, mechanical, electrical, plumbing, and human engineering.
  - i. Finalize specifications for approximately 65 maintenance and service equipment items.
  - 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 and equipment.

- l. Review of equipment layout drawings and specifications to be performed by a qualified HDR resource not assigned to the project.
      - m. Cross Discipline Review of the drawings and specifications to be performed by a qualified HDR resource not assigned to the project.
- 3. **Civil/Site** shall finalize all civil documents required for construction.
  - a. Upon applicable site-related permits/ approvals, IMEG shall finalize all site plans prepared previously under a separate contract and prepare technical sitework specifications (CSI format) for construction to be included in Contract/Bid Documents. IMEG specifications shall include portions of CSI Divisions 2, 31, 32 & 33.
    - i. The project's geotechnical engineer shall prepare the Earthwork specification.
  - b. IMEG shall provide coordination with other project team members to coordinate construction details prior to the issuance of the final plans and specifications.
  - c. IMEG shall coordinate addressing the conditions of approval with the project team and the City of Nashua Planning and Engineering Departments in order to finalize the site plan set for signatures and filing.
  - d. IMEG shall prepare a Storm Water Pollution Prevention Plan (SWPPP) package to deliver to the Contractor for their signature and filing with the US-EPA.
- 4. **Structural:** Pare will perform the necessary engineering design services to prepare structural construction documents and technical specifications.
  - a. Pare will coordinate throughout this phase to discuss design issues related to this project.
  - b. Pare will prepare final construction document plans based upon the project's Design Development plans. Pare will coordinate final plan details with the project team.
  - c. Pare will prepare technical specifications for the completion of the construction document package.
- 5. **Mechanical, Electrical, Plumbing, Fire Protection and Technology Systems Infrastructure:** F&T will provide continuing engineering services for the planned facility.
  - a. Attend meetings to review and coordinate the construction documents. (5 meetings are possible).
  - b. Visit the site, as required, to properly confirm the construction documents concepts. We expect to be on site for one (1) visit.
  - c. Prepare 75% construction documents for review with the design team and owner; incorporate comments/adjustments from this meeting into the drawings.
  - d. Prepare final construction documents, consisting of scale drawings and technical construction specifications in our standard format, for construction bidding and permitting.
  - e. Update of the basis of design equipment cut sheets indicating performance, dimensional and weight data.

- f. Review construction cost estimates prepared by others.
- 6. **Code Analysis:** WSP will provide a final code analysis for the project.
  - a. One (1) review of the architectural construction documents in accordance with the Building Code of Record and Accessibility Code of Record.
  - b. Provide plan review comments to the design team to address any remaining code compliance concerns for the design team to consider prior to permit submission.
  - c. One (1) update of WSP's Code Report to reflect the construction documents. The report will be revised for an external audience so it can be submitted as part of the permit application package.
  - d. Provide general code consulting as required.
- 7. **Specifications:** Kalin will update full specifications for bidding.

**Bidding – Assume 4 weeks:** This process is coordinated by Harvey Construction who will be responsible for coordinating the bid process and providing support during that process. Work will include all team members finalizing bid documents and coordinating and issuing addenda as required.

The principal elements and deliverables for this phase include the following:

- 1. **Architectural:** Preparation of Bidding Documents.
  - a. Pre-bd conference.
  - b. Coordination and issuing of addenda.
  - c. Review of bidders if required.
- 2. **Industrial Engineering:** Confirm that the industrial equipment is bid as specified.
  - a. Assist in the review of equipment bids for specification compliance.
  - b. Written clarification of design and specification intent, as necessary.
- 3. **Civil/Site:** IMEG shall assist the project team during the bidding phase.
  - a. Attend pre-bid meetings to clarify project requirements as required.
  - b. Respond to requests for information (RFI's) from bidders regarding plans, specifications, or site conditions.
  - c. Assist the project team in evaluating bids for completeness, compliance, and value.
  - d. Support or attend site visits for bidders and addressing questions on the plans and specifications.
- 4. **Structural:** Pare will be available to interpret and make clarifications to the structural construction drawings and specifications during this phase.
  - a. Pare will attend scope review meetings with the Design Team and the structural steel and concrete subcontractors to review the structural construction documents.
  - b. Pare will provide written or sketch clarifications to bidding contractors as required during the Bid Phase. Once the Bid Phase

is complete, Pare will provide one final issued Construction Document Addendum incorporating document changes to the bid document package.

**5. Mechanical, Electrical, Plumbing, Fire Protection and Technology Systems Infrastructure:**

- a. Attend one (1) contractor bid walk-through.
- b. Review and comment on construction manager/general contractor draft bid packages.
- c. Review and de-scope sub-contractor bids and qualifications.
- d. Answer bid RFIs and provide bid clarifications as required.

**Construction Administration through Closeout** – Assume 17 months of construction and 6 weeks of closeout. The design team will help to administer the project for the City, as related to the plans and specifications developed during the preceding phases. Contractor's submittals will be reviewed for compliance with the plans, specifications, and contract documents and for conformance with the design concept. Review of submittals shall be limited to twice. Additional reviews will be considered an additional service.

**1. Architectural: Construction Observation and Closeout.**

- a. Architectural: Up to 74 site meetings. Meeting quantity is based on 17 months of construction and 6 weeks of close-out with one weekly meeting.
- b. Site visits, review of submittals and punch list.
- c. The design team shall track Submittals, Requests for Information, Proposed Change Orders, Change Orders, Sketches, Architect's Supplemental Instructions and Proposal Requests in logs.
- d. Review and process submittals and RFI's per general contract requirements.
- e. Attend job meetings as required to continue the progress of the project. The OPM will write and distribute meeting minutes.
- f. The design team shall review information provided by the OPM and Testing Agencies and check for compliance with the contract documents.
- g. The design team shall review and provide comment on the schedule of values, change order and monthly requisitions.
- h. The design team shall review and provide comment on the construction schedule, construction progress and quality and on-site "as-built" drawings.
- i. At the end of construction, the design team will review the punchlist completed by the CM and determine if the work is ready for the design team to review. The CM's punchlist will be expanded upon by the design team to develop a complete punchlist that indicates incomplete work or work that does not meet the contract document requirements.

**2. Industrial Engineering: Support HKT Architects during construction and confirm that equipment is installed as specified.**

- a. Participate in virtual preconstruction meeting.



- b. Make one on-site visit during construction to review equipment installation progress and address functional and equipment related issues.
- c. Field observation reports documenting site visits.
- d. Assist in the review equipment related Request for Information (RFI) during construction. (Approximately 35 RFIs)
- e. Review (65) equipment shop drawings for conformance to the contract documents.
- f. Make one on-site visit, upon substantial completion of construction, for development of final punch list.

**3. Civil/Site:**

- a. Provide Client and selected site contractor with a copy of the plan set (PDF) and the site plan base drawing (DWG) for construction purposes.
- b. Attend a pre-construction meeting with the project team and City of Nashua Officials prior to the commencement of work.
- c. Review shop drawings, material submittals, RFIs and other questions/submissions of the Contractor for compliance with the plans and sitework specifications. The geotechnical consultant shall review submittals for all earthwork, base course, and pavement materials. Included in this effort is office coordination during the entire construction phase of the project to answer questions and to provide assistance to the Client. An allowance of 80 hours has been carried for this item.
- d. While the final stormwater management design has not been finalized, there is a high probability that the stormwater practices will all be subsurface-type practices. As a standard requirement, New Hampshire Department of Environmental Services (NHDES) Alteration of Terrain Permit (AoT) will require the Engineer of Record to witness various parts of the construction of the subsurface practices prior to backfill and provide a follow-up report to AoT staff. An allowance of 20 hours has been carried for this item.
- e. Inspect the site at the end of the construction and prepare a sitework punch list of items that should be addressed before the end of the project.

**4. Structural:**

- a. Pare will coordinate with the project team during the construction period.
- b. Pare will provide a representative at up to two (2) meetings at the project site. It is anticipated that these on-site meetings will be at commencement of concrete construction and steel erection. Pare is available to attend additional meetings as requested by the Client on a time and materials basis. Meeting minutes will be prepared by others.
- c. Pare will visit the site at appropriate intervals as the construction proceeds to observe and report on the progress and quality of the executed work and prepare an opinion of whether or not the work is proceeding in accordance with the design concept. The construction period for structural work is anticipated to be

approximately 10 months. One visit is budgeted per month for the construction period. A total of ten (10) site visits has been budgeted. Additional Construction Observations requested over the budgeted amount will be performed on a time and materials basis as outlined within the attached Schedule of Fees.

- d. Pare will be available to provide consultation during construction to interpret and make clarifications to contract plans and specifications, and resolve changes brought about by field conditions encountered. Construction changes based upon Owner or Contractor requests or substitutions will be considered an additional service.
- e. Contractor's submittals will be reviewed for compliance with the plans, specifications, and contract documents and for conformance with the design concept. Review of submittals shall be limited to twice. Additional reviews will be considered an additional service.
- f. Pare will assist in the preparation of a structural punch list to be utilized in determining substantial completion of structural construction. For this effort, Pare has budgeted for two punch list site visits and for the preparation of structural punch list.
- g. Pare will assist in the review of Record Drawings produced by the Contractor for structural construction. As-built drawings from the Contractor will be provided to the owner on electronic media and in hard copy at the completion of construction.

**5. MEPFP:**

- a. Attend one (1) project construction kick-off meeting.
- b. Review shop drawing submittals required by F&T's sections of the project.
- c. Review and respond to contractor requests for clarification and/or information.
- d. Attend virtual OAC meetings twice monthly for an estimated TBD amount of months. A total will be determined once construction schedule is finalized.
- e. Periodic site observations to verify contractors' compliance with the construction documents. F&T's fee includes one (1) site visit per month for a construction duration to be determined, including an above-ceiling observation prior to concealment and a review at substantial project completion. Visits are intended to be scheduled as needed to coordinate with construction. A total will be determined once construction schedule is finalized.
- f. Prepare field observation reports or punch list reports listing any observations and/or deficiencies noted during site visits indicated above.
- g. Prepare and submit construction control documents, including affidavits (if required), upon completion of construction.

- 6. Code: Provide general consulting on an hourly, as-needed basis during construction up to a capped limit. This may include code research, written correspondence,

**Project Closeout:** The final stage of the construction process is specifically devoted to close out materials and final inspections.

1. The design team will review the closeout submittals, including warranty information, Operation and Maintenance Manuals and as-built drawings and specifications.
2. The design team will conduct final inspections, issue Certificate of Substantial Completion and final affidavits.
3. The design team will develop a monetized punchlist of all work remaining prior to final acceptance.

**Other Services:**

The following service fees are provided as part of the base fee. Services include design by team members noted.

- HKT Architect Inc.: Coordination of work as required.
- HDR Engineering Inc. – Industrial Engineering .
- Fitzmeyer & Tocci Associates, Inc. (F&T) – Methane Reclaim System Energy Recovery

**Estimate by Others:** The design team will produce enough information during the construction administration phase 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 any final 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 Two Million One Hundred Ninety One Thousand, One Hundred Eighteen Dollars (\$2,191,118). The fee includes all the consultants that have been named herein.

| BASE PHASE                                | COST               |
|-------------------------------------------|--------------------|
| Construction Documents                    | \$807,632          |
| Bidding                                   | \$95,793           |
| Construction Administration thru Closeout | \$1,159,491        |
| Industrial Engineering                    | \$ 94,741          |
| Methane Reclaim System Energy Recovery    | \$ 33,461          |
| <b>TOTAL FEE</b>                          | <b>\$2,191,118</b> |

**\$903,425.00**

**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. Any work associated with the Brine Pad/Building is not included at this time.
2. Environmental site assessments, soil waste characterizations, and hazardous materials evaluations are not included.
3. 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.
4. 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).
5. IMEG exclusions or future additional services:
  - a. Additional permitting/coordination with public approval agencies
    - i. Zoning permits/approvals beyond those noted in Design Development/Permitting Phase.
  - b. Significant revisions after final design has commenced.
  - c. Land surveying services, including boundary and topographic survey or field locating wetland flags.
  - d. Environmental Monitoring/erosion control inspection/reporting services
  - e. Post construction as built/certified foundation plan.
  - f. Fees in Excess of above stated allowances
  - g. Design of off-site roadway/utility improvements.
  - h. Design of Site Structures (i.e. concrete slabs, retaining walls, etc.). Retaining walls will be by delegated design.
  - i. 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.
  - j. Performance of environmental services, including evaluation, mitigation and/or remediation of HAZMAT and any existing environmental related issues.
  - k. US Army Corps of Engineers/EPA wetlands permitting, if needed.
  - l. Industrial sewer discharge permits.
  - m. Noise, fiscal, historical/cultural, endangered/threatened species impact studies. Historical/Cultural Impact Study is included as a Supplemental Service.
  - n. Permit/Submittal Fees/Inspection Fees.
  - o. Off-site sewage or drainage studies.
  - p. Traffic Study/Permitting
  - q. Irrigation Design for landscape areas
  - r. Design/permitting of site signage.
  - s. Site lighting design/photometric lighting plan
6. Pare exclusions:
  - a. Assumes bin storage area needs concrete slab-on-grade only, no cover/superstructure.
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. Commissioning Services.
  - f. Surveys of existing equipment.
  - g. 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).
  - h. Written studies and reports.
  - i. 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.
  - j. Itemized cost estimates.
  - k. Preparation of as-built or record drawings.
  - l. 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.
  - m. Acoustical engineering or analysis.
  - n. Value engineering or floor plan changes after the completion of the 75% construction documents submission.
8. 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.
9. Energy modeling for utility company rebate programs, e.g. Advanced Building, etc., LEED Energy Modeling, and LEED Documentation are excluded.
10. 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.



August 4, 2025

Page 11

11. Professional level fully rendered 3 dimensional images are not included.

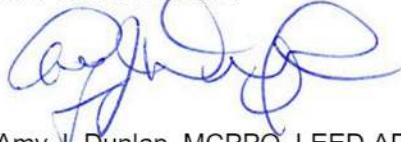
**Schedule:**

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

We look forward to continuing 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: I:\HKT Projects\22442 Nashua Public Works Garage\Administration\Contract + Budget\Original Proposal\CD Bid CA\22442 Nashua PW CO-CA Fee Proposal\25-08-4.docx

AUG 14 2025

20937



24 Roland Street, Suite 301 • Charlestown, MA 02129  
T: 617.776.6545 • F: 617.776.6678 • www.hktarchitects.com

BILL TO

**City of Nashua**  
**ATTN: Accounts Payable**  
**P.O. Box 2019**  
**229 Main Street**  
**Nashua, NH 03061-2019**

**MONTHLY INVOICE****Project Description: Nashua Wastewater Maintenance & Storage Garage**

Professional Services through August 1, 2025

City of Nashua Purchase Order #195826 ✓

| INVOICE NUMBER | INVOICE DATE    | PAYMENT DUE DATE   | OUR PROJECT NO. | BALANCE DUE |
|----------------|-----------------|--------------------|-----------------|-------------|
| 0001-022511    | August 13, 2025 | September 12, 2025 | 022511          | \$69,166.25 |

|                     | Fee Summary    |                     | Previously Invoiced |               | Current Invoice |                    | Remaining           |
|---------------------|----------------|---------------------|---------------------|---------------|-----------------|--------------------|---------------------|
|                     | %              | Fee                 | %                   | Amount        | %               | Amount             | Amount              |
| 01 Pre-Design       | 29.20%         | \$74,250.00         | 0.00%               | \$0.00        | 86.65%          | \$64,340.00        | \$9,910.00          |
| 02 Schematic Design | 70.80%         | \$180,000.00        | 0.00%               | \$0.00        | 2.68%           | \$4,826.25         | \$175,173.75        |
| <b>Totals</b>       | <b>100.00%</b> | <b>\$254,250.00</b> | <b>0.00%</b>        | <b>\$0.00</b> | <b>27.20%</b>   | <b>\$69,166.25</b> | <b>\$185,083.75</b> |

**AMOUNT DUE THIS INVOICE**      **\$69,166.25**

Please make payments to HKT Architects, Inc.

Fy25

28359



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

JUL 02 2025

# INVOICE

## BILL TO

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

INVOICE # 2025.007-001

DATE 06/30/2025

DUE DATE 07/30/2025

TERMS Net 30

## FOR

June 2025 OPM Services

## PROJECT

WWT Maintenance and Storage

## PO/CONTRACT #

PO #195828



QTY

RATE

AMOUNT

Services

1

26,500.00

26,500.00

Lump Sum per Contract

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

BALANCE DUE

**\$26,500.00**

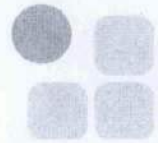
Remit Payment To:  
LeftField, LLC  
PO Box 307  
Hingham, MA 02043

Rolloner

28359

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

AUG 05 2025



# INVOICE

Fy 26

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

**INVOICE #** 2025.007-002  
**DATE** 07/31/2025  
**DUE DATE** 08/30/2025  
**TERMS** Net 30

**FOR**  
July 2025 OPM Services

**PROJECT**  
WWT Maintenance and Storage

**PO/CONTRACT #**  
PO #195828

|                       | QTY | RATE      | AMOUNT    |
|-----------------------|-----|-----------|-----------|
| Services              | 1   | 26,500.00 | 26,500.00 |
| Lump Sum per Contract |     |           |           |

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

**BALANCE DUE**

**\$26,500.00**

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





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

August 4, 2025

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

Re: Wastewater Maintenance and Storage Garage - Architectural & Engineering Services

Dear Ms. Fauteux:

HKT Architects is pleased to submit our fee proposal for Design Development, Construction Documents, Bidding and Construction Administration through Closeout for the Wastewater Maintenance and Storage Garage project. The work completed during the Pre-Design and Schematic Design will be the basis of the work ahead. We anticipate this process to last approximately twenty-six weeks plus fourteen months of construction and six weeks of closeout.

These phases include work by all Design Team members.

**Project Team for Design Development, Construction Documents, Bidding and Construction Administration Phases:** We anticipate the following 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 Design Development, Construction Documents, Bidding and Construction Administration Phases:**

This phase will include the following:

- Design Development
- Construction Documents
- Bidding
- Construction Administration
- Industrial Equipment and Public Works
- Permitting

The principal elements for these phases include the following:

**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. 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, and the requirements for maintenance operations and equipment are appropriately addressed.
  - a. Develop maintenance equipment layout drawings on Revit Model, which provides an efficient industrial workflow through the facility. Include workstation layouts and materials handling storeroom layouts.
    - i. Equipment layouts may require minor modifications to the Schematic Design Plans as HDR was not involved in the schematic design phase.
  - b. Inventory existing shop equipment, by functional area, which will be relocated to the new facility. Include description, quantity, manufacturer, model number, and utility requirements.
  - c. Participate in on-site equipment discussion meetings with Nashua WWTP personnel to identify, by functional area, maintenance and service equipment needed to support maintenance activities. Maintenance equipment includes storage equipment, shop equipment, wash equipment, and cranes. Service equipment includes compressed air system components (i.e., compressor, dryer, hose reels, filter/regulator/lubricator). Identify quantities required, dimensions, and impact on other design team disciplines. Work related to fuel system equipment (i.e. storage tanks, monitoring systems, pumps, dispensers) is not included in this Scope of Services.
  - d. 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.
  - e. Assemble Equipment List with description, quantity, price, dimensions, procurement strategies, specification responsibility, and discipline coordination matrix.
  - f. Assemble Equipment Datasheets
  - g. Assemble Equipment Cutsheets on maintenance and service equipment to be specified by HDR O&M Facilities Design specialists (approximately 30 to 50 items).



- h. Develop initial service equipment layout drawings, which provide schematic piping routes to service equipment for the compressed air piping system.
  - i. Develop draft specifications for an anticipated 30 to 50 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. Note: 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 5-6 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 and, in preparing its services, exercise the same degree of skill and care ordinarily exercised under similar circumstances by qualified professionals undertaking similar work under similar conditions in the same locality at the same time. All plans will be prepared in AutoCAD format for use by Client. 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 the Client's grading criteria.
  - c. The design shall include vehicle parking and storage area layout, curbing, sidewalks, painted pavement marking, internal traffic

- signs, guardrail and appurtenant details.
- 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 1 day of test pits in the vicinity of the proposed stormwater management area(s). The backhoe expense shall be borne by others.
  - 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 the Client. 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 the Client 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. IMEG shall provide coordination with Pennichuck Water Works. 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 the Client, 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) currently located in Sawmill Road. 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 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 the Client's requirements and City of Nashua regulations.

- i. IMEG shall design and prepare plans showing temporary and permanent erosion control measures and details on the plans.
- j. IMEG shall 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 Client's criteria. The design of specialty hardscape/plaza areas are not included in this proposal. An allowance of \$5,000.00 has been carried for the subconsultant for this task.
- k. IMEG shall prepare an aerial map and a rendered site plan for public meeting presentations.
- l. Other rendered drawings that may be required by the Nashua City Planning Board are not included.

**Note:** It is IMEG's opinion that the Client 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. It is understood that these consultants shall work directly for the Client.

- Certified Wetland & Soil Scientist: To delineate the on-site wetlands and assist in the local and state wetland and wetland buffer permitting process. To perform Site Specific Soil Mapping as required for the NHDES Alteration of Terrain (AOT) Permit.
- Geotechnical Engineer: For subsurface investigations, geotechnical report and specifications that should address foundation construction, underdrainage, slope stability, blasting recommendations, permeability testing in the proposed storm water management area(s), dam embankment, typical pavement section design. The Geotechnical Engineer shall prepare the earthwork and underdrainage specifications.
- Structural Engineer: To prepare final plans and specifications for the design of structural elements (light pole bases, retaining walls, etc.), if needed.
- 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.
- Environmental Consultant: To prepare needed studies and/or design recommendations related to existing site constraints and potential design limitations for proposed stormwater management practices.

**Permitting/Coordination:** IMEG shall prepare plans and applications for the following permits:

- City of Nashua Conservation Commission recommendation to the Zoning Board of Adjustment for proposed work within a wetland buffer
- City of Nashua Zoning Board of Adjustment – Special Exception for proposed work within a wetland buffer
- City of Nashua City Planning Board – Site Plan Approval
- NHDES Alteration of Terrain (AoT) Permit
- NHDES Shoreland Permit
- NHDES Sewer Connection Permit

IMEG shall attend job meetings during the project and provide coordination with the Client, 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.

**4. Mechanical, Electrical, Plumbing, Fire Protection Engineering:**

Continued development and expansion of schematic Design Documents to establish the final scope for the project.

- a. Attend one (1) meeting to review the design development documents.
- b. Include three (3) additional design development meetings in our fee.
- c. Prepare design development documents consisting of progress drawings (approximately 50% construction document level).
- d. Prepare a draft specification for the trades included herein.
- e. Update of the basis of design equipment cut sheets indicating performance, dimensional, and weight data.
- f. Review construction cost estimates prepared by others.

**5. Structural Engineering:** Continued development and expansion of schematic Design Documents to establish the final scope for the project.

- a. Pare will perform structural analyses for the project. Analyses will be performed in accordance with the New Hampshire State Building Code (2021 International Building Code with State Amendments).
- b. Plans include:
- c. General Structural Notes
  - i. Typical Details
  - ii. Foundation Plans
  - iii. Framing Plans
  - iv. Bracing Elevations
- d. Pare will prepare technical specifications for the Design Development submission.

**6. Code Consulting:** Continued development and expansion of schematic Design Documents to establish the final scope for the project.

- a. One (1) review of the architectural design development drawings in accordance with the Building Code of Record and the Accessibility Code of Record.
- b. 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.
- 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 construction documents phase.

- d. Provide general code consulting which may include code research, written correspondence, conference calls, and/or meetings to discuss any code questions that arise.

**7. Specifications**

- a. Drafts of full specifications.

**Construction Documents - Assume 12 weeks:** This phase creates the bid ready construction documents. Submissions of a set of plans and specifications will be provided for the City to review once during the CD phase and once prior to bidding. Work will continue during City review so that the schedule can be met.

The principal elements and deliverables for this phase include the following:

1. **Architectural:** Continued development and expansion of Design Development Documents to establish the final scope for the project.
  - a. Final Plan layout, details, sections, and elevations.
  - b. Final material selection.
  - c. Coordinate with team members.
  - d. Assume Cost Estimate, by Harvey Construction, at completion of this phase.
2. **Industrial Engineering:** Confirm functional and equipment requirements are appropriately addressed.
  - a. Conduct virtual two-hour meeting to review layout drawings and equipment list with Nashua WWTP.
  - b. Refine maintenance equipment layout drawings.
  - c. Refine service equipment layout drawings and provide service equipment detail drawings. Provide piping schedules and notes.
  - d. Prepare functional and safety signage, graphics, and striping drawings specifically in the Shop and Vehicle Storage Buildings. HDR will coordinate with HKT Architects and Nashua WWTP on the signage locations and design of the signs.
  - e. Determine the location and type of functional and safety sign required for each area based on the safety related issues relevant for that area.
  - f. Develop drawings that indicate, through the use of a detailed schedule and numbered designations on the drawings, both location and type of sign.
  - g. Indicate the location of safety related floor striping to designate walk areas through work zones and specific safety clearance areas around equipment.
  - h. Provide details on type of striping paint, size of stripe, type, and other related details.
  - i. Update equipment list to be consistent with equipment layouts and facility design.
  - j. Develop final cost estimate for equipment.
  - k. Finalize specifications for approximately 30-50 maintenance and service equipment items.
  - l. Participate in coordination meetings to respond to equipment related functional requirements for building systems and



- components including architectural, structural, mechanical, electrical, plumbing, and human engineering. (approximately 5-6)
- m. Coordinate operational and equipment related functional requirements for building systems and components including architectural, structural, mechanical, electrical, plumbing, and human engineering.
  - n. Review architectural/engineering design for functional response to program.
  - o. Review of equipment layout drawings and specifications to be performed by a qualified HDR resource not assigned to the project. Drawings and specifications to be reviewed for quality and accuracy.
  - p. Cross Discipline Review of the drawings and specifications to be performed by an HDR resource not assigned to the project. Drawings and specifications to be reviewed for coordination.
  - q. Provide QC comments to the Design Team to be addressed in final CD package.
3. **Civil/Site** shall finalize all civil documents required for construction.
- a. Upon issuance of site-related permits/approvals, IMEG shall finalize the site plans prepared in Task 1 and prepare technical specifications for sitework construction to be included in Contract/Bid Documents prepared by the Client. Our specifications shall include portions of CSI Divisions 2, 31, 32 & 33. The geotechnical engineer shall prepare the Earthwork specification. IMEG shall provide coordination with other project team members to coordinate construction details prior to the issuance of the final plans and specifications.
  - b. IMEG shall prepare a Storm Water Pollution Prevention Plan (SWPPP) package to deliver to the Client for their signature and filing with the US-EPA.
4. **Mechanical, Electrical, Plumbing, Fire Protection and Technology Systems Infrastructure:** F&T will provide continuing engineering services for the planned facility.
- a. Attend one (1) meeting to review the construction documents.
  - b. Attend additional design team meetings via conference or web call. We have included up to four (4) meetings.
  - c. Visit the site, as required, to properly confirm the construction documents concepts. We expect to be on site for one (1) visit.
  - d. Prepare 75% construction documents for review with the design team and owner; incorporate comments/adjustments from this meeting into the drawings.
  - e. Prepare final construction documents, consisting of scale drawings and technical construction specifications in our standard format, for construction bidding and permitting.
  - 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:** Pare will perform the necessary engineering design services to prepare structural construction documents and technical specifications.

- a. Pare will coordinate with the project team throughout this phase to discuss design issues related to this project. Pare has included up to two in-person meetings at HKT's office during this phase. All remaining coordination shall be done via conference call. Regular (e.g. weekly) meeting attendance is not included in this proposal.
  - b. Pare will prepare final construction document plans based upon the project's Design Development plans. Pare will coordinate final plan details with the project team.
  - c. Pare will prepare technical specifications for the completion of the construction document package.
6. **Code Analysis:** WSP will provide a final code analysis for the project.
  - a. One (1) review of the architectural construction documents in accordance with the Building Code of Record and Accessibility Code of Record.
  - b. Provide plan review comments to the design team to address any remaining code compliance concerns for the design team to consider prior to permit submission.
  - c. One (1) update of WSP's Code Report to reflect the construction documents. The report will be revised for an external audience so it can be submitted as part of the permit application package.
  - d. Provide general code consulting as required.
7. **Specifications:** Updated full specifications for bidding phase.
  - a. Coordination with Owner's Division 0.

**Bidding – Assume 4 weeks:** This process is coordinated by Harvey Construction who will be responsible for coordinating the bid process and providing support during that process. Work will include all team members finalizing bid documents and coordinating and issuing addenda as required.

The principal elements and deliverables for this phase include the following:

1. **Architectural:** Preparation of Bidding Documents.
  - a. Pre-bd conference.
  - b. Coordination and issuing of addenda.
  - c. Review of bidders if required.
2. **Industrial Engineering:** Confirm that the industrial equipment is bid as specified.
  - a. Assist in the review of equipment bids for specification compliance.
  - b. Written clarification of design and specification intent, as necessary.
3. **Civil/Site: IMEG shall assist the project team during the bidding phase.**
  - a. Attend pre-bid meetings to clarify project requirements as required.
  - b. Respond to requests for information (RFI's) from bidders regarding plans, specifications, or site conditions.

- c. Assist the project team in evaluating bids for completeness, compliance, and value.

**4. MEPFP:**

- a. Attend one (1) contractor bid walk-through.
- b. Review and comment on construction manager/general contractor draft bid packages.
- c. Review and de-scope sub-contractor bids and qualifications.
- d. Answer bid RFIs and provide bid clarifications as required.

**5. Structural:**

- a. Pare will be available to interpret and make clarifications to the structural construction drawings and specifications during this phase.
- b. Pare will attend scope review meetings with the Design Team and the structural steel and concrete subcontractors to review the structural construction documents. Up to two virtual scope review meetings (one for structural steel, one for concrete) have been included in this proposal.
- c. Pare will provide written or sketch clarifications to bidding contractors as required during the Bid Phase. Once the Bid Phase is complete, Pare will provide one final issued Construction Document Addendum incorporating document changes to the bid document package.

**Construction Administration through Closeout** – Assume 14 months of construction and 6 weeks of closeout. The design team will help to administer the project for the City, as related to the plans and specifications developed during the preceding phases. Contractor's submittals will be reviewed for compliance with the plans, specifications, and contract documents and for conformance with the design concept. Review of submittals shall be limited to twice. Additional reviews will be considered an additional service.

**1. Architectural: Construction Observation and Closeout.**

- a. Architectural: Up to 60 site meetings. Meeting quantity is based on 14 months of construction and 6 weeks of close-out with one weekly meeting.
- b. Site visits, review of submittals and punch list.
- c. The design team shall track Submittals, Requests for Information, Proposed Change Orders, Change Orders, Sketches, Architect's Supplemental Instructions and Proposal Requests in logs.
- d. Review and process submittals and RFI's per general contract requirements.
- e. Attend job meetings as required to continue the progress of the project. The OPM will write and distribute meeting minutes.
- f. The design team shall review information provided by the OPM and Testing Agencies and check for compliance with the contract documents.
- g. The design team shall review and provide comments on the schedule of values, change order and monthly requisitions.

- h. The design team shall review and provide comment on the construction schedule, construction progress and quality and on-site “as-built” drawings.
  - i. At the end of construction, the design team will review the punchlist completed by the CM and determine if the work is ready for the design team to review. The CM’s punchlist will be expanded upon by the design team to develop a complete punchlist that indicates incomplete work or work that does not meet the contract document requirements.
- 2. **Industrial Engineering:** Support HKT Architects during construction and confirm that equipment is installed as specified.
  - a. Participate in virtual preconstruction meeting.
  - b. Make one on-site visit during construction to review equipment installation progress and address functional and equipment related issues.
  - c. Field observation reports documenting site visits.
  - d. Assist in the review equipment related Request for Information (RFI) during construction. (Approximately 15 RFIs)
  - e. Review 30-50) equipment shop drawings for conformance to the contract documents.
  - f. Make one on-site visit, upon substantial completion of construction, for development of final punch list.
- 3. **Civil/Site:**
  - a. Provide Client and selected site contractor with a copy of the plan set (PDF) and the site plan base drawing (DWG) for construction purposes.
  - b. Attend a pre-construction meeting with the project team and City of Nashua Officials prior to the commencement of work.
  - c. Review shop drawings, material submittals, RFIs and other questions/submissions of the Contractor for compliance with the plans and sitework specifications. The geotechnical consultant shall review submittals for all earthwork, base course, and pavement materials. Included in this effort is office coordination during the entire construction phase of the project to answer questions and to provide assistance to the Client. An allowance of 50 hours has been carried for this item.
  - d. While the final stormwater management design has not been finalized, there is a high probability that the stormwater practices will all be subsurface-type practices. As a standard requirement, New Hampshire Department of Environmental Services (NHDES) Alteration of Terrain Permit (AoT) will require the Engineer of Record to witness various parts of the construction of the subsurface practices prior to backfill and provide a follow-up report to AoT staff. An allowance of 20 hours has been carried for this item.
  - e. Inspect the site at the end of the construction and prepare a sitework punch list of items that should be addressed before the end of the project.

- 4. Structural:** Pare will coordinate with the project team during the construction period.
- a. Pare will provide a representative at up to two (2) meetings at the project site. It is anticipated that these on-site meetings will be at commencement of concrete construction and steel erection. Pare is available to attend additional meetings as requested by the Client on a time and materials basis. Meeting minutes will be prepared by others.
  - b. Pare will visit the site at appropriate intervals as the construction proceeds to observe and report on the progress and quality of the executed work and prepare an opinion of whether or not the work is proceeding in accordance with the design concept. A total of five (5) site visits have been budgeted. Additional Construction Observations requested over the budgeted amount will be performed on a time and materials basis as outlined within the attached Schedule of Fees.
  - c. Pare will be available to provide consultation during construction to interpret and make clarifications to contract plans and specifications, and resolve changes brought about by field conditions encountered. Construction changes based upon Owner or Contractor requests or substitutions will be considered an additional service.
  - d. Shop Drawing Review: Contractor's submittals will be reviewed for compliance with the plans, specifications, and contract documents and for conformance with the design concept. Review of submittals shall be limited to twice. Additional reviews will be considered an additional service.
  - e. Pare will assist in the preparation of a structural punch list to be utilized in determining substantial completion of structural construction. For this effort, Pare has budgeted for two punch list site visits and for the preparation of structural punch list.
  - f. Pare will assist in the review of Record Drawings produced by the Contractor for structural construction. As-built drawings from the Contractor will be provided to the owner on electronic media and in hard copy at the completion of construction.

**5. MEPFP:**

- a. Attend one (1) project construction kick-off meeting.
- b. Review shop drawing submittals required by F&T's sections of the project.
- c. Review and respond to contractor requests for clarification and/or information.
- d. Attend virtual OAC meetings twice monthly for an estimated (14) months. A total will be determined once construction schedule is finalized.
- e. Periodic site observations to verify contractors' compliance with the construction documents. F&T's fee includes one (1) site visit per month for a construction duration to be determined, including an above-ceiling observation prior to concealment and a review at substantial project completion. Visits are intended to be scheduled as needed to coordinate with construction. A total will be determined once construction schedule is finalized.

- f. Prepare field observation reports or punch list reports listing any observations and/or deficiencies noted during site visits indicated above.
  - g. Prepare and submit construction control documents, including affidavits, upon completion of construction.
6. **Code:** Provide general consulting on an hourly, as-needed basis during construction up to a capped limit. This may include code research, written correspondence,

**Project Closeout:** The final stage of the construction process is specifically devoted to close out materials and final inspections.

1. The design team will review the closeout submittals, including warranty information, Operation and Maintenance Manuals and as-built drawings and specifications.
2. The design team will conduct final inspections, issue Certificate of Substantial Completion and final affidavits.
3. The design team will develop a monetized punchlist of all work remaining prior to final acceptance.

**Estimate by Others:** The design team will produce enough information during these 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.

**Proposed Basic Services Fee:**

The fee for the scope of work listed above is a lump sum of **One Million, Four Hundred Thousand Six Hundred Fifty Three Dollars (1,400,653)**. The fee includes all the consultants that have been named herein.

| BASE PHASE                                                                                                                               | COST               |
|------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Design Development                                                                                                                       | \$259,893          |
| Construction Documents                                                                                                                   | \$247,180          |
| Bidding                                                                                                                                  | \$39,466           |
| Construction Administration                                                                                                              | \$631,403          |
| Industrial Engineering                                                                                                                   | \$160,711          |
| Permitting (civil)                                                                                                                       | \$59,000           |
| Water Flow Hydrant Test                                                                                                                  | \$3,000            |
| <b>TOTAL FEE for DD, Bidding, Construction Administration, Industrial Engineering Permitting and Water Flow Hydrant Test Base Phases</b> | <b>\$1,400,653</b> |

**Terms:**

Total through DD: \$259,893.00

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. Geotechnical analysis is not included.
2. Environmental site assessments, soil waste characterizations, and hazardous materials evaluations are not included.
3. 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.
4. 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).
5. IMEG exclusions or future additional services:
  - a. Significant revisions after final design has commenced.
  - b. Land surveying services.
  - c. Design of off-site roadway/utility improvements.
  - d. Design of Site Structures (i.e., concrete slabs, loading area concrete flatwork, light pole bases, retaining walls, etc.).
  - e. Fees in Excess of above stated allowances
  - 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.
  - h. Performance of environmental services, including evaluation, mitigation and/or remediation of HAZMAT and any existing environmental related issues.
  - i. Local or state wetland impact permitting/approvals.
  - j. US Army Corps of Engineers/EPA permitting.
  - k. NHDHR permitting for impacts to historical/cultural resources.
  - l. Industrial sewer discharge permits, if needed.
  - m. Noise, fiscal, historical/cultural, endangered/threatened species impact studies.
  - n. Permit/Submittal Fees/Inspection Fees.
  - o. Off-site sewerage or drainage studies, if needed
  - p. Traffic Study/Permitting.
  - q. Irrigation Design for landscape areas.
  - r. Design/permitting of site signage.
  - s. Site lighting design/photometric lighting plan.
  - t. Post Construction ALTA or as-built plans
  - u. Construction services, including survey layout.
6. Fitzmeyer and Tocci qualifications and exclusion. Items B-O are not included in basic engineering services:
  - a. The project will be designed and constructed in one phase.

- 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. Commissioning Services.
  - f. Relocation of existing stormwater systems.
  - g. 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).
  - h. Written studies and reports.
  - i. 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.
  - j. Itemized cost estimates.
  - 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.
  - n. Preparation and presentation at variance hearings.
7. Pare exclusions:
- a. Design of a foundation system utilizing deep foundation elements (e.g. piles, GCC's, etc.) is not included in this proposal. 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.
  - b. Special Inspections: Pare will prepare a Statement of Special Inspections for the project, however hiring and coordination of a 3rd party inspection agency to perform special inspections, as well as Special Inspection Coordinator services, are excluded from this proposal.
8. 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.

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- 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.
- 9. Energy modeling for utility company rebate programs, e.g. Advanced Building, etc., LEED Energy Modeling, and LEED Documentation are excluded.
  - 10. Estimating services: Changes in format after completion of estimates or updates of estimates after final completion of estimates noted 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.

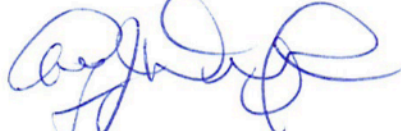
**Schedule:**

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

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