



THE CITY OF NASHUA

Office of Administrative Services

'The Gate City'

Joint Committee on Infrastructure & Board of Public Works

Meeting of September 30th, 2025

Agenda

A joint meeting of the Committee on Infrastructure & Board of Public Works is scheduled for Tuesday, September 30th, 2025 at 5:30 PM in the DPW Administrative Office Building.

1. Opening Committee Meeting - General Introductory Remarks	Chairman O'Brien/Tim Cummings
2. Public Comment	Chairman O'Brien
3. Approval of Minutes - Minutes of August 28th, 2025	Chairman O'Brien
4. DPW Garage Project - General Progress Status Update - Project Status Update Presentation - Discussion on Cost Benefit Analysis - Overall Project Timeline	Review by Tim Cummings, Joe Sullivan
5. DPW Garage Project - Approval of Invoices - Leftfield - Owners Project Manager's Services thru 8/31/2025 for \$26,500.00	T. Cummings
6. DPW Garage Project - Approval of Contract/Proposals/Amendments o HKT – Services Through 50% Construction Documents - \$444,015.00 o Leftfield OPM Services through November - \$53,000.00	T. Cummings
7. Wastewater Treatment Facility - General Progress Update - Overall Project Update - Look Ahead	T. Cummings, J. Sullivan
8. Wastewater Treatment Facility - Approval of Invoices - Leftfield - Owners Project Manager's Services thru 8/31/2025 for \$26,500.00	T. Cummings
9. Wastewater Treatment Facility – Approval Contracts/Proposals/Amendments - None -	T. Cummings
10. Other Expenditures For Approval - None	T. Cummings
11. Old Business None	
12. Adjourn - Next Meeting: October 29, 2025*	

28359

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

SEP 03 2025



INVOICE

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

INVOICE # 2024.035-009
DATE 08/31/2025
DUE DATE 09/30/2025
TERMS Net 30

FOR
August 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

JL

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



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

August 4, 2025
Revised September 15, 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:

Per the request of the City of Nashua, HKT Architects is pleased to submit our fee proposal for approximately 50% of Construction Documents (Ph CD1), with the remaining 50% of CD's (Ph CD2), Bidding and Construction Administration Services for the Department of Public Works Garage project at a later date. We assume the following timeline:

- Construction Documents (Ph CD1) : 7 Weeks max.

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 50% Construction Documents is as follows:

Construction Documents (Ph CD1) - Assume 7 weeks: This phase (Ph CD1) will complete approximately 50% of the bid ready construction documents. Submissions of a set of plans and specifications will be provided for the City to review once during the (Ph CD2) phase and once prior to bidding. Work will continue during City review so that the schedule can be met.

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Because the Team is not completing both Construction Document Phases at this time, the 50% work product will vary from consultant to consultant. Each consultant will work through these two phases in what is a logical format for their discipline.

The principal elements for this phase (Ph CD1) include the following:

1. **Architectural:** Continued development and expansion of Design Development Documents to establish the final scope for the project.
 - a. Plan layout and details.
 - b. Development of sections and elevations.
 - c. Final material selection.
 - d. Coordinate with team members.
2. **Industrial Engineering:** Confirm functional and equipment requirements are appropriately addressed. This work will begin in Ph CD1 and continue to completion in Ph CD2.
 - 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. By the completion of Ph D2:
 - i. Finalize service equipment layout drawings and provide service equipment detail drawings. By the completion of Ph D2 provide piping schedules and notes.
 - ii. 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.
 - iii. Determine the location and type of functional and safety sign required for each area based on the safety related issues relevant for that area.
 - iv. Develop drawings that indicate, through the use of a detailed schedule and numbered designations on the drawings, both location and type of sign.
 - v. Indicate the location of safety related floor striping that designates walk areas through work zones and specific clearance areas around equipment.
 - vi. Provide details on type of striping paint, size of stripe, type, and other related details.
 - vii. Finalize specifications for approximately 65 maintenance and service equipment items.
 - e. Update equipment list to be consistent with equipment layouts and facility design.
 - f. Over the course of these two phases HDR will 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.

- g. Coordinate operational and equipment related functional requirements for building systems and components including architectural, structural, mechanical, electrical, plumbing, and human engineering.
- 3. **Civil/Site** shall finalize all civil documents required for construction by the end of Ph CD1 and Ph CD2.
 - 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 City of Nashua's project 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 to a 50% design level. This work will include:
 - a. Pare will coordinate throughout this phase to discuss design issues related to this project.
 - b. Pare will prepare 50% Construction Document plans based upon the project's Design Development plans. Pare will coordinate plan details with the project team. Based upon discussions with HKT this proposal assumes that foundation reactions for the pre-engineered building will not be available until near or after the 50% Construction Documents submission, therefore these shared foundations will not be developed beyond what was presented at the Design Development submission. The remainder of structural items will continue to be developed for the 50% construction documents submission.
 - c. Pare will prepare technical specifications for the completion of the construction document package on an as need basis.
- 5. **Mechanical, Electrical, Plumbing, Fire Protection and Technology Systems Infrastructure:** F&T will provide continuing engineering services for the planned facility up to 50%. Milestones to 90% and 100% will be during Ph CD2.
 - a. Attend meetings to review and coordinate the construction documents.
 - b. Visit the site, as required, to properly confirm the construction documents concepts. F&T expects to be on site for one (1) visit.

- c. Prepare 50% construction documents for review with the design team and owner; incorporate comments/adjustments from this meeting into the drawings.
 - d. Update of the basis of design equipment cut sheets indicating performance, dimensional and weight data.
6. **Code Analysis:** WSP will provide a final code analysis for the project.
 - a. Provide general code consulting as required.
 - b. In Ph CD2
 - i. One (1) review of the architectural construction documents in accordance with the Building Code of Record and Accessibility Code of Record.
 - ii. 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.
 - iii. 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.
7. **Specifications:** Kalin will update full specifications for bidding. This work will occur during Ph CD2.

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. 50% work effort.
- Fitzmeyer & Tocci Associates, Inc. (F&T) – Methane Reclaim System Energy Recovery. 50% work effort.

Estimate by Others: The design team will produce enough information during the construction document phases for the OPM and CM to produce an opinion of probable cost for the preferred project. Timeline of estimates is not yet established but will most likely occur during Ph CD2.

Proposed Basic Services Fee:

The fee for the Base scope of work listed above is a lump sum of Four Hundred Forty-Four Thousand, Fifteen Dollars (\$444,015). The fee includes the consultants that have been named herein.

BASE PHASE at +/- 50%	COST
Construction Documents – Ph CD1 –	\$403,805
Industrial Engineering	\$ 27,110
Methane Reclaim System Energy Recovery	\$ 13,100
TOTAL FEE	\$444,015

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Terms:

Any work that is beyond the established 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: No adjustments made to this list.

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.

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- 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.

August 4, 2025
Revised September 15, 2025

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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. 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.
 - 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: \\HKT\Projects\22442 Nashua Public Works Garage\Administration\Contract - Budget\Original Proposal\CD Bid CA\22442 Nashua PW 50% CD Fee Proposal 25-09-15.docx

September 23, 2025

Amy Girard
Purchasing Manager
City of Nashua
Administrative Services Division
229 Main Street
Nashua, NH 03060

**RE: Proposal for OPM Services for Phase II of the Public Works Garage Project
DD Design Phase - Extended**

Dear Amy Girard,

We, at LeftField, are super excited to provide this proposal for OPM services to the City of Nashua for the Public Works Garage Project. We appreciate the confidence that the Building Committee has place in us. We will work to ensure that the project is a real success for the City of Nashua.

SCOPE OF SERVICES

We will provide a scope of services that is consistent with Section V of the RFP, Scope of Work. As one clarification, we will help hire the 3rd party testing agency on the City's behalf.

DURATION

The duration of Phase II of the project is for the DD aspect of the design and will go from June 1, 2025, through September 30, 2025. The vote around bond funding for the project is anticipated to take place in May 2025.

Assuming the project's funding gets approved in May, LeftField would eventually submit an amendment to this proposal to capture the remainder of the design, construction, and close-out phases of the project. Our understanding is that a clerk is not required – though some additional project management time might be needed as construction starts and field time is needed.

STAFFING

Jim Rogers	Principal	\$236/hr.
Joe Sullivan	Project Director <i>(day-to-day contact)</i>	\$236/hr.
Alyssa Chatani	Project Manager	\$194/hr.
Connor Sullivan	Project Manager	\$194/hr.
Jay Faxon	MEP Expert	\$194/hr.
Not required	Clerk	\$158/hr.

**Please note that these rates are for 2025 and will see a 5% rate increase each year*

FEE FOR SERVICES

The lump sum fee for Phase II Part II of the project is \$53,000 and will be billed as follows:

<u>Date (through)</u>	<u>Amount</u>
October 31, 2025	\$26,500
November 30, 2025	\$26,500
PHASE II PART II:	\$53,000

REIMBURSABLE COSTS

Any 3rd party reimbursables will be billed at cost plus 10%. An estimator, if requested under LeftField, would be an example of a third-party consultant brought in to provide assistance on the project.

Please call with any questions or concerns.

Thanks so much. We are prepared to jump in with both feet.

Sincerely,



James F. Rogers, Jr.
Principal / Owner

22359

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

SEP 03 2025



INVOICE

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

INVOICE # 2025.007-003
DATE 08/31/2025
DUE DATE 09/30/2025
TERMS Net 30

FOR
August 2025 OPM Services

PROJECT
WWT Maintenance and Storage

PO/CONTRACT #
PO #195828
✓

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

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