

# Memorandum

**To:** Board of Selectmen  
**From:** Kelly Dearborn-Luce  
**Date:** January 3, 2018  
**Re:** Town Office Project / Bid

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In reviewing the lowest bidder for the new town office project (2017) Jay Berwick met with Don and me regarding the final numbers for the project.

The first quote was \$835,739.10. During an interview with Jay on December 20<sup>th</sup> we discussed outstanding items such as Architectural plans, bond and site design.

The following final numbers are as follow:

Add \$10,000 for architectural roof and floor engineered plans

Add \$20,000 for bonding contractor/project

Deduct \$3,000 from the \$6,500 for drilled well and pump /as we can hook up to existing well.

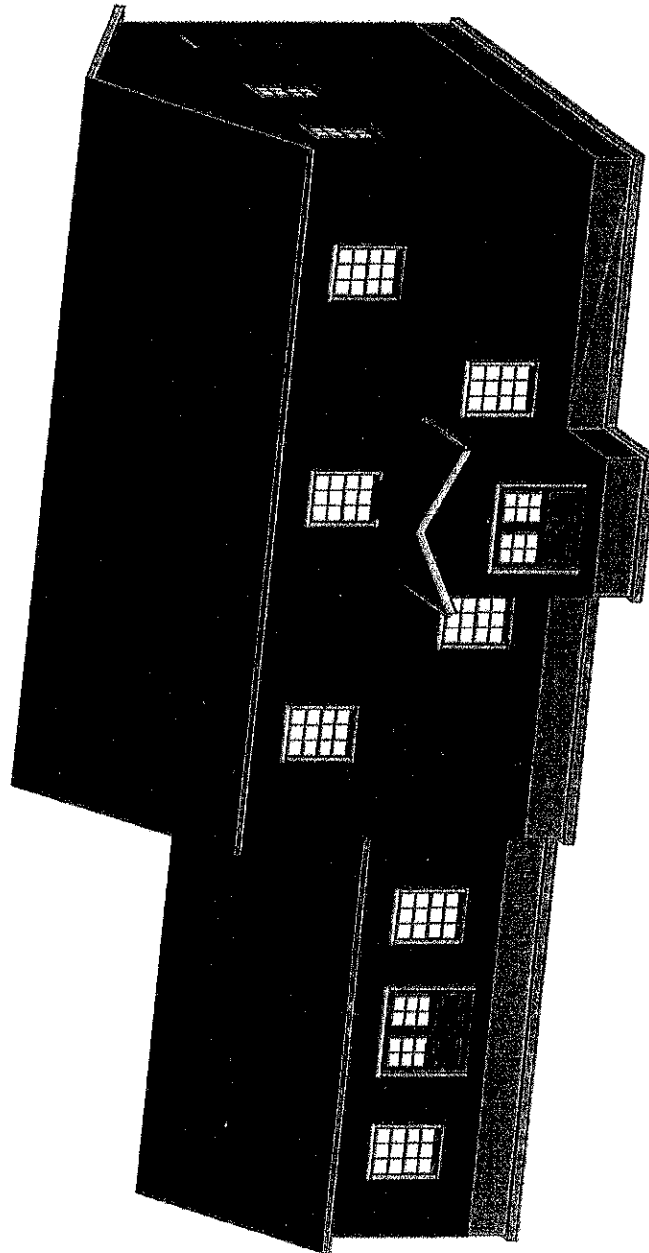
Total construction bid = **\$862,739.10** (still the lowest bidder)

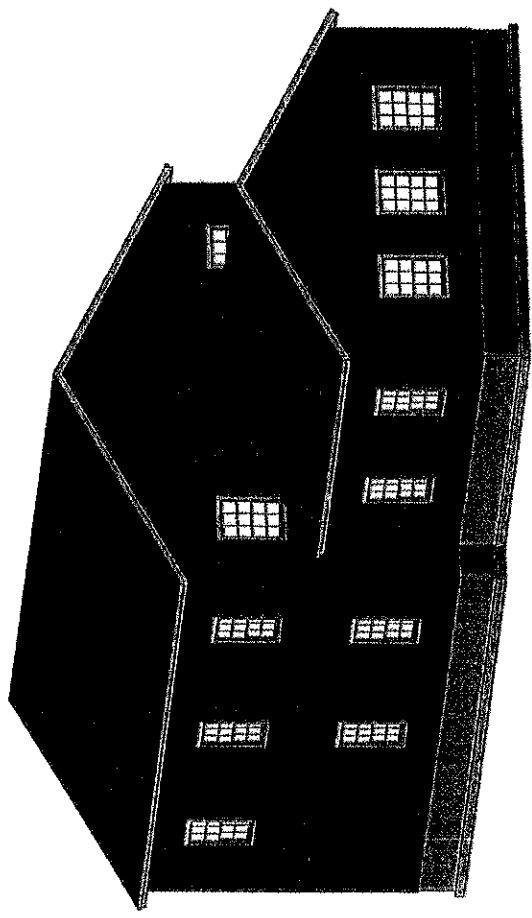
Also to be discussed is:

Add \$5% contingency to warrant article = **\$43,136.95**

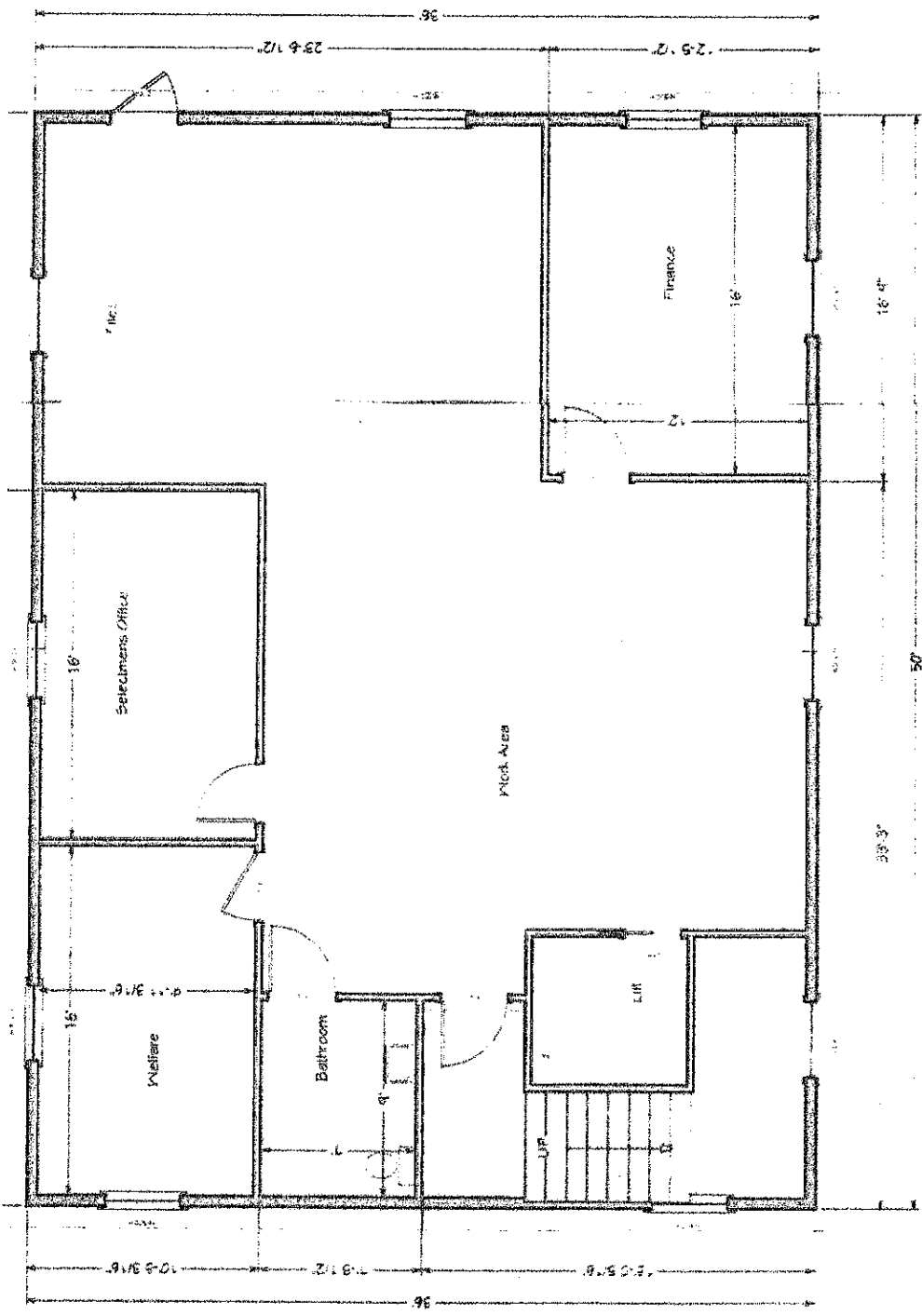
Add approximately **\$2,000** for Clerk of the Works to warrant article

**Total bond amount = \$ 907,876.05**









LIVING AREA  
1801 sq ft

*2nd Floor*

**Berwick Construction, LLC**

**106 E. Ricker Road**

**Loudon, NH 03307**

Phone # 603-798-3066 Fax # 603-798-3265

E-mail dberwick@tds.net

*dberwick@tds.net*

**Epsom Town Hall  
980 Suncook Valley Hwy  
Epsom, NH 03234**

**Estimate**

| Date       | Estimate # | Project |
|------------|------------|---------|
| 11/29/2017 | 172        |         |

| Description  | Qty          | Rate       | Total      |
|--|--------------|------------|------------|
| <b>SITE WORK:</b><br>Mobilization/Demobilization<br>Site layout and supervision of our work<br>Construction entrance<br>Grubbing and stripping loam<br>Silt fence<br>Cuts/fills as needed<br>Sewer and septic to building (approx. 250')<br>2" Water line from well to building (approx. 250')<br>E&B for underground utilities from pole in Police Station property<br>6"/12" Gravels for under pavement<br>Fine grading<br>3" pavement<br>Pavement markings<br>2" paved sidewalk from upper level access door to Police Station walk<br>Gravels for under sidewalks/concrete areas<br>Retaining wall supplied and installed<br>E&B for building<br>E&B piers<br>E&B for interior utilities<br>Slab gravels for under building pads<br>Loaming disturbed areas<br>Guardrail for either side of driveway (approx. 180')<br>General cleanup of our work<br>Red-lined as-built<br>***Allowance for Septic Design \$1,500.00<br>***Allowance for Site Design \$15,000.00<br><br>CONCRETE: 92' of 12" walls 10' high with rebar, 4' frost walls for entire building w/ 4" concrete floor |              | 835,739.10 | 835,739.10 |
| Thank you for your business.   | <b>Total</b> |            |            |

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| <p>Walkways are 5' x 80' on front of building</p> <p><b>EXTERIOR DOORS:</b><br/>Steel door to consist of: 3070 DW frame, 7 3/4 Jamb, 3070 18GA PS steel door, 3' snap in steel top cap, hager 45 NL ESC panic store trim 2D, Hager 4501 rim panic US26D 3ft, Morticecylinder IC housing less core, 4 1/2" NRP BB hinges, weatherstrip kit, door sweep, flat aluminum sill<br/>Furnish and install: Three (3) EFCO 401 series door frames sized 75 1/2" x 85 3/4" to include a 6' x 7' EFCO T300 medium stile pair door; door hardware as follows: SL 24 Continuous geared hinge (clear anodized). Falcon 160 CVR panic w/ exterior keyed cylinder at active leaf (black). SFIC Housing (final keying by others). Ultraline 1" diameter offset pull (clear anodized). LCN 4041 Surface mounted closer w/ 18 PA mount (aluminum). Horton automatic operator at active leaf w/ two wireless actuators (clear anodized). Door sweep (clear anodized. 7" GSG threshold (mill)<br/>Two (2) Exterior, One (1) Interior.<br/>Door and frame finish to be EFCO clear anodized<br/>Exterior glazing to be 1" insulated units w/ energy advantage low-ecoating on the #3 surface, tempered<br/>Caulking to be Dow coming CWS, color to match</p> <p><b>INTERIOR DOORS:</b><br/>Hollow Metal Frames and Door: Includes 16 Knock down frames and 1 Flush hollow metal door<br/>Wood Doors: Rotary natural birch prefinished clear, includes 6 half glass doors, 7 flush doors, 1 flush fire rated door, 1 narrow light fire rated door. Glazing included in above doors. Please note fire rated door glazing will be UL listed wire glass.<br/>Finish Hardware: As scheduled by LDH for a building of this type, lock sets, rim exit devices and closers by Yale.</p> <p><b>TOILET ACCESSORIES:</b></p> |              |      |       |
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| <p>Manufactured by Bradley, includes 3 each grab bars @18", 36", 42", 3 mirrors, 3 soap dispensers, 3 paper towel dispensers, 3 dual toilet paper dispensers, 3 feminine napkin disposal, 3 robe hooks.</p> <p>Engineered roof system and floor system<br/>2 x 6 exterior walls<br/>Insulation: Main ceiling, 1st floor cold CLG, entry ceiling, exterior walls, party walls, blockers and runners, baffles, firesafing, foam around windows and doors, caulk double studs.</p> <p><b>ELECTRICAL:</b><br/>LED 2x2 troffer w/ labor and fixture, 400 amp single phase service - single meter, general purpose receptacles, exterior LED motion floods, exit emergency lights LED, lift wiring, electric water heater, A/C condensers, bath fans, commercial switch location, cat 6 homerun with cat 6 jack and termination w/ two ports/ 1 plate, 150 ft. underground service consists of 2-3 inch power and 1-3 inch phone and 1 - 3 inch CATV, air handlers circuits, dehumidifier circuit, fire alarm.</p> <p><b>PLUMBING:</b><br/>Installation of rough in all the drainage and water lines as necessary. Installation of all of the fixtures on the finish portion. Three 1/2 baths w/ wall hung sinks and one kitchen sink. Two outside faucets, connect water line, drain line brought on site by others. Fixture allowance: Gerber white ADA toilets, white ADA wall hung sinks, 4" OC chrome two handle lav faucets, kitchen drop in sink and faucet w/ sprayer, 40 gallon electric water heater with recirc loop.<br/>Heating and A/C: installing a 3 ton system for the second floor and a 4 ton unit for the first floor, ductwork as necessary to be insulated and sealed. install condensers outside for A/C.</p> |              |      |       |
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| <p>DRYWALL: 4 x 12 x 58" (ceilings hung and taped), 4 x 10 x 5/8" (hang and tape only - records room), 4 x 10 x 5/8" complete w/ prime (first floor), 4 x 10 x 5/8" complete w/ prime (second floor)</p> <p>FLOORING:<br/> Vestibule and side entry: Supply and install Camden walk-off carpet tile (color TBD), per plans and specs<br/> Three bathrooms: Supply and install commercial vinyl flooring (Tarket Footnotes commercial vinyl or Mannington Gold LVS. per plans and specs.<br/> Elevator, dark room and stair landings: Supply and install Johnsonite 4" rubber tile with hammered surface (solid color TBD, per plans and specs.<br/> Stairs: Supply and install Johnsonite 72" rubber stair treads w/ attached riser and hammered surface (solid color TBD) per plans and specs.<br/> 1st floor and 2nd floor offices and meeting rooms: Supply and install J&amp;J Passages 26oz. commercial carpet (color TBD) per plans and specs<br/> Prep work (minor)<br/> Supply and install 4" cove base (color TBD) throughout building per plans and specs.<br/> Supply and install appropriate transitions<br/> *** this is a preliminary estimate based on drawings; if plans change or field measure differs prices may be reevaluated</p> <p>HUNG CEILINGS: 2 x 4 second look sand micro with 9/16 grid</p> <p>CABINETS AND COUNTERS: \$14,000.00 ALLOWANCE</p> <p>STAIRWELL RAILINGS: Continuous singleline railing at both sides of stairs</p> <p>ELEVATOR:<br/> One (1) limited use/limited access (LULA) elevator by All-Ways Accessible, Inc.</p> |              |      |       |
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| <p>42" x 60" Ivory (std) electrostatic powder coat paint finish, travels 120 inches, 2 stops, 1 opening, Single opening, capacity 1400, two speed powder coated gate, brushed stainless steel handrail, 30 ft. /min. brushed stainless steel fixtures, steel ceilings, automatic lighting, Hoist way doors- primed steel two-speed hoistway doors ready for paint. door jambs set for 2 x 4 wall framing with 2 layers of 5/8" drywall outside and a single layer of 5/8" drywall on the inside. ADA handsfree telephone with line monitoring, drawings by All-Ways Accessible, Inc.<br/>                     Proposal includes initial state elevator permit application and inspection. The building owner will be responsible for the operation certificate<br/> <del>\$48,849.75 can be ducted from estimate because it is not needed because you have access to second floor.</del></p> <p>SIDING: Certainteed vinyl siding w/ metal wrapped trim</p> <p>WINDOWS: Marvin Integrity</p> <p>**Included in estimate is a rough site plan (see attached)</p> <p><del>**Architectural drawings and engineering not included (see attached) other options available,</del></p> <p>***\$6,500 is included for a drilled well and pump.</p> |     |      |       |

|                              |              |              |
|------------------------------|--------------|--------------|
| Thank you for your business. | <b>Total</b> | \$835,739.10 |
|------------------------------|--------------|--------------|

# LEASE

THIS INDENTURE OF LEASE dated this 11<sup>th</sup> day of April, 2010, by and between Maurice Khawam, having a mailing address of c/o Mgmt Etc., LLC, PO Box 2456, Teaticket, MA 02536 hereinafter called the "Lessor" and Town Of Epsom, hereinafter called the "Lessee".

WITNESSETH that Lessor, for and in consideration of the rents herein reserved and the covenants and agreements herein contained and expressed on the part of the Lessee to be kept, performed and fulfilled, hereby demises and lets unto the Lessee, and the Lessee hereby leases from the Lessor a portion of the premises located at Units # 1 & 2 @ The Epsom Circle Shopping Center, the leased premises consisting of approximately 4500+- SF, and the use of the common parking lot. (all hereinafter referred to as the "premises" or the "leased premises"). Employee's are not permitted to park in front of the building as to allow better parking for customers. They should use the upper lot.

← 4500 FZ

Section 1 - Term. The term of this lease shall be a period of ten years and 7 months, beginning June 1, 2010, and ending on December 31, 2020. All notices of default shall be in writing and shall be sent to lessee at the address stated in the first paragraph of this lease. Lessee shall have the right to terminate this lease after January 1, 2016 so long as the following all apply: 1. they are moving into a building that the Town of Epsom owns. 2. The square footage is equal or larger, 3. They have given a six month written notice of their cancellation.

Section 2 - Base Rent. The Lessee shall pay to the Lessor as follows:

- A. June - December 2010 rent shall be \$1,925 per month.
- B. Year 2011 rent shall be \$2,592 per month
- C. Year 2012 rent shall be \$2,808 per month
- D. Year 2013 rent shall be \$2,916 per month
- E. Year 2014 rent shall be \$3,024 per month
- F. Year 2015 rent shall be \$3,132 per month
- G. Rent each year thereafter shall increase by 3% and payments shall continue to be paid monthly.

## Section 2-A

The parties herein understand and acknowledge that the town of Epsom is a body politic and a municipal corporation organized under the laws of the state of New Hampshire and is governed by the provisions of Town Meeting under the SB 2 option. The Board of Selectmen have no authority to commit any funds beyond that which has been appropriated by the legislative body of the town. However, the Board of Selectmen shall make every effort and good faith to propose and actively promote the passage of the funding of this contract by the Town Meeting for the duration for the term of the contract. The Town of Epsom, through its governing body, shall exercise every extraordinary measure in good faith to accomplish the completion of this contract according to its terms and conditions. However, it is explicitly understood that the funding of this contract or lease is subject to the annual approval of the Town Meeting. If the Town of Epsom is prohibited by any law, Court Order, or town legislative action through defunding or failure to fund the continuation of this contract, the Town of

| <b>Epsom Town Office Space</b>                         |                     |                       |                   |
|--|---------------------|-----------------------|-------------------|
| <b>940 Suncook Valley Highway</b>                      |                     |                       |                   |
| <b>Lease Period 6 June 1, 2012 - December 31, 2020</b> |                     |                       |                   |
| <b>Future Periods at Assumed 3% Per Year Increase</b>  |                     |                       |                   |
| <b>YEAR</b>  | <b>Monthly Rent</b> | <b>Total for Year</b> | <b>Cumulative</b> |
| 2010   | 1,925               | 23,100                | 23,100            |
| 2011   | 2,592               | 31,104                | 54,204            |
| 2012   | 2,808               | 33,696                | 87,900            |
| 2013   | 2,916               | 34,992                | 122,892           |
| 2014   | 3,024               | 36,288                | 159,180           |
| 2015   | 3,132               | 37,584                | 196,764           |
| 2016   | 3,226               | 38,712                | 235,476           |
| 2017   | 3,323               | 39,873                | 275,348           |
| 2018   | 3,422               | 41,069                | 316,417           |
| 2019   | 3,525               | 42,301                | 358,719           |
| 2020   | 3,631               | 43,570                | 402,289           |
| 2021   | 3,740               | 44,877                | 447,166           |
| 2022   | 3,852               | 46,224                | 493,390           |
| 2023   | 3,968               | 47,610                | 541,000           |
| 2024   | 4,087               | 49,039                | 590,038           |
| 2025   | 4,209               | 50,510                | 640,548           |
| 2026   | 4,335               | 52,025                | 692,573           |
| 2027   | 4,465               | 53,586                | 746,159           |
| 2028   | 4,599               | 55,193                | 801,352           |
| 2029   | 4,737               | 56,849                | 858,202           |
| 2030   | 4,880               | 58,555                | 916,756           |
| 2031   | 5,026               | 60,311                | 977,068           |
| 2032   | 5,177               | 62,121                | 1,039,188         |
| 2033   | 5,332               | 63,984                | 1,103,172         |
| 2034   | 5,492               | 65,904                | 1,169,076         |
| 2035   | 5,657               | 67,881                | 1,236,957         |
| 2036   | 5,826               | 69,917                | 1,306,874         |
| 2037   | 6,001               | 72,015                | 1,378,889         |
| 2038   | 6,181               | 74,175                | 1,453,064         |
| 2039   | 6,367               | 76,401                | 1,529,465         |
| 2040   | 6,558               | 78,693                | 1,608,158         |
| 2041   | 6,754               | 81,053                | 1,689,211         |
| 2042   | 6,957               | 83,485                | 1,772,696         |
| 2043   | 7,166               | 85,989                | 1,858,685         |
| 2044   | 7,381               | 88,569                | 1,947,254         |
| 2045   | 7,602               | 91,226                | 2,038,481         |
| 2046   | 7,830               | 93,963                | 2,132,444         |
| 2047   | 8,065               | 96,782                | 2,229,226         |
| 2048   | 8,307               | 99,685                | 2,328,911         |
| 2049   | 8,556               | 102,676               | 2,431,587         |
| 2050   | 8,813               | 105,756               | 2,537,343         |