


Date: August 28, 2020
To: Board of Selectmen
From: Chuck Hodgkinson 
Subject: Firehouse, EMS Buildings: Architect's Fee

This recommends you approve the adjustment of the architect's fee for the firehouse and EMS facilities building project.

The total architect fee of \$375,000 will not change at this time. Their fee is broken into three phases as follows. Our Owner's Project Manager has recommended that \$30,000 be removed from Phase II and added to Phase I—see attached details.

- Phase I: Project designs and cost estimate for town meeting approval – currently planned for the April 2021 annual town meeting. Current fee: \$131,250.
- Phase II: If approved at town meeting, prepare all bid documents, specifications and drawings for seeking construction bids and the bidding process. Current fee: \$168,750.
- Phase III: Oversee the construction of both buildings to occupancy permit. Current fee: \$75,000.

Next Step: Please advise of your decision so I can inform the town accountant accordingly.

Thank you.



August 27, 2020

Mr. Chuck Hodgkinson
Chilmark Town Hall
PO Box 119; 401 Middle Road
Chilmark, MA 02535

RE: Chilmark Public Safety Buildings

Dear Chuck,
Keenan + Kenny Architects is requesting an increase in design fees, as it is their claim there has been an increase in complexity to the scope of the project. After continued discussion with Keenan + Kenny Architects regarding this matter, I am recommending a transfer of funds from Phase II to Phase I in the amount of \$30,000 for architectural fees. Please find attached, "Attachment D" annotated to reflect the proposed fee adjustment.

Sincerely,

A handwritten signature in cursive script that reads "Amanda Sawyer". The signature is written in black ink and includes a long, sweeping horizontal line that extends to the right.

Amanda Sawyer, AIA
CHA Companies



KEENAN + KENNY ARCHITECTS, LTD.

Attachment D

Revised
08.27.2020

CHILMARK FIREHOUSE & TRI-TOWN EMS HQ

PROPOSED A & E FEE BREAKDOWN: ATTACHMENT D

Total Fee: \$375,000.00

PHASE 1:

- Schematic Design (15%)
- Design Development (20%)
- Meetings
- Town Meeting Presentation

PHASE 1: 35% of total fee or \$131,250.00

+\$30,000 moved from Phase II for completion of Design Development Drawings
\$161,250

PHASE 2:

- Construction Documents (40%)
- Bidding (5%)

PHASE 2: 45% of total fee or \$168,750.00

-\$30,000 moved to Phase I
\$138,750

PHASE 3:

- Construction Administration (20%)
- Close Out

PHASE 3: 20% of total fee or \$75,000.00