NEWBURY MUNICIPAL BUILDING COMMITTEE

FINAL REPORT

TUESDAY, JUNE 27, 2023

ROBERT CONNORS, CHAIR

ERIC SVAHN, VICE CHAIR

JOHN KELLAR, SECRETARY/CLERK

DANA PACKER, MEMBER

MARTHA TAYLOR, MEMBER

Contents

Letter from committee chairman……………………………………………………………………1

Schematic Design……..……………………………………………………………………...2

Historical Evaluation……..………………………………………………………………...3

Owner's Project Manager Services (OPM).,,,.4

Kent Way Space Needs……………………………………………………………………..5

TAB “1”

LETTER FROM TOWN HALL MUNICIPAL BUILDING COMMITTEE CHAIRMAN

June 27, 2023

Chairperson Alicia Greco;
Members of the Select Board

Dear Members:

On behalf of the MUNICIPAL BUILDING COMMITTEE (MBC), I am submitting this final report regarding the Town Hall needs of Newbury and will address the projected growth over the next 30 years.

The Committee has met numerous times since it was appointed, starting on September 27, 2022, and has generated over 1,000 pages of meeting minutes, reports, and updates to the Select Board.

Recommendation:
The Committee has evaluated many potential sites for Town Hall, and various development options have been considered illustrating how a new Town Hall could be constructed on different sites.

The Municipal Building Committee recommends constructing a new 2-1/2 story Town Hall to meet the programmatic needs of Newbury – the MBC feels that this solution will best address current needs as well as projected growth and will be the most cost-effective option. 25 High Road is the recommended site, and the site is town-owned, has all utilities, including water and sewer, and is adjacent to the Fire & Police Station.

25 High Road is within The Newbury Historic District, which is located in the center of the town and is characterized by a wide range of domestic, civic, educational, religious, cultural, and commercial structures, all of which face either High Road, the main thoroughfare, or the Upper Green. The buildings in this district continue to serve as Newbury's community center, and the MBC feels that this is a suitable location for this long-awaited Town Hall project.

The schematic design phase of the project has been completed (tab 2), along with a historical evaluation of the old Town Hall at 25 High Road (tab 3). Colliers Project Leaders have been identified as the qualified Owner's Project Manager for the planning and design of the new town hall (tab 4).

The next step recommended by the Committee is to start the process for a permit to demolish the existing structure at 25 High Road in accordance with the Newbury Historical Commission's review process outlined in Chapter 65, "Historic Preservation Bylaw." This review process allows for a nine-month delay in issuing a permit to evaluate structures threatened with demolition.

The path to the town hall needs

The community has decided to continue renting town offices for the time being, so it is recommended to investigate additional space needs and incorporate them into future lease negotiations (tab 5). The Select Board should also continue pursuing other recommendations to address the town hall's permanent needs.

On behalf of the Municipal Building Committee members, we would like to thank the Select Board for the opportunity to serve our community in this most worthy endeavor.

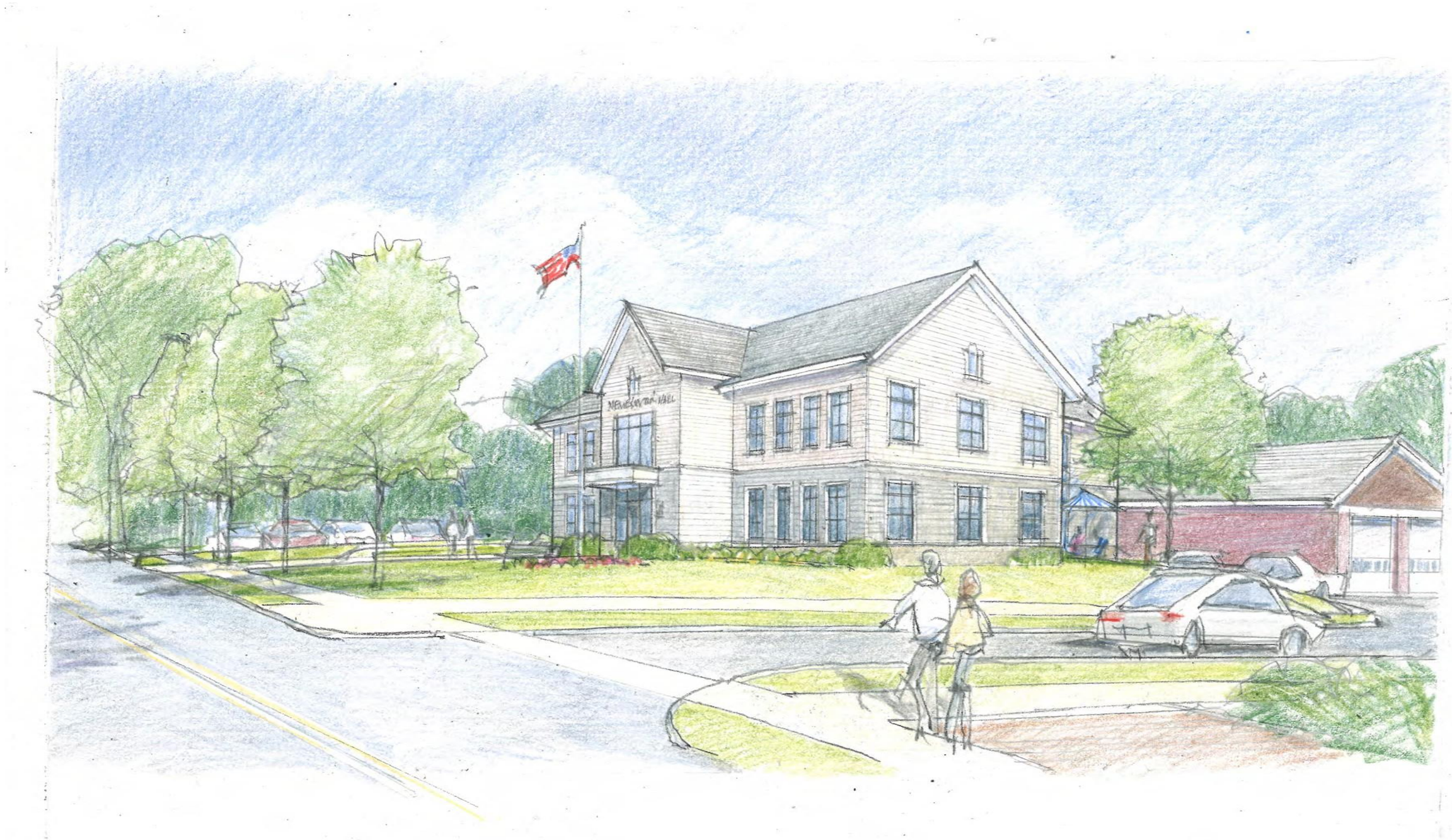
Respectfully submitted,
Robert D. Connors
Robert D. Connors, Chairman

TAB “2”

context
ARCHITECTURE

VIEW DOWN HIGH RD

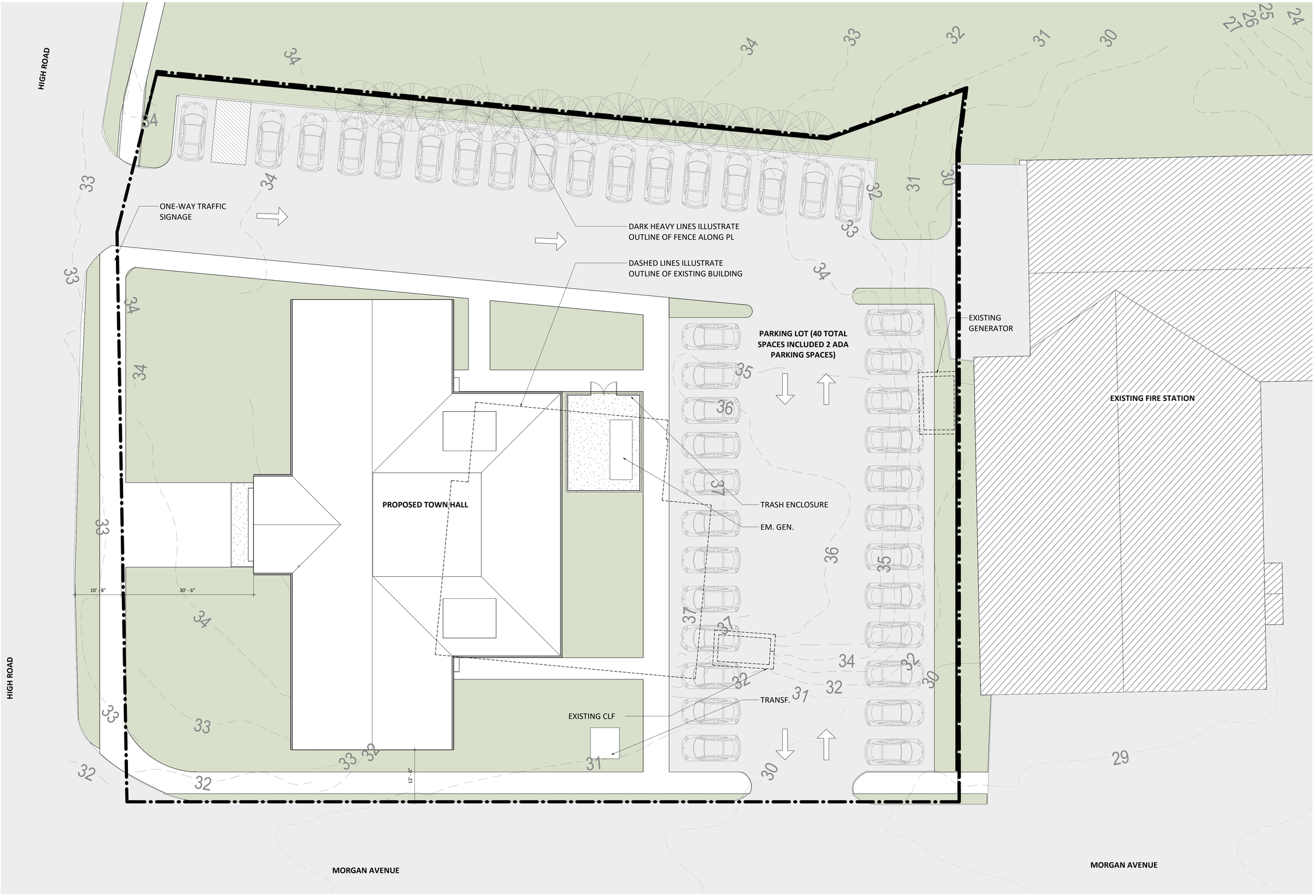
June 28, 2022



context
ARCHITECTURE

VIEW UP HIGH RD

June 28, 2022



1 SITE PLAN
1" = 10'-0"

0 5 10 20

context ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1400 WEB CONTEXTARC.COM

NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

SITE PLAN

Scale: 1" = 10'-0"
Drawn by: AT

No.	Issue	Date

SP.1

NEWBURY TOWN HALL

25 HIGH ROAD
NEWBURY, MA 01951

PROJECT DIRECTORY

OWNER
TOWN OF NEWBURY — PHONE 978.465.0862
12 KENT WAY — www.townofnewbury.org
BYFIELD, MA 01922

USER
TOWN OF NEWBURY — PHONE 978.465.0862
12 KENT WAY — www.townofnewbury.org
BYFIELD, MA 01922

ARCHITECT
CONTEXT ARCHITECTURE — PHONE 617.423.1400
65 FRANKLIN STREET — FAX 617.423.2939
BOSTON, MA 01210 — www.contextarc.com

CIVIL ENGINEER
GARCIA, GALUSKA, DESOUSA
CONSULTING ENGINEERS, INC. — PHONE 508.998.5700
370 FAUNCE CORNER ROAD — FAX 508.998.0883
NORTH DARTMOUTH, MA 02747 — www.g-g-d.com

STRUCTURAL ENGINEER
ROOME & GUARRACINO, LLC — PHONE 617.628.02144
300 TRADE CENTER 3540 — FAX 617.628.1711
WOBURN, MA 01801 — www.rgeng.com

MECHANICAL, PLUMBING, ELECTRICAL & FIRE PROTECTION ENGINEERS
GARCIA, GALUSKA, DESOUSA — PHONE 508.998.5700
CONSULTING ENGINEERS, INC. — FAX 508.998.0883
370 FAUNCE CORNER ROAD — www.g-g-d.com
NORTH DARTMOUTH, MA 02747

PROJECT DESCRIPTION

CONSTRUCTION OF A NEW 10,110SF. TOWN HALL BUILDING, ON TWO LEVELS, PLUS 4,395 SF OF STORAGE SPACE ON THIRD FLOOR ATTIC, INCLUDING ALL NEW UTILITIES AND SITE IMPROVEMENTS.

ALTERNATE 1: THE SPLIT FACE CMU BASE TO BE REPLACED WITH WIDE PVC BOARDS (10") WITH V GROOVES RUNNING PARALLEL TO THE GRADE

GENERAL CONTRACTOR & ALL TRADES SHALL MAKE NOTE OF REQUIREMENTS DESCRIBED ON SHEET A1.1 WHICH APPLY TO ALL DRAWINGS & SPEC SECTIONS.

DRAWING LIST

-.- COVER SHEET
C1.1 SITE LAYOUT & MATERIALS PLAN
C3.1 SITE GRADING PLAN
SP.1 SITE PLAN
A1.1 WALL TYPE LEGENDS
A2.1 FIRST FLOOR PLAN
A2.2 SECOND FLOOR PLAN
A2.3 THIRD FLOOR/ ATTIC PLAN
A2.4 ROOF PLAN
A2.5 FIRST FLOOR FURNITURE PLAN
A2.6 SECOND FLOOR FURNITURE PLAN
A2.7 THIRD FLOOR FURNITURE PLAN
A3.1 BUILDING ELEVATIONS
A4.1 BUILDING SECTIONS
A4.2 WALL SECTIONS
A5.1 EXTERIOR DETAILS - ROOF
A5.2 EXTERIOR DETAILS - DOORS & WINDOWS
A8.1 FIRST FLOOR RCP
A8.2 SECOND FLOOR RCP
A8.3 THIRD FLOOR RCP

PROJECT NO. 2118

context ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1400 WEB CONTEXTARC.COM

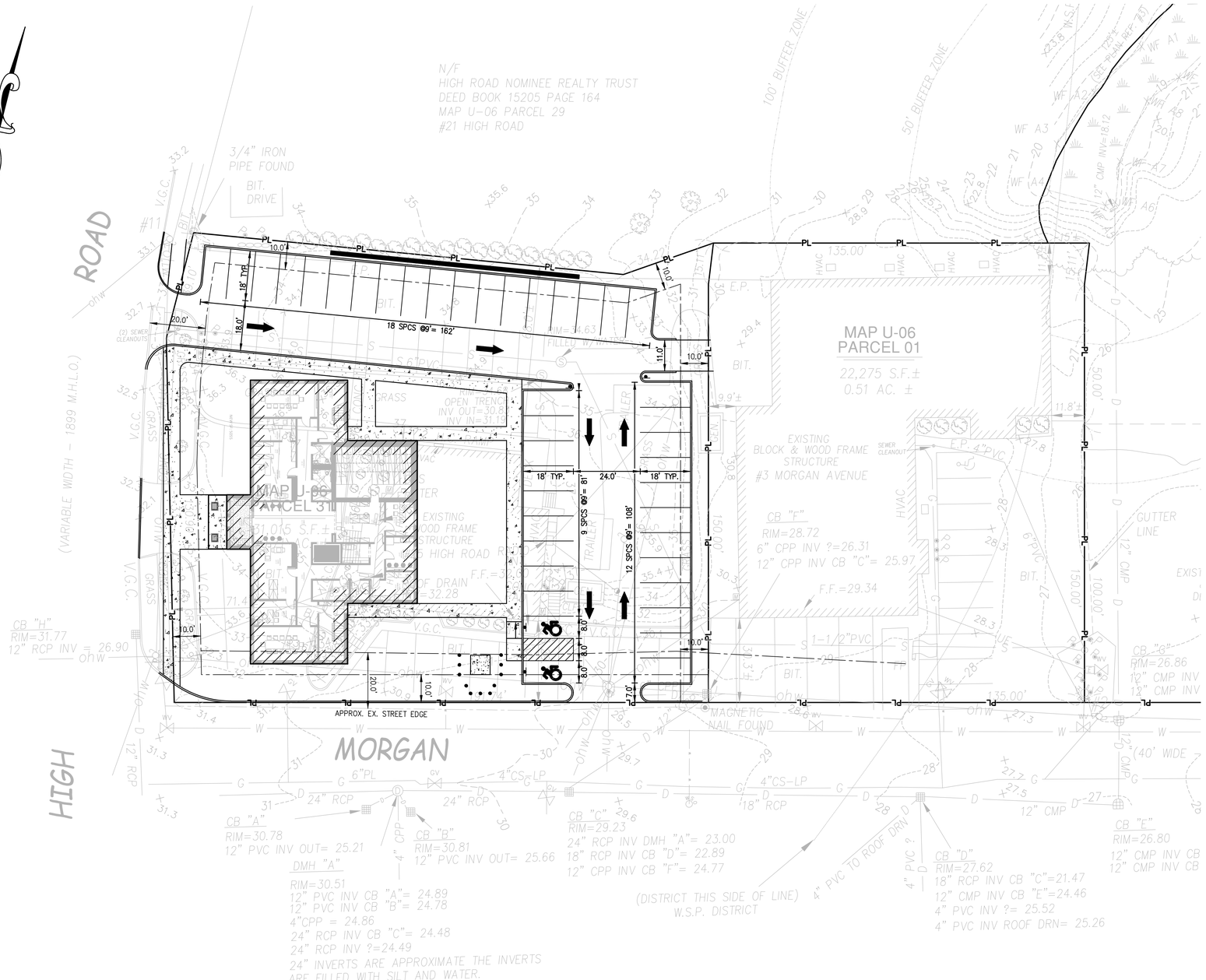
SD COST ESTIMATE
02.24.2023

SET NO.

ZONING DIMENSION TABLE – UPPER GREEN BUSINESS ZONING DISTRICT IN WATER SUPPLY PROTECTION DISTRICT		
USE: MUNICIPAL TOWN HALL		LOT ID: U06-0-31 ADDRESS: 25 HIGH ROAD
	REQUIRED	PROPOSED
(A) MINIMUM LOT SIZE	20,000 SF	31,015 SF
(B) MINIMUM LOT FRONTAGE	100 FT	170.0 FT (HIGH ROAD) 191.7 FT (MORGAN AVENUE)
(C) MINIMUM PROPERTY LINE SETBACK	10 FT	13.86 FT
(D) MINIMUM STREET SETBACK	20 FT	***15.90 FT***
(E) MAXIMUM FOOTPRINT	N/A	5,189 SF
(F) MAXIMUM LOT COVERAGE[1]	15% OR 2,500 SF	XX.X%
(G) MAXIMUM STRUCTURE HEIGHT	35 FT	XX.0 FT

1 THE SITE IS LOCATED WITHIN THE WATER SUPPLY PROTECTION DISTRICT.
SITE IS LOCATED IN ZONE X ACCORDING TO FEMA FIRM PANEL 25009C 0136G, EFFECTIVE JULY 16, 2014.

2 / C1.1 ZONING DIMENSION TABLE
SCALE: N.T.S.



1 / C1.1 SITE LAYOUT & MATERIALS PLAN
SCALE: 1" = 20'

GRAPHIC SCALE
20 0 10 20 40 80
(IN FEET)
1 inch = 20 ft.

context ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1400 WEB CONTEXTARC.COM

NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

Site Layout & Materials Plan

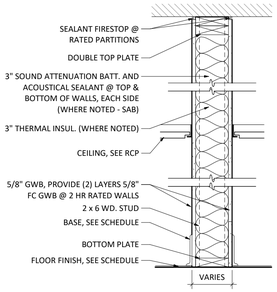
Scale: 1" = 20'
Drawn by: NCK

No.	Issue	Date
1	SD COST EST.	02.27.23

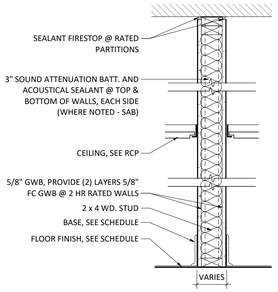
C1.1

INTERIOR WALL TYPE LEGEND - NTS

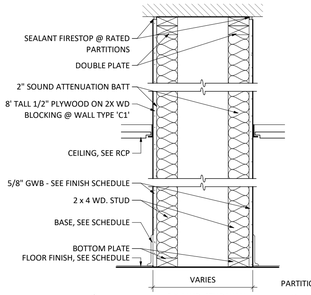
NOTE: PARTITION TYPES SHOWN BELOW MAY NOT ALL BE USED IN THIS PROJECT. REFER TO FLOOR PLANS FOR PARTITION TYPES USED



		PARTITION SIZE
A	2 X 6 WD. STUD GWB WALL W/ SAB NON-RATED	6 3/4"
A1	2 X 6 WD. STUD GWB WALL W/ SAB 1 HR FIRE RATING (UL U305)	6 3/4"
A2	2 X 6 WD. STUD GWB WALL W/PLYWOOD ON BLOCKING NON-RATED	7 1/4"
A3	2 X 6 WD. STUD GWB WALL 2 LAYERS 5/8" FC GWB 2 HR FIRE RATING (UL 301)	8"

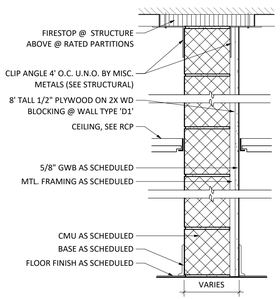


		PARTITION SIZE
B	2 X 4 WD. STUD GWB WALL NON-RATED	4 3/4"

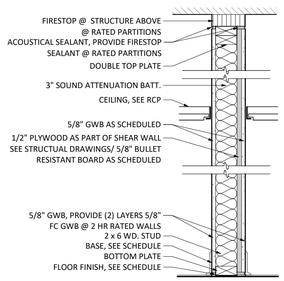


		PARTITION SIZE
C	2 X 4 WD. STUD GWB WALL NON-RATED	1' - 4 3/4"

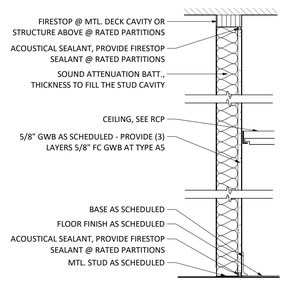
NOTE: SIZE MAY VARY ON PLAN CONDITIONS



		PARTITION SIZE
D	8" CMU 2 HR RATED (UL U905)	7 5/8"
D2	8" CMU 7/8" MTL (UL U905)	9 1/8"



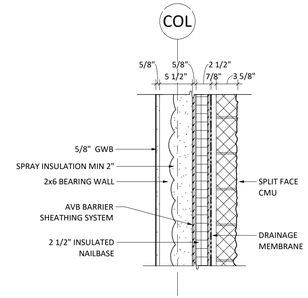
		PARTITION SIZE
E	2 X 6 WD. STUD GWB WALL W/ SAB PLYWOOD (1 SIDE)	7 1/4"
E1	2 X 6 WD. STUD GWB WALL W/ SAB PLYWOOD (1 SIDE) BULLET RESISTANT BOARD (1 SIDE)	7 3/4"
E1.A	2 X 6 WD. STUD GWB WALL W/ SAB BULLET RESISTANT BOARD (1 SIDE)	7 1/4"
E2	2 X 6 WD. STUD GWB WALL W/ SAB 1 HR FIRE RATING (UL U305)	6 3/4"
E3	2 X 6 WD. STUD GWB WALL W/ SAB @ TRANSFER SWITCH ROOM 2 HR FIRE RATING (UL U301)	8"
E4	2 X 6 WD. STUD GWB WALL GWB (1 SIDE ONLY) PLYWOOD (1 SIDE)	6 5/8"



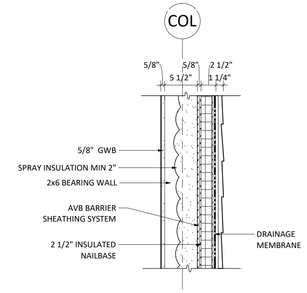
		PARTITION SIZE
H1	2 x 6 WD. STUD W/ GWB (1) SIDE	6 1/8"
H2	7/8" MTL. FURRING W/ GWB (1) SIDE	
H3	2 1/2" MTL. STUD W/ GWB (1) SIDE	
H4	3 5/8" MTL. STUD W/ GWB (1) SIDE	
H5	6" MTL. STUD W/ GWB (1) SIDE	
H6	6" MTL. STUD W/ GWB (1) SIDE (3) 5/8" FC GWB - 1HR (I501)	

EXTERIOR WALL TYPE LEGEND - NTS

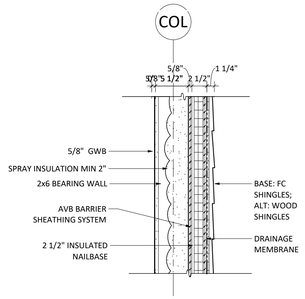
NOTE: WALL TYPES SHOWN BELOW MAY NOT ALL BE USED IN THIS PROJECT. REFER TO FLOOR PLANS, BLDG. ELEVATIONS, BLDG./WALL SECTIONS & EXTERIOR DETAILS FOR TYPES USED



EXT1 — BASE BID - SPLIT FACE CMU

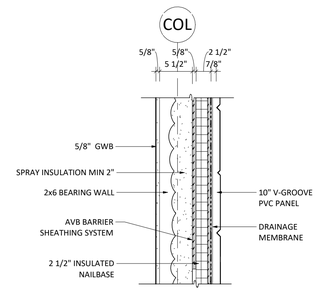


EXT2 — ALT. - FIBER CEMENT SIDING



EXT3 — BASE BID - FIBER CEMENT SHINGLES

EXT3.1 — ALT. - WOOD SHINGLES



EXT4 — ALTERNATE 1 BID - PVC V-GROOVE PANEL

context ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1400 WEB CONTEXTARC.COM

NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

WALL TYPE LEGENDS

Scale: 1" = 1'-0"
Drawn by: ET

No.	Issue	Date
1	SD COST EST.	02.27.23

A1.1

FINISH SCHEDULE - FIRST FLOOR

ROOM NO.	ROOM NAME	FLOOR	BASE	WALL	COMMENTS
101	MAIN VESTIBULE	PORCELAIN	PORCELAIN	PAINT/ WAINSCOTT	
102	LOBBY	PORCELAIN	PORCELAIN	PAINT/ WAINSCOTT	
103	ASSESOR'S CLERK	CARPET TILE	RUBBER	GWB, PAINTED	
104	PRINCIPAL ASSESOR	CARPET TILE	RUBBER	GWB, PAINTED	
105	CONFERENCE ROOM 1	CARPET TILE	RUBBER	PAINT/ WAINSCOTT	
107	ELEVATOR MACHINE	RUBBER	RUBBER	GWB, PAINTED	
108	SPRINKLER ROOM	RUBBER	RUBBER	GWB, PAINTED	
109	BREAKROOM	RUBBER	RUBBER	GWB, PAINTED	
110	IT / PEG DIRECTOR	CARPET TILE	RUBBER	GWB, PAINTED	

FINISH SCHEDULE - FIRST FLOOR

ROOM NO.	ROOM NAME	FLOOR	BASE	WALL	COMMENTS
111	STATE COMPUTER	CARPET TILE	RUBBER	GWB, PAINTED	
112	ASSISTANT TOWN CLERK	CARPET TILE	RUBBER	GWB, PAINTED	
113	VAULT	RUBBER	RUBBER	GWB, PAINTED	6-HOUR RATED
114	TOILET 1	CERAMIC TILE	CERAMIC TILE	CERAMIC/ PAINT	TILE WAINSCOTT AT ALL WALL
115	TOILET 2	CERAMIC TILE	CERAMIC TILE	CERAMIC/ PAINT	TILE WAINSCOTT AT ALL WALL
116	CONFERENCE ROOM 2	CARPET TILE	RUBBER	PAINT/ WAINSCOTT	
117	TREASURER	CARPET TILE	RUBBER	GWB, PAINTED	
118	ASSISTANT TREASURER	CARPET TILE	RUBBER	GWB, PAINTED	
119	MAIL / COPY ROOM	CARPET TILE	RUBBER	GWB, PAINTED	

FINISH SCHEDULE - FIRST FLOOR

ROOM NO.	ROOM NAME	FLOOR	BASE	WALL	COMMENTS
120	CORRIDOR 3	PORCELAIN	PORCELAIN	PAINT/ WAINSCOTT	
C-1A	CORRIDOR 1	PORCELAIN	PORCELAIN	PAINT/ WAINSCOTT	
C-1B	CORRIDOR 2	PORCELAIN	PORCELAIN	PAINT/ WAINSCOTT	
ST1-1	STAIR 1	RUBBER	RUBBER	GWB, PAINTED	
ST2-1	STAIR 2	RUBBER	RUBBER	GWB, PAINTED	

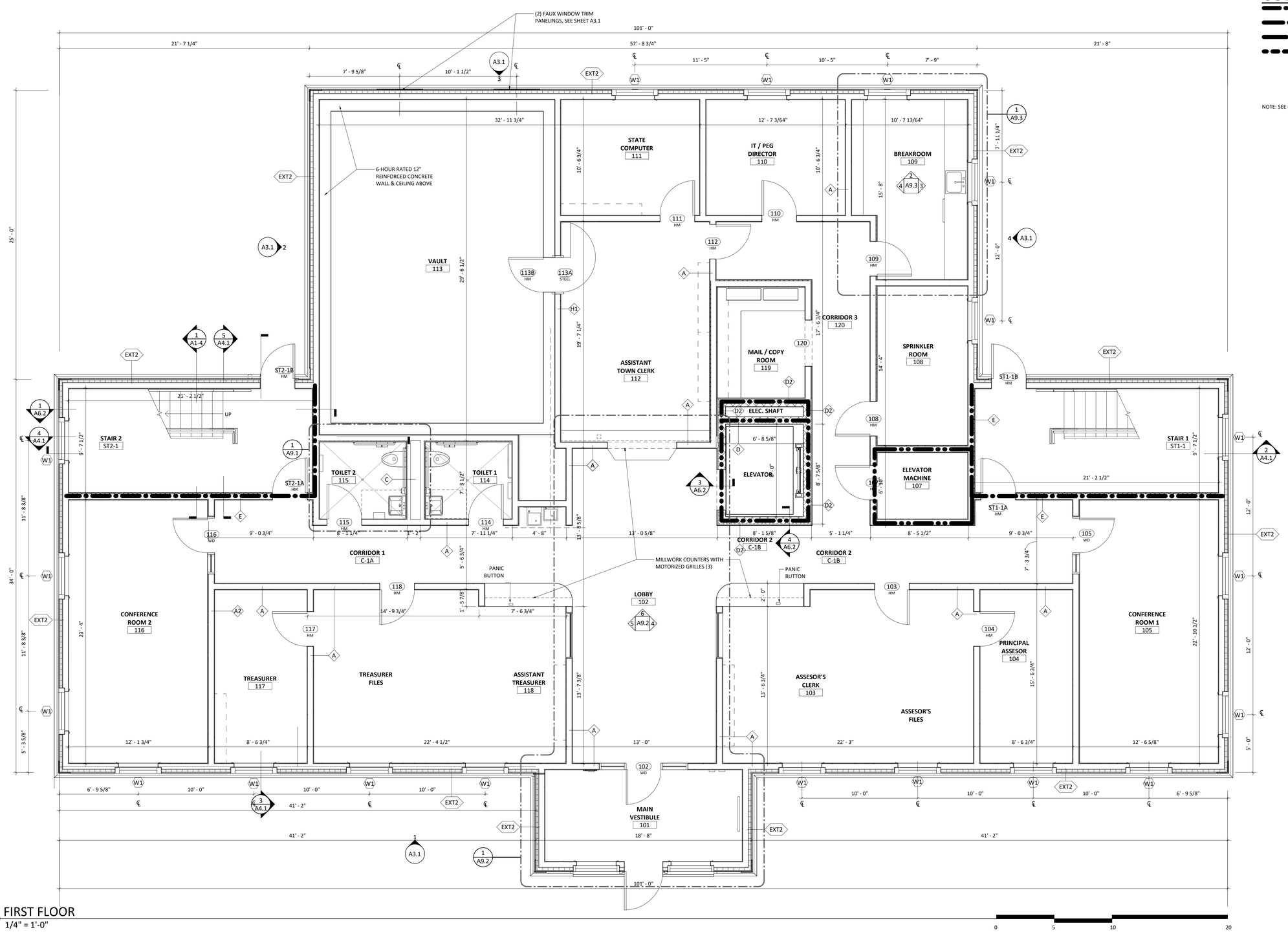
GENERAL NOTES

1. ALL DIMENSIONS ARE ACTUAL, U.N.O.
2. ALL INTERIOR PARITION DIMENSIONS ARE TO FACE OF FINISHED WALL
3. REFER TO CIVIL, MECHANICAL AND ELETRICAL DRAWINGS FOR CONCRETE PAD SIZES.
4. REFER TO STRUCTURAL DRAWINGS FOR EXTENT OF SHEAR PANELS, PROVIDE ALL REQUIRED FRAMING, PLYWOOD AND FASTENERS TO CONSTRUCT SHEAR PANELS AS PART OF WALL ASSEMBLY. COORDINATE LOCATIONS AND CONFIGURATION OF SHEAR PANELS PRIOR TO LAYOUT OF FRAMING.

CODE LEGEND

- 3 HOUR RATING
- 2 HOUR RATING
- 1 HOUR RATING
- 1/2 HOUR RATING
- EXIT DISCHARGE
- FE — FIRE EXTINGUISHER CABINET

NOTE: SEE FLOOR PLANS FOR RATED PARTITION LOCATIONS



1 FIRST FLOOR
1/4" = 1'-0"

context ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1400 WEB CONTEXTARC.COM

NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

FIRST FLOOR PLAN

Scale: 1/4" = 1'-0"
Drawn by: ET/ AT

No.	Issue	Date
1	SD COST EST.	02.27.23

A2.1

FINISH SCHEDULE - SECOND FLOOR

ROOM NO.	ROOM NAME	FLOOR	BASE	WALL	COMMENTS
201	INSPECTIONAL SERVICES	CARPET TILE	RUBBER	GWB, PAINTED	
202	ACCOUNTANTS	CARPET TILE	RUBBER	GWB, PAINTED	
203	TOWN ACCOUNTANT	CARPET TILE	RUBBER	GWB, PAINTED	
204	ADMIN ASSISTANT	CARPET TILE	RUBBER	GWB, PAINTED	
205	TOWN ADMINISTRATOR	CARPET TILE	RUBBER	GWB, PAINTED	
206	EXECUTIVE ASSISTANT	CARPET TILE	RUBBER	GWB, PAINTED	
207	JANITORS	RUBBER	RUBBER	ABUSE RESISTANT GYP.	
208	PRINT / COPY	RUBBER	RUBBER	GWB, PAINTED	
209	PLANNING DIRECTOR	CARPET TILE	RUBBER	GWB, PAINTED	
210	ASSISTANT TOWN PLANNER	CARPET TILE	RUBBER	GWB, PAINTED	
211	MEDIA CONTROL	RUBBER	RUBBER	GWB, PAINTED	

FINISH SCHEDULE - SECOND FLOOR

ROOM NO.	ROOM NAME	FLOOR	BASE	WALL	COMMENTS
212	HEARING ROOM	CARPET TILE	WOOD	PAINT/ WAINSCOTT	
213	HEALTH AGENT	CARPET TILE	RUBBER	GWB, PAINTED	
214	HEALTH DIRECTOR	CARPET TILE	RUBBER	GWB, PAINTED	
215	SELECT BOARD	CARPET TILE	RUBBER	GWB, PAINTED	
216	CONSERVATION	CARPET TILE	RUBBER	GWB, PAINTED	
217	CLOSET	CARPET TILE	RUBBER	GWB, PAINTED	
218	COMMISSIONER	CARPET TILE	RUBBER	GWB, PAINTED	
219	TOILET 1	CERAMIC TILE	CERAMIC TILE	CERAMIC/ PAINT	TILE WAINSCOTT AT ALL WALL
220	TOILET 2	CERAMIC TILE	CERAMIC TILE	CERAMIC/ PAINT	TILE WAINSCOTT AT ALL WALL
221	CONFERENCE ROOM	CARPET TILE	RUBBER	PAINT/ WAINSCOTT	

FINISH SCHEDULE - SECOND FLOOR

ROOM NO.	ROOM NAME	FLOOR	BASE	WALL	COMMENTS
222	LOBBY	PORCELAIN	PORCELAIN	PAINT/ WAINSCOTT	
C2-A	CORRIDOR 5	PORCELAIN	PORCELAIN	PAINT/ WAINSCOTT	
C2-B	CORRIDOR 4	PORCELAIN	PORCELAIN	PAINT/ WAINSCOTT	
C2-C	CORRIDOR 6	PORCELAIN	PORCELAIN	PAINT/ WAINSCOTT	
ST1-2	STAIR 1	RUBBER	RUBBER	GWB, PAINTED	
ST2-2	STAIRS 2	RUBBER	RUBBER	GWB, PAINTED	

GENERAL NOTES

1. ALL DIMENSIONS ARE ACTUAL, U.N.O.
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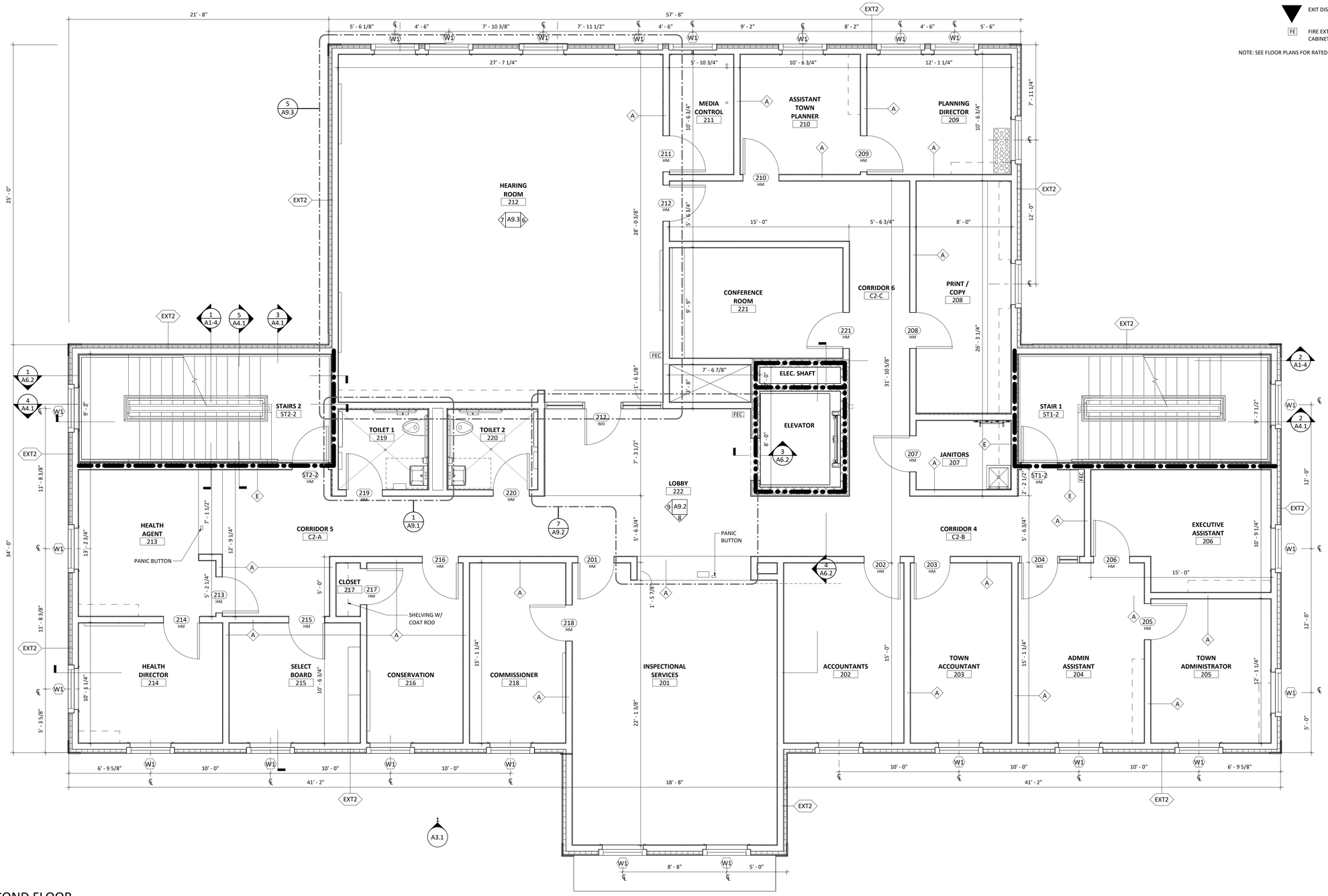
3. REFER TO CIVIL, MECHANICAL AND ELETRICAL DRAWINGS FOR CONCRETE PAD SIZES.
4. REFER TO STRUCTURAL DRAWINGS FOR EXTENT OF SHEAR PANELS, PROVIDE ALL REQUIRED FRAMING, PLYWOOD AND FASTENERS TO CONSTRUCT SHEAR PANELS AS PART OF WALL ASSEMBLY. COORDINATE LOCATIONS AND CONFIGURATION OF SHEAR PANELS PRIOR TO LAYOUT OF FRAMING.

CODE LEGEND

- 3 HOUR RATING
- 2 HOUR RATING
- 1 HOUR RATING
- 1/2 HOUR RATING
- EXIT DISCHARGE
- FE — FIRE EXTINGUISHER CABINET

NOTE: SEE FLOOR PLANS FOR RATED PARTITION LOCATIONS



1 SECOND FLOOR
1/4" = 1'-0"

context ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1400 WEB CONTEXTARC.COM

NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

SECOND FLOOR PLAN

Scale: 1/4" = 1'-0"
Drawn by: ET/ AT

No.	Issue	Date
1	SD COST EST.	02.27.23

A2.2

FINISH SCHEDULE -THIRD FLOOR

ROOM NO.	ROOM NAME	FLOOR	BASE	WALL	COMMENTS
301	TREASURER STORAGE	RUBBER	RUBBER	GWB, PAINTED	
302	CLERK STORAGE	RUBBER	RUBBER	GWB, PAINTED	
303	ISD / PLANNING / ASSESOR STORAGE	RUBBER	RUBBER	GWB, PAINTED	
304	ELECTRICAL	RUBBER	RUBBER	GWB, PAINTED	
305	IT/ NETWORK	RUBBER	RUBBER	GWB, PAINTED	
306	MECHANICAL	RUBBER	RUBBER	GWB, PAINTED	
C3-A	CORRIDOR 7	RUBBER	RUBBER	ABUSE RESISTANT GYP.	
ST1-3	STAIR 1	RUBBER	RUBBER	GWB, PAINTED	
ST 2-3	STAIR 2	RUBBER	RUBBER	GWB, PAINTED	

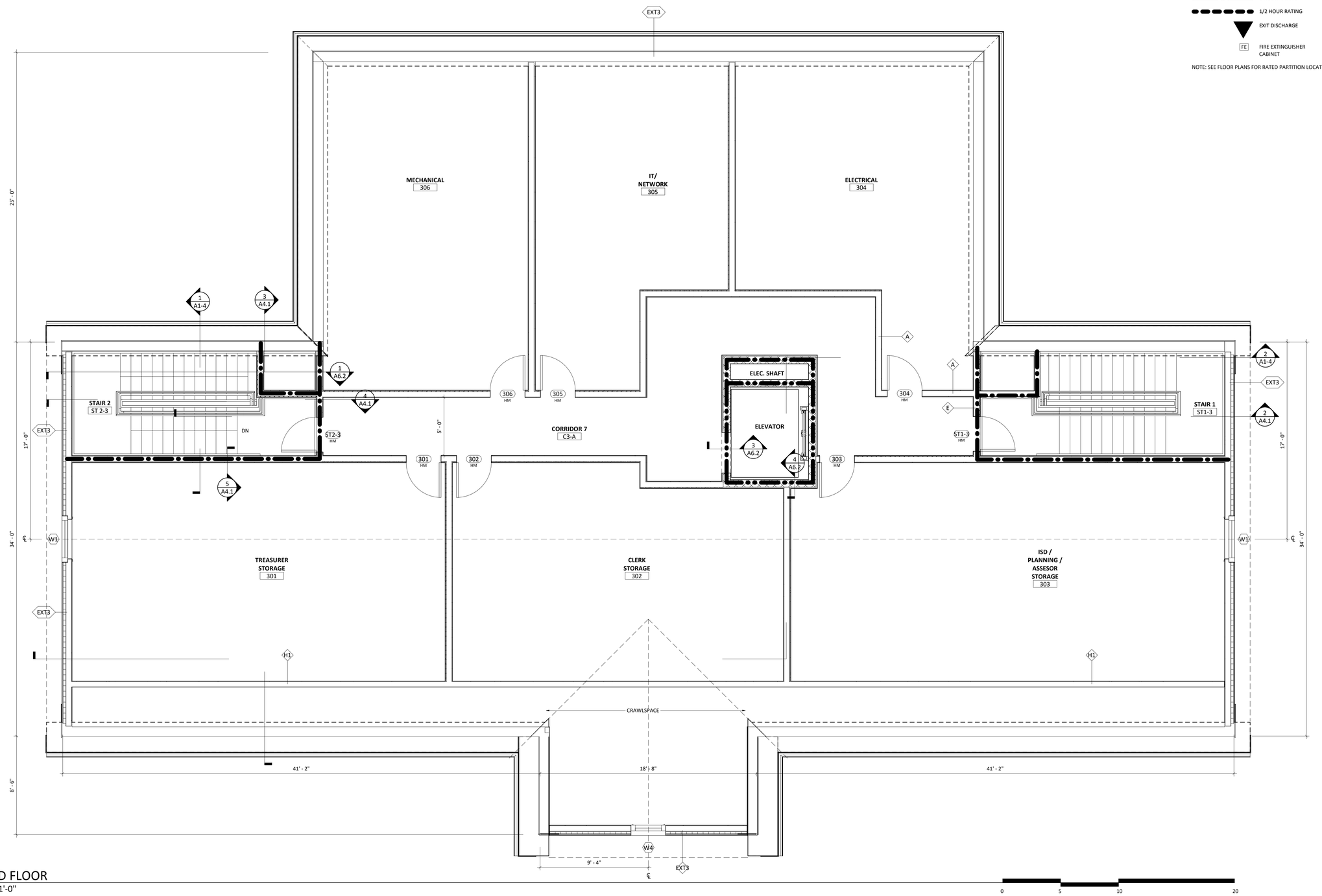
GENERAL NOTES

1. ALL DIMENSIONS ARE ACTUAL, U.N.O.
2. ALL INTERIOR PARITION DIMENSIONS ARE TO FACE OF FINISHED WALL
3. REFER TO CIVIL, MECHANICAL AND ELETRICAL DRAWINGS FOR CONCRETE PAD SIZES.
4. REFER TO STRUCTURAL DRAWINGS FOR EXTENT OF SHEAR PANELS, PROVIDE ALL REQUIRED FRAMING, PLYWOOD AND FASTENERS TO CONSTRUCT SHEAR PANELS AS PART OF WALL ASSEMBLY. COORDINATE LOCATIONS AND CONFIGURATION OF SHEAR PANELS PRIOR TO LAYOUT OF FRAMING.

CODE LEGEND

- 3 HOUR RATING
- 2 HOUR RATING
- 1 HOUR RATING
- 1/2 HOUR RATING
- EXIT DISCHARGE
- FE — FIRE EXTINGUISHER CABINET

NOTE: SEE FLOOR PLANS FOR RATED PARTITION LOCATIONS



1 THIRD FLOOR
1/4" = 1'-0"

context ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1400 WEB CONTEXTARC.COM

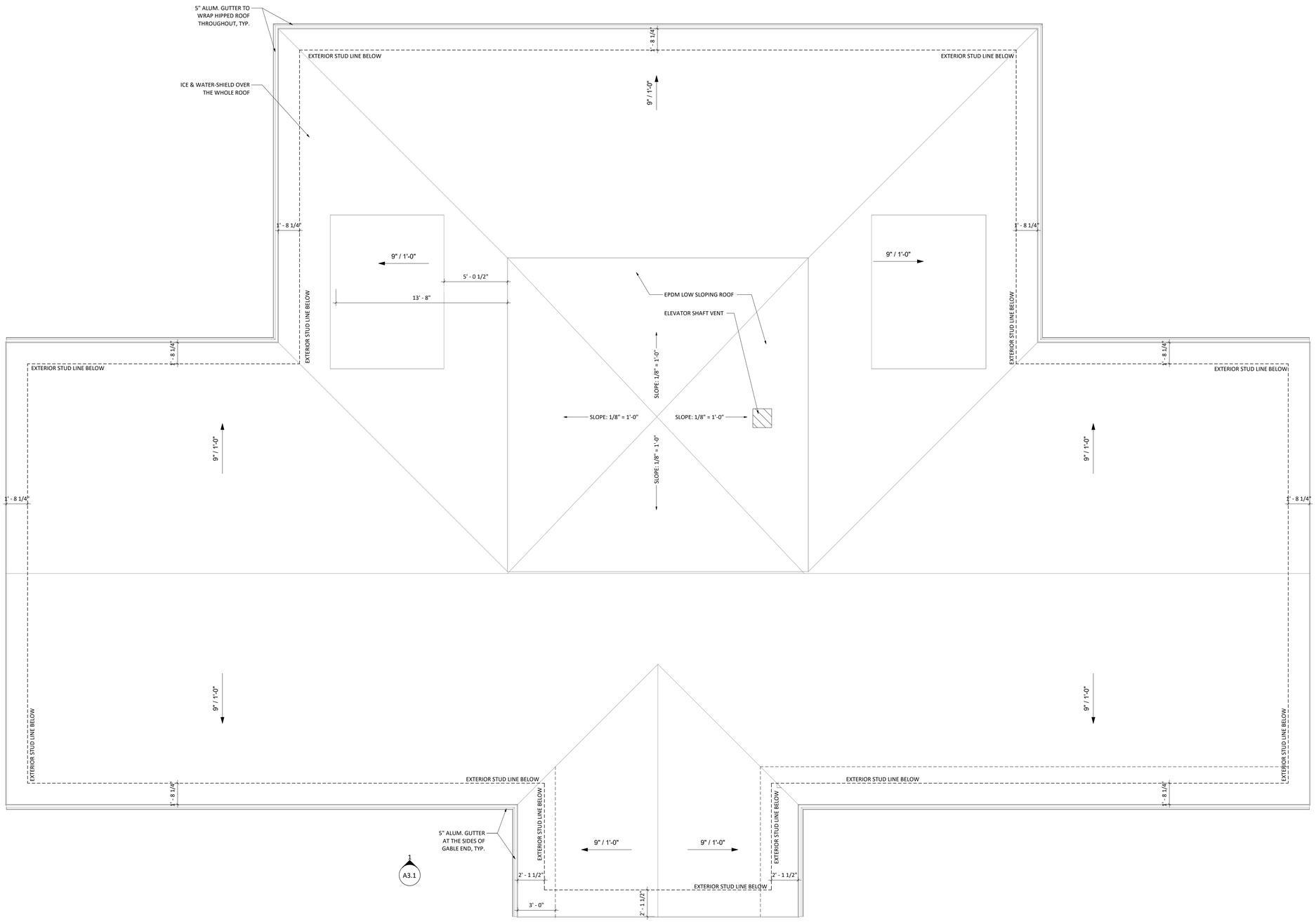
NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

THIRD FLOOR/ ATTIC PLAN

Scale: 1/4" = 1'-0"
Drawn by: ET

No.	Issue	Date
1	SD COST EST.	02.27.23

A2.3



1 ROOF PLAN
1/4" = 1'-0"

context ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1400 WEB CONTEXTARC.COM

NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

ROOF PLAN

Scale: 1/4" = 1'-0"
Drawn by: ET/ AT

No.	Issue	Date
1	SD COST EST.	02.27.23

A2.4

FIRST FLOOR GROSS AREA	**:**	**5,055 SQ.FT.**
SECOND FLOOR GROSS AREA	**:**	**5,055 SQ.FT.**
THIRD FLOOR/ ATTIC AREA	**:**	**4,395 SQ.FT.**
BUILDING GROSS AREA TOTAL:		**14,505 SQ.FT**

1 FIRST FLOOR FURNITURE PLAN
1/4" = 1'-0"

context ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1400 WEB CONTEXTARC.COM

NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

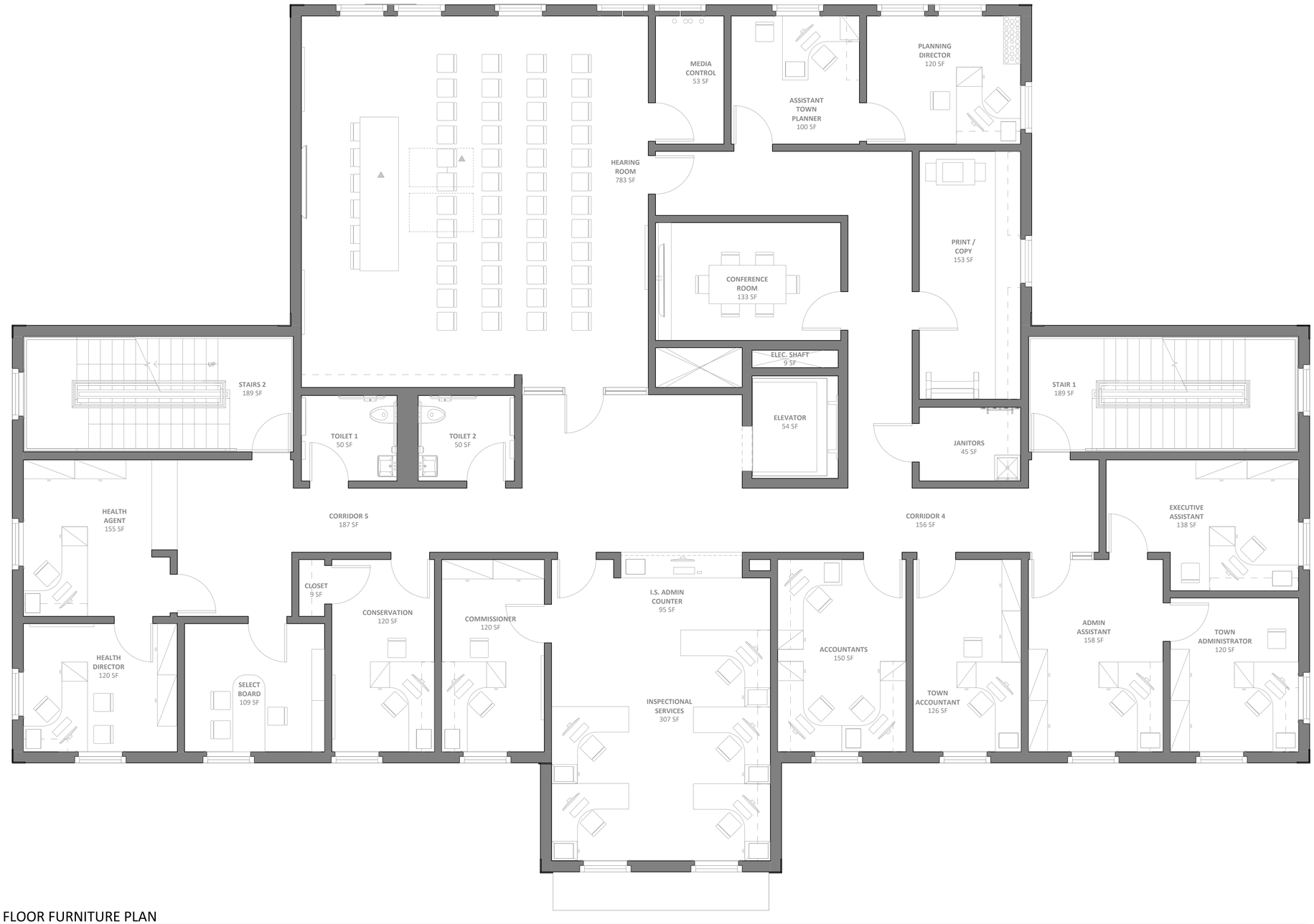
FIRST FLOOR FURNITURE PLAN

Scale: 1/4" = 1'-0"
Drawn by: ET

No.	Issue	Date
1	SD COST EST.	02.27.23

A2.5

FIRST FLOOR GROSS AREA	:	5,055 SQ.FT.
SECOND FLOOR GROSS AREA	:	5,055 SQ.FT.
THIRD FLOOR/ ATTIC AREA	:	4,395 SQ.FT.
BUILDING GROSS AREA TOTAL	:	14,505 SQ.FT



1 SECOND FLOOR FURNITURE PLAN
1/4" = 1'-0"

context ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1400 WEB CONTEXTARC.COM

NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

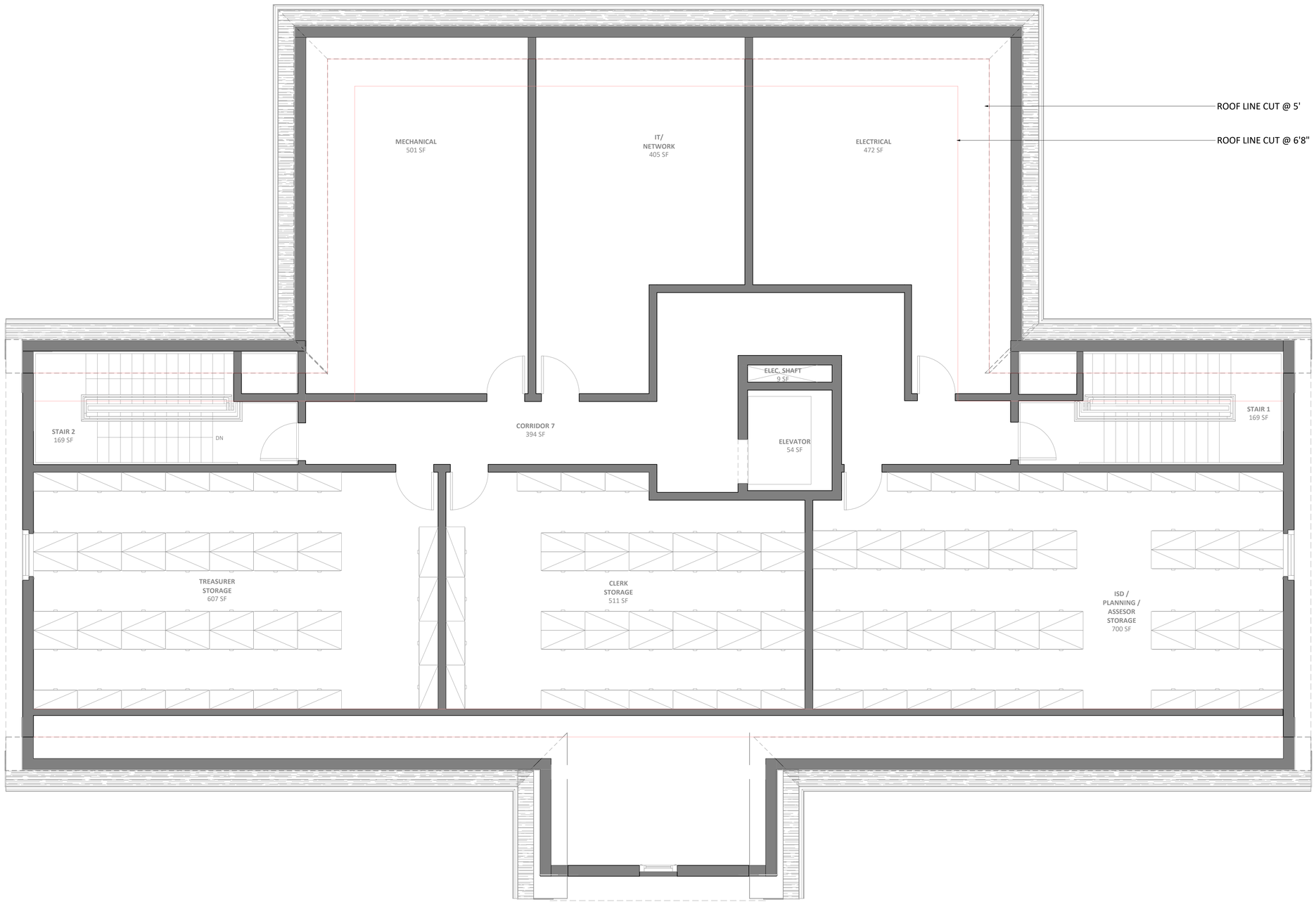
SECOND FLOOR FURNITURE PLAN

Scale: 1/4" = 1'-0"
Drawn by: ET/ AT

No.	Issue	Date

A2.6

FIRST FLOOR GROSS AREA	**:**	**5,055 SQ.FT.**
SECOND FLOOR GROSS AREA	**:**	**5,055 SQ.FT.**
THIRD FLOOR/ ATTIC AREA	**:**	**4,395 SQ.FT.**
BUILDING GROSS AREA TOTAL	**:**	**14,505 SQ.FT**



1 THIRD FLOOR FURNITURE PLAN
1/4" = 1'-0"

context
ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1400 WEB CONTEXTARC.COM

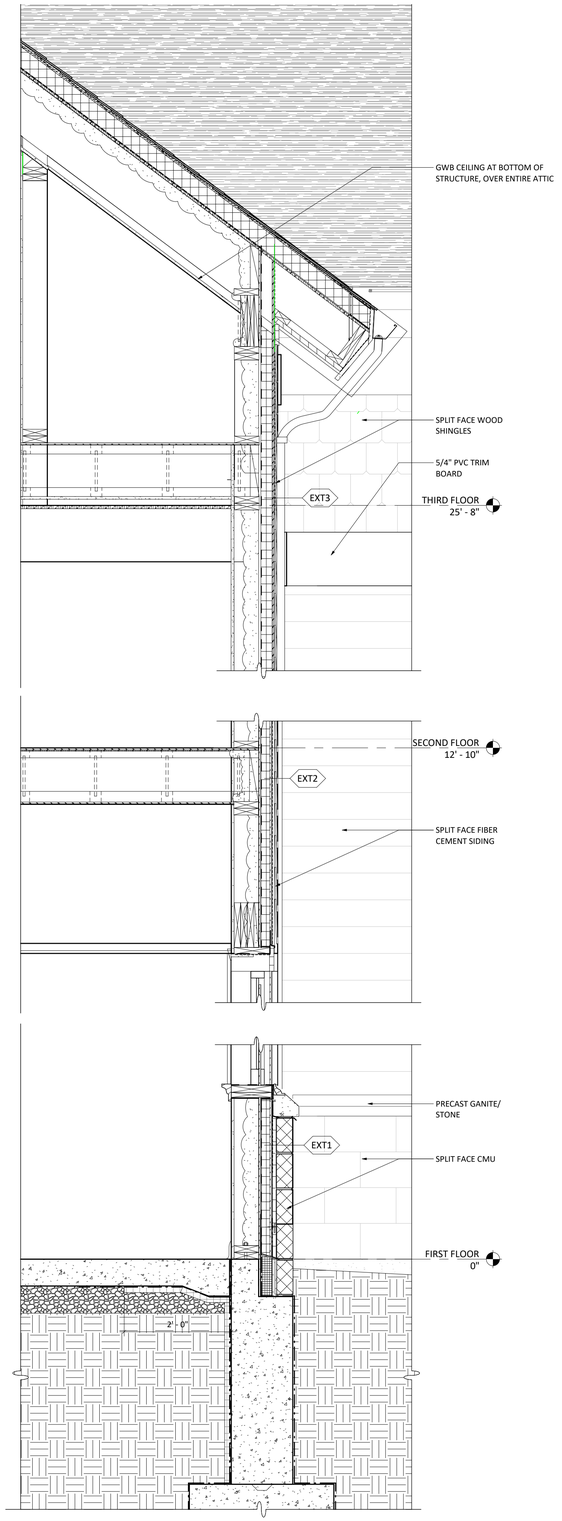
NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

THIRD FLOOR FURNITURE PLAN

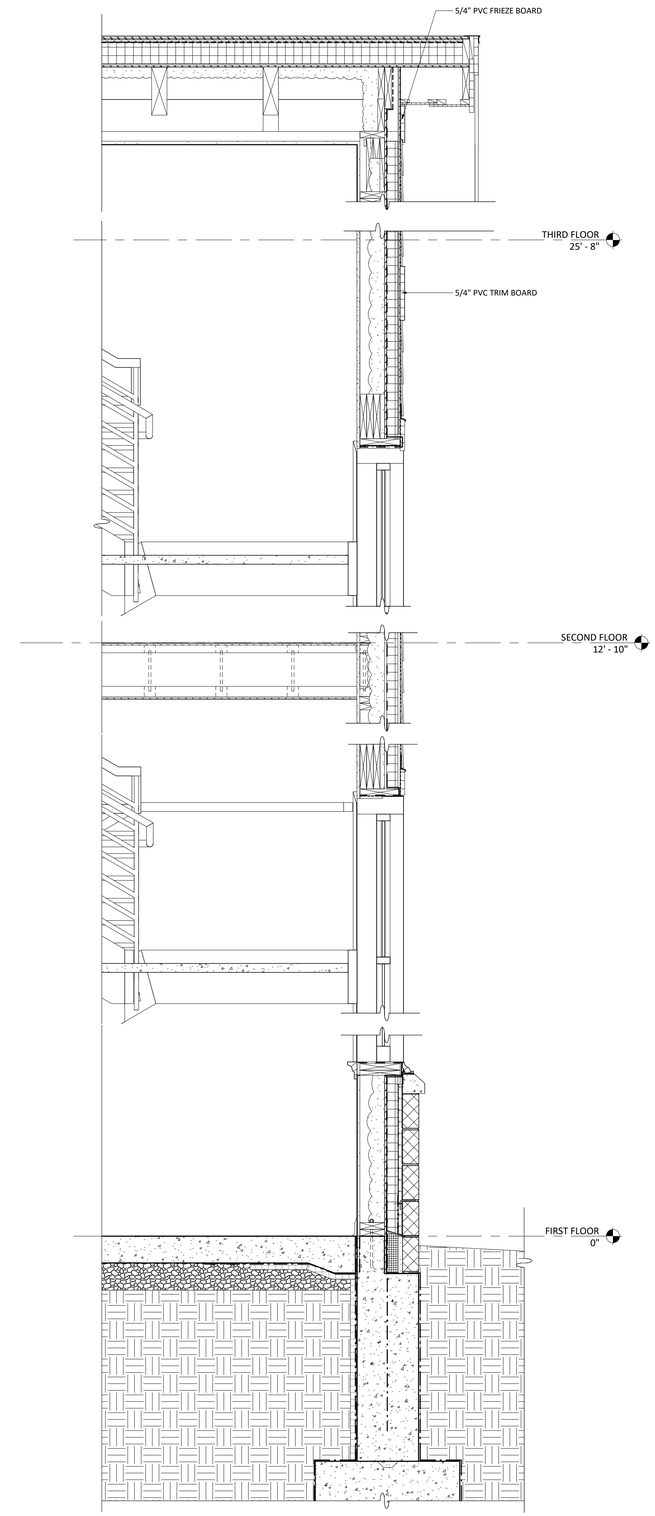
Scale: 1/4" = 1'-0"
Drawn by: ET/ AT

No.	Issue	Date

A2.7



2 TYPICAL WALL SECTION
3/4" = 1'-0"



1 WALL SECTION AT END GABLE ROOF
3/4" = 1'-0"

context
ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1400 WEB CONTEXTARC.COM

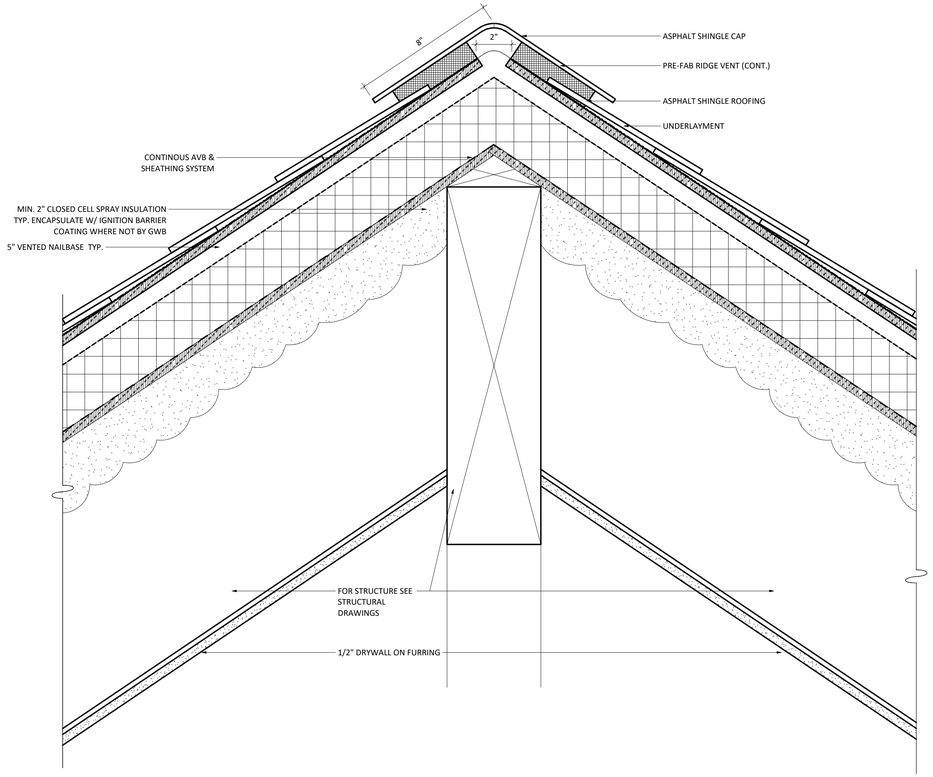
NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

WALL SECTIONS

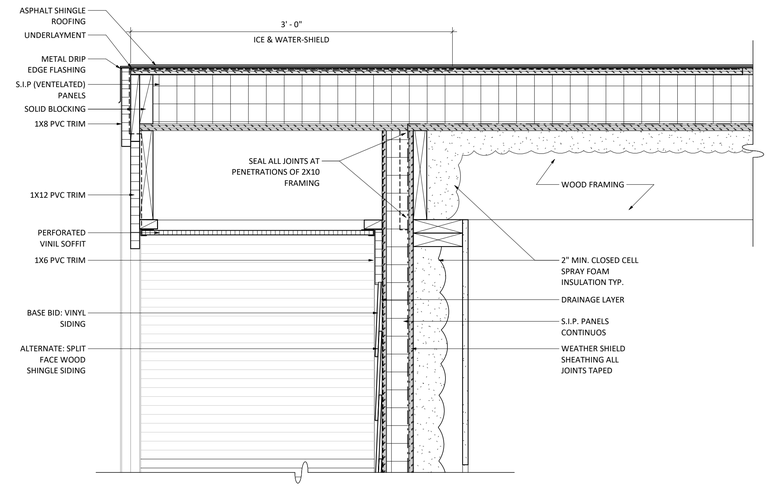
Scale: 3/4" = 1'-0"
Drawn by: ET

No.	Issue	Date
1	SD COST EST.	02.27.23

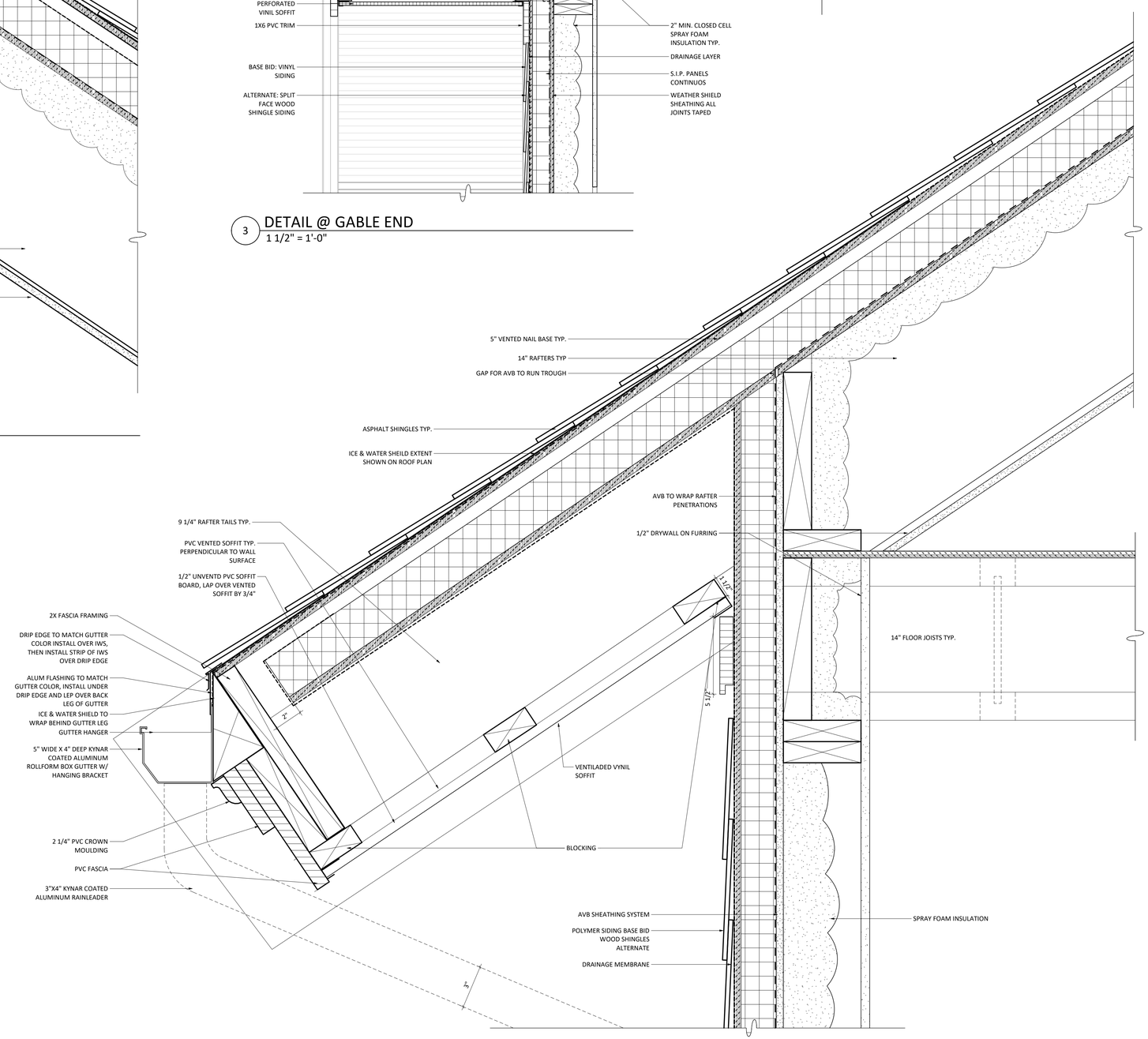
A4.2



2 TYP. DETAIL @ RIDGE VENT
3" = 1'-0"



3 DETAIL @ GABLE END
1 1/2" = 1'-0"



1 TYP. DETAIL @ EAVE OVERHANG
3" = 1'-0"

context ARCHITECTURE
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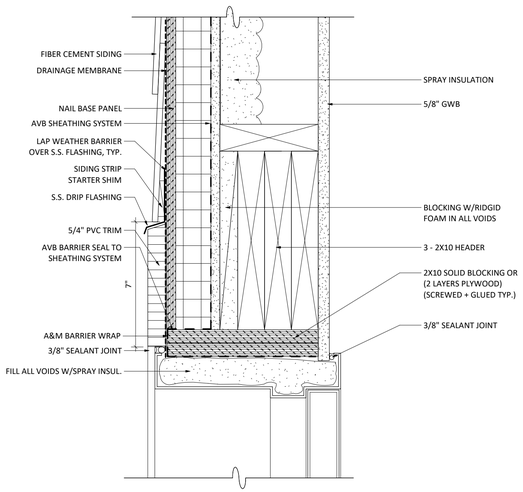
NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

EXTERIOR DETAILS - ROOF

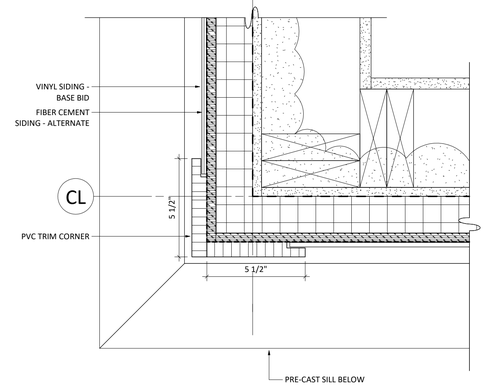
Scale: As indicated
Drawn by: ET

No.	Issue	Date
1	SD COST EST.	02.27.23

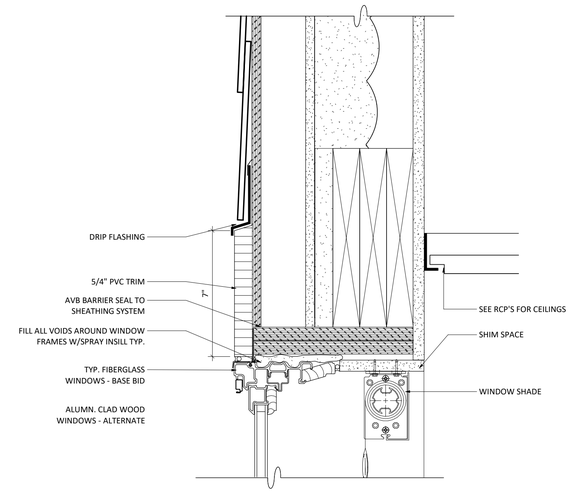
A5.1



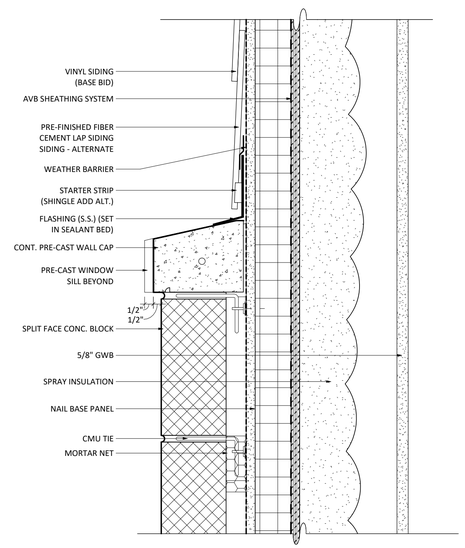
8 TYP HEADER DETAIL @ EXT. DOOR
3" = 1'-0"



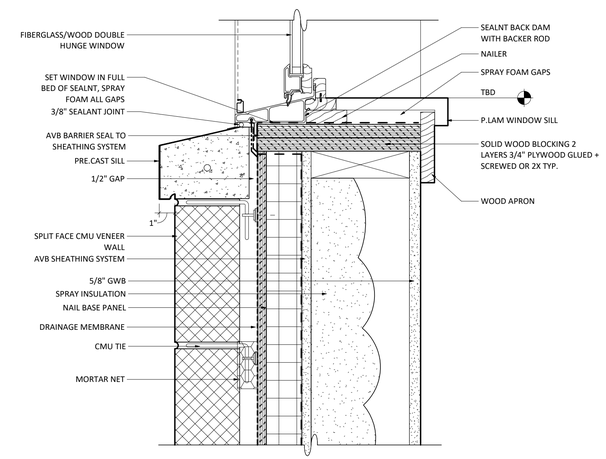
9 TYP. DETAIL @ CORNER TRIM
3" = 1'-0"



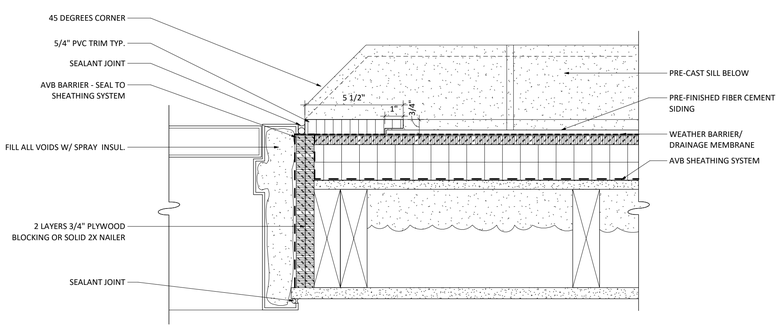
3 TYP. WINDOW HEADER DETAIL
3" = 1'-0"



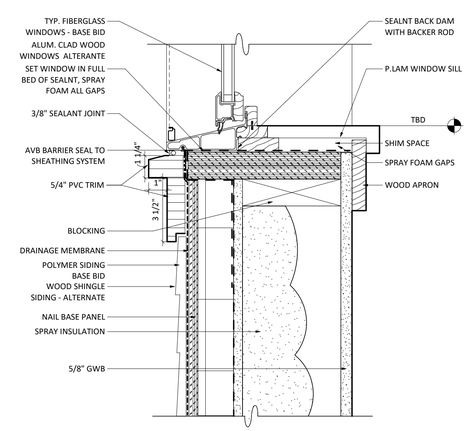
5 TYP. DETAIL @ MASONRY WALL BASE CAP
3" = 1'-0"



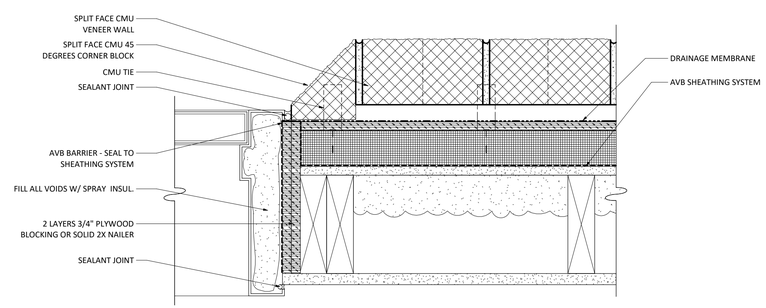
2 TYP. SILL DETAIL @ FIRST FLOOR WINDOW SILL
3" = 1'-0"



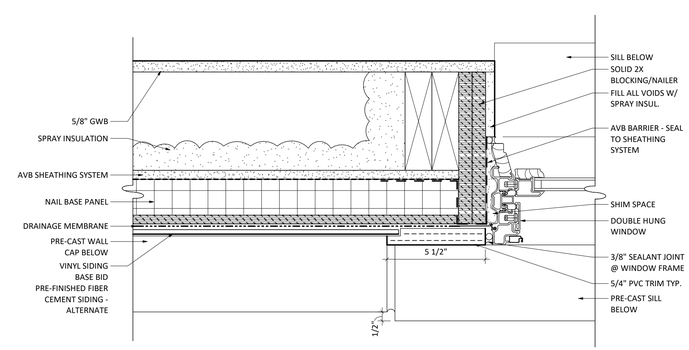
7 TYP. DETAIL JAMB @ EXTERIOR DOOR/ SIDING
3" = 1'-0"



4 TYP. WINDOW SILL @ SECOND FLOOR
3" = 1'-0"



6 TYP. JAMB DETAIL @ EXTERIOR DOOR/ CMU BASE
3" = 1'-0"



1 TYP. DETAIL @ FIRST FLOOR WINDOW JAMB
3" = 1'-0"

context ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1400 WEB CONTEXTARC.COM

NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

EXTERIOR DETAILS - DOORS & WINDOWS

Scale: 3" = 1'-0"
Drawn by: ET

No.	Issue	Date
1	SD COST EST.	02.27.23

A5.2

CEILING LEGEND

- 6" X 2' LIGHT FIXTURE
- 6" X 4' LIGHT FIXTURE
- W — WALL MOUNTED LIGHT FIXTURE
- EXTERIOR LIGHT FIXTURE
- 2' X 2' LIGHT FIXTURE
- 2' X 4' LIGHT FIXTURE
- RECESSED CAN LIGHT FIXTURE
- SH — RECESSED SHOWER CAN LIGHT FIXTURE
- 2' X 2' ACOUSTIC CEILING TILE (ACT)
- GWB CEILING OR SOFFIT
- 3/16" THICK METAL CEILING
- (2) LAYERS GWB CEILING

1 FIRST FLOOR RCP
1/4" = 1'-0"

context ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1400 WEB CONTEXTARC.COM

NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

FIRST FLOOR RCP

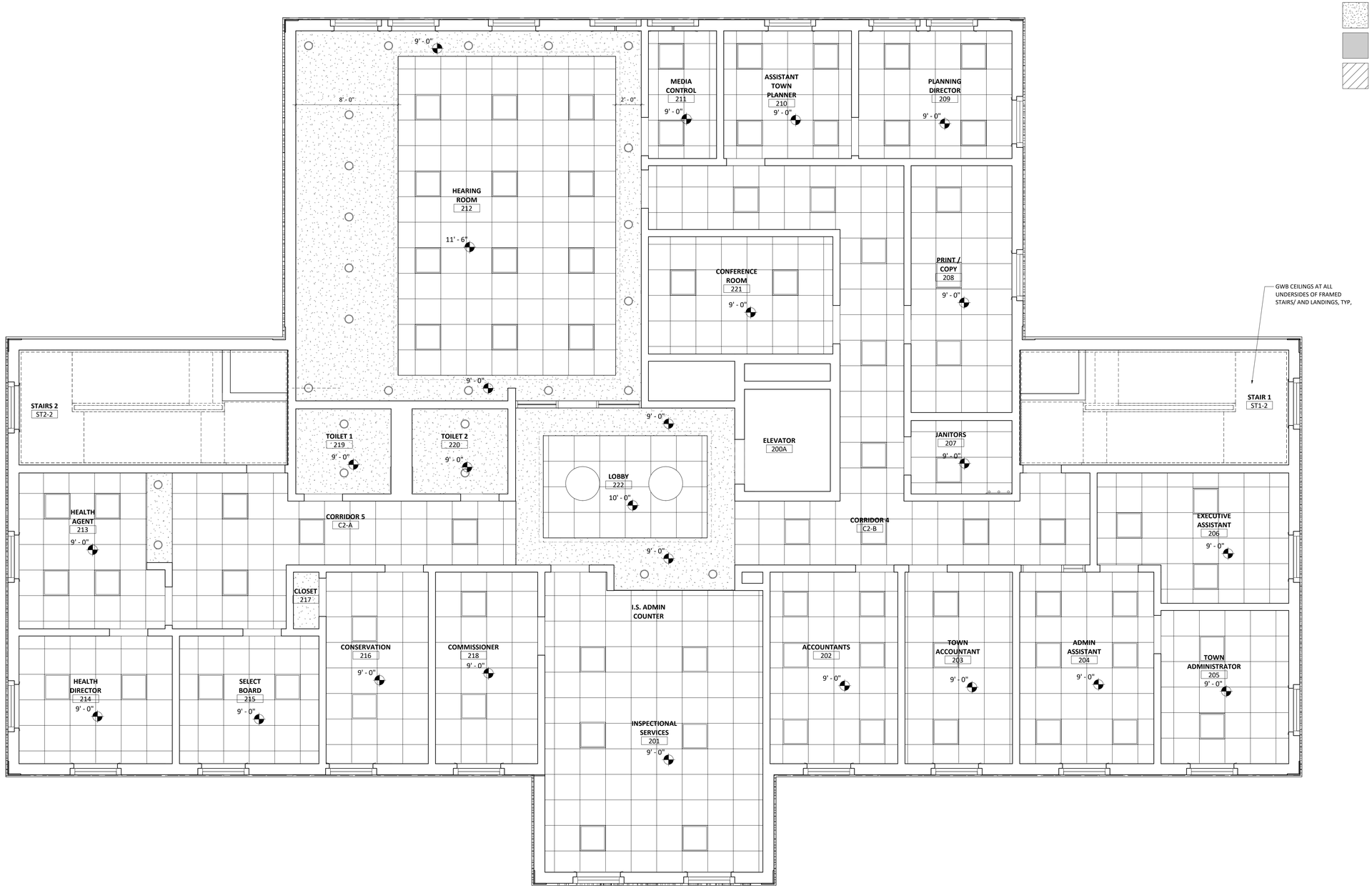
Scale: 1/4" = 1'-0"
Drawn by: ET/ AT

No.	Issue	Date
1	SD COST EST.	02.27.23

A8.1

CEILING LEGEND

- 6" X 2' LIGHT FIXTURE
- 6" X 4' LIGHT FIXTURE
- W — WALL MOUNTED LIGHT FIXTURE
- EXTERIOR LIGHT FIXTURE
- 2' X 2' LIGHT FIXTURE
- 2' X 4' LIGHT FIXTURE
- RECESSED CAN LIGHT FIXTURE
- SH — RECESSED SHOWER CAN LIGHT FIXTURE
- 2' X 2' ACOUSTIC CEILING TILE (ACT)
- GWB CEILING OR SOFFIT
- 3/16" THICK METAL CEILING
- (2) LAYERS GWB CEILING



1 SECOND FLOOR RCP
1/4" = 1'-0"

context ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1400 WEB CONTEXTARC.COM

NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

SECOND FLOOR RCP

Scale: 1/4" = 1'-0"
Drawn by: ET/ AT

No.	Issue	Date
1	SD COST EST.	02.27.23

A8.2

ROOME & GUARRACINO, LLC

Consulting Structural Engineers

300Trade Center Suite 3540 Woburn, MA 01801

Tel: 617.628.1700 Fax: 617.628.1711

Newbury Town Hall, Newbury, MA

Structural

This project consists of the design and construction of two-story town hall. The town hall is approximately 13,000 SF space being used for town meeting space, town offices, etc purposes. Elevator shafts will be framed with 8" reinforced CMU. The buildings will be wood framed and the lateral loads will be resisted by light framed plywood sheathed shear walls.

Second & Third Floors

The floors will be framed with 14" deep wood I joists at 16" c/c and ¾" T & G plywood floor sheathing (Advantech is an alternative floor sheathing). The I joist will be supported on 2x6 @ 16" oc interior bearing and exterior walls. Some on the 2x6 interior walls will have ½" plywood Exp 1 sheathing to make them shear walls for lateral load resistance system (assume 50% of interior walls). All the exterior walls will have ½" plywood Exp 1 sheathing to make them shear walls for lateral load resistance system. Some LVL or steel W beams and PSL posts will be required where the bearing walls are not continuous.

Roof Framing

Sloped roof will be framed with LVL ridge beams and 2x or LSL rafters @ 16" oc with ¾" exterior grade plywood (Advantech is an alternative floor sheathing) roof sheathing. The ridge beam will be supported by PSL wood post and the rafters will be supported by the ridge beams and 2x6 at 16" oc exterior walls. Some LVL or steel W beams and PSL posts will be required where the bearing walls are not continuous.

Exterior Walls/Facade System – All Buildings

All the exterior walls will be 2x6 at 16" oc with ½" plywood Exp 1 sheathing to make them shear walls for lateral load resistance system

Lower Level/Foundation System

Individual building wood columns will be supported on individual spread footings, while interior bearing walls will be supported on thickened slabs. The assumed allowable bearing capacity of 4 kips/sf will apply to all foundations. Accordingly, the floor slab will be a 5" thick cast-in-place concrete slab-on-grade reinforced with 6x6-W1.4xW1.4 WWF. Perimeter reinforced concrete foundation walls will be 12" thick and reinforced with # 4@ 12" H &V EW. All exterior walls will extend down 4'-0" below frost level. The vault will consists of 8 to 12" thick slab on grade, 12" thick reinforced concrete walls all around and a 12" thick reinforced concrete slab over the top. The reinforcement will be #4@12" H & V EW.

Basis of Design

Massachusetts Building Code, 9th Edition, International Building Code, IBC 2015, and ASCE 7-10.

Structural Design Loads

1. Dead loads
   (A) Weight of building components
2. Live loads
   (A) Main level (public assembly), stairs, etc. – 100 PSF
   (B) Second floor (offices) – 80 PSF (including partitions)
   (C) Attic floor (offices) – 80 PSF (including partitions)
   (D) Roof snow load – 45.0 PSF plus drift
   Pg =50.0 PSF; Is=1.2; Ce=1.0; Ct=1.0
3. Wind loads – Per Mass. Building Code and ASCE7-10; Exposure B
   Risk Category IV – Basic Wind Speed V (ult.) = 136 mph
   Directional Method

Height	Wall (Psf) (ult.)
0'-15'	20.8
15'-25'	23.2
25'-42'	26.0

4. Earthquake loads- Per Mass. Code and ASCE7-10; Importance Factor I=1.5;
   Site Class "E"; Seismic Design Category 'D'
   Equivalent Lateral Force Procedure
   R=6.5; Cd=4.0 (Light Framed Walls Sheathed with Wood Structural Panels Rated for Shear Resistance)
   Ss= .263; Fa=2.5; SDS=.43g
   S1=.077; Fv=3.5; SD1= .178g
   Cs=0.1; V=CsxW
   W= xxx Kips; V= xxx Kips (Ult.)

GENERAL

1. Structural work shall conform to the requirements of "The Commonwealth of Massachusetts State Building Code", 9th Edition, "The International Building Code" (IBC 2015), and ASCE 7-10.
2. Examine architectural, mechanical, plumbing and electrical drawings for verification of location and dimensions of chases, inserts, openings, sleeves, washes, drips, reveals, depressions and other project requirements not shown on structural drawings.
3. Verify and coordinate dimensions related to this project.
4. Provide and install necessary material to connect elevator support beams. Location and size of beams and any inserts required shall be determined by the elevator manufacturer.
5. Openings in slabs and walls less than 12" maximum dimension are generally not shown on structural drawings shall not be revised without prior written approval of the architect.
6. Typical details and notes shown on structural drawings shall be applicable to all parts of the structural work except where specifically required otherwise by contract documents.
7. Details not specifically shown shall be similar to those shown for the most nearly similar condition as determined by the architect.
8. The contractor shall submit complete shop drawings for all parts of the work. No performance of the work shall commence without review of the shop drawings by the architect.

FOUNDATIONS

1. Foundations for this project consist of spread footings, foundation walls, and slabs on grade. The assumed allowable bearing pressure is 2.0 tons per square foot.
2. No responsibility is assumed by the architect for the validity of the subsurface conditions described on the drawings, specifications, test borings or test pits. These data are included only to assist the contractor during bidding and subsequent construction and represent conditions only at these specific locations at the particular time they were made.
3. Foundation units shall be centered under supported structural members, unless noted otherwise on the drawings.
4. Exterior construction shall be carried down below finished exterior grade to a minimum depth of 4'-0", unless noted otherwise.
5. Provide temporary or permanent supports, whether shoring, sheeting or bracing so that no horizontal movement or vertical settlement occurs to existing structures, streets or utilities adjacent to the project site.
6. Carry out continuous control of surface and subsurface water during construction such that foundation work is done in dry and on undisturbed subgrade material, as applicable.
7. Bottom 3 inches of exactions for footings shall be finished by hand shovel.
8. Backfill under any portion of the structure shall be compacted in 6" lifts per specifications requirements.
9. No foundation concrete shall be placed in water or on frozen subgrade material.
10. Protect in-place foundations and slabs from frost penetration until the project is completed.
11. Do not backfill behind foundation walls until permanent lateral structural support system is in place and of full strength.
12. Sheeting, shoring and bracing for the lateral support of excavation shall remain in place until all permanent structural systems below ground level are complete.

CONCRETE

1. Concrete work shall conform to "Building Code Requirements for Reinforced Concrete" (ACI 318-14), and "Specifications for Structural Concrete for Buildings" (ACI 301-14).
2. Concrete shall be controlled concrete, proportioned, mixed and placed in the presence of a representative of an approved testing agency.
3. Unless noted otherwise, concrete shall have a minimum 28 day compressive strength and be of a type as follows:

   (A) Footings, walls, slabs-on-grade 4000 PSI (Normal weight)
   (B) Topping slabs & housekeeping pads 3000 PSI (Normal weight)
4. Concrete to be exposed to the weather in the finished project shall be air entrained.
5. Provide vapor barrier under interior slabs cast on grade.
6. Construction joints shown on drawings are mandatory. Omissions, additions or changes shall not be made except with the submittal of a written request together with drawings of the proposed joint locations for approval of the architect.
7. Where construction joints are not shown or when alternate joint locations are proposed, a concrete placing sequence shall be submitted to the architect for approval prior to preparation of the reinforcement shop drawings.
8. Size of concrete placements, unless noted otherwise, shall be as follows:

	Max Length (Feet)	**Max Area (Sq. Feet)**
(A) Footings and walls	30*	-
(B) Slabs on grade	30*	900* place in alt panel

*Exceed only where intermediate contraction joints are provided.

9. Minimum of 72 hours shall elapse between adjacent concrete placements.
10. Concrete shall be placed without horizontal construction joints except where shown or noted. Vertical construction joints and stops in concrete work shall be made at midspan or at points of minimum shear.
11. Concrete slabs shall be placed so that the slab thickness is at no point less than that indicated on the drawings.
12. Structural steel below grade shall be encased in concrete with a minimum cover of 2".

REINFORCEMENT

1. Reinforcement work of detailing, fabrication and erection shall conform to "Building Code Requirements for Reinforced Concrete" (ACI 318-14), "ACI Detailing Manual – 1994" (SP-66), "CRSI Manual of Standard Practice" (MSP 1-97), and "Structural Welding Code – Reinforcing Steel" (AWS D1.4-92).
2. Steel reinforcement, unless noted otherwise, shall conform to the following:

(A) Bars, ties and stirrups	ASTM A615 Grade 60	(FY=60 KSI)
(B) Welded wire fabric (WWF)	ASTM A185	

3. Provide and schedule on shop drawings the necessary accessories to hold reinforcement securely in position. Minimum requirements shall be: high chairs, 4'-0" O.C. with continuous #5 support bar; slab bolsters, continuous and 3'-6" O.C.; beam bolsters, 5'-0" O.C.
4. Minimum concrete protective covering for reinforcement, unless noted otherwise, shall be as follows:

(A) Unformed surfaces cast against and permanently in contact with earth: 3.0"
(B) Formed surfaces in contact with earth or exposed to weather:

#6 through #18 bars	2.0"
#5 bars, 5/8" wire and smaller	1.5"

(C) Surfaces not in contact with earth or exposed to weather - walls, slabs, joists:

#14 and #18 bars	1.5"
#11 bars and smaller	1.0"

Beams, girders and columns – principal reinforcement, ties, stirrups or spirals: 1.5"

5. Where continuous reinforcement is called for, it shall be extended continuously around corners and lapped at necessary splices or hooked at discontinuous ends. Laps shall be Class B tension lap splices, unless noted otherwise.
6. Where reinforcement is not shown on drawings, provide reinforcement in accordance with applicable details as determined by the architect. In no case shall reinforcement be less than the minimum reinforcement permitted by the applicable codes.
7. Where reinforcement is required in section, reinforcement is considered typical wherever the section applies.
8. Reinforcement shall be continuous through construction joints.
9. Dowels shall match bar size and number, unless noted otherwise.
10. Welded wire fabric shall lap 8" or 1-1/2" spaces, whichever is larger and shall

be wired together.

11. Reinforcement shall not be tack-welded.
12. Installation of reinforcement shall be completed at least 24 hours prior to the scheduled concrete placement. Notify architect of completion at least 24 hours prior to the scheduled completion of the installation of reinforcement.

STRUCTURAL STEEL

1. Structural steel work shall conform to "Specification for Structural Steel Buildings" (AISC 2011); "Code of Standard Practice for Steel Buildings & Bridges" (AISC 2011; "Seismic Provisions for Structural Steel Buildings" (AISC, 2011); "Specification for Structural Steel Joints Using ASTM A325 and A490 bolts" (AISC 2011), "Structural Welding Code – Steel" (AWS D1.1-96).
2. Structural steel shall be detailed in accordance with "Detailing for Steel Construction (AISC)" and where required, designed in accordance with cited references.
3. Structural steel details, not specifically shown, shall be taken as being similar to those shown for the most nearly similar condition as determined by the architect.
4. Structural steel shall be new steel conforming to the following:

(A) Unless noted otherwise	ASTM A992	Grade 50 (Fy = 50 KSI)
(B) Angles, T's, channels, and plates, etc	ASTM A36	(Fy = 36 KSI)
(C) Tubes	ASTM A500	Grade B (Fy = 46 KSI)
(D) Pipes	ASTM A501 or ASTM A53	Type E or S, Grade B
(E) Anchor bolts	ASTM A307 or ASTM F1554 gr. 105	
(F) High strength bolts	ASTM A325	

5. Anchor bolts, leveling plates or bearing plates shall be located and built into connecting work, preset by templates or similar methods. Plates shall be set in full beds of non-shrink grout.
6. Bolted connections should be as follows:
   (A) Minimum bolt diameter – ¾", two bolts minimum.
   (B) Standard, oversized or horizontal shorts slotted holes in webs of beams.
   (C) Shear connections for moment connected members – friction type high strength bolts in single shear.
   (D) Shear connections for other members – simple shear connections with either friction type high strength bolts in single shear or bearing type high strength bolts (threads included in shear plane) in single or double shear.
   (E) Simple shear connections shall be capable of end rotation per AISC requirements for "Unrestrained Members".
7. Welded connections shall be made by approved certified welders using filler metal conforming to E70XX or F7X-EXXX with low hydrogen.
8. Welds shall develop the full strength of the materials being welded, unless noted otherwise, except that fillet welds shall be a minimum of ¼".
9. Beam connections, unless noted otherwise, shall provide connection capacity as follows, or as shown on the plans, whichever is larger:

(A) Beams: support a reaction "R" equal to ½ the total uniform load capacity of beam for a given shape, span and grade of steel per "Maximum Total Uniform Load" Table 3-6 to 3-9, AISC Manual of Steel Construction, 14th Edition.

10. Ends of columns at splices and at other bearing connections shall be "finished to bear" to complete the true bearing.
11. Provide stiffeners "finished to bear" under all load concentrations on supporting members, over columns, and where shown on drawings.
12. Provide temporary erection bracing and supports to hold structural steel framing securely in position. Such temporary bracing and supports shall not be removed until permanent bracing has been installed.
13. Structural steel framing shall be true and plumb before connections are finally bolted or welded.
14. Field cutting of structural steel or any field modifications of structural steel shall not be made without prior written approval by architect for each specific case.
15. Structural steel encased in masonry shall be covered with mastic coating per specifications.
16. Structural steel members shall be fireproofed per specifications.
17. Structural steel members and connections exposed to the weather shall be galvanized.

MASONRY CONSTRUCTION

1. Clay (brick) and concrete masonry unit (CMU) construction shall conform to "Building Code Requirements for Masonry Structures" (ACI 530-99/ASCE 5-99/TMS402-99), and to "Specifications for Masonry Structures" (ACI 530.1-99/ASCE 6-99/TMS 602-99).
2. Materials strings shall be as follows:
   (A) Face brick shall conform to ASTM C-215 Grade SW with compressive strength of 5000 PSI.
   (B) Common brick shall conform to ASTM C-62 Grade SW with compressive strength of 5000 PSI.
   (C) Concrete masonry units shall conform to ASTM C-90 or C-145 Grade N-1.
   (D) Mortar shall conform to ASTM C-270, Type M or S.
   (E) Grout shall conform to ASTM C-476 fine or coarse.
3. Masonry shall have f'm = 1500 PSI. f'm is the compressive strength of the masonry at 28 days as determined by prism tests.
4. Prior to grouting cells, bars and cells must be inspected by the testing agency.
5. The base of each cell in which a bar is placed must have a cleanout hole.
6. The design of reinforced masonry construction is based on allowable stresses predicated on "with inspection" provisions, requiring that qualified masonry inspection take place on a continuous basis whenever masonry is being placed.
7. Reinforced masonry walls shall have bond beams at each floor level. Bond beam reinforcing shall be extended into and be continuous with all intersecting bond beams.
8. Anchors to masonry walls shall be 3/4" diameter expansion bolts or anchor bolts. Bolts shall be 2" shorter than wall thickness.
9. Bonding methods, ties, lintels and accessories shall be approved by the architect.
10. Submit shop drawings, with ample time for architect's review and approval, for structural elements including structural steel.
11. Masonry openings more than 16" wide require approved lintels.
12. Masonry openings for utilities are to be closed up with new brick work around the utility.
13. Provide and install lintels for openings in accordance with the schedule and details on S0.2. Where lintel abuts columns or walls, provide connections to such. (Submit shop drawing of connection detail for approval.)

14. Wall bearing beams shall have bearing plates of sufficient size to develop the maximum end reaction of the beam. Plates shall bear on concrete filled blocks having a compressive strength of 250.0 PSI.
15. Fill cores of concrete blocks under all bearing plates with concrete for a width equal to 3 times the bearing plate length.
16. Provide 1-#4 vertical reinforcing at 24" OC. @ elevator shaft, garage, and sally port areas; and 1-#4 vertical reinforcing at 8" OC in CMU walls that are in the cell areas. This reinforcing shall be continuous full height.
17. Masonry block cells containing vertical reinforcing shall be grouted solid. Filling cells with mortar is unacceptable. The compressive strength of grout at the end of 28 days shall be 3000 PSI minimum.
18. Reinforced masonry walls shall have # 9 ga. wire ladder type joint reinforcement at 16" OC horizontal reinforcement.
19. Provide 2-#5 continuous horizontal bars in the top course (bond beam) of walls below the floor level, and fill continuously with grout.
20. Provide 1-#5 additional vertical reinforcing bar at each corner, door or window jamb, and at any discontinuity in the wall.

STRUCTURAL TIMBER CONSTRUCTION

1. Timber construction shall conform to Part II "Design" as published in the "Timber Construction Manual" (AITC 6th Edition) and to "National Design Specification for Wood Construction" (NF.PA, 2012 Edition).
2. New timber for structural use shall have a moisture content as specified in the "National Design Specification for Wood Construction (NF.PA, 2012 Edition).
3. Timber construction shall conform to Article 23 of the "International Building Code".
4. Material properties for timber shall conform to the following:
   (A) For members with nominal 2" thickness. S-P-F #1/#2 or better (15% max MC).
   Allowable bending stress:
   Fb = 875 PSI (single member use)
   Fb = 1000 PSI (multiple member use)
   Allowable shear stress Fv = 135 PSI
   Compression parallel to grain = 1100 PSI
   Compression perpendicular to grain = 425 PSI
   Modulus of elasticity = 1,400,000 PSI
   (B) For members with nominal 4" thickness and greater. Douglas Fir-Select Structural (19% max MC).
   Allowable bending stress Fb = 1600 PSI
   Allowable shear stress Fv = 85 PSI
   Compression parallel to grain = 925 PSI
   Compression perpendicular to grain = 625 PSI
   Modulus of elasticity – 1, 600,000 PSI
   (C) For pressure-treated members with nominal 2" thickness, southern pine #1 or better (19% max MC).
   Allowable bending stress Fb = 1300 PSI
   Allowable shear stress Fv = 90 PSI
   Compression parallel to grain = 1550 PSI
   Compression perpendicular to grain = 565 PSI
   Modulus of elasticity = 1,500,000 PSI
   (D) For pressure-treated members with nominal 4" thickness and greater, southern pine #2 pressure-treated (19% max MC).
   Allowable bending stress Fb = 1250 PSI

Allowable shear stress Fv = 95 PSI
Compression parallel to grain – 725 PSI
Compression perpendicular to grain = 440 PSI
Modulus of elasticity = 1,400,000 PSI

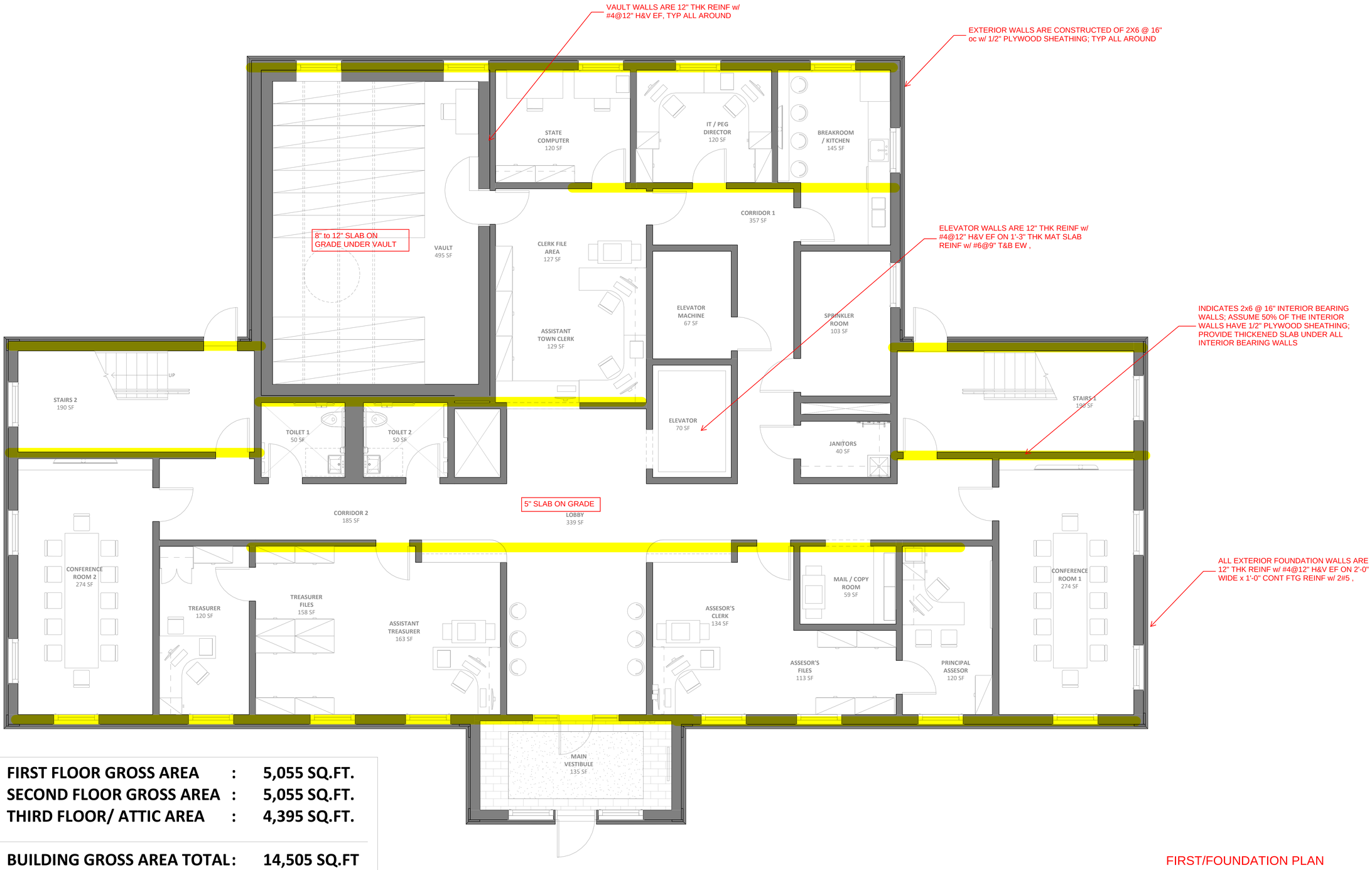
5. "PT" indicates pressure-treated lumber (to be used when in contact with concrete, masonry or weather).
6. "14" AJS 25's" etc. indicates engineered wood I-Joist with LVL (laminated veneer lumber) flanges and OSB webs by the Boise Cascade Co. or equal.
7. "3-1/2" x 14" LVL" etc. indicates laminated veneer lumber-2 OE beam or post by the Boise Cascade Co. or equal.
8. Joist support by nailing is forbidden unless used with an approved hanger. Unless noted otherwise on plans, all flush framed joists and beams shall be framed with Simpson hangers as follows (or approved equals):

(A) 2x6; 2x8	Type 'U26'
(B) 2-2x6; 2-2x8	Type 'U26-2'
(C) 3-2x6; 3-2x8	Type 'U26-3'
(D) 2x10; 2x12	Type 'U210'
(E) 2-2x10;2-2x12	Type 'U210-2'
(F) 3-2x10; 3-2x12	Type 'U210-3'
(G) 14" AJS 20's	Type 'ITS2.56/14'
(H) 14" AJS 5's	Type 'ITS3.56/14'
(I) 3-1/2" x 14" L.V.L.	Type 'GLTV3.5/14'
(J) 5-1/4" x 14" L.V.L.	Type 'GLTV5.5/14'

(It is the contractor's responsibility to determine correct hangers for all sloped and/or skewed conditions.)

9. Minimum bearing for all joists and rafters shall be 4".
10. Use double joists under all partitions.
11. Partition and outside stud walls shall be bridges once in their story height or at least every 4'-6".
12. Anchor bolts and bolts for structural timber shall be ASTM A 307. Standard cut washers shall be provided between wood and bolt head, and between wood and bolt nut unless steel plates or plate washers are used.
13. Exterior walls shall be framed with 2x6's at 16" C/C (unless noted on plan) with 32/16 – 1/2" exterior plywood sheathing. Plywood to be nailed to studs with 10D galvanized nails at 4" on center at panel edges and at 12" on center at intermediate supports.
14. Interior walls indicated on plans as shear walls (SW) shall be framed with 2x6's at 16" C/C or 2x4's at 16" C/C (see Arch Drawings) with 32/16 – ½" exterior plywood sheathing. Plywood sheathed walls to be fully blocked and nailed to studs with 10D galvanized nails at 4" on center at panel edges and at 12" on center at intermediate supports.
15. Interior walls shall be framed with 2x4's at 16" C/C or 2x6 at 16" C/c (see Arch. drawings).
16. Roof construction shall be as shown on the plans with 32/16-3/4" exterior plywood.
17. Floor construction shall be as shown on the plans with 32/16-3/4" exterior tongue and groove plywood sheathing, glued and nailed to the joists and beams.
18. "Advantech" sheathing, of the same thickness, may be substituted for the plywood sheathing specified above. OSB is not permitted.
19. Interior door headers shall be a minimum of 2-2x8's unless noted otherwise on the plans.
20. Exterior door and window headers shall be a minimum of 3-2x8's unless otherwise noted on the plans.
21. Sills shall be 2-2x6 (pressure-treated) and shall be anchored with 5/8" diameter anchor bolts not more than 32" OC and at 8" from each corner.
22. No joist shall be noted or drilled with holes without the specific approval of the architect.

23. No joist shall be repaired or reinforced in any way without the specific approval of the architect.
24. Beams built up of timbers shall be firmly nailed or bolted together.
25. Plywood shall be laid with face grain parallel to span; stagger all joints.
26. Temporary erection bracing shall be provided to hold structural timber securely in position as described on the drawings. It shall not be removed until permanent bracing has been installed.
27. Timber shall be generally knot-free, with only small tight knots permitted and generally straight-grained.
28. Structural timber shall be identified by the grade mark of or certificate of inspection issued by a grading or inspection bureau or agency recognized as being competent.
29. Structural timber shall be visually stress-graded lumber in accordance with the provisions of ASTM designation D245-74, "Methods for Establishing Structural Grades and Related Allowable Properties for Visually Graded Lumber".
30. Timber shall be so handled and covered as to prevent marring and moisture absorption from snow or rain.
31. Steel plates and angles shall be new steel conforming to ASTM A36.



FIRST FLOOR GROSS AREA	**:**	**5,055 SQ.FT.**
SECOND FLOOR GROSS AREA	**:**	**5,055 SQ.FT.**
THIRD FLOOR/ ATTIC AREA	**:**	**4,395 SQ.FT.**
BUILDING GROSS AREA TOTAL	**:**	**14,505 SQ.FT**

FIRST/FOUNDATION PLAN

1 FIRST FLOOR FURNITURE PLAN
1/4" = 1'-0"

context ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1400 WEB CONTEXTARC.COM

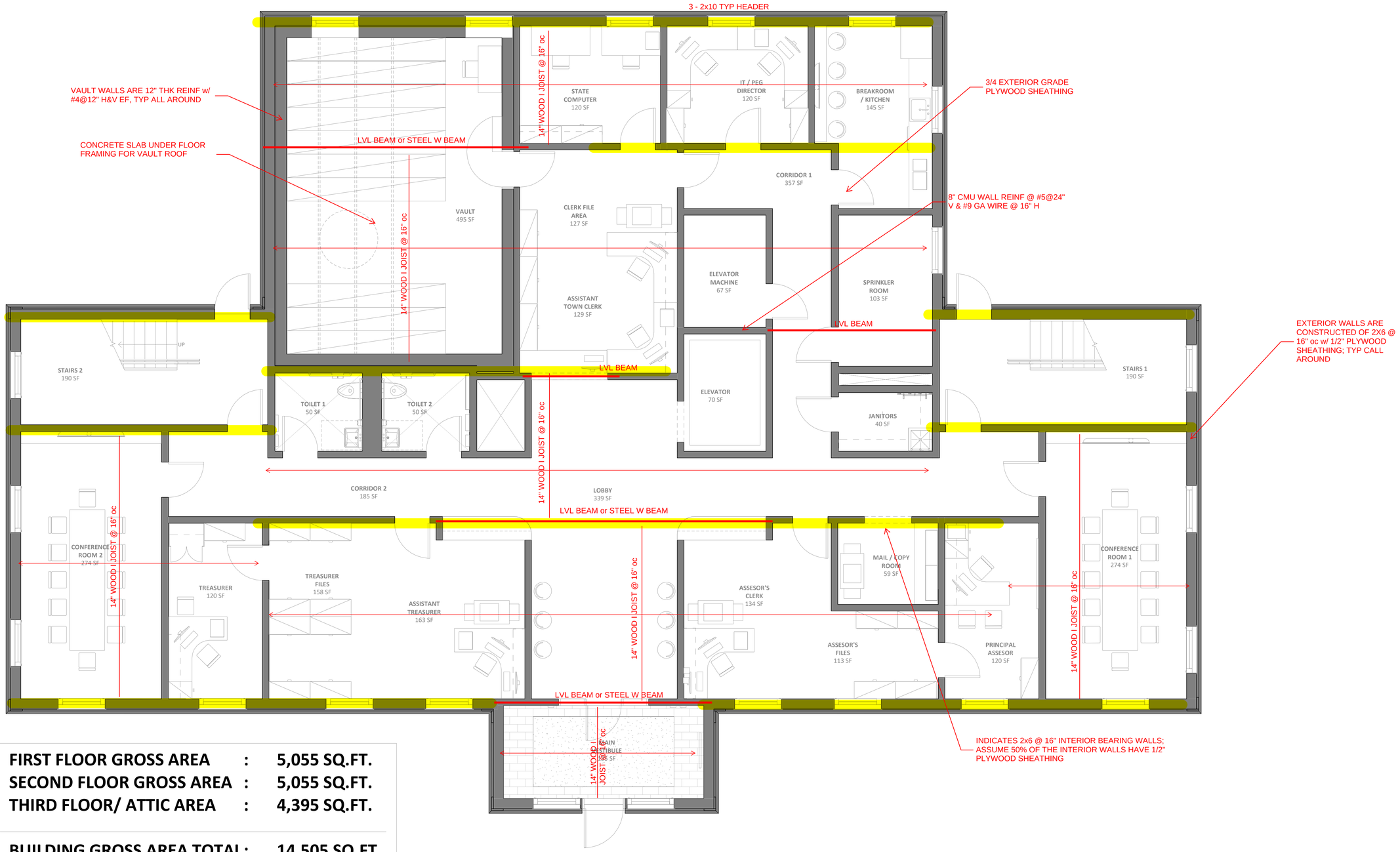
NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

FIRST FLOOR FURNITURE PLAN

Scale: 1/4" = 1'-0"
Drawn by: ET/ AT

No.	Issue	Date
1	SD COST EST.	02.27.23

A1



FIRST FLOOR GROSS AREA	**:**	**5,055 SQ.FT.**
SECOND FLOOR GROSS AREA	**:**	**5,055 SQ.FT.**
THIRD FLOOR/ ATTIC AREA	**:**	**4,395 SQ.FT.**
BUILDING GROSS AREA TOTAL:		**14,505 SQ.FT**

1 FIRST FLOOR FURNITURE PLAN
1/4" = 1'-0"

context ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1.800 WEB CONTEXTARC.COM

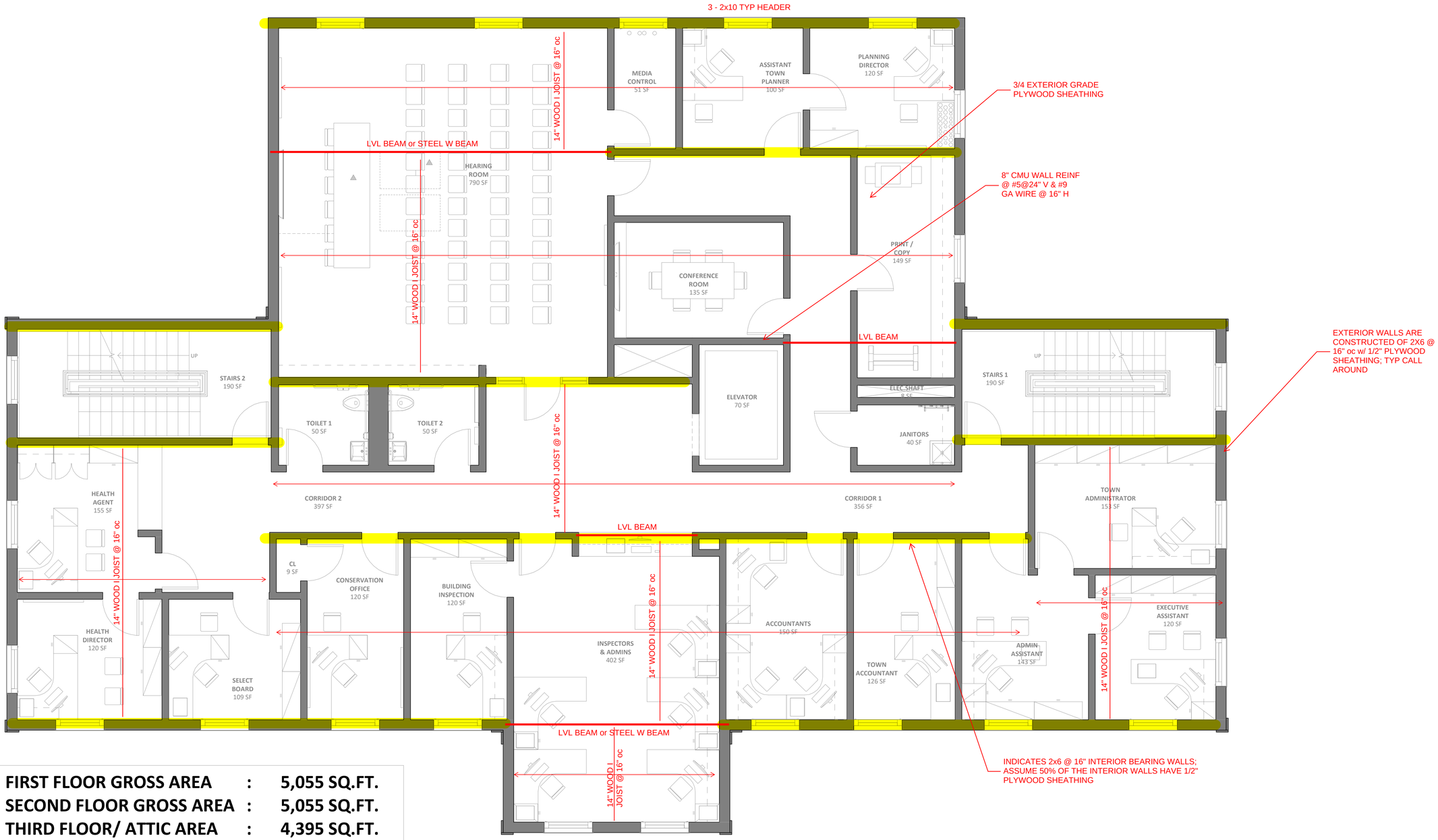
NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

FIRST FLOOR FURNITURE PLAN

Scale: 1/4" = 1'-0"
Drawn by: ET/ AT

No.	Issue	Date
1	SD COST EST.	02.27.23

A1



FIRST FLOOR GROSS AREA	**:**	**5,055 SQ.FT.**
SECOND FLOOR GROSS AREA	**:**	**5,055 SQ.FT.**
THIRD FLOOR/ ATTIC AREA	**:**	**4,395 SQ.FT.**
BUILDING GROSS AREA TOTAL:		**14,505 SQ.FT**

THIRD FLOOR FRAMING

1 SECOND FLOOR FURNITURE PLAN
1/4" = 1'-0"

context ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1.800 WEB CONTEXTARC.COM

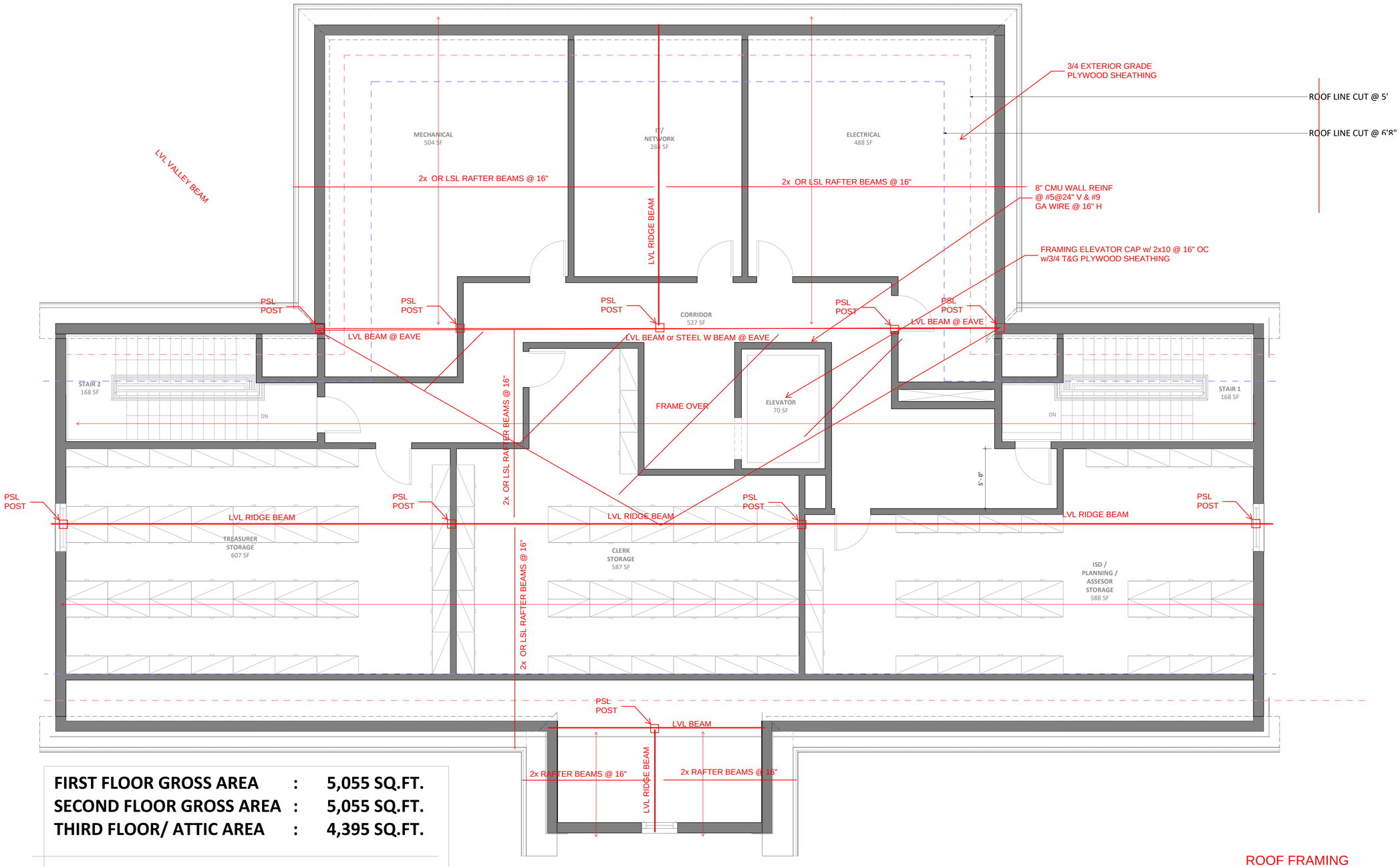
NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

SECOND FLOOR FURNITURE PLAN

Scale: 1/4" = 1'-0"
Drawn by: ET/ AT

No.	Issue	Date
1	SD COST EST.	02.27.23

A2



FIRST FLOOR GROSS AREA	**:**	**5,055 SQ.FT.**
SECOND FLOOR GROSS AREA	**:**	**5,055 SQ.FT.**
THIRD FLOOR/ ATTIC AREA	**:**	**4,395 SQ.FT.**
BUILDING GROSS AREA TOTAL:		**14,505 SQ.FT**

ROOF FRAMING

1 THIRD FLOOR FURNITURE PLAN
1/4" = 1'-0"

context ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1.800 WEB CONTEXTARC.COM

NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

THIRD FLOOR FURNITURE PLAN

Scale: 1/4" = 1'-0"
Drawn by: ET/ AT

No.	Issue	Date
1	SD COST EST.	02.27.23

A3

Newbury Town Hall
Newbury, MA
J#640 075 00.00
L#83764/Page 1/ February 23, 2023

FIRE PROTECTION SYSTEMS

NARRATIVE REPORT

The following is the Fire Protection system narrative, which defines the scope of work and capacities of the Fire Protection system, as well as, the Basis of Design.

1. CODES

   A. All work installed under Section 210000 shall comply with the MA Building Code and all state, county, and federal codes, laws, statutes, and authorities having jurisdiction.

2. DESIGN INTENT

   A. All work is new and consists of furnishing all materials, equipment, labor, transportation, facilities, and all operations and adjustments required for the complete and operating installation of the Fire Protection work and all items incidental thereto, including commissioning and testing.

3. GENERAL

   A. In accordance with the provisions of the Massachusetts General Law, a commercial building of greater than 7,500 s.f. must be protected with an automatic sprinkler system.

4. DESCRIPTION

   A. The new building will be served by a new 6- inch fire service, double check valve assembly, wet alarm valve complete with electric bell, and fire department connection meeting local thread standards.

   B. System will be an automatic sprinkler system with sprinkler zone control valve assemblies to zone the system per floor. A total of three (3) sprinkler zone control valve assemblies will be provided.

   C. Control valve assemblies shall consist of a supervised shutoff valve, check valve, flow switch and test connection with drain. area.

   D. All areas of the building, including all finished and unfinished spaces, combustible concealed spaces, all electrical rooms and closets will be sprinklered.

   E. All sprinkler heads will be quick response, pendent in hung ceiling areas and upright in unfinished areas.

5. BASIS OF DESIGN

   A. The mechanical rooms and storage rooms are considered Ordinary Hazard Group 1. All other areas are considered light hazard.

   B. Required Design Densities:

      Light Hazard Areas = 0.10 GPM over 1,500 s.f.
      Ordinary Hazard Group 1 = 0.15 GPM over 1,500 s.f.

C. Sprinkler spacing (max.):

Light Hazard Areas = 225 s.f.
Ordinary Hazard Areas = 130 s.f.

D. A flow test was performed on August 16, 2019, by the Fire Protection Services for the Police Station project with the following results: 82 PSI static, 77 PSI residual, 1,316 GPM flow, 5,125 GPM flow at 20 PSI. There is adequate water to serve the project without a fire pump. Based on the age of the test, a new hydrant flow test shall be performed to confirm the water system capacity.

6. DOUBLE CHECK VALVE ASSEMBLY

A. Double check valve assembly shall be MA State approved, U.L./F.M. approved, with iron body bronze mounted construction complete with supervised OS & Y gate valves and test cocks. Furnish two spare sets of gaskets and repair kits.

B. Double check valve detector assembly shall be Watts Series 757-OSY, Wilkins 350A-OSY, Conbraco Series 4S-100, or equal.

7. PIPING

A. Sprinkler piping 1-1/2 in. and smaller shall be ASTM A-53, Schedule 40 black steel pipe. Sprinkler/standpipe piping 2 in. and larger shall be ASTM A-135, Schedule 10 black steel pipe.

8. FITTINGS

A. Fittings on fire service piping, 2 in. and larger, shall be Victaulic Fire Lock Ductile Iron Fittings conforming to ASTM A-536 with integral grooved shoulder and back stop lugs and grooved ends for use with Style 009-EZ or Style 005 couplings. Branch line fittings shall be welded or shall be Victaulic 920/920N Mechanical Tees. Schedule 10 pipe shall be roll grooved. Schedule 40 pipe, where used with mechanical couplings, shall be roll grooved and shall be threaded where used with screwed fittings. Fittings for threaded piping shall be malleable iron screwed sprinkler fittings.

9. JOINTS

A. Threaded pipe joints shall have an approved thread compound applied on male threads only. Teflon tape shall be used for threads on sprinkler heads. Joints on piping, 2 in. and larger, shall be made up with Victaulic, or equal, Fire Lock Style 005, rigid coupling of ductile iron and pressure responsive gasket system for wet sprinkler system as recommended by manufacturer.

10. SPRINKLERS

A. All sprinklers to be used on this project shall be Quick Response type.

B. Furnish spare heads of each type installed located in a cabinet along with special sprinkler wrenches. The number of spares and location of cabinet shall be in complete accord with NFPA 13-2013.

C. Sprinklers shall be manufactured by Tyco, Victaulic, Viking, or equal.

D. Upright sprinkler heads in areas with no ceilings shall be Tyco Model "TY-FRB" Quick Response, upright natural brass finish heads. Include heavy duty sprinkler guards in all mechanical rooms and storage rooms.

E. Sidewall heads shall be Tyco Model "TY-FRB" Quick Response with white polyester head and escutcheon.

F. Pendent wet sprinkler heads shall be Tyco Model "TY-FRB" Quick Response recessed adjustable escutcheon, white polyester finish.

G. Concealed heads shall be Tyco Model "RFII" Quick Response concealed type, 1-1/2 inch adjustment white cover plate. In special areas, as may be noted on the Drawings, provide alternate cover plate finishes.

H. Use of flexible stainless steel hose with fittings for fire protection service that connect sprinklers to branch lines in suspended ceilings is acceptable. Flexible hoses shall be UL/FM approved and shall comply with NFPA 13 standards. Hose assemblies shall be type 304 stainless steel with minimum 1-inch true-bore internal hose diameter. Ceiling bracket shall be galvanized steel and include multi-port style self-securing integrated snap-on clip ends that attach directly to the ceiling with tamper resistant screws.

Newbury Town Hall
Newbury, MA
J#640 075 00.00
L#83763/Page 1/ February 23, 2023

PLUMBING SYSTEMS

NARRATIVE REPORT

The following is the Plumbing system narrative, which defines the scope of work and capacities of the Plumbing system as well as the Basis of Design.

1. CODES

   A. All work installed under Section 220000 shall comply with the MA Building Code, MA Plumbing Code and all state, county, and federal codes, laws, statutes, and authorities having jurisdiction.

2. DESIGN INTENT

   A. All work is new and consists of furnishing all materials, equipment, labor, transportation, facilities, and all operations and adjustments required for the complete and operating installation of the Plumbing work and all items incidental thereto, including commissioning and testing.

3. GENERAL

   A. The Plumbing Systems that will serve the project are cold water, hot water, tempered water, sanitary waste and vent system, grease waste system, special waste system, storm drain system, and natural gas.

   B. The building will be serviced by Municipal water and Municipal sewer system.

   C. All Plumbing in the building will conform to Accessibility Codes and to Water Conserving sections of the Plumbing Code.

4. DRAINAGE SYSTEM

   A. Soil, Waste, and Vent piping system is provided to connect to all fixtures and equipment. System runs from 10 feet outside building and terminates with stack vents through the roof.

   B. Drainage system piping will be service weight cast iron piping; hub and spigot with gaskets for below grade; no hub with gaskets, bands and clamps for above grade 2 in. and larger. Waste and vent piping 1-1/2 in. and smaller will be type ‘L’ copper.

5. WATER SYSTEM

   A. New 1-1/2-inch domestic water service from the municipal water system will be provided. A meter and backflow preventer will be provided.

   B. Cold water distribution main is provided. Non-freeze wall hydrants with integral back flow preventers are provided along the exterior of the building.

   C. Domestic hot water heating will be provided with point of use electric water heaters.

   D. Water piping will be type ‘L’ copper with wrot copper sweat fittings, silver solder or press-fit system. All piping will be insulated with 1 in. thick high density fiberglass.

6. FIXTURES

A. Furnish and install all fixtures, including supports, connections, fittings, and any incidentals to make a complete installation.

B. Fixtures shall bear the manufacturer's guaranteed label trademark indicating first quality. All acid resisting enameled ware shall bear the manufacturer's symbol signifying acid resisting material.

C. Vitreous china and acid resisting enameled fixtures, including stops, supplies and traps shall be of one manufacturer by Kohler, American Standard, or Eljer, or equal. Supports shall be Zurn, Smith, Josam, or equal. All fixtures shall be white. Faucets shall be Speakman, Chicago, or equal.

D. Fixtures shall be as scheduled on drawings.

1. Water Closet: High efficiency toilet, 1.28 gallon per flush, wall hung, vitreous china, siphon jet. Manually operated 1.28 gallon per flush-flush valve.

2. Lavatory: Wall hung/countertop ADA lavatory with 0.35 GPM metering mixing faucet.

3. Sink: MAAB/ADA stainless steel countertop sink with gooseneck faucet and 0.5 GPM aerator.

4. Drinking Fountain: Barrier free hi-low wall mounted electric water cooler, stainless steel basin with bottle filling stations.

5. Janitor Sink: 24 x 24 x 10 Terrazo mop receptor Stern-Williams or equal.

7. DRAINS

A. Drains are cast iron, caulked outlets, nickaloy strainers, and in waterproofed areas and roofs shall have galvanized iron clamping rings with 6 lb. lead flashings to bond 9 in. in all directions. Drains shall be Smith, Zurn, Josam, or equal.

8. VALVES

A. Locate all valves to isolate all parts of the system. Shutoff valves 3 in. and smaller shall be ball valves, solder end or screwed, Apollo, or equal.

9. INSULATION

A. All water piping shall be insulated with snap-on fiberglass insulation Type ASJ-SSL, equal to Johns Manville Micro-Lok HP.

10. CLEANOUTS

A. Cleanouts shall be full size up to 4 in. threaded bronze plugs located as indicated on the drawings and/or where required in soil and waste pipes.

11. ACCESS DOORS

    A. Furnish access doors for access to all concealed parts of the plumbing system that require accessibility. Coordinate types and locations with the Architect.

12. WATER HEATER

    A. Furnish and install electric instantaneous water heaters at locations shown.

    B. Water heaters shall meet the thermal efficiency and standby heat loss requirements of ASHRAE 90.1 – 2010. Water heater rated for energy star certification for commercial applications.

    C. Heaters to be installed level and plumb in accordance with manufactures written instructions and referenced standards.

    D. Water heaters to be manufactured by EEMAX, Chronomite, Stiebel-Eltron, or approved equal.

Newbury Town Hall
Newbury, MA
J#640 075 00.00
L#83752/Page 1/ February 23, 2023

TECHNOLOGY SYSTEMS

NARRATIVE REPORT

The following is the Technology system narrative which defines scope of work, as well as, basis of design:

1. The Technology system design at the Newbury Town Hall is designed with Category 6A cable and intended for 10G bps to the workstation. The voice wiring will be capable of VOIP.

2. Technology Components:

   Installation and integration of multiple technology components are as follows:

   A. Cabling for Voice, Data, and Video Technologies

   B. Data Electronics for LAN/WAN Data Infrastructure (not included as part of scope)

   C. Data Electronics for Internet Access (not included as part of scope)

   D. Data Network Computer Hardware (not included as part of scope)

   E. Data Network Software (not included as part of scope)

   F. Computer Peripherals (not included as part of scope)

3. Data System:

   The data system is designed for a 10 Gig Ethernet (Category 6A cable) with 10G Base-T connection to the workstation. The high-speed data transmission will allow users to retrieve data from the internet and local area network almost instantly. The data system has been designed for users to accomplish:

   A. Internet access through a wireless lan and hard-wired data drops.

   B. Applications for word processing, spreadsheet, and alike through a central applications server.

   C. Printing of documents from any user computer connected to network printers.

   D. Wireless access for employees at the facility.

4. Telephone System:

   The telephone system will utilize Category 6A cable similar to the data system. The infrastructure will be designed to accommodate Voice-Over-IP.

5. Two-Way Communications System:

   A Two-Way Communications System will be provided at the elevator lobbies that do not have grade access. Area of rescue assistance call boxes will be provided at Elevator Lobbies with no grade access. The call boxes connect to a main panel located adjacent to the Fire Alarm annunciator panel.

Newbury Town Hall
Newbury, MA
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L#83750/Page 1/ February 23, 2023

HVAC SYSTEMS

NARRATIVE REPORT

The following is the HVAC system narrative, which defines the proposed scope of work and capacities of the HVAC system, as well as the Basis of Design.

1. **CODES**

All work installed under Section 230000 shall comply with the Massachusetts State Building Code Tenth Edition, Massachusetts Energy Code, and all state, county, and federal codes, laws, statutes, and authorities having jurisdiction.

2. **DESIGN INTENT**

All work is new and consists of furnishing all materials, equipment, labor, transportation, facilities, and all operations and adjustments required for the complete and operating installation of the Mechanical work and all items incidental thereto, including commissioning and testing.

3. **BASIS OF DESIGN:**

Massachusetts Code values are listed herein based on ASHRAE weather data tables:

Outside: Winter 4.1 deg. F, Summer 91 deg. F DB 74 deg. F WB

Inside: 70 deg. F +/- 2°F for heating and 75 deg. F +/- 2°F for (50% RH +/- 5%RH) for cooling. Unoccupied temperature setback will be provided.

Ventilation: ASHRAE Standard 62.1-2019 and IBC Mechanical Code 2021 will be met as a minimum requirement for ventilation air.

4. **Variable Refrigerant Flow (VRF) Heat Pump Systems with Split-System Heat Pump Cooling/Heating Dedicated Outside Air Handling Units**

A. A high-efficiency Air Source Variable Refrigerant Flow (VRF) heat recovery system shall provide simultaneous heating and cooling capabilities to all regularly occupied spaces via a combination of concealed ducted fan coil and/or ductless ceiling cassette type VRF terminal air handling units. Air conditioning will be generated by outdoor grade mounted heat recovery type air source heat pump condensing units that shall be connected to indoor air handling units and terminal heating and cooling units. The terminal heating/cooling of the HVAC system, excluding air handling unit heating/cooling and supplemental AC and electric resistance heating systems, shall have a total estimated capacity of 30 tons based on the peak loads. The outdoor VRF heat pump condensing units will be sized and located according to AHU and terminal equipment zones capacity requirements and VRF system piping length limitations. Therefore, multiple VRF outdoor heat pump condensing units shall be required.

B. Ventilation shall be provided to building areas via dedicated outdoor air system (DOAS) air handling units as described below. Packaged roof mounted air handling units shall be provided with split cooling/heating coils connected to remote heat pump unit. Remote condenser heat pump sections will include inverter-based compressor technology similar to the VRF system for improved energy efficiency.

C. Ventilation System: The ventilation system shall include a roof mounted air handling unit of the 100% outside air dedicated outdoor air system (DOAS) design. The DOAS units shall be provided with MERV 13 filters, heat pump cooling/heating coil section, supply and exhaust fans with variable frequency drives or EC motors, supplemental electric heating coils, total energy recovery wheel, and a sensible reheat wheel or hot gas re-heat coil for dehumidification. The DOAS unit shall provide ventilation air to each occupied building area through a fiberglass insulated galvanized sheet-metal distribution system. Airflow from each space will be returned through a separate galvanized sheet-metal return air system back to the air handling units where it will pass through an energy recovery wheel which will transfer heat from the exhaust air stream to the outside air intake stream for preheating or vice-versa for pre-cooling. The DOAS system distribution shall include variable air volume terminal boxes equipped with CO2 demand ventilation controls that will control the amount of ventilation airflow to each space. The heating/cooling sections of the air handling units shall have a total estimated capacity of 35 tons based on the peak loads. The units will operate at reduced capacity during the unoccupied periods if unoccupied space set points are not maintained. It is estimated that units with the following capacities shall be required:

1) The main building office areas shall be served by one (1) 7,000 CFM roof mounted air handling unit (RTU-1) with energy recovery wheels.

2) The Large Meeting Rooms/Board Rooms shall be served by one (1) 1250 CFM roof mounted air handling units (RTU-2) with energy recovery wheels.

D. Heat Only Areas:

1) Entryways, lobbies, storage, restrooms, and utility rooms will be heated by a combination of electric radiation, convectors, and unit heater heating equipment.

E. Supplemental Air Conditioning Systems:

1) The Elevator Machine Room, electric rooms, and IT rooms/server rooms will be provided with dedicated split system AC units with remote outdoor condensing units which shall be powered by emergency power circuits. It is estimated that four (4) 1.5-ton DCU systems shall be required.

F. Exhaust Systems: Building general, custodial closets, utility room and specialty exhaust air systems shall be provided.

G. Automatic Temperature Controls (DDC): Automatic Temperature Controls will be of the low-voltage direct digital control (DDC) design for the operation of all HVAC equipment, input sensors, and valve/damper actuators. A central communication network will be provided for the monitoring of all space temperatures, system set points, and overall control for the entire HVAC system. A central front-end workstation PC will also be provided as a user interface for access to the entire automatic temperature control (ATC) system. The ATC control system shall be web accessible and shall be capable of being integrated into a Town Wide building energy management system.

5. OUTLINE SPECIFICATION

A. VARIABLE REFRIGERANT FLOW – Air Cooled

1) The variable capacity three-pipe heat pump heating/cooling system shall be a simultaneous heating/cooling (Heat Recovery) air-source variable refrigerant flow system.
2) Each indoor evaporative unit shall be provided with service isolation valves.
3) The system shall consist of outdoor-mounted air source condenser units, multiple indoor evaporator units, controllers, branch circuits controllers, and DDC (Direct Digital Controls). Each indoor unit or group of indoor units shall be capable of operating in any mode independently of other indoor units or groups. The system shall be capable of changing mode (cooling to heating, heating to cooling) with no interruption to the system operation. The sum of connected capacity of all indoor air handlers shall range from 50% to 130% of outdoor rated capability. The air source unit shall be capable of continuous operation in heating or cooling mode with entering air temperature between -22°F to 123°F.
4) Available manufacturers: Subject to compliance with the requirements of the contract documents, provided VRF of the following manufacturer:
   a. Mitsubishi
   b. LG
   c. Daikin DXS
   d. Or approved equal

B. INSULATION

1) All piping shall be insulated with snap-on fiberglass insulation with all service jacket. Fittings shall be insulated with snap on pre-molded covers with loose fill fiberglass insulation.
2) All HVAC supply and return ductwork shall be insulated with 2" thick fiberglass blanket with a foil vapor barrier. All outside air intake ductwork shall be insulated with 3" rigid fiberglass with foil vapor barrier.

C. DUCTWORK

1) All ductwork shall be galvanized steel with all seams sealed. The entire ductwork system shall be fabricated and installed per SMACNA LOW PRESSURE DUCT CONSTRUCTION STANDARDS. All medium velocity ductwork, between air handling unit and VAV box (where applicable), shall be pressure testing in accordance with SMACNA testing procedures.
2) All devices shall be steel welded construction with diffusing vanes and baked enamel finish.
3) Available Manufacturers: Subject to compliance with the requirements of the contract documents provide diffusers, registers, and grills of the following manufacturer:
   a. Tuttle & Bailey (RC)
   b. Price
   c. Nailor Industries (vaned)
   d. Metalaire (IV)
   e. Or equal

D. EXHAUST FANS

1) Exhaust fans shall be galvanized steel construction with centrifugal fan and direct drive EC motor, including potentiometer dial for speed adjustment. Each roof unit shall be provided with a 12" high pre-fab curb with motor operated damper in curb.
2) Available Manufacturers: Subject to compliance with the requirements of the contract documents provide exhaust fans of the following manufacturer:
   a. Greenheck
   b. Cook
   c. Twin City
   d. Or equal

E. INDOOR AIR HANDLING UNITS (HVAC 100% O.A.)

1) All units shall be of the draw thru 100% outdoor air design and shall be provided with high efficiency split-system heat pump cooling and heating sections, service isolation valves, a supplemental electric heating coil, total & sensible energy recovery wheels, VFDs, filters (MERV-13), dampers, and centrifugal supply and return air fan with motor.
2) Available Manufacturers: Subject to compliance with the requirements of the contract documents provide rooftop air handling units of the following manufacturer:
   a. Daikin
   b. Valent
   c. Nortek
   d. Or equal

F. ELECTRIC FIN TUBE RADIATION

1) Commercial slope top fin-tube with steel tube and steel fin. Cover shall be 14 ga. with baked enamel factory finish. All units shall be provided with a full backplate, damper, end covers, and splice pieces for a complete installation.
2) Available Manufacturers: Subject to compliance with the requirements of the contract documents provide fin-tube radiation of the following manufacturer:
   a. QMark
   b. Berko
   c. Chromalox
   d. Federal Pacific Electric Co.
   e. Gould Inc.
   f. Markel Nuton Div.; Scoville Inc.
   g. TPI Corporation
   h. Or equal

G. ELECTRIC UNIT HEATERS

1) Horizontal or cabinet type with exact location to be determined. All units shall be provided with fan and aquastat control.
2) Available Manufacturers: Subject to compliance with the requirements of the contract documents provide unit heaters of the following manufacturer:
   a. QMark
   b. Berko
   c. Chromalox
   d. Federal Pacific Electric Co.
   e. Gould Inc.

f. Markel Nuton Div.; Scoville Inc.
g. TPI Corporation
h. Or equal

H. VARIABLE AIR VOLUME (VAV) TERMINAL BOXES

1) VAV Terminal Boxes shall be single duct style with hot water heater coil and duct style with hot water heating coil and sound trap.
2) Available Manufacturers: Subject to compliance with the requirements of the contract documents provide rooftop air handling units of the following manufacturer:
   a. Price
   b. Metalaire
   c. Nailor
   d. Or Equal

I. ELECTRIC RADIANT HEATING PANELS

1) Radiant heating panels shall be designed to create natural convection to heat the conditioned space. Units shall be designed for ceiling installation with factory supplied trim. The contractor shall provide all hanger supports.
2) Available Manufacturers: Subject to compliance with requirements, provide radiant heating panels of one of the following:
   a. QMark
   b. Berko
   c. Chromalox
   d. Federal Pacific Electric Co.
   e. Gould Inc.
   f. Markel Nuton Div.; Scoville Inc.
   g. TPI Corporation

J. AUTOMATIC TEMPERATURE CONTROLS

1) The system shall be an open protocol (BACnet based) direct digital control and building energy management system with Tridium Niagra or equal front end to provide complete automatic temperature control and monitoring of newly installed HVAC system.
2) Available Manufacturers: Subject to compliance with the requirements of the contract documents provide automatic temperature controls of the following manufacturer:
   a. Johnson Controls (FX)
   b. Honeywell Controls (WEBs)
   c. Delta Controls
   d. Allerton Controls
   e. Or equal

K. SYSTEM IDENTIFICATION

1) Provide markers on all piping and equipment. Tag all valves in system with corresponding valve lists.

L. BASIC FUNCTION

1) Provide natural and mechanical means of controlling temperature, relative humidity, velocity and direction of air motion in the interior spaces enclosed by the shell, and reduction of airborne odors, particulates, and contaminant gases.
2) Where HVAC elements also must function as elements defined within another element group, meet the requirements of both element groups.
3) In addition to the requirements of this Section, comply with all applicable requirements of Section DC 0 - Facility Design Criteria

M. SYSTEMS TESTING & BALANCING

1) Requirements include measurement and establishment of the quantities of the mechanical systems as required to meet specifications, recording, and reporting the results. Test, adjust and balance the following mechanical systems:
   a. Supply air systems.
   b. Return air systems.
   c. Exhaust air systems.
   d. Outside air systems.
   e. Verify temperature control system operation.
2) Report forms shall be those standard forms prepared by the referenced standard for each respective item and system to be tested, adjusted, and balanced. Bind report forms complete with schematic systems diagrams and other data in reinforced, vinyl, three-ring binders.
3) An independent testing, adjusting, and balancing agency certified by the AABC or NEBB as a Test and Balance
4) Engineer in those testing and balancing disciplines required for this project.

N. WORKMANSHIP AND INSTALLATION METHODS

1) All work shall be installed in a first-class manner consistent with the best current practices.

2) All piping shall be installed with slope for proper drainage shall be grouped together and be parallel to each other. Utilize gang hangers wherever feasible. Group all valves together where feasible.

O. CLEANING AND PROTECTION

1) Protect all materials and equipment during shipment and installation, and properly handle and store at the job site so as to prevent damage, and upon completion of this work, clean all fixtures and equipment and replace damaged parts.
2) Furnish and install, in masonry walls and floors, galvanized steel sleeves as required. Provide escutcheons where sleeves and pipe penetrations are exposed to view.

P. FIRESAFING

1) All sleeved walls and floors provide firesafe caulking, packing, blanket etc., for a completely tight system to prevent the passage of smoke and fire.

Q. OPERATION MANUALS AND MAINTENANCE MANUALS:

1) Refer to the contract's specifications for a complete outline of all requirements of operations and maintenance data.

R. RECORD DRAWINGS AND CONTROL DOCUMENTS:

1) Refer to the contract's specifications project record documents for a complete description of all requirements of recording as built record documents.

Newbury Town Hall
Newbury, MA
J#640 075 00.00
L#83751/Page 1/ February 23, 2023

ELECTRICAL SYSTEMS

NARRATIVE REPORT

The following is the Electrical Systems narrative, which defines the scope of work and capacities of the Power and Lighting systems, as well as, the Basis of Design for the Town Hall.

1. CODES

All work installed under Section 26 00 00 shall comply with the Massachusetts State Building Code County, and federal codes, laws, statutes, and authorities having jurisdiction.

2. DESIGN INTENT

All work is new and consists of furnishing all materials, equipment, labor, transportation, facilities, and all operations and adjustments required for the complete and operating installation of the electrical work and all items incidental thereto, including commissioning and testing.

Capacities of systems and equipment are as specified on the drawings and schedules.

A. Power Distribution:

Electrical power will be brought into the site via underground medium voltage cables from the utility company network. A pad mounted step-down transformer will be located at grade adjacent to the building. Service entrance and distribution switchgear will be located in the electrical room, along with lighting, power distribution, and mechanical equipment panels. The service capacity will be sized for 800 amperes at 120/208V, 3Ø, 4 wire.

A diesel powered 125KW emergency generator will be provided with sound attenuating weather proof enclosure, critical grade exhaust silencer, and automatic starting and safety controls. The generator will include two (2) service breakers: one (1) for life safety equipment and one (1) for optional standby equipment.

The emergency power distribution system will consist of two (2) automatic transfer switches, one for life safety equipment and one for optional stand-by systems. A separate system of distribution panels and conduit systems will be provided for each level of emergency or standby power. A manual transfer switch with cam-lock connections for a roll-up generator will be provided on the life safety side in compliance with NEC 700.3 (F).

B. Uninterruptible Power Supply (UPS):

- One (1) 15 KW, three (3) phase centralized UPS System will be provided with thirty minutes of battery back-up.
- The system will provide conditioned power to sensitive electronic loads, telecommunication systems, bridge over power interruptions of short duration and allow an orderly shutdown of servers and communication systems during a prolonged power outage.

- The UPS system will also be connected to the stand-by generator.

C. Interior Lighting System:

- Offices
  - Lighting fixtures will consist of recessed 2" linear slot type LED luminaries with dimming drivers where ceilings are 9'-6" or less. In any ceiling condition greater than 9'-6" 2" LED linear pendant fixtures with direct and indirect sources shall be used. The fixtures will be wired for automatic dimming where natural day light is available and required by applicable energy codes. Vacancy sensors shall also be provided for automatic control of the lighting within the space as required. All fixtures will be provided with 0-10v dimming capability.

- Corridors
  - Corridor lighting shall consist of linear recessed slot type lighting and recessed down light fixtures. All fixtures will be provided with 0-10v dimming drivers. Occupancy sensors will also be provided for automatic control of the lighting in these passage areas.

- Conference Room
  - Lighting fixtures will consist of recessed 2" linear slot type LED luminaries with dimming drivers where ceilings are 9'-6" or less. In any ceiling condition greater than 9'-6" 2" LED linear pendant fixtures with direct and indirect sources shall be used. Recessed 2" down lighting fixtures may also be used for supplemental lighting if the space. The fixtures will be wired for automatic dimming where natural day light is available and required by applicable energy codes. Vacancy sensors shall also be provided for automatic control of the lighting within the space as required. All fixtures will be provided with 0-10v dimming capability.

- Storage & Utility Rooms
  - Storage and utility rooms will be provided with surface mounted LED utility strip type fixtures with wrap around lensing. Fixtures will be provided with 0-10v dimming capable driver. Occupancy sensors will be provided in all spaces for automatic control of the lighting with the exception of any electrical rooms.

- Exit Signs
  - The following exit signs types shall be provided.
    - Standard – single or double faced edge-lit mirrored exit sign with 6" tall green lettering.
    - Handicap – Single faced mirrored edge-lit sign with 6" tall green lettering and international symbol of accessibility.

- Rough Service – Single faced sign with die cast aluminum housing. Fixture to have 6" tall green lettering.

- Toilet Rooms

  - Toilet rooms will be provided with a 4" regressed wall to wall slot type fixture along the wet wall. Supplemental 2" recessed down lighting fixtures may be added when needed to appropriately light the space. . All fixtures will be provided with 0-10v dimming drivers. Occupancy sensors will also be provided for automatic control of the lighting in these passage areas.

- Each space shall be provided with simple local control stations with engraved descriptive keys. The control stations will allow the occupant of the space to control all room zones and to raise and lower the lighting levels in the space.

- The entire facility will be provide with an addressable networked automatic lighting control system for programming of any desired schedules, control of all exterior lighting, emergency override conditions, and energy usage information.

D. Site Lighting System:

- Fixtures for area lighting will be pole mounted LED luminaries in the parking area and roadways. The exterior lighting will be controlled by photocell on and schedule off operation. All fixtures will be provided with 0-10v dimming capability

- Building perimeter fixtures will be wall mounted LED luminaries over exterior doors. All fixtures will be provided with 0-10v dimming capability

- All fixtures will be of the dark sky compliant, cut-off type.

E. Wiring Devices:

- Offices will generally have one (1) duplex outlet per wall. At each workstation a double duplex receptacle will be provided.

- Corridors will have a cleaning receptacle at approximately 25 foot intervals.

- Exterior weatherproof receptacles will be installed at exterior doors.

- A system of computer grade panelboards with double neutrals and surge protection devices will be provided for receptacle circuits.

- Automatic receptacle control function shall be provided to comply with IECC 2021 section C405.11.1.

  - Receptacles shall be split so that the top section is controlled via occupancy sensor located within the space. Lower section shall remain on at all times. Controlled section of the receptacle shall be clearly marked with international symbol for power.

F. Level 2 AC Dual Electric Vehicle Charging Equipment. (EVSE)

- Provide two (2) EVSE stations fed with 40 ampere feeders back to the building for charging electric vehicles. Two protective bollards will be installed at each charging station.

G. Fire Alarm System:

- A fire alarm and detection system will be provided with battery back-up. The system will be of the addressable type where each device will be identified at the control panel and remote annunciator by device type and location to facilitate search for origin of alarms.

- Smoke detectors will be provided in open areas, corridors, and other egress ways.

- The sprinkler system will alarm on water flow and provide supervisory on valves.

- Speaker/strobes will be provided in egress ways, assembly spaces, open areas, and other large spaces. Strobe only units will be provided in single toilets and conference rooms.

- Manual pull stations will be provided within 5 feet of all exit doors.

H. Distribution Antennae System (DAS):

- A public safety radio distributed antenna system (DAS) which consists of bi-directional amplifiers (BDA), donor antennas, coverage antennas, coax cable, coax connectors, splitters, combiners, and couplers. These devices will be used as part of a system for in-building public safety 2-way radio system communication.

I. Security System:

- An addressable security system will be provided. The system will be integrated with the card access and closed circuit TV (CCTV) system.

- Position switches will be provided at all exterior doors.

- A UL Listed closed circuit TV system will be provided. The system consists of computer servers with image software, computer monitors, and IP based closed circuit TV cameras. The head end server shall be located in the server room and will be rack mounted. The system can be accessed from any PC within the facility or externally via an IP address. Each camera can be viewed independently. The Stored Appliance Network (SAN) will store this information for 45 days at 30 images per second.

- The location of the cameras is generally in corridors, secure areas, and exterior building perimeter. The exterior cameras are pan-tilt-zoom type. The site shall be 100% covered.

- The system will fully integrate with the access control system to allow viewing of events from a single alarm viewer. Camera images and recorded video shall be linked to the access system to allow retrieval of video that is associated with the event.

- The system includes a card access controller, door controllers, and proximity readers/keypads. The electrical hardware for each door will be provided by the door Hardware Contractor. Proximity readers will be located at various locations as shown on the security drawings. The purpose is to only allow access to authorized personnel at all times. Each proximity reader will have a distinctive code to identify the user and a log will be kept in memory. The log within the panel can be accessed through a computer.

- The alarm condition will also initiate real time recording on the integral CCTV system that is included as part of this submission. The system is programmed with graphic maps allowing the end-user to quickly identify alarm conditions and lock/unlock doors.

- The system shall be tested and complete documentation shall be provided to the Owner on the operational and programming functions available. The system may be easily expanded to accommodate any additional devices that may be added in the future.

J. Lightning Protection System:

- A system of lightning protection will be provided. The system will be installed in compliance with the provisions of the latest “Code for Protection Against Lightning” for buildings as adopted by the National Fire Protection Association and the Underwriters’ Laboratories, Inc. for UL Master Label System.

- The lightning protection equipment will include air terminals, conductors, conduits, fasteners, connectors, ground rods, etc.

- The lightning protection system will be installed for the new facility.

3. TESTING REQUIREMENTS

The Electrical Contractor shall provide testing of the following systems with the Owner and Owner’s Representative present:

- Lighting and power panels for correct phase balance.
- Emergency generator system.
- Lighting control system (interior and exterior).
- Fire alarm system.
- Security systems.
- Automatic Lighting Control System Operation

Testing reports shall be submitted to the Engineer for review and approval before providing to the Owner.

4. OPERATION MANUALS AND MAINTENANCE MANUALS:

When the project is completed, the Electrical Contractor shall provide operation and maintenance manuals to the Owner.

5. RECORD DRAWINGS AND CONTROL DOCUMENTS:

When the project is completed, an as-built set of drawings, showing all lighting and power requirements from contract and addendum items will be provided to the Owner.

FIRST FLOOR GROSS AREA	**:**	**5,055 SQ.FT.**
SECOND FLOOR GROSS AREA	**:**	**5,055 SQ.FT.**
THIRD FLOOR/ ATTIC AREA	**:**	**4,395 SQ.FT.**
BUILDING GROSS AREA TOTAL	**:**	**14,505 SQ.FT**

1 FIRST FLOOR FURNITURE PLAN
1/4" = 1'-0"

context ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1400 WEB CONTEXTARC.COM

NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

FIRST FLOOR FURNITURE PLAN

Scale: 1/4" = 1'-0"
Drawn by: ET/ AT

No.	Issue	Date
1	SD COST EST.	02.27.23

A.1

FIRST FLOOR GROSS AREA	**:**	**5,055 SQ.FT.**
SECOND FLOOR GROSS AREA	**:**	**5,055 SQ.FT.**
THIRD FLOOR/ ATTIC AREA	**:**	**4,395 SQ.FT.**
BUILDING GROSS AREA TOTAL	**:**	**14,505 SQ.FT**

1 SECOND FLOOR FURNITURE PLAN
1/4" = 1'-0"

context ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1400 WEB CONTEXTARC.COM

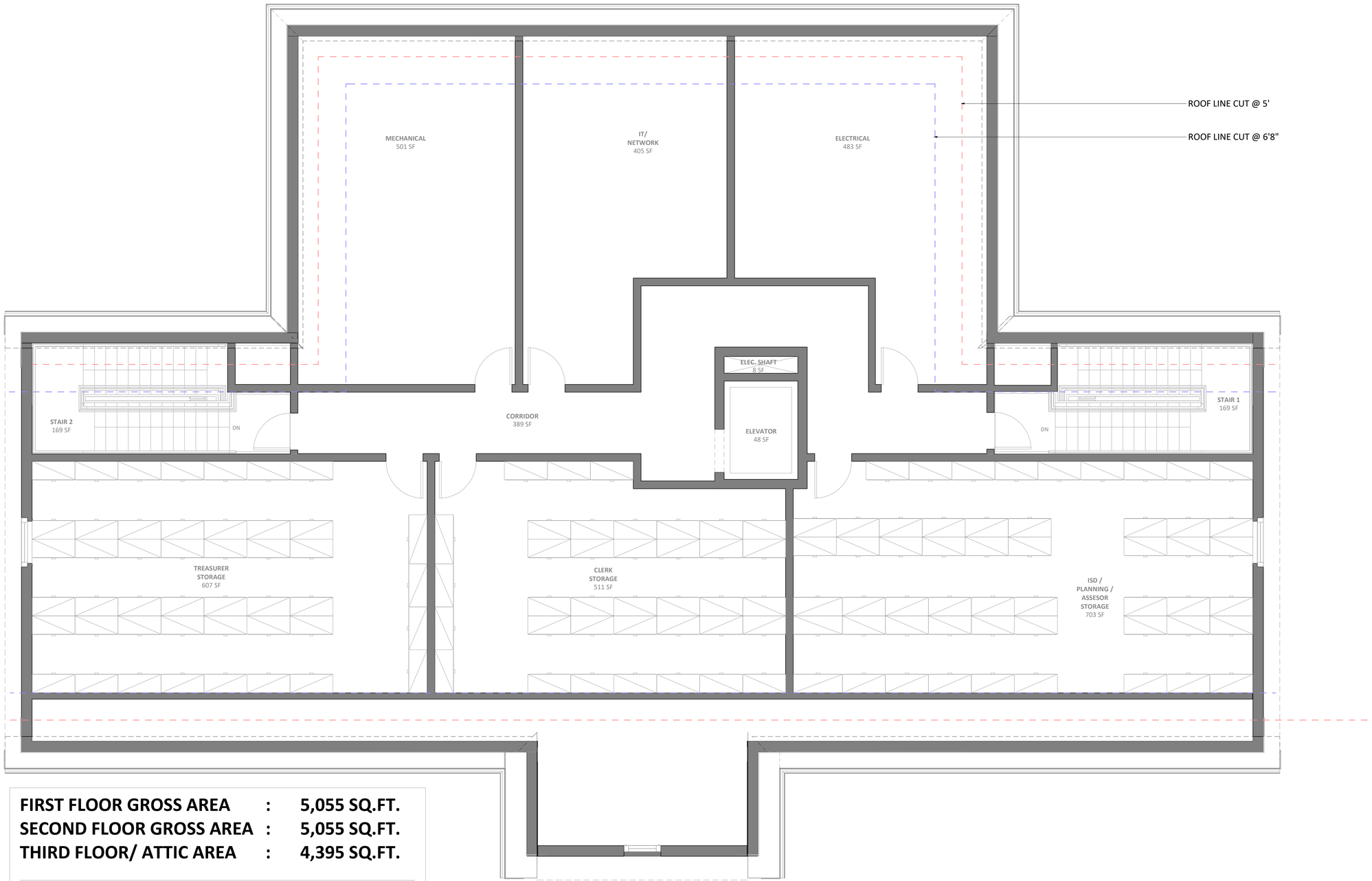
NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

SECOND FLOOR FURNITURE PLAN

Scale: 1/4" = 1'-0"
Drawn by: ET/ AT

No.	Issue	Date
1	SD COST EST.	02.27.23

A.2



FIRST FLOOR GROSS AREA	**:**	**5,055 SQ.FT.**
SECOND FLOOR GROSS AREA	**:**	**5,055 SQ.FT.**
THIRD FLOOR/ ATTIC AREA	**:**	**4,395 SQ.FT.**
BUILDING GROSS AREA TOTAL	**:**	**14,505 SQ.FT**

1 THIRD FLOOR FURNITURE PLAN
1/4" = 1'-0"

context ARCHITECTURE
65 FRANKLIN STREET BOSTON, MA 02110 TEL 617.423.1400 WEB CONTEXTARC.COM

NEWBURY TOWN HALL
25 HIGH ROAD, NEWBURY, MA 01951
project number: 2118

THIRD FLOOR FURNITURE PLAN

Scale: 1/4" = 1'-0"
Drawn by: ET/ AT

No.	Issue	Date
1	SD COST EST.	02.27.23

A.3

TAB “3”

20 Conant Street
Danvers, MA 01923
978.750.9062
gienapparchitects.com

Memo

Date: April 25, 2023
To: Robert Conners, Town of Newbury Municipal Building Committee
From: Mike Nee
Project: Old Town Hall
Historical Evaluation Project #: 786.1

At the Town of Newbury's request, Gienapp Architects performed a limited historical evaluation of the Old Town Hall at 25 High Road in Newbury. We performed on-site observations and assessments on April 7 and April 18, 2023. This memo report documents our findings.

Figure 1: Newbury Old Town Hall

Table of Contents

BUILDING HISTORY AND INFORMATION 2
EXISTING CONDITIONS / HISTORIC EVALUATION 2
General Observations 2
Building Exterior 2
Interior – Main Floor 4
- Basement 7
CONCLUSION 9

BUILDING HISTORY AND INFORMATION

The Newbury Old Town Hall is located at 25 High Road in Newbury, adjacent to the Upper Green, and in the Newbury Historic District. The site was originally the location of the Newbury Grange Hall, constructed in 1904 and subsequently, destroyed by fire in 1927. The current building was constructed in 1927 as a replacement for the original Grange building.

Figure 2 : Newbury Grange Hall

In 1937, the Town of Newbury purchased the building and remodeled it for use as the Town Hall and Police Station. Following that renovation, the building went through several other renovations in the mid-1970's and the mid-1990's, which included lowering the original grade along the southeast façade to create a walk-out basement. A large section of the original foundation was removed at that time and was replaced with a combination of exposed concrete masonry units (CMU and brick-faced CMU.

Initially, the Town Hall occupied the main floor while the Police Station occupied the basement. In 2016, the Town Hall offices relocated to 12 Kent Way, which allowed the Police Station to occupy the entire building. Unfortunately, the building suffered from numerous issues including insect infestations, rodent infestations, recurrent flooding from rainwater as well as back-up of septic water. The flooding issues led to problems with mold, resulting in indoor air quality concerns.

These issues, along with the lack of storage and locker space, an inadequate cell block which repeatedly failed to meet state standards, and lack of space for IT and emergency response equipment, prompted the Town to construct the new Police Department facility. After the Police Department moved out of the building in 2021, the building has been largely vacant and unused, except for serving as a data center for the Town and a place to store Town records.

EXISTING CONDITIONS / HISTORIC EVALUATION

General Observations

The 1927 building is a one-story, wood-framed structure in a vernacular style, with shingles on the exterior and a projecting entrance portico. The building has a total square footage of 5,666 square feet and is located on a small 0.7 acres site. The building has an approximate frontage of 150 feet and is set back approximately 50 feet from High Road.

Building Exterior

Foundation

The building foundation is a mix of fieldstone, concrete block (CMU), brick-faced CMU, and poured concrete. The limited stone portions of the foundation may be the remains of the original Grange building foundations.

Figure 3: Foundation at Old Town Hall

Figure 4: Foundation at Old Town Hall

Exterior Walls

The building has a shingle exterior. Some of the exterior window casings appear to be original; however, the original windows have been replaced with modern vinyl windows. The original roof fascia has been replaced.

Figure 5: Exterior Wall at Old Town Hall

Roof

The asphalt shingle roof is hipped with projecting louver vents at the ridgelines. A single brick masonry chimney protrudes from roof above the basement mechanical room.

Entrance

Figure 6: Front Entrance

The entrance portico features four slender, Tuscan columns, similar to the columns on the original Grange building. However, the existing columns do not appear to be salvaged from the original building. The column bases have been replaced at a later date.

The original balustrade and handrails have been replaced, probably in the 1990s, with higher ones. The attachment points of the original lower railings are visible on the columns.

Interior – Main Floor

General Observations

The majority of the original interior trim and wainscoting in the building has been removed and replaced. Most windows have been replaced with modern vinyl windows. A few original interior doors remain, but most have been replaced with flush wood doors. The majority of hardware is non-ADA compliant. A mixture of time periods is represented in the building systems (electrical and HVAC). A substantial amount of surface mounted electrical/data cabling has been installed.

Entry Foyer

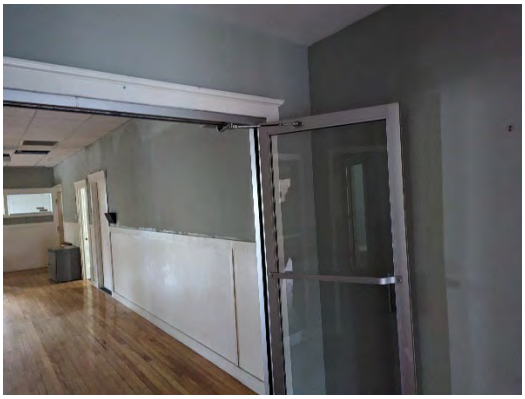


Figure 7: Entry Foyer

Inside the building, a small vestibule with a ballistic-glass security window was constructed after the Town Hall moved out and the Police Station took over the entire structure. An aluminum storefront door has been added between the vestibule and the main meeting area, with some damage the original trim surrounding it. Past the storefront door, the vestibule has an additional door into the main meeting room, which appears to be a modern exterior door. The other door is a flush wood door in a knock-down aluminum frame. Flooring is modern wood-grained vinyl plank (LVT).

Office #1

The flat molding around the windows and the chair rail are not original. The original crown molding remains. The ceiling consists of adhered acoustic ceiling tiles, which do not appear to be original to the building. Surface-mounted fluorescent light fixtures have been installed. Two areas adjacent to the exterior walls have had the ceiling tiles replaced with a different style, presumably in areas of water damage. The door frame is a painted knock-down aluminum frame, with a flush wood door and modern hardware. The floor is carpet, possibly installed over original hardwood.

Office #2

Figure 8: Window stool & apron (left) and Head (Right)

This room appears to have originally been two smaller rooms. The partition between them was removed at some point to create a larger space. One wall retains the original beadboard wainscoting, although the chair rail appears to be a replacement. The crown molding has been replaced. Two windows retain the original casings. The casings are simple flat stock with a projecting head casing with a crown molding. Th aprons are a stepped, Art Deco style. Baseboard moldings have been removed. One wall has vinyl base. The fin tube heaters that are on the exterior walls are not original. Surface-mounted wiring has been added. The acoustic tile ceilings are old, but, probably not original to the building. A second door has been infilled, and the chair rail molding does not match the rest of the chair rail. The floor is carpeted, possibly over hardwood.

Office #3

This room retains the original windows and casings, although part of the window trim on one window was sawn off at some point, possibly to make room for furniture. Some original beadboard wainscoting remains, with some original base molding on one wall.

Office #4

Figure 9: Office #4

Window casings have been replaced. The original crown molding remains. The room contains a bump-out, which is likely a plumbing chase. One door is an original five-panel wood door, with modern (non-ADA-compliant) hardware.

Main Hall

The main hall has the original maple hardwood flooring. The board and batten walls are likely not original, as they differ from the beadboard wainscoting in the other rooms. The ceiling is a modern lay-in acoustical tile ceiling, with modern lights, fans and a projector.

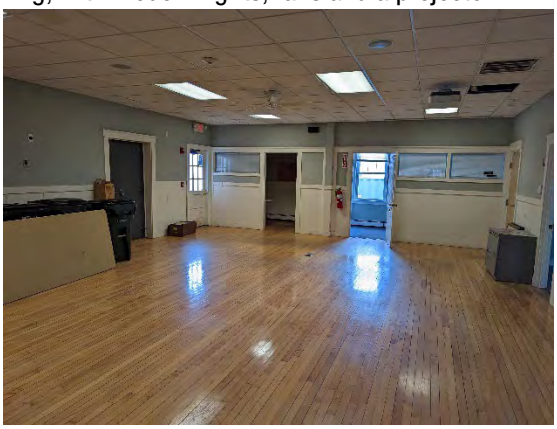


Figure 10: Main Hall

It appears that some of the moldings around the replacement interior doors were salvaged and re-used.

Tel/data Room

This room has original crown molding remaining on two of the walls. The door hardware has been replaced with ADA-compliant hardware.

The small room adjacent to the Tel/data Room has a modern lay-in acoustical tile ceiling. The apron molding below the windows has been replaced, but the crown molding at the top of the window casing appears to be original. The door has been replaced with a flat panel door, which appears to date to the 1960s. Door hardware is non-ADA-compliant.

Toilet Room #1

All moldings in this room appear to be replacements. The room has a plaster ceiling. None of the fixtures (lighting and plumbing) are original. The floor is linoleum. The walls have a linoleum wainscoting.

Toilet Room #2

This room has been remodeled into an ADA-compliant toilet room. Flooring in this room and in the adjacent hallway is resilient tile (VCT). The room has a hard ceiling with no crown molding. Window casings surrounding the vinyl window appear to be replacements. The wainscoting is painted.

Electric Room/Locker Room

This small room may have been an original toilet room. Some original moldings on the window casing remain.

Addition

This part of the building is a later 20th century addition. The addition includes offices and a vault for Town records. The vault has CMU walls with brick sheathing over them.

The window casings in the new addition were constructed in a style similar to the original windows in the older part of the building. Doors are hollow wood with non-ADA-compliant hardware. Floors are carpeted.

Figure 11: Addition

The addition has an accessibility ramp at the rear exterior entrance, which was added in the 1990's. It is not compliant with current accessibility standards.

Basement

The poured concrete basement stairs are part of the modern addition and are non-ADA compliant.

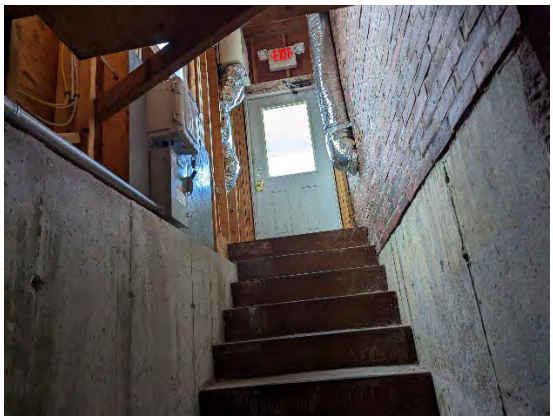


Figure 12: Stairs to Basement

<u>Unisex Locker Room</u>

This space appears to date from the 1970's. Wall partitions do not extend fully to ceiling. There are plumbing chases along the back wall. The floor is vinyl tile.

<u>Basement Room #2</u>

This room has an acoustic tile lay-in ceiling. Wall partitions do not extend fully to ceiling.

Break Room

The break room has CMU block partitions.

Figure 13: Break Room

Mechanical Room

The original boiler has been replaced with a modern boiler and expansion tank. The room also contains an ERV unit. Plywood storage shelves have been constructed. The exposed foundation walls are stone; possibly remaining from the original Grange building.

Figure 14: Mechanical Room

Data Center

This room is currently in use as a Data Center for the Town. Walls are CMU partitions. The floor is newer vinyl tile (VCT) installed over older vinyl tile.

Figure 15: Data Center

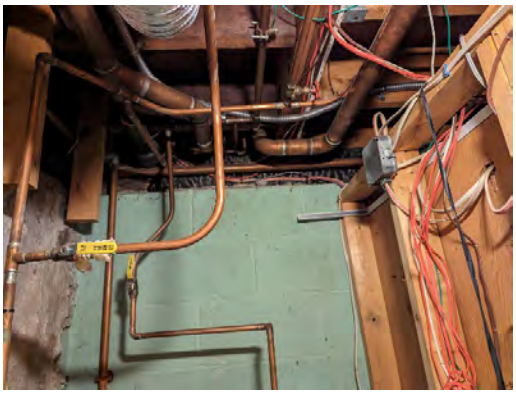


Figure 6: Plumbing chase with damaged sill

A large plumbing chase is located along the northeast foundation wall. A charred 6x6 sill timber is visible at the southeast corner. This timber has apparently been damaged by fire. However, it is located on the newer CMU foundation, not the older stone foundation. It is unclear if the timber

was salvaged from the original Grange building; and if so, why it was re-used on a newer area of the foundation.

CONCLUSION

The original part of the building that was the Newbury Town Hall is nearly 100 years old. The current configuration with modern additions/renovations has generally maintained its original appearance with hipped roofs and shingled exterior. Stylistically, it is a simple utilitarian structure typical of shingled New England vernacular buildings from the early 20th century. It features some limited classical detailing in its trim and entrance portico. Some remnants of the original 19th century Grange building fieldstone foundation seem to have been incorporated into the current foundation. Some burned sill plates may be from the fire that destroyed the 19th century building.

The interior of the first floor retains a few original window moldings, doors, and wainscoting. Most interior trim and doors have been replaced; probably due to insufficient door widths and the assumed presence of lead paint. The hardwood floor in the Main Hall is assumed to be original.

The interior of the basement is entirely modern in both finishes and layout. Aside from evidence of some limited reuse of original 19th century foundation elements there is nothing of architectural historical significance at this level.

The architectural significance of the building is not exceptional or unique. It has been heavily modified over time with varying degrees of sensitivity to the building's style and context. The original elements within the building, although interesting, are not particularly rare or unique. These elements are still produced and are generally available. These original moldings and doors are assumed to be coated in lead paint. Any historical significance of this building is primarily cultural rather than architectural; being a former Grange Hall for roughly a decade and then the former Town Hall since 1937.

If you have any questions or concerns regarding the contents of this memo report, please do not hesitate to contact us at (978) 750-9062 x.112 or at dgienapp@gienapparchitects.com.

End memo

TAB “4”

Colliers
Project Leaders

Town of Newbury

New Town Hall, RFQ #23-03

Owner's Project Manager Services

May 1, 2023

Prepared for
Martha Taylor
Planning Director
Town of Newbury

Prepared by
Derek Osterman, Assoc. AIA, LEED AP, MCPPO
Senior Director, Project Management Services
Colliers Project Leaders

Colliers
Project Leaders

Contents

A. Cover Letter

B. Previous Project Experience

C. References and Reputation

D. Project Approach

E. Proposed Staffing

F. Firm Stability and Capacity

G. Required Forms

100 Federal Street,
Floor 33
Boston, MA 02110

Main: +1 844 727 0055
www.cplusa.com

Colliers
Project Leaders

May 1, 2023

Ms. Martha Taylor
Planning Director
Town of Newbury
12 Kent Way, Suite 200
Byfield, MA 01922

Subject: ***Qualifications to Provide Owner's Project Manager Services for Planning and Design of a New Town Hall, RFQ #23-03***

Dear Ms. Taylor & Municipal Building Committee:

Colliers Project Leaders was founded in 1996 and has operated for more than two decades with a fairly simple mission in mind – ***to be the premier provider of owner's project manager (OPM) 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 Town of Newbury.

We have worked as the OPM for a vast range of municipal construction, renovation and modernization projects and have served ***more than 50 cities and towns throughout the Commonwealth***. Our vast knowledge of municipal building types and the unique nature of municipal processes involved with such projects (public committees and forums, decision making processes, funding, town meetings/referendums, bonding, etc.) give us the understanding and perspective needed to properly represent the interests of your community.

Engaging Colliers for owner's project manager services will provide the Town with the additional tools it needs to not only successfully complete this project, but also provide its residents with a facility that is responsive to the needs of the community.

Why should you consider Colliers and what can we provide that our competitors cannot?

- 25+ years dedicated to providing owner's project manager services to public and private institutions
- Thorough knowledge of Massachusetts State Building Code, regulations related to the Americans with Disabilities Act, and other pertinent codes and regulations
- Strong understanding of the Commonwealth of Massachusetts procurement laws, regulations, policies, and procedures
- Extensive experience and knowledge with the construction and renovation of a variety of municipal facilities including multiple town and city hall projects

Colliers
Project Leaders

- Knowledge and experience with issues of sustainable design including an extensive list of ***more than 200 LEED Certified Projects***
- Proven management approach that will support Newbury from the project's design through construction and project closeout
- In-house building commissioning and energy efficiency capability with a sizable staff of engineers well versed in the design of proper and efficient building systems, and the operational aspects of such systems

Colliers is the firm that will listen to you, make sure you are heard, and give you timely responses to make the best decisions for your project's cost, quality, and schedule goals. While we have extensive industry experience to benefit you, we have no preconceived opinions about the New Town Hall. This is your facility, and we only want to give you the tools to make the best decisions and assure the project is made for Newbury.

We look forward to the opportunity to formally present our qualifications, approach, and project team to you in person. We are excited about the prospect of partnering with you as you embark on this project to help build a facility that will address the present and future needs of your community.

Colliers certifies that we meet the minimum requirements and project experience requirements as outlined in the RFQ. A detailed breakdown of our qualifications can be found in ***Sections B-F***. Please refer to ***Section D*** for information regarding our experience with – and opinion of – CM delivery methods. Colliers also acknowledges that we received and reviewed Responses to Questions #1 issued on April 25, 2023.

I am personally committed to helping you meet your objectives. ***I will be your key point person during the selection process.*** If you have any questions or require additional information, you can contact me at derek.osterman@collierseng.com or (617) 997-3047.

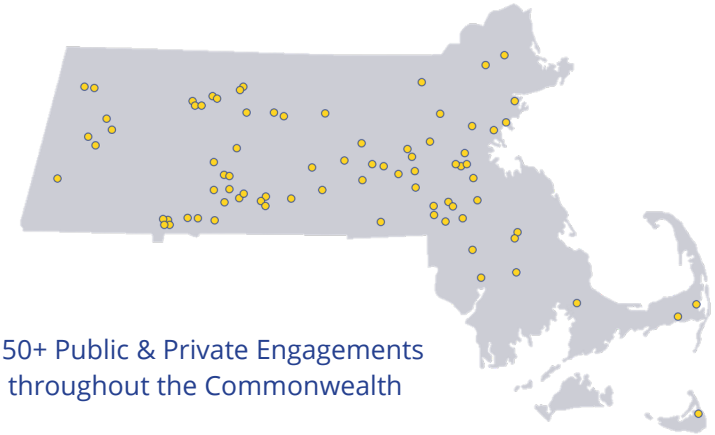
Sincerely,

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

Previous Project Experience

Recent Project History

Colliers has provided owner's project manager (OPM) services for numerous cities and towns throughout the Commonwealth and has served as the OPM for a wide variety of municipal projects that have included new construction, renovations, additions, adaptive reuse, and LEED Certification. ***Listed below is a sampling of our project history.***



150+ Public & Private Engagements throughout the Commonwealth

Owner's Project Manager Highlights

- **75+** Public Contracts in the Commonwealth
- **3.5 Million** gsf
- **$1.5 Billion** Construction Cost
- **100%** Projects Completed On-Time

- Beverly City Hall & McPherson Youth Center
- Fitchburg City Hall Campus, Police Station & Public Library
- Dover Community Center
- West Boylston Senior Center
- Longmeadow's Public Works Facility & New Adult Center
- South Hadley's New Senior Center
- West Springfield Public Library
- Amherst's Jones Library
- Somerville's Public Safety Facility
- Ashby's Public Safety Complex
- Westminster's Public Safety Building
- Hadley's New Fire Substation & New Senior Center
- MassDOT's Central Massachusetts Transportation Center

Colliers has provided at the end of this section descriptions of our team's experience with projects of a similar nature to the Newbury Town Hall Project.

Colliers Project Leaders

Experience with Municipal Building Construction and/or Renovation

Colliers has worked as the OPM for a vast range of municipal construction, renovation and modernization projects and has served ***more than 50 cities and towns throughout the Commonwealth***. We have developed an extensive portfolio of municipal building project experience which includes many different building types, such as: town/city halls, residential facilities, police stations, fire stations, public safety facilities, EMT facilities, senior centers community centers, libraries, recreational facilities, and schools, to name a few. Our vast knowledge of municipal building types and the unique nature of municipal processes involved with such projects (public committees and forums, decision making processes, funding, town meetings/referendums, bonding, etc.) give us the understanding and perspective needed to properly represent the interests of your community.

Colliers has provided at the end of this section detailed project descriptions with information specifically requested in the RFQ. These projects are in the range of $4 Million to $20 Million total project cost and have been completed or contracted within the past ten (10) years. Projects outside of this range have been included due to the specific relevancy to the Town of Newbury's New Town Hall Project.

LEED Experience

From the early days of the "green building" movement, Colliers has positioned itself as a forerunner within the industry and has been an active participant in supporting its clients as they endeavor to create functional and sustainable facilities. Our experience on LEED projects has helped us master the process and save owners time and money going through the certification process. As active members of the U.S. Green Building Council (USGBC), Colliers has been a leader in the advocacy of the sustainable building movement. Our professional staff has received formal LEED training with a significant number having achieved LEED Accredited Professional Certification.

Colliers' LEED Project experience includes more than 200 LEED Certified Buildings

We are pleased to provide below an overview of the LEED project experience as a sample of the breadth and depth of our experience.

Basic Certification	Silver Certification	Gold Certification	Platinum Certification
40+ Buildings	70+ Buildings	70+ Buildings	15+ Buildings

Chapter 149 & 149 CM-at-Risk Experience

The selection of a construction delivery method must be weighted carefully based on the project's details and dynamics. The choice of Design/Bid/Build or CM-at Risk delivery method for Massachusetts municipal projects is an important one and the Colliers' team can provide insight and guidance to the Town of Newbury in that evaluation if so desired.

Provided below is a list of some sample projects where Colliers has served as owner's project manager for Design/Bid/Build construction under Chapter 149 and CM-at-Risk construction under Chapter 149a.

Public Bidding – Chapter 149 & Chapter 149a	
Chapter 149 Projects – Design-Bid-Build	
Hadley's New Fire Substation	Grafton's Center Fire Station
Hudson's Fire Headquarters	Yarmouth's Fire Station #3
Ayer's Police Headquarters	Dennis' Police Station
Palmer's Police Headquarters	Hadley's New Senior Center
Abington's Police Headquarters	South Hadley's Senior Center
Longmeadow's New Adult Center	West Bridgewater Middle-Senior High School
Cape Cod Regional Technical High School	Southwick's Powder Mill Middle School
Granby's East Meadow Elementary School	Northborough's Lincoln St. Elementary School
West Springfield High School	Southwick Regional High School
Chapter 149a Projects – CM-at-Risk	
Fitchburg's City Hall Campus	Berkshire School – Multiple Projects
Bristol County Agricultural High School	Fitchburg State University – Multiple Projects
Spencer-East Brookfield RSD's David Prouty High School	Mount Holyoke College – Multiple Projects
Diman Regional Vocational Technical High School	Central Connecticut State University – Multiple Projects
Regional School District #14 Nonnewaug High School	Eastern Connecticut State University – Shafer Hall
Lincoln High School	Southern Connecticut State University – Buley Library
North Providence's School Building Projects	URI/RIC – Nursing Education Center
South Windsor's Elementary Schools Master Plan	East Hampton High School
Hackley School – Center for Health & Wellness	North Haven Middle School
Stonighton's School Modernization	Rocky Hill's Moser School

Colliers
Project Leaders

City of Fitchburg

City Hall Campus

Fitchburg, MA

Project Overview

Colliers provided project management services for a major renovation of Fitchburg's historic City Hall Campus. The City Hall building was built in 1853 and is a local historic landmark. The exterior was fully restored, with the brownstone and terracotta details carefully repaired or replaced. The original entry was reestablished as the building's primary and fully accessible public entry. The interior was redesigned to accommodate 14 administrative departments including the Office of the Mayor.

In addition to the City Hall building, an adjacent mid-1980's building (formerly a bank), was converted into the legislative building, housing the city council chambers. Parking and outdoor areas all around the building were also upgraded. A main goal was to bring City Hall back to Main Street and create a modern work environment that could have the City's departments back together under one roof.

Services Overview

As project manager, Colliers represented the City of Fitchburg and acted as the City's agent and project manager. Colliers' responsibilities included providing advice and consultation with respect to design, value engineering, scope of work, cost estimating, general contractor and subcontractor prequalification, scheduling, bidding, construction, move management, commissioning of building systems, and project closeout.

Colliers was also responsible for the selection, negotiation with, and oversight of, a designer and construction manager at risk for the project, ensuring the preparation of project schedules which served as control standards for monitoring the timely performance and execution of the project, and assisting in project evaluations including written evaluations of the design professional, contractors, and subcontractors.

Completion
January 2021

Project Size
52,916 gsf

Project Budget
$23 Million

Services Provided
Project Management

Construction Method
Chapter 149A

Architect
Icon Architecture

Contractor
Bond International

---

www.cplusa.com

Client Contact
Mary Delaney
Chief Procurement Officer
978 829 1850

Colliers
Project Leaders

City of Beverly

City Hall Renovation

Beverly, MA

Project Overview

Colliers has been engaged to provide project management services for the design, construction, and renovation of the Beverly City Hall. Originally constructed in 1785 as the Andrew Cabot Mansion, the City Hall was most recently remodeled in 1933-34. Beverly City Hall is physically connected to a recently vacated Police Station. The adjacent Police Station was originally built in 1938 and used as such until the summer of 2021.

The redesigned and renovated facility will serve as the City Hall for most offices necessary for city operations with the exception of public safety, schools and the Department of Public Works. Building design elements will be consistent with the City's efforts to reduce energy consumption and pursue clean renewable and alternative energy.

Services Overview

As project manager, Colliers' responsibilities through the feasibility and study phase include but are not limited to:

- Manage and facilitate the designer selection process
- Develop, review and manage the design concept process
- Maintain a project financial status report and review monthly
- Develop a project schedule
- Manage the hiring and scope of services of the various Owner related consultants (environmental, geotechnical engineering, survey, etc.)
- Perform comprehensive design reviews of the drawings and specifications

Completion
September 2025

Project Size
22,000 gsf

Project Budget
$25 Million

Services Provided
Project Management

Construction Method
TBD

Architect
TBD

Contractor
TBD

www.cplusa.com

Client Contact
David Gelineau
Purchasing Agent
978 921 6000

Colliers
Project Leaders

Town of Newington

Municipal Center

Newington, CT

Project Overview

Colliers provided project management services for the Newington Municipal Center Project, which was built in the upper parking lot between the current Town Hall and the Lucy Robbins Welles Library.

The project consisted of the construction of a new, three-story Town Hall. The existing Town Hall remained in operation during construction and was demolished after operations moved into the new building.

Services Overview

As project manager, Colliers' responsibilities included:

- Perform on-site observations during all periods of construction activity
- Attend all construction, coordination and project building committee meetings for the life of the project
- Photograph project progress and document all issues
- Record of all activities, by maintaining a logbook of construction activities observed
- Document the nature and location of work being performed, as well as meetings and matters discussed
- Attend any punch list inspections performed by the Project Architect or its sub-consultants
- Observe tests of materials to assure compliance with specifications
- Observe activity to make certain that safety standards are adhered to, especially for protection of the public

Completion

March 2021

Project Size

75,000 gsf

Project Budget

$28.8 Million

Services Provided

Project Management

Architect

QA+M Architecture

Contractor

Downes Construction Company, LLC

www.cplusa.com

Client Contact

Tanya Lane

Town Manager

860 665 8510

Colliers
Project Leaders

City of Bristol

City Hall Renovations

Bristol, CT

Project Overview

Colliers was engaged to provide project management services for the Bristol City Hall Renovations Project.

The intent of the scope of this project is to fully renovate the existing 61,513 square foot City Hall building, the 1,709 square foot facilities garage on site, and update the 573 square foot North Connector Bridge at the 3rd level. The essential driver of need for this project is the necessary replacement of the nearly 60-year-old mechanical systems, as well the transformation to a fully accessible ADA compliant building. To help accomplish these goals, a new 7,158 square foot entrance atrium addition is being added on the North Main Street facing side of the structure.

Services Overview

As project manager, Colliers is providing the following services:

- Review and advise the City on project planning, implementation strategies, and procedures
- Assist the City with high level project budget development, and review and advise the City on the design team and CM's schedule development and budget, providing recommendations to the City
- Attend all meetings between the City, design team and CM
- Assist the City with the bid evaluation and review process concerning all FF&E submissions
- Manage all construction closeout requirements with City, state and federal agencies as required
- Prepare and issue a final close-out report including a financial reconciliation

Completion
October 2023

Project Size
TBD

Project Budget
$31 Million

Services Provided
Project Management

Architect
QA+M Architecture

Contractor
D'Amato+Downes

www.cplusa.com

Client Contact
Roger D. Rousseau
Purchasing Agent
860 584 6195

Colliers
Project Leaders

Borough of Ridgefield

New Municipal Complex

Ridgefield, NJ

Project Overview

Colliers provided project management services for Ridgefield's new 27,000-square-foot municipal complex, a replacement of the inefficient existing Borough Hall. The modern, safe and ADA-compliant facility houses the borough's administrative offices, municipal/court chamber, and the police and building departments.

The new municipal complex was designed to coexist with its natural surroundings, maintaining the nearby Wolf Creek tree buffer, and was constructed with energy efficient materials and technologies. The complex also includes a new streetscape and a pocket gathering spot within the Shaler Boulevard commercial zone, facilitating economic development and providing proximity to the community center.

Services Overview

Colliers' responsibilities included, but were not limited to:

- Review sitework shop drawing and coordinate RFI responses with design team
- Participate in progress meetings with architect and contractor
- Review, and recommend for approval, all schedule of values and pay applications related to site work
- Review the installation of construction, on site, for quality purposes
- Review the construction schedule and monitor for compliance
- Review potential change orders for cost and validity

Completion
April 2022

Project Size
27,000 gsf

Project Budget
$22 Million

Services Provided
Project Management

Architect
DMR Architects

Contractor
Epic Management

www.cplusa.com

Client Contact
Anthony Suarez
Mayor
201 943 5215 ext. 425

Colliers
Project Leaders

Town of Dover

Community Center

Dover, MA

Project Overview

Colliers has been engaged to provide project management services for the design and construction of a new community center in the current location of the existing Caryl Community Center.

Services Overview

As project manager, Colliers represented the Town of Dover during the feasibility study and schematic design phases of the project.

Colliers' responsibilities included, but were not limited to:

- Assist the Town in managing the procurement of an Architecture / Engineering (AE) team to perform the feasibility study, preparation of schematic designs, and renderings of the desired options
- Review the schematic plans, construction documents, evaluations, and specifications
- Develop, maintain, and monitor the project budget and schedule
- Engage town departments, staff, and the community throughout the project
- Provide regular and timely written reports

After a successful Town vote for the Community Center Project, Colliers was engaged to continue on as the project manager on the project. Colliers will guide the project through the remaining phases of design, bidding, construction, and project closeout.

Completion
October 2024

Project Size
TBD

Project Budget
$19 Million

Services Provided
Project Management

Construction Method
Chapter 149

Architect
TBD

Contractor
TBD

www.cplusa.com

Client Contact
Christopher Dwelley
Town Administrator
508 785 0032, ext. 221

Colliers
Project Leaders

Town of Hadley

New Senior Center

Hadley, MA

Project Overview

The Town of Hadley hired Colliers to provide owner's project management and commissioning services for the town's new Senior Center.

The new senior center is a single-story, energy-efficient building with a usable space of 10,350 square feet and an unfinished attic (for mechanical systems).

The new senior center is architecturally harmonious with existing municipal and other proposed nearby buildings. The functional spaces include a reception area, commercial grade kitchen, dining area to seat 150-200 people, administration offices, conference room, gathering area, exercise rooms, nurse's office with a bath and shower, classrooms, appropriate bathrooms, and an outdoor area with seating.

Services Overview

As project manager, Colliers provided the following services:

- Develop the total project budget and schedule
- Manage the move out and move in phases
- Facilitate the contract between the Owner and the Architect, including negotiating terms
- Act as a resource to the Owner during construction on construction related issues
- Attend OAC meetings on behalf of the Owner
- Review and approve pay applications and change orders

Completion

July 2020

Project Size

10,350 gsf

Project Budget

$7 Million

Services Provided

Project Management

Commissioning

Construction Method

Chapter 149

Architect

EDM Architecture

Contractor

Forish Construction Co. Inc.

---

www.cplusa.com

Client Contact

Jane Nevinsmith

Hadley Select Board Clerk and Hadley Senior Center Building Committee Chair

413 586 3772

Colliers
Project Leaders

Town of South Hadley

Senior Center Replacement

South Hadley, MA

Project Overview

Colliers provided project management services during the design and construction of the new $11.4 Million South Hadley Council on Aging.

The South Hadley Council on Aging was rebuilt at 45 Dayton Street, South Hadley, MA. The original building was demolished in its entirety as part of this project.

The new 16,150 gsf structure was designed and constructed to incorporate energy efficiencies. It has more rooms – for small and large groups of people – and a multi-purpose community room for dining, entertainment and town-wide events.

Services Overview

As project manager, Colliers provided project management services to coordinate and manage the design and building process and other aspects of the project (e.g., off site infrastructure) to assure that design, construction, and other related activities were implemented, monitored, maintained, and integrated consistent with the established budget and other objectives on behalf of the Town of South Hadley.

Completion
November 2021

Project Size
16,150 gsf

Project Budget
$11.4 Million

Services Provided
Project Management
Commissioning

Construction Method
Chapter 149

Architect
EDM Architecture

Contractor
Souliere & Zepka Construction

www.cplusa.com

Client Contact
Leslie Hennessey
Executive Director, Council on Aging
413 538 5030 ext. 6204

Colliers
Project Leaders

Town of Longmeadow

New Adult Center

Longmeadow, MA

Project Overview

Colliers provided project management services for the construction of a new $14 Million adult center.

The two-floor facility includes a senior center with upgraded rooms for games and socialization, an information desk, a separate gymnasium, and outdoor activities on the south side of the building.

The facility was designed to be used by seniors and the wider community.

Services Overview

As project manager, Colliers was involved in the management of all aspects of project planning, design, and construction activities of the new adult center facility.

Major project elements included but were not limited to:

- Predevelopment activities that involved planning, permitting, environmental remediation, cost estimating, cost allocation, site assembly activities
- Contractor prequalification
- Scheduling
- Oversight of the designer
- Oversight of the contractor during construction
- Project development activities that involved final design and construction, clerk of the works, and project close-out assistance

Completion

October 2021

Project Size

26,333 gsf

Project Budget

$14 Million

Construction Budget

$13.7 Million

Services Provided

Project Management & Commissioning

Construction Method

Chapter 149

Architect

Catlin + Petrovick Architects

Contractor

W.J. Mountford Co.

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www.cplusa.com

Client Contact

MaryBeth Bergeron

Chair, Permanent Town Building Committee

MBerge4527@aol.com

Colliers
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

Construction Method
Chapter 149

Architect
Caolo & Bieniek Associates, Inc.

Contractor
Hunter Construction Group, Inc.

www.cplusa.com

Client Contact
Mike Reggio
Building Committee Chair
508 331 2731

References and Reputation

Firm and Staff References

Colliers is pleased to provide the following references for its key team members. The references provided below have experience with both Colliers as a firm and with the proposed project team. Colliers strongly encourages the Town of Newbury to further explore these examples through direct contact to gain a firsthand account of our approach, capabilities, value, and integrity.

Client and Project Name	Contact Information
City of Fitchburg City Hall Campus	Mary Delaney, Chief Procurement Officer (978) 829-1850
Town of Dover Community Center	Christopher Dwelley, Town Administrator (508) 785-0032 ext. 221
Town of South Hadley Senior Center Replacement	Leslie Hennessey, Executive Director, Council on Aging (413) 538-5030 ext. 6204

Awards and Recognition

At Colliers Project Leaders, we are continually honored by the many professional associations and independent publications who recognize us as a premier provider of owner's project management and commissioning services, not only for our business accomplishments but also our passion for innovation and social responsibility. In the past year, we earned tremendous accolades as a result of our quality service, client satisfaction, and unique expertise. Several of our technical professionals have also won individual recognitions including the Benner Award. Our platform continues to grow. Listed below is a sampling of our awards and recognitions.

City of Fitchburg – City Hall Campus

- Preservation Massachusetts
  2021 Paul & Niki Tsongas Award, Historic Preservation
- Construction Management Association of America, New England Chapter (CMAA-NE)
  2021 CMAA-NE Mark H. Hasso Project Excellence Project Achievement Award

Project Approach

Approach to Project Management

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 public 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 cities and towns 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 Town of Newbury 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.

Key Differentiators

At Colliers, the quality and depth of experience of our team and their proven approach to owner's project management combine to set us apart from our competition. Provided below are some of the key differentiators on why Colliers is the ideal provider to assist the Town of Newbury.

- **Municipal Building Experience:** We have developed an extensive portfolio of municipal building project experience which includes many different building types, such as: senior/community centers, libraries, residential facilities, police stations, public safety facilities, EMT facilities, town halls, and schools. Our vast knowledge of not only municipal building types but of the unique nature of municipal processes involved with such projects (public committees & forums, decision making processes, funding, town meetings/referendums, bonding, etc.) give us the understanding and perspective needed to properly represent the interests of the community.
- **Management Systems with Dramatic Project & Life Cycle Cost Savings:** Colliers has developed a robust financial management system for budgeting, tracking, and anticipating all project related expenditures in the most thorough and accurate manner possible, greatly reducing the possibility of unwanted financial surprises. Throughout the programming and the design phases, our estimate reconciliation process and value engineering techniques help ensure that the project is designed to a realistic budget. Our bid phase management techniques help to keep the initial construction contract within budget. Our technical design reviews and our change order review process reduce unwanted change order costs during the construction phase and help the Town receive fair pricing for those change orders that are legitimate. Our commissioning process creates ongoing energy and operational savings that last long after project completion. ***Colliers has built our reputation on providing dramatic and pervasive savings throughout a project, always exceeding the cost of service.***
- **Multi-Disciplined Technical Capability:** Colliers has assembled a multi-disciplined team with the necessary skill sets and training to support our clients through all aspects of capital projects. Our team includes experienced professionals with backgrounds in architecture, engineering, construction, financial management, facilities planning, and physical plant operations. Our team's depth in these technical areas allows us to draw on their experience at various stages of a project. The value of this balance comes across in the quality Colliers is able to deliver from planning and cost analysis to construction and ultimately occupancy.
- **In-House Financial, Schedule, and Quality Assurance Services:** Colliers is committed to ensuring that our owner's project manager services include the capability to support the Town of Newbury with financial, scheduling, and quality assurance expertise. We will make available, in-house staff well-seasoned within these areas, to assist Colliers' proposed project team throughout the duration of the project, as required.
- **Mechanical, Electrical and Plumbing Systems Expertise:** As a firm committed to providing comprehensive owner's project manager services for more than two decades, we have always recognized the clear link between a building's mechanical and electrical systems and the success of a project. We have assembled a team of experienced engineers, controls technicians, and facilities operators to ensure that our services are provided by a group of multi-disciplined professionals with the necessary backgrounds required to optimize building performance and to maximize energy savings.

Methods of Communication

Colliers utilizes a ***RACI plan*** for all project participants based on contract obligations and milestone deliverables. ***This plan allows for the proper allocation of responsibilities ensuring there is no confusion regarding the communications protocol.*** It describes which party is "Responsible," "Accountable," "Consulted" or "Informed."

RACI plans are developed and implemented on many of our projects. The concept will be reviewed with the Town of Newbury and the balance of the project team as soon as we are engaged. Once signed off by all parties, we will actively manage all obligations and deliverables to the plan.

OPM Experience – Problems and Solutions

Colliers has a well-established reputation for providing owner's project manager (OPM) services within the municipal marketplace and is well-versed in guiding our clients through the complex process of capital construction projects. As a result of our project experience throughout the Northeast, 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 Town of Newbury through the process. ***Colliers has provided below examples of our OPM experience and how our knowledge helped the clients achieve a goal or avoid a large problem.***

Cape Cod Regional Technical High School

Colliers actively worked to ensure adequate bid coverage by soliciting over 80 contractors. This helped in getting favorable bids and a 10% bid savings. Colliers also worked with the design team to identify building systems that could be fabricated off site, reducing prevailing wage labor costs resulting in significant savings.

Town of Hadley

New Senior Center

Colliers assisted the building committee with successfully navigating the process of having two significant projects being constructed on the same site, at the same time, with two different project teams (Fire Substation and Senior Center).

Town of Mansfield

New Elementary School

Colliers assisted the SBC with identifying the best project delivery method resulting in 7% bid savings and significant schedule savings.

Tools to Increase Effectiveness

Colliers Project Leaders has our own proprietary, web-based project management platform, Colliers360, for use by our project teams and our clients at no added cost to the overall project. Our platform makes real-time project data always available for client viewing with user-friendly, flexible dashboards.

From a single site, we can manage project financials and schedules, store key documents in our document storage portal, and create meeting minutes and daily reports, as well as manage project related risks. Multiple team members can log in and understand exactly what stage of the process a current project is in, along with any critical path issues or risks, and make informed decisions on the best next steps. Colliers360 is mobile-optimized for easy viewing on all mobile devices to get project visibility in the office or on-the-go.

CM-at-Risk Procurement Methodology

CM-at-Risk offers several advantages to the Town of Newbury:

1. Qualifications-based selection as opposed to low-bid
2. Early involvement during design to aid estimating, scheduling/phasing, and coordination of construction issues
3. Through the GMP process, the CM has the ability to adjust work parameters responding to changing conditions particularly in complicated phased construction projects

There are, however, very real trade-offs when selecting the CM-at-Risk delivery method over the more traditional Design/Bid/Build approach. As a result of our experience serving as a trusted advisor and owner's advocate, we will thoroughly analyze the pros and cons of each available delivery method and will lead Newbury through that decision making process including seeking approval by MA Inspector General Office for the CM-at-Risk delivery method if so selected. The selection of a construction delivery method must be weighted carefully based on the project's details and dynamics.

Colliers has served numerous clients who have chosen to use the CM-at-Risk delivery method. Provided below is an overview of CM-at-Risk projects where Colliers has served as Project Manager:

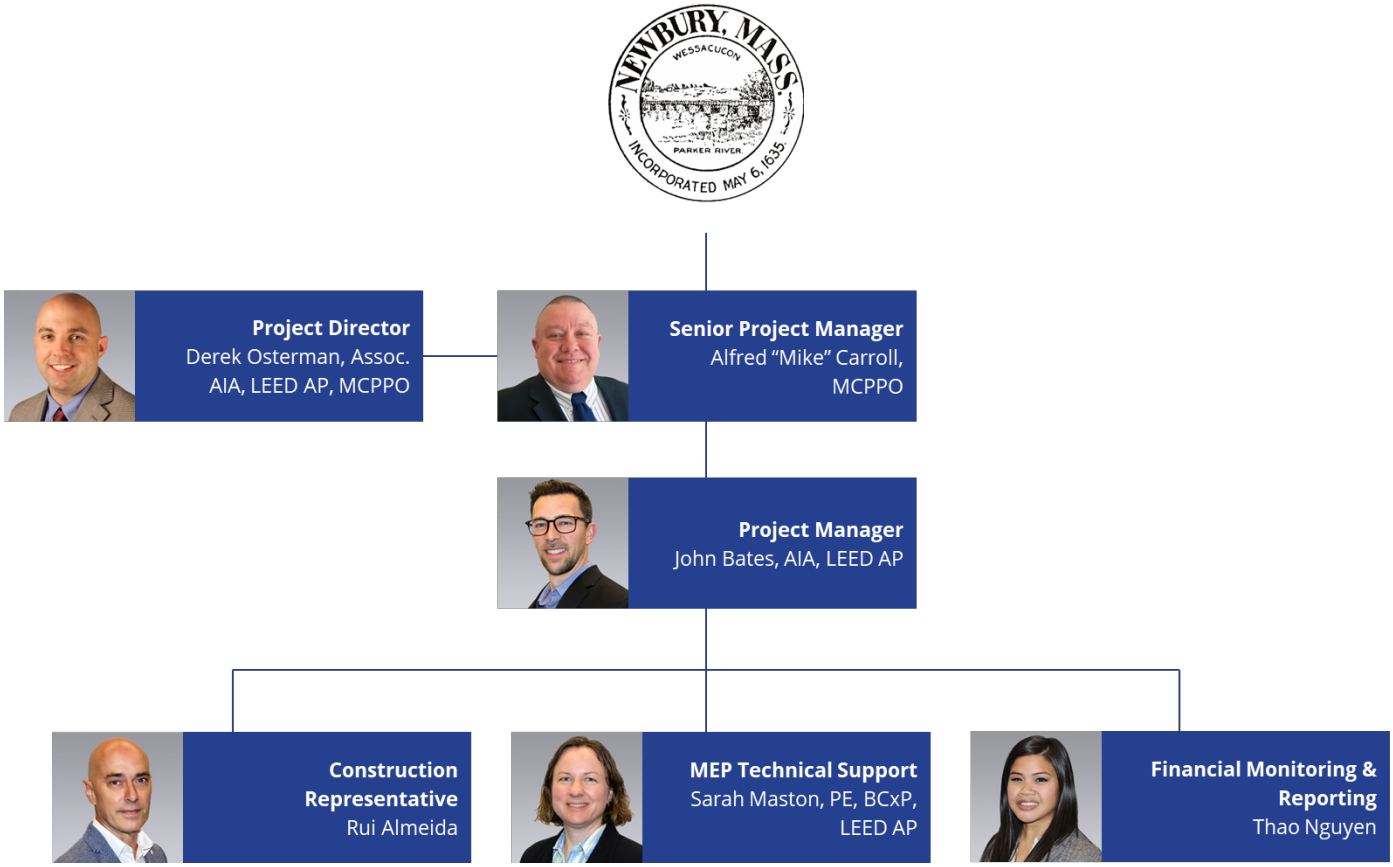
- Fitchburg's City Hall Campus
- Bristol County Agricultural High School
- Spencer-East Brookfield RSD's David Prouty HS
- Diman Regional Vocational Technical High School
- Regional SD #14 Nonnewaug High School
- Lincoln High School
- North Providence's School Building Projects
- South Windsor's Elementary Schools Master Plan
- Hackley School – Center for Health & Wellness
- Stonighton's School Modernization
- Berkshire School – Multiple Projects
- Fitchburg State University – Multiple Projects
- Mount Holyoke College – Multiple Projects
- Central CT State University – Multiple Projects
- Eastern CT State University – Shafer Hall
- Southern CT State University – Buley Library
- URI/RIC – Nursing Education Center
- East Hampton High School
- North Haven Middle School
- Rocky Hill's Moser School

Proposed Staffing

Organization Chart

Colliers is confident that we are uniquely qualified to deliver the necessary owner's project manager services for the Town of Newbury's New Town Hall Project as outlined within the RFQ and as may be required. We firmly believe you will be hard pressed to find another team with the local project experience matched with the depth of talent and resources that Colliers is proposing for this project.

Colliers is committed to serving the Town of Newbury 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 Town is well served. In addition, a Senior Project Manager will be responsible for the day-to-day operations and the final success of the project. The Senior Project Manager will be supported throughout the project by the team members outlined below.



Colliers Project Leaders

Levels of Involvement and Responsibilities

Provided below is an overview of the proposed project team's level of involvement and responsibilities for the New Newbury Town Hall Project.

Team Member	Levels of Involvement and Responsibilities
Project Director Derek Osterman, Assoc. AIA, LEED AP, MCPPO	Overall service delivery, quality control, & project team management. Level of Involvement: • Design: ½ day a week • Construction: ½ day a week
Senior Project Manager Alfred "Mike" Carroll, MCPPO	Ensure satisfactory project completion with an emphasis upon planning, master scheduling, master budgeting, quality assurance, and coordination between the project team's various disciplines and the project owner. Level of Involvement: • Design: 1 day a week • Construction: 1 day a week
Project Manager John Bates, AIA, LEED AP	Deliver quality control and project management, schedule oversight & management, project report development, daily project team management, develop contracts and manage negotiations, assist in total project budget development, financial control/oversight of projects, and contingency and change order expenditure reports. Level of Involvement: • Design: 2 days a week • Construction: 2 days a week
Construction Representative Rui Almeida	Support the Senior Project Manager and Project Manager, perform construction oversight and inspections (i.e. field reports, photos, drawings, minutes, and schedule), provide notice of contract non-compliance to the project team, schedule & coordinate FF&E, IT, & move management, maintain logs and review certified payrolls, coordinate design team or other consultants review of application for payment, provide daily updates of potential concerns, review change orders, and track & monitor all work performed on a time and material basis. Level of Involvement: • Design: As Needed • Construction: 5 days a week

MEP Support Sarah Maston, PE, BCxP, LEED AP	Provide specialized technical support as needed to review HVAC and electrical systems strategies, drawings and components at various intervals during the design process. Level of Involvement: • Design: As needed • Construction: As needed
Financial Monitoring & Reporting Thao Nguyen	Responsible for the regular monitoring, analysis and reporting of capital program finances. Level of Involvement: • Design: As needed • Construction: As needed

Contingency Plan

Colliers has a number of mechanisms in place to ensure the continuation of project services to our clients. These mechanisms include daily backups (stored off site) of the Colliers file servers, which contain pertinent project information, documentations, drawings, etc. In addition, our multi-disciplined staff of more than 120 professionals (including 18 professionals exclusively dedicated to commissioning & energy services) ensure that in the event of sickness, family emergency, vacation, and/or resignation/termination of any given project team member, Colliers will have a replacement available with equal level of skill, experience and expertise.

Resumes & References

Resumes detailing the key personnel's experiences and qualifications, including professional credentials, can be found on the following pages.

For a complete list of references, please refer to ***Section C*** of this proposal.

Derek Osterman Assoc. AIA, LEED AP, MCPPO

Senior Director

derek.osterman@collierseng.com

Colliers Project Leaders

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

8 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 personally connect with clients leading them to their goals through exemplary customer service.

Relevant Experience

City of Pawtucket – Department of Public Works – Pawtucket, RI
Project management services for the rehabilitation of the Daggett Farm Greenhouse and the replacement of the existing salt storage facility at the Public Works Operations Center. The renovations to the greenhouse included the replacement of the existing translucent roof, replacement or reinforcement of the roof structural assembly, replacement of existing greenhouse windows, and the installation of adequate ventilation. The Salt Shed Replacement project included the removal of the existing salt shed structure including superstructure and foundations and the construction of a new salt storage facility including any necessary site improvements.

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.

I-195 Redevelopment District – Food & Beverage Pavilion – Providence, RI
Project management services for the design, bidding, construction, and closeout phases of the development of a food and beverage pavilion in the Innovation District Park.

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.

Worcester Regional Chamber of Commerce – Worcester Regional Food Hub – Worcester, MA
Project management services for the construction of a new headquarters for Worcester Regional Food Hub in Worcester's Union Station. The facility, to be built into a 5,630 square-foot space in the lower level of the station, will have six shared commercial kitchens, a lofted office space, a multipurpose space, and dry and cold storage space for food.

Alfred "Mike" Carroll MCPPO

Senior Project Manager

mike.carroll@collierseng.com

Colliers Project Leaders

Education and Qualifications

Bachelor of Arts, Pre-Engineering – Stonehill College

Bachelor of Science, Civil Engineering – University of Notre Dame

Accreditations and Memberships

Massachusetts Certified Public Purchasing Official (MCPPO)

Years of Experience

27 years

Years with Firm

Less than 1

www.cplusa.com

Area of Expertise

Mr. Carroll has more than 25 years of experience in providing both project management and construction management services. Mike's expertise and experience includes estimating, project planning and scheduling as well as overall program/project management.

Relevant Experience

Malden Police Department – Master Plan – Malden, MA
Project management services for the first phase in a master plan, which will allow the City to sell their downtown property to a developer. Once the property was developed, the City then completed the new City Hall as a condominium within one of the buildings. (Hill partnered with the city on this project as well.) Malden Police Department was constructed on a previously developed site, included soil abatement, and construction of a new police headquarters with a community space. The project was approximately 24,000 gsf and had a total project cost of $15.5 Million.

City of Haverhill – Consentino Middle School – Haverhill, MA
Project management services during the feasibility study and schematic design phases for the design, construction, addition to and / or renovation to the Consentino Middle School.

City of Woburn – New High School Building – Woburn, MA
Project management services for the new construction of 375,000 gsf high school, including the surrounding fields, a stadium, and demolition of the existing school building.

Braintree Public Schools – East Middle School – Braintree, MA
Project management services for the Braintree school district, in partnership with the MSBA. These projects will ultimately allow redistricting and the creation of a grades 5-8 academy. This was a multi-phased, owner-occupied project which included renovations to the existing 120,000 gsf building and providing a 65,000 gsf addition. Total enrollment will be 1,150 students and the total project cost was $86.5 Million.

Town of Webster – Bartlett High School – Webster, MA
Project management services during the feasibility study and schematic design phases for the design, construction, addition to and / or renovation to the Bartlett High School.

John Bates AIA, LEED AP

Project Manager

john.bates@collierseng.com

Colliers Project Leaders

Education and Qualifications

Master of Architecture – Boston Architectural College

Bachelor of Arts Biology – Saint Anselm College

Accreditations and Memberships

Registered Architect (MA)

LEED Accredited Professional (LEED AP)

Member, American Institute of Architects

Member, Duxbury Historic District Commission

Years of Experience

10 years

Years with Firm

3 years

www.cplusa.com

Area of Expertise

Mr. Bates is a registered architect with more than 10 years of experience in the construction industry. With particular interest in materials, methods, and technical details, John combines an astute design sensibility with comprehensive project management experience. As a member of the Colliers' Project Management team, John brings his diverse expertise to a variety of project for both public and private institutions.

Relevant Experience

City of Beverly – City Hall Renovation – Beverly, MA
Project management services for the design, construction, and renovation of Beverly's City Hall. The redesigned and renovated 22,000 gsf facility will serve as the City Hall for most offices necessary for city operations with the exception of public safety, schools and the Department of Public Works. Building design elements for the $12-15 Million project will be consistent with the City's efforts to reduce energy consumption and pursue clean renewable and alternative energy.

Town of Dover – Community Center – Dover, MA
Project management services for the feasibility study and schematic design of a new and/or renovated community center in the current location of the existing Caryl Community Center.

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.

Town of Scituate – Widow's Walk Golf Course Clubhouse – Scituate, MA
Project management services for architectural oversight, engineering, and construction of a renovated clubhouse. Widow's Walk is a municipally owned 18-hole layout adjacent to the historic North River and within sight of the Atlantic Ocean. It is America's first "environmental demonstration course" and has been designated as an Audubon International, Certified Audubon Cooperative Sanctuary.

Whitman-Hanson Regional School District – Whitman Middle School – Whitman, MA
Project management services for the renovation of the 107,980 gsf Whitman Middle School. Scope of work involves addressing the school's structural, electrical and mechanical deficiencies and reviewing possible cost savings. The goal is to create a modernized, 21st century learning facility with appropriately sized, comfortable classrooms and state-of-the-art space that meets code requirements.

City of Haverhill – Consentino Middle School – Haverhill, MA
Project management services during the feasibility study and schematic design for design, construction, addition to and/or renovation to the Consentino Middle School.

Rui Almeida

Construction Representative

rui.almeida@collierseng.com

Colliers Project Leaders

Education and Qualifications

Master of Arts History of Art, Architecture and Urbanism XV-XVIII Century – New University of Lisbon

Bachelor's Degree Architecture – Technical University of Lisbon

Associate Degree Architectural Engineering Technology – Roger Williams University

Accreditations and Memberships

Member, American Planning Association

Member, U.S. Green Building Council

Member, Congress for New Urbanism/New England

Member, North Providence Historic District Commission

Member, Blackstone Valley Historic Society

Years of Experience

28 years

Years with Firm

3 years

www.cplusa.com

Area of Expertise

Mr. Almeida offers a unique perspective of the construction industry with more than 25 years of experience as a trained architect, urban planner, and designer. With experience in architectural and interior design as well as project management and space planning, Rui brings his innovative problem-solving skills to complex construction projects. Prior to joining Colliers, his work included large scale urban design projects and placemaking of civic spaces as a Planner for municipalities throughout Rhode Island. Rui lends his diverse skillset in his role as construction representative to work effortlessly with clients to deliver projects within scope and budget.

Relevant Experience

City Hall of Ponta Delgada – Multiple Projects – Azores, Portugal
Design services as Architect/Planner in the Department of Architecture and Urbanism. Responsible for reviewing and approving private and public buildings, from small to multi-family homes, residential developments, large industrial and commercial buildings and developments, as well as public parks and recreational spaces, such as public gardens and camping sites.

City of Central Falls – Multiple Projects – Central Falls, RI
Design, planning, and project management services as Assistant Director for Architecture and Redevelopment. Highlights include the Quinn Square Redevelopment Plan, a proposed $120 Million mixed-use redevelopment project featuring an $11 Million plaza; the complete renovation of Veterans Memorial Park; improvements to Historic Jenks Park and Dexter Street Plaza; and City Master Plan development.

City of Woonsocket – Multiple Planning Projects – Woonsocket, RI
Design, planning, and project management services as the Deputy Director of Planning for the Main Street Master Plan and City Comprehensive Plan. The Main Street Master Plan identified over $150 Million mixed-use opportunities through historic preservation and new development. The City Comprehensive Plan identified $20 Billion redevelopment areas addressing key urban areas, such as Clinton Street, Diamond Hill Road, Main Street, and River Corridor.

Town of Westerly – Multiple Planning Projects – Westerly, RI
Design, planning, and project management services as a Town Planner for the Harbor Management Plan and the Town's Comprehensive Plan. The Comprehensive Plan, which identified nearly $4 Billion of redevelopment opportunities, included urban development plans for Main Street, Canal Street and Route One, and the North End.

Regional Government of the Azores – Teatro Micaelense Renovation – Ponta Delgada, Portugal
Design services for the $8 Million, 48,500 gsf renovation of the City's convention center/theater, which included exhibit and event spaces, conference rooms, and a 739-seat theater.

Sarah E. Maston PE, BCxP, LEED AP

Director

sarah.maston@collierseng.com

Colliers Project Leaders

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 Fitchburg – City Hall Campus – Fitchburg, MA
Commissioning services during the post-occupancy phase for a major renovation of Fitchburg's historic City Hall Campus. The exterior was fully restored and the original entry was reestablished as the building's primary and fully accessible public entry. The interior was redesigned to accommodate 14 administrative departments. In addition to the City Hall building, an adjacent mid-1980s building (formerly a bank), was converted into the legislative building. Parking and outdoor areas all around the building were also upgraded.

Town of Marshfield – Department of Public Works Facility – Marshfield, MA
Commissioning services to evaluate building mechanical, electrical and plumbing systems for the Department of Public Works Facility as part of our on-call contract with the Town of Marshfield. This project consisted of the renovation of the former Republic Waste Services Building, as well as additions for the Vehicle Maintenance Garage and the Offices for Operations Management, and associated sitework.

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 fire department offices, a firearms training range and headquarters for emergency operations, a roll call room, training space, and other amenities.

Town of Norwell – Norwell Public Library – Norwell, MA
Commissioning services for the 22,300 gsf Public Library Project. The project is a single-phase, one-story building to be constructed at the site of the current library. The building is targeting LEED Silver certification.

Town of Marshfield – Police Station – Marshfield, MA
Commissioning services for the new 21,000 gsf police station 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.

Thao Nguyen

Project Accountant

thao.nguyen@collierseng.com

Colliers 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

4 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 – City Hall Campus – Fitchburg, MA
Financial, cost estimating and schedule support services for a major renovation of Fitchburg's historic City Hall Campus. The exterior was fully restored and the original entry was reestablished as the building's primary and fully accessible public entry. The interior was redesigned to accommodate 14 administrative departments. In addition to the City Hall building, an adjacent mid-1980s building (formerly a bank), was converted into the legislative building. Parking and outdoor areas all around the building were also upgraded.

Town of Newington – Municipal Center – Newington, CT
Financial, cost estimating and schedule support services for the $28.8 Million, 75,000 gsf Newington Municipal Center. The project consists of the construction of a new, three-story Town Hall. This building will house municipal administrative offices, the Board of Education administrative offices, the Board of Education's Transition Academy, and a Community Center.

Town of Hadley – New Senior Center – Hadley, MA
Financial, cost estimating and schedule support services for a single-story, energy efficient building with a usable space of 10,000 gsf and an unfinished attic. The functional spaces include a reception area, commercial grade kitchen, dining area to seat 150-200, administration offices, conference room, gathering area, exercise rooms, nurse's office, classrooms, bathrooms, and an outdoor area with seating.

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 also house the Police Department. The addition will provide the Fire Department with administration space, firefighter bunkrooms, a kitchen, dining room, and day room. The Police Department section will include a sally-port and two alternate vehicle bays, two cells, locker room, and offices.

Town of Longmeadow – New Adult Center – Longmeadow, MA
Financial, cost estimating and schedule support services for the construction of a new $14 Million, 26,333 gsf adult center. The two-floor facility includes a senior center with upgraded rooms for games and socialization, an information desk, a separate gymnasium, and outdoor activities on the south side of the building.

Firm Stability and Capacity

History and Ownership

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 an 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. Colliers Project Leaders is a Limited Liability Company.

Financial Stability

Colliers Project Leaders USA NE, LLC is a majority owned subsidiary of Colliers Engineering & Design, Inc. Colliers Project Leaders has been in business since 1996 and became part of Colliers International Group Inc in 2015. Since our inception, we have experienced significant financial growth and stability as is reflected in the below overview of our financial performance over the past five years.

Total Dollar Value of Work Performed

2022	2021	2020	2019	2018
$32.5 Million	$28 Million	$27.3 Million	$29.8 Million	$24.6 Million

Copies of our consolidated financial statements for the most recent fiscal years can be provided upon request.

Litigation

As a leading diversified professional services and investment management company, Colliers has had the type and scope of litigation of similarly situated global full-service providers. In addition, there have been no material legal or financial actions taken against the company or any of its officers/principals in the past five (5) years.

Current Workload

The following matrix reflects a sampling of our current workload exclusively for owner's project manager (OPM) engagements. Although this impressive list includes the work of our proposed project team as well as other project management staff, ***we have the capacity to undertake several additional OPM engagements***.

In addition to these projects, Colliers is actively working with a lengthy list of public and private institutions through our planning & advisory and commissioning & energy services.

Current Workload			
Client & Project Name	**Phase**	**Budget**	**Projected Services Completion**
Beverly City Hall	Programming	$25M	September 2025
Beverly's McPherson Youth Center	Programming	$7M	June 2024
Bristol (CT) City Hall	Construction	$31M	October 2023
Dover Community Center	Design	$19M	October 2024
Haverhill's Consentino Middle School	Design	$124.9M	September 2026
Montvale Community Center (NJ)	Design	$20M	TBD
Point Pleasant Recreation Center (NJ)	Design	$10M	TBD
Worcester Regional Chamber of Commerce – Regional Food Hub	Design	$5M	December 2023

Ability to Complete the Project

Colliers has assembled a multi-disciplined team with the necessary skill sets to support our clients through all aspects of capital projects. ***Our proposed team is well prepared and available to begin work immediately as may be required.*** In addition, any member of Colliers' 120+ technical professionals can be made available to assist the proposed project team, as required.

One of the unique attributes of the Colliers' team is our range of in-house capabilities. We are able to bring expertise in all aspects of the project with our team of licensed architects, engineers (mechanical, electrical, plumbing, structural, civil) and construction professionals (former superintendents, project managers, and scheduling experts). In addition, we have a number of LEED accredited professionals and building code officials. Our financial analysts focus on ensuring every dollar expended is accounted for. There is virtually no aspect of a project where we can't turn to an in-house colleague for an answer or a solution to a problem.

Insurance

Colliers is insured with National Union Fire Insurance Company of Pittsburgh, PA for Commercial General Liability Insurance with coverage of $2,000,000 each occurrence. Professional Liability Insurance is provided through Berkshire Hathaway Specialty Insurance Company with coverage of $2,000,000. ***Sample insurance certificates can be provided upon request.***

Required Forms

Colliers is pleased to provide on the following pages the required forms listed below as requested in the Town of Newbury's RFQ:

- Certificate of Non-Collusion
- Certificate of Tax Compliance
- Statement on MGL & Building Code
- Certification of Good Faith and Certificate of State Tax Compliance
- Example Clerk's Certificate
- Contract Checklist

9. REQUIRED FORMS

CERTIFICATE OF NON-COLLUSION

The OPM certifies under penalties of perjury that it has not offered, given, or agreed to give, received, accepted, or agreed to accept, any gift, contribution, or any financial incentive whatsoever to or from any person in connection with the contract. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals. Furthermore, the OPM certifies under the penalties of perjury that throughout the duration of the contract, it will not have any financial relationship in connection with the performance of this contract with any materials manufacturer, distributor or vendor.

The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the Securities and Exchange Commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation.

Signed Jonathan F. Winikur

April 27, 2023
Date

Colliers Project Leaders USA NE, LLC
Name of OPM (Owner's Project Manager

TAX CERTIFICATION

Pursuant to M.G.L. Chapter 62C, Sec. 49A, and M.G.L. Ch. 151A, Section 19A, the undersigned, acting on behalf of the Contractor, certifies under the penalty of perjury that, to the best of the undersigned's knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support*.

**Signature of Individual

06-1468602 (FEIN)

***Contractor's Social Security Number Or Corporate Contractor Federal Identification Number

By: Jonathan F. Winikur Date: April 27, 2023

Corporate Officer

(Mandatory, if applicable)

*The provision in the Attestation of relating to child support applies only when the Contractor is an individual.

**Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

**Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filling or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of Massachusetts General Laws, Chapter 62C, section 49A.

STATEMENT ON MGL AND BUILDING CODE

I certify that all information is submitted under penalties of perjury and that I am familiar with the State Building Code and also Massachusetts General Laws, Chapter 149, Section 44A-44H, Section 44M, Chapter 149A, Chapter 193 of the Acts of 2004 and Chapter 30, Section 39M.

Signed Jonathan F. Winikur

April 27, 2023
Date

Division Director
Title

CERTIFICATION OF GOOD FAITH

The undersigned certifies under pains and penalties of perjury that this contract has been obtained in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

The Contractor by: Jonathan F. Winikur
Print Name

Division Director
Title/Authority

CERTIFICATE OF STATE TAX COMPLIANCE

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A

Jonathan F. Winikur, authorized signatory for
name of signatory
Colliers Project Leaders USA NE, LLC, whose
name of contractor
principal place of business is at 135 New Road, Madison, CT 06443,

_____ does hereby certify under the pains and penalties of perjury that

Colliers Project Leaders USA NE, LLC has paid all
name of contractor
Massachusetts taxes and has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature April 27, 2023
Date

EXAMPLE CLERK'S CERTIFICATE

Jonathan F. Winikur, Division Director

Action of Shareholders
Written Consent
April 27, 2023
(Date)

The undersigned, being the Shareholders of Colliers Project Leaders USA NE, LLC, a ~~Massachusetts~~ Connecticut Corporation (the "Corporation") entitled to vote on the action, hereby consent to the adoption of the following votes:

VOTED: That the [President and/or the Vice President or named individual], each of them acting singly is, authorized to execute any and all contract documents and to enter into and negotiate the terms of all contracts and to accomplish same and to execute any and all documents, instruments, and agreements in order to effectuate the transaction and that said transaction shall be valid, binding, effective, and legally enforceable.

VOTED: That the officers are, and each of them acting singly is, authorized, from time to time, in the name and on behalf of the Corporation to take or cause to be taken all such action(s) as s/he or they, as the case may be, deem necessary, appropriate or advisable to effect the foregoing votes, as may be shown by the officer or officers execution or performance which shall be conclusive evidence that the same is authorized by the directors of this Corporation.

VOTED: That the officers are, and each of them acting singly is, authorized, from time to time, in the name and on behalf of this Corporation, under its corporate seal, if desired, attested by an appropriate officer, if desired, to execute, make oath to, acknowledge, deliver and file any and all of the agreements, instruments, certificates and documents referred to or related to the foregoing votes.

VOTED: That the officers are, and each of them acting singly is, authorized, from time to time and on behalf of this Corporation, under its corporate seal, if desired, to execute, acknowledge and deliver any and all agreements, instruments, certificates and documents referred to or related to the foregoing votes, with such changes as the officer or officers so acting may deem necessary or desirable, and the signature of such officer or officers to be conclusive evidence that the same is authorized by the directors of this Corporation.

Clerk of Corporation Certificate

I, Brian E. Curtis, Esq. the Clerk of the foregoing corporation, do hereby certify that the above
vote was taken at a duly called meeting of the shareholders of the Corporation on May 1, 2021.

_____
Clerk of Corporation

SEAL

CONTRACT CHECKLIST

	Initials
1. Certification of Signatures • For Corporation: need President's signature or Clerk's Certificate dated no more than 2 years ago With Corporate Seal affixed (see attached form) • For LLC: need Manager signature or signed vote of the LLC	JW
2. Certificate of Non-collusion	JW
3. Insurance Certificate (showing Town as additional insured) • Matches amount of insurance required under contract	JW
4. Certificate of Good Faith	JW
5. Certificate of Tax Compliance	JW
6. Signed by Contractor • Matches certification by Corporation officer of authority.	JW
7. Certificate of Good Standing for Corporation or Certificate of Legal Existence for LLC both from the Secretary of State	JW

Contract Reviewed by: _____
Signature

Division Director
Title

Jonathan F. Winikur
Name,

Colliers has read the Sample Contract. If awarded the contract, we would like to have our legal team speak directly with your representative to assure the terms and policies are properly synchronized to meet your needs and the scope of work awarded.

TAB “5”

PROGRAM REQUIREMENTS

AT 12 KENT WAY

FOR TOWN HALL SPACE NEEDS

KENT WAY	Square footage	THE TOWN HALL PROGRAM NEEDS	Square footage
Current net footage	5,116	Proposed net footage	6,814 SF
Missing locations' net footage	2,400		
Missing town clerk Vault net footage	500		
Storage trailers SF incorporated into inside conditioned storage	580		
Sub-total	8,596	Sub-total	10,072
		Attic storage	2,600
TOTAL	8,596	TOTAL	12,672

SPACE NEEDS SUMMARY

Program Space Type		*Kent Way Net SF*	Floor 1st	2nd	Attic
SHARED SPACE			**TOWN HALL NEEDS**		
1.0	**Public & Other Shared Spaces**				
1.1	Vestibule	*0*	170		
1.2	Public Lobby	*0*	320		
1.3	Toilet (single user)	*0*	98	98	
1.4	Media Control Room	*0*		80	
1.5	Large Meeting / Hearing Room	*852*		760	
1.6	Medium Conference Room	*0*	240		
1.7	Small Conference Room	*0*	160	140	
1.8	Printing / Plotting / Storage	*417*		220	
1.9	Break Room	*203*		240	
1.10	Archive Storage	*0*	0	0	
2.0	**Administration & Finance**				
2.1	Town Administrator	*150*		125	
2.2	Executive Administrator	*620*		110	
2.3	Town Accountant / Assist. Finance Director	*137*		125	
2.4	Accountants (2ppl)	*204*		175	
3.0	**Clerk**				
3.1	Town Clerk (incl state computer)	*295*	125		
3.2	Assistant Town Clerk (existing counter)	*130*	100		
3.3	Clerk File Storage	*90*	300		
3.4	Vault	*0*	520		
4.0	**Assessor**				
4.1	Principal Assessor	*127*	125		
4.2	Assessors Clerk (existing counter)	*166*	110		
4.3	Assessing File Storage	*37*	160		
5.0	**Treasurer**				
5.1	Treasurer / Collector	*123*	125		
5.2	Assistant Treasurer / Collector (existing counter)	*166*	100		
5.3	Treasurer File Storage	*37*	100		
6.0	**Planning & Zoning**				
6.1	Planning Director	*196*		140	
6.2	Planning Board Admin	*123*		95	
6.3	Planning File Storage	*37*			160

Prgm Type No.	Space Descriptio n	*Existing NASF*	Floor 1st	2nd	Attic
7.0	**Inspectional Services & Conservation**				
7.1	Building Commissioner	*227*		140	
7.2	Inspectors	*0*		260	
7.3	Building File Storage	*0*			160
7.4	Conservation Agent	*shared*		120	
7.5	IS/Conservation/ZBA Admin (existing counter)	*166*		95	
7.6	Conservation File Storage	*0*			160
7.7	ZBA File Storage	*0*			160
8.0	**Health**				
8.1	Health Director	*205*		120	
8.2	Health Inspector	*shared*		100	
8.3	Health File Storage	*0*		135	
8.4	Health Storage	*0*			160
9.0	**IT**				
9.1	IT Director & Operations	*117*	125		
9.2	IT Equipment Storage	*0*			150
10.0	**Public Works**				
10.1	DPW Director	*0*		80	
11.0	**Building Support**				
11.1	Building Supplies	*0*	0		
11.2	Janitor Closet	*0*	80		
11.3	Elevator (stops)	*0*	64	64	64
11.4	Elevator Machine Room	*0*	80		
11.5	Network Room	*291*			400
11.6	Electrical Room	*0*	150		
11.7	Mechanical Room	*0*			250
11.8	Sprinkler Room	*0*	70		
11.9	Trash & Recycling	*0*	70		
	Subtotal (Net Square Footage)	*5,116*	3,392	3,422	1,664
	Missing location/function at Kent Way	*2,400*			
	Grossing Factor (walls, corridors, chases, etc.)	*2,255*	1,644	1,614	1,216
	TOTAL SQUARE FOOTAGE	**9,770**	**5,036**	**5,036**	**2,880**
	Outside storage at Kent Way	*589*			
	Missing storage space inside at Kent Way	*1,123*			
	Total	**11,483**			**12,952**