



Unitarian Universalist Church of Nashua



PROPOSAL



UNITARIAN UNIVERSALIST CHURCH OF NASHUA

ARCHITECTURAL SERVICES

OCTOBER 15, 2021

October 15, 2021

Building Our Vision Team
Unitarian Universalist Church of Nashua
58 Lowell St.
Nashua, NH 03064
bov@uunashua.org

Re: Architectural Services
RFP dated September 2021

Dear BOV Team,

We are pleased we eventually got our emails straightened out so that we finally received the RFP and that we were able to get a tour with Allison, John and Frank. The tour enabled us to put some additional perspective on the thorough information provided in the RFP and put some faces on the Team. It was quite helpful. We also received the addenda. It was interesting to see your energy audit was conducted by the same consultant we used in our assessment of Buker Hall in New London, S.E.E.D.S.

We are confident we are qualified, and we've included under our Experience tab a list of the church work we've done, the historic work we've done and the work we've done in the City of Nashua. This demonstrates our experience with churches, the Secretary of the Interiors Standards and working with the city of Nashua.

As you clearly see the church provides many challenges the opportunities. We view all the challenges as opportunities including resolving your energy issues, making a welcoming accessible front door, and improving the flow and use of your many multiuse spaces. It's an exciting prospect!

In our experience we've learned that communication is key to a successful project. We recognize that a congregation like yours has many constituents and that many are represented on BOV. One model we've found most successful is creating a series of subcommittees that represent some of these constituents i.e. worship, Christian education, kitchen, other program areas, sanctuary, interior design, exterior design, etc. A member of the BOV is liaison with each subcommittee and communicates our progress and gets feedback regularly throughout the process. Then periodically we have full congregation meetings after a church service and provide a progress report and expect feedback. We would support the BOV liaison with graphics, material samples, etc. and sometimes make a presentation to a subcommittee. This structure puts church members doing the reporting and listening, not an outside professional. It also engages the congregation, and they often see how their needs are being met although maybe differently than they imagined. We would also use your bulletin or newsletter to update the congregation on a regular basis. This process significantly increases the odds of a successful vote when the congregation is asked to move a project forward.

It is also helpful to think of this project as another phase in growing the big tent of the UU church. Your last phase is part of that continuum where we want to make access to the building more welcoming and readily accessible.

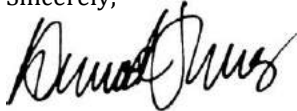
697 UNION STREET
MANCHESTER, NH 03104
603.625.4548
info@thearchitects.net
www.thearchitects.net



Sometimes when you think about what components to include in this phase it's helpful to think about them as capital elements and deferred maintenance issues. How much of the deferred maintenance issues can become part of this capital project and which might be able to be done in a more incremental way as part of a maintenance budget. Often this helps clarify priorities and is a way of clarifying how one communicates with the larger group.

The goals of this project seem to point toward improving the way you serve the congregation and to provide opportunities for use by outside groups and engage with the community. It's the kind of project that gets our creative ideas flowing! We look forward to being a part of it. In the meantime, we look forward to meeting with you to review our qualifications in greater detail and explore how we might approach this interesting project.

Sincerely,

A handwritten signature in black ink, appearing to read "Dennis Mires". The signature is fluid and cursive, with the first name "Dennis" being more prominent than the last name "Mires".

Dennis B. Mires, AIA, President

DBM\jd

(Architects_DS/ActiveProjects/UUChurchNashua_2021088/ArchSvcsLtr_10/15/21)



FIRM

Firm Page

Dennis Mires, P.A., The Architects
697 Union Street
Manchester, NH
Phone: (603) 625-4548
Email: info@thearchitects.net
www.thearchitects.net

Founded in 1980 by Dennis B. Mires, AIA. Our firm has many registered architects with a wide range of architectural experience which, combined with the use of BIM 3-D modeling, provides the firm with the flexibility and skills required to meet the needs of clients with different priorities and concerns.

Dennis Mires, P.A., The Architects, has a demonstrated track record of successful public works projects based on listening to the client components through program setting with the design team. Based on a process of increased detail information and review, additional information and review, etc., The Architects build consensus to a project solution that is owned by the entire project team.

Dennis Mires, P.A., The Architects, has a history of balancing resources with owner's goals as evidenced by returning non-profit State, municipal, school, and corporate clients. Many projects for these budget sensitive clients have been recognized by independent juries for design excellence.

In addition to numerous public clients, Dennis B. Mires, P.A., The Architects, has extensive experience with municipal, community, institutional and hospitality clients.

Architectural registrations with the states of
NH, MA, ME, CO, MT, NC, FL, VA, VT, RI

Principal Officers of the firm:

Dennis B. Mires, AIA, President

NH License No. 1018

Project Architect

Michael D. McKeown, AIA

NH License No. 4478



DESIGN TEAM

Design Team

Based on our current understanding of the project needs, we have assembled a Design Team that, working with the Owner's Team, can address your needs. This Team has a working relationship established over multiple projects.

Architect	Dennis Mires, P.A. The Architects 697 Union Street Manchester, NH 03104
Lead Architect Project Manager	Dennis B. Mires, AIA, Principal Caroline Morel (603) 625-4548
Site/Civil Landscape Engineer	Hayner/Swanson, Inc. 3 Congress Street Nashua, NH 03062 Jim Petropolis, P.E. (603) 883-2057
Structural Engineer	SW&C Engineering, P.A. 857 Wellington Rd Manchester, NH 03104 Robert P. Brecknock, P.E. (603) 645-1392
Mechanical Engineer	Design Day Mechanicals, Inc. PO Box 447 New Ipswich, NH Andrew W. Arsenault, P.E., LEED AP (207) 337-2473 John Waitt (603) 269-7253
Electrical Engineer	Electrical Systems Engineering (ESE) 22 Manchester Rd, Suite 8A Derry, NH 03038 Bob Greene, P.E. (603) 870-9009
Fire Suppression	Robert Cummings & Associates, PLLC 181 Bow Bog Rd Bow, NH 03304 Robert Cummings, P.E. (603) 496-3933

Dennis B. Mires, AIA, President

Dennis Mires, P.A. THE ARCHITECTS

As President of Dennis Mires, P.A. THE ARCHITECTS, Mr. Mires is responsible for all design and development and oversees all architectural projects of the firm. He had 13 years of experience as an architect with firms in Boston and Manchester prior to opening his own firm in 1980. The firm has been involved in a wide variety of projects ranging from state and municipal buildings to commercial and residential development



Education:

*Bachelor of Architecture
University of California,
Berkeley*

*New Life for Old Buildings,
Harvard Graduate School of
Design, 1975*

*Designing and Building the
Well-Tempered*

*Atrium, Institute for Energy
Conscious Design, 1987*

*Resort Planning and Design,
Harvard Graduate School of
Design, 1987*

Memberships:

*New Hampshire American
Institute of Architects (AIA),
Director 1985-1988; Member
Environmental Task Force*

*New Hampshire Board of Registration
of Architects, 1989-1999;
Secretary 1990-1993;
Vice Chair 1997-1999*

*Plan NH, Director 1993-1996;
Treasurer 1995-1998*

*Manchester Enterprise
Community Advisory
Committee, 1995 - 2000*

*New Hampshire Institute of Art
Trustee 1995-2004; Board
of Directors,
Chair 2000-2002;*

*Honorary Doctor of Fine Arts
2002*

*NHHFA Development Process
Review Committee, 2003*

*Millyard Design Review
Committee, 2004 - 2011*

Registrations:

*Architect: NH/MA/ME
NCARB*

AIA New Hampshire "Clinton Sheerr Award"

- Excellence in the New Hampshire Architectural Community 2019

AIA New Hampshire "Honor Award for Excellence in Architecture"

- Private Residence, Rural, NH - Citation Award 2013
- New Hampshire Institute of Art - 88 Lowell St. - Merit Award 2009
- New Hampshire Institute of Art - 77 Amherst St. 2007
- Carpenter Memorial Library 1991
- Gold Residence 1984
- Ocean Meadows 1984

Manchester Historic Association "Preservation Awards"

- Rex Theatre – Development of a Cultural Resource Award 2020
- NH Institute of Art, 88 Lowell St. - Adaptive Reuse Award 2010
- NH Institute of Art, 77 Amherst St. - Design Award 2006
- Greater Manchester Family YMCA - Design Award 2005
- Hallsville School - People's Choice Award 2001
- Brookchester Row - Block 16 2001
- Beliveau, Fradette, Doyle & Gallant 2000
- St. George School Apartments 1999
- Wadleigh Law Firm 1997
- American Red Cross, Greater Manchester Chapter 1994
- Ash Street School 1994

New Hampshire Preservation Alliance "Achievement Award"

- Byron G. Merrill Library – Addition 2017
- Jackson Public Library - Trickey Barn 2011
- Manchester Historic Association - Research Center 2007
- Manchester Historic Association - Millyard Museum 2002
- The Congregational Church of Amherst 2001

Manchester Regional Committee on Aging "1st Annual Senior SuccessAbility Award"

- Manchester Historic Association Millyard Museum - Easily Accessible 2001

Associated Builders and Contractors NH/VT Chapter "Excellence in Construction Award"

- Manchester Country Club, Bedford, NH 2014
- Southern New Hampshire Medical Center, Nashua, NH 2013
- Southern New Hampshire Medical Center, Merrimack, NH 2010
- New Hampshire Neurospine Institute, Bedford, NH 2005
- Rix Residence, Auburn, NH 2005
- John O. Morton Building, Concord, NH 2001

Plan NH

- Bank of New Hampshire Stage, Merit Award 2020
- F.I.T. Family Place Resource Center and Shelter, Honor Award 2016
- NH Institute of Art, 88 Lowell St., Merit Award 2011



Caroline Morel,
Dennis Mires, P.A. THE ARCHITECTS

Caroline brings a rich professional and cultural experience. Born and raised in France, she began her professional career in the French and American Aviation industries as an Aero engineer. Her engineering background allows her to master BIM and building technology, while her multicultural experience lets her ask critical questions and offer out of the box solutions.

Representative Projects

Congregational Church of Hollis

Hollis, NH
Addition and Renovation

Epsom Bible Church

Epsom, NH
New sanctuary

Families in Transition

Manchester, NH
Pantry and Shelter

Rex Theatre

Manchester, NH
Full renovation

Hitchiner Manufacturing

Milford, NH
New plant and renovation of old plant

NH Six

Londonderry, NH
Urgent medical clinic, Bank, & Retail building

Manchester Community College

Manchester, NH
Lab renovation, Master plan

Nashua Community College

Nashua, NH
STEM lab renovation

Compass Classical Academy

Sanborton, NH
New charter school

603 Storage

Raymond, NH; Amherst, NH, Wolcott, MA
Climatized storage

Education:

*Master of Aero & Space
Engineering, EPF France
1998*

*Master of Architecture,
WAAC VA Tech 2015*

Memberships

*New Hampshire American
Institute of Architects (AIA)*

*National Council of
Architectural Registration
Board (NCARB)*

History

*Airworthiness Engineer,
CAP Aviation, 1998-2001*

Moved to the USA 10/2001

*National Air & Space Museum,
Volunteer 2002*

*Project Engineer,
BAE Systems 2002-2006*



EXPERIENCE

Churches Client References

Epsom Bible Church
Epsom, NH
- Sanctuary Addition
Jason Covill,
(603) 736-9354

The Congregational Church of Hollis
Hollis, NH
Rev. Tanya Stormo Rasmussen
(603) 465-7797

Bethany Congregational Church
Kittery, ME
Deb Myers
(603) 431-3646

First Congregational Church
Hampton, NH
Paul Ayles, Building Committee
(603) 926-6163

Manchester Christian Church
Bedford, NH
Eric Lee, Executive Pastor
(603) 622-9677

Epping Community Church
Epping, NH
Ray Racine, Building Committee
(603) 772-7153

The United Church of Penacook
Penacook, NH
Nancy Cote, Building Committee
(603) 491-7909

Open Doors Christian Fellowship
Litchfield, NH
Terry Wilcox, Pastor
(603) 881-9642

Congregational Church in Exeter
Exeter, NH
Robert Cox, Trustee/
Facilities Improvement Committee
(603) 772-4202

First Baptist Church
Claremont, NH
David Crosby, Pastor
(603) 542-2344

Faith Christian Church
Bedford, NH
James Pereira, Project Manager
(603) 673-3200

Church of the Nazarene
Keene, NH
John Reilly, Pastor
(603) 357-5100

First Baptist Church of Amherst
Amherst, NH
Pat Hopkins, Building Committee
(781) 710-4526

St. Andrew's Episcopal Church
Hopkinton, NH
Michael Barwell, Chair
Bicentennial Parish House
Renovation Project
(603) 746-3415

St. Charles Church Complex
Meredith, NH
Moe Morin, Chair Building Committee
(603) 279-8765
Paul Harrington, Director Facilities
Management
(603) 669-3100

NH Conference United Church of Christ
Pembroke, NH
Bruce Beckley, Committee Chair
(603) 673-5075

Windham Presbyterian Church
Windham, NH
Curt Freeman, Chair Building Committee
(978) 659-3406

First Congregational Church
Claremont, NH
Rev. Dr. Mary Elizabeth Seals, Pastor
(603) 542-6342

Churches Client References Continued...

The Congregational Church of Topsfield
Topsfield, MA

Roger Dik, Building Committee
(978) 887-7695

Bedford Presbyterian Church (Bedford Historic
District)

Bedford, NH
Glenn Neff, Building Committee
(603) 472-8989

Parish of the Resurrection
Nashua, NH

Mark Walsh, Const. Manager
Eckman Construction Co., Inc.
(603) 623-1713

The Congregational Church of Amherst
Amherst, NH

Skip Skoglund, Building Committee
(617) 973-6660

First Church of Christ
Lancaster, MA

Nat Hawkins, Building Committee
(603) 365-2427

Londonderry Presbyterian Church
Londonderry, NH

Business Admin. Office
(603) 434-2113

Unitarian Universalist Church
- 1980 Sanctuary Renovations
- 1999 Master Plan
- 2001 Phase I

Manchester, NH
Anne Zachos, Building Committee
(603) 669-2592

Jewish Federation of Greater Manchester
Manchester, NH

Michael Sydney, Committee Chair
(603) 669-4100

Grace Baptist Church
- Phases I & II

Hudson, MA
Mark Acuff, Pastor
(978) 562-8550

St. Marie's Church
Manchester, NH

Ken Scarpetti, Building Committee
(603) 623-1089

New Covenant Christian Fellowship
No. Berwick, ME

Charlie Parker, Chair Building Committee
(207) 676-2764

St. Louis de Gonzague Cemetery

- Design/Build Maintenance Building with
Maple-Leaf Construction Co.
Nashua, NH

Loren Dubois, President
(603) 882-7498

Congregational Church of Hollis Hollis, New Hampshire



Project Description:

The church has been at the center of the town life in Hollis for over 275 years. The oldest part of the building is over 100 years old. The congregation wanted to solve fire and safety concerns on the lower level, improve circulation and wayfinding and renovate interior spaces to provide a more welcoming environment.

Dennis Mires The Architects proposed to excavate a patio on the East lawn to offer basement egress on grade and add a stair tower providing egress from the sanctuary and direct access to the lower level fellowship hall. The front lobby and connecting stair were completely redesigned to promote self-orientation. In partnership with Milestone, The Architects also guided the church committee through budget decisions offering and pricing multiple options.

Ed Wigfield and Sarah May, co-chairs of the committee said: "Our renovated church is a wonderful example of what creative, engaged architects working with an energized congregation can accomplish. [...] The Squires' Community Patio is at once organic, functional, and beautiful, and is already a landmark venue where church meets town." The project was completed in March 2021. Construction Budget: \$1.4 Mil.

Owner Contact: Rev. Tanya Stormo Rasmussen
The Congregational Church of Hollis
3 Monument Sq. Hollis, NH 03049
Email: pastor@hollischurch.org
Phone: 603-465-7797

General Contractor: Mark Goldstein
Milestone Engineering & Construction, Inc.
1 Horseshoe Pond Lane, Concord, NH 03302
Email: markg@milestonenh.com
Phone: 603-226-3877

First Congregational Church Hampton, New Hampshire



The Architects eliminated a small left over exterior space in the middle of the building created by multiple additions over the years. They filled that space with an elevator, stair and connecting “main street” that improved the connections to all major spaces. It also opened the entry to create a warm and welcoming way to enter the church. Other components included upgrading the kitchen and expanding the fellowship hall and making the entire complex code compliant. This Design/Build project was completed with Martini Northern Construction, Portsmouth, NH. Construction Budget: \$1 Mil.

Contact: Paul Ayles, Building Committee
(603) 926-6163

First Congregational Church Claremont, New Hampshire



Bronze Award - 2002 Sales & Marketing (SAM) Council of NH Home Builders Assoc.

The Architects completed a feasibility study for the renovation of their church sanctuary. Issues considered were to improve the acoustics, lighting, new front doors, and make the articulation of the sanctuary more in keeping with the period of the building. All work was to begin after Christmas Services and be complete by Easter, April 15, 2001. Conneston Construction, Inc. of Laconia, NH made the schedule work even with a two-week delay due to hazardous material removal exposed during demolition.

Contact: Dr. Mary Elizabeth Seals, Pastor
72 Pleasant St.
Claremont, NH 03743
(603) 542-6342

Bedford Presbyterian Church Bedford, New Hampshire



*Bronze Award -1999 Sales & Marketing Council of NH Home Builders Association
New England Architects Exhibit Build Boston 2000*

The project involved merging two celebrated buildings located in the Historic Bedford Center. The most pressing objective was to maintain the integrity of both buildings while forging seamless unity. A new more inviting entrance and outdoor gathering space was created when The Architects used the fellowship hall as the connective structure between the two buildings. By uniquely blending the two buildings together in a way that was respectful to its historic surroundings also allowed focus to fall on the prominence of the Bedford Presbyterian Church in the local community.

Contact: Glenn Neff, Building Committee
c/o Marketing Connections
10 Corporate Dr.
Bedford, New Hampshire 03110
(603) 472-8989

Historic Client References

Projects which involved restoration and/or adaptive use of historic building(s).
Projects with an (*) were listed or eligible for listing on the National Register of Historic Buildings.
Projects with a (+) included window replacement.

- | | |
|--|---|
| + * Carpenter Memorial Library
Manchester, NH | + * Manchester Historic Association
- Renovate Headquarters
Manchester Civic District
- New Millyard Museum
Manchester Millyard |
| + * Brookchester Row (Housing)
Manchester Historic District
Manchester, NH | *The First Church of Christ
Lancaster Historic District
National Historic Landmark
Lancaster, MA |
| + * Block 16 (Housing)
Manchester Historic District
Manchester, NH | + * Cook Memorial Library
National Register Building
Historic Village Districts
Tamworth, NH |
| + * Ecole St. George (Housing)
National Register Building
Manchester, NH | Tamworth Town Offices
Historic Village District
Tamworth, NH |
| + * 97 West Merrimack St (Housing)
Manchester Historic District
Manchester, NH | Hampton Falls Free Library
Hampton Falls Historic District
Hampton Falls, NH |
| + * American Red Cross
Historic easement administered by
Manchester Historic Association
Manchester, NH | Nellie Littlefield House
Ogunquit Historic District
Ogunquit, ME |
| + * Ash Street School Restoration
National Register Building
Manchester, NH | Foster Residence, The Tailor Shop
Shaker Village Historic District
Harvard, MA |
| + * Rochester Public Library
Rochester Commercial and Industrial
Historic District
Rochester, NH | Wadleigh Law Firm Expansion
Manchester Historic District
Manchester, NH |
| *Academy Hall
Salisbury, NH | Londonderry Presbyterian Church
Historic Village Center
Londonderry, NH |
| *Congregational Church of Amherst
Amherst Historic District
Amherst, NH | + The Chandler Building (Housing)
Manchester, NH |
| Bedford Public Library
Bedford Historic District
Bedford, NH | + Bedford Presbyterian Church
Bedford Historic Church
Bedford, NH |
| + Maynard School (Housing)
Manchester, NH | |

Historic Client References Continued...

- New England Telephone
Harrisville Historic District
Harrisville, NH
- 270 Orange Street (Housing)
Manchester, NH
- The Centennial Home (Residential Care)
Heritage Concord, Inc.
1993 Historic Preservation Meritt Award
Concord, NH
- + Keene Housing Trust (Housing)
Old Hinsdale High School
Hinsdale, NH
- + Keene Housing Trust
Window Replacement
Central Square Terrace
Keene, NH
- Beliveau, Fradette, Doyle & Gallant
Manchester Historic Association
2000 Historic Preservation Award for
Interior & Exterior Restoration
Manchester, NH
- First Congregational Church
Claremont, NH
- + Windham Presbyterian Church
Windham Historic District
Windham, NH
- Grossman, Tucker, Perreault & Pflieger, PA
Millyard Historic District Manchester, NH
Fit-up in Langer Mill
Manchester, NH
- Greater Manchester Family YMCA
Manchester Historic Association
2005 Historic Preservation Award for
creating universal accessibility to their
Headquarters Building at 30 Mechanic St.
Manchester, NH
- Strawberry Banke
- Cotton/Tenant House
- Yeaton Walsh House
Portsmouth Historic District
Portsmouth, NH
- + New Hampshire Institute of Art
- Amherst St. Studio & Gallery
Manchester Historic Association
2006 Historic Preservation Award
Design Award AIA NH 2007 Honor Award
for Excellence in Architecture "Adaptive
Reuse"
Manchester, NH
- Lee Town Center
Reuse of historic buildings for Town Offices
Lee, NH
- New Hampshire Institute of Art
Preserved Manchester's first high school
Manchester, NH
- * Byron G. Merrill Library
LCHIP Historic Building Assessment
Grant Program Feasibility Study - ADA
accessibility
Rumney, NH
- North Hampton Town Office
ADA Compliance and Program Expansion
North Hampton, NH
- Town of Dunbarton
Town Hall and Theatre Restoration
Dunbarton, NH

Nashua Project Experience

Family Promise

Nashua, NH

Pamela Wellman
(603) 883-7338 x1

Nashua Public Health

Nashua, NH

- Renovations including ADA access
Tim Cummings, Director of Economic
Development
(603) 589-3072

Nashua City Hall

Nashua, NH

- Department Renovations
Kim Kleiner, Administrative Services Director
(603) 589-3025

Storehouse #2 - City of Nashua

Nashua, NH

John Vancor, P.E., Project Manger
Hayner-Swanson, Inc.
(603) 883-2057

Lamprey Health Care

Nashua, NH

- Medical Clinic
Anne Hathaway Peters, CEO
(603) 695-3106

Southern NH Medical Center

Nashua, NH

- Oncology & Rheumatology Expansion
- Convert 45,000sf former YMCA to
Medical Offices
- Neurosurgery Suite
- New 12,000sf Medical Office
Scott Cote
(603) 577-2090

YMCA of Greater Nashua

Nashua, NH

- New 45,000sf Facility
- 2nd floor addition
Mike LaChance, President/CEO
(603) 598-1533

The Fountains at Twin Ponds

- 2, 18-unit 3 Story Apartment buildings
Nashua, NH

Jerry Levin, Managing General Partner
(603) 888-2242

Flatley Townhomes

Nashua, NH

- 7 - 4 unit buildings
John Flatley
(781) 380-7731

Flatley Flex Buildings

Nashua, NH

- 3 Multi tenant flex building
John Flatley
(781) 380-7731

ITT - Daniel Webster College

Nashua, NH

- Residence Hall
Clay Gick, Corporate Construction Specialist
(317) 706-9316

Creative Years Child Development & Training Center

Nashua, NH

Bobby Smith
(603) 880-7304

Bishop Geurtin High School

Nashua, NH

- Restoration of Exterior Masonry Envelope
- Lobby & Administration Area Redesign
- Gym Roof Replacement
- Accessibility Issues
Linda Brodeur, Principal
(603) 889-4107

ConvenientMD Urgent Care Center

Nashua, NH

Max Puyanic, CO-CEO
(603) 501-0878

Nashua Community College

Nashua, NH

- Master Plan
- Wellness Center/Student Center Addition
- Health, Education & Technology Center
- Financial Aid Office
- Site Development
- Classrooms/Toilet Rooms/ ADA Upgrade
- Culinary Arts Renovation
Lucille Jordan, President
(603) 882-6923



PROJECT APPROACH

Project Approach

Dennis Mires, AIA, has been practicing in New Hampshire for over forty (40) years and has a long history of public/non-profit clients that have appreciated his creative approach to achieve efficient floor plans, contextual forms and materials, and attention to detail. A few examples include the New Hampshire Institute of Art, Community College System of NH, Franklin Pierce University, and St. Paul's School.

In our public/non-profit work, we have been successful in building consensus within a committee structure and getting the approval of the larger community using a process that involves four basic steps: Collect Available Data, Assessment, Generate Alternatives, and Refine & Committee Recommendation.

Collect Available Data involves assembling the Owner generated program requirements such as vision statement and department needs assessment. It also includes all data available on the existing site such as boundary & topographic information, physical features, utilities, etc. It would also include all data on existing buildings including as-built drawings, all structural, environmental, and life safety studies and reports. It would include any information on alternate available sites. This phase would also include our assistance with supplementing this information when necessary, by generating as-built drawings, assisting with survey and boring data, etc.

The **Assessment** phase includes absorbing the vision statement, and then meeting with the users, and staff to ensure we have a robust characterization of their hopes and dreams. It also promotes an inclusionary process from the outset. During this phase, we also assess the site in relation to vision and needs including location, orientation, topography, ledge, wetlands, parking & circulation, utilities, etc. Our assessment also includes a review of prior studies and assessment of the physical plant in terms of program, envelope, energy performance, systems, etc.

During the **Generate Alternatives** phase, we are armed with a comprehensive view of the existing conditions, and this is where we have some preliminary brainstorming sessions with the entire Consultant/CM/Owner team to identify all of the viable strategies to meet the program, the sustainable goals and the budget. Based on that input, we develop alternative schematic site and building plans. At the beginning, these are quite conceptual but to scale. Since the visioning process has been completed this may be the time to involve the Community to insure, we get a breadth of Community reaction and input and to insure we do not miss any of their hopes and concerns. We generally start with two extreme concepts: one at either end of what is possible. It often suggests a fairly viable middle ground. These then are reviewed, refined and usually generate other concepts. It's an interactive process that generally produces one or two schemes that rise to the top. It's also a process that helps make the priorities clear and where the entire team internalizes the issues in surprising consensus and can make informed decisions quickly. Ultimately, it produces a recommended site plan, building plan, building elevations and financial plan.

The final phase of **Refine & Committee Recommendation** involves testing the recommendation with the larger community, planning boards, selectmen and back to the users we involved at the outset. It's presented as a progress report where any relevant input can be incorporated in a final recommendation. The final recommendation is then formalized and used to educate and inform the constituents.

Project Approach Continued...

Our experience with energy conservation and sustainability began back in the late seventies and early eighties where we did numerous residential projects that involved tighter, more well insulated envelopes; passive solar orientation, heat sinks and greenhouse spaces, and day lighting. That has evolved to our public and commercial work where we concentrate on the envelope, reusing existing buildings, day lighting, energy efficient equipment and controls, regenerative materials and materials with recycled and/or recyclable content. We have completed a LEED Certified Gold building, several buildings that meet LEED Silver criteria, several Energy Star projects, and a school that received CHPS certification.

For several years we have been using an integrated design process, but just recently has it been named. Brainstorming with the entire team at the outset of the project as described above maximizes our opportunity to implement cost effective, energy saving and sustainable strategies. It just makes for overall better solutions and minimizes errors & omissions.

We recognize your vision may be larger than what you can afford. We have found many strategies useful in this regard. The first is to build what you need. We see many projects experience "program creep". We find developing an efficient plan is one of the best ways to support your sustainable goals and to meet your budget. In addition, the building system should be flexible so that over time the partitions may change, but the roof won't fall down. This allows one to adjust to changing program needs with relatively little cost. Another strategy is to set up whatever you build today to maximize the ways it might be expanded in the future. This project suggests a certain breadth of program and it, will be an interesting and exciting process to evolve the right solution.

Some years ago, we completed a feasibility study for the ConVal School District that involved eight (8) communities. It was a long-range plan to meet student population projections that involved seven (7) elementary schools and one (1) high school. We met with each community on more than one occasion and developed strategies that involved new schools as well as addition and renovation to existing schools. It prioritized the implementation over several years and established budgets for each phase. The District supported the plan with the 2/3 vote and it was implemented over several years. We executed four (4) of the projects. I'm confident using the process described earlier, we can build consensus around a comprehensive plan.

The challenges you face are meeting your needs for your budget. The process and strategies described earlier is the only way we've found for you to be successful.

Project cost containment is addressed by knowing your budget up front and establishing a primary scope as soon as possible. It is then reviewed and refined at each meeting so that at the time of recommendation, the physical plan and the financial plan are coordinated with each other and your budget.

In order to stay on schedule, we would establish a schedule at the outset with appropriate milestones along the way to be ready for City approval. At each meeting we would review and adjust to ensure we make milestone dates.



CONSTRUCTION COSTS

Construction Costs

Many of our projects in the last eight to ten years have used the Construction Management (C.M.) constructor form of implementation. We have refined the process of selection, getting the most out of pre-construction services, and managing the budget and schedule during construction. The C.M. would be an active participant throughout the process described under “philosophy”. Our involvement would include contacting a number of pre-qualified firms, acceptable to the owner and architect, to submit qualifications for this project. Once this information is received, we would set up a matrix for each of the firms along with a summary of items and questions we have asked them to respond to. Once received we would meet with the committee to short list the firms for interview. We would send out letters to the interviewees with times and schedules and send letters of regret to those that did not make the cut. The owner would make a final decision on the C.M. firm. Once interviews are complete and a selection made, we would send letters to the finalists informing them of a decision. This is a process similar to the way you are selecting an architect. The C.M. should be brought in as part of the team soon after the architect has been selected. This would allow him to have ownership in the design, as well as the estimate he will provide at 30%, 70%, and 100%.

Given the nature of the renovations it will be important to have the CM on board during this schematic process. It will ensure the component options can be accurately priced and selected to back into your overall project budget. In this market it is important the CM does the budgeting since the budget is impacted not only by the hard work itself, but the logistics of getting it done.



SCHEDULE



LITIGATION

Litigation

In our over 40 years of experience only one client took us to court over a misunderstanding on the scope of work. We offered to resolve it, but the client thought by suing he could make some money and the case was decided in our favor.



SCOPE & FEE

Scope of Services and Fee Proposal

10/15/21

Our fee for the architectural services for Unitarian Universalist Church of Nashua:

<u>Scope</u>	<u>Fee</u>
Collect Available Data	\$2,800
Assessment	\$3,700
Generate Alternatives	\$10,500
Recommendation & Presentation	\$2,500

Total Fee \$19,500



INSURANCE

