



THE CITY OF NASHUA

Office of Administrative Services

"The Gate City"

Joint Committee on Infrastructure & Board of Public Works Meeting of November 20th, 2025 AMENDED Agenda

1. Opening Committee Meeting - General Introductory Remarks	Chairman O'Brien/Tim Cummings
2. Public Comment	Chairman O'Brien
3. Approval of Minutes - Minutes of September 30th, 2025	Chairman O'Brien
4. DPW Garage Project - General Progress Status Update - Project Status Update - Design Update - Overall Project Timeline/Look Ahead	Review by Tim Cummings, Joe Sullivan
5. DPW Garage Project - Approval of Invoices - HKT – Services through September 30, 2025 - #0004-022442 - \$206,442.76 - HKT – Services through October 31, 2025 - #0005-022442 - \$378,059.82 - LeftField OPM – Services through September 30, 2025 – #10 - \$26,500.00 - LeftField OPM – Services through October 31, 2025 - #11 - \$26,500.00	T. Cummings
6. DPW Garage Project - Approval of Contract/Proposals/Amendments o None	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 - o HKT – Service through September 30, 2025 - #0002-022511 - \$21,775.00 - o HKT – Service through October 31, 2025 - #0003-022511 - \$39,451.25 - o LeftField OPM – Services through September 30, 2025 – #04 - \$26,500.00	T. Cummings
9. Wastewater Treatment Facility – Approval Contracts/Proposals/Amendments - LeftField Amendment 1 - \$79,500.00	T. Cummings, Joe Sullivan
10. Other Expenditures For Approval - None	T. Cummings
11. Old Business None	
12. Adjourn - Next Meeting: October 29, 2025*	

BILL TO

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 September 30, 2025

City of Nashua Purchase Order # 192839

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
0004-022442	October 8, 2025	November 7, 2025	022442	\$206,442.76

	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	40.56%	\$284,432.52	27.13%	\$190,206.75	\$226,561.73
04 Industrial Engineering	10.21%	\$139,841.00	62.91%	\$87,978.90	0.00%	\$0.00	\$51,862.10
05 Methane Reclaim System Energy Recovery	3.62%	\$49,624.00	22.74%	\$11,285.99	32.72%	\$16,236.01	\$22,102.00
Totals	100.00%	\$1,369,217.00	62.97%	\$862,248.41	78.05%	\$206,442.76	\$300,525.83

AMOUNT DUE THIS INVOICE	\$206,442.76
PREVIOUS BALANCE	\$293,050.28
PAYMENTS RECEIVED	\$293,050.28
ACCOUNT BALANCE	\$206,442.76

Please make payments to HKT Architects, Inc.

BILL TO

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

Project Description: Nashua DPW Garage

Professional Services through October 31, 2025
City of Nashua Purchase Order # 192839

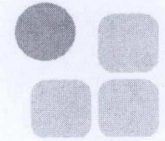
INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
0005-022442	November 13, 2025	December 13, 2025	022442	\$378,059.82

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
	%	Fee	%	Amount	%	Amount	Amount
01 Pre-Design	9.32%	\$169,000.00	100.00%	\$169,000.00	0.00%	\$0.00	\$0.00
02 Schematic Design	17.07%	\$309,551.00	100.00%	\$309,551.00	0.00%	\$0.00	\$0.00
03 Design Development	38.67%	\$701,201.00	67.69%	\$474,639.27	1.33%	\$9,315.45	\$217,246.28
04 Industrial Engineering	7.71%	\$139,841.00	62.91%	\$87,978.90	0.00%	\$0.00	\$51,862.10
05 Methane Reclaim System Energy Recovery	2.74%	\$49,624.00	55.46%	\$27,522.00	0.00%	\$0.00	\$22,102.00
06 Contract Documents (Ph CD1 50%)	22.27%	\$403,805.00	0.00%	\$0.00	40.19%	\$162,301.61	\$241,503.39
07 Industrial Engineering (Ph CD1 50%)	1.50%	\$27,110.00	0.00%	\$0.00	0.00%	\$0.00	\$27,110.00
08 Methane Reclaim (Ph CD1 50%)	0.72%	\$13,100.00	0.00%	\$0.00	0.00%	\$0.00	\$13,100.00
Totals	100.00%	\$1,813,232.00	58.94%	\$1,068,691.17	68.40%	\$171,617.06	\$572,923.77

AMOUNT DUE THIS INVOICE **\$171,617.06****PREVIOUS BALANCE** **\$206,442.76****ACCOUNT BALANCE** **\$378,059.82**

Please make payments to HKT Architects, Inc.

28359



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

OCT 07 2025

INVOICE

BILL TO

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

INVOICE # 2024.035-010

DATE 09/30/2025

DUE DATE 10/30/2025

TERMS Net 30

FOR

September 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!

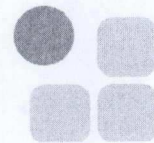
BALANCE DUE

\$26,500.00

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

28359

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



INVOICE

BILL TO

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

INVOICE # 2024.035-011

DATE 10/31/2025

DUE DATE 11/30/2025

TERMS Net 30

FOR

October 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

20937



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

BILL TO

OCT 09 2025

MONTHLY INVOICE

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

Project Description: Nashua Wastewater Maintenance & Storage Garage

Professional Services through September 30, 2025

City of Nashua Purchase Order #195826

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
0002-022511	October 8, 2025	November 7, 2025	022511	\$21,775.00

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
	%	Fee	%	Amount	%	Amount	Amount
01 Pre-Design	29.20%	\$74,250.00	86.65%	\$64,340.00	0.00%	\$0.00	\$9,910.00
02 Schematic Design	70.80%	\$180,000.00	2.68%	\$4,826.25	12.10%	\$21,775.00	\$153,398.75
Totals	100.00%	\$254,250.00	27.20%	\$69,166.25	35.77%	\$21,775.00	\$163,308.75

AMOUNT DUE THIS INVOICE	\$21,775.00
PREVIOUS BALANCE	\$69,166.25
PAYMENTS RECEIVED	\$69,166.25
ACCOUNT BALANCE	\$21,775.00

Please make payments to HKT Architects, Inc.

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MONTHLY INVOICE

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229 Main Street
Nashua, NH 03061

Project Description: Nashua Wastewater Maintenance & Storage Garage

Professional Services through October 31, 2025

City of Nashua Purchase Order # 195826

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
0003-022511	November 13, 2025	December 13, 2025	022511	\$39,451.25

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
	%	Fee	%	Amount	%	Amount	Amount
01 Pre-Design	29.20%	\$74,250.00	86.65%	\$64,340.00	0.00%	\$0.00	\$9,910.00
02 Schematic Design	70.80%	\$180,000.00	14.78%	\$26,601.25	9.82%	\$17,676.25	\$135,722.50
Totals	100.00%	\$254,250.00	35.77%	\$90,941.25	42.72%	\$17,676.25	\$145,632.50

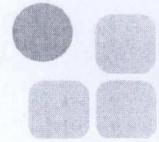
AMOUNT DUE THIS INVOICE **\$17,676.25****PREVIOUS BALANCE** **\$21,775.00****ACCOUNT BALANCE** **\$39,451.25**

Please make payments to HKT Architects, Inc.

28359

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

OCT 30 2025



INVOICE

BILL TO

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

INVOICE # 2025.007-004

DATE 09/30/2025

DUE DATE 10/30/2025

TERMS Net 30

FOR

September 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

AMENDMENT #1 TO PROFESSIONAL SERVICES CONTRACT

This **Amendment No. 1** made the _____ day of _____, **2025**, by and between CITY OF NASHUA, (hereinafter referred to as "City"), and Leftfield, LLC, (hereinafter referred to as "Project Manager") whose address is 101 Federal Street, Suite 1900, Boston, MA 02110.

WHEREAS, an AGREEMENT was entered into on **June 5, 2025** between the City and Project Manager, which AGREEMENT is entitled "***OPM Services for the Design and Construction of the WWTF Maintenance and Storage Facility***", hereinafter referred to as AGREEMENT.

WHEREAS, both City and Project Manager desire to amend the AGREEMENT to expand the scope of services and amend the budget to include additional services consistent with Section 2: Work to be Performed in the AGREEMENT as explained in **EXHIBIT A** attached.

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

1. Article 3 – PERIOD OF PERFORMANCE:

Project Manager shall perform and complete all additional work through **November 30, 2025**.

2. Article 4 – COMPENSATION:

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

Seventy-nine Thousand Five Hundred Dollars

\$79,500

IN WITNESS WHEREOF, the parties hereto have made and executed this AMENDMENT to said AGREEMENT as of the day and year first above written.

City of Nashua

Leftfield LLC.

By: James Donchess, Mayor

By:

Date: _____

Date: _____

September 1, 2025

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

RE: Amendment Request for Extended OPM Services for Phase I of the Public Works Waste Water Maintenance and Storage Facility

Dear Amy Girard,

We, at LeftField, are super excited to provide this proposal for extended OPM services to the City of Nashua for the Public Works Waste Water Maintenance and Storage Facility Project.

SCOPE OF SERVICES

We will provide a scope of services that is consistent with Section 2: Work to be Performed of the Wastewater Maintenance and Storage Facility OPM Services Contract.

DURATION

The duration of the conceptual phase of the project is from September 1, 2025 through November 30, 2025.

As mentioned previously, after completion of the conceptual stage of the project, if all are pleased with LeftField's services, LeftField would submit further amendments to this proposal to capture the remainder of the design, construction, and close-out phases of the project.

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.
TBD	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 the conceptual phase of the project is \$79,500 and will be billed as follows:

<u>Date (through)</u>	<u>Amount</u>
September 30, 2025	\$26,500
October 31, 2025	\$26,500
November 30, 2025	\$26,500

ADDITIONAL FEE PHASE I: \$79,500

REIMBURSABLE COSTS

Any 3rd party reimbursables will be billed at cost plus 5%. 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