



December 10, 2019

Ms. Linda Cohen
Town Manager
Town of Monmouth
P.O. Box 270
859 Main Street
Monmouth, ME 04259

RE: Proposal for Facility Condition Assessment – Monmouth Middle School Building

Dear Ms. Cohen:

I met with your predecessor, Mr. Curt Lunt, on Wednesday, December 4th 2019 to discuss the existing Monmouth Middle School building and how best to provide information to the Town of Monmouth so that informed decisions can be made about its disposition after the completion of the new middle school. Also present at this meeting was Mr. David Shaw and Mr. Buddy Floyd. At this meeting we discussed the Monmouth Middle School and some of the potential future uses of the building once the new school is in use and this building is remanded to the care of the Town of Monmouth. The attached proposal is for engineering assessment services of the current building to better understand its current condition and probable costs for renovations of all or portions of the building. The purpose of this proposal is not to recommend any one particular course of action, but rather, to provide you and the town the information you will need to make informed decisions about it.

Background:

Michaud Engineering Inc. is an engineering consulting firm located in Winthrop, ME. As the founder and President of Michaud Engineering, I have been engaged in the process of conducting detailed Facility Condition Assessments (FCA's) for the past fifteen years, and have an extensive background in the operations and maintenance of facilities prior to the start of my firm. I personally evaluate approximately 7 – 10 million square feet of commercial real estate per year. I was recommended to the Town of Monmouth by Dawn Hodsdon of Ed Hodsdon Masonry, as she is familiar with and has utilized my services in the past. If awarded this project, I will be personally conducting the evaluation and analysis of the building in question.

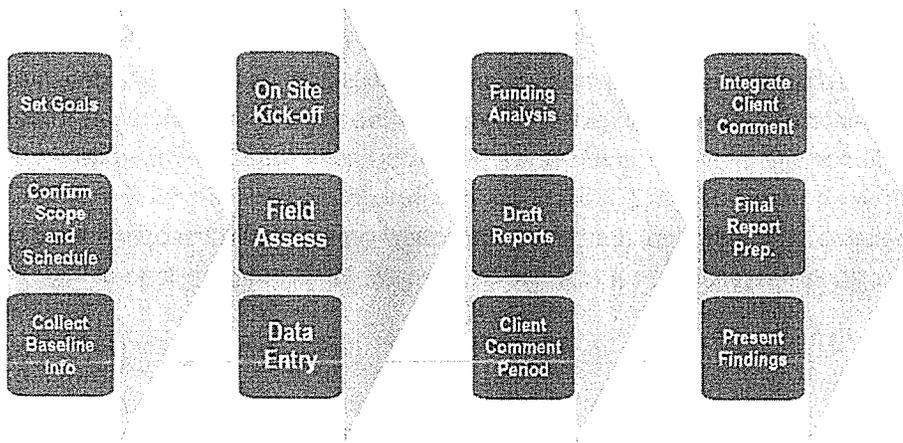
Approach:

We recommend a full FCA of the existing Monmouth Middle School to provide detailed information on the existing state of the building and to provide financial projections for the potential renovations of all or portions of the building. A Facilities Condition Assessment consists of a detailed inspection of all of the components systems of the building, determining the condition of each of these building systems and determining where each of the systems are within their expected lifespan. The probable cost of the replacement of each of these building systems will be determined using the industry standard R. S. Means for costing. In addition, the building will be inspected for defects, deficiencies and shortcomings (functional, code related, etc.) that will impact the potential future use. Corrections for those items will also be quantified.

The resulting report will detail the costs to renew all or portions of the building and will provide a list of required corrections that can be prioritized in conjunction with you and your associates to best utilize the asset in the future.

Technical Approach:

Our process utilizes nationally recognized standards of planning, data collection, analysis, client comment integration and reporting to support and make fully defensible all assertions in the reports. We work with you to establish specific goals and confirm the scope of work to be completed including but not limited to the information to be collected, a delegation of responsibility for specific actions.



Each module will follow a common theme, many times simultaneously. We will:

Set Goals – The first step is to ensure the correct type of information is being gathered. We will work with you to determine type of reporting required. Michaud Engineering can provide customized reporting based on your specific needs. We will hold initial meetings with you and your associates to determine which reports best fit the communication style and format for you to put forward.

Confirm Scope and Schedule – The next step is to communicate the types of activities and the time required. A project schedule will be provided for approximate timing of access and escort need.

Communicate Progress – We will provide you updates on key milestones during the project to keep you informed of our progress and to keep the project on time.

Collect Baseline Information – We will identify and provide copies of information that could be used as reference during the assessment. Information could recent/current/funded/ proposed major renovations with scopes and costs. We will care for you information as if it's our own including privacy and keeping secure from other parties.

Hold On-site Kick-off and Field Assess (if required) – We will schedule a meeting prior to commencing survey. This meeting should be attended by key facilities managers, plant maintenance managers, specialized staff members who will work us.

Next, we will conduct on-site visual inspection of all building systems on the agreed schedule. We recognize we are dependent on the assistance of client staff at times and insure we make the most efficient use of their time and commitment.

In the process of evaluating buildings, we typically take hundreds of digital photographs. We will attach photos as appropriate in the reports and deliver the entire library via compact disc or thumb drive in addition to the stated Scope of Work (SOW). Note: no building occupants in name or image, documents or secured areas will be photographed. Please notify me of areas to be excluded from photography prior to visiting the area.

Data Entry – The data will be input to the technology. We have several options for data assembly. We also can deliver the data in any other format desired for import to an already existing database software being used.

Funding Analysis – In partnership with our clients we investigate different possible scenarios.

Draft Reports – Draft reports will be submitted to the you and your team after the data has been compiled, reviewed and analyzed. This preliminary report will give you an opportunity to review content including a review of data organization and opportunity classifications, suggested timing and priority structure. We will hold a draft presentation either in person or via web conference to your stakeholders.

Client Comment Period – Once comments have been collected, we will compile a list and investigate an appropriate response. The suggested adjustment will be discussed with you prior to the change(s) being made. Once agreement on adjustment is made, confirmation will be communicated.

Integrate client Comment – We will adjust underlying data and customize report format based on client comment.

Final Report Prep and Delivery – Once the Final Reports are assembled, we will hold an on-site Presentation of Findings with the group of stakeholders that you would like to have attend.

We recognize special issues arise. When they do we will:

- Seek internal solution which will not impact the schedule or deliverables.
- If internal solutions requires client input or assistance, we will contact the appropriate client representative immediately.
- Communication will include proposed solution options for client agreement or adjustment.

Conclusion:

I am confident that the analysis that we can provide of the existing Middle School will provide the necessary information to allow the Town of Monmouth to make effective, positive decisions on how best to utilize this asset in the future. Attached is our proposal to provide the services discussed above.

Kind Regards,



Robert S. Michaud, P.E.

Cc: Mr. David Shaw
Mr. Buddy Floyd

MICHAUD Michaud Engineering, Inc.
engineering 30A Summer Street
 Winthrop, ME 04364

www.michaud-engineering.com

Proposal

Date	Estimate #
12/6/2019	2013-1008

Name / Address
Linda Cohen P.O. Box 270 859 Main Street Monmouth, ME 04259

			Project
Description	Qty	Cost	Total
General Consulting Services - Conduct a facilities assessment of the existing Monmouth Middle School building and provide a detailed assessment report with renewal / replacement pricing for the various building systems.		5,400.00	5,400.00
Thank you for the opportunity.		Total	\$5,400.00

Phone / FAX #	(888) 652-6777
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