

December 15, 2025
Revised January 13, 2026

Jessica Kristy, MPH
Director of Health
Naugatuck Valley Medical Reserve Corps Director
Region 5 Medical Reserve Corps Coordinator
Region 5 ESF #8 Chair
Naugatuck Valley Health District
98 Bank Street, Seymour, CT 06483

RE: Naugatuck Valley Health District Architectural/Engineering Services Phase II
Location: 98 Bank Street, Seymour CT
Sq. Footage: 16,450 sq. ft.
Id3a project #: 238.01.001

Dear Ms. Kristy,

On behalf of ID3A and Oak Point Studio, I am pleased to present our proposal for Phase II of the Naugatuck Valley Health District renovations of the Site and Building located at 98 Bank Street in Seymour CT. Phase II will encompass Design Development, FF&E, Construction Documentation, Bidding and Permitting, Construction Administration, Project Closeout and Consultant Coordination throughout the design process. Based on our previous proposal and our preliminary conversations, we understand the scope and intent of the project will be as follows:

Design Development Scope of Services

Upon approval of this proposal, the Project Team will begin the Design Development phase, to be completed in 8 weeks, refining the Schematic Design to expand upon items that were of importance to Board Members and Staff based upon the meeting held in July and to capture additional items that were discovered based on the review of the feasibility study and cost estimate. In addition, requested additional scope has been added to this proposal including a cost breakdown for the water infiltration and parking lot lighting, and additional items that were discussed after the cost estimate had been finalized. Design Development drawings will be completed to resolve building issues and describe the size, location and character of each element of the entire project pertaining to architectural, structural, mechanical, electrical systems, and materials. This process will also include:

- Provide narrative of scope of the project of import to SHPO and coordinate Historical components of the design with GNCB. Participate in correspondence with SHPO to review the requirements, incorporate any required revisions into the project documents
- Review documents for compliance with applicable regulatory codes
- Prepare Design Development level documents comprised of preliminary plans (including ceiling plans and finish plans), elevations, sections, interior elevation, equipment layouts, and schedules.
- Mechanical, electrical and plumbing coordination
- Structural Coordination
- Civil Coordination
- Environmental Coordination
- Preliminary hardware, window and door schedules
- FF&E recommendations, clarification from owner is required to determine what is to be repurposed.
- Finish selections

- Finalize required and optional additional scopes and programming.
- Pricing package for DD Phase Cost Estimate and Coordination.
- 65% design deliverables to the Owner for review and approval to proceed

Furniture, Fixtures & Equipment Selection Scope of Services

In coordination with the design development phase, the project team will work with the Leadership team at NVHD to determine the need and quantities of any new furniture and equipment needed. In addition, ID3A in coordination with the consultants to incorporate equipment and specialty items that will influence the design and will be vital to document in the full Construction Documentation Set: This process will include:

- Owner shall provide preliminary inventory of furniture to remain.
 - ID3A will travel to site to review furniture items and power infeed's if required based on furniture selected to be reused.
- Selection of style for the Demountable Partitions.
- Selection of style, quantities or any additional furniture required to finalize fit out the spaces.
- ID3A will provide recommendations on furniture vendors if NVHD does not have a preferred vendor.
- Mechanical, electrical and plumbing equipment coordination.
- Final layout and selections based on NVHD discussions
- Documentation of final furniture specifications and final coordination.
- Punch list of furniture after installation has been completed. Site visits included under CA. Site visits will be included under CA.

Construction Documentation Scope of Services

The Construction Documentation Phase is estimated to be completed in approximately 12 weeks.

Upon approval of the design development documents, our team will prepare Construction Documents which consist of contract drawings, specifications, general conditions, instructions to bidders and other necessary documents. Elements of the Construction Documents phase include:

- Complete Finish, hardware, window and door schedules, details, and specifications
- Detailed plans, elevations, sections and details describing typical and special conditions within the project
- Annotation of the Drawing set.
- Collaborate with Engineers to document MEP/FP, Structural, Civil, Environmental items, as well as owner supplied items including IT, AV and Security for a coordinated set of Construction Documents for bidding.
- Finalize the specification sections appropriate to the project and assemble the General Conditions and specifications into a Project Manual, which together with the Drawings comprise the Construction Documents.
 - Prepare coordinated set of Construction Documents for bidding.
 - In the instance a Cost Estimate is required at the end of Construction Documentation, ID3A will coordinate with the cost estimates and consults to review comments and answer questions.

Bidding & Permitting Scope of Services

The Bid Phase includes assistance with creating and issuing the bid package, and with negotiating the award of the Construction Contract. ID3A will assist the NVHD team in:

- Producing the Invitation to Bidders
- Advertisement of the Bid
- Conducting the Pre-Bid Job Walk with potential bidders
- Maintaining a current list of Planholders and distributing correspondence to the planholders.
- Responding to pre-bid RFI's and issuing necessary addenda prior to the bid.
- Conducting/assisting with the Bid Opening, and review of the Bids
- Assistance with Bid Negotiations culminating in the Award of Contract.

- If not handled by the Contractor, submitting the drawings for permit through the specified website.

Construction Administration & Closeout Scope of Services:

CA includes weekly Owner-Architect-Contractor (OAC) meetings between the ID3A Project Manager, the selected General Contractor, the NVHD team, and ID3A design consultants.

- Preconstruction meeting including the OAC team as well as major subcontractors as deemed appropriate, to review the project scope and requirements prior to commencement of work
- The Project is assumed to be phased, and final scheduling will be determined and issued by the General Contractor.
- Design Team review and approval of Submittals, RFIs, and Proposed Change Orders
- Architect review of Contractor's monthly Payment Applications
- On-site observation is provided throughout this phase to prepare Field Observation Reports for distribution to the contractor/construction manager and owner that enumerate our findings relative to the conformance of the work with the requirements of the Contract Documents. Deviations are noted and necessary solutions solicited from the contractor. Site Visits: 1 person 9 visits; this includes Construction and furniture punch list
- Construction Administration current schedule indicates a 6-month construction schedule, which could extend based on phasing, followed by 3-4 weeks of furniture and equipment installation and move-in. We expect final inspections and certificates of occupancy to be completed by the end of the 6-month construction schedule. CA will include review of submittals, responses to RFI's, issuance of change directives, review of contractor pay applications and change orders, weekly virtual meetings, once a month field visits, field reports, punch list based on contractor generated lists, and issuance of substantial completion.

Closeout begins after the construction has reached Substantial Completion and ends when all elements of the construction contract have been completed. Typical tasks include:

- Review of O&M Manuals for Owner's records
- Review of As-built drawings
- Review of final cost documentation

Consultant Services:

We have included the costs for the following Engineers of Record in design development and construction coordination of the drawings, bid phase and construction administration phases:

- Van Zelm Engineers as the Mechanical, Electrical, and Plumbing Engineer
- GNCB as the Structural Engineering and Historical Consultant
- Macchi Engineers, LLC as the Civil Engineer

Additional consultants for the project include:

- Fuss & O'Neil for Environmental Engineering
- Milestone as Cost Estimator

Required Scope of work Requested by Owner:

In addition to the scope determined by the cost estimate approval, the below add alternate scope process has been included for the water infiltration concern on the lower level and additional parking lot lighting.

- Site visit to review locations of water infiltration.
- Additional samples or some destructive probes may need to be made to understand the water infiltration issues and exterior wall construction. During Design development.
- During Design Development ID3A will coordinate with GNCB to review findings and discuss solutions to mitigate the issue.
- Design options will be developed and presented to NVHD for review and approval.
- The final design will be included in the design development cost estimate.
- During construction documentation, the approved solution will be designed and detailed as required for bidding and construction.

- In addition, items related to construction administration, i.e., REI, submittals, etc. are included in the additional services scope.
- Id3A will also work with a lighting vendor to Select the appropriate fixture and style for the parking lot lighting.
- Parking lot lighting style and requirements will be discussed with NVHD
 - ID3A and will coordinate with Van Zelm Engineers for final fixture style and locations.
- Per the initial proposal, 6 month estimated construction schedule was anticipated. Based upon the cost estimate received an additional 6 months will potentially be added to the overall schedule. Additional site visits past the initial 6-month estimated construction schedule per the RFP due to phasing will be an additional fee.
 - We assume an additional 6 months. Including 2 site visits per month.

Anticipated Schedule:

- Design Development: estimated 8 weeks
- Furniture Fixtures and Equipment: estimated 4 weeks (concurrent with design development)
- Construction Documents: estimated 12 Weeks
- Bidding and Permitting: estimated 4 Weeks.
- Construction Phase: Original proposal estimated 6-month construction schedule. The Cost estimate indication is approximately 12 months.
- Furniture and equipment installation, and move- in estimated 3-4 weeks

We understand the start dates have not been determined. We are anticipating January 2026 to start Design Development and final documentation for Bidding and Permitting by June 2026. Start date is dependent upon signed contract date and is subject to change.

Proposed Fee:

The following fee includes our services for the scope listed above. It does not include additional services. Upon clarification we will update the proposal accordingly. The base fee is 8% of construction cost \$5,538,839 minus the SD phase.

Phase	ID3A	Van Zelm	GNCB	Fuss & Oneil	Macchi	Milestone	Total Fee
Design Development	\$60,500	\$38,000	\$7,5000	\$1,588	\$22,000		\$129,588
Construction Documentation	\$60,500	\$38,400	\$11,250	\$3,800	\$7,000		\$119,950
Construction Administration	\$51,900	\$23,800	\$6,250		\$8,750		\$91,700
Cost Estimate at DD	\$2,400					\$6,900	\$9,300
Weekly Meetings			(Hourly as Required)				(Hourly as Required)
Sub Total	\$175,300	\$100,200	\$25,000	\$5,388	\$37,750	\$6,900	\$350,538
Furniture							
Furniture	\$25,000						\$25,000
Sub Total	\$25,000						\$25,000
Required Additional Scope							
Water Mitigation Study and Design	\$6,000		\$3,000 (Hourly)		\$5,750		\$14,750
Mold Remediation Specification				\$1,500			\$1,500
Eversource Utility Coordination		\$5,000					\$5,000
Site Lighting	\$1,000	\$6,500			\$2,250		\$10,000
Generator Design		\$9,500					\$9,500
Extended CA	\$10,000	\$8,000					\$18,000
Sub Total	\$17,000	\$29,000	3,000	\$1,500	\$8,250		\$58,750.00
Reimbursable	\$10,000	\$1,500	.70 per/mile				\$11,500 + .70 per/mile
Grand Total	\$227,300	\$130,700	\$28,000 + .70 per/mile	\$6,888	\$46,000	\$6,900	\$445,788.00

Additional Notes:

Environmental CA: \$18,445.00

(Note: * It is the recommendation of id3a to contract this portion of the project directly with the owner)

Cost Estimate at CA:

id3a: \$2,400

Millstone: \$8,800

Total: \$11,200

(Note: * Cost estimate at CA if required by NVHD Funding)

Hourly Rates

ID3A	Rate per Hour
Principal	\$200
Sr. Project Architect	\$150
Project Architect	\$120
Sr Designer	\$120
Sr Project Designer	\$115
Architect/Designer	\$100
Interior Designer	\$90
Drafting	\$80
Direct Administration Support	\$50

Reimbursable Expense Allowance:

In addition to the lump sum fees, ID3A shall be reimbursed for actual out-of-pocket costs plus a 10% mark-up, for printing and reproduction, local and out of town transportation and accommodation costs, postage, express mailing, and other expenses directly related to the execution of the project.

Additional Services:

If Naugatuck Valley Health District should request additional services not included within the scope of this proposal, ID3A shall be compensated on an hourly basis in accordance with the above standard rates. These hourly rates will be billed monthly and are subject to modification at any time to reflect changing market conditions. Prior to executing any Additional Services, ID3A will provide NVHD with a fee for each service.

Payment for basic and additional services plus all reimbursable expenses will be payable monthly. All invoices will be due to ID3A 30 days after they are rendered. If you have any questions regarding this proposal, please do not hesitate to contact me.

Sincerely,



Stevanie Demko IIDA
Principal ID3A an Oak Point Studio