



March 7, 2016

TEL. (617) 492 2200  
FAX. (617) 876 9775

130 Bishop Allen Drive  
Cambridge, MA 02139

hmfh.com

Kathleen Bodie, Superintendent of Schools  
Arlington Public Schools  
869 Massachusetts Avenue  
Arlington, MA 02476

Re: Fee Proposal for Services  
Gibbs Study for Renovations

Dear Dr. Bodie:

It is with pleasure that HMFH Architects submits this fee proposal for study services as detailed below.

Our understanding is that Arlington has been experiencing student enrollment growth at all grade levels and anticipates this trend to continue. Specifically, Ottoson Middle School, which currently is over capacity at 1100 students, is expected to increase to 1400 students within 10 years. The town and the school administration are seeking professional assistance to study options to accommodate the student enrollment growth.

One study option under consideration is to Renovate the Gibbs School to accommodate the sixth grade. The study goal is to establish realistic budget estimates for the work required in this option.

Gibbs Study for Renovations Tasks:

- Define educational program
- Develop renovation floor plan diagrams
- Site visit with structural, MEP/FP engineers, and cost estimator
- Identify code-related renovations
- Develop systems narratives of renovation scope required
- Investigate hazardous material abatement scope required
- Develop study cost estimate
- Develop study report document

The fee for the above tasks is \$21,620. Four hard copies of the report will be provided along with an electronic PDF version for your use.

The above fee does not include:

- development of existing conditions drawings
- assessment or development of sustainable design criteria
- site development diagrams

Arthur S. Duffy, AIA  
Chin Lin, AIA  
Colin R. Dockrill, AIGA  
Deborah A. Collins, AIA  
Devin E. Canton, AIA  
Erica Metzger  
George R. Metzger, AIA  
John F. Miller, FAIA  
Julia Nugent, AIA  
Laura A. Wernick, FAIA  
Lori Cowles, AIA  
Margaret M. Munroe  
Mario J. Torroella, FAIA  
Matthew LaRue, AIA  
Melissa A. Greene, AIA  
Philip S. Lewis, AIA  
Robert P. Williams, AIA  
Stephen Friedlaender, FAIA  
Tina Stanislawski, AIA  
Vassilios Valaas, AIA

**HMFH ARCHITECTS**

Schedule:

Upon authorization to proceed, we estimate six weeks to complete the study.

We look forward to continuing our work with you and would be happy to review the scope above in detail with you and your colleagues in Arlington to ensure that it will meet your needs.

Very truly yours,  
HMFH Architects

A handwritten signature in blue ink that reads "Lori Cowles". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Lori Cowles, AIA, LEED AP, MCPPO  
Principal