



Colliers

Project Leaders

City of Bath New Fire Station

Owner's Representative Services

January 18, 2024

Prepared for
Marc Meyers
City Manager
City of Bath

Prepared by
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Colliers Project Leaders

Accelerating success.



January 15, 2024

Mr. Marc Meyers
City Manager
City of Bath
55 Front Street
Bath, ME 04530

Subject: Proposal to Provide Owner's Representative Services for the New Fire Station Project

Dear Mr. Meyers and Selection Committee:

Colliers Project Leaders has operated for more than two decades with a fairly simple mission in mind – **to be the premier provider of owner's representative services**. We strongly believe that our exclusive focus on this mission means that all of our resources, training, and experiences will directly support the services provided on behalf of the City of Bath.

As a recognized leader in the industry, Colliers has served numerous clients throughout the Northeast in a variety of capacities, from the establishment of formal project management and financial monitoring processes to the technical review and commissioning of complex buildings. These clients have turned to Colliers for assistance with their capital needs because of our:

- 25+ year history of providing comprehensive owner's representative expertise for a wide range of clients and building types including large and complex multi-phased projects.
- Understanding of the issues, expectations, communications needs, and protocols unique to municipal building types as well as the many guidelines, policies and procedures relative to providing services in the State of Maine.
- Staff of experienced engineers, architects, construction professionals, and building operators whose complementary perspectives provide leadership and direction at every stage of the capital improvement project.
- Leadership in the field of sustainability which results in streamlined processes for LEED requirements as well as valuable life-cycle cost savings with strong attention to operations and maintenance issues.

Our proposed project team was carefully selected to match both the unique needs of this project and the appropriate subject matter expertise. **Project Director, Anthony "Tony" DiLuzio, has led more than 20 public safety projects over the past two decades**, from stand-alone police and fire stations to



Project Leaders

combined public safety facilities. He is currently leading the City of Worcester's (MA) \$38 Million Fire Station and Regional Dispatch Center Project. Furthering Tony's commitment to the public safety sector, Tony is a volunteer for the Town Hall/Police Station Project in Ogunquit, ME. Tony has been instrumental in guiding this community through the designer selection and feasibility process resulting in securing the referendum approval of almost \$12 Million to further the design and construction of the project.

Together, Tony DiLuzio and proposed Project Manager, Adam Troidl, bring unparalleled project management/owner's representative experience to the City of Bath. Tony's private sector corporate work with MBNA ranged from Freeport to Orono, with projects from \$2 Million to \$30 Million. Adam's work on the \$588 Million expansion and renovations at Maine Medical Center is a testament to the level of professionalism, technical skill and experience, and highest quality delivery of owner's representative services in the State of Maine. Their commitment to Maine should speak for itself, but I encourage to reach out to their references who will speak volumes beyond what I can put in this cover letter.

As you continue to read our proposal, you will see how our previous experience, our devoted and qualified staff, our time-tested management approach, and our dedication to owner's representative services will provide the City of Bath with a dedicated and dynamic team to deliver your project successfully.

We look forward to the opportunity to meet with you to further discuss our qualifications and how we can support the City of Bath through specific milestone requirements and help build a facility that will address the present and future needs of your community.

I am excited about continuing to advance this project with you. Your ongoing involvement and guidance are not only welcomed but deeply valued. We have navigated many challenges together, and your perspective will continue to be a cornerstone of our success.

If you have any questions or require additional information, you can contact me at derek.osterman@collierseng.com or (617) 997-3047.

Sincerely,

A handwritten signature in black ink, appearing to read "Derek Osterman", with a long horizontal line extending to the right.

Derek Osterman, Assoc. AIA, LEED AP
Senior Director, Project Management Services

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Colliers certifies that we meet the following qualifications as outlined in the City of Bath's RFP:

- Colliers has more than 25 years of construction project management and related experience
- Our team has extensive knowledge of architectural/engineering design, general construction and project management, as well as skills in technical writing, communications, contract administration, report preparation and budget development
- Colliers has a strong background in preconstruction process, planning, and design phase management and experience managing multiple projects simultaneously
- Colliers has construction experience to assess the design and cost of the expansion, along with the experience to assess the work and cost to complete the New Fire Station Project

In addition, our experience includes the following:

- LEED training with a significant number of technical staff having achieved LEED Accredited Professional (LEED AP) Certification. Proposed Project Manager, Adam Troidl is a LEED AP
- Experience with municipal and other public works projects, including multiple fire stations
- Proven ability to solve problems creatively
- Experience seeing projects through the full life cycle
- Excellent analytical skills
- Strong interpersonal skills and extremely resourceful
- Strong verbal, written, computer, technical communication, and presentation skills
- Proven ability to complete projects according to outlined scope, budget, and timeline
- Demonstrated ability to effectively manage multiple priorities and foster positive business relationships
- Experience developing and overseeing community engagement processes



Colliers Project Leaders

Colliers Project Leaders has operated for the past two decades with a fairly simple mission in mind – to be **the premier provider of owner's representative services in the marketplace**. Our focus upon owner's representation provides our clients with the assurance that they are receiving services which are at the heart and soul of our firm's existence.

Colliers' Project Management team provides clients with managerial, technical and analytical support for the planning, design, construction, and commissioning of major construction projects. Our work has been guided by a belief that many municipalities do not have the internal resources with the time and/or expertise necessary to fully advocate for the needs of their many stakeholders throughout the planning, design, and construction process. With this reality in mind, we provide clients with the needed expertise to supplement their existing capabilities and to help ensure their building initiatives are professionally planned and managed.



Our team of seasoned professionals currently includes more than 120 experts of virtually all aspects of building planning, design and construction. Additionally, with over \$10+ Billion in projects currently under management, our team is extremely familiar with the latest trends and issues affecting the design and construction industry.

Company Information

Provided below is information specifically requested in the City of Bath's Request for Proposals.

| Company Information | |
|---------------------|--|
| Size of Firm | Colliers Project Leaders is comprised of a multi-disciplined team of more than 120 technical professionals. |
| Type of Firm | Limited Liability Company |
| Firm Background | Strategic Building Solutions, LLP was formed on December 3, 1996. On January 13, 2000, Strategic Building Solutions discontinued its use of LLP and registered as Strategic Building Solutions, LLC. On April 20, 2015, Strategic Building Solutions, LLC became part of the Colliers' team and conducted business as Strategic Building Solutions, LLC (dba Colliers International). On June 24, 2019, the company changed its name and now operates as Colliers Project Leaders USA NE, LLC. |
| Office Location | 234 Main Street, Biddeford, ME 04005 |

Prior Similar Experience

The following table represents an overview of Colliers' owner's representative engagements for public facility and construction projects of similar type and size that have been completed or contracted by the firm and key personnel within the last five (5) years. **Fire, Police and Public Safety Facilities have been highlighted in blue.**

| Massachusetts Projects Within Last 5 Years | |
|--|--|
| Client & Project Name | Contact Information |
| Adams' Greylock Glen Outdoor Center | Town of Adams Donna Cesan Special Projects Manager 8 Park St Adams, MA 01220 413-743-8300 |
| Amherst's Jones Library | Town of Amherst Sharon Sharry Library Director 43 Amity Street, Amherst, MA 01002 413-259-3090 |

| | |
|---|--|
| Ashby's Public Safety Complex | Town of Ashby Mike Bussell Fire Chief 895 Main Street, Ashby, MA 01431 978-386-5522 |
| Beverly's City Hall Renovation | City of Beverly David Gelineau Purchasing Agent 191 Cabot Street, Beverly, MA 01915 978-921-6000 |
| Beverly's McPherson Youth Center | City of Beverly David Gelineau Purchasing Agent 4 McPherson Drive, Beverly, MA 01915 978-921-6000 |
| Bristol County Agricultural High School | Bristol County Agricultural High School Adele Sands Superintendent 135 Center Street, Dighton, MA 02715 508-669-6744 |
| Dover Community Center | Town of Dover Christopher Dwelley Town Administrator 5 Springdale Avenue, Dover, MA 02030 508-785-0032 ext. 221 |
| Easthampton's Mountain View School | City of Easthampton Allison LeClair, Ed.D. Superintendent of Schools 50 Payson Avenue, Floor 2, Easthampton, MA 01027 413-529-1500 |
| Fitchburg City Hall Campus | City of Fitchburg Mary Delaney Chief Procurement Officer 166 Boulder Drive, Suite 108, Fitchburg, MA 01420 978-829-1850 |
| Fitchburg's Crocker Elementary School | City of Fitchburg Mary Delaney Chief Procurement Officer 166 Boulder Drive, Suite 108, Fitchburg, MA 01420 978-829-1850 |
| Fitchburg Police Station | City of Fitchburg Ernest F. Martineau Chief of Police Fitchburg, MA 01420 978-345-9656 |

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|---|--|
| Fitchburg Public Library | City of Fitchburg Deborah Hinkle Library Director 610 Main Street, Fitchburg, MA 01420 978-829-1780 |
| Foxborough's Mabelle M. Burrell Elementary School | Town of Foxborough Bill Yukna SBC Chairman 40 South Street, Foxborough, MA 02035 508-543-1665 |
| Franklin Regional Transit Authority's Vehicle Maintenance & Operations Facility | FRTA Michael Perrault Assistant Administrator 12 Olive Street, Greenfield, MA 01301 413-774-2262 |
| Gardner Elementary School | City of Gardner Mark Pellegrino Superintendent 95 Pleasant Street, Gardner, MA 01440 978-632-1000 |
| Granby's East Meadow Elementary School | Town of Granby Christopher Martin Town Administrator 10-B West State Street, Route 202, Granby, MA 01033 413-467-7177 |
| Greater Fall River Vocational School District's Diman Regional Vocational Technical High School | Greater Fall River Vocational School District Deborah Kenney Business Manager 251 Stonehaven Road, Fall River, MA 02723 508-672-1070 ext. 108 |
| Hadley's New Fire Substation | Town of Hadley Michael Spanknebel Fire Chief 100 Middle Street, Hadley, MA 01035 413-584-0874 |
| Hadley's New Senior Center | Town of Hadley Jane Nevinsmith Select Board Clerk and Hadley Senior Center Building Committee Chair 100 Middle Street, Hadley, MA 01035 413-586-3772 |
| Haverhill's Cosentino Middle School | City of Haverhill James J. Fiorentini Mayor 685 Washington Street, Haverhill, MA 01832 978-374-2300 |

| | |
|---|---|
| Hopkinton's Marathon Elementary School | Town of Hopkinton Susan Rothermich Director of Finance and Operations 129 Hayden Rowe Street, Hopkinton, MA 01748 508-417-9385 |
| Longmeadow's New Adult Center | Town of Longmeadow MaryBeth Bergeron Chair, Permanent Town Building Committee 20 Williams Street, Longmeadow, MA 01106 MBerge4527@aol.com |
| Longmeadow's New Public Works Facility | Town of Longmeadow MaryBeth Bergeron Chair, Permanent Town Building Committee 20 Williams Street, Longmeadow, MA 01106 MBerge4527@aol.com |
| Maynard's Green Meadow Elementary School | Town of Maynard Brian Haas Superintendent, Maynard Public Schools 195 Main Street Maynard, MA 01754 978-897-2222 |
| MassDOT Central Massachusetts Transportation Center | MassDOT Edmond (Ed) Libsch State Facility Engineer 10 Park Plaza, Suite 4160, Boston, MA 02116 857-368-9672 |
| Narragansett Regional School District's Templeton Elementary School | Narragansett Regional School District Christopher Casavant Superintendent 462 Baldwinville Road, Baldwinville, MA 01436 978-929-5661 |
| North Attleborough Police Facility | Town of North Attleborough Richard McQuade Chief of Police 43 S Washington St., North Attleborough, MA 02760 508-695-1212 |
| North Brookfield's New Fire Headquarters | Town of North Brookfield Joseph Holway Fire Chief 215 North Main Street, North Brookfield, MA 01535 508-762-6122 |
| Northborough Fire Station | Town of Northborough David Parenti MPA, EFO, CDO Fire Chief/Emergency Management Director 63 Main St., Northborough, MA 508-393-1537 |

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|---|--|
| Northfield's Emergency Services Facility | Town of Northfield Floyd "Skip" Dunnell Fire Chief 56 School St, North Brookfield, MA 01535 413-498-5100 |
| Scituate's Widow's Walk Golf Course Clubhouse | Town of Scituate James M. Boudreau Town Administrator 600 Chief Justice Cushing Highway, Scituate, MA 02066 781-545-8741 |
| Somerville's New Public Safety Facility | City of Somerville Melissa Woods, AICP Senior Project Manager 93 Highland Avenue, Somerville, MA 02143 617-372-6040 |
| South Hadley's Senior Center Replacement | Town of South Hadley Leslie Hennessey Executive Director, Council on Aging 116 Main St., Room 109, South Hadley, MA 01075 413-538-5030 ext. 6204 |
| Spencer-East Brookfield Regional School District's David Prouty High School | Spencer-East Brookfield Regional School District Paul S. Haughey, Ed.D. Superintendent of Schools 306 Main Street, Spencer, Massachusetts 01562 508-885-8500 |
| Stow's Randall Library | Town of Stow Denise M. Dembkoski Town Administrator 380 Great Road, Stow, MA 01775 978-897-2927 |
| Webster's Bartlett High School | Webster Public Schools Monique Pierangeli Assistant Superintendent for Business & Finance 77 Poland Street, Webster, MA 01570 508-943-0104 |
| West Boylston Senior Center | Town of West Boylston John Hadley Building Committee Chair 140 Worcester Street, West Boylston, MA 01583 508-509-1246 |
| Westminster's Public Safety Building | Town of Westminster Ralph LeBlanc Chief of Police 7 South Street, Westminster, MA 01473 978-874-6318 |

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|---|--|
| Whitman Middle School | Whitman-Hanson Regional School District Jeffrey Szymaniak Superintendent of Schools 610 Franklin St., Whitman, MA 02382 781-618-7412 |
| Williamstown's New Fire Station | Town of Williamstown Craig Pedercini Fire Chief 34 Water Street, Williamstown, MA 01267 413-458-8113 |
| Worcester's South Division Firehouse & Emergency Communication Facility | City of Worcester Christopher J. Gagliastro Purchasing Director 508 799 1220 |

Relevant Project Experience

Colliers has a well-established reputation for providing owner's representative services within the marketplace and is well-versed in guiding our clients through the complex process of capital construction projects. As a result of our project experience, Colliers has developed a unique perspective and understanding of the very specialized needs of construction projects – allowing us to view the larger issues at hand and to develop strategies and tactics to successfully lead the City of Bath through the process.

Over the past two decades, we have provided owner's representative services for numerous clients because of our reputation for quality service, client satisfaction, and unique expertise. Listed below is a sampling of our municipal project experience. ***In addition, we have also provided at the end of this section descriptions highlighting projects of a similar nature.***

Owner's Project Management Highlights

- **150+** Public Contracts in the Northeast
- **9 Million** gsf Projects Managed
- **\$3 Billion** Construction Cost



- Northfield's Emergency Services Facility
- North Brookfield's Fire Station Headquarters
- New Britain's Emergency Medical Services
- Hadley's Fire Substation
- Williamstown's New Fire Station
- Worcester's S. Division Firehouse & Emergency Communication Facility
- Ashby's Public Safety Complex
- Somerville's Public Safety Facility
- Westminster's Public Safety Building
- North Attleborough's Police Facility
- Fitchburg Police Station
- Hampden Police Station
- Rhode Island State Police New Southern Barracks
- Bristol City Hall
- Pawtucket Department of Public Works
- Newington Municipal Center
- Longmeadow's Public Works Facility & New Adult Center
- MassDOT's Central Massachusetts Transportation Center
- FRTA's Maintenance & Operations Facility



Project Leaders



Town of Ashby

Public Safety Complex

Ashby, MA

Project Overview

Colliers provided project management services for the Town of Ashby's Public Safety Complex. The project included renovation of the existing Fire Station with an 11,500 square foot addition. The additional space allowed for the Police Department to be housed in the same building.

The Fire Station remained a four-bay facility with life safety and operational upgrades to accommodate the proposed addition. The addition provided the Fire Department with administration space, bunk rooms, a kitchen, dining room, and day room. The Police Department area includes a sally-port and two alternate vehicle bays, two universal cells, locker room, and administrative offices.

Site development required connecting to the Town's nearby public well and development of a septic system to accommodate the improved facility.

Services Overview

As project manager, Colliers provided the following services:

- Develop the total project budget and schedule
- Manage the site selection process including geo-technical and site survey
- Facilitate the contract between the Owner and the Architect
- Develop potential permitting and site logistic issues with proposed mitigation opportunities
- Develop financial impact analyses of splitting the phasing of construction based on the Town's borrowing capacity
- Represent the project at Public Meetings to secure project vote

Completion

September 2022

Project Size

11,500 gsf

Project Budget

\$6.9 Million

Services Provided

Project Management

Architect

Caolo & Bieniek Associates, Inc.

Contractor

Hutter Construction Group, Inc.

www.cplusa.com

Client Contact

Mike Reggio

Building Committee Chair

508 331 2731

Mike Bussell

Fire Chief

978 386 5522



Town of Hadley

New Fire Substation

Hadley, MA

Project Overview

Colliers provided project management services for the Town of Hadley's New Fire Substation.

The single-story, energy-efficient building features a mezzanine level for mechanical systems. The building was designed to be architecturally harmonious with existing municipal and other proposed nearby buildings. The functional spaces include a meeting room, kitchen, dispatch room, office, two bunk rooms, apparatus bay, and appropriate bathrooms.

The building replaced the 1950s two-bay garage at the North Hadley Village Hall that has been used by firefighters for vehicles, emergency communications, and equipment.

Services Overview

As project manager, Colliers provided the following services:

- Development of the total project budget and schedule
- Management of the architect selection process
- Performance of quality control measures during construction, including but not limited to, on-site representation, conducting weekly construction meeting, field report issuing, review of pay applications, change orders, facilitation of construction issue resolution, conducting monthly Building Committee and Finance Subcommittee meetings, etc.
- Managing the furniture, fixture, equipment and technology procurement, and installation process
- Managing the construction closeout process, including but not limited to, punch list management, closeout document management, move management, etc.

Completion

July 2020

Project Size

5,400 gsf

Project Budget

\$3.7 Million

Services Provided

Project Management

Commissioning

Architect

Caolo & Bieniek Associates, Inc.

Contractor

Kurtz, Inc.

www.cplusa.com

Client Contact

Michael Spanknebel

Fire Chief

413 584 0874



Project Leaders



Town of North Brookfield

Fire Station Headquarters

North Brookfield, MA

Project Overview

Colliers has been engaged to provide project management services for construction of a new Fire Station Headquarters in North Brookfield.

The facility will be a single-story, energy-efficient building. Housing both Fire and Emergency Medical Services (EMS) operations, the building will be comprised of five double deep apparatus bays, Decon area, turnout gear, and vehicle exhaust systems. Firefighter and administration areas will include four double bunk rooms, a kitchen, dining room, and day room. The facility will also be designed to accommodate a large public meeting room that can be used for meetings and training of Fire and EMS personnel.

The proposed site is located in the center of Town and is currently a documented contaminated site "capped" in compliance with Department of Environmental Protection (DEP) regulations. Design efforts will minimize site and foundation work to reduce the budget impacts while providing the highest level of occupant safety in the completed facility.

Services Overview

As project manager, Colliers is providing the following services:

- Developing the total project budget and schedule
- Managing the early phase site investigation and permitting issued with DEP
- Facilitating the contract between the Owner and the Architect
- Developing potential permitting and site logistic issues with proposed mitigation opportunities
- Overseeing all bidding and procurement issues on behalf of the Town

Completion

2025

Project Size

14,782 gsf

Project Budget

\$7.5 Million

Services Provided

Project Management

Architect

Tecton Architects, PC

Contractor

TBD

www.cplusa.com

Client Contact

Joseph Holway

Fire Chief

508 762 6122



Town of Northfield

Emergency Services Facility

Northfield, MA

Project Overview

Colliers has been engaged to provide project management services for the Town of Northfield's Emergency Services Facility Project. The purpose of the project is to build a state-of-the-art emergency services facility that will increase efficiency and provide Northfield's police, EMS, and fire departments with a modern space to adequately house personnel and equipment.

Services Overview

As project manager, Colliers has been tasked with providing the following services:

- Attend the Emergency Services Building Committee (ESBC) meetings as needed to achieve deliverables and contribute to setting agenda topics and schedule as appropriate
- Prepare preliminary cost estimates based on past similar projects and accepted standard costs
- Provide advice and consultation with the ESBC with respect to design, scope of work, cost estimating, general and sub-contractor pre-qualifications, scheduling and coordination
- Attend construction meetings as scheduled and oversee the work of the General Contractor throughout construction
- Manage the change order process for maximum effectiveness while minimizing delay and costs
- Coordinate final stages of construction administration, including contractor punch lists and closeout

Completion

TBD

Project Size

17,740 gsf

Project Budget

\$17 Million

Services Provided

Project Management

Architect

Caolo & Bieniek Associates Inc.

Contractor

TBD

www.cplusa.com

Client Contact

Floyd "Skip" Dunnell

Fire Chief

413 498 5100



Project Leaders



City of Somerville

New Public Safety Facility

Somerville, MA

Project Overview

Colliers has been engaged to provide project management services for the new Public Safety Facility in Somerville, MA. The proposed project will include a state-of-the-art headquarters for the Police Department and Engine Company 3 of the Fire Department as well public/community space.

Additionally, the project manager, the Somerville Redevelopment Authority (SRA), the Office of Strategic Planning and Community Development (OSPCD), and the City Council will jointly explore private complementary uses on the site. Colliers will lead the project team in site remediation of hazardous soils materials and redevelopment of the public streets accessing the site.

The City's goal for this project is to develop the first net zero public safety facility in New England.

Services Overview

Colliers will represent the City during all phases of the new facility's design and construction as well as the associated property and streetscape improvements.

As project manager, Colliers will work closely with the City, Police and Fire Departments, and the City's architect, consultants, and contractor on project permitting, final design, and construction.

In addition, Colliers will oversee and coordinate with the architects' work as well as all budgeting, and assisting with the coordination and work of all other City consultants including technology, communications, and furniture. Other construction phase services include observing and documenting progress, tracking changes, coordination, oversight of construction meetings, and representing the best interests of the City.

Completion

2025

Project Size

80,000 gsf

Project Budget

\$75 Million

Services Provided

Project Management

Architect

Context Architecture

Contractor

TBD

www.cplusa.com

Client Contact

Melissa Woods, AICP

Director, Capital Projects

617 372 6040



Project Leaders



Town of Westminster

Public Safety Building

Westminster, MA

Project Overview

Colliers has been engaged to provide project management services for the Town of Westminster’s new Public Safety Building. The facility will replace the existing, outdated building and will be built on a new site.

The Town is currently investigating several site locations for the proposed two-story, energy-efficient, 21,500 square foot building, which will house Police, Fire, and Emergency Medical Services (EMS) operations.

The Fire Station will include six double deep apparatus bays, Decon area, turnout gear, and vehicle exhaust systems. The firefighter and administration area will include five bunk rooms, a kitchen, dining room, and day room. The police department will include a sally-port and two alternate vehicle bays, three universal cells, evidence processing and storage, and a 911 communications center.

Services Overview

As project manager, Colliers is providing the following services:

- Develop the total project budget and schedule
- Manage the site selection process including geo-technical and site survey
- Facilitate the contract between the Owner and the Architect
- Develop potential permitting and site logistic issues with proposed mitigation opportunities
- Develop financial impact analyses of splitting the phasing of construction based on the Town’s borrowing capacity
- Represent the project at future Public Meetings to secure project vote

Completion

TBD

Project Size

21,500 gsf

Project Budget

\$17.5 Million

Services Provided

Project Management

Architect

Tecton Architects, PC

Contractor

TBD

www.cplusa.com

Client Contact

Ralph LeBlanc
Chief of Police
978 874 6318

Kyle Butterfield
Fire Chief
978 874 2313 ext. 200



Project Leaders



Town of Williamstown

New Fire Station

Williamstown, MA

Project Overview

Colliers has been engaged to provide project management services for Williamstown Fire District's new \$10 Million Fire Station Project.

The original fire station building, constructed in 1950, is no longer viable in its current configuration. Thus, the Fire District has taken on a project to construct a new, net zero fire station. To achieve the project's net zero goals, several tactics will be employed, including reducing demand for energy within the building, harvesting energy from the site, using renewable sources of power through wind, solar panels and heat pumps, and maximizing efficiency in the building's operations.

Services Overview

As project manager, Colliers' responsibilities include but are not limited to the following:

- Consult with the Fire District's Prudential Committee, Building Committee and Fire Department Officers on all aspects of project development for the RFP for a new fire station "Concept Design", including, but not limited to, attending official and work-group meetings
- Walk the building site and review the survey, engineering and environmental studies conducted on the property to-date and apply the data accordingly
- Coordinate with all Town departments, as necessary, to facilitate the completion of project specifications that address building code, zoning, storm water and other compliance regulations
- Review and establish RFP specifications for NFPA and ADA compliance

Completion

August 2024

Project Size

TBD

Project Budget

\$10 Million

Services Provided

Project Management

Architect

EDM Architecture

Contractor

TBD

www.cplusa.com

Client Contact

Craig Pedercini

Fire Chief

413 458 8113

City of Worcester

South Division Firehouse & Emergency Communication Facility

Worcester, MA

Project Overview

Colliers has been engaged to provide project management services for the design and construction of Worcester's new South Division Firehouse and Emergency Communications Facility. The existing South Division Firehouse is proposed to be replaced and relocated, and will also accommodate an Emergency Communications Center that houses a regional 911 Emergency Call Center. The City is aiming to achieve a high-performance building that is low carbon and energy efficient with a comfortable and safe indoor environment that is accessible, easily maintained and responds to the larger community it serves.

Services Overview

As project manager, Colliers' responsibilities include, but are not limited to:

- Develop Project Budget Reflecting Building Program Needs
- Coordinate the Design Process with Design Team, Users, Operators & Regulatory Groups
- Establish and Manage the Bidding and Contracting Process
- Conduct Inspections of Construction for Quality Assurance
- Manage Building Occupancy
- Mover Procurement
- Furniture, Fixtures and Equipment and Technology Coordination
- Ensure Systems Performance through Testing
- Train Operating Staff in Systems Operations & Maintenance

Completion

December 2026

Project Size

25,000 gsf

Project Budget

\$38 Million

Services Provided

Project Management

Architect

Perkins&Will

Contractor

TBD

www.cplusa.com

Client Contact

Julie A. Lynch, AIA, NCARB, LEED GA
Chief of Public Facilities
508 799 8588

FITCHBURG POLICE

City of Fitchburg**Police Station Renovation**

Fitchburg, MA

Project Overview

Colliers has been engaged to provide project management services for the renovation of Fitchburg Police Station. Built in 1985, the Fitchburg Police Station is approximately 20,000 gsf located on three floors. Repairs and improvements are intended to ensure the station's safety and longevity. Scope of work includes increasing the size and upgrading the E911 Communications Center, updating public areas such as the elevator and lobby, building envelope and site issues such as the parking lot, construction of additional space for police personnel functions and equipment, and bringing the building systems up to current code requirements.

Services Overview

Colliers' responsibilities include, but are not limited to:

- Review and monitor the progress of the Engineer's Project design
- Assist with preparing the Project for public bidding
- Participate in conducting the pre-qualification process of subcontractors
- Monitor project budget and provide monthly status reports
- Develop and monitor master project schedule
- Provide oversight of the construction contractor
- Schedule, coordinate and attend progress meetings
- Assist the Owner in preparation and submittal of the final evaluations to DCAMM

Completion

April 2024

Project Size

20,000 gsf

Project Budget

\$3.5 Million

Services Provided

Project Management

Architect

Context Architecture

Contractor

TBD

www.cplusa.com**Client Contact**

Stephen DiNatale

Mayor

978 829 1801



Project Leaders



Town of Hampden

Police Station

Hampden, MA

Project Overview

Colliers provided project management services for the Town of Hampden's new Police Station.

The new 6,800 gsf, \$2.2 million facility features video monitoring throughout the building, electronic keycard access, bulletproof walls and windows, a secure prisoner area, energy-efficient lighting, an emergency generator, a training room, an emergency operations center, a sally port, and covered parking for police vehicles.

The station is centrally located in a busy commercial and residential section of the town, making it an ideal launching pad for service calls.

Services Overview

Colliers provided comprehensive project management services and was directly responsible for conducting on-site observations and spot checks of the work in progress as a basis for determining conformance of all work, materials, and equipment with the contract documents. In addition, Colliers served as the on-site agent for the Town of Hampden and attended scheduled building committee meetings and reported on the construction activity as required.

Completion

October 2016

Project Size

6,800 gsf

Project Budget

\$2.2 Million

Services Provided

Project Management

Architect

Kaestle Boos Associates

Contractor

Marois Construction Co.

www.cplusa.com

Client Contact

Jeff Farnsworth

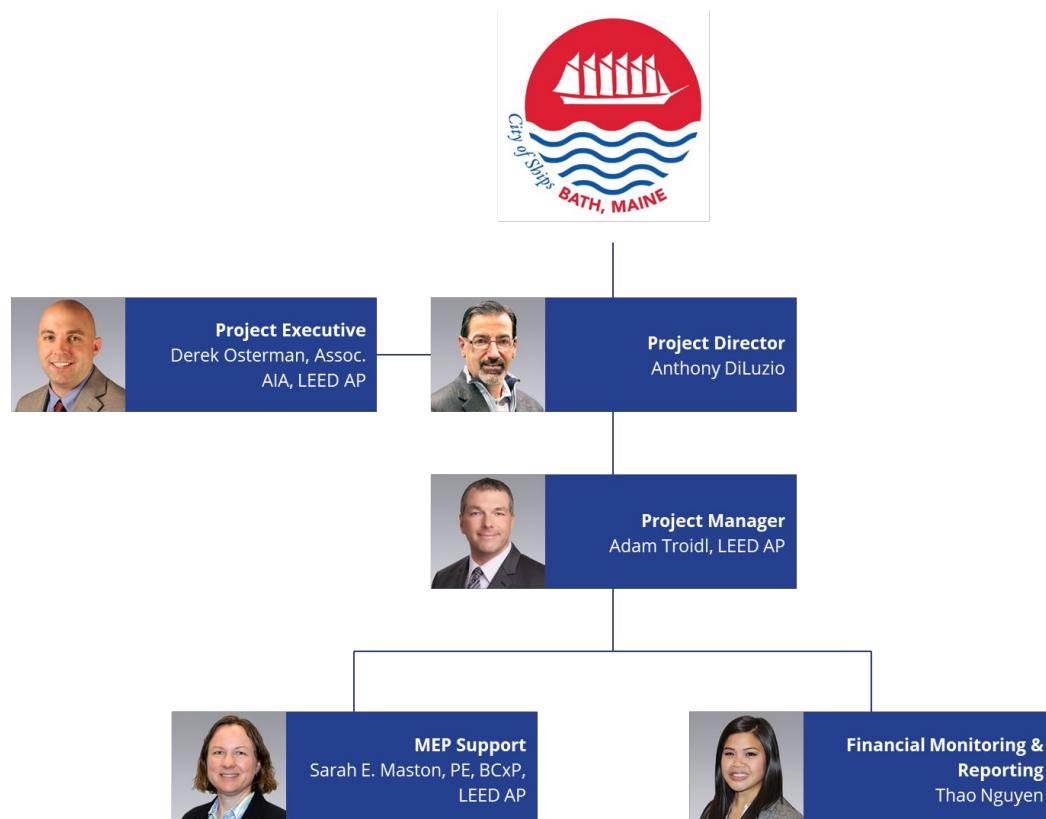
Former Chief of Police

413 348 3669

Proposed Project Team

Colliers is confident that we are uniquely qualified to deliver the necessary owner's representative services for the City of Bath's New Fire Station as outlined within the RFP and as may be required. We firmly believe you will be hard pressed to find another team with the project experience matched with the depth of talent and resources that Colliers is proposing for this project.

Colliers is committed to serving the City of Bath with a team approach that allows the strengths of our individuals to complement each other and provide a superior level of service. To accomplish this goal, your project will be assigned a Project Director who will oversee all Colliers activities related to the project and ensure that the City is well served. In addition, a Project Manager will be responsible for the day-to-day operations and the final success of the project. The Project Manager will be supported throughout the project by the team members outlined below.



Resumes detailing the proposed project team's experience can be found on the following pages.



Project Leaders

Derek Osterman

Assoc. AIA, LEED AP, MCPPO

Senior Director

derek.osterman@collierseng.com

Education and Qualifications

Master of Architecture –
The Boston Architectural
College

Bachelor of Design – The
Boston Architectural
College

Accreditations and Memberships

Associate AIA, American
Institute of Architects

LEED Accredited
Professional (LEED AP)

Massachusetts Certified
Public Purchasing Official
(MCPPO)

Years of Experience

22 years

Years with Firm

9 years

www.cplusa.com

Area of Expertise

Mr. Osterman is an Associate AIA with more than 20 years of leadership experience in project management, planning and design. He specializes in professional services for corporate and commercial, institutional, federal, and advanced technology clients. Derek approaches his role as Senior Director as an opportunity to personally connect with clients, leading them to their goals through exemplary customer service.

Relevant Experience

City of Worcester – South Division Firehouse & Emergency Communication Facility – Worcester, MA

Project management services for the design and construction of Worcester's new South Division Firehouse and Emergency Communications Facility. The existing South Division Firehouse is proposed to be replaced and relocated, and will also accommodate an Emergency Communications Center that houses a regional 911 Emergency Call Center. The City is aiming to achieve a high-performance building that is low carbon and energy efficient.

Rhode Island State Police – New Southern Barracks – West Greenwich, RI

Project management services for the design and construction of a new 35,000 gsf police barracks and land development to consolidate services in the southern portion of the State of Rhode Island. The new police barracks will also contain an outbuilding and new canine kennel/training facility.

Maine Maritime Academy – Curtis Hall Improvements – Castine, ME

Project management services for Maine Maritime Academy's primary student residential facility, Curtis Hall. The \$33 Million project includes upgrades of mechanical, plumbing, electrical, fire protection, and heating systems, as well as the building envelope including roof, windows, and exterior. The 200,000 gsf building provides maximum capacity to house approximately 650 students in 315 individual rooms. The first floor primarily consists of Administrative Offices housing a range of student and health services. The ground floor contains the Academy's Bookstore and utility rooms.

Maine Maritime Academy – Waterfront Redevelopment – Castine, ME

Project management services for Maine Maritime Academy's Waterfront Redevelopment. The \$40 Million project includes modifications to the primary pier to accommodate a new training ship. The training ship is the third National Security Multi-Mission Vessel (NSMV) under contract by the U.S. Maritime Administration. The project will incorporate requirements of the NSMV, increase current floating dock space by 200 linear feet, strengthen/replace the sheet pile supporting the current parking lots, and strengthen/replace current pier to handle heavy equipment loads.



Anthony DiLuzio MCPPO

Associate Director

anthony.diluzio@collierseng.com



Project Leaders

Education and Qualifications

Bachelor of Science –
Architectural Engineering
– Wentworth Institute of
Technology

Associates Degree –
Architectural Engineering
– Wentworth Institute of
Technology

Architectural Studies –
Boston Architectural
Center

Accreditations and Memberships

Massachusetts Certified
Public Purchasing Official
Program (MCPPO)

International Facility
Management Association

Massachusetts Chiefs of
Police Association

Fire Chiefs Association of
Massachusetts

Years of Experience

35 years

Years with Firm

6 years

www.cplusa.com

Area of Expertise

Mr. DiLuzio has over 35 years of experience providing project management, overseeing design and engineering professionals, preparing construction documents, and coordinating engineering disciplines. Prior to joining Colliers, Tony was responsible for implementing and leading all aspects of the project management group serving municipal clients on a wide variety of project types across the Commonwealth.

Relevant Experience – Public Safety

Town of Ashby – Public Safety Complex – Ashby, MA

Project management services for 11,500 gsf addition and renovation to existing Fire Station, to house the Police Department in the same building. The addition will provide the Fire Department with administration space, firefighter bunk rooms, a kitchen, dining room, and day room. The Police Department section will include a sally-port and two alternate vehicle bays, two universal cells, locker room, and administrative offices.

Town of North Brookfield – Fire Station Headquarters – North Brookfield, MA

Project management services for new 14,782 gsf single-story, energy-efficient building that includes five double deep apparatus bays, Decon area, turnout gear, and vehicle exhaust systems. Firefighter and administration areas will include four double bunk rooms, a kitchen, dining room, day room, and a large public meeting room.

City of Somerville – New Public Safety Facility – Somerville, MA

Project management services for the new \$45 Million, 77,000 gsf Public Safety Facility. The project will include a state-of-the-art police, fire, and 311 call-in service center as well as public/community space. The City's goal for this project will be to develop the first Net Zero public safety facility in New England.

City of Worcester – South Division Firehouse & Emergency Communication Facility – Worcester, MA

Project management services for the design and construction of Worcester's new South Division Firehouse and Emergency Communications Facility. The existing South Division Firehouse is proposed to be replaced and relocated and will also accommodate an Emergency Communications Center that houses a regional 911 Emergency Call Center. The City is aiming to achieve a high-performance building that is low carbon and energy efficient.

Ayer Fire Station – Ayer, MA

Project management services for the \$6.2 Million fire station project.

Town of Northfield – Emergency Services Facility – Northfield, MA

Project management services for the 17,740 gsf Emergency Services Facility Project. The purpose of the project is to provide a state-of-the-art emergency services facility that will increase efficiency and to provide Northfield's police, EMS, and fire departments with a modern space to adequately house personnel and equipment.



Project Leaders

Anthony DiLuzio MCPPO

Associate Director

anthony.diluzio@collierseng.com

Relevant Experience – Public Safety (Continued)

City of Worcester – Franklin Street Fire Station & Memorial – Worcester MA

Project management services for a new, 15,022 gsf Fire Station on the site of the former Worcester Cold Storage Warehouse where a tragic fire in 1999 claimed the lives of six firefighters. The state-of-the-art facility features three double-bay expandable drive-throughs, watch and workout rooms, living quarters, dining / day rooms, and a kitchen. The site also features a memorial to the brave men who sacrificed their lives as members of the Worcester Fire Department. This project was the recipient of the "Station Style Award for Excellence in Fire Station Design" through the National Fire House magazine.

Grafton Center Fire Station – Grafton, MA

Project management services for the design and construction of a new \$6 Million, 15,000 gsf fire station headquarters. This project was challenged with a previously contaminated site the required the building be constructed with an under-slab venting system to prevent gasses from entering the building. The project was complete on time and on budget. The OPM worked with the Town's legal counsel to recover the expended funds from the previous land owner.

Montague Public Safety Facility – Montague, MA

Project management services for the design and construction of a new \$5 Million police station. The project was developed to incorporate a 13,000 gsf Police Station for the Town of Montague onto the Turner Falls Fire Station creating a Public Safety Facility for the villages of Turner Falls and Montague. The project was also designed and constructed to take benefit of the geothermal characteristics of the region and entailed the development (37) 1200' deep geothermal wells and ground source heat pumps.

Relevant Experience

MBNA America, Camden – Belfast, ME

Project management services for the construction of a new \$30 Million, 230,000 gsf Telemarketing Call & Operations Center (completed in under 8 months), 11,000 gsf Early Education Facility on the site of the Operations Center, and a 22-acre Executive Conference Center with full amenities, 6 executive guest homes, tennis, and basketball courts. Responsibilities included staffing and managing a three person office to provide project management services reporting to the Owners corporate development office located in Delaware.

Camden Opera House – Camden, ME

Project management services for the historic restoration, sound, and lighting improvements to an 1894 opera house. MBNA America donated the funds and the management expertise to revitalize the beautiful and significant Opera house as a gift to the citizens of Camden.



Adam Troidl LEED AP

Senior Project Manager

adam.troidl@collierseng.com



Project Leaders

Education and Qualifications

Agile Project Management Certificate – University of Southern Maine Professional Development Program
AutoCAD Specialist Certificate – SUNY Buffalo School of Management
Bachelor of Arts Communications – SUNY Buffalo

Accreditations and Memberships

LEED Accredited Professional (LEED AP)

Years of Experience

20 years

Years with Firm

7 years

www.cplusa.com

Area of Expertise

Mr. Troidl's depth and breadth of over 20 years of experience in healthcare spans design, project management, and owner representation. He also has experience in the higher education, commercial, and institutional market segments, while a focus on sustainability permeates his work. Prior to joining Colliers, Adam was the sole proprietor at his company, Screen Porch Studio, delivering project management, consulting, and creative design services. Before establishing his own company, Mr. Troidl was a project manager for Maine General Medical Center, managing design and construction activities at all levels of value and complexity. As the primary project manager, over the last decade he has completed 1-million square feet of LEED Certified space in Maine, all Silver level or above.

Relevant Experience

Maine Medical Center – Maine Medical Partners (MMP) Medical Office Building – Scarborough, ME

Project management services for Maine Medical Partners' new 108,000 gsf Medical Office Building. The three-story facility features: Wellness support including lactation and quiet rooms, staff nourishment cafes dispersed for convenience, and daylighting; six electric vehicle charging stations; rain garden landscaping; prefabricated wall sections; and fiberglass windows.

Maine Medical Center – Modernization Project – Portland, ME

Project management services for the \$558 Million, seven year, multi-phased program including a \$350 Million New Cardiovascular Tower, an over-build of two new floors, two helipads, infrastructure upgrades, and a new garage. The New Tower phase includes new inpatient floors, central sterile processing, operating rooms, and the new campus entry.

Alfond Center for Health – Augusta, ME

Project management services for the 640,000 gsf new regional hospital. The project is valued at \$320 Million and received LEED Gold Certification. Completed in 2013 early and under budget using Integrated Project Delivery (IPD), the first full use of the process in the northeast.

Thayer Center for Health – Waterville, ME

Project management services for the \$16 Million renovation of an inpatient hospital into a community outpatient center. This Integrated Project Delivery (IPD) scope was completed in 2013.

Women & Children's Hospital of Buffalo – Ambulatory Care & Research Wing – Buffalo, NY

Project management, architectural design, and coordination services for the 190,000 gsf outpatient center.



Project Leaders

Sarah E. Maston PE, BCxP, LEED AP

Director

sarah.maston@collierseng.com

Education and Qualifications

Bachelor of Science
Mechanical Engineering
– Rensselaer Polytechnic
Institute

Accreditations and Memberships

Licensed Professional
Engineer (MA)

Building Commissioning
Professional (BCxP)

LEED Accredited
Professional (LEED AP)

American Society of
Heating, Refrigerating
and Air Conditioning
Engineers (ASHRAE)

ASHRAE Board of
Directors, Vice President
(2021-2022)

Epidemic Task Force
Building Readiness Team
(2020-2021)

Years of Experience

27 years

Years with Firm

2 years

www.cplusa.com

Area of Expertise

Ms. Maston is a professional mechanical engineer with more than 25 years of experience in mechanical/HVAC systems evaluation, troubleshooting, design, startup, and commissioning for a variety of project types. Prior to working at Colliers, she served as lead commissioning authority for new construction projects as well as building commissioning projects. Her responsibilities included facilitating Owner’s Project Requirement (OPR) workshops, project management, performing building system assessments, developing commissioning plans, design reviews, specifications, system readiness, system evaluations and facilitating functional performance tests. She has also designed systems utilizing terminal units, radiant heat, central air systems, humidity controls, building automation, energy recovery, and central plants. Additionally, Ms. Maston has performed building efficiency studies, and LEED feasibility studies.

Relevant Experience

City of Greenfield – Greenfield Fire Station – Greenfield, MA

LEED Commissioning services for a new Fire Station. The project is a single-phase, single-story building which includes a steel frame / masonry veneer structure.

Town of Marshfield – Police Station – Marshfield, MA

Commissioning services for the new 21,000 gsf Police Station Project as part of our on-call contract with the Town of Marshfield. The structure will include a two-vehicle sally port, where detainees are brought into the station, as well as two auxiliary buildings.

City of Quincy – Public Safety Headquarters – Quincy, MA

Commissioning services during the design and construction of the new 129,600 gsf Public Safety Headquarters. The four-story building will house the City's police station and include administrative offices for the fire department, a firearms training range and headquarters for emergency operations, as well as a roll call room, training space and other amenities.

Town of North Attleborough – Police Facility – North Attleborough, MA

Commissioning services for the North Attleborough Police Facility’s \$2.7 Million HVAC system replacement project.

Town of Shrewsbury – Police Station – Shrewsbury, MA

LEED commissioning services for the construction of a new 43,500 gsf Police Station consisting of offices administration areas, detention facilities, public meeting rooms, locker rooms and associated employee support areas.

Barletta Heavy Division – MTBA Wellington Car Maintenance Facility – Medford, MA

Commissioning services for the \$98 Million MBTA Wellington Station Car Maintenance Facility Project, which included an expansion of the carhouse, rehabilitation and modernization of the existing lifts, cranes, and wheel truing machinery.



Thao Nguyen

Project Accountant

thao.nguyen@collierseng.com



Project Leaders

Education and Qualifications

Bachelor of Arts
Accounting – Emmanuel
College

Accreditations and Memberships

Board of Directors,
Edward Street Child
Services

Years of Experience

11 years

Years with Firm

5 years

www.cplusa.com

Area of Expertise

Ms. Nguyen has more than 10 years of financial and business experience. Thao lends the benefit of her strong analytical skills, audit experience, and client management skills to the development, implementation and summary of budgets and expenses for Colliers' client portfolio. In her role as Project Accountant, Thao utilizes her financial acumen to assist Colliers' Project Managers with the financial tracking of their projects and to interact with clients to reconcile the tracking of expenses within their own internal systems.

Relevant Experience

City of Fitchburg – Police Station Renovation – Fitchburg, MA

Financial, cost estimating and schedule support services for the renovation of Fitchburg's 20,000 gsf Police Station, built in 1985. The project will include upgrading the E911 Communications Center; updating public areas such as the elevator, lobby and parking lot; constructing additional space for police personnel functions and equipment; and bringing the building systems up to current code requirements.

City of Worcester – South Division Firehouse & Emergency Communication Facility – Worcester, MA

Financial, cost estimating and schedule support services for the design and construction of Worcester's new South Division Firehouse and Emergency Communications Facility. The existing South Division Firehouse is proposed to be replaced and relocated, and will also accommodate an Emergency Communications Center that houses a regional 911 Emergency Call Center. The City is aiming to achieve a high-performance building that is low carbon and energy efficient.

Town of Hadley – New Fire Substation – Hadley, MA

Financial, cost estimating and schedule support services for a single-story, energy efficient building with a usable space of 5,300 gsf and a mezzanine level. The functional spaces include a meeting room, kitchen / break room, dispatch room, office, two bunk rooms, apparatus bay, and bathrooms.

Rhode Island State Police – New Southern Barracks – West Greenwich, RI

Financial, cost estimating and schedule support services for the design and construction of a new 35,000 gsf police barracks and land development to consolidate services in the southern portion of the State of Rhode Island. The new police barracks will also contain an outbuilding and new canine kennel/training facility.

Town of Ashby – Public Safety Complex – Ashby, MA

Financial, cost estimating and schedule support services for 11,500 gsf addition and renovation to existing Fire Station, to house the Police Department in the same building. The addition will provide the Fire Department with administration space, firefighter bunk rooms, a kitchen, dining room, and day room. The Police Department section will include a sally-port and two alternate vehicle bays, two universal cells, locker room, and administrative offices.

Proposed Approach

Colliers' philosophy in the management of capital projects has been shaped by more than two decades of experience representing owners in the design, construction, and management of municipal facilities. The design and construction industry has evolved from an era in which a Master Builder designed and personally directed tradesmen in the construction of a project, to the present where complicated and sophisticated processes involving numerous designers, consultants, managers, contractors, and regulatory authorities all play important roles. The result of this evolution is not always positive – construction projects with major cost overruns, expensive mechanical systems that don't operate properly, and municipal spaces that don't meet the owner's expectations.

Colliers has assembled a team of talented professionals with varied backgrounds and competencies from across the design and construction industry to help municipalities navigate through this complex and risky environment. Our approach is proactive and highly collaborative. With this perspective in mind, Colliers has adopted the following core objectives for delivering our services:



Protect the interests of the City of Bath through careful oversight to ensure that newly created and/or renovated spaces are **functionally** appropriate for the occupants, **aesthetically** conforming to design standards, and **financially** managed to the established budget.



Reduce costs and maximize value throughout the project with **design critiques** that provide options for best value, avoid high cost change orders, and utilize **bidding and contracting strategies** that reap benefits from a competitive marketplace.



Preserve the project schedule by establishing **critical milestones** throughout the design and construction process, facilitating meetings and document reviews, and **identifying critical path** issues that can create delays before they materialize.



Maintain construction quality assurance throughout the process by **confirming the proper design and construction** of materials and equipment, and **verifying the performance** of installed systems.

With these objectives as our foundation, we follow a phased management plan which is described in detail on the following pages.

Pre-Construction Phase

Coordinate the Design Process with Design Team, Users, Operators and Regulatory Groups

The design of a building project is an interactive process involving multiple designers with varied specialties as well as numerous representatives of the Owner's constituencies, each of whom must have access to the design evolution appropriate to their respective roles. Communications with and presentations by the Design Team must be facilitated to manage the logistics and political dynamics while also ensuring the appropriate level of input and critique. This interaction and coordination does not happen without facilitation and leadership by the project manager.

Reconcile Design Solutions with Program Expectations, Cost Estimates, and Budget Parameters

At several critical junctures throughout the design process, Colliers will independently review the solutions proposed by the Design Team to ensure conformance with the Town and Fire Department's direction and goals for the project. Frequently, the many involved parties lose sight of the originally established program objectives and financial constraints. The project manager will perform regular reconciliations of design solutions with the program, estimates and the established budget to keep the Fire Station Facility Project on track.

Conduct Technical Review and Critique of Systems Designs and Details

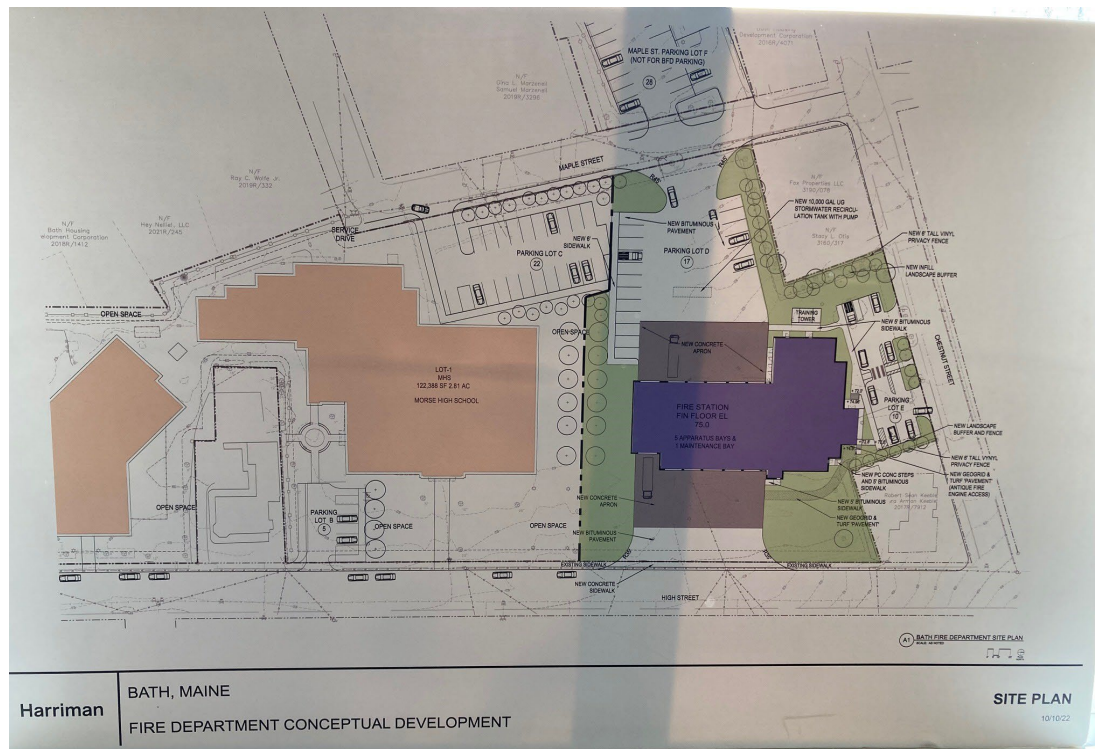
To analyze the conformance of the Design Team's physical solutions to the needs of the Town, several reviews of the proposed solution must be undertaken. In particular, Colliers will review drawings and specifications as they evolve to ensure design suggestions do not compromise operational practices, meet programmatic expectations, include appropriate level of detail, minimize capital costs, and are physically attainable given the construction parameters and logistics. Colliers extensive experience with fire stations means we are able to challenge suggested design solutions with real world practices and functionality. Visiting those stations and meeting with those Chiefs is something we encourage on all our projects.

Establish and Manage the Bidding and Contracting Process

To minimize construction costs and maximize value, Colliers will assist in determining the project delivery method and develop a strategy for the procurement of contracted services. ***Helping our clients understand the pros and cons of Design-Bid-Build versus Construction Management-at-Risk is vital at the earliest stage of the project.*** This decision can have dramatic impacts on both the design and construction impacts on Cost, Quality, and Schedule.



During this process, focus must be paid to protect the quality of bidders and clarify the scope of work, allowing for more accurate bids and minimizing future change orders. Opportunities also exist to ensure that local companies, including small and minority-owned businesses, are well informed of the project and are given an even opportunity to bid. Supporting the bidding process includes properly verifying qualifications, soliciting proposals from contractors, reviewing and discussing the submissions, negotiating contract terms and executing agreements.



Harriman BATH, MAINE
FIRE DEPARTMENT CONCEPTUAL DEVELOPMENT



Construction Phase

Coordinate Construction Activities

If not properly managed, construction activities can significantly disrupt neighborhood and community members. Ongoing construction will likely require transportation of materials, demolition and/or installation of major building components, and a large number of construction personnel on the site.

As your project manager, **Colliers will carefully coordinate these construction activities to account for traffic patterns and local events**, making alternate plans as needed.

Facilitate Owner / Architect / Contractor (OAC) Meetings

At every OAC meeting, we cover the following topics and make sure that each of them has an actionable deadline:

- schedule status including tracking of bi-weekly look ahead schedule to make sure we are tracking towards a successful construction completion
- financial status
- quality measures
- new/old business

In addition, we review the status of the submittal and request for information (RFI) process.

- A submittal schedule will be provided and will include submission dates, lead times of materials for procurement, required on job dates, etc.
- The submittal schedule is consistently reviewed against the project baseline schedule for fidelity
- RFI logs are reviewed at all meetings to ensure they are responded to in a timely fashion

Safety is paramount when working within an active city, and needs to be continuously discussed. As part of the weekly OAC meeting agendas, the topic of safety will be brought to the forefront for discussion.

As the project progresses, the safety of the community residents will be reviewed to ensure that all safety precautions are being implemented and modified as required. Colliers will continually review the safety plan and bring to the team's attention any deficiencies noted in the field to ensure a safe environment for everyone. **All of this ensures the project is moving forward in a positive direction.**

Coordinate On-Site Consultants

Colliers will coordinate the on-site activities of all hired consultants, including: the moving company, furniture supplier, commissioning agent, materials testing lab, geotechnical engineer, building official, special inspector, etc.



Our job is to make sure each consultant is engaged appropriately. We typically develop a detailed RFP for each required service, level the proposals, recommend for approval, then schedule the service. Since we actively participate with each consultant, we fully understand and are the communicators of any issues to the contractor, designer or City of Bath representatives.

By fully engaging ourselves and coordinating the activities of all the consultants, ***we can ensure that the entire team is working harmoniously with one another and that each of their activities have been coordinated with the contractor's overall schedule to avoid conflicts.***

Manage Change Orders and Pay Applications

Colliers will thoroughly review all proposed change orders submitted by the contractor. We know contractors historically inflate change order costs during construction. Our reviews seek to minimize those added costs by verifying the legitimacy of the change order submissions. Colliers will:

- Monitor and manage any project changes as well as the contracts and payments to the various contracted entities.
- Track for possible financial exposures to the Owner's contingency. This is done by continuously monitoring RFI responses and flagging any direction provided to the contractor or Owner that may have financial implications.
- Document discussions had in the field that relate to possible scope gaps in the design documents. We add these possible exposures to a contingency log with an estimated value to provide the City of Bath a thorough status snapshot of project finances at any given time. ***This process ensures we have an accurate account of all possible financial exposures.***
- Ensure we are not approving pay applications for work not yet complete. With the architect, we will review every line item of the pay application and verify completion of work. We also ensure subcontractors and vendors are being paid. By requiring and reviewing on a monthly basis all lien waivers, we are assured a lien will not be placed on the property. Should this happen, we will work aggressively with the CM and respective vendors to ensure the lien is removed.

Monitor Construction Quality

Throughout the construction phase, ***our project manager will walk the site periodically to ensure the work is being executed per the plans, specifications, and schedule.***

Any changes in schedule or construction deficiencies observed on-site will be noted within a construction observation report. The observation report is discussed at every OAC meeting to ensure deficiencies are corrected in a timely fashion.

With a focused effort on proactive quality control and schedule maintenance throughout the construction phase, Colliers will limit the amount of punch list items at project completion making for a more efficient closeout process.



Oversee Construction Schedule

Colliers takes a proactive approach to managing the contractor's construction schedule. We will monitor the schedule beginning with a thorough review of the initial baseline schedule. Any areas of concern will be identified in a schedule review memo.

Once an approved schedule is in place, Colliers will require the contractor to provide a two-week look ahead schedule at every OAC meeting. These two-week forecasts are reconciled to the baseline schedule to ensure the contractor remains on schedule.

Colliers will manage the flow of information (RFIs, Submittals, etc.) to ensure the contractor is not allowed additional time to complete the work. Colliers will also track the schedule during our onsite presence. If a certain task is scheduled to commence, or conclude, on any given day, and our onsite construction representative sees an altering condition, we will immediately notify the contractor and seek to understand why the project is falling behind, and what is being done to correct the situation.



Closeout, Training, and FF&E Phase

Closeout Project

Project closeout is key to the successful completion of a project. There are many steps that need to be taken for a successful and expeditious closeout process which we will manage for the City of Bath:

- Monitor all punch-list items to the closeout of each item
- Schedule Owner training on MEP systems
- Facilitate the MEP commissioning process
- Track submission of all Owner attic stock materials, as-builts, operation and maintenance manuals, and warranty information and ensure that all materials are being provided in the format(s) necessary

In addition to the management of construction closeout, Colliers will actively manage the move, furniture, fixtures, and equipment (FF&E), and equipment startup/operation process for the City of Bath in coordination with the third-party operator. Our detailed Master schedule will outline the sequencing of the work.

Train Operating Staff

Any new system will require training for the operations and maintenance staff. Frequently, the mechanical systems installed in modern buildings are significantly more complicated to operate and maintain than those in older buildings. Without proper training, those responsible for the regular troubleshooting and preventative maintenance of the newly installed systems will likely compromise the systems' operations or life through either the bypass of procedures or the improper usage of components.

Colliers will ensure the operations staff are properly trained on all new systems. This process starts with field visits during construction and concludes with physical training once the building is completed.

Test Systems Performance

Ultimately, the responsibility for the operation and maintenance of installed building systems will fall to the Owner's staff. Therefore, prior to accepting the newly installed systems and delivering final payments to the contractors, Colliers will test the various systems under operating conditions. Testing under these conditions will reveal for certain if systems will operate as intended while there is still financial incentive for the contracted parties to remedy any problems.



Manage the Master Move Plan

To maintain an accurate and up-to-date Master Move Plan, Colliers will attend many regularly scheduled meetings. Our role within each of the meetings may differ – from that of leader to collaborator to observer. We will lead all relocation and Furniture, Fixtures, & Equipment (FF&E) team meetings using an action agenda to maintain accountability and visibility into all efforts. In our role, we will:

- Identify key project milestones and installation sequences
- Distribute regular communication updates
- Collaborate with City of Bath move coordinators to share key needs, disseminate information, and serve as a point of contact

Procure Movers

Colliers will develop comprehensive statements of work and RFP packages for the procurement of FF&E, move vendors, and specialty vendors. The generated move plan, phasing, and schedule will be included in all RFPs to get more accurate responses.

We will be diligent about determining the new building rules and regulations as they pertain to building protection, including the information in the FF&E and mover RFPs.

Colliers will manage the FF&E and mover procurement process including pre-qualifying companies, developing the RFP, documenting inventories and floor plans, conducting site walk-throughs, leading interviews, analyzing bids, creating a bid summary, and making a final recommendation based on the RFP responses.

Coordinate Furniture, Fixtures & Equipment (FF&E)

Colliers will work with the new furniture specifications developed by the designer and approved by the City of Bath, and will develop a matrix of all new FF&E that will provide the basis for the procurement packages. Our team will work with the City of Bath purchasing team to coordinate FF&E procurement as outlined in the Master Plan. We will then work with the vendors to validate the orders.

Monitor & Manage Contractor Correction of Problems

Every building is a prototype, therefore problems are likely to occur. Once identified, Colliers will monitor the contractor's troubleshooting efforts to address any problems. Depending upon the type of system being corrected, additional performance testing may be the only means of insuring proper operation.



Sample Documents

Colliers has provided on the following pages the following sample documents:

- City of Bath's New Fire Station – Sample Financial Status Report
- City of Bath's New Fire Station – Sample Schedule

In addition, based upon our review of the RFP, our understanding of the scope of services, and our role in providing services for projects of a similar size, type and scope, Colliers is pleased to provide the following proprietary and confidential work product samples on the following pages:

- Financial Status Report
- Design Review Report
- Estimate Reconciliation Report
- Contingency Status Report
- Daily Construction Report

FINANCIAL STATUS REPORT



City of Bath, ME
New Fire Station

Financial Status Report (\$000's)

Date: January 18, 2024

| | Budget | | | Contracted Project Costs | | | Anticipated Costs | | Remaining Balance (C - F) |
|---|----------------|--------------------|------------------------------|--------------------------|-------------|----------------|-----------------------------|---------------------------------|---------------------------|
| | Project Budget | Approved Transfers | Approved Budget w/ Transfers | Paid | Unpaid | Total Contract | Planned, but not Contracted | Anticipated Total Costs (D + E) | |
| | | | | | | | | | |
| Budget developed as of XX/XX/XX | | | | | | | | | |
| I. Building Construction | | | | | | | | | |
| A. New Building & Renovation (22-23,000sf) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 13,700.0 | \$ 13,700.0 | \$ (13,700.0) |
| B. Other Construction | - | - | - | - | - | - | - | - | - |
| Total Building Construction | - | - | - | - | - | - | 13,700.0 | 13,700.0 | (13,700.0) |
| II. Related Construction | | | | | | | | | |
| A. Sitework | - | - | - | - | - | - | - | - | - |
| B. Site Utility Systems | - | - | - | - | - | - | - | - | - |
| C. Building Demolition | - | - | - | - | - | - | - | - | - |
| D. Hazardous Material Removal | - | - | - | - | - | - | - | - | - |
| E. Sustainable Elements | - | - | - | - | - | - | - | - | - |
| Total Related Construction | - | - | - | - | - | - | - | - | - |
| III. Escalation | | | | | | | | | |
| Total Construction | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 13,700.0 | \$ 13,700.0 | \$ (13,700.0) |
| IV. Furniture, Fixtures & Equipment (FF&E) | | | | | | | | | |
| A. Loose Furnishings | - | - | - | - | - | - | - | - | - |
| B. Program Related Equipment | - | - | - | - | - | - | - | - | - |
| C. Data/Telecomm Equip | - | - | - | - | - | - | - | - | - |
| D. Audio/Visual Equipment | - | - | - | - | - | - | - | - | - |
| E. Security Equipment | - | - | - | - | - | - | - | - | - |
| F. Specialty Signage | - | - | - | - | - | - | - | - | - |
| Total FF & E | - | - | - | - | - | - | - | - | - |
| V. Fees and Expenses | | | | | | | | | |
| A. Fees | | | | | | | | | |
| 1 Existing Conditions & Space Program | - | - | - | - | - | - | Previous | - | - |
| 2 Architect | - | - | - | - | - | - | 1,096.0 | 1,096.0 | (1,096.0) |
| a Civil Engineering | w/ architect | - | - | - | - | - | Inc | - | - |
| b Landscape Arch. | w/ architect | - | - | - | - | - | Inc | - | - |
| c Structural Engineering | w/ architect | - | - | - | - | - | Inc | - | - |
| d MEP/FP Engineering | w/ architect | - | - | - | - | - | Inc | - | - |
| e Interior/Furniture Designer | w/ architect | - | - | - | - | - | Inc | - | - |
| f Lighting Consultant | w/ architect | - | - | - | - | - | Inc | - | - |
| g Acoustical Consultant | w/ architect | - | - | - | - | - | Inc | - | - |
| h Signage Consultant | w/ architect | - | - | - | - | - | Inc | - | - |
| i LEED Designer | w/ architect | - | - | - | - | - | Inc | - | - |
| j Referendum Services | w/ architect | - | - | - | - | - | Inc | - | - |
| k Code Consultant | w/ architect | - | - | - | - | - | Inc | - | - |
| l Designer's Cost Estimator | w/ architect | - | - | - | - | - | Inc | - | - |
| 3 Special Consultants | | | | | | | Inc | | |
| a Haz. Mat. Consultant | - | - | - | - | - | - | Inc | - | - |
| b Audio/Visual | - | - | - | - | - | - | Inc | - | - |
| c Technology & Security Consultant | - | - | - | - | - | - | Inc | - | - |
| d Geo-Tech Engineering | - | - | - | - | - | - | Inc | - | - |
| e Traffic Engineer | - | - | - | - | - | - | Inc | - | - |
| f Ecologist/Soil Sample | - | - | - | - | - | - | Inc | - | - |
| g Peer Reviews | - | - | - | - | - | - | Inc | - | - |
| h Green Building Consultant | w/ architect | - | - | - | - | - | Inc | - | - |
| i Storm Water Monitoring | - | - | - | - | - | - | Inc | - | - |
| 4 Project Management | - | - | - | - | - | - | 577.5 | 577.5 | (577.5) |
| 5 Building Commissioning | - | - | - | - | - | - | 137.0 | 137.0 | (137.0) |
| 6 Owner's Cost Estimator | - | - | - | - | - | - | 75.0 | 75.0 | (75.0) |
| 7 CM Preconstruction Fee | - | - | - | - | - | - | - | - | - |
| 8 Owner's Legal Fees | - | - | - | - | - | - | - | - | - |
| 9 Site Survey | - | - | - | - | - | - | - | - | - |
| 10 Utility Assessment | - | - | - | - | - | - | 41.5 | 41.5 | (41.5) |
| Sub-total Fees | - | - | - | - | - | - | 1,927.0 | 1,927.0 | (1,927.0) |
| B. Expenses | | | | | | | | | |
| 1 Owner's Insurance | - | - | - | - | - | - | - | - | - |
| 2 Permits | - | - | - | - | - | - | - | - | - |
| 3 Printing | - | - | - | - | - | - | - | - | - |
| 4 Construction Utilities Use | - | - | - | - | - | - | - | - | - |
| 5 Site Borings | - | - | - | - | - | - | - | - | - |
| 6 Materials Testing | - | - | - | - | - | - | 15.0 | 15.0 | (15.0) |
| 7 Special Inspections | - | - | - | - | - | - | - | - | - |
| 8 Consultant Reimbursables | - | - | - | - | - | - | - | - | - |
| 9 Moving/Relocation | - | - | - | - | - | - | - | - | - |
| 10 Temporary Space/Ops | - | - | - | - | - | - | - | - | - |
| 11 Advertising | - | - | - | - | - | - | - | - | - |
| 12 Physical Plant Expenses | - | - | - | - | - | - | - | - | - |
| 13 Misc. Expenses | - | - | - | - | - | - | - | - | - |
| 14 Bond/Financing | - | - | - | - | - | - | - | - | - |
| 15 Site Acquisition | - | - | - | - | - | - | - | - | - |
| Sub-total Expenses | - | - | - | - | - | - | 15.0 | 15.0 | (15.0) |
| Total Fees and Expenses | - | - | - | - | - | - | 1,942.0 | 1,942.0 | (1,942.0) |
| VI. Contingency | | | | | | | | | |
| A. Construction & Owner's Project | | | | | | | | | |

FINANCIAL STATUS REPORT



City of Bath, ME

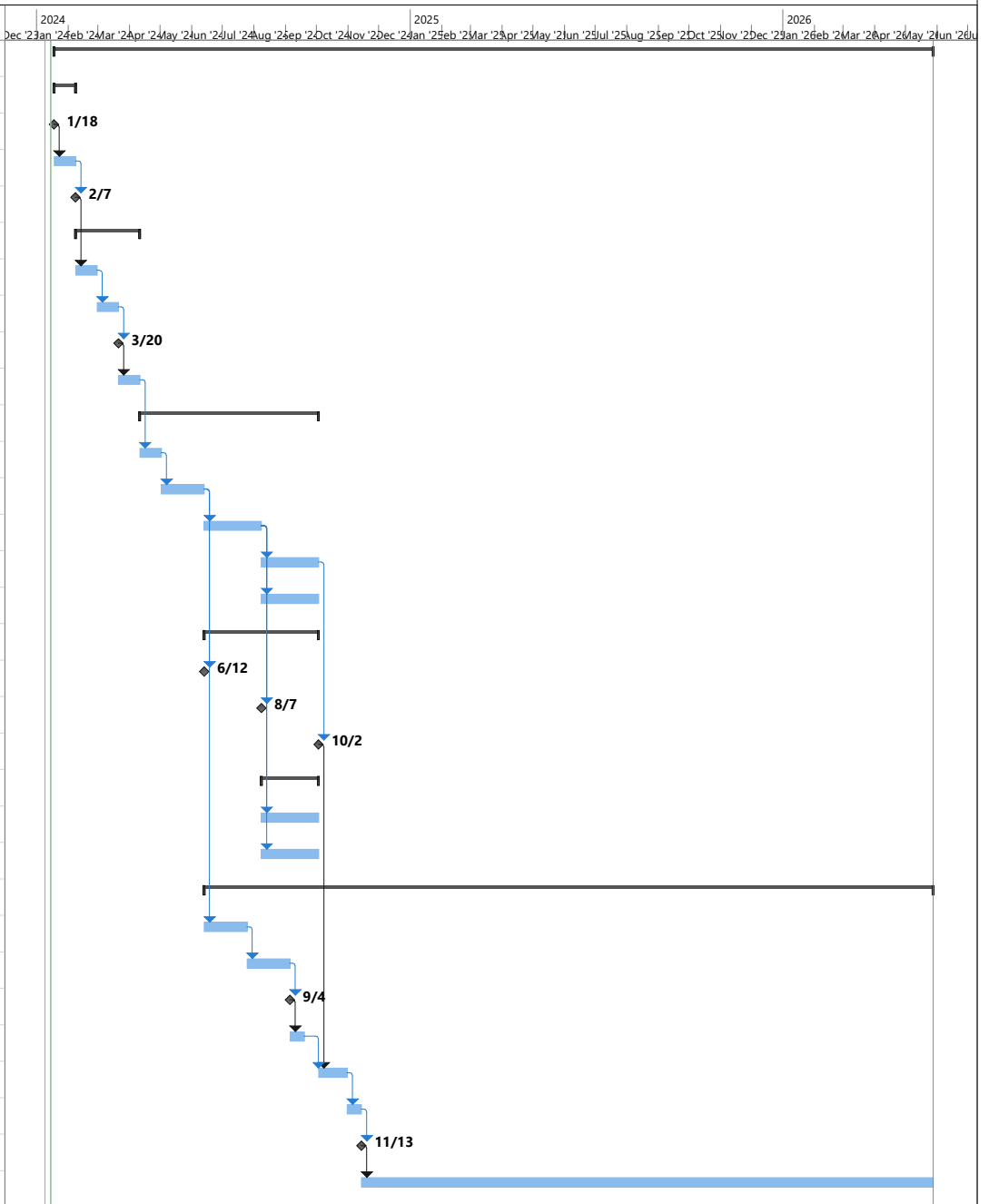
New Fire Station

Financial Status Report (\$000's)

Date: January 18, 2024

| | A | B | C | D1 | D2 | D | E | F | G |
|---------------------------------|----------------|--------------------|------------------------------|--------------------------|--------|----------------|-----------------------------|---------------------------------|---------------------------|
| | Budget | | | Contracted Project Costs | | | Anticipated Costs | | Remaining Balance (C - F) |
| Budget developed as of XX/XX/XX | Project Budget | Approved Transfers | Approved Budget w/ Transfers | Paid | Unpaid | Total Contract | Planned, but not Contracted | Anticipated Total Costs (D + E) | |
| 1 Construction | - | - | - | - | - | - | 548.0 | 548.0 | (548.0) |
| 2 Owner's Project | - | - | - | - | - | - | 310.0 | 310.0 | (310.0) |
| B. Additional Need | - | - | - | - | - | - | - | - | - |
| Total Contingency | - | - | - | - | - | - | 858.0 | 858.0 | (858.0) |
| Total Project | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 16,500.0 | \$ 16,500.0 | \$ (16,500.0) |

| ID | Task Mode | Task Name | Duration | Start | Finish |
|----|-----------|---|-----------------|--------------------|--------------------|
| 1 | | New Fire Station Project | 615 days | Thu 1/18/24 | Wed 5/27/26 |
| 2 | | Owner's Rep Procurement | 15 days | Thu 1/18/24 | Wed 2/7/24 |
| 3 | | RFP Responses Due | 0 days | Thu 1/18/24 | Thu 1/18/24 |
| 4 | | Review/Interview | 15 days | Thu 1/18/24 | Wed 2/7/24 |
| 5 | | Owner Rep Award | 0 days | Wed 2/7/24 | Wed 2/7/24 |
| 6 | | Designer Selection | 45 days | Thu 2/8/24 | Wed 4/10/24 |
| 7 | | Prepare RFP | 3 wks | Thu 2/8/24 | Wed 2/28/24 |
| 8 | | Solicit proposal | 3 wks | Thu 2/29/24 | Wed 3/20/24 |
| 9 | | Proposal Due | 0 days | Wed 3/20/24 | Wed 3/20/24 |
| 10 | | Negotiate & Award Contract | 3 wks | Thu 3/21/24 | Wed 4/10/24 |
| 11 | | Design Phase Services | 125 days | Thu 4/11/24 | Wed 10/2/24 |
| 12 | | Confirm Concept | 15 days | Thu 4/11/24 | Wed 5/1/24 |
| 13 | | Schematic Design + Narrtives | 30 days | Thu 5/2/24 | Wed 6/12/24 |
| 14 | | Design Development | 2 mons | Thu 6/13/24 | Wed 8/7/24 |
| 15 | | Construction Documents + Specifications | 2 mons | Thu 8/8/24 | Wed 10/2/24 |
| 16 | | Front-end, General Conditions/Requirements | 2 mons | Thu 8/8/24 | Wed 10/2/24 |
| 17 | | Project Estimates | 80 days | Wed 6/12/24 | Wed 10/2/24 |
| 18 | | Estimate 30% | 0 days | Wed 6/12/24 | Wed 6/12/24 |
| 19 | | Estimate 60% | 0 days | Wed 8/7/24 | Wed 8/7/24 |
| 20 | | Estimate 90% | 0 days | Wed 10/2/24 | Wed 10/2/24 |
| 21 | | Permitting Reviews | 40 days | Thu 8/8/24 | Wed 10/2/24 |
| 22 | | Site Plan (Cons. ZBA, Fire, Traffic) | 2 mons | Thu 8/8/24 | Wed 10/2/24 |
| 23 | | Utilities (Gas, Water, Sewer, Storm, DPW) | 2 mons | Thu 8/8/24 | Wed 10/2/24 |
| 24 | | Construction Service Procurement (CM@Risk) | 510 days | Thu 6/13/24 | Wed 5/27/26 |
| 25 | | Prepare RFQ/P | 30 days | Thu 6/13/24 | Wed 7/24/24 |
| 26 | | Solicit RFQ/P | 30 days | Thu 7/25/24 | Wed 9/4/24 |
| 27 | | Responses Due | 0 days | Wed 9/4/24 | Wed 9/4/24 |
| 28 | | Negotiate & Award Contract | 2 wks | Thu 9/5/24 | Wed 9/18/24 |
| 29 | | Trade Contractor Bidding | 4 wks | Thu 10/3/24 | Wed 10/30/24 |
| 30 | | Develop GMP | 2 wks | Thu 10/31/24 | Wed 11/13/24 |
| 31 | | Accept GMP | 0 days | Wed 11/13/24 | Wed 11/13/24 |
| 32 | | Construction Phase Services | 20 mons | Thu 11/14/24 | Wed 5/27/26 |



Ashby
Public Safety Building
Financial Status Report

As of: **July 16, 2021**

| | Budget | | | Contracted Project Costs | | | Planned, but not Contracted | Anticipated Total Costs | Remaining Balance |
|---|-------------------------|--------------------|--------------------------------|--------------------------|-------------------|-------------------|-----------------------------|-------------------------|-------------------|
| | Project Budget 5/7/2021 | Approved Transfers | Approved Budget with Transfers | Paid | Unpaid | Total Contract | | | |
| | | | | | | | | | |
| I. Building Construction | | | | | | | | | |
| A. New Building & Renovation | \$ 5,443.7 | \$ 147.2 | \$ 5,590.9 | \$ - | \$ 5,590.9 | \$ 5,590.9 | \$ - | \$ 5,590.9 | \$ - |
| B. Other Construction | - | - | - | - | - | - | - | - | - |
| Total Building Construction | 5,443.7 | 147.2 | 5,590.9 | | 5,590.9 | 5,590.9 | | 5,590.9 | |
| II. Related Construction | | | | | | | | | |
| A. Sitework | 30.0 | - | 30.0 | - | - | - | 30.0 | 30.0 | - |
| B. Site Utility Systems | 85.0 | - | 85.0 | - | - | - | 85.0 | 85.0 | - |
| C. Building Demolition | 10.0 | - | 10.0 | - | - | - | 10.0 | 10.0 | - |
| D. Hazardous Material Removal | - | - | - | - | - | - | - | - | - |
| E. Sustainable Elements | - | - | - | - | - | - | - | - | - |
| Total Related Construction | 125.0 | - | 125.0 | | | | 125.0 | 125.0 | |
| III. Escalation | | | | | | | | | |
| Total Construction | \$ 5,568.7 | \$ 147.2 | \$ 5,715.9 | \$ - | \$ 5,590.9 | \$ 5,590.9 | \$ 125.0 | \$ 5,715.9 | \$ - |
| IV. Furniture, Fixtures & Equipment (FF&E) | | | | | | | | | |
| A. Loose Furnishings | - | - | 50.0 | - | - | - | 50.0 | 50.0 | - |
| B. Program Related Equipment | - | - | - | - | - | - | - | - | - |
| C. Data/Telecomm Equip | 225.0 | - | 225.0 | - | - | - | 225.0 | 225.0 | - |
| D. Audio/Visual Equipment | 10.0 | - | 10.0 | - | - | - | 10.0 | 10.0 | - |
| E. Security Equipment | 30.0 | - | 30.0 | - | - | - | 30.0 | 30.0 | - |
| F. Specialty Signage | 5.0 | - | 5.0 | - | - | - | 5.0 | 5.0 | - |
| Total FF & E | 270.0 | - | 320.0 | | | | 320.0 | 320.0 | |
| V. Fees and Expenses | | | | | | | | | |
| A. Fees | | | | | | | | | |
| 1 Existing Conditions & Space Program | - | - | - | - | - | - | - | - | - |
| 2 Architect | 494.4 | - | 494.4 | 364.9 | 129.5 | 494.4 | - | 494.4 | - |
| 3 Civil Engineering | 18.4 | - | 18.4 | 13.5 | 4.9 | 18.4 | 4.7 | 23.1 | (4.7) |
| 4 Landscape Arch. | w/ architect | - | - | - | - | - | - | - | - |
| 5 Structural Engineering | w/ architect | - | - | - | - | - | - | - | - |
| 6 MEP/FP Engineering | 9.4 | - | 9.4 | 9.4 | - | 9.4 | - | 9.4 | - |
| 7 Interior/Furniture Designer | w/ architect | - | - | - | - | - | - | - | - |
| 8 Lighting Consultant | w/ architect | - | - | - | - | - | - | - | - |
| 9 Acoustical Consultant | w/ architect | - | - | - | - | - | - | - | - |
| 10 Signage Consultant | w/ architect | - | - | - | - | - | - | - | - |
| 11 LEED Designer | w/ architect | - | - | - | - | - | - | - | - |
| 12 Referendum Services | w/ architect | - | - | - | - | - | - | - | - |
| 13 Code Consultant | w/ architect | - | - | - | - | - | - | - | - |
| 14 Designer's Cost Estimator | w/ architect | - | - | - | - | - | - | - | - |
| 3 Special Consultants | | | | | | | | | |
| 4 Haz. Mat. Consultant | - | - | - | - | - | - | - | - | - |
| 5 Audio/Visual | - | - | - | - | - | - | - | - | - |
| 6 Technology & Security Consult | 30.0 | - | 30.0 | - | - | - | 30.0 | 30.0 | - |
| 7 Geo-Tech Engineering | 31.0 | - | 31.0 | - | - | - | 31.0 | 31.0 | - |
| 8 Traffic Engineer | - | - | - | - | - | - | - | - | - |
| 9 Ecologist/Soil Sample | - | - | - | - | - | - | - | - | - |
| 10 Peer Reviews | - | - | - | - | - | - | - | - | - |
| 11 Green Building Consultant | w/ architect | - | - | - | - | - | - | - | - |
| 12 Storm Water Monitoring | - | - | - | - | - | - | - | - | - |
| 4 Project Management | 368.0 | - | 368.0 | 153.5 | 214.5 | 368.0 | - | 368.0 | - |
| 5 Building Commissioning | - | - | - | - | - | - | - | - | - |
| 6 Owner's Cost Estimator | - | - | - | - | - | - | - | - | - |
| 7 CM Preconstruction Fee | - | - | - | - | - | - | - | - | - |
| 8 Owner's Legal Fees | 10.0 | - | 10.0 | - | 7.0 | 7.0 | 3.0 | 10.0 | - |
| 9 Site Survey | 14.8 | - | 14.8 | 7.9 | 6.9 | 14.8 | - | 14.8 | - |
| 10 Utility Assessment | 14.1 | - | 14.1 | - | - | - | 14.1 | 14.1 | - |
| Sub-total Fees | 990.1 | - | 990.1 | 549.2 | 362.8 | 912.0 | 82.8 | 994.8 | (4.7) |
| B. Expenses | | | | | | | | | |
| 1 Owner's Insurance | 9.8 | - | 9.8 | - | - | - | 9.8 | 9.8 | - |
| 2 Permits | 4.3 | - | 4.3 | 4.3 | - | 4.3 | - | 4.3 | - |
| 3 Printing | 8.0 | - | 8.0 | - | 8.0 | 8.0 | - | 8.0 | - |
| 4 Construction Utilities Use | - | - | - | - | - | - | - | - | - |
| 5 Site Borings | 11.0 | - | 11.0 | 11.4 | 0.1 | 11.5 | - | 11.5 | (0.5) |
| 6 Materials Testing | 17.6 | - | 17.6 | - | - | - | 17.6 | 17.6 | - |
| 7 Special Inspections | - | - | - | - | - | - | - | - | - |
| 8 Consultant Reimbursables | - | - | 25.0 | 0.3 | - | 0.3 | 15.7 | 16.0 | 9.0 |
| 9 Moving/Relocation | - | - | 25.0 | - | - | - | 25.0 | 25.0 | - |
| 10 Temporary Space/Ops | - | - | - | - | - | - | - | - | - |
| 11 Advertising | 1.0 | - | 6.0 | - | - | - | 5.0 | 5.0 | 1.0 |
| 12 Physical Plant Expenses | - | - | - | - | - | - | - | - | - |
| 13 Misc. Expenses | 50.0 | - | 50.0 | 8.9 | - | 8.9 | 41.1 | 50.0 | - |
| 14 Bond/Financing | - | - | 100.0 | - | - | - | 135.0 | 135.0 | (35.0) |
| 15 Site Acquisition | - | - | - | - | - | - | - | - | - |
| Sub-total Expenses | 101.7 | - | 256.7 | 24.9 | 8.1 | 33.0 | 249.2 | 282.2 | (25.5) |
| Total Fees and Expenses | 1,091.8 | - | 1,246.8 | 574.1 | 370.9 | 945.0 | 332.0 | 1,277.0 | (30.2) |
| VI. Contingency | | | | | | | | | |
| A. Construction & Owner's Project | | | | | | | | | |
| 1 Construction | 167.0 | - | 167.0 | - | - | - | 167.0 | 167.0 | - |
| 2 Owner's Project | 157.5 | (147.2) | 40.3 | - | - | - | 40.3 | 40.3 | - |
| B. Grants, Rebates, Incentives | - | - | - | - | - | - | (75.5) | (75.5) | 75.5 |
| C. Additional Need | - | - | - | - | - | - | - | - | - |
| Total Contingency | 324.5 | (147.2) | 207.3 | | | | 131.8 | 131.8 | 75.5 |
| Total Project | \$ 7,255.0 | \$ - | \$ 7,490.0 | \$ 574.1 | \$ 5,961.8 | \$ 6,535.9 | \$ 908.8 | \$ 7,444.7 | \$ 45.3 |

Transfers -235.0
From: 147.2
To: I.A Construction

Original Funding 590.0
STM Approval 6,900.0

7/19/2021

City of Ashby

Ashby Public Safety Facility

Construction Documents 100%

CPL Review Comments

Review Date: 7/3/2020, Updated 7/27/2020 with MR-BC, Updated with 9/3/20 MR-BC Email TD-CPL (Tony DiLuzio, Colliers); LG-CPL (Liz Geldres, Colliers); FB-CPL (Frank Baldino, Colliers); CL-CPL (Cesar Leon); AJK-CPL (A.J. Kindya); MR-BC (Mike Reggio, Building Committee); MB-FD (Chief Mike Bussell, Ashby Fire Dept)

Reviewer Name:

Designer Response Comments

Date of Designer Response:

Date of Documents: CD 100% - 1/14/21;
Cost Estimate -TBD

| DISCIPLINE CODES | | DWGS / SPECS | REVIEW COMMENTS | PHASE / DATE | SOURCE | DESIGN TEAM RESPONSE | DATE | STATUS |
|------------------|----|--------------|--|--------------|---------|--|----------|-------------------------|
| E | 57 | 260000 | Section 1.3.C.17 - drawings indicate NEMA 4x disconnects for a few exterior disconnects. Update description. | CD - 2/1/21 | AJK-CPL | The only 4x boxes on the site plan are provided by the civil contractor not the E.C. | 2.8.21 | ?? |
| M | 32 | M.100 | FIRE PUMP-127 - Intake & exhaust for EF-4 has limited separation and will short circuit. Suggest utilizing different intake location. | CD - 2/1/21 | AJK-CPL | Provide separation per your request. | 2/3/2021 | Check next set of dwgs? |
| M | 40 | M.100 | Indicate volume control dampers on all branch ducts. Attempting to balance at the diffuser typically induces a large amount of noise. | CD - 2/1/21 | AJK-CPL | All OBD have been removed from RGDs and dampers are indicated on all branch ductwork, this will require the addition of walkway within the attic space to allow for balancing. | 2/3/2021 | Check next set of dwgs? |
| M | 42 | M.100 | AMBULANCE/ENGINE BAYS-112; provide installation detail for Vehicle Exhaust Blower. 2/19/21: Add a note to coordinate specific requirements with chosen manufacturer. | CD - 2/1/21 | AJK-CPL | No, each application is a little different and will need to be coordinated with approved equipment manufacturer. | 2/2/2021 | Open |
| M | 46 | M.101 | It appears that Fresh Air Drops have not been provided to AC-1, 8, 12, 13. Confirm requirements. 2/19/21: I agree other fresh air drops have been provided but I think they are missing for AC-1, 8, 12, 13. | CD - 2/1/21 | AJK-CPL | Fresh air ductwork is within the attic space and drops into the returns for each unit. Refer to sheet M.101 | 2/3/2021 | Open |
| M | 50 | M.101 | Define access to Attic Space for equipment maintenance and air balancing. | CD - 2/1/21 | AJK-CPL | Hatch indicated on plan | 2/3/2021 | Check next set of dwgs? |
| M | 51 | M.101 | Inline Fan for Range Hood indicated as EF-6; however, EF-6 is also indicated on M.100 as roof mounted and serving AMBULANCE/ENGINE-BAYS-112. In addition, Inline Fan for Range Hood does not appear to be defined on Fan Schedule. | CD - 2/1/21 | AJK-CPL | EF-6 is for the ambulance bay, Kitchen hood fan relisted as EF-8. No schedule provided as information is indicated within notations. | 2/3/2021 | Check next set of dwgs? |

| DISCIPLINE CODES | | DWGS / SPECS | REVIEW COMMENTS | PHASE / DATE | SOURCE | DESIGN TEAM RESPONSE | DATE | STATUS |
|------------------|----|--------------|--|--------------|---------|---|----------|------------------------------------|
| M | 54 | M.200 | Add hot water shut off valves for each branch line for future maintenance. | CD - 2/1/21 | AJK-CPL | Shutoffs and Drain Off are located at terminal equipment as indicated in details. As such floor plans do not show all valving requirements. | 2/3/2021 | CLOSED? Or Check next set of dwgs? |
| M | 59 | M.200 | HEATING HOT WATER FLOW DIAGRAM - suggest temperature and pressure gauge on each hot water line feeding each boiler. | CD - 2/1/21 | AJK-CPL | Boiler has readout of temperature and pressure supplied within on board controls. Additional T/P gauges have been provided. | 2/3/2021 | Check next set of dwgs? |
| M | 61 | M.200 | HEATING HOT WATER FLOW DIAGRAM - suggest temperature sensor on hot water supply line going to terminal units. Presently the diagram indicates 'Supply & Return System Sensors' but it doesn't indicate what type of sensors. 2/19/21: Modify note on drawing to clarify sensors are part of boiler controls. | CD - 2/1/21 | AJK-CPL | Part of boiler controls, provided with the boiler. No other sensors are necessary to maintain loop temperature. Sensors supplied are immersion type (typically). | 2/3/2021 | Open |
| M | 63 | M.200 | MECHANICAL ROOM PART PLAN -indicate boiler condensate line to floor drain. Indicate required line size. 2/19/21: Indicate location and size. | CD - 2/1/21 | AJK-CPL | Left on diagram for clarity. | 2/3/2021 | Open |
| M | 64 | M.300 | Fire Pump-127. If required, indicate thermostat for exhaust fan serving room. | CD - 2/1/21 | AJK-CPL | We have changed to thermostatic operation rather than interlock with the fire pump | 2/3/2021 | Check next set of dwgs? |
| M | 65 | M.300 | CONTROL NOTES #6 - verify cabinet unit heaters and finned tube are controlled by space mounted thermostats. Schedules indicate integral thermostat or thermostatic valves. 2/19/21: Clarify design intent by adding notes on plans. | CD - 2/1/21 | AJK-CPL | We have a combination of situations dependent upon locations. If a thermostat is shown on the wall serving the unit, it is a 2-way valve. If no thermostat is shown it is integral to the unit. | 2/3/2021 | Open |
| M | 68 | M.300 | Airflow appears to be directed onto thermostat serving POLICE CHIEF-146 FOR AC-4. 2/19/21: suggest moving thermostat 2-3' right or left. | CD - 2/1/21 | AJK-CPL | Unit is 4-way directional blow, thermostats may be moved, but we would not want them on exterior walls or across from windows, or behind doors when open. | 2/3/2021 | Open |
| M | 69 | M.300 | Airflow appears to be directed onto thermostat serving FIRE CHIEF-105 FOR AC-12. 2/19/21: suggest moving 2-3' right or left. | CD - 2/1/21 | AJK-CPL | Unit is 4-way directional blow, thermostats may be moved, but we would not want them on exterior walls or across from windows, or behind doors when open. | 2/3/2021 | Open |

Hadley- Fire SubStation

DD Estimate Analysis

10/5/18

\$(000) except \$/GSF

**AE Design
Control
Budget
9/17/18**

| | AE Design Control Budget 9/17/18 | A | B | C | D | E | F | |
|--|---|-----------------------|-------------------|-------------------------------|----------------------------------|-------------------|-------------------------------|-------------------------------------|
| | | AM Fogarty 9/28/18 | PM & C 9/27/18 | Difference AMF less PMC | REVISED AM Fogarty 10/3/18 | PM & C 10/3/18 | Difference AMF less PMC | Reconciliation Values 10/3/18 |
| Construction GSF | 5,200 | 5,242 | 5,228 | 14 | 5,242 | 5,228 | 14 | 5,235 |
| Building Construction Current\$/GSF | \$ 325.00 | \$ 328.31 | \$ 315.74 | \$ 12.57 | \$ 336.11 | \$ 335.67 | \$ 0.44 | \$ 336.03 |
| Total Construction Current \$/GSF | \$ 418.21 | \$ 522.32 | \$ 525.65 | \$ (3.33) | \$ 535.77 | \$ 545.87 | \$ (10.10) | \$ 540.99 |

| I. Building Construction (to 5' beyond perimeter) | | | | | | | | |
|--|-------------------|-------|-------|--------|---------|-------------|--------|-------|
| A. New Construction | \$ 1,690.0 | | | | | | | |
| 2 Interior Demo & Building Sitework | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 3 Concrete | | 125.3 | 122.7 | 2.6 | 125.3 | 122.7 | 2.6 | 124.0 |
| 4 Masonry | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 5 Metals | | | | | | | | |
| a. Structural | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| b. Misc Metals | | 15.2 | 32.0 | (16.8) | 15.2 | 20.3 | (5.1) | 17.8 |
| 6 Woods & Plastics | | | | | | | | |
| a. Casework | | 13.9 | 11.2 | 2.7 | 12.4 | 11.2 | 1.2 | 11.8 |
| b. Standing & Running Trim | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| c. Rough Carpentry | | 169.1 | 204.1 | (35.0) | 191.6 | 202.7 | (11.1) | 197.2 |
| d. Other | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 7 Thermal & Moisture Protection | | | | | | | | |
| a. Waterproofing & Damp proofing & Caulking | | 7.1 | 6.1 | 1.0 | 4.8 | 6.1 | (1.3) | 5.5 |
| b. Insulation | | 42.5 | 23.3 | 19.2 | 27.6 | 31.0 | (3.4) | 29.3 |
| c. Fire stopping | | 0.0 | 1.3 | (1.3) | 0.0 | 0.0 | 0.0 | 0.0 |
| d. Foundation Waterproofing | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| e. Roofs & Accessories | | 193.0 | 221.0 | (28.0) | 208.4 | 222.5 | (14.1) | 215.5 |
| f. Exterior Siding & Trim | | 86.1 | 84.7 | 1.4 | 86.1 | 84.7 | 1.4 | 85.4 |
| g. Other | | 4.1 | 0.0 | 4.1 | 0.0 | 0.0 | 0.0 | 0.0 |
| 8 Doors & Windows | | | | | | | | |
| a. Doors, Frames, Hardware | | 85.9 | 67.7 | 18.2 | 88.9 | 78.2 | 10.7 | 83.6 |
| b. Windows | | 18.5 | 18.2 | 0.3 | 22.4 | 20.9 | 1.5 | 21.7 |
| c. Storefronts | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| d. Curtainwall | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| e. Skylights | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| f. Other | | 0.0 | 3.0 | (3.0) | 0.0 | 0.0 | 0.0 | 0.0 |
| 9 Finishes | | | | | | | | |
| a. Painting | | 27.7 | 27.1 | 0.6 | 27.7 | 27.1 | 0.6 | 27.4 |
| b. ACT | | 8.6 | 8.2 | 0.4 | 8.6 | 8.2 | 0.4 | 8.4 |
| c. GWB | | 69.2 | 80.6 | (11.4) | 71.9 | 79.6 | (7.7) | 75.8 |
| d. Flooring | | | | 0.0 | | | | |
| - Resilient | | 57.3 | 14.3 | 43.0 | 57.3 | 51.5 | 5.8 | 54.4 |
| - Tile | | 2.8 | 3.3 | (0.5) | 3.7 | 3.3 | 0.4 | 3.5 |
| - Terrazzo | | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| - Carpet | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| - Epoxy | | 0.0 | 37.2 | (37.2) | 0.0 | w/resilient | 0.0 | 0.0 |
| e. Wall Tile | | 4.8 | 3.5 | 1.3 | 0.0 | 0.0 | 0.0 | 0.0 |
| 10 Specialties | | | | | | | | |
| a. Toilet Partitions | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| b. Toilet Accessories | | 2.7 | 1.9 | 0.8 | 2.7 | 1.9 | 0.8 | 2.3 |
| c. Fire Extinguishers | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| d. Marker & Tack boards | | 0.0 | 0.0 | 0.0 | 1.5 | 1.8 | (0.3) | 1.7 |
| e. Signage | | 4.2 | 3.9 | 0.3 | 4.2 | 3.9 | 0.3 | 4.1 |
| f. Building Exterior Signage | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| g. Roof Screens | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| h. Lockers | | 16.2 | 16.2 | 0.0 | 14.4 | 14.4 | 0.0 | 14.4 |
| i. Other | | 2.5 | 0.8 | 1.7 | 2.5 | 0.8 | 1.7 | 1.7 |
| 11 Equipment | | | | | | | | |
| a. Projection Screens | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| b. Appliances | | 17.7 | 17.5 | 0.2 | 22.5 | 24.5 | (2.0) | 23.5 |
| c. Kitchen Equipment | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| d. Other | | 2.7 | 0.0 | 2.7 | 2.7 | 3.0 | (0.3) | 2.9 |
| e. Loading Dock | | | | 0.0 | | | 0.0 | 0.0 |
| f. Apparatus Exhaust System | | | | 0.0 | w/ HVAC | w/ HVAC | 0.0 | 0.0 |

Hadley- Fire SubStation

DD Estimate Analysis

10/5/18

\$(000) except \$/GSF

| | AE Design Control Budget 9/17/18 | A | B | C | D | E | F | |
|---|---|-----------------------|-------------------|-------------------------------|-----------------------|-------------------|-------------------------------|-------------------------------------|
| | | AM Fogarty 9/28/18 | PM & C 9/27/18 | Difference AMF less PMC | REVISED | | Difference AMF less PMC | Reconciliation Values 10/3/18 |
| | | | | | AM Fogarty 10/3/18 | PM & C 10/3/18 | | |
| 12 Furnishing | | | | | | | | |
| a. Window Treatments | | 0.7 | 1.8 | (1.1) | 0.7 | 1.8 | (1.1) | 1.3 |
| b. Mats | | 1.0 | 0.8 | 0.2 | 1.0 | 0.8 | 0.2 | 0.9 |
| c. Louvers | | 1.4 | 1.7 | (0.3) | 1.4 | 1.7 | (0.3) | 1.6 |
| 14 Conveying System | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 21 Fire Protection | | 62.3 | 52.5 | 9.8 | 58.8 | 61.0 | (2.2) | 59.9 |
| 22 Plumbing | | 165.8 | 140.4 | 25.4 | 166.2 | 161.1 | 5.1 | 163.7 |
| 23 HVAC | | 233.6 | 238.5 | (4.9) | 263.6 | 235.4 | 28.2 | 249.5 |
| 26 Electrical | | 279.1 | 205.2 | 73.9 | 267.8 | 272.8 | (5.0) | 270.3 |
| Total Building Construction | 1,690.0 | 1,721.0 | 1,650.7 | 70.3 | 1,761.9 | 1,754.9 | 7.0 | 1,759.1 |
| II. Related Construction | 484.7 | | | | | | | |
| A. Sitework (beyond 5' of building) | | | | | | | | |
| 1 Site Prep. | | 153.3 | 126.7 | 26.6 | 143.3 | 130.3 | 13.0 | 136.8 |
| 2 Drives, Paths & Plazas | | 109.2 | 132.5 | (23.3) | 109.2 | 126.0 | (16.8) | 117.6 |
| 3 Parking | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 4 Site Improvements | | 56.4 | 53.3 | 3.1 | 59.0 | 54.7 | 4.3 | 56.9 |
| 5 Landscape & Planting | | 23.0 | 65.6 | (42.6) | 64.0 | 65.6 | (1.6) | 64.8 |
| 6 Building Demo | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| B. Site Utility Systems (beyond 5' of building) | | | | | | | | |
| 1 Water & Fire Protection | | 48.6 | 42.0 | 6.6 | 48.6 | 42.0 | 6.6 | 45.3 |
| 2 Sanitary Sewer | | 50.6 | 24.9 | 25.7 | 50.6 | 42.1 | 8.5 | 46.4 |
| 3 Storm Sewer | | 70.1 | 68.2 | 1.9 | 38.8 | 48.0 | (9.2) | 43.4 |
| 4 Electric | | 19.6 | 86.2 | (66.6) | 37.6 | 58.2 | (20.6) | 47.9 |
| 5 Data & Communications | | 0.0 | 2.0 | (2.0) | w/site electr | w/site electr | 0.0 | 0.0 |
| 6 Site Lighting | | 56.8 | 34.3 | 22.5 | 47.7 | 34.3 | 13.4 | 41.0 |
| 7 Fuel (Gas, Steam, Oil) | | 13.8 | 2.2 | 11.6 | 21.6 | 22.2 | (0.6) | 21.9 |
| 8 Chilled Water | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| C. Hazardous Materials | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Total Related Construction | 484.7 | 601.4 | 637.9 | (36.5) | 620.4 | 623.4 | (3.0) | 622.0 |
| Total Construction before Markups | n/a | 2,322.4 | 2,288.6 | 33.8 | 2,382.3 | 2,378.3 | 4.0 | 2,381.1 |
| D. General Conditions | included | 6% 139.3 | 8% 197.2 | (57.9) | 6% 142.9 | 8% 203.7 | (60.8) | 6% 173.3 |
| E. Design & Pricing Contingency | included | 5% 130.4 | 5% 114.4 | 16.0 | 5% 133.7 | 5% 119.0 | 14.7 | 5% 126.4 |
| F. GC Overhead & Profit | included | 4% 98.5 | 4% 98.6 | (0.1) | 4% 101.0 | 4% 101.9 | (0.9) | 4% 101.5 |
| G. Permits | included | | Not Included | 0.0 | Not Included | Not Included | 0.0 | 0.0 |
| H. Performance Bond | included | 1.85% 47.4 | 2% 49.3 | (1.9) | 1.85% 48.6 | 2% 50.9 | (2.3) | 1.85% 49.8 |
| I. Insurance | included | | w/ bond | 0.0 | w/ bond | w/ bond | 0.0 | 0.0 |
| Total Markups | 0.0 | 415.6 | 459.5 | (43.9) | 426.2 | 475.5 | (49.3) | 451.0 |
| Construction before Escalation | 2,174.7 | 2,738.0 | 2,748.1 | (10.1) | 2,808.5 | 2,853.8 | (45.3) | 2,832.1 |
| III. Escalation | 627.3 | 2% 54.8 | 2.7% 61.8 | (7.0) | 2% 56.2 | 2% 47.6 | 8.6 | 2% 51.9 |
| Total Project Spring 2019 Construction | \$ 2,802.0 | \$ 2,792.8 | \$ 2,809.9 | \$ (17.1) | \$ 2,864.7 | \$ 2,901.4 | \$ (36.7) | \$ 2,884.0 |
| Variance to Budget (Over)/Under | | 9.2 | (7.9) | | (62.7) | (99.4) | | (82.0) |
| Markups % | | 17.9% | 20.1% | | 17.9% | 20.0% | | 18.9% |

| Item # | Description | Vendor | PCOs | Change Order Number | Budget Block Code | Requested By | Source | | | | APPROVALS | | | A - Construction | | B - Owner's Project | | C - ARPA Funds | |
|--------|--|-----------|------|---------------------|-------------------|--------------|------------------|---------------|---------------------|--------------------|---------------|-------------|------------------|------------------|-------------|---------------------|--------------|----------------|---------|
| | | | | | | | Field Conditions | Owner Request | 3rd Party/ AHJ | Errors & Omissions | Date Approved | Approved By | Approved Funding | Actual Cost | Balance | Actual Cost | Balance | Actual Cost | Balance |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | 167,000.00 | | 187,500.00 | | - | |
| 1.00 | Add Alternate #1 | Hutter CC | | X | I.A | Owner | Yes | | | | | | | 167,000.00 | 147,200.00 | 40,300.00 | | - | |
| 2.00 | PR-1 Potable Water Well | Hutter CC | 1 | 1 | I.B | Owner | Yes | | 10/4/2021 | Bldg Comm | 53,350.48 | | 167,000.00 | | 40,300.00 | 53,350.48 | (53,350.48) | | |
| 3.00 | PR-2, Sanitary Sewer System | Hutter CC | | 1 | I.A | Owner | Yes | | 10/20/2021 | Bldg Comm | 159,523.88 | | 167,000.00 | | 40,300.00 | 159,523.88 | (212,874.36) | | |
| 4.00 | PR-3, Tower foundation | Hutter CC | 8 | 1 | I.A | Owner | Yes | | 10/20/2021 | Bldg Comm | 16,236.66 | 16,236.66 | 150,763.34 | | 40,300.00 | | (212,874.36) | | |
| 5.00 | PR-4 MDOT modifications | Hutter CC | 3 | 1 | I.A | Owner | Yes | | 10/4/2021 | Bldg Comm | 2,266.69 | | 150,763.34 | 2,266.69 | 38,033.31 | | (212,874.36) | | |
| 6.00 | COR 5 Well Electrical Services | Hutter CC | 5 | 1 | I.A | Owner | Yes | | 10/20/2021 | Bldg Comm | 9,259.25 | | 150,763.34 | | 38,033.31 | 9,259.25 | (222,133.61) | | |
| 7.00 | Added Fire Alarm Devices | Hutter CC | 6 | 1 | I.A | Owner | Yes | | 10/20/2021 | Bldg Comm | 2,635.05 | 2,635.05 | 148,128.29 | | 38,033.31 | | (222,133.61) | | |
| 8.00 | Add/ll well depth 10' | Hutter CC | 9 | 2 | I.A | Owner | Yes | | | | | | 148,128.29 | | 38,033.31 | | (222,133.61) | | |
| 9.00 | Additional CR's CCTV | Hutter CC | | ??? | I.A | Owner | Yes | | | | | | 148,128.29 | | 38,033.31 | | (222,133.61) | | |
| 10.00 | Boulder removal Unit Pricing | Hutter CC | 10 | 2 | I.A | Contractor | Yes | | | | 5,250.00 | 5,250.00 | 142,878.29 | | 38,033.31 | | (222,133.61) | | |
| 11.00 | Underslab drainage system | Hutter CC | 7 | X | I.A | Contractor | Yes | | | | | | 142,878.29 | | 38,033.31 | | (222,133.61) | | |
| 12.00 | PCO 11 Misc Tel/data/Power PR 08 | Hutter CC | 11 | 2 | I.A | Owner | Yes | | | | (3,300.00) | | 142,878.29 | (3,300.00) | 41,333.31 | | (222,133.61) | | |
| 13.00 | West Apparatus bay door change | Hutter CC | 12 | 2 | I.A | Owner | Yes | | | | (3,187.07) | | 142,878.29 | (3,187.07) | 44,520.38 | | (222,133.61) | | |
| 14.00 | PR 10 Conduit to future solar +Paving | Hutter CC | 13 | 2 | I.A | Owner | Yes | | | | 8,565.58 | | 142,878.29 | 8,565.58 | 35,954.80 | | (222,133.61) | | |
| 15.00 | Additional Security Cameras, Readers devices | Hutter CC | 15 | 2 | I.A | Owner | Yes | | | | 50,394.94 | | 142,878.29 | 50,394.94 | (14,440.14) | | (222,133.61) | | |
| 16.00 | PR-12 Change propane gen to diesel | Hutter CC | | ??? | I.A | Owner | Yes | | | | | | 142,878.29 | | (14,440.14) | | (222,133.61) | | |
| 17.00 | Cistem pad size increase per MFR | Hutter CC | 14 | X | I.A | Contractor | Yes | | | | | | 142,878.29 | | (14,440.14) | | (222,133.61) | | |
| 18.00 | Verizon Engineering charge | Hutter CC | | 2 | I.A | Owner | Yes | | | | (2,000.00) | | 142,878.29 | (2,000.00) | (12,440.14) | | (222,133.61) | | |
| 19.00 | Plumbing Temp Water Tie in | Hutter CC | | 2 | I.A | Owner | Yes | | | | (540.00) | | 142,878.29 | (540.00) | (11,900.14) | | (222,133.61) | | |
| 20.00 | Add Alt for Carport | Hutter CC | 17 | ??? | I.A | Owner | Yes | | | | | | 142,878.29 | | (11,900.14) | | (222,133.61) | | |
| 21.00 | PCO 19 Fur out side wall | Hutter CC | 19 | 2 | I.A | Contractor | Yes | | | | 1,716.00 | 1,716.00 | 141,162.29 | | (11,900.14) | | (222,133.61) | | |
| 22.00 | Additional Tel Data | Hutter CC | 20 | 2 | | | Yes | | | | 4,897.75 | | 141,162.29 | 4,897.75 | (16,797.89) | | (222,133.61) | | |
| 23.00 | | | | X | | | Yes | | | | | | 141,162.29 | | (16,797.89) | | (222,133.61) | | |
| | | | | X | | | Yes | | | | | | | | | | | | |
| | | | | X | | | Yes | | | | | | | | | | | | |
| | | | | X | | | Yes | | | | | | | | | | | | |
| | | | | X | | | Yes | | | | | | | | | | | | |
| | | | | X | | | Yes | | | | | | | | | | | | |
| | | | | X | | | Yes | | | | | | | | | | | | |
| | | | | X | | | Yes | | | | | | | | | | | | |
| | | | | X | | | Yes | | | | | | | | | | | | |
| | | | | X | | | Yes | | | | | | | | | | | | |
| | | | | X | | | Yes | | | | | | | | | | | | |
| | | | | X | | | Yes | | | | | | | | | | | | |
| | | | | X | | | Yes | | | | | | | | | | | | |
| | | | | X | | | Yes | | | | | | | | | | | | |
| | | | | | | | | | TOTAL USED TO DATE: | | | 25,837.71 | Recheck! | 204,297.89 | Recheck! | 222,133.61 | | | |

| | Field Conditions | Owner Request | 3rd Party/ AHJ |
|--------------|-------------------|-------------------|----------------|
| Approved | 159,063.75 | 71,071.85 | - |
| Pending | 6,966.00 | 55,298.57 | - |
| TOTAL | 166,029.75 | 126,370.42 | - |

| | Total Contingency Budget | Less Approved Expenditures | Less Pending Issues |
|-------------------------------|--------------------------|----------------------------|---------------------|
| Construction | 167,000.00 | (18,871.71) | (10,400.00) |
| Owners | 187,500.00 | (149,466.69) | (51,864.00) |
| ARPA Funds | - | (222,133.61) | - |
| Total | 354,500.00 | (390,472.01) | (62,264.00) |
| Additional Deferrable Items - | | | |



Project Leaders

Project Name; Ashby Public Safety Complex
Job No:

Date: 12/30/21

Project Phone Number: 774.262.2770

Temperature: AM 37 PM 43

Construction Rep: Peter Matson
Project Fax: None

Weather: Fair AM Fair PM
Hours on Site: 4 hours

(*) Indicates part-time on site.

| PROJECT ACTIVITIES SUMMARY: | # on Job Site | | Activities Completed |
|---|------------------|--------------|--|
| | Lead/ Foreman | Other | |
| Construction Representative: | 1 | | |
| General Contractor: Hutter | 1 | | |
| Laborers: | | | |
| Rough Carpentry: Hutter | 1 | 6 Carpenters | Setting top chord sections of the roof trusses for the main building and set the trusses for the alternate garage section on the east side. Placing ZIP panels on the north and south side of the main building and on the alternate garage section. Continue blocking of the truss system in the main building. |
| Concrete contractors: MPC Contractors | | | |
| Laborers | | | |
| Rebar: | | | |
| Masonry Veneer: LeGrand Masonry | | | |
| Steel Erector: | | | |
| Miscellaneous Metals: | | | |
| GWB – | | | |
| Finished Millwork: | | | |
| Fire Safe Systems: | | | |
| Fireproofing: | | | |
| Air Vapor Barrier: | | | |
| Roofing: | | | |
| Windows & Store Front: | | | |
| Glazing: | | | |
| Operable Panels: | | | |
| Painting: | | | |
| 1 Wood Flooring: | | | |
| Acoustical Ceiling: | | | |
| Resilient Tile: | | | |
| Ceramic Tile: | | | |
| Tile Carpeting: | | | |
| Toilet Partitions : | | | |
| Kitchen Equipment Installer: | | | |



| PROJECT ACTIVITIES SUMMARY: | # on Job Site | | Activities Completed |
|--|---------------|-------|----------------------|
| | Lead/Foreman | Other | |
| Fire Protection: | | | |
| ,Plumbing: KMD, Plumbing | | | |
| HVAC: | | | |
| Mech Insulation: | | | |
| Electrical: Energy Electric Co. | | | |
| Tele/Data: | | | |
| Demolition/Abatement: | | | |
| Site Work: Powell | | | |
| | | | |
| TOTAL PEOPLE ON SITE: | 3 | 6 | |

| Visitors: | |
|------------------|--------------------|
| Name & Title | Visit Description: |
| | |
| | |

| Telephone Discussions: | |
|-------------------------------|--------------------|
| Name & Title | Visit Description: |
| | |
| | |

| Problems Encountered: | Photo Attached |
|------------------------------|-----------------------|
| | |
| | |

Safety Items/Violations or Notices Issued:

| Material Deliveries | Weight/Truckloads/Tickets |
|----------------------------|----------------------------------|
| | |
| | |

| Equipment & Utilization of Equipment | |
|---|----------------------------|
| Description: | Used/Parked/Service |
| Hydraulic crane | 1 |
| Front end loader | 1 |
| Skid steer loader | 1 |
| Excavator | 2 |
| Bull Dozer | 1 |
| Vibratory Drum Roller | |

| | | |
|---|----------------------------|-----------------------|
| | | |
| | | |
| | Action required by: | Photo Attached |
| | | |
| General Comments: | | |
| Attached photo's: various pictures of truss erections top chord entire length of the building and truss sections | | |
| For the alternate garage section on the east side. | | |



References & Quality of Work

References

Colliers is pleased to provide on the following page our **completed Exhibit C**. The references provided have experience with both Colliers as a firm and with the proposed project team. Colliers strongly encourages the City of Bath to further explore these examples through direct contact to gain a firsthand account of our approach, capabilities, value, and integrity.

Quality of Work

For more than two decades, Colliers has established a reputation for quality service, client satisfaction, and unique expertise providing owner's representative services for capital projects. In fact, we are proud to state that nearly all our clients have gone on to request additional services. Listed below is a sampling of what our clients are saying about us. Demonstrated by this evidence and proven over many projects and billions of dollars in construction, we are confident that we can deliver the proposed New Fire Station Project that the City seeks for its community.

Town of Ashby

Public Safety Complex

"Colliers was very instrumental from the beginning with any communication about the project. They worked on the design/construction drawings phase through the funding phase for the Town, attending any meeting the building committee had and town meetings for capital approvals, creating handouts, updating our web site/social media communications, and providing the technical advice to the building committee and the community.

The budget was managed closely by Colliers, updating the Town and the building committee constantly. The project came in under budget during one of the highest inflation periods in the construction industry in years. Every change order was scrutinized, and advice or alternative solutions were provided to keep the project moving.

Colliers documents - They are strong in this area and any document they provided was clear, concise and necessary. They would provide weekly updates on the schedule, and they were always available to update the Town daily if questions arose on the schedule. Construction control was excellent! Their background is in construction and architecture, so they could provide professional advise with any question that arose during the entire process."

- Mike Bussel, Fire Chief

Town of Ogunquit

Public Safety Building

"I am excited about continuing to advance this project with you. Your ongoing involvement and guidance are not only welcomed but deeply valued. We have navigated many challenges together, and your perspective will continue to be a cornerstone of our success."

- Matthew Buttrick, Town Manager

City of Fitchburg

City Hall Campus, Crocker Elementary School, and Fitchburg Public Library

"I would like to recognize the extraordinary effort of Colliers Project Leaders in providing Owners Project Manager Services on our \$24 Million City Hall Renovation project. Colliers performed beyond expectations to deliver our project on schedule and below budget. Their industry knowledge and depth of experience were evident in strategic approach, facilitation, and communications, on a complex project performed during challenging times. Colliers' understanding of our budget constraints and their diligence in value-engineering and tracking of construction costs was critical to our success. I offer my highest recommendation to Colliers Project Leaders, and I am pleased to be working with them on our Crocker Elementary School and Fitchburg Public Library projects."

- Mary A. Delaney, Chief Procurement Officer

Exhibit C

Proposal Reference Form

Prospective Firm Name: Colliers Project Leaders USA NE, LLC
Contact Person: Derek Osterman
Address: 234 Main Street, 1st and 2nd Floors
City, State, and Zip Code: Biddeford, ME 04005
Telephone: 844-727-0055

Reference #1

Owner or Company Name: City of Worcester
Contact Person: Gerry Dio
Type of Service(s) Provided: Project Management Services
Calendar Year(s) of Service(s) Provided: 2022-2025
City, State, and Zip Code: Worcester, MA 01608
Telephone: 508-929-1300

Reference #2

Owner or Company Name: Town of Ogunquit
Contact Person: Matthew Buttrick
Type of Service(s) Provided: Facilities Space Needs Assessment
Calendar Year(s) of Service(s) Provided: 2022
City, State, and Zip Code: Ogunquit, ME 03907
Telephone: 207-646-5139

Reference #3

Owner or Company Name: Maine Medical Center
Contact Person: Dominic R. Gagnon
Type of Service(s) Provided: Project Management Services
Calendar Year(s) of Service(s) Provided: 2017 - Present
City, State, and Zip Code: Portland, ME 04102
Telephone: 207-662-9005



Cost Proposal & Hourly Rates

Colliers has reviewed the City of Bath's Proposals for owner's representative services for the New Fire Station Project. We are pleased to provide on the following page our **completed Exhibit A Cost Proposal Form** based on our understanding of the City of Bath's needs and expectations as well as our experience in providing similar services for municipalities throughout the Northeast.

The table below provides an hourly rate schedule for each team member for work that may exceed the scope.

| 2024 Hourly Rates | |
|--|-------------|
| Category | Hourly Rate |
| Executive Director / Project Executive | \$360 |
| Regional Director | \$335 |
| Senior Director | \$300 |
| Director | \$275 |
| Associate Director | \$235 |
| Senior Project Manager | \$220 |
| Project Manager | \$180 |
| Assistant Project Manager | \$155 |
| Senior Construction Representative | \$195 |
| Construction Representative | \$175 |
| Financial Specialist | \$155 |
| Project Coordinator | \$145 |
| Administrative Support | \$125 |

Note: Hourly rates do not include reimbursable expense such as mileage, tolls, parking, and sustenance. Escalation of hourly rates is 4% per year.

Exhibit A
Cost Proposal Forms

I/we, the undersigned, hereby propose to provide Owner's Representative Services described in the RFP and are hereby submitting the following Cost Proposal for consideration:

Pre-Construction Services (Not-to-Exceed): \$ 121,215

Construction Services (Not-to-Exceed): \$ 456,270

Total Cost (Not-to-Exceed): \$ 577,485

Amount in Written Figures: Five Hundred Seventy-Seven Thousand Four Hundred Eighty-Five Dollars

Prospective Owner's Representative will include line-item costs for Pre-Construction and Construction Services. Prospective Owner's Representative may, at their discretion, suggest additional services not explicitly requested by this RFP. The proposals should include line-item costs for any additional services. Please note that additional services may or may not be awarded by the Owner and that costs for additional services are excluded from the base proposal.

SIGNATURE:  **Date:** 01/16/2024

Print Name: Jonathan F. Winikur

Firm Name: Colliers Project Leaders USA NE, LLC

Address: 234 Main Street, 1st and 2nd Floors, Biddeford, ME 04005

Phone: 844-727-0055

Email: derek.osterman@collierseng.com





Colliers is pleased to provide on the following page the required form listed below as requested in the City of Bath's RFP:

- Proposal Acknowledgment Page

SECTION 4: PROPOSAL ACKNOWLEDGEMENT PAGE

City of Bath

Request for Proposals

For

Owner's Representative for New Fire Station

The undersigned, upon acceptance by the City, agrees to furnish services in accordance with the terms and conditions of the City of Bath Request for Proposals for Owner's Representative December 14, 2023, at the prices indicated herein.

The undersigned declares under penalty of perjury that she/he is authorized to sign this document and bind the business or organization to the terms of this contract.

The undersigned acknowledges and hereby agrees that if awarded the contract, the terms and conditions set forth in Section 5 of the RFP shall, without modification, be made part of the contract between the undersigned and the City.

The undersigned hereby by guarantees that the prices quoted have been arrived at without collusion with other eligible bidders or any other persons or entities in a manner that has the effect, or potential effect, of precluding the City from obtaining a competitive price.

The undersigned recognizes the right of the City to reject any or all bids received and to waive any informality or minor defects in bids received.

Bidder Name: Colliers Project Leaders USA NE, LLC

Address: 234 Main Street, 1st and 2nd Floors, Biddeford, ME 04005

Telephone Number: 844-727-0055

Fax Number: N/A

E-mail address: derek.osterman@collierseng.com

Signature of Authorized Representative:



Printed Name of Authorized Representative: Jonathan F. Winikur

