

December 9, 2022

Sean O'Rourke

Milton School Building Committee

Milton Public Schools

Via email

RE: **Fontbonne Convent**
Early Childhood Conceptual Study

Dear Sean:

Thank you for this opportunity to once again serve Milton Public Schools. In response to your request, Drummey Rosane Anderson, Inc. is pleased to submit this proposal to provide architectural pre-feasibility services related to a potential Early Childhood Center at the Sisters of St. Joseph Convent on Centre Street in Milton. Thank you and Ada and Glen for taking the time last week to discuss this project with me.

BACKGROUND

The Town of Milton has the opportunity to acquire a portion of the Fontbonne Academy property that currently is the site of the Sisters of St. Joseph of Boston Convent and Church. The 3.2 Acre parcel is identified as Lot 1-B on the Site Plan prepared by Norwood Engineering dated August 25, 2009. The existing three-story building contains approximately 45,000 square feet.

The Town may act upon this potential purchase at a Special Town Meeting at the end of February 2023. The purchase is being considered by the Town for the purpose of relieving overcrowding in the Milton elementary schools. This would be accomplished by relocating the Pre-K and Kindergarten students from each of the current elementary schools to the Fontbonne site. The Town is requesting this professional services proposal from DRA in order to consider the feasibility of this concept and to identify issues that may be related to the project's future development.

PROJECT

We understand that the goal of this project is to convert the former convent building into a central early childhood center housing Milton's Pre-Kindergarten and Kindergarten students in order to relieve current and projected over-crowding in the Milton Public Schools. The existing

building may also require an addition to house the targeted enrollment of approximately 470 full-day students in 26 classrooms.

In addition to the required classrooms, the building shall also provide cafeteria, kitchen, library, large-group multi-purpose space, administrative, and other spaces to support to the early childhood activities.

The site also needs to accommodate the related outdoor play areas, parking and drop-off areas for the Early Childhood Center. There is also an existing driveway that is shared with the adjacent Fontbonne Academy that must be maintained.

SERVICES

To accomplish this assignment, DRA shall provide professional architectural services to test the feasibility, develop conceptual options, and identify development issues for the renovation and addition to the Convent on this parcel of land.

Specifically, our Team will:

- Confirm the Project goals and objectives, and review the proposed schedule with your committee.
- Develop conceptual educational programs for the proposed Early Childhood Center in collaboration with your committee and, if necessary, appropriate school dept personnel.
- Collect existing site information from the District and from publicly available sources
- Visit the site to become familiar with and to assess the existing conditions.
- Develop a range of conceptual option layouts to address the space needs identified above.
- Identify issues to be considered in the development of this project.
- Provide an opinion of the feasibility of the Town achieving its goals for the project. As we discussed, given the limited time frame and the limited depth of investigation, DRA cannot guaranty that the Town can achieve its goals with the purchase of this property.
- Provide an order-of-magnitude Construction Cost Estimate; most likely expressed as a range of potential costs.
- Compile the appropriate information into a draft presentation for review with your Committee, incorporate comments and revisions into a final presentation.
- Assist your committee to present findings to the Milton School Committee and Select Board if desired.

Please note that we propose engaging the services of consulting civil, mechanical, electrical and structural engineers on a limited basis for this study. Their work will relate to reviewing existing conditions and offering an opinion of development and construction issues related to their discipline.

We are not including the services of a hazardous material consultant at this time.

SCHEDULE

We understand that the Town is seeking the results of this study prior to the Special Town Meeting. We estimate the time to complete this work will be approximately six weeks from your authorization to proceed. We will work with your committee at an initial kick-off meeting to confirm the District’s schedule goals and will endeavor to provide you with relevant information as soon it is developed.

FEE

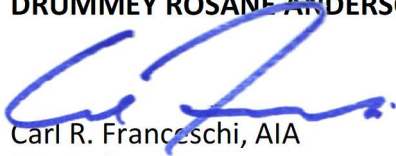
For the services outlined above we propose a lump-sum fee in the amount of **Eighteen Thousand Five Hundred Dollars (\$18,500.)**.

We anticipate that the form of our Agreement for this project will be the District’s Purchase Order along with this proposal.

We trust that this proposal responds to your needs; please let us know if you need additional information at this time. Our proposal is based upon our recent discussions, your existing site and building documentation, and our experience with similar efforts.

We look forward to working with you and the Town of Milton once again.

Sincerely,
DRUMMEY ROSANE ANDERSON, INC.



Carl R. Franceschi, AIA
Principal

Approved:
for **TOWN OF MILTON**

By: _____
Milton School Building Committee

Printed : _____ *Date:* _____