



June 9, 2014
Revised June 19, 2014

Chief Jeffrey Blanchard
Hanover Fire Department
Town of Hanover
32 Center Street
Hanover, MA 02339

Re: Hanover Fire Station
Site Selection Evaluation

Dear Chief Blanchard:

It was a pleasure meeting with you and Town Manager Troy Clarkson last week and identifying possible sites available for Town use as a new substation. To assist you in this endeavor CDR Maguire will perform a site analysis of the four sites including the existing substation site and the building currently under construction, identifying pros and cons of each sites as well as identifying limiting factors and construction cost implications between the sites. The study will include the following:

1. Programming

A program will be developed that accurately represents the current and future needs of the Department. This document will tabulate all of the spaces and identify the amount of space required for each function. Accommodations will be made for reasonable future growth. The needs of the department will be projected through the next twenty years.

2. Concept Development

Based upon the program, we will develop conceptual floor plans for each of the four sites that would serve the needs of the Department.

3. Site Concepts

Once the plans are developed, they will be tested on the four available sites, including the current location. Included in this phase response time will be evaluated from each of the four sites and compared to the existing coverage.

4. Construction Costs

We will develop an estimate of probable construction costs based upon the selected alternative.

5. Presentations

CDR Maguire will be available to attend (2) public meetings to explain our findings



Project Deliverables and Schedule

- CDR Maguire shall commence the project within Ten (10) days from receipt of authorization.
- CDR Maguire shall complete the scope of work, as outlined in the proposal, within four weeks of receipt of a signed work order.

Basis of Reimbursement

CDR Maguire proposes to complete all of the above Scope of Work indicated herein for a fixed fee of **Nine Thousand Two Hundred dollars (\$9,200)**, and will be billed monthly based on the percentage of completion. The above fee does not include customary reimbursable expenses for printing, mailing and mileage. We recommend that you budget \$300 for these expenses and will be billed at actual costs.

In the event that performance conditions warrant a change in the specified Scope of Services, CDR Maguire will notify you in a written form for a modification to the contract.

On behalf of CDR Maguire, I would like to thank you for the opportunity to submit this proposal. We are prepared to commence work immediately upon receipt of your signed approval. If you should have any questions, please do not hesitate in calling me.

Respectfully,

CDR MAGUIRE INC.



Fabrizio Caruso, AIA, LEED AP
VP | Principal Architect
Fabrizio.Caruso@CDRMaguire.com
Phone: 617.778.1464

Accepted by:



Fire Chief Jeffrey Blanchard

7/29/14

Date