



HARRIMAN

March 30, 2018

Cathy Streifel  
Thornton Tomasetti  
386 Fore Street, Suite 401  
Portland, ME 04101

Re: Town of Windham  
Community Center  
Windham, Maine  
No. 18434  
Concept Design Professional Services Fees

Dear Cathy:

As requested, I am providing you with our preliminary thoughts on the fees for professional services based on the information you sent regarding the Town of Windham community center.

One approach you could take is to build an RFQ/P that provides an option for you to hire a consultant for the concept design services with the option to continue with them if/when the funds have been secured for the full design. Most architects will try to get their foot in the door with lower fees if they think that will help position them for the larger design project. The other consideration above is to have the selection based on qualifications but to request a fee proposal as well. This will put some competitive pricing on respondents and still base your decision on qualifications. (Check your local procurement policies).

46 HARRIMAN DRIVE  
AUBURN, ME 04210  
207.784.5100

123 MIDDLE STREET  
PORTLAND, ME 04101  
207.775.0053

33 JEWELL COURT, SUITE 101  
PORTSMOUTH, NH 03801  
603.626.1242

170 MILK STREET, SUITE 5  
BOSTON, MA 02109-3438  
617.426.5050

1. Kick off meeting:	\$400
2. Public Forum #1	\$600
3. Program/Concept Design	\$8,000
4. Public Forum #2	\$600
5. Refine Concept Design	\$2,000
6. Public Forum #3	\$600
7. Final Concept Report	\$2,000

I don't think you would need to include much for reimbursable expenses that typically cover travel, printing, postage, etc. Maybe include \$500 for safe measure.

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The only caveat that I would say is that the site of the building can have a big impact on the design and that a hypothetical site will lack sufficient information for many important design considerations.



Cathy Streifel  
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Page 2 of 2

I Hope this is information is helpful as you continue your planning efforts. Please let me know if there is anything else you need.

Sincerely,  
Harriman

Mark D. Lee, AIA, LEED AP  
Principal  
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