

APPENDIX B:
Dover Community Center
Building Program & Site Inquiry Matrices

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DOVER COMMUNITY CENTER
PROGRAM SUMMARY

DRAFT 2 March 2006

ROOM / ACTIVITY AREAS (Note 1)	Proposed Net SF	Existing Net SF	
Signature Spaces			
Great Room	2,150	2,257	
Gymnasium	6,000	2,225	
Dance & Movement	1,964	1,964	
Multi-Purpose Activity Areas (Note 2)			
General Use Classroom (2 @ 982 ea.)	1,964	8,464	
General Use Classroom	1,665	1,665	
General Use Classroom	1,343	1,343	
Early Education Classrooms			
Two-Year Old Class (2 @ 860 ea.)	1720	808	
Three-Year Old Class (2 @ 860 ea.)	1720	1780	
Four-Year Old Class (2 @ 860 ea.)	1720	1720	
Outdoor Playground Areas	Exterior	Exterior	
Council on Aging			
COA Common Room	947	1,525	
COA Resource Area	250	0	
COA Exam & Counseling	80	0	
COA Outdoor Terrace	Exterior	None	
Administrative Areas			
Park/Rec Offices & Support	850	909	
Early Educ. Offices & Support	1,555	1,008	
COA Offices & Support	752	438	
Building Support Spaces			
Kitchen	350	388	
Gymnasium Storage	600	70	
Building Storage	750	1,610	
Public Toilet Rooms	TBD	TBD	
Stairs, Halls, Walls, Mech/Elect, Etc.	TBD	TBD	
SUBTOTAL - NET Square Footage	26,380	28,174	Existing Net SF
PLANNING FACTOR (Note 3)	x 1.40	1.45	Existing Planning Factor
Total Square Footage	36,932	40,982	Existing Total SF

Notes:

1. Room/Activity needs and sizes were determined through discussions with User Groups and observation of the existing facilities from Nov. 2005 to Feb. 2006. As baseline documentation for the Center, the March 16, 2005 "Report of the Committee to Study the Future of the Caryl School" was utilized.
2. General Use Classrooms will serve various community activities for all age groups.
3. The NET square footage represents the interior dimensions of activity areas. Hence, the "Planning Factor" accounts for entrances, hallways, stairs, elevators, mechanical spaces, toilet rooms, custodial areas, wall thicknesses, etc.

DOVER COMMUNITY CENTER - PROGRAM MATRIX

ITEM	USER GROUP	ROOM / ACTIVITY	NET AREA	Existing	DESCRIPTION	ADJACENCIES
COA-1	Council on Aging	COA Reception	132	132	COA entrance foyer; coat racks; window to office area (2)	Building entry; COA office; COA Commons.
COA-2	Council on Aging	COA Director's Office	180	153	Director's office suitable for one person working; small conference table for up to 4 people	COA Reception; COA Assistants
COA-3	Council on Aging	COA Assistants	150	0	Office suitable for 2-3 people working simultaneously	COA Reception; COA Director
COA-4	Council on Aging	COA Exam/Counseling COA Common Room	80 947	0	small, private meeting room for medical exams or other needs Luncheons (up to 30); Bridge; meetings; general COA usage	COA offices; COA Common Room; COA Toilets COA Reception, COA office, COA Exam, COA Resource
COA-6	Council on Aging	COA Resource Area	250	0	4-5 computers for teaching & use; library & resource materials; reference table with chairs.	Open nook adjacent to COA Common Room and COA Reception
COA-7	Council on Aging	COA Pantry	200	153	Storage of luncheon supplies (paper goods) and misc. COA materials, bridge tables	COA Common Room
COA-8	Council on Aging	COA Toilet Rooms	90	0	Private Handicap Accessible Bathrooms (men & women)	COA Common Room
COA-9	Council on Aging	Medical Equipment	Off Site	Off Site	Storage of wheelchairs, walkers and other equipment for loaning to the elderly.	Could be offsite, if all in one place (e.g., Whiting Road); Need approximately 275 SF
COA-10	Council on Aging	Outdoor Terrace	Exterior	None	Outdoor area with tables, chairs, umbrellas and possibly a built-in barbeque grille	COA Common Room
COA-XX	Council on Aging	Fireside Room	0	578	Area in Town House currently used for multiple functions	Will no longer be for exclusive use of COA
COUNCIL ON AGING		NET SUBTOTAL	2,029	1,963		

Notes:
 1) CDC will have shared use of Great Room (SEL-2, similar size as existing Cafeteria) for large luncheons & low-impact exercise.
 2) Fireside Room currently serves items COA-4 & COA-6.

DOVER COMMUNITY CENTER - PROGRAM MATRIX

ITEM	USER GROUP	ROOM / ACTIVITY	NET AREA	Existing	DESCRIPTION	ADJACENCIES
SEL-1	All Users	Common Entrance	TBD	0	Vestibule & Lobby; Information Center; Arrival, Meeting & Waiting Area	Visible to Driveway; Adjacent to Games; Near Park & Rec Office
SEL-2	Unassigned	Great Room	2,150	2,257	COA large luncheons (up to 75 people); various classes (P&R; Comm. Educ.); various functions (up to ?); moveable tables and chairs, with assoc. storage.	Kitchen; COA Toilet Facilities; COA Common Room
SEL-3	Unassigned	Kitchen	350	388	Non-commercial kitchen (heavy-duty residential); sinks; stove; oven; refrigerator; microwave; cupboards; counters	Great Room; COA Common Room
SEL-4	All Users	Games	TBD	0	Shuffleboard courts (2); ping pong; pool table; foosball (2)	Integrated into hallways and lobby areas
SEL-5	Unassigned	Classroom	982	5,194	Half of a 1,964 square foot equally subdividable multi-use recreational classroom for all age groups (other half of room is PAR-5); sink, counter, cabinets	
SEL-6	Parent Talk Initially - Future Municipal Office Use	Classroom	1,665	1,665	Parent/Child indoor play area. Allow for future expansion of municipal offices by relocation of one of three user groups from Town House (Selectmen - Clerk; Finance; Land Use); sink, counter, cabinets	Clarity from entry; acoustically separated from noisy activities; proximity to toilets & changing area.
SEL-7	Unassigned Initially - Future Municipal Office Use	Classroom	1,343	1,343	Rentable for multiple functions. Allow for future expansion of municipal offices by relocation of one of three user groups from Town House (Selectmen - Clerk; Finance; Land Use); sink, counter, cabinets	Adjacent to Parent Talk area
SEL-8	Dance & Movement	Classroom	1,964	1,964	Erin's School of Dance; dance floor; separate viewing area for waiting; prop storage in cabinets; mirrors and barres	
SEL-9	Authorized Only	Building Storage	750	1,610	Building Storage and Closets for Miscellaneous Functions	See Note 4 below regarding reduction in storage area
SEL-10	All Users	Toilet Rooms	TBD	TBD		
SEL-11	Authorized Only	Service Areas	TBD	TBD	Boiler Room, HVAC Equip., Domestic Hot Water, Elevator Machine, Emergency Generator, Trash Room, Janitorial Supplies	
	SELECTMEN	NET SUBTOTAL	9,204	14,421		

Notes:

- 1) SEL-2: Existing "Great Room" square footage listed is existing cafeteria. Proposed size equals Great Hall (Town House) and Kraft Hall (Dover Church).
- 2) SEL-3: Size of Kitchen equals size of The Dover Church Kitchen adjacent to Kraft Hall.
- 3) SEL-5: Existing unassigned classroom spaces includes the south side of Library the 2nd & 3rd floors.
- 4) SEL-9: Existing storage includes closet at Library Loft. It is assumed that storage for classrooms will be incorporated into the classroom areas.

DOVER COMMUNITY CENTER - PROGRAM MATRIX

ITEM	USER GROUP	ROOM / ACTIVITY	NET AREA	Existing	DESCRIPTION	ADJACENCIES
PAR-1	Park & Rec	Park & Rec Administration	525	525	Office for Director & Assistant; Reception Area for Walk-In Registration; P+R Information	Near Main Entrance
PAR-2	Park & Rec	Park & Rec Conference	325	384	Meeting Room for 10-12 People; Kitchenette with Sink, Microwave, Refrigerator	Adjacent to P+R Admin.
PAR-3	Park & Rec	Gymnasium	6,000	2,225	Full court basketball & two cross-courts; indoor fitness activities; batting cage; climbing wall; no bleachers; no locker rooms	
PAR-4	Park & Rec	Gym Storage	600	70	Storage area for gym equipment	Adjacent to Gym
PAR-5	Park & Rec	Rec. Classroom	982	3,270	Half of a 1,964 square foot equally subdividable multi-use recreational classroom for all age groups (other half of room is SEL-5); sink, counter, cabinets	
PAR-6	Park & Rec	Seasonal Storage	Off Site	Off Site	Seasonal equipment for field-based sports	Whiting Road & Highway
	PARK & REC	NET SUBTOTAL	8,432	6,474		

Notes:

- 1) PAR-3: Size of gym based on high school court (50' x 84') with 5' beyond court on three sides and 11' beyond court on one end for climbing wall.
- 2) PAR-6: Existing recreation classrooms includes Library on 2nd floor.

DOVER COMMUNITY CENTER - PROGRAM MATRIX

ITEM	USER GROUP	ROOM / ACTIVITY	NET AREA	Existing	DESCRIPTION	ADJACENCIES
CDC-1	Child Development Center	Director's Office	279	279	Director & Assistant in shared office with desks, computers, files and small work table	At entry to CDC area
CDC-2	Child Development Center	Conference	120	0	Small, private meeting room for 4-6 people	Adjacent to Director's Office
CDC-3	Child Development Center	Break Room	175	218	Break room suitable for a few teachers with table & chairs, seating alcove, kitchenette (ref - sink - microwave - counter - cabinets)	Adjacent to Teacher Resource
CDC-4	Child Development Center	Teacher Resource	350	0	Supplies and curriculum storage and work room with shelving, files, table, copier, etc.	Adjacent to Break Room
CDC-5	Child Development Center	Classrooms (6)	5,160	4,308	Six Classrooms, two per level (2's, 3's, 4's); Sink in each classroom	Near kid's toilets; access to indoor & outdoor play areas
CDC-6	Child Development Center	Toilet Rooms	387	267	Girl's & Boy's Rooms, Staff Rooms, Changing Tables	Near classrooms
CDC-7	Child Development Center	Outdoor Play Areas	Exterior	Exterior		
CDC-8	Child Development Center	Storage	244	244	Play equipment, Teaching Supplies, Snack Supplies	Much is and can be stored directly in the classrooms
	CDC	NET SUBTOTAL	6,715	5,316		

Notes:

1) CDC will have shared use of Great Room (SEL-2, similar size as existing Cafeteria) and the Gym.

SUMMARY	NET AREA	EXISTING
Council on Aging	2,029	1,963
Selectmen	9,204	14,421
Park & Rec	8,432	6,474
Child Dev. Ctr.	6,715	5,316
NET SF SUBTOTAL	26,380	28,174
Planning Factor	x 1.40	1.45
PROPOSED BUILDING	36,932	40,982
		NET SF EXISTING
		EXISTING Planning Factor
		EXISTING BUILDING

"Planning Factor" adjusts square footage to account for wall thicknesses, corridors, stairs, elevators, lobbies, mechanical spaces and bldg. storage.

**DOVER COMMUNITY CENTER
PROGRAM SUMMARY**

REVISED 26 April 2006

ROOM / ACTIVITY AREAS (Note 1)	Proposed Net SF	Existing Net SF	
Signature Spaces			
Great Room	2,150	2,257	
Gymnasium	6,000	2,225	
Dance & Movement	1,964	1,964	
Multi-Purpose Activity Areas (Note 2)			
General Use Classroom (2 @ 982 ea.)	1,964	8,464	
General Use Classroom	1,665	1,665	
General Use Classroom	1,343	1,343	
Early Education Classrooms			
Two-Year Old Class (2 @ 860 ea.)	0	808	
Three-Year Old Class (2 @ 860 ea.)	0	1780	
Four-Year Old Class (2 @ 860 ea.)	0	1720	
Outdoor Playground Areas	Exterior	Exterior	
Council on Aging			
COA Common Room	947	1,525	
COA Resource Area	250	0	
COA Exam & Counseling	80	0	
COA Outdoor Terrace	Exterior	None	
Administrative Areas			
Park/Rec Offices & Support	850	909	
Early Educ. Offices & Support	0	1,008	
COA Offices & Support	752	438	
Building Support Spaces			
Common Entrance & Lobby Area	1,025	0	
Kitchen	350	388	
Gymnasium Storage	600	70	
Building Storage	750	1,610	
Public Toilet Rooms	TBD	TBD	
Stairs, Halls, Walls, Mech/Elect, Etc.	TBD	TBD	
SUBTOTAL - NET Square Footage	20,690	28,174	Existing Net SF
PLANNING FACTOR (Note 3)	x 1.45	1.45	Existing Planning Factor
Total Square Footage	30,001	40,982	Existing Total SF

Notes:

1. Room/Activity needs and sizes were determined through discussions with User Groups and observation of the existing facilities from Nov. 2005 to Feb. 2006. As baseline documentation for the Center, the March 16, 2005 "Report of the Committee to Study the Future of the Caryl School" was utilized.
2. General Use Classrooms will serve various community activities for all age groups.
3. The NET square footage represents the interior dimensions of activity areas. Hence, the "Planning Factor" accounts for entrances, hallways, stairs, elevators, mechanical spaces, toilet rooms, custodial areas, wall thicknesses, etc.

DOVER COMMUNITY CENTER - PROGRAM MATRIX

ITEM	USER GROUP	ROOM / ACTIVITY	NET AREA	Existing	DESCRIPTION	ADJACENCIES
COA-1	Council on Aging	COA Reception	132	132	COA entrance foyer; coat racks; window to office area (?)	Building entry; COA office; COA Commons
COA-2	Council on Aging	COA Director's Office	180	153	Director's office suitable for one person working; small conference table for up to 4 people	COA Reception; COA Assistants
COA-3	Council on Aging	COA Assistants	150	0	Office suitable for 2-3 people working simultaneously	COA Reception; COA Director
COA-4	Council on Aging	COA Exam/Counseling	80	0	small, private meeting room for medical exams or other needs	COA offices; COA Common Room; COA Toilets
COA-5	Council on Aging	COA Common Room	947	947	Luncheons (up to 30); Bridge; meetings; general COA usage	COA Reception, COA office, COA Exam, COA Resource
COA-6	Council on Aging	COA Resource Area	250	0	4-5 computers for teaching & use; library & resource materials; reference table with chairs.	Open nook adjacent to COA Common Room and COA Reception
COA-7	Council on Aging	COA Pantry	200	153	Storage of luncheon supplies (paper goods) and misc. COA materials, bridge tables	COA Common Room
COA-8	Council on Aging	COA Toilet Rooms	90	0	Private Handicap Accessible Bathrooms (men & women)	COA Common Room
COA-9	Council on Aging	Medical Equipment	Off Site	Off Site	Storage of wheelchairs, walkers and other equipment for loaning to the elderly.	Could be offsite, if all in one place (e.g., Whiting Road); Need approximately 275 SF
COA-10	Council on Aging	Outdoor Terrace	Exterior	None	Outdoor area with tables, chairs, umbrellas and possibly a built-in barbeque grille	COA Common Room
COA-XX	Council on Aging	Fireside Room	0	578	Area in Town House currently used for multiple functions	Will no longer be for exclusive use of COA
COUNCIL ON AGING			NET SUBTOTAL	1,963		

Notes: 1) CDC will have shared use of Great Room (SEL-2, similar size as existing Cafeteria) for large luncheons & low-impact exercise.

2) Fireside Room currently serves items COA-4 & COA-6.

DOVER COMMUNITY CENTER - PROGRAM MATRIX

REVISED 26 April 2006

ITEM	USER GROUP	ROOM / ACTIVITY	NET AREA	Existing	DESCRIPTION	ADJACENCIES
SEL-1	All Users	Common Entrance	1,025	0	Vestibule & Lobby; Information Center; Arrival, Meeting & Waiting Area	Visible to Driveway; Adjacent to Games; Near Park & Rec Office
SEL-2	Unassigned	Great Room	2,150	2,257	COA large luncheons (up to 75 people); various classes (P&R; Comm. Educ.); various functions (up to ?); moveable tables and chairs, with assoc. storage.	Kitchen; COA Toilet Facilities; COA Common Room
SEL-3	Unassigned	Kitchen	350	388	Non-commercial kitchen (heavy-duty residential); sinks; stove; oven; refrigerator; microwave; cupboards; counters	Great Room; COA Common Room
SEL-4	All Users	Games	TBD	0	Shuffleboard courts (2); ping pong; pool table; foosball (2)	Integrated into hallways and lobby areas
SEL-5	Unassigned	Classroom	982	5,194	Half of a 1,964 square foot equally subdividable multi-use recreational classroom for all age groups (other half of room is PAR-5); sink, counter, cabinets	
SEL-6	Parent/Child Crafts & Indoor Play Parent Talk Initially - Future Municipal Office Use	Classroom	1,665	1,665	Parent/Child indoor play area; sink, counter, cabinets; Allow-for future expansion-of-municipal-offices ...	Clarify-from-entry; acoustically separated from noisy activities; proximity to toilets & changing area.
SEL-7	Unassigned Initially - Future Municipal Office Use	Classroom	1,343	1,343	Rentable for multiple functions; sink, counter, cabinets; Allow-for future expansion-of-municipal-offices ...	Adjacent to Parent-Talk-Parent/Child Crafts/Play
SEL-8	Dance & Movement	Classroom	1,964	1,964	Erin's School of Dance; dance floor; separate viewing area for waiting; prop storage in cabinets; mirrors and barres	
SEL-9	Authorized Only	Building Storage	750	1,610	Building Storage and Closets for Miscellaneous Functions	See Note 4 below regarding reduction in storage area
SEL-10	All Users	Toilet Rooms	TBD	TBD		
SEL-11	Authorized Only	Service Areas	TBD	TBD	Boiler Room, HVAC Equip., Domestic Hot Water, Elevator Machine, Emergency Generator, Trash Room, Janitorial Supplies	
SEL-12	Future Municipal Offices	Future Use	TBD	TBD	Future municipal offices; possible relocation of 1 user group from Town House (Selectmen/Clerk; Finance; Land Use)	Unfinished basement or attic to allow for future growth within building
	SELECTMEN	NET SUBTOTAL	10,229	14,421		

Notes:

- 1) SEL-2: Existing "Great Room" square footage listed is existing cafeteria. Proposed size equals Great Hall (Town House) and Kraft Hall (Dover Church).
- 2) SEL-3: Size of Kitchen equals size of The Dover Church Kitchen adjacent to Kraft Hall.
- 3) SEL-5: Existing unassigned classroom spaces includes the south side of Library the 2nd & 3rd floors.
- 4) SEL-9: Existing storage includes closet at Library Loft. It is assumed that storage for classrooms will be incorporated into the classroom areas.

DOVER COMMUNITY CENTER - PROGRAM MATRIX

ITEM	USER GROUP	ROOM / ACTIVITY	NET AREA	Existing	DESCRIPTION	ADJACENCIES
PAR-1	Park & Rec	Park & Rec Administration	525	525	Office for Director & Assistant; Reception Area for Walk-In Registration; P+R Information	Near Main Entrance
PAR-2	Park & Rec	Park & Rec Conference	325	384	Meeting Room for 10-12 People; Kitchenette with Sink, Microwave, Refrigerator	Adjacent to P+R Admin.
PAR-3	Park & Rec	Gymnasium	6,000	2,225	Full court basketball & two cross-courts; indoor fitness activities; batting cage; climbing wall; no bleachers; no locker rooms	Consider option to construct gym initially or at later date
PAR-4	Park & Rec	Gym Storage	600	70	Storage area for gym equipment	Adjacent to Gym
PAR-5	Park & Rec	Rec. Classroom	982	3,270	Half of a 1,964 square foot equally subdividable multi-use recreational classroom for all age groups (other half of room is SEL-5); sink, counter, cabinets	
PAR-6	Park & Rec	Seasonal Storage	Off Site	Off Site	Seasonal equipment for field-based sports	Whiting Road & Highway
	PARK & REC	NET SUBTOTAL	8,432	6,474		

Notes:

- 1) PAR-3: Size of gym based on high school court (50' x 84') with 5' beyond court on three sides and 11' beyond court on one end for climbing wall.
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DOVER COMMUNITY CENTER - PROGRAM MATRIX

REVISED 26 April 2006

ITEM	USER GROUP	ROOM / ACTIVITY	NET AREA	Existing	DESCRIPTION	ADJACENCIES
CDC-1	Child Development Center	Director's Office	0	279	Director & Assistant in shared office with desks, computers, files and small work table	At entry to CDC area
CDC-2	Child Development Center	Conference	0	0	Small, private meeting room for 4-6 people	Adjacent to Director's Office
CDC-3	Child Development Center	Break Room	0	218	Break room suitable for a few teachers with table & chairs, seating alcove, kitchenette (ref-sink-microwave-counter-cabinets)	Adjacent to Teacher Resource
CDC-4	Child Development Center	Teacher Resource	0	0	Supplies and curriculum storage and work room with shelving, files, table, copier, etc.	Adjacent to Break Room
CDC-5	Child Development Center	Classrooms (6)	0	4,308	Six Classrooms, two per level (2's, 3's, 4's); Sink in each classroom	Near kid's toilets; access to indoor & outdoor play areas
CDC-6	Child Development Center	Toilet Rooms	0	267	Girls & Boy's Rooms, Staff Rooms, Changing Tables	Near classrooms
CDC-7-SEL-13	Child Development Center Selectmen	Outdoor Play Areas	Exterior	Exterior		
CDC-8	Child Development Center	Storage	0	244	Play equipment, Teaching Supplies, Snack Supplies	Much is and can be stored directly in the classrooms
	CDC	NET SUBTOTAL	0	5,316		

Notes:

1) CDC will be deleted from the program per discussions with Community Center Building Committee, CDC and the Selectmen.

SUMMARY	NET AREA	EXISTING
Council on Aging	2,029	1,963
Selectmen	10,229	14,421
Park & Rec	8,432	6,474
Child Dev. Ctr.	0	5,316
NET SF SUBTOTAL	20,690	28,174
Planning Factor	x 1.45	Existing Planning Factor
PROPOSED BUILDING	30,001	40,982
		EXISTING BUILDING

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**DOVER COMMUNITY CENTER
PROGRAM SUMMARY**

FINAL: 12 May 2006

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General Use Classroom (2 @ 982 ea.)	1,964	8,464	
General Use Classroom	1,665	1,665	
General Use Classroom	1,343	1,343	
Outdoor Playground Areas	Exterior	Exterior	
Early Education Classrooms (Note 3)			
— Two-Year Old Classes	0	808	
— Three-Year Old Classes	0	1780	
— Four-Year Old Classes	0	1720	
Council on Aging			
COA Common Room	947	1,525	
COA Resource Area	250	0	
COA Exam & Counseling	80	0	
COA Outdoor Terrace	Exterior	None	
Administrative Areas			
Park/Rec Offices & Support	850	909	
— Early Educ. Offices & Support (Note 3)	0	1,008	
COA Offices & Support	752	438	
Building Support Spaces			
Common Entrance & Lobby Area	1,025	0	
Kitchen	350	388	
Gymnasium Storage	600	70	
Building Storage	750	1,610	
Public Toilet Rooms	TBD	Existing	
Stairs, Halls, Walls, Mech/Elect, Etc.	TBD	Existing	
SUBTOTAL - NET Square Footage	20,690	28,174	Existing Net SF
PLANNING FACTOR (Note 4)	x 1.45	1.45	Existing Planning Factor
Total Square Footage	30,001	40,982	Existing Total SF

Notes:

1. Room/Activity needs and sizes were determined through discussions with User Groups and observation of the existing facilities from Nov. 2005 to Feb. 2006. As baseline documentation for the Center, the March 16, 2005 "Report of the Committee to Study the Future of the Caryl School" was utilized.
2. General Use Classrooms will serve various community activities for all age groups.
3. The Early Education Center (CDC Classrooms & Admin.) was deleted from the Program per the Selectmen as of May 11, 2006.
4. The NET square footage represents the interior dimensions of activity areas. Hence, the "Planning Factor" accounts for entrances, hallways, stairs, elevators, mechanical spaces, toilet rooms, custodial areas, wall thicknesses, etc.

DOVER COMMUNITY CENTER - PROGRAM MATRIX

FINAL: 12 May 2006

ITEM	USER GROUP	ROOM / ACTIVITY	NET AREA	Existing	DESCRIPTION	ADJACENCIES
COA-1	Council on Aging	COA Reception	132	132	COA entrance foyer; coat racks; window to office area	Building entry; COA office; COA Commons
COA-2	Council on Aging	COA Director's Office	180	153	Director's office suitable for one person working; small conference table for up to 4 people	COA Reception; COA Assistants
COA-3	Council on Aging	COA Assistants	150	0	Office suitable for 2-3 people working simultaneously	COA Reception; COA Director
COA-4	Council on Aging	COA Exam/Counseling	80	0	Small, private meeting room for medical exams or other needs	COA offices; COA Common Room; COA Toilets
COA-5	Council on Aging	COA Common Room	947	947	Luncheons (up to 30); Bridge; meetings; general COA usage	COA Reception, COA office, COA Exam, COA Resource; Kitchen (or provide COA kitchenette)
COA-6	Council on Aging	COA Resource Area	250	0	4-5 computers for teaching & general use; library & resource materials; reference table with chairs	Open nook adjacent to COA Common Room and COA Reception
COA-7	Council on Aging	COA Pantry	200	153	Storage of luncheon supplies (paper goods) and misc. COA materials, bridge tables	COA Common Room; Kitchen (or separate COA kitchenette)
COA-8	Council on Aging	COA Toilet Rooms	90	0	Private Handicap Accessible Bathrooms (men & women) if possible, or provide public toilets near COA	COA Common Room
COA-9	Council on Aging	Medical Equipment	Off Site	Off Site	Storage of wheelchairs, walkers and other equipment for loaning to the elderly	Could be offsite, if all in one place (e.g., Whiting Road); Need approximately 275 SF
COA-10	Council on Aging	Outdoor Terrace	Exterior	Noise	Outdoor area with tables, chairs, umbrellas and possibly a built-in barbeque grille	COA Common Room
COA-XX	Council on Aging	Fireside Room	0	578	Area in Town House currently used for multiple functions	Will no longer be for exclusive use of COA
	COA	NET SUBTOTAL	2,029	1,963		

Notes:

- 1) COA will have shared use of Great Room (SEL-2, similar size as existing Cafeteria) for large luncheons & low-impact exercise.
- 2) Fireside Room currently serves items COA-4 & COA-6.

DOVER COMMUNITY CENTER - PROGRAM MATRIX

ITEM	USER GROUP	ROOM / ACTIVITY	NET AREA	Existing	DESCRIPTION	ADJACENCIES
SEL-1	All Users	Common Entrance	1,025	0	Vestibule & Lobby; Information Center; Arrival, Meeting & Waiting Area	Drop-Off area; Park & Rec Office
SEL-2	All Users	Great Room	2,150	2,257	COA large luncheons (up to 75 people); various classes (P&R; Comm. Educ.); various community functions; moveable tables and chairs w/ assoc. storage	Kitchen; COA Toilet Facilities; COA Common Room
SEL-3	All Users	Kitchen	350	388	Non-commercial kitchen (heavy-duty residential); sinks; stove; oven; refrigerator; microwave; cupboards; counters	Great Room; COA Common Room (or separate kitchenette for COA)
SEL-4	All Users	Games	TBD	0	Optional miscellaneous games: shuffleboard, ping pong, pool table, foosball	Integrated into hallways and lobby areas if feasible
SEL-5	All Users	Classroom	982	5,194	Half of a 1,964 square foot equally subdividable multi-use recreational classroom for all age groups (other half is PAR-5); sink, counter, cabinets	
SEL-6	Parent/Child Crafts & Indoor Play	Classroom	1,665	1,665	Parent/Child indoor play area; sink, counter, cabinets	Acoustically separated from other activities; proximity to toilets & changing area.
SEL-7	All Users	Classroom	1,343	1,343	Rentable for multiple functions; sink, counter, cabinets	Adjacent to Parent/Child Crafts/Play
SEL-8	Dance & Movement	Classroom	1,964	1,964	e.g., Erin's School of Dance; dance floor; separate viewing area for waiting; prop storage in cabinets; mirrors and barres	
SEL-9	Authorized Only	Building Storage	750	1,610	Building Storage and Closets for Miscellaneous Functions	See Note 4 below regarding reduction in storage area
SEL-10	All Users	Toilet Rooms	TBD	Existing		
SEL-11	Authorized Only	Service Areas	TBD	TBD	Boiler Room, HVAC Equip., Domestic Hot Water, Elevator Machine, Emergency Generator, Trash Room, Janitorial Supplies	
SEL-12	Future Municipal Offices	Future Use	TBD	TBD	Future municipal offices; possible relocation of 1 user group from Town House (Selectmen/Clerk; Finance; or Land Use)	Unfinished basement or attic to allow for future growth within footprint of the building
	SELECTMEN	NET SUBTOTAL	10,229	14,421		

Notes:

- 1) SEL-2: Existing "Great Room" square footage listed is existing cafeteria. Proposed size equals Great Hall (Town House) and Kraft Hall (Dover Church).
- 2) SEL-3: Size of Kitchen equals size of The Dover Church Kitchen adjacent to Kraft Hall.
- 3) SEL-5: Existing unassigned classroom spaces includes the south side of Library the 2nd & 3rd floors.
- 4) SEL-9: Existing storage includes closet at Library Loft. It is assumed that storage for classrooms will be incorporated into the classroom areas.

DOVER COMMUNITY CENTER - PROGRAM MATRIX

ITEM	USER GROUP	ROOM / ACTIVITY	NET AREA	Existing	DESCRIPTION	ADJACENCIES
PAR-1	Park & Rec	Park & Rec Administration	525	525	Office for Director & Assistant; Reception Area for Walk-In Registration; P+R Information	Near Main Entrance
PAR-2	Park & Rec	Park & Rec Conference	325	384	Meeting Room for 10-12 People; Kitchennette with Sink, Microwave, Refrigerator (or near Kitchen)	Adjacent to P+R Admin.
PAR-3	Park & Rec	Gymnasium	6,000	2,225	Full court basketball & two cross-courts; indoor fitness activities; batting cage; climbing wall; no bleachers; no locker rooms	Consider option to construct gym initially or at later date
PAR-4	Park & Rec	Gym Storage	600	70	Storage area for gym equipment	Adjacent to Gym
PAR-5	Park & Rec	Rec. Classroom	982	3,270	Half of a 1,964 square foot equally subdividable multi-use recreational classroom for all age groups (other half is SEL-5); sink, counter, cabinets	
PAR-6	Park & Rec	Seasonal Storage	Off Site	Off Site	Seasonal equipment for field-based sports	Whiting Road & Highway
PAR-7	All Users	Outdoor Play Areas	Exterior	Exterior	Outdoor play structure and free play area with focus on younger children (no basketball)	Parent/Child Crafts & Indoor Play Classroom (SEL-6)
	PARK & REC	NET SUBTOTAL	8,432	6,474		

Notes:

- 1) PAR-3: Size of gym based on a typical high school level court (50' x 84') with 5' beyond court on three sides and 11' beyond court on one end for climbing wall.
- 2) PAR-6: Existing recreation classrooms includes Library on 2nd floor.

DOVER COMMUNITY CENTER - PROGRAM MATRIX

ITEM	USER GROUP	ROOM / ACTIVITY	NET AREA	Existing	DESCRIPTION	ADJACENCIES
EDC-1	Child Development-Center	Director's Office	0	279	Director & Assistant in shared office with desks, computers, files and small work table	At entry to EDC area
EDC-2	Child Development-Center	Conference	0	0	Small, private meeting room for 4-6 people	Adjacent to Director's Office
EDC-3	Child Development-Center	Break Room	0	218	Break room suitable for a few teachers with table & chairs, seating alcove, kitchenette (ref, sink, microwave, counter, cabinets)	Adjacent to Teacher Resource
EDC-4	Child Development-Center	Teacher Resource	0	0	Supplies and curriculum storage and work room with shelving, files, table, copier, etc.	Adjacent to Break Room
EDC-5	Child Development-Center	Classrooms (6)	0	4,308	Six Classrooms, two per level (2's, 3's, 4's); Sink in each classroom	Near kid's toilets, access to indoor & outdoor play areas
EDC-6	Child Development-Center	Toilet Rooms	0	267	Girls & Boy's Rooms, Staff Rooms, Changing Tables	Near classrooms
EDC-7	Child Development-Center	Outdoor Play Areas	Exterior	Exterior	See "PAR-7" for Outdoor Play Area	
EDC-8	Child Development-Center	Storage	0	244	Play equipment, Teaching Supplies, Snack Supplies	Much is and can be stored directly in the classrooms
	CDC	NET-SUBTOTAL	0	5,316		

Notes:

1) CDC was deleted from the program as of 5/11/2006 following discussions with the Community Center Building Committee, CDC and the Board of Selectmen.

SUMMARY	NET AREA	EXISTING
Council on Aging	2,029	1,963
Selectmen	10,229	14,421
Park & Rec	8,432	6,474
Child Dev-Ctr.	0	5,316
NET SUBTOTAL	20,690	28,174
Planning Factor	x 1.45	1.45
PROPOSED BLDG.	30,001	40,982
	NET SF EXISTING	Existing Planning Factor
		EXISTING BUILDING

"Planning Factor" adjusts square footage to account for wall thicknesses, corridors, stairs, elevators, lobbies, mechanical spaces and bldg. storage.

**DOVER COMMUNITY CENTER
PROGRAM SUMMARY**

12 May 2006

12 June 2006

ROOM / ACTIVITY AREAS	Program Net SF	Existing Net SF	Proposed (A-05)
Signature Spaces			
Great Room	2,150	2,257	2,473
Gymnasium	6,000	2,225	6,000
Dance & Movement	1,964	1,964	2,013
Multi-Purpose Activity Areas			
General Use Classroom	1,964	8,464	1,500
General Use Classroom	1,665	1,665	1,311
General Use Classroom	1,343	1,343	1,161
Outdoor Playground Areas	Exterior	Exterior	Exterior
Early Education Classrooms			
—Two-Year Old Classes	0	808	
—Three-Year Old Classes	0	1,780	
—Four-Year Old Classes	0	1,720	
Council on Aging			
COA Common Room	947	1,525	1,286
COA Resource Area	250	0	(In Common Rm)
COA Exam & Counseling	80	0	75
COA Outdoor Terrace	Exterior	None	Exterior
Administrative Areas			
Park/Rec Offices & Support	850	909	991
—Early Educ. Offices & Support	0	1,008	
COA Offices & Support	752	438	653
Building Support Spaces			
Common Entrance & Lobby Area	1,025	0	1,429
Kitchen	350	388	428
Gymnasium Storage	600	70	600
Building Storage	750	1,610	750
Public Toilet Rooms	(In Gross SF)	(In Gross SF)	(In Gross SF)
Stairs, Halls, Walls, Mech/Elect, Etc.	(In Gross SF)	(In Gross SF)	(In Gross SF)
SUBTOTAL - NET Square Footage	20,690	28,174	20,670
PLANNING FACTOR	x 1.45	1.45	1.44
Total Square Footage	30,001	40,982	29,702

Notes:

1. General Use Classrooms are smaller than programmed due to placement of Great Room on First Floor.
2. Existing COA Common Room includes "Blue Room" in Caryl School and "Fireside Room" in Town House.
3. Common Entrance & Lobby are larger than program due to inclusion of Lounge Areas on both levels.
4. Gross Square Footage does not include Basement and Attic areas; sizes to be determined.

SITE INQUIRY DOVER COMMUNITY CENTER

Date: 11/15/05
 revised 2/1/06



Town of Dover
 Mills Whitaker Architects LLC
 Harry R. Feldman Inc. (Surveyor)
 H.K. Dodge Associates, Inc.

DATE	DESIGN PHASE	SUBJECT	NO.	QUESTION OR INFORMATION NEEDED	RESPONSE
PROPERTY INFORMATION					
11/15/05	PROPERTY		1.	Are there any encumbrances or easements of record that may affect siting of new facilities?	
11/15/05	PROPERTY		1.	Is it feasible that Town would purchase additional land for parking?	
11/15/05	PROPERTY		3.	Record site plans	
11/15/05	PROPERTY		3.	Codes - Dover zoning ordinance	
2/1/06*	PROPERTY		3.	Town of Dover - plans for community street & infrastructure improvements	Nothing planned.
11/15/05	PROPERTY		3.	Town of Dover - plans illustrating local urban layout	
11/15/05	PROPERTY		3.	Subsurface investigations	
11/15/05	PROPERTY		3.	Photographic inventory of site conditions	
11/15/05	PROPERTY		3.	Photographic inventory of conditions from roofs	
11/15/05	PROPERTY		3.	Aerial photographs sites	
ACCESSIBILITY					
11/15/05	ACCESSIBILITY			What are requirements for handicap based on building usage? (ADA, AAB) What is anticipated or regulated number of people requiring accessibility provisions?	
11/15/05	ACCESSIBILITY			Identify possible accessible building entries By on-grade By ramp By elevator	
11/15/05	ACCESSIBILITY		1.	Identify accessible routes to these entries, both pedestrian & vehicular	

DATE	DESIGN PHASE	SUBJECT	NO.	QUESTION OR INFORMATION NEEDED	RESPONSE
11/15/05		ACCESSIBILITY	1.	Identify quantity of parking stalls required to be accessible & van accessible	
11/15/05		ACCESSIBILITY		Identify handicap drop-off zone	
11/15/05		ACCESSIBILITY	1.	Under Renovate Scenario, What are present accessible routes? What are problems with present accessible routes? What are best accessible routes based on site conditions? What are best accessible routes based on bldg. structure? What are best accessible routes based on bldg. program?	
2/1/06*		ACCESSIBILITY	7.	Does the Town of Dover have an ADA compliance officer with whom we should either meet with or review plans?	Not specifically by title; Building Inspector acts as compliance officer.
2/1/06*		ACCESSIBILITY	8.	Linkage w/ Town House - is there a safe, accessible pedestrian route from Town House to Community Center?	Existing (painted) crosswalks include one at the Centre St./Springdale Ave. intersection and one aligned directly in front of the 1971 building entry on Springdale Ave. The crosswalk in front of the 1971 building has curb cuts on both sides and is considered the primary pedestrian link between the two sites. Town considers this crosswalk unsafe largely due to poor sight distance for pedestrians (esp. seniors & children) & approaching vehicles. Suggested curb bump-outs on both sides allowing safer passage for pedestrians. Also suggested was a new walk extending from curbside location on Town House side more directly to Town House. Also suggested was relocating crosswalk westerly to align with end of circular drive on Town House side.
2/1/06*		ACCESSIBILITY	9.	Linkage w/ Town House - what is the best safe, accessible pedestrian route from Town House to Community Center?	See #8, above.
SOCIAL/DEMOGRAPHY					
11/15/05		DEMOGRAPHY	1.	What are the program & usage activities proposed for the Community Center?	
11/15/05		DEMOGRAPHY	1.	What are the different age/social groups that will use the Community Center?	
11/15/05		DEMOGRAPHY	1.	What are the needs & concerns of the each user group?	
11/15/05		DEMOGRAPHY	1.	How will users come & go to/from the Comm. Center?	
11/15/05		DEMOGRAPHY	1.	What is the population of Users by age group?	
DRAINAGE					
2/1/06*		DRAINAGE	1.	Does the site have a functioning storm drainage system and how does it function? On-site disposal (infiltration)? Off-site disposal (connection to Town system in R.O.W.)?	The existing site drainage is contained on-site & infiltrated into the soil. Inlets are either leaching pits or catch basins connected to leaching pits. The only exception is the roof drainage from the 1971 bldg. which is shown to connect via an 8" pipe to the main in Centre St. Destinations of stair well floor drains on west side of bldg. are not known. Surveyor has been asked to record all information.
2/1/06*		DRAINAGE	1.	Are there any problems with site drainage (surface)? If so, what?	Minor puddling of water in several areas with gradients less than 1%. See HKDA study. Driveway catch basin by playground does not drain. See #4 below

DATE	DESIGN PHASE	SUBJECT	NO.	QUESTION OR INFORMATION NEEDED	RESPONSE
					regarding side entrance areaway. No other drainage problems, even during large rain storms, according to Town.
2/1/06*		DRAINAGE	1.	How is basement drainage presently handled?	N/A (assumed to be connected to roof drainage drywell system)
2/1/06*		DRAINAGE	1.	Are there any problems with basement drainage? If so, what?	Floor drain in large stair well on west side of bldg. backs up. One roof downspout on east side of 1931 bldg. backing up with overflow infiltrating through porous brick/mortar into basement.
2/1/06*		DRAINAGE		How is roof drainage presently handled? Are there any future plans for adding more gutters & downspouts?	Combination of (1) 1971 bldg. flat portions conveyed by pipe to street main, (2) 1971 bldg. sloped portions spill either directly or by downspout onto flagstone perimeter apron, (3) 1910 bldg. (sloped) conveyed by downspouts to subsurface destinations, (4) 1931 bldg. (sloped & flat portions) conveyed by downspouts to subsurface destinations. Answer to second question not yet determined.
2/1/06*		DRAINAGE	1.	Are there any problems with roof drainage? If so, what?	Several roof drains back up including those on the 1931 bldg. Roof at 1971 link flat roof area presently leaks.
2/1/06*		DRAINAGE	1.	Are there any other remedial methods used for roof runoff?	None other than noted in #5, above.
2/1/06*		DRAINAGE	1.	Is the storm drain system within the site clean and functioning? Has the system recently been tested and/or video-inspected?	Town typically cleans on-site drain inlets every year. Area around drain inlet located at edge of paving south of 1931 bldg. was observed ponding. Town constructed this inlet as chywel. The system has not been tested or video-inspected.
2/1/06*		DRAINAGE	1.	Does the configuration of structures & clean-outs allow access for the cleaning and flushing out of the drain system?	A majority of the inlets are leaching pits, not connected by piping.
11/15/05		DRAINAGE	1.	Comment: Within the context of cleaning the existing storm drainage systems, the possibility of encountering contaminated sediment in the structures and piping exists.	
2/1/06*		DRAINAGE	1.	What are the conditions of the existing drain systems in the public streets? What are the possibilities of connecting site drainage system to these existing drain systems?	Town (R. Homer) discussed existing street storm drain system. Existing storm drain systems exist in Centre St. & Whiting Rd. Town noted that existing street system in Centre St. is generally under-designed, however noted there have never been problems with the system's capacity. Town could determine the capacity of the system if needed. Determining the actual flows would be difficult. On Whiting Rd. there are catch basins located in front of #12 Whiting Rd., south of the site's frontage. According to Town this system drains toward the railroad tracks to the west.
2/1/06*		DRAINAGE	1.	Town aquifer	Town inquired of impacts of site drainage being conveyed off-site on the Town aquifers to the south. Town (K. Warnick) noted the Caryl School property is within Well Protection Zone II. Information was obtained by Town from the Dover Water Co. immediately following meeting. Subsequent to the meeting, the Town (R. Homer) also noted that the site is in Ground Water Protection Zone I (GW-1).
ENTRIES					
11/15/05		ENTRIES		What are the present points (doors) of exterior access/egress?	
11/15/05		ENTRIES		What are the proposed points (doors) of exterior access/egress under each scenario?	
11/15/05		ENTRIES		What proposed (or preserved) building entries may have	

DATE	DESIGN PHASE	SUBJECT	NO.	QUESTION OR INFORMATION NEEDED	RESPONSE
11/15/05		ENTRIES		people congregating or waiting outside for either social or transportation purposes? What proposed (or preserved) building entries are best suited to drop-off & pick-up?	
11/15/05		ENTRIES	1.	Are points of pick-up visible from inside building entry(s)?	
11/15/05		ENTRIES	1.	Are points of pick-up visible from outside weather-protected areas?	
FIRE PROTECTION					
11/15/05		FIRE	1.	What are Town of Dover Fire Dept. concerns for access & circulation?	To be addressed with Dover Fire Dept.
11/15/05		FIRE	1.	Will the Town of Dover Fire Dept. require fire lane access around the perimeter of the building?	"
11/15/05		FIRE	1.	If so, what are Town of Dover Fire Dept. requirements for fire lane width & proximity to building?	"
11/15/05		FIRE	1.	If so, what are Town of Dover Fire Dept. requirements for fire lane surfacing?	"
11/15/05		FIRE	5.	What are Town of Dover Fire Dept. concerns for removable barriers? Security gates? Removable bollards? Knox boxes?	"
11/15/05		FIRE	6.	Is/are there fire hydrants within an acceptable distance from the building & site?	"
SITE FURNISHINGS					
11/15/05		FURNISHINGS	1.	Is identification signage needed?	
11/15/05		FURNISHINGS	1.	Should bicycle racks be provided?	
11/15/05		FURNISHINGS	1.	Should exterior bench seating be provided?	
MAINTENANCE					
2/1/06*		MAINTENANCE	3.	Maintenance - on-site spatial needs	None.
2/1/06*		MAINTENANCE	3.	Maintenance - standards of practice: mowing, pruning, snow plowing, snow salting, catch basin cleaning, etc.	Parks & Rec. Dept maintains anything on-site that grows. Highway Dept maintains anything on-site that doesn't. Gated openings should be a minimum of 5.0-ft. clear width for maintenance access. Snow plowing - snow is cleared from driveway & parking areas and pushed in a north-to-south direction to the southerly ends of the paved and gravel parking areas. Lawns are fertilized in summer when day care is not operating & children are not present on-site.
2/1/06*		MAINTENANCE	3.	How & where is snow plowing & stockpiling managed?	See note #10 above. Snow is stockpiled on-site and not transported.
11/15/05		MAINTENANCE	3.	Maintenance - type of equipment used	

DATE	DESIGN PHASE	SUBJECT	NO.	QUESTION OR INFORMATION NEEDED	RESPONSE
11/15/05		MAINTENANCE	3.	Standardization requirements for products & materials	
LIGHTING					
2/1/06*		LIGHTING	1.	Should new lighting be provided for parking lot(s)?	Yes.
2/1/06*		LIGHTING	1.	Is lighting along abutting streets considered adequate?	No existing street lights
2/1/06*		LIGHTING	1.	Should common walkways (pathways) through the site be lighted?	To be determined. Existing bldg.-mounted lights offer good illumination.
PUBLIC TRANSPORTATION SERVICES					
2/1/06*		MISCELLANEOUS	1.	Will the Community Center be serviced by public bus transportation?	No.
2/1/06*		MISCELLANEOUS	2.	Where are the present bus stop locations?	N/A
2/1/06*		MISCELLANEOUS	3.	Should a bus shelter be considered?	N/A
TRAFFIC & PARKING					
11/15/05		PARKING		How many parking spaces are required by code?	
11/15/05		PARKING	1.	How many parking spaces are required by program need?	
11/15/05		PARKING	1.	What is the breakdown for staff and visitor parking?	
2/1/06*		PARKING	1.	What is desired balance between adding parking spaces and maintaining adequate open space?	Refer to user group interview reports.
2/1/06*		PARKING	1.	Should new screening or perimeter fencing be provided for parking lots?	Refer to zoning requirements for off-street parking.
11/15/05		PARKING	1.	Does Town zoning ordinance allow for a portion of parking stalls as compact parking only? If so may we consider providing such?	
2/1/06*		PARKING	1.	Springdale Avenue Egress	
2/1/06*		PARKING	1.	Traffic Study	Town (R. Homer) informed attendees of a traffic study that was commissioned 5 yrs. ago which studied both Springdale Ave. & Centre St. R. Homer lent the report to HKDA.
2/1/06*		PARKING	1.	Other comments	Bituminous paved area directly south of the 1931 bldg. is closed off during day care hours and used as play area. During other times the area is used for as a staging area for the Dover Fire Department.
2/1/06*		PARKING	1.	Handicap parking	The rectangular asphalt paved area in front of the 1971 bldg. (flanking entry walk) is used as a vehicle turn-around & one handicap parking space is intended within the limits of the entry walk.
PLAY LOTS					
11/15/05		PLAY LOTS		Has a program of play & recreation activities been developed?	

DATE	DESIGN PHASE	SUBJECT	NO.	QUESTION OR INFORMATION NEEDED	RESPONSE
11/15/05		PLAY LOTS		Shall there be provisions such as benches & litter receptacles at play areas for adults supervising or overseeing play activities?	
11/15/05		PLAY LOTS		Is there a need for passive seating at the play areas?	
11/15/05		PLAY LOTS		What group games do children enjoy?	
SECURITY					
11/15/05		SECURITY	1.	What are Town of Dover Police Dept. concerns for security?	
11/15/05		SECURITY	1.	What are Town of Dover Police Dept. concerns for surveillance?	
11/15/05		SECURITY	1.	What types & frequency of crime occur within this area?	
11/15/05		SECURITY	1.	What portion of crime is committed by non-residents?	
TRASH COLLECTION					
2/1/06*		TRASH COLLECTION	1.	Is the location & proximity of dumpster to the building and its future usage convenient and compatible?	Yes.
2/1/06*		TRASH COLLECTION	1.	Does the Town have a trash recycling program? If so what are the procedures used in trash pick-up for recycled materials?	Yes. Recycled materials are transported by the Town directly to the Town disposal facility.
2/1/06*		TRASH COLLECTION	1.	What is weekly schedule for trash pick-up?	Twice per week.
2/1/06*		TRASH COLLECTION	1.	Should an enclosure be considered for the dumpster? If yes, should the enclosure be sized to house recycling containers? If yes, are enclosure gates required?	An enclosure is desirable. Check Town codes requirements. Space for recycling containers is not needed. Planning Board may request enclosure during site plan approval process.
2/1/06*		TRASH COLLECTION	1.	For solid waste pick-up, what is the present truck circulation pattern? Should the pattern allow for a continuous loop flow?	Truck backs into site from Whiting Rd. entrance. Truck is rear-load type. Continuous loop flow not necessary.
2/1/06*		TRASH COLLECTION	1.	What is the size of truck used to service the dumpster (wheel base)?	Approximately 30-ft. wheel base.
2/1/06*		TRASH COLLECTION	1.	Dumpsters: dimensions, volume, schedule, truck type/size, codes	Existing dumpster is 4 C.Y. capacity. Dumpster pick-up frequency is 2/wk. Dumpster location is well-suited for truck access. Truck is 10-wheel, 30-ft. w-base vehicle.
UTILITY SERVICES					
11/15/05		UTILITIES	1.	Who are utility companies? (names & contacts & nos.) Gas/oil? Electric? Cable/Telephone?	
OPEN SPACE					

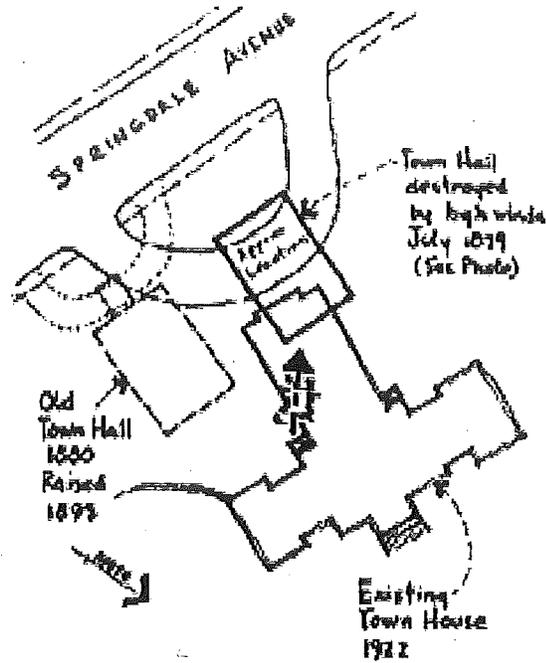
DATE	DESIGN PHASE	SUBJECT	NO.	QUESTION OR INFORMATION NEEDED	RESPONSE
11/15/05		OPEN SPACE		Is there need for seating in open space areas?	
11/15/05		OPEN SPACE		Is there need for tables in open space areas?	
2/1/06*		OPEN SPACE	3.	Is there a need for visual screening of any portion of the site?	To be determined. May need screening based on final parking lot location(s), in accordance with codes requirements. Abutting auto body shop property not considered a visual or safety problem by the Town Attendees. Town discussed their Scenic Roads program, noting that improvements outside of the street rights-of-way do not fall under the program's jurisdiction.
2/1/06*		OPEN SPACE	4.	Scenic Roads program	
VEGETATION					
2/1/06*		VEGETATION	1.	Should large trees be preserved if possible?	Not particularly.
2/1/06*		VEGETATION	2.	Should shrubs be preserved if possible?	Not particularly.
2/1/06**		VEGETATION	3.	Removal of existing pine trees	Removal of existing pine trees does not fall under the purview of the Planning Board. Advised checking with Tree Warden, John Gilbert.
PLANNING BOARD CONCERNS					
2/1/06**		PL. BD.	1.	Town Planner comments	Town concern for conflicts of movement on-site between senior drivers and day care children.
2/1/06**		PL. BD.	2.	Town Planner comments	Town suggests trying to meet parking requirements of Business Zone or providing sound reasoning for a lesser quantity.

*Town of Dover responses from 2/1/06 meeting with Bob Homer, Town Engineer, Dave MacTavish, Park & Recreation, Karl Warrick, Superintendent of Buildings, Charlie Heilig, DCC Building Committee, and Dick Malcolm, DCC Building Committee. Also present at this meeting were Don Mills, Mills Whitaker Architects and Bill Koetteritz, H.K. Dodge Associates.

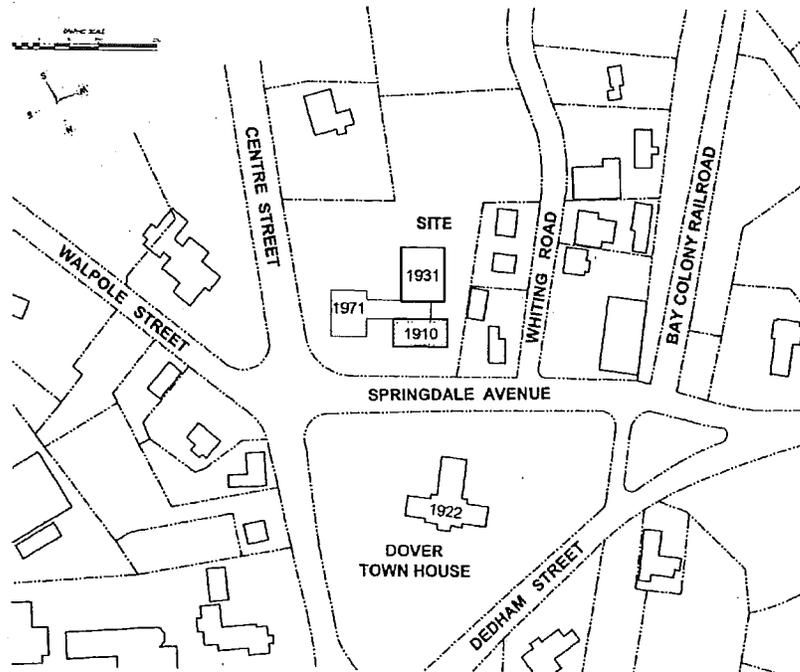
** Information from Town Planner at subsequent meeting.

APPENDIX C:
Dover Community Center
Historic Development of Dover Center

<u>Page</u>	<u>Description</u>
C-1	Dover Center – 1909
C-2	Town Hall Site Plans – 1839, 1880, 1922
C-2	Current Site Plan of Dover Town Center
C-3	Center District Schoolhouse Building – 1841 to 1888
C-3	Center District Schoolhouse Students – 1888
C-4	Sanger Schoolhouse
C-4	Dover Center in 1920's
C-5	Sanger Schoolhouse
C-6	Caryl School
C-7	Caryl School
C-8	Fire at Caryl School – 1970
C-9	Caryl School Addition – 1971
C-10	Front Facade of Caryl School – 1971 / 1910
C-11	Dover Town Hall – 1839 to 1879
C-12	Dover Town Hall – 1879 to 1909
C-13	Dover Town House – 1922

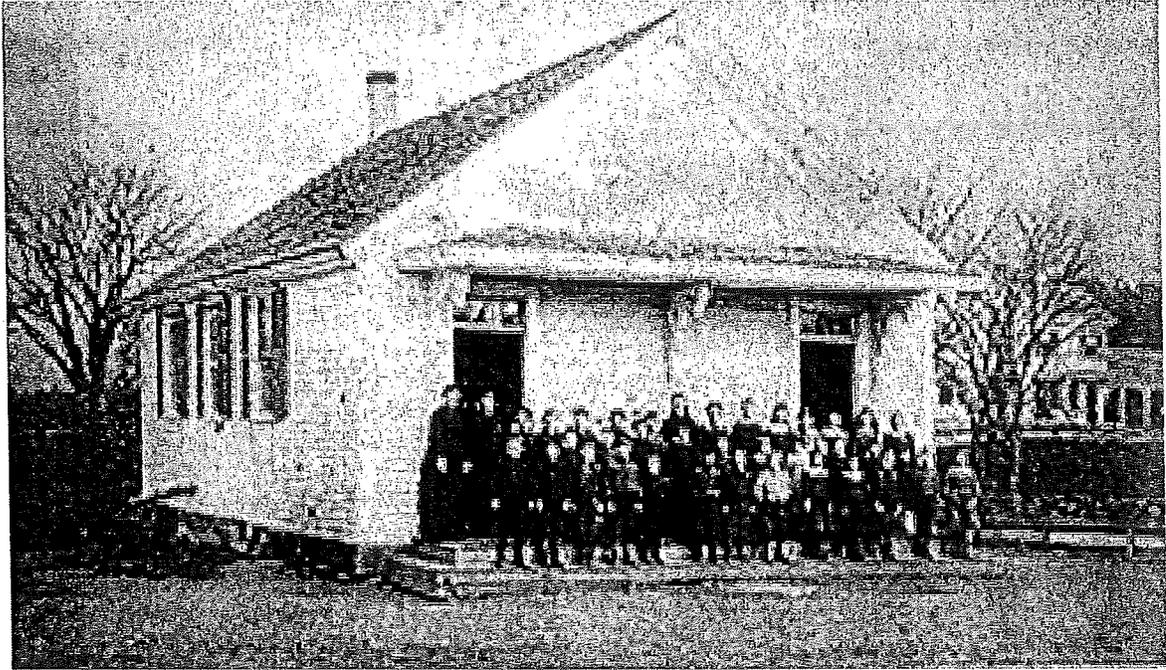


Site Plan Showing Location of Three Generations of Town Halls (1839, 1880, 1922)
 Source: Dover Historical Society Website



Current Site Plan of Dover Town Center
 Source: Drawing by HK Dodge Associates

dschcent-1880.jpg



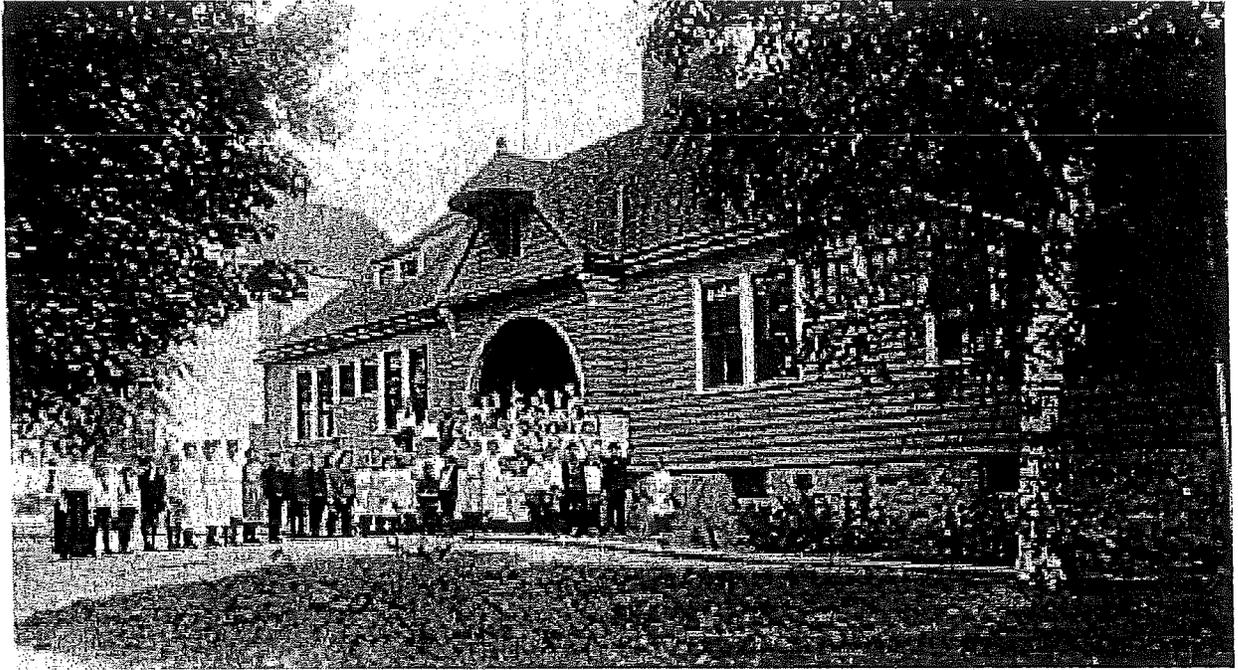
*The Center District Schoolhouse (1841 to 1888)
Source: Dover Historical Society Website*

dschsanglids-1904.jpg



*1888 Photo of Students - The Center District Schoolhouse
Source: Dover Historical Society Website*

DDsang1910.jpg



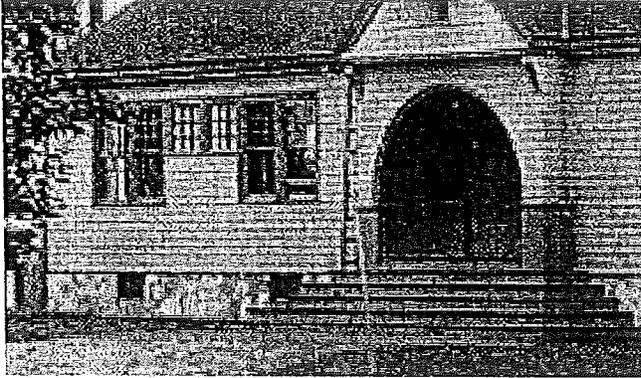
Circa 1888 Sanger Schoolhouse with Town Hall in Background (Photo 1910)
Source: "Dover Days Gone By - Bicentennial History", p. 106

snowpano.jpg



Dover Center in 1920's - (L to R) Caryl School, Dover Town House, Sanger Schoolhouse
Source: Dover Historical Society Website

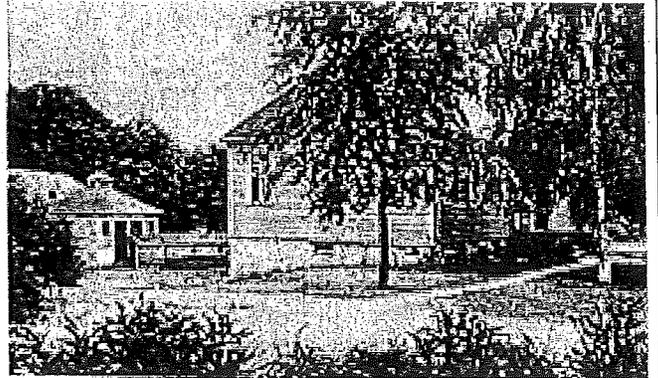
sangerent.jpg



Sanger Schoolhouse

Source: Dover Historical Society Website

dschsang.jpg



Sanger Schoolhouse

Source: Dover Historical Society Website

wcount.jpg



Sanger Schoolhouse

Source: Dover Historical Society Website

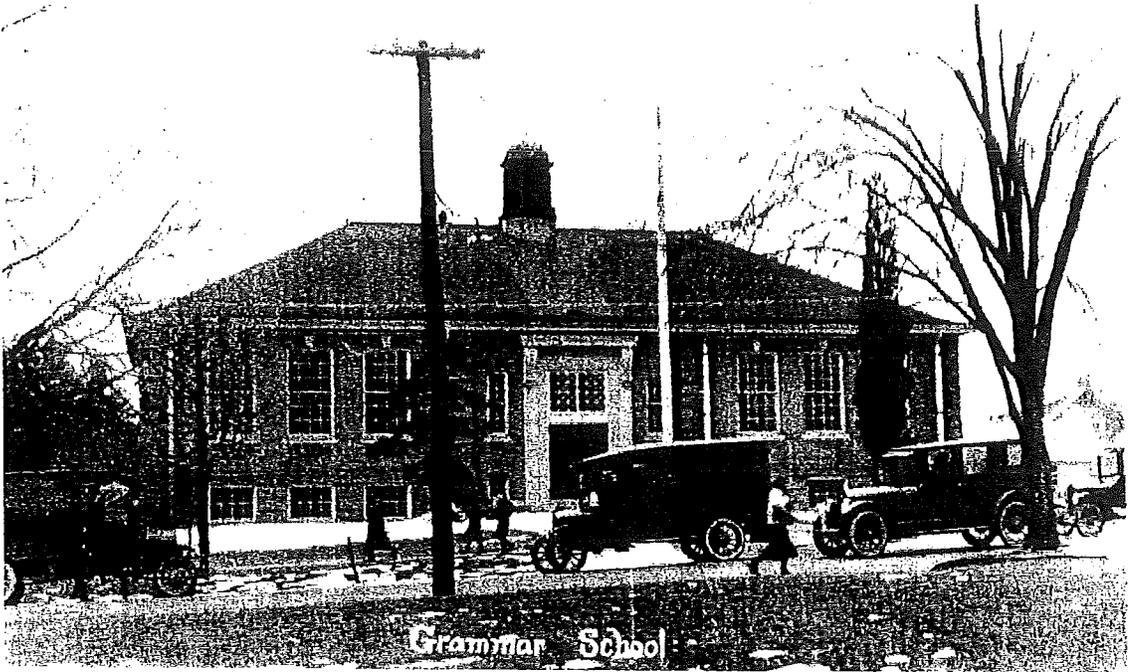
sangerechool.jpg



Sanger Schoolhouse

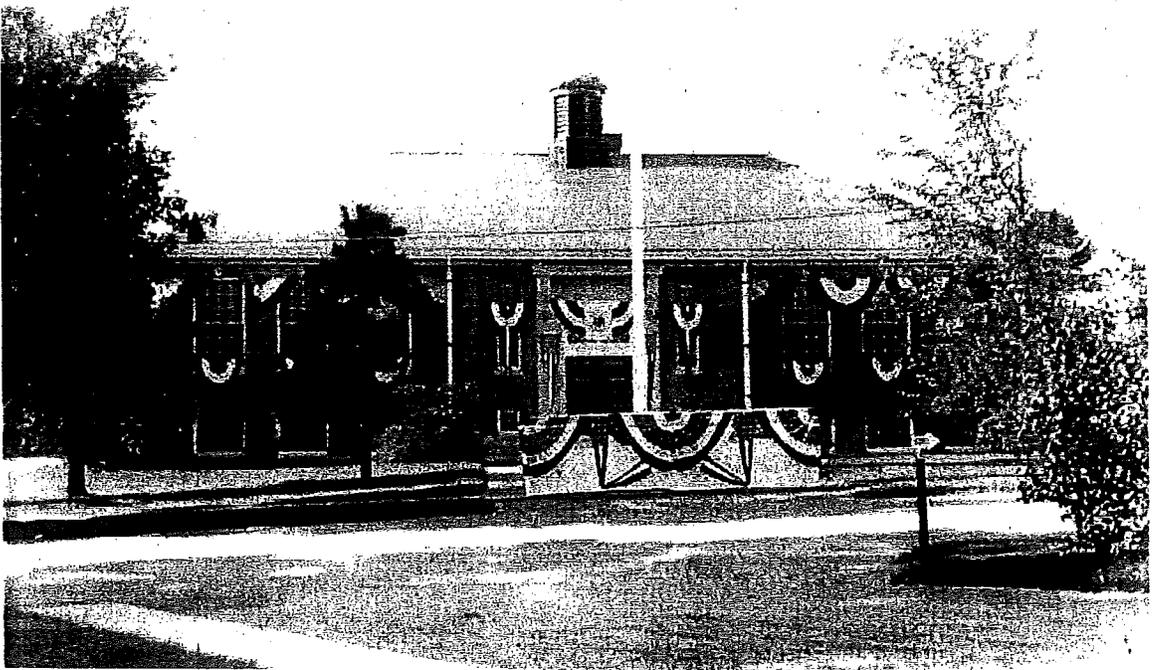
Source: Dover Historical Society Website

Caryl-School-2_Cropped.jpg



Circa 1910 Caryl School (Photo 1925)
Source: "Dover Days Gone By - Bicentennial History", p.124

Caryl-School-1_Cropped.jpg



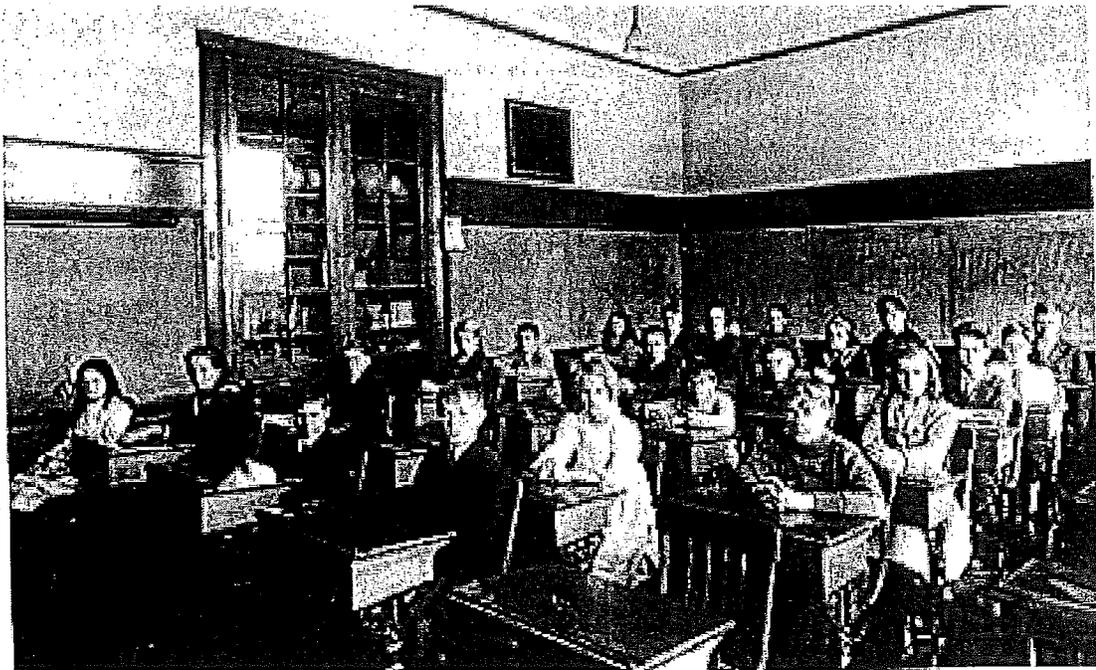
Caryl School
Source: Dover Historical Society Website

Caryl-School-3_Cropped.jpg



Mary's Checkered Tea Room
Caryl School Partially Obscured by Mary's Checkered Tea Room
Source: "Dover Days Gone By - Bicentennial History", p.120

DDcaryl1917.jpg

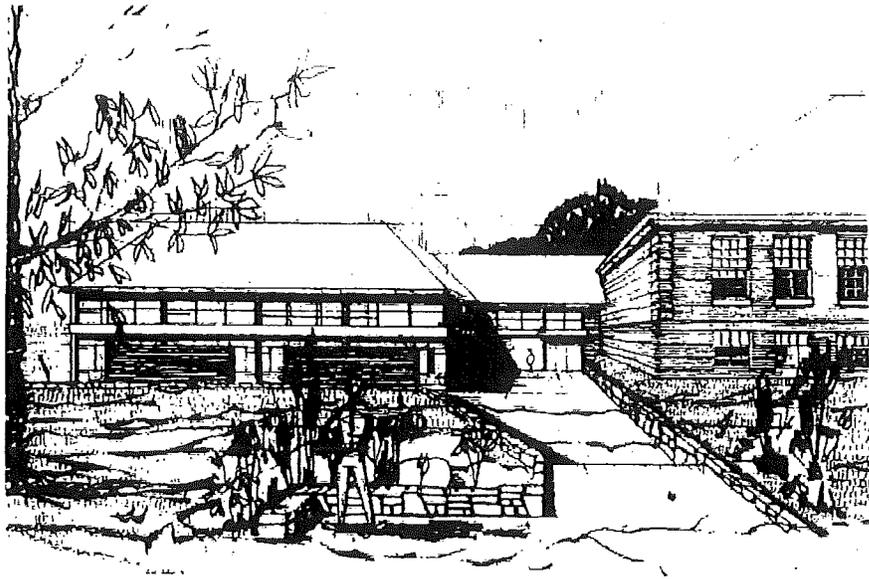


Interior of Caryl School in 1931
Source: "Dover Days Gone By - Bicentennial History", p.106



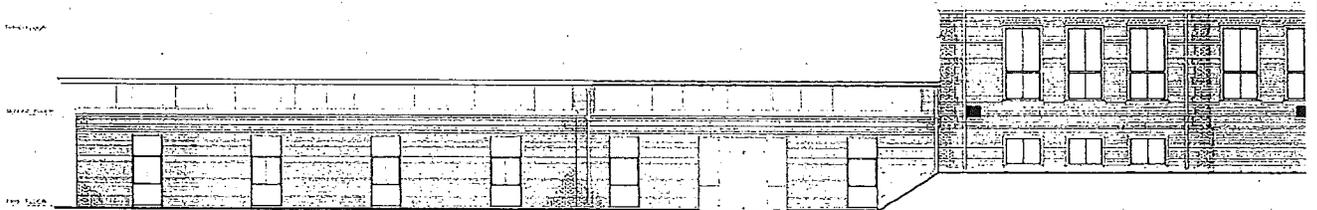
1970 Fire at Caryl School - View From Springdale Avenue

Source: Page 148 in "Dover Days Gone By: An Illustrated BiCentennial History" by Richard Hart Vara - 1976



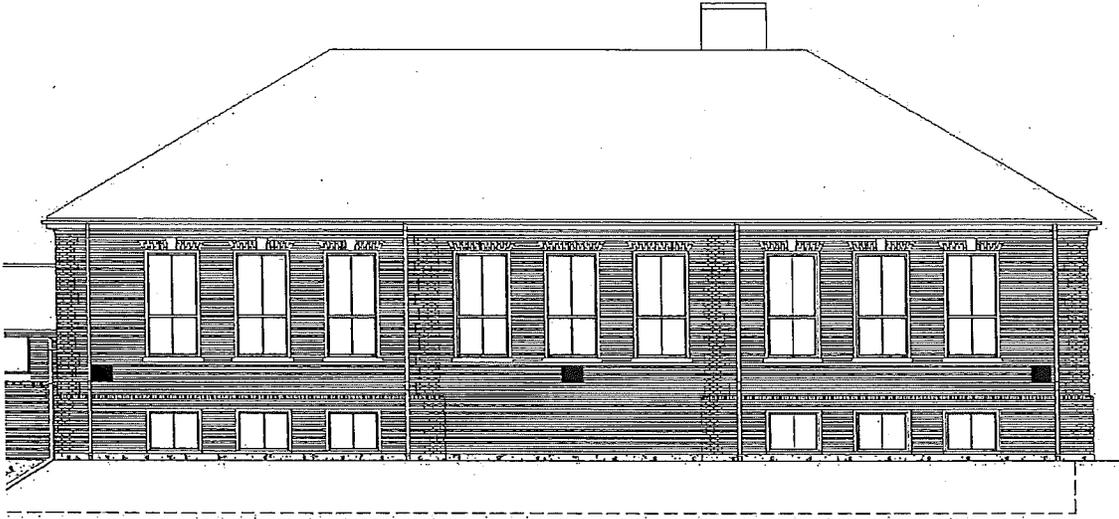
Architect's drawing of the Caryl addition, from Springdale Ave.

1970 Drawing of Caryl School Addition
Source: "134th Annual Town Report - 1970 - Dover MA"



Current View of 1971 Addition at Caryl School
Source: Drawing by Mills Whitaker Architects

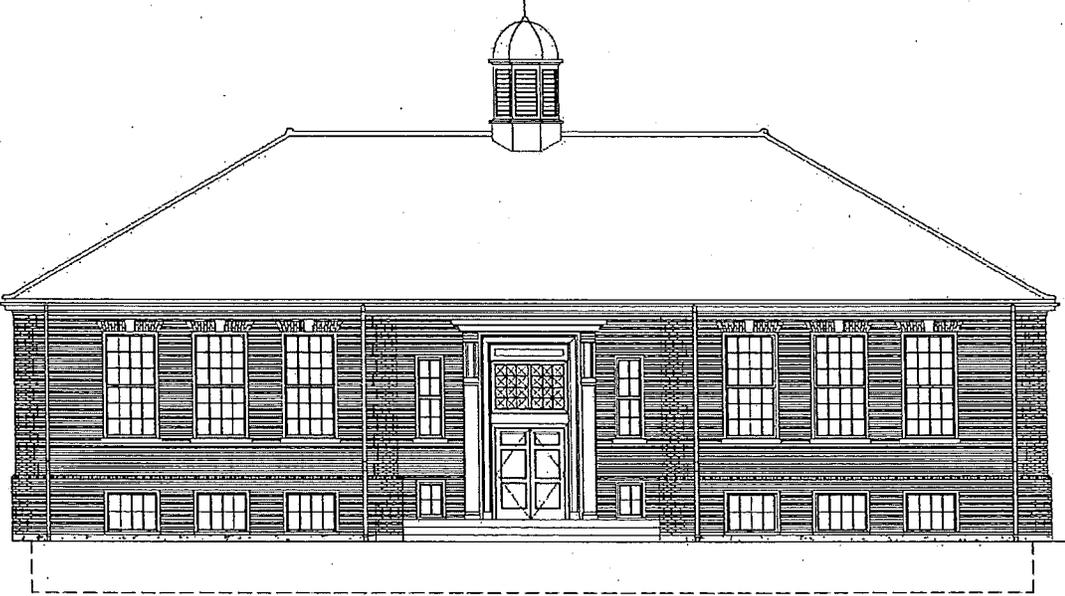
Existing North_Cropped.jpg



1.0 EXISTING NORTH ELEVATION
A-CM Scale: 3/16" = 1'-0"

Current Appearance of 1910 Portion of the Caryl School
Source: Drawing by Mills Whitaker Architects

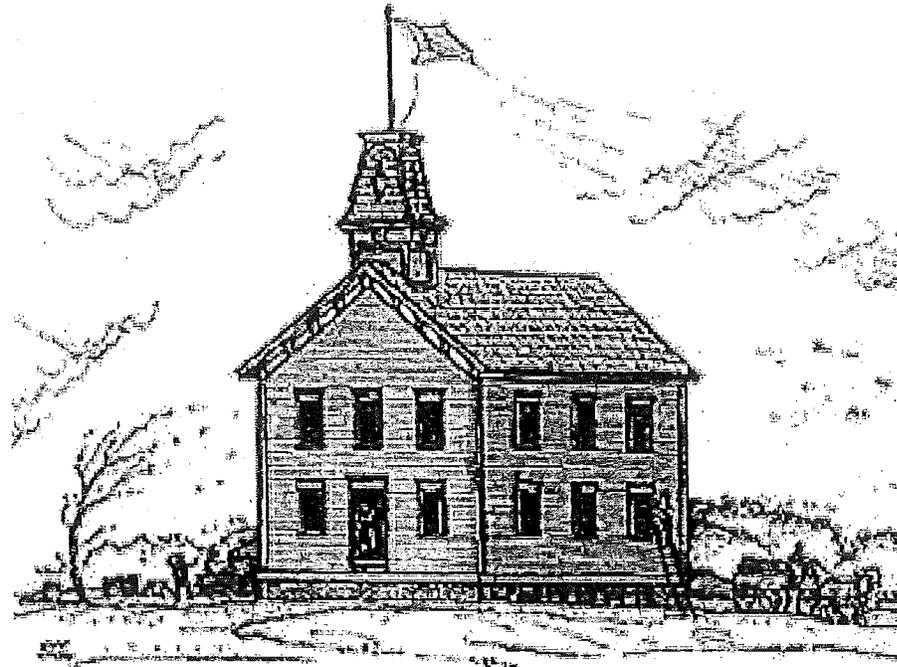
Exist Restored North_Cropped.jpg



1.1 RESTORED 1910 NORTH ELEVATION
A-CM Scale: 3/16" = 1'-0"

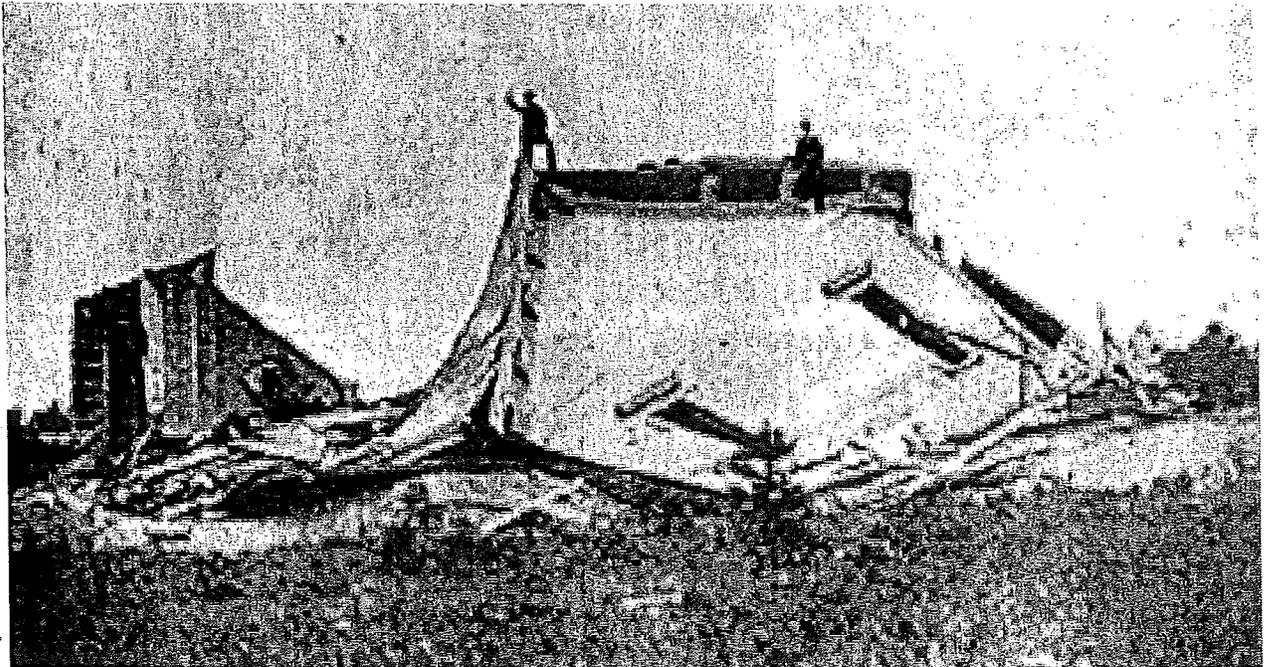
Restored Appearance of 1910 Portion of the Caryl School
Source: Drawing by Mills Whitaker Architects

doyclph.jpg



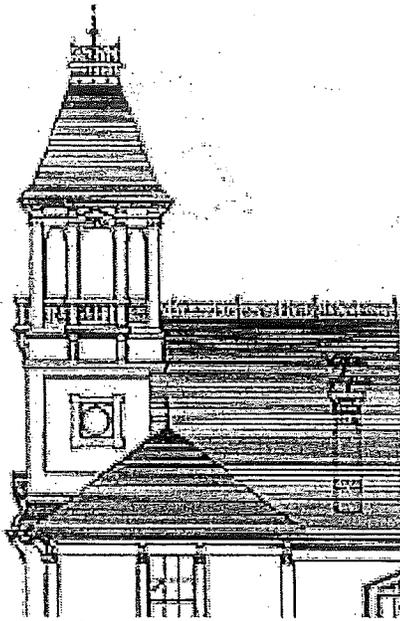
First Dover Town Hall 1839 - 1879
Source: Dover Historical Society Website

doyclwrk.jpg



First Dover Town Hall After Cyclone of 1879
Source: Dover Historical Society Website

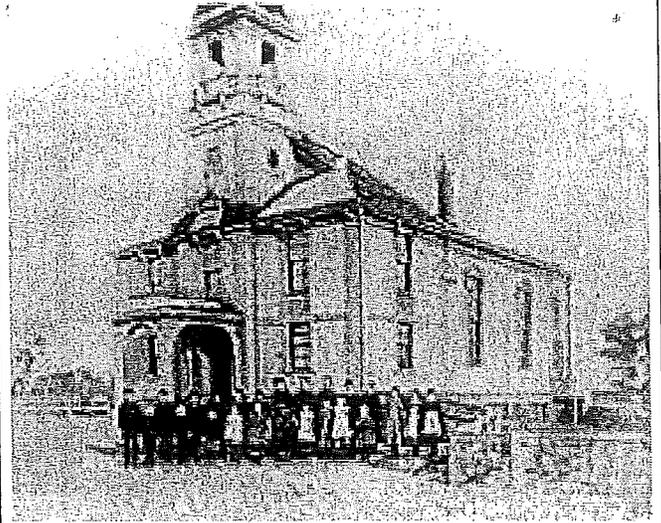
dth1879.jpg



1879 Drawing of Old Town Hall

Source: Dover Historical Society Website

dth1880.jpg



1880 Dover Town Hall

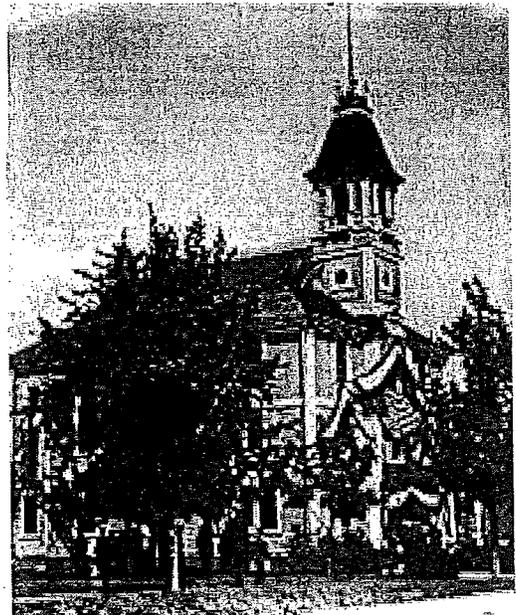
Source: Dover Historical Society Website

townhall.jpg



1893 Dover Town Hall
After Raising the 1880 Town Hall by One Story
Source: Dover Historical Society Website

DD1909.jpg



1909 Celebration of 125th Year of Dover
Town Hall
Source: "Dover Days Gone By - Bicentennial History", p.100

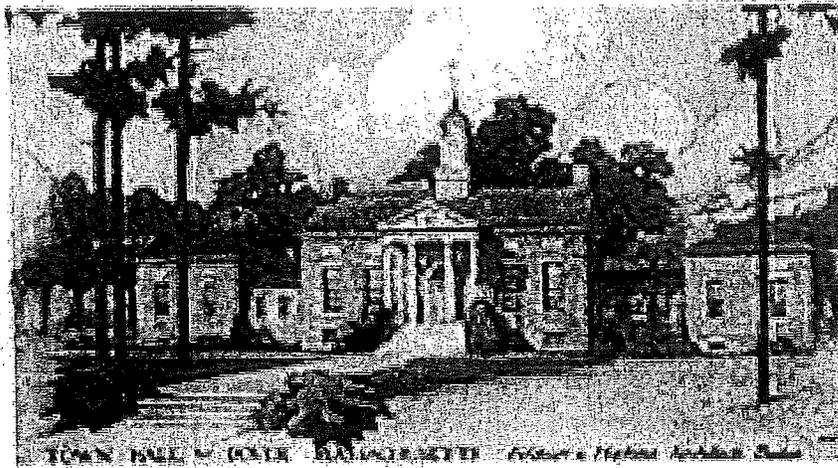
dtidings.jpg

DOVER TIDINGS

Vol. IV

Dover, Mass., October, 1911

No. 1



1921 Edition of "Dover Tidings" Showing Proposed Town Hall - Note Sidewalk & Steps to Monumental Entry
Source: Dover Historical Society Website

ltcars.jpg



Circa 1922 Dover Town House
Source: Dover Historical Society Website

APPENDIX D:
Dover Community Center
List of Drawings

<u>Page</u>	<u>Description</u>
D-1	Site Drawings
D-1	Architectural Drawings
D-2	Program Information Drawings
D-3	Rendered Drawings

Dover Community Center LIST OF DRAWINGS

The following drawings were created during the Preliminary Design study.

SITE DRAWINGS

- SP.00 SITE ANALYSIS – SITE CONTEXT – EXISTING (20 March 2006) – prepared by HK Dodge Associates, Landscape Architects
- EX-1 EXISTING CONDITIONS PLAN (Survey – 20 December 2006) – prepared by Harry R. Feldman, Professional Land Surveyors
- SP.01 SITE ANALYSIS – CIRCULATION & PARKING (20 March 2006) – prepared by HK Dodge Associates, Landscape Architects
- SP.02 SITE ANALYSIS – TOPOGRAPHY (20 March 2006) – prepared by HK Dodge Associates, Landscape Architects
- SP.03 SITE ANALYSIS – ENVIRONMENTAL (20 March 2006) – prepared by HK Dodge Associates, Landscape Architects
- SP.04 CONCEPTUAL SITE PLAN – BLDG. RENOVATION (20 March 2006) – prepared by HK Dodge Associates, Landscape Architects
- SP.05 CONCEPTUAL SITE PLAN – NEW BLDG. (20 March 2006) – prepared by HK Dodge Associates, Landscape Architects
- CP.01 CONCEPTUAL SITE PLAN (7 June 2006; Rev. 14 June 2006) – prepared by HK Dodge Associates, Landscape Architects
- CP.04 CONCEPTUAL GRADING PLAN (23 August 2006; Rev. 25 August 2006) – prepared by HK Dodge Associates, Landscape Architects
- S-1 UTILITY SYSTEMS CONCEPT PLAN (31 August 2006) – prepared by HW Moore, Civil Engineers
- SP.00 SITE ANALYSIS – SITE CONTEXT – PROPOSED (7 June 2006) – prepared by HK Dodge Associates, Landscape Architects

ARCHITECTURAL DRAWINGS

- EX-1 EXISTING FIRST FLOOR PLAN / CARYL SCHOOL (8 Dec 2005) – Prepared by Mills Whitaker Architects
- EX-2 EXISTING SECOND FLOOR PLAN / CARYL SCHOOL (8 Dec 2005) – Prepared by Mills Whitaker Architects
- EX-3 EXISTING THIRD FLOOR & ROOF PLAN / CARYL SCHOOL (8 Dec 2005) – Prepared by Mills Whitaker Architects
- EX-4 EXISTING NORTH & SOUTH ELEVATIONS / CARYL SCHOOL (8 Dec 2005) – Prepared by Mills Whitaker Architects
- EX-5 EXISTING EAST & WEST ELEVATIONS / CARYL SCHOOL (8 Dec 2005) – Prepared by Mills Whitaker Architects
- NORTH ELEVATION OF CARYL SCHOOL: Original North (1910 to 1971) and Existing North (1971 to Present) – Prepared by Mills Whitaker Architects

- A-01 CONCEPT PLANS – 1910 RESTORATION & ADDITION (24 March 2006) – Prepared by Mills Whitaker Architects
- A-02 CONCEPT PLANS – NEW CONSTRUCTION (24 March 2006) – Prepared by Mills Whitaker Architects
- A-03 CONCEPT PLANS – RENOVATION / HYBRID (19 May 2006) – Prepared by Mills Whitaker Architects
- A-04 CONCEPT PLANS – NEW CONSTRUCTION (19 May 2006; Rev. 1 June 2006) – Prepared by Mills Whitaker Architects

A-05 CONCEPT PLANS – NEW CONSTRUCTION (1 June 2006; Rev. 7 June 2006; Rev. 12 June 2006) – Prepared by Mills Whitaker Architects

0/A-05 PRELIMINARY DESIGN: BASEMENT PLAN (7 July 2006) – Prepared by Mills Whitaker Architects

1/A-05 PRELIMINARY DESIGN: FIRST FLOOR PLAN (7 July 2006) – Prepared by Mills Whitaker Architects

2/A-05 PRELIMINARY DESIGN: SECOND FLOOR PLAN (7 July 2006) – Prepared by Mills Whitaker Architects

3/A-05 PRELIMINARY DESIGN: ATTIC PLAN (7 July 2006) – Prepared by Mills Whitaker Architects

4/A-05 PRELIMINARY DESIGN: ROOF PLAN (7 July 2006) – Prepared by Mills Whitaker Architects

5.1/A-05 PRELIMINARY DESIGN: SPRINGDALE ELEVATION / NORTH (7 July 2006) – Prepared by Mills Whitaker Architects

5.2/A-05 PRELIMINARY DESIGN: CENTRE STREET ELEVATION / EAST (7 July 2006) – Prepared by Mills Whitaker Architects

5.3/A-05 PRELIMINARY DESIGN: PARKING LOT ELEVATION / SOUTH (7 July 2006) – Prepared by Mills Whitaker Architects

PROGRAM INFORMATION DRAWINGS

CURRENT USERS – CARYL SCHOOL: EXISTING FIRST FLOOR PLAN – Prepared by Mills Whitaker Architects

CURRENT USERS – CARYL SCHOOL: EXISTING SECOND FLOOR PLAN – Prepared by Mills Whitaker Architects

CURRENT USERS – CARYL SCHOOL: EXISTING THIRD FLOOR & ROOF PLAN – Prepared by Mills Whitaker Architects

CURRENT USERS – DOVER TOWN HOUSE: EXISTING GROUND FLOOR PLAN – Prepared by Mills Whitaker Architects

CURRENT USERS – DOVER TOWN HOUSE: EXISTING FIRST FLOOR PLAN – Prepared by Mills Whitaker Architects

COUNCIL ON AGING – COMMENTS / EXISTING SPACE – Review of existing space utilization for user group – Prepared by Mills Whitaker Architects

EARLY EDUCATION – COMMENTS / EXISTING SPACE – Review of existing space utilization for user group – Prepared by Mills Whitaker Architects

PARK & RECREATION – COMMENTS / EXISTING SPACE – Review of existing space utilization for user group – Prepared by Mills Whitaker Architects

SELECTMEN – COMMENTS / EXISTING SPACE – Review of existing space utilization for user group – Prepared by Mills Whitaker Architects

RENDERED DRAWINGS

A-05 PRELIMINARY DESIGN / FLOOR PLANS & RENDERING (5 September 2006) – Prepared by Mills Whitaker Architects

CP.01 CONCEPTUAL SITE PLAN – COLOR VERSION (7 June 2006; Rev. 14 June 2006) – prepared by HK Dodge Associates, Landscape Architects

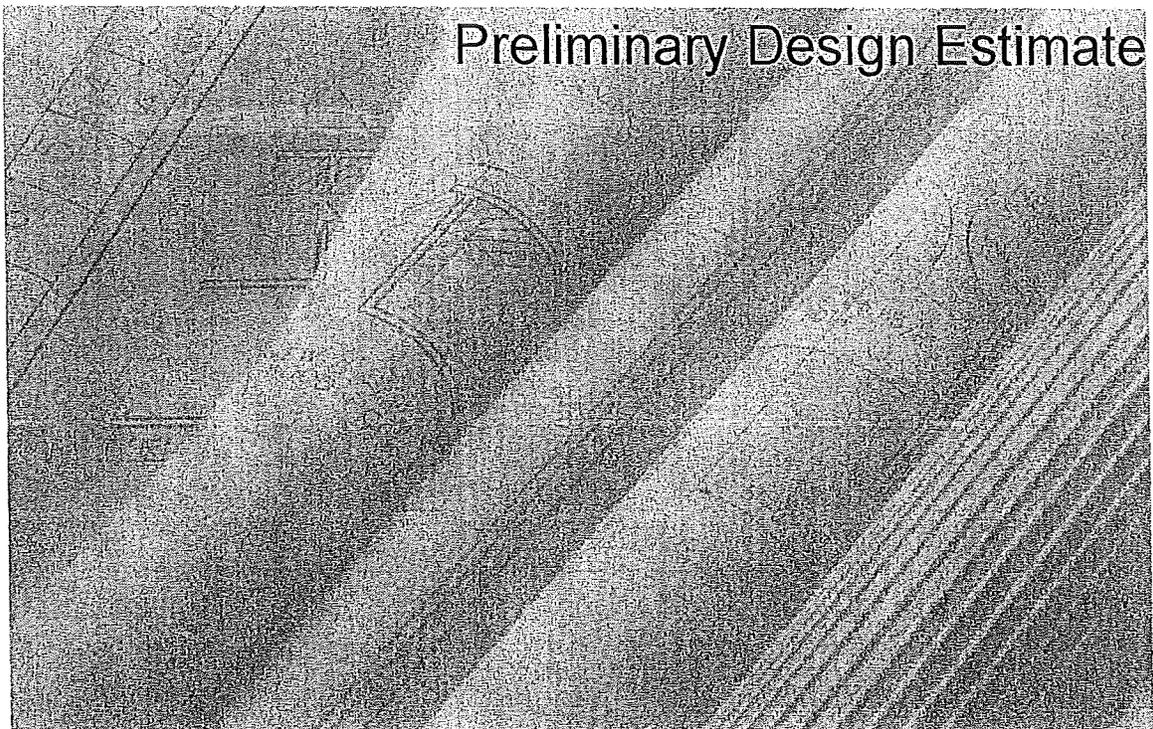
APPENDIX E:
Dover Community Center
Preliminary Design Estimate

<u>Page</u>	<u>Description</u>
1	Daedalus Projects Cover Sheet
2	Introduction
3	Exclusions
4	Main Summary
5	Building Summary
7	Building Estimate
20	Site Construction Summary
21	Sitework Estimate
25	Options Summary



Dover Community Center
Dover, MA

September 5, 2006



Architect:

Mills Whitaker Architects LLC.
P.O. Box 750089
Arlington, MA 02475
(617) 876 7611

Cost Estimator:

Daedalus Projects Incorporated
112 South Street
Boston, MA 02111
(617) 451 2717

INTRODUCTION

Project Description:

Hazard material abatement, removal and disposal.

Demolition of existing two story elementary school building.

Demolition of existing site utilities and improvements.

New construction of 42,132 sf Community Center consisting of an unfinished basement and two upper finished floors. An attic space of 8,860 sf is added for a building total 50,992 GSF.

New site utilities, hard and soft landscaping improvements.

Project Particulars:

- Existing Condition Drawings dated December 20, 2005 prepared by Mills Whittaker Architects LLC.
- Concept Drawings dated June 12, 2006 prepared by Mills Whittaker Architects LLC.
- Draft written scope description dated July 24, 2006 including reports from Structures North Consulting Engineers and Robert W. Sullivan, Inc.
- List of Site Materials dated July 20, 2006 prepared by H.K. Dodge Associates, Inc.
- Detailed quantity takeoff from these documents where possible.
- Daedalus Projects, Inc. experience with similar projects of this nature.

Project Assumptions:

- The project will be a public bid under Chapter 149 requirements. Our costs assume that there will be at least three subcontractors submitting unrestricted bids in each sub-trade, and at least four General Contractors.
- If Construction Cost greater than \$10m, General Contractor will be pre-selected.
- The Total Construction Cost reflects the fair construction value of this project and should not be construed as the prediction of the lowest bid.
- Unit rates are based on current dollars.
- Design and Pricing Contingency markup is an allowance for unforeseen design issues, design detail development and specification clarifications.
- General Conditions and Requirements value covers Sub-Contractor's bond, site office overheads, and building permit applications.
- Overhead and profit markup is calculated on a percentage basis of direct construction costs. The value covers Contractor's bond, insurance and profit.
- Labor will be at prevailing wages.

INTRODUCTION

Project Exclusions:

- Rock excavation
- Design fees and other soft costs.
- Interest expense.
- Builder's Risk Insurance.
- Owner's project administration.
- Construction contingency.
- Construction of temporary facilities.
- Relocation expenses.
- Printing and advertising.
- Owner furnished and installed furnishings and equipment, artwork, loose casegoods and similar items.
- Permitting and Fees.
- Escalation.

MAIN SUMMARY

Dover Community Center
 Dover, MA
 50,992 GSF

	TOTAL	COST/SF
New Community Center Building	\$8,973,155	\$175.97
Site Infrastructure and Development	\$2,073,620	\$40.67
Subtotal	\$11,046,775	\$216.64
Design and Pricing Contingency 10%	\$1,104,678	\$21.66
Subtotal	\$12,151,453	\$238.30
General Conditions and Requirements 16 mths	\$880,000	\$17.26
Subtotal	\$13,031,453	\$255.56
Overhead and Profit 6.5%	\$847,044	\$16.61
Estimated Construction Cost Total	\$13,878,497	\$272.17

BUILDING SUMMARY

ELEMENT	COST	COST/SF
02200-EARTHWORK	\$197,054	\$3.86
02-BUILDING SITEWORK	\$197,054	\$3.86
03300-CAST-IN-PLACE CONCRETE	\$627,264	\$12.30
03-CONCRETE	\$627,264	\$12.30
04200-UNIT MASONRY	\$981,697	\$19.25
04-MASONRY	\$981,697	\$19.25
05120-STRUCTURAL STEEL	\$1,140,727	\$22.37
05310-STEEL DECK	\$136,529	\$2.68
05400-COLD FORMED METAL FRAMING	\$335,219	\$6.57
05500-METAL FABRICATIONS	\$201,372	\$3.95
05-METALS	\$1,813,846	\$35.57
06100-ROUGH CARPENTRY	\$130,335	\$2.56
06200-FINISH CARPENTRY	\$317,573	\$6.23
06-WOODS AND PLASTICS	\$447,908	\$8.78
07190-WATERPROOFING AND DAMPPROOFING	\$93,983	\$1.84
07210-BUILDING INSULATION	\$116,891	\$2.29
07300-SHINGLE ROOFING	\$134,107	\$2.63
07500- EPDM ROOFING	\$53,928	\$1.06
07600-FLASHING AND SHEET METAL	\$37,811	\$0.74
07811-FIREPROOFING AND FIRESTOPPING	\$107,083	\$2.10
07900-JOINT SEALANTS	\$24,816	\$0.49
07-THERMAL AND MOISTURE PROTECTION	\$568,620	\$11.15
08100- STEEL DOORS AND FRAMES	\$15,135	\$0.30
08200 - WOOD DOORS	\$18,150	\$0.36
08410-ALUMINUM ENTRANCE DOORS AND FRAMES	\$48,950	\$0.96
08610-WINDOWS	\$262,115	\$5.14
08710-HARDWARE	\$15,750	\$0.31
08800-GLAZING	\$127,780	\$2.51
08-DOORS AND WINDOWS	\$487,880	\$9.57
09250-DRYWALL	\$383,016	\$7.51
09300-TILE	\$86,871	\$1.70
09510-ACT	\$178,028	\$3.49
09550-WOOD FLOORING	\$149,870	\$2.94

BUILDING SUMMARY

ELEMENT	COST	COST/SF
09650-RESILIENT FLOORING	\$145,085	\$2.85
09680-CARPET	\$11,649	\$0.23
09900-PAINTING	\$79,156	\$1.55
09-FINISHES	\$1,033,674	\$20.27
10101 VISUAL DISPLAY SURFACES	\$7,940	\$0.16
10115-TOILET COMPARTMENTS	\$12,300	\$0.24
10200-LOUVRES	\$4,500	\$0.09
10430-SIGNS	\$7,500	\$0.15
10515-LOCKERS	\$2,500	\$0.05
10520-FIRE PROTECTION SPECIALTIES	\$5,737	\$0.11
10800-TOILET ACCESSORIES	\$16,100	\$0.32
10-SPECIALTIES	\$56,577	\$1.11
11130-AUDIO-VISUAL EQUIPMENT	\$1,750	\$0.03
11450-RESIDENTIAL EQUIPMENT	\$7,300	\$0.14
11480-ATHLETIC EQUIPMENT	\$83,000	\$1.63
11-EQUIPMENT	\$92,050	\$1.81
12500-WINDOW TREATMENTS	\$11,314	\$0.22
12670-ENTRANCE MATS	\$10,650	\$0.21
12-FURNISHINGS	\$21,964	\$0.43
14240-HYDRAULIC ELEVATORS	\$120,000	\$2.35
14-CONVEYING SYSTEM	\$120,000	\$2.35
15300-FIRE PROTECTION	\$191,007	\$3.75
15400-PLUMBING	\$238,500	\$4.68
15500-HVAC (BASE - GEOTHERMAL)	\$1,117,250	\$21.91
15-MECHANICAL	\$1,546,757	\$30.33
16000-ELECTRICAL	\$977,866	\$19.18
16-ELECTRICAL	\$977,866	\$19.18

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
02-BUILDING SITEWORK				
02200-EARTHWORK				
Rough grade for slab on grade	19,271	SF	\$0.50	\$9,636
Basement excavation	7,939	CY	\$9.00	\$71,453
New strip foundation excavation	609	CY	\$9.00	\$5,482
Spread footing excavation	88	CY	\$10.50	\$922
Backfill	8,087	CY	\$7.00	\$56,611
Disposal on site	549	CY	\$20.00	\$10,976
Crushed stone base to slab	714	CY	\$24.00	\$17,130
Elevator pit excavation	1	EA	\$3,700.00	\$3,700
Perimeter foundation drainage allowance	796	LF	\$14.00	\$11,144
De-watering during construction	1	LS	\$10,000.00	\$10,000
EARTHWORK TOTAL				\$197,054
03-CONCRETE				
03300-CAST-IN-PLACE CONCRETE				
<i>Concrete to:</i>				
Continuous footings	93	CY	\$125.00	\$11,608
Steps footing	2	EA	\$400.00	\$800
Spread footings	22	CY	\$125.00	\$2,727
Basement/foundation wall	382	CY	\$130.00	\$49,628
Slab on grade 4" thick generally and 6" at Gym	377	CY	\$98.00	\$36,932
Upper slabs and RTU slab; 6¼" lightweight	595	CY	\$137.00	\$81,477
Pier	52	CY	\$135.00	\$7,069
<i>Reinforcing to:</i>				
Footings	9,748	LBS	\$0.88	\$8,578
Basement/foundation wall	40,084	LBS	\$0.88	\$35,274
Slabs; w.w.f 15% allowance for laps	62,360	SF	\$0.55	\$34,298
<i>Formwork:</i>				
Footings	2,132	SF	\$7.00	\$14,924
Basement/foundation wall	15,346	SF	\$8.50	\$130,441
Pilasters	1,440	SF	\$9.75	\$14,040
Step in top of wall, brick shelf	680	LF	\$6.00	\$4,080

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
<i>Miscellaneous:</i>				
Sealed concrete floor	3,600	SF	\$0.40	\$1,440
Cure, screed and protect s.o.g / upper floors / RTU slab	54,226	SF	\$1.25	\$67,783
Vapor barrier	19,271	SF	\$1.50	\$28,907
Slab isolation joints	1,542	LF	\$5.00	\$7,708
Equipment pads	1	LS	\$3,000.00	\$3,000
Elevator pit mat walls and slab	1	LS	\$3,800.00	\$3,800
Keyway and waterstops	1	LS	\$5,250.00	\$5,250
Areaway	6	LOC	\$10,000.00	\$60,000
Casting in accessories	1	LS	\$10,000.00	\$10,000
Beam pockets allowance	20	EA	\$375.00	\$7,500
CAST-IN-PLACE CONCRETE TOTAL				\$627,264
04-MASONRY				
04200-UNIT MASONRY				
Scaffolding and access	40,357	SF	\$2.00	\$80,714
<i>External walls</i>				
4" brick veneer	12,363	SF	\$32.50	\$401,798
Cast stone coping	1,680	SF	\$40.00	\$67,200
Cast stone base	3,445	SF	\$35.00	\$120,575
Cast stone watertable	689	LF	\$80.00	\$55,120
Cast stone head	343	LF	\$55.00	\$18,865
Premium for keystone	55	EA	\$150.00	\$8,250
Cast stone sills	369	LF	\$45.00	\$16,605
Decorative quoins	1	LS	\$15,000.00	\$15,000
Masonry Arch	34	LF	\$50.00	\$1,700
<i>Interior Partitions</i>				
Loadbearing / shear walls, 12" CMU, reinforced,	984	SF	\$25.00	\$24,600
12" Loadbearing CMU Wall @ GYM	8,996	SF	\$17.50	\$157,430
Bond beam	692	LF	\$20.00	\$13,840
UNIT MASONRY TOTAL				\$981,697

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
05-METALS				
05120-STRUCTURAL STEEL				
Steel framing for upper floors at 11 lbs / sq.ft	181.25	TNS	\$3,200.00	\$580,008
Steel framing for roof at 10.5 lbs / sq.ft	93.68	TNS	\$3,200.00	\$299,765
Steel framing for Gym roof at 15 lbs / sq.ft	61.38	TNS	\$3,200.00	\$196,410
Steel for rooftop unit	5.00	TNS	\$3,200.00	\$16,000
Canopy/portico steel framing	5.16	TNS	\$3,500.00	\$18,069
Shear studs	6,991	EA	\$2.75	\$19,225
Moment connections, allowance	30	EA	\$375.00	\$11,250
STRUCTURAL STEEL TOTAL				\$1,140,727
05310-STEEL DECK				
3" x 20 ga. Lok-Floor composite metal floor deck	34,955	SF	\$3.00	\$104,865
1½" Type B galv acoustical steel deck, Attic over Gym	5,757	SF	\$5.50	\$31,664
STEEL DECK TOTAL				\$136,529
05400-COLD FORMED METAL FRAMING				
Light gauge roof framing	22,956	SF	\$8.00	\$183,647
8" stud backup	17,422	SF	\$6.50	\$113,243
Densglass sheathing to exterior closure	17,422	SF	\$2.20	\$38,328
COLD FORMED METAL FRAMING				\$335,219
05500-METAL FABRICATIONS				
Elevator pit ladder and sill angles	1	SET	\$1,600.00	\$1,600
Metal pan stair w/handrails and railings	8	FLTS	\$10,000.00	\$80,000
Metal lintels allowance for interior masonry	4,614	SF	\$1.50	\$6,921
Metal lintels allowance for exterior closure	17,422	SF	\$2.75	\$47,911
Atrium guardrail, glass, stainless steel	140	LF	\$375.00	\$52,500
Pipe and tube guard rails to skylights (fiberglass)	62	LF	\$120.00	\$7,440
Countertop support work	1	LS	\$5,000.00	\$5,000
METAL FABRICATIONS TOTAL				\$201,372

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
06-WOODS AND PLASTICS				
06100-ROUGH CARPENTRY				
Roof sheathing; 5/8" T&G plywood, FR	26,027	SF	\$2.20	\$57,259
Exterior wall sheathing; at eaves	767	SF	\$2.20	\$1,687
Miscellaneous rough carpentry allowance	50,992	SF	\$1.40	\$71,389
ROUGH CARPENTRY TOTAL				\$130,335
06200-FINISH CARPENTRY				
Fiberglass Portico columns, 12' -0" High	18	EA	\$2,500.00	\$45,000
"Faux Wood" portico soffit	2,065	SF	\$15.00	\$30,975
"Faux Wood" fascia & cornice	642	LF	\$100.00	\$64,200
Chair rail, Second Floor Lobby	150	LF	\$20.00	\$3,000
Solid-surface countertop w/maple cabinets, Kitchen	57	LF	\$500.00	\$28,500
Built-in student backpack carrels, Dance & Movement	25	LF	\$175.00	\$4,375
Double height ballet barre, Dance & Movement	50	LF	\$125.00	\$6,250
Solid surface window stool	369	LF	\$25.00	\$9,225
Built-in sink countertop w/storage cabinet, Classrooms	60	LF	\$350.00	\$21,000
Storage shelving and toy bin on wheels, Classroom	1	RM	\$1,500.00	\$1,500
Solid-surface countertop w/maple cabinets, Park & rec	30	LF	\$500.00	\$15,000
Workstation, COA Resource	10	LF	\$150.00	\$1,500
Coats	30	LF	\$50.00	\$1,500
Adjustable shelving allowance	1	LS	\$5,000.00	\$5,000
Molding at interior door	1,190	LF	\$5.00	\$5,950
Wood base	484	LF	\$7.00	\$3,388
Wood Wainscoting	1,936	SF	\$35.00	\$67,760
Corian countertop in bathrooms	23	LF	\$150.00	\$3,450
FINISH CARPENTRY TOTAL				\$317,573
07-THERMAL AND MOISTURE PROTECTION				
07190-WATERPROOFING AND DAMPPROOFING				
Crystalline waterproofing to elevator pit	1	EA	\$2,300.00	\$2,300
Dampproof foundation concrete	17,478	SF	\$1.70	\$29,713
Drainage board	7,673	SF	\$2.40	\$18,415
Air / Vapor barrier	17,422	SF	\$2.50	\$43,555
WATERPROOFING AND DAMPPROOFING TOTAL				\$93,983

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
07210-BUILDING INSULATION				
Rigid insulation to foundation wall	8,739	SF	\$2.00	\$17,478
Rigid insulation below slab on grade	19,271	SF	\$2.00	\$38,542
Rigid insulation to exterior	17,422	SF	\$2.00	\$34,844
Insulation; roof space; batt	26,027	SF	\$1.00	\$26,027
BUILDING INSULATION TOTAL				\$116,891
07300-SHINGLE ROOFING				
Asphalt shingle roofing w/felt underlayment, 40-yr	22,956	SF	\$5.50	\$126,257
Ice and water dam protection	1	LS	\$3,500.00	\$3,500
Ridge vent	290	LF	\$15.00	\$4,350
SHINGLE ROOFING TOTAL				\$134,107
07500- EPDM ROOFING				
EPDM roofing w/tapered insulation and densdeck	3,071	SF	\$10.50	\$32,246
Portico roofing	2,065	SF	\$10.50	\$21,683
EPDM ROOFING TOTAL				\$53,928
07600-FLASHING AND SHEET METAL				
Roof flashings allowance	22,956	SF	\$0.65	\$14,921
Copper gutter	565	LF	\$30.00	\$16,950
Copper downspout	297	LF	\$20.00	\$5,940
FLASHING AND SHEET METAL TOTAL				\$37,811
07811-FIREPROOFING AND FIRESTOPPING				
Firestopping	50,992	GSF	\$0.20	\$10,198
Spray on fireproofing	50,992	GSF	\$1.90	\$96,885
FIREPROOFING AND FIRESTOPPING TOTAL				\$107,083
07900-JOINT SEALANTS				
Sealant to exterior closure	17,422	SF	\$0.40	\$6,969
Allow for miscellaneous caulking internally	50,992	GSF	\$0.35	\$17,847
JOINT SEALANTS TOTAL				\$24,816

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
08-DOORS AND WINDOWS				
08100- STEEL DOORS AND FRAMES				
Single metal frames, welded	27	EA	\$210.00	\$5,670
premium for side or transom light	4	EA	\$150.00	\$600
Double metal frames	4	EA	\$260.00	\$1,040
Frame labor	31	EA	\$75.00	\$2,325
Single HM door & frames	6	EA	\$550.00	\$3,300
Double HM door & frames	2	EA	\$1,100.00	\$2,200
STEEL DOORS AND FRAMES TOTAL				\$15,135
08200 - WOOD DOORS				
Single Wood flush doors + labor	27	EA	\$450.00	\$12,150
Double Wood flush doors + labor	4	EA	\$450.00	\$1,800
premium for 1 hour for corridor doors	5	EA	\$60.00	\$300
Access doors	15	EA	\$260.00	\$3,900
WOOD DOORS TOTAL				\$18,150
08410-ALUMINUM ENTRANCE DOORS AND FRAMES				
Entrance or vestibule doors, glazed single, incl fanlights and sidelights	9	EA	\$4,000.00	\$36,000
Aluminum single door	5	EA	\$1,050.00	\$5,250
Aluminum double door	1	EA	\$2,100.00	\$2,100
Premium for electric operation	2	EA	\$2,800.00	\$5,600
ALUMINUM ENTRANCE DOORS AND FRAMES				\$48,950
08610-WINDOWS				
Aluminum operable window w/true divided lights	2,285	SF	\$65.00	\$148,525
Internal glazing; tempered glass interior storefront	2,090	SF	\$50.00	\$104,500
Roof Skylight	202	SF	\$45.00	\$9,090
WINDOWS TOTAL				\$262,115
08710-HARDWARE				
Hardware sets, average cost	35	SETS	\$450.00	\$15,750
HARDWARE TOTAL				\$15,750

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
08800-GLAZING				
Glazed sidelights	1	LS	\$1,500.00	\$1,500
Interior windows incl frame	224	SF	\$45.00	\$10,080
Interior storefront	2,050	SF	\$50.00	\$102,500
Full length wall mirror, Dance & Movement	500	SF	\$25.00	\$12,500
Mirrors	10	EA	\$120.00	\$1,200
GLAZING TOTAL				\$127,780
09-FINISHES				
09250-DRYWALL				
3-5/8' metal stud, 5/8' G.W.B. both side, 3" sound	13,610	SF	\$8.00	\$108,880
8" metal stud, 5/8' G.W.B. one side	9,020	SF	\$10.50	\$94,710
Plumbing chase wall	485	SF	\$12.00	\$5,820
Chase wall	120	SF	\$12.00	\$1,440
Basement partitions	3,630	SF	\$10.00	\$36,300
Stair & elevator chase wall	5,807	SF	\$10.00	\$58,070
GWB to exterior closure, inside face	9,020	SF	\$3.00	\$27,060
Allowance for column enclosures	69	EA	\$250.00	\$17,250
Gypsum board ceiling	1,321	SF	\$7.50	\$9,908
premium for water resistant board	1,578	SF	\$1.00	\$1,578
premium for cathedral ceilings, Great Room	2,600	SF	\$7.50	\$19,500
Miscellaneous soffits and areas for changes in direction or height	1	AL	\$2,500.00	\$2,500
DRYWALL TOTAL				\$383,016
09300-TILE				
Natural Cleft slate	2,985	SF	\$20.00	\$59,700
Ceramic tile to walls - bathrooms, 6'-0" height	1,620	SF	\$10.00	\$16,200
Ceramic tile base	270	LF	\$8.00	\$2,160
Ceramic floor tile	802	SF	\$10.50	\$8,421
Marble thresholds	6	EA	\$65.00	\$390
TILE TOTAL				\$86,871
09510-ACT				
Gypsum + ACT < 10' A.F.F	5,168	SF	\$7.50	\$38,760
Gypsum + ACT >10' A.F.F	2,399	SF	\$10.50	\$25,190
ACT < 10' A.F.F	4,204	SF	\$3.75	\$15,765
2 X 2 ACT at bathroom, Kitchen	1,235	SF	\$4.80	\$5,928
Tectum ceiling panels, Gym	6,159	SF	\$15.00	\$92,385
ACT-TOTAL				\$178,028

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
09550-WOOD FLOORING				
Hardwood strip floor	2,669	SF	\$10.00	\$26,690
Cushioned Maple Floor	6,159	SF	\$20.00	\$123,180
WOOD FLOORING TOTAL				\$149,870
09650-RESILIENT FLOORING				
Seamless resilient	433	SF	\$8.50	\$3,681
Resilient tile	6,951	SF	\$15.00	\$104,265
Athletic resilient	2,030	SF	\$10.00	\$20,300
Linoleum sheet flooring	157	SF	\$4.40	\$691
Vinyl base	1	LS	\$2,000.00	\$2,000
Rubber flooring to treads an landings	1,912	SF	\$7.40	\$14,149
RESILIENT FLOORING TOTAL				\$145,085
09680-CARPET				
Carpet	2,815	SF	\$3.25	\$9,149
Carpet accessories	1	LS	\$2,500.00	\$2,500
CARPET TOTAL				\$11,649
09900-PAINTING				
Paint GWB walls	55,719	SF	\$0.62	\$34,546
Paint CMU walls	10,964	SF	\$0.80	\$8,771
Paint ceilings	5,105	SF	\$0.85	\$4,339
Paint doors, frames	35	EA	\$100.00	\$3,500
Paint standing and running trim	1	LS	\$12,000.00	\$12,000
Paint windows, inside face only	1	LS	\$11,000.00	\$11,000
Exterior Paint and staining	1	LS	\$5,000.00	\$5,000
PAINTING TOTAL				\$79,156
10-SPECIALTIES				
10101 VISUAL DISPLAY SURFACES				
Tack boards allowable	120	SF	\$12.00	\$1,440
Whiteboards allowable	320	SF	\$12.50	\$4,000
Display board allowance	1	LS	\$2,500.00	\$2,500
VISUAL DISPLAY SURFACES TOTAL				\$7,940

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
10115-TOILET COMPARTMENTS				
Toilet partitions; phenolic	4	EA	\$1,300.00	\$5,200
Urinal screen	2	EA	\$150.00	\$300
Disabled partitions	4	EA	\$1,700.00	\$6,800
TOILET COMPARTMENTS				\$12,300
10200-LOUVRES				
Architectural louvers allowable	100	SF	\$45.00	\$4,500
LOUVERS TOTAL				\$4,500
10430-SIGNS				
Signage allowance	1	LS	\$7,500.00	\$7,500
Directory & informational signage at lobby & circulation arc	1	EA		Include
SIGNS TOTAL				\$7,500
10515-LOCKERS				
Lockable metal storage cabinet, Dance & Movement	1	LS	\$2,500.00	\$2,500
LOCKERS TOTAL				\$2,500
10520-FIRE PROTECTION SPECIALTIES				
Fire extinguishers, assume 1 per 4000 s.f	13	EA	\$450.00	\$5,737
FIRE PROTECTION SPECIALTIES TOTAL				\$5,737
10800-TOILET ACCESSORIES				
Bathroom equipment for gang bathrooms	4	RMS	\$3,000.00	\$12,000
Single use bathroom equipment	4	RMS	\$350.00	\$1,400
Additional equipment for the disabled	1	LS	\$2,000.00	\$2,000
Janitor mob rack and shelf	2	EA	\$350.00	\$700
TOILET ACCESSORIES TOTAL				\$16,100
11- EQUIPMENT				
11130-AUDIO-VISUAL EQUIPMENT				
Manual projection screens	5	EA	\$350.00	\$1,750
AUDIO-VISUAL EQUIPMENT TOTAL				\$1,750

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
11450-RESIDENTIAL EQUIPMENT				
<i>Kitchen Appliances</i>				
Cooktop	1	EA	\$500.00	\$500
Wall ovens	2	EA	\$750.00	\$1,500
Microwave	1	EA	\$350.00	\$350
Dishwasher	1	EA	\$1,000.00	\$1,000
Refrigerator	1	EA	\$1,800.00	\$1,800
<i>Park & Rec Appliances</i>				
Microwave	1	EA	\$350.00	\$350
Refrigerator	1	EA	\$1,800.00	\$1,800
RESIDENTIAL EQUIPMENT TOTAL				\$7,300
11480-ATHLETIC EQUIPMENT				
Safety wall panels (over pre-finished CMU walls)	1	LS	\$5,000.00	\$5,000
Retractable basketball hoops & clear backboards	3	PAIR	\$6,500.00	\$19,500
Retractable netting and frames for baseball batting	2	SET	\$2,500.00	\$5,000
Climbing wall with belay system at north end of GYM	1	LS	\$50,000.00	\$50,000
Athletic floor marking (over cushioned maple flooring)	1	LS	\$1,500.00	\$1,500
Wire-type equipment and ball storage shelving	1	LS	\$2,000.00	\$2,000
ATHLETIC EQUIPMENT TOTAL				\$83,000
12-FURNISHINGS				
12500-WINDOW TREATMENTS				
Fabric window treatments	2,285	SF	\$3.75	\$8,569
Black out blinds allow, Great Room & COA Commons	610	SF	\$4.50	\$2,745
WINDOW TREATMENTS TOTAL				\$11,314
12670-ENTRANCE MATS				
Pedigrd at ground floor entrance lobbies	426	SF	\$25.00	\$10,650
ENTRANCE MATS TOTAL				\$10,650
14-CONVEYING SYSTEM				
14240-HYDRAULIC ELEVATORS				
Elevator; 4 floor travel, 4 stops, single door opening	1	LS	\$120,000.00	\$120,000
HYDRAULIC ELEVATORS TOTAL				\$120,000

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
15-MECHANICAL				
15300-FIRE PROTECTION				
Sprinkler Coverage	52,438	SF	\$2.55	\$133,717
8" Alarm Valves	1	EA	\$4,250.00	\$4,250
8" Backflow Preventer	1	EA	\$9,500.00	\$9,500
8" Water Service	1	LS	\$2,100.00	\$2,100
Fire Pump (by site Cont.)	-	EA	\$0.00	\$0
Floor Zones w/ standpipe	3	EA	\$2,850.00	\$8,550
Pumper connection	1	EA	\$1,950.00	\$1,950
Siamese Connection	1	EA	\$1,650.00	\$1,650
Fire Mains:				
- 6"	110	LF	\$54.00	\$5,940
Demolition	1	LS	\$7,500.00	\$7,500
Seismic Restraints	1	LS	\$3,000.00	\$3,000
Testing	1	LS	\$2,500.00	\$2,500
Permits & fees	1	LS	\$2,850.00	\$2,850
Shop drawings	1	LS	\$7,500.00	\$7,500
FIRE PROTECTION TOTAL				\$191,007
15400-PLUMBING				
Elevator Sump	1	EA	\$2,500.00	\$2,500
4" Water Service w/ meter	1	EA	\$4,850.00	\$4,850
Hot Water Heater	1	EA	\$12,500.00	\$12,500
Grease Trap	1	EA	\$5,000.00	\$5,000
Misc. Pumps	1	LS	\$15,000.00	\$15,000
Fixtures (water & sanitary included in fixture cost)				
Water Closet	10	EA	\$3,800.00	\$38,000
Urinals	4	EA	\$3,800.00	\$15,200
Lavatory	10	EA	\$3,800.00	\$38,000
Mop Sink	2	EA	\$3,800.00	\$7,600
Water Cooler	2	EA	\$4,400.00	\$8,800
Classroom Sink	3	EA	\$3,800.00	\$11,400
Floor Drains:				
- Bathroom Drains	4	EA	\$500.00	\$2,000
- Mechanical	6	EA	\$650.00	\$3,900
Hose Bibbs	4	EA	\$450.00	\$1,800
Wall Hydrant	8	EA	\$650.00	\$5,200
Roof	1	EA	\$10,000.00	\$10,000
Gas Piping	1	LS	\$7,500.00	\$7,500

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
Seismic Restraints	1	LS	\$3,250.00	\$3,250
Kitchen Area	1	LS	\$25,000.00	\$25,000
Valves & Specialties	1	LS	\$5,500.00	\$5,500
Coring & Cutting	1	LS	\$4,000.00	\$4,000
Permits & Fees	1	LS	\$3,000.00	\$3,000
Testing & sterilize	1	LS	\$3,000.00	\$3,000
Shop Drawings	1	LS	\$5,500.00	\$5,500
PLUMBING TOTAL				\$238,500
15500-HVAC (BASE - GEOTHERMAL)				
Geothermal Wells	2	EA	\$60,000.00	\$120,000
Heat Exchanger	1	EA	\$25,000.00	\$25,000
Energy Recovery Units:				
- ERV- 5000 CFM	2	EA	\$22,000.00	\$44,000
Heat Pumps:				
- HP	20	EA	\$7,500.00	\$150,000
Pumps	2	EA	\$10,000.00	\$20,000
Exhaust Fans	1	LS	\$25,000.00	\$25,000
Electric Unit & Cabinet Heaters	20	EA	\$800.00	\$16,000
Hot & Chilled Water Piping	1	LS	\$100,000.00	\$100,000
Insulation Hot & Chilled Water Piping	1	LS	\$33,500.00	\$33,500
Registers & Diffusers	1	LOT	\$22,500.00	\$22,500
Misc. Duct Accessories	1	LOT	\$5,500.00	\$5,500
Fire Dampers	1	LOT	\$2,500.00	\$2,500
Volume Dampers	1	LOT	\$8,500.00	\$8,500
Galvanized duct	30,000	LBS	\$8.50	\$255,000
Duct lining	14,500	SF	\$2.80	\$40,600
Duct insulation	8,500	SF	\$2.40	\$20,400
Duct Sealant	2,500	LF	\$1.50	\$3,750
Seismic Restraints	1	LS	\$10,000.00	\$10,000
VFD	1	LS	\$40,000.00	\$40,000
Coring & Cutting	1	LS	\$6,500.00	\$6,500
Controls	1	LS	\$125,000.00	\$125,000
Testing & balance	1	LS	\$18,500.00	\$18,500
Rigging & Lifting	1	LS	\$10,000.00	\$10,000
Shop drawings	1	LS	\$15,000.00	\$15,000
HVAC TOTAL				\$1,117,250

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
16-ELECTRICAL				
16000-ELECTRICAL				
<i>Interior Electrical</i>				
<i>Gear & Distribution</i>				
Normal Power				
Normal power and distribution based upon 600A	50,992	GSF	\$2.50	\$127,480
Emergency Power				
Emergency power and distribution based upon 400KW 277/480V generator set	50,992	GSF	\$2.75	\$140,228
Grounding and bonding	1	LS	\$1,500.00	\$1,500
<i>Equipment Wiring</i>				
Miscellaneous equipment feed, connection & disconnect	1	LS	\$45,000.00	\$45,000
Elevator feed and connection	1	LS	\$5,000.00	\$5,000
Kitchen equipment wiring	1	LS	\$5,000.00	\$5,000
<i>Lighting & Branch Power</i>				
Lighting fixture type				
Lighting to occupied areas	42,000	SF	\$4.50	\$189,000
Lighting to attic	9,000	SF	\$1.50	\$13,500
Lighting controls	50,992	GSF	\$0.30	\$15,298
Branch devices	50,992	GSF	\$0.40	\$20,397
Lighting and branch circuitry (EMT & wire and MC cable)	50,992	GSF	\$3.00	\$152,976
<i>Fire Alarm</i>				
Fire alarm equipment, (class A voice evacuation) devices	50,992	GSF	\$1.50	\$76,488
<i>Telephone/Data/CATV</i>				
Rough-in	49,000	SF	\$0.50	\$24,500
Cabling and devices	49,000	SF	\$2.00	\$98,000
<i>A/V</i>				
Audio/visual and local cable rough-in requirements	1	LS	\$20,000.00	\$20,000
<i>Sound/PA System</i>				
Sound/PA system at gymnasium	1	LS	\$15,000.00	\$15,000
<i>Security System</i>				
Security System				NIC
<i>Lightning Protection</i>				
Lightning protection				NIC
<i>Reimbursable</i>				
Fees & Permits	1	LS	\$8,500.00	\$8,500
Temp power & lights	1	LS	\$20,000.00	\$20,000
ELECTRICAL TOTAL				\$977,866

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
02A-SITE CONSTRUCTION				
02070-BUILDING DEMOLITION				\$488,122
02080 ASBESTOS REMOVAL				\$66,375
02100-SITE PREPARATION				\$62,873
02500-ROADS AND PAVING				\$396,774
02525-WATER DISTRIBUTION				\$119,475
02730-STORM AND SANITARY SYSTEMS				\$428,155
02780-SITE ELECTRICAL				\$104,000
02800-SITE IMPROVEMENTS				\$238,741
02900-LANDSCAPING				\$169,106
Site Construction Total carried to Main Summary				\$2,073,620

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
Remove perimeter 12" Drain	44	LF	\$5.00	\$220
Remove perimeter 4" Drain	198	LF	\$5.00	\$990
Septic tank 10,000 gal.	1	EA	\$15,000.00	\$15,000
Septic tank 5,000 gal.	1	EA	\$10,000.00	\$10,000
Pump chamber 7,000 gal.	1	EA	\$25,000.00	\$25,000
Recirculating sand filter	1	EA	\$5,000.00	\$5,000
Leaching field (2½ x original size of 56' x 22')	6,160	SF	\$35.00	\$215,600
Grease trap	1	EA	\$7,500.00	\$7,500
D-Box	2	EA	\$1,500.00	\$3,000
SMH	2	EA	\$3,000.00	\$6,000
8" PVC sewer pipe	114	LF	\$30.00	\$3,420
3" PVC force Main	109	LF	\$75.00	\$8,175
Replacement groundwater recharge storm drainage system	1	LS	\$75,000.00	\$75,000
STORM AND SANITARY SYSTEMS TOTAL				\$428,155
02780-SITE ELECTRICAL				
Service drop at building based upon OH electrical service	1	LS	\$3,000.00	\$3,000
Communication ductbank	200	LF	\$60.00	\$12,000
<i>Site Lighting</i>				
Parking and driveway lighting	10	EA	\$3,500.00	\$35,000
Walkway and entry plaza lighting	12	EA	\$2,500.00	\$30,000
COA & Great Room Terrace bollards	1	LS	\$15,000.00	\$15,000
Ground (uplighting) lights	12	EA	\$750.00	\$9,000
SITE ELECTRICAL TOTAL				\$104,000
02800-SITE IMPROVEMENTS				
Perimeter Fencing - wood stockade, 6 ft height	336	LF	\$35.00	\$11,760
Perimeter Fencing - Black vinyl, coated chain link; 6 ft height	351	LF	\$20.00	\$7,020
Fieldstone wall; precast concrete cap (4" thick) along perimeter of great room terrace; 18in finished height	105	LF	\$265.00	\$27,825
Fieldstone wall; 3 ft finished height	195	LF	\$335.00	\$65,325
Pier at fieldstone wall	3	EA	\$2,500.00	\$7,500
Play lot structure	1	LS	\$50,000.00	\$50,000
Removable bollard	9	EA	\$1,000.00	\$9,000
Relocated wood fencing to property line	600	LF	\$20.00	\$12,000
Fence at dumpster enclosure	26	LF	\$35.00	\$910
Trash / Recycle Receptacles	2	EA	\$600.00	\$1,200
Bench	10	EA	\$1,500.00	\$15,000
Identification signs	2	EA	\$1,500.00	\$3,000
Traffic Signage	15	EA	\$300.00	\$4,500

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
Direction Sign	1	EA	\$301.00	\$301
Bike rack	7	EA	\$1,200.00	\$8,400
Misc. site furniture	1	LS	\$15,000.00	\$15,000
SITE IMPROVEMENTS TOTAL				\$238,741
02900-LANDSCAPING				
Evergreen trees; 8-10 ft height	43	EA	\$1,200.00	\$51,600
Deciduous trees; 3" caliper x 10-12 ft height	23	EA	\$1,700.00	\$39,100
Ornamental flowering; 3" caliper x 10-12 ft height	10	EA	\$2,000.00	\$20,000
Shrubs allowance	240	EA	\$75.00	\$18,000
Groundcover, allowance	1,000	EA	\$3.50	\$3,500
Mulch beds	489	CY	\$35.00	\$17,109
Lawn wildflower seed	26,396	SF	\$0.75	\$19,797
LANDSCAPING TOTAL				\$169,106

OPTIONS SUMMARY

Dover Community Center
 Dover, MA
 50,992 GSF

	TOTAL	
HVAC OPTIONS:		
Base Bid - HVAC Option A/Geothermal System	incl.	
Add Alternate 1A - HVAC Option B	\$160,000	
Deduct Alternate 1B - HVAC Option C	(\$36,000)	
Deduct Alternate 1C - HVAC Option D	(\$51,000)	
DOMESTIC WATER OPTIONS:		
Base Bid - "Best Case" using municipal water source with pressure boosting.	incl.	
Add Alternate 2A - "Worst Case" with (2) underground storage tanks and controls.	\$50,000	
Add Alternate 2B - "Worst Case" with 100% redundancy; (4) tanks and controls.	\$101,000	
FIRE PROTECTION STORAGE OPTIONS:		
Base Bid - 45,000 gallons effective storage (49,500 gal.)	incl.	
Add Alternate 3A - 94,500 gallons effective storage (104,000 gal.)	\$63,000	
Add Alternate 3B - 100% redundancy of 3A	\$201,000	
EMERGENCY GENERATOR OPTIONS:		
Base Bid - 400 kW generator for whole building service (Option Two)	incl.	
Deduct Alternate 4 - 150 kW generator for life safety system (Option One)	(\$75,000)	
BUILDING PROGRAM OPTIONS:		
Deduct Basement Area - 6,000 sf in lieu of 12,430 sf	(360,000)	
Deduct Gymnasium - 7,176 sf (double height space)	(1,200,000)	

APPENDIX F:
Dover Community Center
Master Plan & Zoning Summary

<u>Page</u>	<u>Description</u>
F-1	Dover Master Plan Excerpts
F-6	Dover Zoning Summary

**Town of Dover / Master Plan
December 2004**

SUMMARY

As envisioned in this Master Plan, Dover in the year 2025 will not be dramatically different from the Dover of today. It will still be a "rural suburb" - suburban in population, rural in infrastructure.

The Town's commercial and/or industrial areas will remain modestly confined to the Center area. The Town's rural character will be preserved by Dover's continued efforts to encourage and preserve stone walls, build roadways that reflect the appropriateness of their function, guard and enhance street trees, identify and encourage links between dedicated open space areas, and protect water resources.

The Master Plan envisions education and informational programs as the primary mechanisms for broadening its citizens' knowledge of and relationship with the environment, conservation, recreation, agriculture, and disposition of land.

(p. ii)

I. GOALS AND VISION STATEMENT

Dover was first settled around 1635 and was a part of the Town of Dedham. Dover was known then as Springfield because it was a primarily farming community with open fields. It was incorporated as a town in 1836 and named in honor of the Springfield Parish's hometown in England.

Although the Town has evolved into a rural/suburban community, scenery common to farming communities in New England (such as open pasture land, stands of white pine, birch, oak, and maple, old stone walls dividing properties, farm houses and barns) is still very much in evidence today.

Most properties in Dover rely exclusively on local wells for drinking water and almost entirely on septic systems for sewage disposal. The community's vision of the future calls for following practices that will not endanger our groundwater supply, such as maintaining a low overall density, high septic system test standards, and a small non-polluting industrial base. Protecting groundwater quality remains the paramount concern for planning and land use.

(p. I-1)

II. LAND USE

Growth & Development Patterns / Patterns & Trends

The Town of Dover has developed around a town center. The Town Center is the governmental, institutional, retail, social and service center of the Town. It is surrounded by residential development built at a density of one housing unit per half-acre.

(p. II-13)

III. HOUSING

Preservation of Historical Structures and the Demolition Review Process

At present Dover does not have an historic district. To date, only one home, the Benjamin Caryl House, maintained by the Dover Historical Society, meets historic preservationist standards.

In 1996, Town Meeting approved a Demolition Review Bylaw which was expanded in the 2002 Town Meeting to add additional protections. All houses constructed prior to 1929 fall within its purview.

(p. III-7)

IV. ECONOMIC DEVELOPMENT

Fiscal and Financial Analysis

Our goal is to preserve Dover's rural character and quality of life. The following recommendations will help achieve this goal.

Economic Development Recommendations

- Analyze existing and proposed developments for fiscal (both revenue and cost), demographic and all other impacts.
- Establish, protect and encourage community farms and their contributions to the Town's economy, biodiversity and rural character.
- Expand earned-income capabilities through fees fines, and rentals (e.g. of school and other public space during summers and vacation periods, and of office and other space on the Caryl School property).

(p. IV-4)

VII. PUBLIC SERVICES AND FACILITIES

Overview

The 2003 Dover Town Report noted 1,924 households and a total population of 5,907 persons. The population included 1793 persons aged 1 through 17 and 943 persons aged 60 or more. The average age of our population was 37.3 years and the average median annual income was \$141,818.

(p. VII-1)

Services and Facilities / Town Administrative Facilities

The Town administration offices are conveniently located at the Town House in the center of Dover. Despite the completion of Town House renovations in 2000, population growth will demand an increase in Town administrative personnel and additional space:

The Park and Recreation Commission and the Council on Aging currently occupy space in the Caryl School Building.

(p. VII-1)

Services and Facilities / Elementary School

The Dover School Building Needs Committee was established and funded by the 1997 Annual Town Meeting to plan for additional space. The new building was completed and opened in September 2001. This new school is expected to provide adequate facilities through 2020. The move of grades 4 and 5 to the new Chickering School made Caryl School available for other uses or other tenants and community groups.

(p. VII-2)

Services and Facilities / Social Services

Increasingly, Dover encounters problems related to elderly needs, substance abuse, domestic violence and juvenile questions that are best resolved by social service.

(p. VII-3)

The Town of Dover lacks a community center that might help to provide a structured gathering place for various groups of people. A social worker could perform the function of a liaison person on social issues or problems that arise, and could identify the best resources available for the problem. Such a person could coordinate programming among various agencies and departments as well as intervene in domestic abuse, elder abuse and juvenile cases.

(p. VII-4)

Services and Facilities / Underutilized Facilities

The Town has two underutilized buildings: the former Caryl School, the findings from that committee have been discussed at a public meeting and presented to the Board of Selectman for their consideration.

At the 2002 Annual Town Meeting, the Selectmen and the Caryl School Reuse Committee put forward a detailed proposal for conversion of the Caryl School for senior housing and mixed community use. The proposal was defeated in a voice vote. The Selectmen have continued to use the building, renting space to regular tenants, as well as to community groups and individuals on an ad hoc basis.

There is a committee currently studying the future use of the Caryl School. The findings from that committee have been discussed at a public meeting and presented to the Board of Selectman for their consideration.

(p. VII-6)

Public Services and Facilities Recommendations

- The construction of two new schools and renovation of the High School should provide adequate facilities through 2020.
- The Dover Police force and its facilities should be adequate through 2020.

- Gather refined police statistics in order to evaluate the need for a Town social worker.
- Poll residents to evaluate the desire for a more organized approach to human services.
- Gather detailed statistics with respect to domestic violence, including child, spouse and elder abuse.
- Continue to study the future use or disposition of the former Caryl School, and broaden its charge to include the Park and Recreation building on Whiting Road.
- The present Town House space should be evaluated to determine whether it will be sufficient through the year 2020.
- Continue to assess methods and strategies for improved fire fighting without resort to a high capacity water infrastructure.

(p. VII-7)

VIII. CIRCULATION ELEMENT

Town Center Parking / Parking Inventory

There are numerous parking spaces in the area of Dover center. Figure 21 [20] indicates Town Center facilities and related parking capacities. Town and private school parking in the Town Center are frequently interchangeable for fairs, meetings, and similar occasions. Parking is [minimally] adequate although moderate walking from space to destination is frequently necessary, sometimes involving several main road crossings.

(p. VIII-5)

Town Center Parking / Sidewalks

Under current circumstances, walking is not an efficient or safe means of transportation (circulation), except in the more densely populated Town Center area, which has a rudimentary system of sidewalks to serve schoolchildren and business related access.

(p. VIII-5-6)

Historically, Dover has not encouraged the development of a sidewalk system because the layout of much of Town is too dispersed and irregular for sidewalks to be a safe or efficient means of transportation. There was also concern that sidewalks would be inconsistent with efforts to maintain the Town's rural character. However, more recently, there is increased interest in promoting the use of sidewalks and bike paths to encourage non-vehicular traffic, to encourage pedestrian and bicycle traffic, particularly to and from various Town amenities (particularly in the Town Center), to reduce vehicular traffic and parking pressure, and to increase the safety for pedestrians and bicycle riders.

(p. VIII-6)

Circulation Recommendations

- Improve flow patterns at dangerous intersections and stretches of roads, installation of additional traffic control signs (e.g. STOP, YIELD, etc.) and other non-construction, low impact measures.
- Improve safety of and access to public parking in the Town Center. This can be accomplished by encouraging use of existing parking areas for Town functions at the Library, Town Garage and American Legion parking lots. Additional lighting and pathways will improve the safety and access to these lots.
- Develop a Circulation Plan that:
 - Establishes a connected system of paths/sidewalks in and around the Town Center to promote pedestrian access to and from Town offices, recreational facilities and schools, as well as the commercial services available in the Town Center. The first priority of the plan should be to complete the sidewalk network in the Town Center area. The Plan should then identify other areas where existing sidewalks, other amenities or neighborhood interest present opportunities to create to connect Paths/sidewalks. In addition, the Circulation Plan should evaluate design criteria for sidewalks and paths, and associated landscaping, to ensure new sidewalks do not unnecessarily create additional impervious area, affect sensitive resource areas (like vernal pools) or conflict with the rural character of the Town.
 - Evaluates the need for bike paths/lanes in Dover to encourage bicycle traffic and to reduce risks to the numerous bicyclists that ride in and through Town.

(p. VIII-7-8)

CODE OF THE TOWN OF DOVER, MASSACHUSETTS

v5, Updated 08-10-2005 (web version)

ZONING DISTRICT – OFFICIAL / OPEN SPACE

- North of Site = Official (across Springdale)
- East of Site = Official (across Centre)
- South of Site = Single Family 1/2 Acre (abutter)
- West of Site = Business (abutter & across Whiting)

OTHER INFORMATION (NOT SUMMARIZED BELOW)

Groundwater Protection District – Zone 1

See Dover Code, Chapter 116 Groundwater Protection Districts

Wellhead Protection – Zone II / Knollwood Drive Wellfield

See Dover Code, Chapter 116 Groundwater Protection Districts

Demolition of Buildings (Haz Mats)

See Dover Code / Part II Board of Health Regulations, Chapter 204

Sewage Disposal Systems

See Dover Code / Part II Board of Health Regulations, Chapter 217

Underground Storage Tanks

See Dover Code / Part II Board of Health Regulations, Chapter 230

Chapter 96. DEMOLITION REVIEW

§ 96-1. Intent and purpose.

A. This chapter is enacted for the purpose of protecting and conserving the architectural, historical and aesthetic resources of the Town of Dover. Its aim is to encourage owners of "preferably-preserved historically significant buildings" to seek ways to preserve, rehabilitate or restore such buildings rather than demolish them.

HISTORICALLY SIGNIFICANT STRUCTURE -- Any building which was wholly or in part constructed during or before 1929 and which is:

- A. Importantly associated with 1 or more historic persons or events or with the architectural, cultural, political, economic or social history of the Town of Dover or the Commonwealth of Massachusetts; or
- B. Historically or architecturally important by reason of period, style, method of construction or association with a particular architect or builder, either by itself or in the context of a group of buildings or structures; or
- C. Listed on or within an area listed on the National Register of Historic Places or the State Register of Historic Places, or pending listing on such registers.

PREFERABLY PRESERVED – Any historically significant structure which, because of its importance to the Town's historical or architectural resources or heritage, is in the public interest to preserve, rehabilitate or restore.

§ 96-3. Procedures for obtaining permit.

F. If the Commission determines that the building or structure is historically significant, it shall notify the Inspector of Buildings and the applicant in writing that a demolition plan review must be made prior to the issuance of a demolition permit.

Chapter 185, ZONING BY-LAWS

§ 185-5. Definitions.

HALF STORY -- A story in a sloping roof, the area of which at a height 4 feet above the floor does not exceed 2/3 the floor area of the story immediately below it.

LOT LINE, FRONT -- A line separating a lot from a street.

LOT LINE, REAR -- A line separating a lot from other lots or from land in a different ownership, being the boundary of a lot which is opposite or approximately opposite the front lot line. Where, because of irregular lot shape, the Building Inspector and the lot owner cannot agree as to whether a lot line is a side or a rear line, it shall be considered a rear line.

LOT LINE, SIDE -- A line separating a lot from other lots or from land in a different ownership and which is not a front or a rear lot line.

§ 185-10. Schedule of Use Regulations.

O: Official or Open Space

4. Educational use	A	(R)
6. Municipal (recreational)	A	(R)
14. Municipal use	A	(SP)

§ 185-17. Schedule of Dimensional Requirements.

Minimum Setback			Maximum Height		Maximum Lot Coverage
Front	Side	Rear	Stories	Feet	
40	20	20	2.5	35	40%

§ 185-21. Height exceptions.

Chimneys, elevators, poles, spires, tanks, towers, other projections not used for human occupancy and unattached structures supporting windmills machinery may extend above the height limits of § 185-17, provided that the restrictions of § 185-32 for maximum and minimum height are met.

§ 185-23. Lots abutting more than 1 street.

In a case of a lot abutting on more than 1 street, the regulations as to setbacks from the nearest side line of the street shall be applicable with respect to each street.

§ 185-26. Projections.

No part of a building or structure shall project beyond the required setback limits.

§ 185-27. Corner clearances.

Within the area formed by the side lines of intersecting streets and a line joining points on such lines 15 feet distant from their point of intersection or, in case of a rounded corner, from the point of intersection of their tangents, no structure shall be erected or foliage maintained between a height of 3 1/2 feet and a height of 8 feet above the plane through their curb grades.

§ 185-34. Off-street parking.

A. Minimum parking requirements. There shall be provided at the time of erection or enlargement, change of use or conversion of any building intended for a use other than a residential use and permitted in the Business District, Medical-Professional District and the Manufacturing District, permanent off-street parking and loading spaces with adequate ingress and egress for motor vehicles, either on the same lot or on an adjoining lot under the same ownership or control, with at least 1 parking space of 300 square feet for every 100 square feet of gross floor area intended for such use, excluding inactive storage rooms, closets, stairwells, fireplaces, chimneys, hallways and utilities, and, in addition, there shall be provided 2 such parking spaces for each one-family dwelling in such building.

B. Buffer strip. A buffer strip at least 10 feet wide shall be provided between the parking spaces and any public or traveled way in order to prevent backing of motor vehicles into such way and to regulate the access by motor vehicles to and from such way.

C. Screening of parking areas. Approved trees or other plantings shall be provided to screen all parking areas from the street and adjacent lots.

§ 185-40. Official or Open Space District.

A. Definition. The Official or Open Space District consists of those areas which have already been dedicated or used for public or semipublic nonprofit uses, such as parks and recreation areas, public buildings, cemeteries, schools, churches, reservoirs and open space reservations, and which are not available for residential, commercial or other private uses.

C. Building requirements.

(1) No application for a building permit shall be made for any building or structure in the Official or Open Space District until plans showing the proposed location, uses and external appearance have been submitted to the Board of Selectmen for review, comment and recommendations relative to issues of public health and safety. The plan shall show:

(a) Adequacy of access for emergency purposes, including fire, police and ambulance.

(b) Lot size, frontage, yards and heights of buildings.

(c) Convenience and safety of vehicular and pedestrian movement on the site, for the location of driveway openings in relation to street traffic and the impact of traffic generated by the facility.

(d) Adequacy of arrangement and the number of parking and loading spaces in relation to the proposed uses of the premises.

(e) Facilities for water supply, for sewage, refuse and other waste disposal and adequacy of other methods for waste disposal, surface and subsurface drainage.

(2) In making its recommendation, the Board of Selectmen shall solicit the written advice of the Planning Board and any other boards or commissions as deemed necessary.

§ 185-46.1. Site plan approval.

C. Applicability. In all instances, specified in Article III, Use Regulations, indicating site plan approval, no building permit to establish a new building or to alter substantially an existing building shall be issued by the Building Inspector, no change or substantial expansion in use of an existing building or lot shall be permitted, and no area for parking, loading or vehicular access shall established or substantially altered until a site plan has been submitted and approved in accordance with the requirements set forth in this section.

F. Procedure.

(4) Where site plan review is a component of the review process for Official or Open Space, review shall be by the Board of Selectmen with written comments from the Planning Board.

G. Review by the Planning Board. In reviewing the site plan submittal, the Planning Board shall consider the following matters:

(1) Protection of adjoining premises against seriously detrimental uses by provision for surface water drainage, sound and sight buffers and preservation of views, light and air;

- (2) Safety and convenience of vehicular and pedestrian movement within the site, the location of driveway openings in relation to traffic or to adjacent streets and, when necessary, compliance with other regulations for the handicapped, minors and the elderly;
- (3) Adequacy of the methods of disposal of refuse and other wastes resulting from the uses permitted on the site;
- (4) Adequacy of the arrangement of parking and loading spaces in relation to the proposed uses of the premises;
- (5) Relationship of structures and open spaces to the natural landscape, existing buildings and other community assets in the area and compliance with other requirements of this chapter; and
- (6) Impact on the Town's resources, including the effect on the Town's water supply (where present) and distribution system, fire protection and streets.

§ 199-13. Driveway specifications for residential and commercial properties.

A. The location of each driveway opening shall be approved in writing by the Highway Department before any work is started.

B. (2) Commercial drives.

(a) Width: minimum of 20 feet; maximum of 24 feet.

(b) Radius: minimum of 20 feet; maximum of 30 feet.

D. The area between the edge of the street pavement and the right-of-way line or a minimum of 10 feet shall be excavated of all clay and subsoil, other than gravel. Such excavation shall be backfilled with good quality bank gravel or dense graded crushed stone and thoroughly compacted in twelve-inch layers to a dry density below finish grade of 90% with a mechanical compactor.

E. Over the gravel base shall be constructed a bituminous concrete pavement. It shall be placed in 2 courses.

(2) Commercial, two-and-one-half-inch bituminous concrete base and one-and-one-half-inch bituminous concrete top, having a total thickness of 4 inches after compaction with a self-propelled roller having a minimum weight of 5 tons.

APPENDIX G:
Dover Community Center
Miscellaneous Documentation

<u>Page</u>	<u>Description</u>
1 – 3	Wetland Resource Specialist Report David W. Burke December 28, 2005
4 – 6	Caryl School Deferred Maintenance Letter to David Ramsay, Town Administrator March 26, 2004
7 – 8	Caryl School Building Letter to Tony Calo, Building Inspector March 26, 2004
9 – 11	Board of Selectmen Brief for Dover Community Center Building Committee http://www.doverma.org/bos%20brief%20for%20dccbc.pdf (from the Town's website)
12 – 14	Dover Community Center Vision Statement http://www.doverma.org/dcc%20vision%20statement.pdf (from the Town's website)

David W. Burke
Wetlands Resource Specialist
16 Coburn Rd.
Berlin MA
01503

12-28-05

*Don Mills, Architect
Mills and Whitaker Architects LLC
Box 750089
Arlington MA 02475*

Ref: Dover Community Center Property

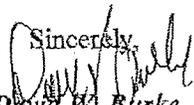
Dear Mr. Mills:

Per your request I visited the above referenced property in Dover MA on December 07, 2005. The purpose of my visit was to reconnoiter the three acre site presently containing The Dover Community Center and its associated recreation grounds for the presence of Wetlands and or Wetlands related Resource Areas including Buffer Zones.

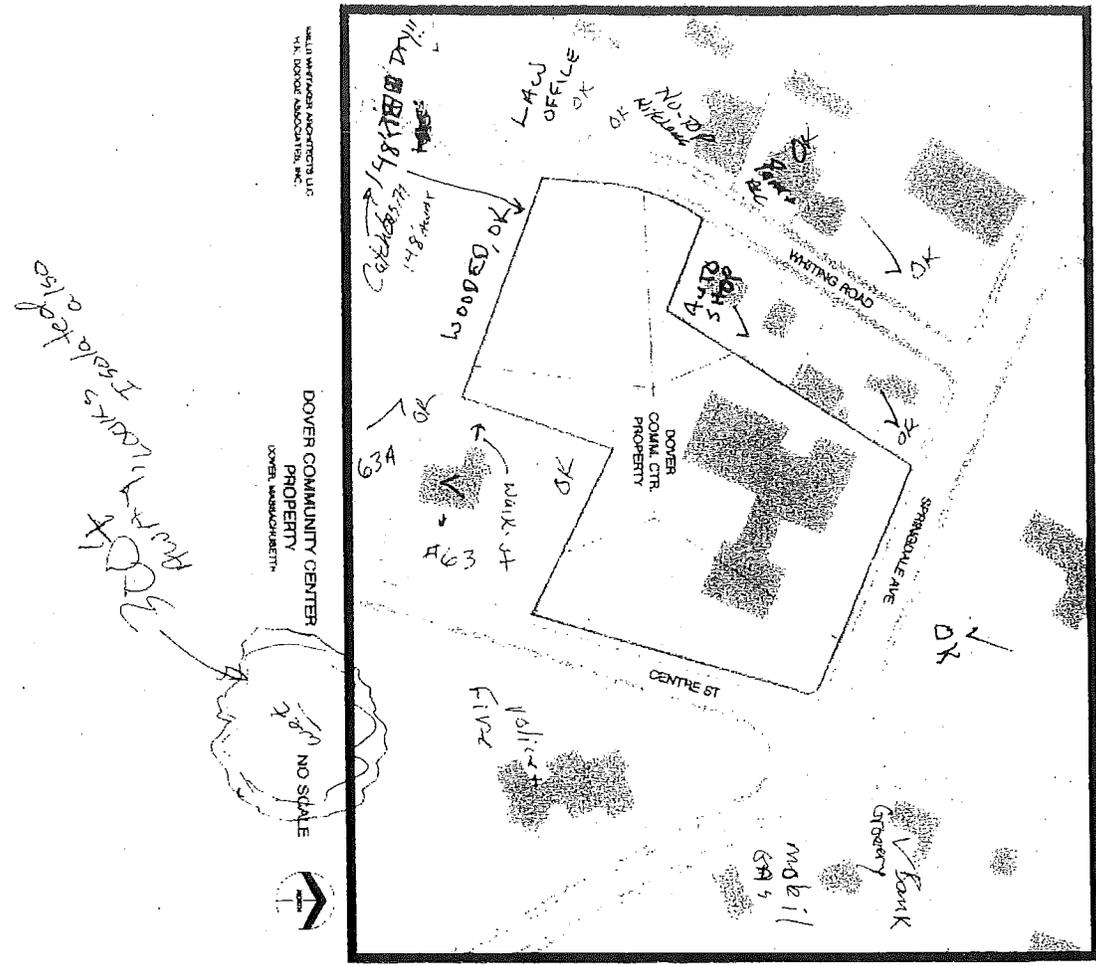
I walked the entire property and all the surrounding parcels within three hundred feet of the Community Center property boundaries. I was certainly able to determine that no wetlands occur on the subject property *AND* that no wetlands or Wetlands related Resource Areas occur near enough to the site to cast Bufferzone or River Front protection Area onto the subject property. It was not necessary to delineate the nearest wetland boundary three hundred or more feet away. This area is off the site and upgradient of the site, behind the Dover Police Station.

I have included a mark-up of an assessors plan showing the nearby parcels which I reviewed, and a *USGS Map* showing the wetlands area behind the Police Station. Typically Conservation Commission Review is triggered *only* when work is proposed within 100 feet of wetlands, vernal pools banks etc, or within 200 feet of a River Bank. This property is what is sometimes called a high and dry, or "Clean" site. I also observed that most of the property is covered by impervious surfaces and generating runoff into existing drainage infrastructure.

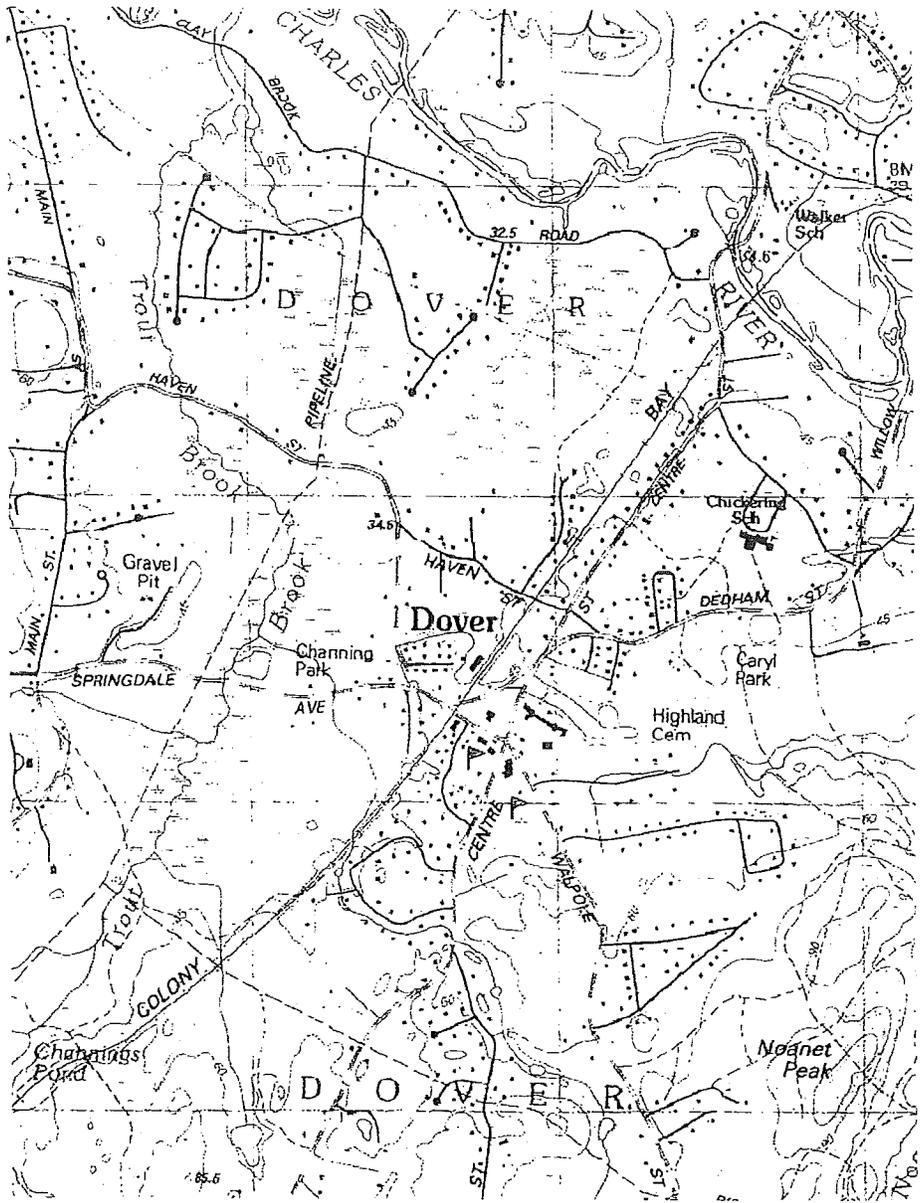
Thank you fo the opportunity to assist in this site research. I have performed several such investigations in Dover in the last year. This memo is meant for submission to the Building Inspector and or Conservation Commission Official if warranted.

Sincerely,

David W. Burke
Wetlands Resource Specialist





Marked Up Assessor's Map Showing Areas Reviewed for Wetlands Resources



USGS Map Showing Wetlands Resource Area Behind Protective Agencies Building

March 26, 2004

Mr. David Ramsay, Town Administrator
Town of Dover
P.O. Box 250
Dover MA 02030

Re: Caryl School Deferred Maintenance

Dear Mr. Ramsay,

In April 2003, we prepared a "Deferred Maintenance Study" for incremental repairs to the Caryl School. This study reviewed items that needed to be maintained and outlined the probable costs of making those repairs over a ten-year period. The approximate average annual expenditure for the maintenance plan would result in about \$200,000 in repairs, resulting in approximately \$2 million over ten years for the construction, plus soft costs of approximately \$300,000, resulting in an overall cost of about \$2.3 million.

You recently asked us to review the implications of performing the deferred maintenance as a single, integrated project. As a result, we have reviewed the 2003 report, toured the building again and examined the code implications of performing the work as a single project. Please note the following items:

1. **Accessibility Improvements:** The 2003 study excluded the need to make improvements to the existing accessibility environment of the school since the construction was not going to exceed 30% of the assessed value of the building over a three-year period. If the construction cost does exceed this trigger, then the entire building must comply with the current Architectural Access Board Regulations 521 CMR. This will result in the need to upgrade the elevator, upgrade toilet rooms, replace door hardware, provide adequate maneuvering clearance at all doors, upgrade handrails at stairs, provide appropriate signage and provide wheelchair access to the gymnasium.
2. **Seismic Upgrades:** In a similar fashion as noted above, if the construction cost exceeds 50% of the assessed value including the cost of any work performed over a two-year period prior to the project, then the building must comply with Seismic Category 2 as defined in Chapter 34 of the Building Code 780 CMR. This will involve the provision of seismic restraints around the perimeter of the building, tying the floor and attic structures to the masonry bearing walls.
3. **Automatic Sprinkler System:** It is our opinion that a deferred maintenance project does not necessarily trigger the requirement to provide a sprinkler system for the building. This is an issue that must be determined by the Building Official. Enclosed please find our letter to Tony Calo, Dover Building Inspector, regarding this issue. No cost has been included for this item.
4. It is our understanding that there will be no change in use or occupancy. Also, no change is anticipated regarding the existing kitchen. As a result, it is our understanding that no change to the existing septic system would be required. This assumption has not yet been confirmed with the Dover Board of Health. No cost has been included for this item.
5. **Enclose Open Stairway:** The central stairway of the building is open to the adjacent corridor space. This is an existing condition that need not be repaired unless a project under 780 CMR Chapter 34 is underway, whereby the open stairway must be enclosed. If the project is performed as a combined project, then this item must be addressed.

6. Replace Drywells: It has come to our attention during the recent site review that the existing drywells in the 1910 and 1931 portions of the facility are not operative. This information was not known to us at the time of the 2003 study. These drywells should be replaced during the roof work upgrade in order to provide adequate roof drainage.
7. If the project were performed at one time, costs would need to be added for General Conditions related to a General Contractor's involvement. In the 2003 study figures, it was assumed that the different repair items would be procured as separate projects to be handled by individual subcontractor's acting as prime contractors in direct relationship to the Owner.
8. The 2003 study did not include any costs related to escalation. Since one would expect to gain some efficiency by combining the multiple projects into one project, we have assumed that this financial savings will be offset by the escalation of construction prices over time. Hence, the preliminary figures below assume that this project would be performed in the year 2005.

Based on these issues, the cost of the construction would likely increase from \$2 million to \$2.8 million if it were to be performed as a single project. The overall project cost, including soft costs, would likely increase from \$2.3 million to \$3.3 million. Note that the disclaimer related to costs on page 13 of the 2003 report still applies to these approximate costs.¹ The breakdown of approximate costs is as follows:

2,000,000	Approximate Construction Cost (<i>Preliminary Cost Matrix, 2003 Study, page 16</i>)
175,000	Accessibility Improvements
140,000	Seismic Upgrades
15,000	Enclose Open Stairway
30,000	Replace Drywells
2,360,000	Approximate Cost with Accessibility, Seismic, Stair Enclosure, Drywells
440,000	Added Cost of General Conditions (one project under a General Contractor)
2,800,000	Preliminary Construction Cost of Single Project
336,000	Approximate A/E Fee (measured drawings, design & construction admin.)
122,000	Approximate Expenses (reproductions, change orders, testing, advertising)
42,000	Approximate Permit Fee
3,300,000	Approximate Revised Project Cost of Single Project

In addition to the code mandated and general construction issues noted above, you asked us to review any other likely issues that may want to be considered by the Town if this project were to be performed all at once. Listed below are optional items to consider for bundling into a single deferred maintenance project.

Replace HVAC Units, Piping & Controls – In the 2003 study, it was determined to maintain existing HVAC terminal units (unit ventilators, cabinet unit heaters, convectors, fin-tube radiation) and controls while replacing the air compressor and any piping known to be corroded. This approach is fine for ongoing maintenance. However, if the project were to be performed all at once, then the possibility of replacing terminal HVAC units and associated piping and controls should be considered. Note that the 2003 Study assumed no costs for unit replacement or the associated work. Since the time of the study, several unit ventilators have become inoperable and, due to limited funding for ongoing maintenance, those units have not yet been repaired. The approximate cost to replace everything is significant, as noted below:

350,000	Units
200,000	Piping
150,000	Controls
150,000	Associated General Construction
115,000	Associated A/E Fees, Permit
965,000	Approximate Cost

¹ "Since neither an Architect nor an Owner has control over construction costs or project phasing, this report does not warrant or represent in any way that actual repair costs will not vary substantially from those stated in the preliminary cost matrix."

Replace Electrical Wiring – The 2003 study included upgrading electrical panels and certain devices but was silent on the wiring, assuming this would be addressed on an as-needed basis. The approximate cost to replace existing branch wiring and provide basic tel/data wiring as part of a larger project is as follows:

130,000 Replace Wiring
100,000 Associated General Construction
30,000 Associated A/E Fees. Permit
260,000 Approximate Cost

Replace Second Floor Windows at 1971 Building – These windows are combinations of fixed sash and casement sash, all of which are single-paned. The hardware has been removed from the casement windows due to the hazards associated with having operable windows at the floor level of a school building.

48,500 Replace Windows
8,500 Associated General Construction
8,000 Associated A/E Fees. Permit
65,000 Approximate Cost

Upgrade Common Area Finishes – Finishes in the corridors and commonly used areas (e.g., unassigned classrooms) are in varying stages of disrepair. In the 2003 study, the corridor finishes were to be retained and deteriorated portions only were to be replaced while classroom finishes were to be replaced as needed by tenants. Many classrooms are used by multiple tenants and hence, finishes in those areas should probably be renewed by the Town. Finishes in areas used by single tenants have generally already been replaced. The upgrading of finishes in common areas would include carpet replacement, vinyl composition tile replacement and repainting of walls. The approximate cost for this work is as follows:

85,000 Replace Flooring Finishes
50,000 Repaint Walls
15,000 Associated A/E Fees. Permit
150,000 Approximate Cost

Provide Vestibule Addition at Main Entrance – The existing main entrance leads directly into the main corridor that is adjacent to the front offices. This results in cold air entering the adjacent offices with every operation of the door. The approximate cost to provide a modest entrance addition is as follows:

48,000 Vestibule Entrance Addition
7,000 Associated A/E Fees. Permit
55,000 Approximate Cost

The total cost of these optional maintenance items noted above approaches \$1.5 million.

If you have any further questions regarding this information, please do not hesitate to contact me.

Sincerely,

Donald W. Mills, RA
Mills Whitaker Architects LLC

Cc: Tony Calo, Building Inspector / Town of Dover
Captain David Tiberi, Fire Inspector / Dover Fire Department

Enclosure:
Letter to Tony Calo (3/26/2004)

March 26, 2004

Mr. Tony Calo, Building Inspector
Town of Dover
PO Box 250
Dover MA 02030

Re: Caryl School Building

Dear Mr. Calo,

This letter is a follow up to our recent telephone conversation regarding a possible deferred maintenance project at the Caryl School Building. As you know, the Town is considering options for upgrading the building systems of this community facility. In April 2003, we prepared a "Deferred Maintenance Study" that outlined a 10-year plan for making incremental repairs to the facility. We have now been asked to review the implications of performing all of the required repairs at one time.

The initial study prescribed construction expenditures of approximately \$200,000 per year, which, over a period of ten years, would result in about \$2 million in repairs, exclusive of design fees, permit costs and escalation. The maintenance work outlined in the study included repairs to the building envelope (roofing, masonry, framing repairs) and infrastructure improvements (mechanical, plumbing, electrical, fire alarm). The work did not involve any interior modifications, remodeling or site work other than work required to implement the repairs (e.g., toilet room renovations). We have enclosed the estimated breakdown of repair costs associated with the April 2003 study for your information and review (*Preliminary Cost Matrix, pages 14-17*).

An incremental approach to maintenance would limit annual cash flow and limit the need to upgrade the facility to current standards for accessibility, seismic hazards and automatic sprinkler systems. If the project were to be performed all at once, however, the construction cost of the work may trigger mandated code improvements for these three items.

For example, a project construction cost of \$2 million would trigger the need to fully conform with current accessibility regulations per 521 CMR 3.3.2. This cost would exceed the threshold of expenditure relative to the assessed value of the building which, at the time of the study, was \$2.7 million exclusive of land. The accessibility regulations require retroactive full compliance if construction expenditures are more than 30% of the assessed building value over a 3-year period.

Similarly, seismic hazard compliance is required if construction expenditures are more than 50% of the assessed building value over a 2-year period. Hence, an expenditure in excess of \$1.35 million would trigger the need to conform to Category 2 seismic hazard in accordance with 780 CMR Table 3408.1.

In contrast, the requirement to provide an automatic sprinkler system will not necessarily be triggered by performing the project all at once. This determination is made by the Building Official based on whether or not the work qualifies as "substantial renovation" or "substantial alteration" per 780 CMR 3-401.1. The code defines these two terms as follows:

Substantial renovation and substantial alteration is work which is major in scope and expenditure when compared to the work and expenditure required for the installation of a fire protection system, when such system is required by 780 CMR 9 for a particular use group.

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Mr. Tony Calo
Re: Dover Caryl School
March 26, 2004

In 780 CMR 904.2 Exception 1(b), automatic fire suppression systems for existing buildings with Use Groups B and E are required as follows:

Only in those portions of the building which have been altered or renovated provided that such renovation constitutes *substantial alterations or substantial renovations*, in accordance with 780 CMR 3401 and only when such space or spaces exceed 12,000 sf in aggregate floor area.

As you can see from these two excerpts of the Building Code, the need for an automatic sprinkler system rests on two issues. The first issue is the interpretation of "substantial renovation or alteration" as related to the scope and expenditure for this project. The second issue is related to the existing building exception for automatic sprinkler systems. Given that the Town of Dover does not have an adequate water supply for sprinkler protection without the provision of extensive storage tanks and emergency pumping facilities, it seems that the cost to provide a fire suppression system for this existing building would be significant when compared to the cost and scope of a deferred maintenance project. If the project were to be a gut renovation and floor plan reconfiguration involving an area of 12,000 square feet¹ or more, then it seems that the renovation in that portion of the building would merit the term "substantial." However, since the intent of the project is to repair aging systems, the scope question becomes a matter of interpretation. During our conversation, you indicated that you would review the project intent and code interpretation with Captain David Tiberi, Dover Fire Inspector. As a convenience to help facilitate your discussion, I am sending him a copy of this letter and its attachments.

Performing this deferred maintenance project all at once instead of over a ten-year period raises the probability of performing some other repairs that would normally be treated on an as-needed basis. These additional possible expenditures, when combined with the seismic and accessibility upgrades, will serve to increase the probable construction cost of the deferred maintenance project. These optional items are described in a letter being issued today, a copy of which is attached for your review (*David Ramsay, Re: Caryl School, 3/26/04*).

I look forward to your determination regarding this project. Please contact me if you have any questions regarding the attached documents.

Sincerely,

Donald W. Mills, RA
Mills Whitaker Architects LLC

Cc: David Ramsay, Town Administrator / Town of Dover
Captain David Tiberi, Fire Inspector / Dover Fire Department

Enclosures:
Preliminary Cost Matrix, pages 14-17 (4/30/2003)
Letter to David Ramsay (3/26/2004)

¹ The existing building is approximately 41,300 gross square feet in a total of four areas comprising the original 1910 building, the 1931 addition, the 1971 link and the 1971 wing. These four areas are separated by fire doors and, presumably, by fire walls. The existing building appears to satisfy the height and area limitations for a Type 3B construction per 780 CMR Table 503 for Use Groups B and E.

BOARD OF SELECTMEN BRIEF For DOVER COMMUNITY CENTER BUILDING COMMITTEE

Purpose of the Brief

1. To provide guidance, suggestions, challenges to the DCC Building Committee
2. To outline policy and operating issues for BOS discussion/resolution with various Town Boards, Commissions, Committees, and Departments

Vision for DCC

The Town of Dover is special and unique because of three values:

1. Rural, open character with an abundance of natural environment
2. Exceptional school system
3. Extensive community and civic culture

Most of our financial resources are devoted to the first two values. It is highly appropriate that we make a major commitment to the third value through provision of first rate, functional and flexible community center facilities to serve the Town in the 21st Century.

Space goal: Provide 26,000 SF of useable spaces (the amount that CSFCS identified in the existing building).

Cost goal: Maximum Costs (based on CSFCS per square foot cost):

- Full renovation of 40,000 SF (65% efficiency) at \$203 per SF
\$8.12 Million
- New Construction of 30,000 SF (87% efficiency) at \$308 per SF \$9.24 Million

Funding Sources: 67% Public, 33% Private

Important Characteristics of Community Center Building(s)

1. Architecture in keeping with Town House and Library
2. Uses that are compatible with town center location and traffic flow requirements
3. Separate and distinct permanent space for senior citizens
4. Most other spaces should be flexible with the potential for multiple uses throughout the day
5. Specific rooms or sections that facilitate or attract major private gifts/endowments.

- Senior Center
 - Great Room
 - Pre-school age Center
 - Individual rooms
 - Gymnasium
 - Etc.
6. Building design, if possible, should allow for construction section by section:
- To meet Town affordability constraints
 - To meet private funds availability
7. Selection of alternatives based on life-cycle cost considerations

Preliminary List of Possible Program Elements

Senior Center

- Sitting/Living Room Type Area with TV/Book Shelves
- Gathering Room
- Kitchen (full or warming)
- Bridge/game room
- Multi-use Activity Room
- Bathroom
- Office space (director, outreach or social worker)
- Separate entrance, close to convenient parking

Recreation/Education Center

- Flexible use Activity Rooms (4-6)
- Multi-use physical Activity Room (Dance classes, aerobics, yoga, martial arts, fencing, etc)
- Great Room
- Full Kitchen
- Game room
- Office Space
- Gym
- Storage Space

Strategic Scenarios

Full Renovation

In this scenario, the existing building would undergo the work described in CSFSC Option 2-High Range of Finishes

Renovation/New Construction Hybrid

This scenario includes several alternatives:

- Remove 1971 Wing, renovate 1910 and 1931 sections, construct new space as a wing or as a stand-alone building.
- Demolish 1971 Wing and 1931 section, renovate 1910 section (or restore to period schoolhouse), construct new spaces either connected or stand-alone.
- Other combinations as proposed by Building Committee New

Construction

This scenario also includes several alternatives:

- Single building on Caryl School site
- Multiple stand alone buildings on Caryl School site
- Single/multiple building(s) on Caryl School site with off site annex for preschool/extended day activities.

BOS Policy/Operating Issues

1. Permanent Management Plan
 - Staffing
 - Operating budget
 - User Fees
2. Procurement Process(Recent Reforms)
 - Project Manager
 - Planning A/E continuation to design phase
 - Pre-qualification of GC's and Subcontractors
3. Possible Community Center Annex on the Chickering School Campus for preschool age programs and extended day programs.
4. Future of the Whiting Road Building and potential contribution to the DCC

Dover Community Center Vision Statement

(Provided to architectural design applicants by DCCBC, August 2005)

The reuse of the Caryl site should be considered as an extension of Dover's Town Green, which begins at the library and proceeds westerly to the Town House. Every effort should be made to have the new Dover Community Center (DCC) relate to, complement and enhance the Town Center. The layout of the site needs to include outdoor open spaces to accompany the town green and reflect the rural character of the town. The character of the town is traditional and understated, not ostentatious.

The atmosphere at the DCC should be warm and welcoming, with plenty of natural light. The DCC's building and programming should help energize Dover Center and provide another "activity generator" for this Center. The end goal of this project is to enhance and promote Dover's sense of community.

Potential Uses

ESSENTIAL ELEMENTS

Users

Characteristics & Types of Spaces

Senior Center

Acoustics, very important
Activity room: crafts, arm chair aerobics, health clinics
Bathroom(s), separate, accessible
Bridge room
Entrance (separate)
Flexible space
Gathering room: luncheons, coffees, seminars, meetings
Offices (2): director; outreach worker/social worker
Parking, easily accessible, including handicap
Reception area, small
Sitting area: TV, books, etc.
Storage
Outdoor patio off the "gathering" room (Optional)

Children & Families

Activity rooms, flexible meeting rooms, a sitting area
Place for snacks

Park & Rec Department

Customer service counter
Offices (2) Program space
Storage Teen Center

Pre-School/Child Development

Access to outdoors, to playground
Bathrooms
Classrooms (4-6) (approx. 1,000 sq ft, flexible use)
Drop-off & pick-up, safe
Flexible space
Meals/snacks
Refrigerator

Sports/rec room access
Storage
Wash-up area

Great Room

Access to outdoor area
Connect to the full kitchen
Game area: pool table, board games
Housing for emergency crews
Large space for meetings, movies, theater/concerts, shows,
toy & clothing exchanges, party & wedding rentals
Sound system Storage for activities, when not in use

Sports/Rec Room

Child Development's indoor gross motor space
For Park & Rec programs, batting cage, etc....

Administration

Office space for anticipated staff

Kitchen

Access both from Great Room and Senior Center
Full kitchen, but not 'restaurant' scale

Dance Studio

Dance-quality floor
Large, multi-use room w/mirrors & wood floor, 1500-2,000sf:
for dance, aerobics, yoga, karate
Mirrors
Sound system
Storage
Ventilation

Future Expansion

Plans/space for future expansion

OPTIONAL ELEMENTS

Users

Characteristics & Types of Spaces

Municipal

To facilitate expansion of Town House department offices
Conference room
Office space

Storage

Storage

For other town organizations, associations

Climate-controlled

Easy-access