

**Montague sludge cake bid December 2022**

**All pricing is wet ton including hauling. Trans % is amount that fuel adjustment will apply to.**

<b>Vendor</b>	<b>FY23 6 months wet ton</b>	<b>FY23 6 months total</b>	<b>FY24 wet ton</b>	<b>FY24 total</b>	<b>FY25 wet ton</b>	<b>FY25 total</b>	<b>limits</b>	<b>trans %</b>
Casella	\$265.50	\$207,090	\$276.32	\$431,059	\$298.83	\$466,175	min 28 tons	47%
			4% inc		8% inc			
Denali Water	\$220.00	\$171,600	\$230.00	\$358,800	\$246.00	\$383,760		35%
			5% inc		7% inc			
Synagro	\$189.00	\$147,420	\$198.45	\$309,582	\$208.37	\$325,057	min 18% solids	40%
			5% inc		5% inc			

# Liquor License Revenue

## Calendar Year 2021

<u>Class</u>	<u>Number</u>	<u>Fee</u>	<u>Revenue Generated</u>
All Alcohol Restaurant	10	\$525.00	\$5,250.00
Beer & Wine Restaurant	4	\$290.00	\$ 1,160.00
General On-Premises	2	\$290.00	\$ 580.00
All Alcohol Package Store	4	\$975.00	\$3,900.00
Beer & Wine Package Store	1	\$550.00	\$ 550.00
All Alcohol Club	5	\$362.50	\$ 1,812.50
Pouring Permit, Farmer-Breweries	3	\$55.00	\$ 165.00
Winery	1	\$55.00	\$ 55.00

Reduced  
50%

## Calendar Year 2020

<u>Class</u>	<u>Number</u>	<u>Fee</u>	<u>Revenue Generated</u>
All Alcohol Restaurant	10	\$262.50	\$2,625.00
Beer & Wine Restaurant	4	\$145.00	\$ 580.00
General On-Premises	2	\$145.00	\$ 290.00
All Alcohol Package Store	4	\$975.00	\$3,900.00
Beer & Wine Package Store	1	\$550.00	\$ 550.00
All Alcohol Club	5	\$181.25	\$ 906.25
Pouring Permit, Farmer-Breweries	2	\$27.50	\$ 55.00
Winery	1	\$27.50	\$ 27.50

Reduced  
75%

## Calendar Year 2019

<u>Class</u>	<u>Number</u>	<u>Fee</u>	<u>Revenue Generated</u>
All Alcohol Restaurant	10	\$1,050.00	\$10,500.00
Beer & Wine Restaurant	4	\$580.00	\$2,320.00
General On-Premises	2	\$580.00	\$1,160.00
All Alcohol Package Store	4	\$975.00	\$3,900.00
Beer & Wine Package Store	1	\$550.00	\$550.00
All Alcohol Club	5	\$725.00	\$3,625.00
Pouring Permit, Farmer-Breweries	2	\$110.00	\$220.00
Winery	1	\$110.00	\$110.00

# License Fees

## Alcohol Licenses

	Count	License Cost	Full Cost Total	License Fee 50% reduced	50% Total	License Fee 75% reduced	75% Total
RESTAURANT, ALL ALCOHOL	10	\$ 1,050	\$ 10,500	\$ 525.00	\$ 5,250.00	\$ 262.50	\$ 2,625.00
RESTAURANT, BEER & WINE	4	\$ 580	\$ 2,320	\$ 290.00	\$ 1,160.00	\$ 145.00	\$ 580.00
CLUB, ALL ALCOHOL	5	\$ 725	\$ 3,625	\$ 362.50	\$ 1,812.50	\$ 181.25	\$ 906.25
BREWERY/WINERY POURING PERMIT	3	\$ 110	\$ 330	\$ 55.00	\$ 165.00	\$ 27.50	\$ 82.50
GENERAL ON PREMISES - BEER & WINE	2	\$ 580	\$ 1,160	\$ 290.00	\$ 580.00	\$ 145.00	\$ 290.00
PACKAGE STORE, ALL ALCOHOL	4	\$ 975	\$ 3,900	\$ 487.50	\$ 1,950.00	\$ 243.75	\$ 975.00
PACKAGE STORE, BEER & WINE	2	\$ 550	\$ 1,100	\$ 275.00	\$ 550.00	\$ 137.50	\$ 275.00
<b>Liquor License Revenue</b>			<b>\$ 22,935</b>		<b>\$ 11,468</b>		<b>\$ 5,733.75</b>

## Food, Entertainment & Auto Amuse Licenses

COMMON VICTUALLER	22	\$ 40.00	\$ 880.00	\$ 20.00	\$ 440.00	\$ 10.00	\$ 220.00
ENTERTAINMENT	16	\$ 55.00	\$ 880.00	\$ 27.50	\$ 440.00	\$ 13.75	\$ 220.00
AUTOMATIC AMUSEMENT (each device)	23	\$ 45.00	\$ 1,035.00	\$ 22.50	\$ 517.50	\$ 11.25	\$ 258.75

## Food, Entertainment & Auto Amuse Licenses

<b>Total</b>		<b>\$ 2,795.00</b>		<b>\$ 1,397.50</b>		<b>\$ 698.75</b>
<b>Total Revenues</b>		<b>\$ 25,730.00</b>		<b>\$ 12,865.00</b>		<b>\$ 6,432.50</b>

Last revised 1/1/16

## License Fee Comparison

### Alcohol Licenses

#### On Premise:

Annual, ALL ALCOHOL  
 Annual, WINE & MALT  
 Annual, CLUB, ALL ALCOHOL  
 Annual, BREWERY/WINERY POURING PERMIT

#### Off Premise: (Package Store)

Annual, ALL ALCOHOL  
 Annual, WINE & MALT

### Food, Entertainment & Auto Amuse Licenses

COMMON VICTUALLER  
 ENTERTAINMENT (Annual)  
 AUTOMATIC AMUSEMENT (each device)

#### Motor Vehicle Dealer

Class I  
 Class II  
 Class III

Rates last revised 1/11/2016

Montague	Greenfield	Deerfield	Orange	Athol
\$1,050.00	\$1,750.00	\$2,323.00	\$1,000.00	\$750.00
\$580.00	\$1,200.00	\$800.00	\$500.00	\$300.00
\$725.00	\$1,300.00	\$1,100.00	\$650.00	\$750.00
\$110.00	not listed	\$800.00	\$500.00	not listed
\$975.00	\$2,000.00	\$1,650.00	\$900.00	\$750.00
\$550.00	\$1,000.00	\$830.00	\$500.00	\$300.00

\$40.00	\$100.00	\$100.00	\$25.00	not listed
\$55.00	\$100.00	\$100.00	\$50.00	not listed
\$45.00	\$100.00	not listed	\$100.00	not listed
\$110.00	\$200.00	not listed	\$200.00	\$75.00
\$110.00	\$200.00	\$90.00	\$200.00	\$75.00
\$110.00	\$200.00	\$60.00	\$200.00	\$75.00

8 December 2022

Mr. Steven Ellis  
 Town Administrator  
 Town of Montague  
 One Avenue A  
 Turners Falls, MA 01375

RE: SHEA THEATER and COLLE BUILDING ROOF REPLACEMENTS, Town of Montague  
 71 and 85 Avenue A, Turners Falls, MA  
**Scope and Fee Proposal REVISED – Design and Construction Administration**

Dear Mr. Ellis:

HELENE • KARL Architects, Inc. (HKA) is pleased to submit our professional services scope and fee proposal in response to Town of Montague's (Town) request for the subject Project. HKA based this proposal on review of Roof Assessment Report dated 1/18/22 prepared by Northeast Roof Consultants, the email correspondence on 8/9/22 with the Town and the subsequent phone conversations. The intent of this Proposal is to provide the Town with the necessary information to evaluate HKA's proposed scope of services and fee.

Proper planning and design for this Project will ensure its successful completion at minimal cost and with minimal impact on the building occupants and the public. With the inherent challenges associated with roof replacement projects, HKA strongly believes that experienced architects and engineers are critical to both the initial planning and for all subsequent phases of the project. They provide design guidance, technical expertise, and comprehensive understanding of the project effort. Our proposal reflects this attitude and our team's commitment to this Project.

HKA provides the following information in this Proposal.

- 1 -- Project Understanding
- 2 -- Scope of Services
- 3 -- Anticipated Schedule
- 4 -- Professional Services Compensation
- 5 -- Reimbursable Expenses

## 1.0 PROJECT UNDERSTANDING

HKA understands that the Town's goal for the Project is to replace the existing membrane roof on the front area (approximately 825 SF) of the Shea Theater located at 71 Avenue A and on the main roof (approximately 5200 SF) of the Colle Building located at 85 Avenue A, Turners Falls, MA. The roof replacement for both buildings will be completed as a single Project.

Shea Theater – The existing roof will be replaced with a fully insulated single-ply roofing system utilizing tapered insulation to promote positive drainage to the internal roof drains. The scope of work will also include removal and reinstallation of the roof top mechanical equipment and duct work to allow for the unincumbered replacement of the roof. The introduction of protection (netting) will be considered to eliminate birds roosting in the area. Note: The main roof was replaced in 2019.



Colle Building – HKA understands that the Town wants to proceed with Option #2 in the report for the full roof replacement (long term solution). The existing roof will be replaced with a fully insulated single-ply roofing system utilizing flat and tapered insulation to promote positive drainage to the external gutters. The scope of work will also include removal and reinstallation of the rooftop mechanical equipment to allow for the unincumbered replacement of the roof. The work will also include adjustments to the roof perimeter to accommodate the new insulation and miscellaneous repairs to the masonry chimney.

HKA understands that the roof will be designed in the fall of 2022 and construction will commence in spring of 2023.

HKA's anticipates the construction cost is \$210,000 to complete the scope of work for both buildings.

## 2.0 SCOPE OF SERVICES

HKA's proposal includes architectural, mechanical, and electrical engineering services for the DESIGN PHASE and CONSTRUCTION PHASE of the Project. HKA understands that the Town will administer the Project under MGL c. 149, section 44.

Specific services HKA's design team will perform are as follows:

### 2.1 DESIGN PHASE SERVICES

1. At the outset of the project, HKA will meet with the Town to discuss the Project scope. Through a process we call "interactive design", HKA will work with the Town to develop the *conceptual, functional, and budgetary aspects* of the Project. The session will involve a dialog between HKA and the Town to determine the Project's design direction and program. The primary goal of the meeting will be to establish the Town's priorities and the protocol (reporting, submissions, building access, etc.) for the Project.
  2. HKA's design team will perform a site survey to inspect and document the existing conditions of the Project. The Team will prepare measured drawings that reflect the existing conditions. The drawings will be used to develop the design and will be included in the final construction bid document package to establish the exact scope of construction work. HKA will request the use of any available record drawings and/or electronic files for the Project.
  3. As part of the survey, HKA may request that some "exploratory investigation" be completed to determine the extent of any deterioration or repairs. HKA will work with the Town to determine a cost effective and appropriate means to accomplish the exploratory investigation prior to construction.
  4. After completing the existing conditions survey, HKA's design team will prepare the construction documents consisting of drawings and other documents illustrating the scale and relationship of the Project components. HKA will incorporate the comments and Project scope that was established during the initial program evaluation meeting into the Design.
  5. In addition to the drawings, HKA's design team will prepare and submit the final technical specifications.
-

6. HKA will work with the Town to incorporate the "front end" documents into the technical specifications and will assist in preparing the necessary bidding information, bidding forms, and other related items.
7. HKA will forward the 100% complete design package and solicit comments on the design. At this time, our team will discuss any final design changes with the Town.
8. Within five (5) working days after the Town notifies HKA of final approval and/or submits comments on the 100% complete design package, HKA will make final modifications to the documents for bid distribution.

## 2.2 CONSTRUCTION PHASE SERVICES

### A. *Services during Bidding/Negotiations*

1. Following the Town's approval of the construction documents and bid schedule, HKA's design team will assist the Town in obtaining bids on the Project.
2. HKA will attend a combination site visit/pre-bid conference with the Bidders and the Town to clarify aspects of the Project design.
3. Following the pre-bid conference and during the bidding period, HKA's team will render interpretations and clarifications on the drawings and specifications and prepare and issue any contract document addenda as required. HKA will work with the Town to ensure proper coordination and issuance of any information to the bidders.
4. This Proposal includes electronically hosting and bidding the Project with BidDocs ONLINE Inc. (excluding the printing of hard copies which will be a reimbursable expense). Following the bid openings, HKA will evaluate and make a recommendation regarding the bid results.

### B. *Construction Administration Services*

1. Prior to the start of actual construction, and after selection of the Contractor and execution of the agreement between the Town and the Contractor, HKA will attend a pre-construction conference via video conference to clarify issues and review the proposed construction schedule. Our office will prepare the minutes of the meeting and forward a copy to the Town.
  2. HKA's design team will review and approve, or take other appropriate action upon submittals, such as shop drawings, project data and samples for conformance with the design intent and with the information given in the contract documents. After reviewing and making a recommendation on the submittals, HKA will distribute the submittals to the Contractor and the Town.
  3. HKA's project manager will attend four (4) regular construction job meetings via video conference. Our office will prepare minutes of the meetings and distribute the minutes to the Town and the Contractor after each meeting. HKA estimates that the on-site construction will take three (3) weeks for the Project.
-



4. The various members of HKA's design team will visit the site once (1) at an appropriate stage of construction to become generally familiar with the progress and quality of the Work completed and to determine in general if the Work is proceeding in accordance with the contract documents. Based on the site observations, HKA will maintain a log of each visit and inform the Town of the progress and quality of the Work.
5. Prior to construction completion, HKA's design team will attend a final inspection with the Town and prepare a punch list. A copy of the punch lists will be submitted to the Town for review and comment and will then be forwarded to the Contractor.
6. If necessary, during construction HKA will prepare Change Orders and other documents for the Town's approval and execution in accordance with the Contract Documents.
7. Using the "marked-up" drawings from the Contractor, HKA's design team will prepare "as-built" record drawings for the Project. Note: Preparation of "as-built" record drawings will only reflect changes noted by the construction crews and do not include certification of the accuracy of the "as-built" record drawings.
8. HKA proposes using BidDoc ONLINE's construction module to automate the management and processing of documents during construction. HKA's Proposal includes the cost for this service.

### 2.3 CLARIFICATIONS

1. By the final 100% submission, all drawings will be completed on CAD in a format compatible with the computer-based software package, AutoCad by AutoDesk Inc.
  2. The final drawings will be produced on a 30" x 42" format sheet (or as directed by the Town) and include in the title block the name of the Project, the architect/engineer's information and bear the stamp and signature of the qualified Architect or Engineer registered in the Commonwealth of Massachusetts for each discipline.
  3. The final technical specifications will be produced in an 8½" x 11" format and will describe the materials of construction, standards of installation and quality requirements for each division of work, the Town's front end documentation and supplementary conditions. The cover sheet shall also include the project title information and bear the stamp and signature of a registered professional as noted above for the drawings.
  4. An asbestos, lead and hazardous materials survey is not included as part of HKA's fee proposal. HKA understands that the Town will have an industrial hygienist provide these services under a separate contract.
  5. If HKA is not retained for Construction Administration services, both HKA and the Town agree that the Town will be solely responsible for interpreting the Contract Documents and observing the Work of the Contractor to discover, correct or mitigate errors, inconsistencies, or omissions. HKA and the Town further agree that if the Town authorizes deviations, recorded or unrecorded, from the documents prepared by HKA, the Town shall indemnify and hold HKA, its agents and employees harmless from and against claims, losses, damages and expenses, including but not limited to attorney's fees and the time of HKA, to the extent such claim, loss, damage or expense arises out of or
-



results in whole or in part from such deviations, regardless of whether or not such claim, loss, damage or expense is caused in part by a party indemnified hereunder.

6. HKA shall not be responsible for any alterations, modifications or additions made in the electronic data by the Town or any reuse of the electronic data by the Town or any other party for this project or any other project without the consent of HKA. the Town shall defend, indemnify, and hold harmless HKA against any claims, damages or losses arising out of the reuse or distribution of the electronic data without consent of HKA and arising out of alterations, modifications or additions to the electronic data made by anyone other than HKA. Copies of Documents that may be relied upon by the Town are limited to the printed copies (also known as hard copies) that are signed or sealed by HKA. Electronic text, data, graphics, or other files furnished by HKA to the Town are only for the convenience of HKA. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.
7. HKA's services shall be performed as expeditiously as is consistent with professional skill, care, and the orderly progress of the Project. The Town agrees, with reasonable promptness, to provide HKA with the available information regarding the requirements for the Project.

### 3.0 ANTICIPATED SCHEDULE

HKA's anticipated schedule for DESIGN PHASE SERVICES is as follows:

#### DESIGN PHASE SERVICES

Site Survey and Construction Document Design Phase	21 calendar days
Town review period and CD Review Meeting <sup>1</sup>	
Bid Set Submission	14 calendar days
	<hr/>
Total	35 calendar days

Note: <sup>1</sup> The Town to determine time required to review each submission.

#### CONSTRUCTION PHASE SERVICES (estimated)

Bid Documents Available	
Bidding	14 calendar days
Construction Contract Award	14 calendar days
Mobilization/Shop Drawing	14 calendar days
Construction Performance Period	30 calendar days
	<hr/>
Total	72 calendar days (2.4 months)

Our team will work closely with the Town during both DESIGN and CONSTRUCTION PHASES to reduce the schedule whenever possible.

### 4.0 PROFESSIONAL SERVICES COMPENSATION

1. **BASIC FEE** -- To complete the scope of services described under the DESIGN PHASE and CONSTRUCTION PHASE (Section 2.0 of this Proposal), HKA proposes a Lump Sum fee of Twenty-Five Thousand Four Hundred and Fifty Dollars (**\$25,450.00**). The fee is apportioned at 70% for the Colle Building and 30% for the Shea Theater. A summary breakdown of the fee for each separate phase is as follows:

---

**DESIGN PHASE SERVICES**

A. Construction Document Phase	\$ 20,450.00
<i>Colle Building</i>	\$14,315.00
<i>Shea Theater</i>	\$ 6,135.00

**CONSTRUCTION PHASE SERVICES**

A. Services during Bidding	\$ 1,500.00
<i>Colle Building</i>	\$ 1,050.00
<i>Shea Theater</i>	\$ 450.00
 B. Construction Monitoring Services	 \$ 3,500.00
<i>Colle Building</i>	\$ 2,450.00
<i>Shea Theater</i>	\$ 1,050.00

FEE TOTAL	<b>\$25,450.00</b>
<i>Colle Building</i>	\$17,815.00
<i>Shea Theater</i>	\$ 7,635.00

3. **HOURLY RATES** -- Our hourly rates (which include direct personnel expense, overhead and profit) for Additional Services on this Project are as follows:

<u>Discipline</u>	<u>Rate</u>
Project Manager	\$165.00
Project Architect	\$155.00
Mechanical Engineer	\$160.00
Electrical Engineer	\$160.00
Draftsperson	\$105.00

**5.0 REIMBURSABLE EXPENSES**

Reimbursable expenses will include the cost for any reproduction of bid set documents in accordance with MGL c. 149, section 44B. HKA will invoice the reimbursable expenses at 1.1 times our direct costs.


This scope and fee proposal is valid for 30 calendar days from the date of this Proposal.

The fee and hourly rates are subject to annual adjustment for services that extend beyond twelve (12) months from the date of the signed contract.

HELENE KARL Architects, Inc. looks forward to our continued working relationship with the Town of Montague. Please contact our office at 978-449-0470 if you have any questions or require additional information regarding this Proposal.

Sincerely,

HELENE KARL Architects, Inc.

  
Gregory Yanchenko, AIA  
Vice President

cc: Wendy Bogusz - Town