

February 27, 2018

Mr. Anthony Plante, Town Manager
Community Center & Municipal Offices
8 School Road
Windham, Maine 04062

Re: Architectural and Engineering Services
Windham Community Center Concept Design

Dear Mr. Plante:

Oak Point Associates is pleased to provide this letter of interest and proposal to provide public meeting facilitation and concept design services for a new Community Center in Windham. We are excited about the possibility of continuing to assist the Town with achieving long term facilities goals.

Over the past several years, Oak Point Associates has provided Maine municipalities, as well as public schools and institutions of higher learning, with design and engineering services for recreational facilities and community buildings. We particularly enjoy doing this type of work, as these facilities make such a positive impact on communities and the health of the citizens within them. Because of the volume of work we perform in the public sector, we have significant experience planning and facilitating public meetings, community charrettes, and public forums.

Project Understanding

Our understanding of the project is based on our discussions with you and the Community Center Ad Hoc Committee, as well as the *Ad Hoc Committee Charge Summary* document that you provided to us.

We understand that the Town of Windham seeks to develop a community center that will offer a wide range of activities that promote social interaction, culture and the arts, wellness, and recreation for people of all ages, cultures and abilities. An Ad Hoc Committee formulated a vision for the community center, based on input from stakeholders and a survey that was administered to residents of the town.

At this point, a detailed program for the facility has not been finalized, but many potential amenities that the community center could offer have been proposed, and part of the scope of this work is to gather additional community input on the value of these potential amenities, as well as to evaluate their feasibility and cost. Although several potential sites have been identified, no site has been selected.

Scope of Work

The goal of the project is to gather community input and to give physical form to the ideas that have been formulated to date by developing concept level site and architectural designs, as well as concept level estimates of probable construction cost. We propose the following sequence of work:

1. *Kick-off Meeting with Stakeholders:* Key personnel on Oak Point Associates' project team will meet with representatives from the Town of Windham and the Windham Community Center Ad Hoc Committee to review the scope of work and schedule, and to plan for the public forum.
2. *Public Forum #1:* Oak Point Associates will work with the Town to facilitate a public meeting at which the work generated by the Windham Community Center Ad Hoc Committee will be presented and input from the public will be received. The goal of this meeting is to inform the community about the vision for a new community center, to outline the amenities that have been considered to be included in the facility, to gather additional ideas on amenities, and to answer questions that the public may have about the project. The benefit of this initial public forum is to engage the community at the very beginning of the project, so that they can inform the design and become stakeholders at the ground level of the process.
3. *Develop Concept Design Alternatives:* Based on the feedback received at the public forum, as well as parameters discussed with the stakeholder group, Oak Point Associates will develop three (3) alternative concepts for the building and site elements on a hypothetical site that will provide a range of sizes, program offerings and cost. We will also develop a detailed space program illustrating the functional and spatial requirements for each program area. Oak Point will meet with the Town to discuss the alternatives and refine as necessary prior to the second public forum.
4. *Public Forum #2:* Oak Point Associates will work with the Town to facilitate a second public meeting at which the preliminary concept alternatives will be presented. We will gather input from the public as to which alternative (or combination of alternatives) appears to be the best fit for the community. The benefit of the second public forum is that the public continues to receive updates on the process, that they are able to give additional feedback to the design team and Town, and so that they can see how their input at the first public forum has been incorporated.
5. *Refine Concept Design:* Based on the input received from the community, as well as input from the stakeholder group, Oak Point Associates will develop and refine the alternative that appears to be the best fit. We will also refine the estimate of probable construction cost and work with the Town on phasing ideas if necessary and appropriate. The refined concept will include illustrative renderings of the proposed facility.
6. *Public Forum #3:* Oak Point Associates will work with the Town to facilitate a third public meeting at which the refined concept will be presented. This is an important meeting because it allows the public to see how their feedback at each of the previous public forums has been incorporated, and allows one more round of input to be given.

7. *Final Concept Design:* Based on the input received from the community, as well as input from the stakeholder group, Oak Point Associates will refine the concept design as needed to produce a final concept. We will also adjust the estimate of probable construction cost accordingly. We anticipate that final deliverables will include: Site Plan (hypothetical site), Concept Floor Plans, Illustrative Renderings, Cost estimate, and Summary Report.

Fee Proposal

We estimate the fees and expenses for this project to be as follows:

Basic Services	\$39,900.00
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Reimbursable Expenses	Included in the fee for Basic Services
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The Basic Services fee outlined above represents Oak Point Associates' estimate for completion of the work. In the event that the final project varies from the assumptions that form the basis for this proposal, a new proposal and estimate fee schedule will be negotiated.

Schedule

Oak Point Associates is prepared to start work on this project immediately will work with the Town on developing a project schedule that best meets the Town's needs.

While this proposal represents our best understanding of your needs at the current time, we would welcome the opportunity to meet with you to discuss in greater detail how Oak Point Associates can best fulfill your goals for this project. Your consideration of Oak Point Associates is greatly appreciated.

Sincerely,



Robert C. Tillotson, AIA, PE, LEED AP
President