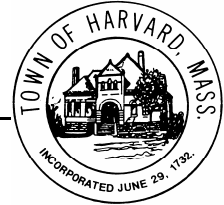


# TOWN OF HARVARD

## MUNICIPAL BUILDINGS COMMITTEE

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**Meeting Minutes** – 26 January 2011, 10:30 AM -12:30 PM, Town Hall Meeting Room

### **Attendees**

Marie Sobalvarro, Pete Jackson, Lucy Wallace, Willie Wickman, Doug Coots, Ron Ostberg (chair), Carlene Phillips (visitor)

1. Discussed preparations for meeting with CPIC including funding request, (see attached) on January 27<sup>th</sup>.
2. Continued preparation of final report and presentation to BOS on February 1<sup>st</sup>.

Attached: Soft Cost Analysis

## Town Hall - 1<sup>st</sup> Phase of 2-Phase Scheme

Estimated Const. Cost (CC) - \$2.59m + \$.53m for enabling rd/parking work = \$3,120,000

Budgeted Soft Cost (SC) - 30% of \$2.59m (\$.78) + 15% of \$.52m (\$.08m) = \$860,000 (27% of CC)

	Schematic Design (20%)	Design & Bidding (60%)	Const. & Comis'g (20%)	Total	%of SC	%of CC
<b>A. Consultant Fees &amp; Expenses</b>						
1. A/E (std services & cost estimating, lighting, security signage, tel/data)	Main Package 42,000 Civil Package 6,000	126,000 18,000	42,000 6,000	210,000 (8% of CC) 30,000 (6% of CC)		
2. OPM	15,000	40,000	55,000	110,000		
3. Commissioning		15,000	15,000	30,000		
4. LEED documentation		1,000	1,000	2,000		
5. Owner's estimate	5,000	15,000		20,000		
6. Code req'd Stru'l rev.		2,000		2,000		
7. Energy modeling*	20,000			20,000*		
8. Surveys & Analysis a. Geotech b. Topographic c. Hazardous mat'ls	20,000	10,000		30,000		
9. Legal	3,000		3,000	6,000		
10. Print'g & Advert'g		9,000		9,000		
11. Reimbursables	2,000	2,000	2,000	6,000		
<b>Sub-total</b>	<b>113,000</b>	<b>238,000</b>	<b>124,000</b>	<b>475,000</b>	<b>55</b>	<b>15</b>
<b>B. Procurements &amp; Services</b>						
1. Furniture (non-fixed)			50,000	50,000		
2. Equipment a. Telephone equm't b. A/V/camera system c. Security system d. Low voltage wiring			34,000	34,000		
3. Clerk of the Works			80,000	80,000		
4. Materials Testing			5,000	5,000		
5. Abate't/Demo a. Septic System b. Asbestos/Lead pt			50,000	50,000		
6. Moving			10,000	10,000		
7. Relocation				Not included		
<b>Sub-Total</b>				<b>229,000</b>	<b>27</b>	<b>7</b>
<b>C. Contingencies</b>						
1. Inflation				not forecast		
2. Owner's contingency				156,000		
<b>Sub-Total</b>				<b>156,000</b>	<b>18</b>	<b>5</b>

<b>Total</b>				860,000	100	27
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### Hildreth House – Renovation and Addition

Estimated Const. Cost (CC) - \$1,800,000

Budgeted Soft Cost (SC) - 30% of \$1,800,000 = \$540,000

	Schematic Design (22%)	Design & Bidding (58%)	Const.& Comis'g (20%)	Total	%of SC	%of CC
<b>A. Consultant Fees &amp; Expenses</b>						
1. A/E (std services & cost estimating, lighting, security signage, tel/data)	35,000	85,000	35,000	155,000 (9% of CC)		
2. OPM	10,000	30,000	30,000	70,000		
3. Commissioning						
4. LEED documentation		1,000	1,000	2,000		
5. Owner's estimate	5,000	9,000		14,000		
6. Code req'd Stru'l rev.		1,500		1,500		
7. Energy modeling						
8. Surveys & Analysis a. Geotech b. Topographic c. Hazardous mat'ls	15,000			15,000		
9. Legal	1,500		1,500	3,000		
10. Print'g & Advert'g		5,000		5,000		
11. Reimbursables	1,500	1,500	1,500	4,500		
<b>Sub-total</b>	<b>68,000</b>	<b>133,000</b>	<b>69,000</b>	<b>270,000</b>	<b>50</b>	<b>15</b>
<b>B. Procurements &amp; Services</b>						
1. Furniture (non-fixed)				60,000		
2. Equipment a. Telephone eqpm't b. A/V/camera system c. Security system d. Low voltage wiring				20,000		
3. Clerk of the Works				50,000		
4. Materials Testing				5,000		
5. Abate't/Demo a. Septic System b. Asbestos/Lead pt				25,000		
6. Moving			10,000	10,000		
7. Relocation				10,000		
<b>Sub-Total</b>				<b>180,000</b>	<b>33</b>	<b>10</b>
<b>C. Contingencies</b>						
1. Inflation				not forecast		
2. Owner's contingency				90,000		
<b>Sub-Total</b>				<b>90,000</b>	<b>17</b>	<b>5</b>

Total				540,000	100	30
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