

February 22, 2022

Decas School Steering Committee  
Town of Wareham, MA

Dear Committee,

I would like to take this opportunity to introduce myself. My name is Nadia Melim and I am a registered architect and Vice President of Facilities Architecture at Jones Payne Architects & Planners, Inc. (Jones Payne). My firm was founded on a shared belief that livable communities are achieved through the stewardship of the built environment. Jones Payne works to create collaborative solutions that foster sustainable growth, focusing on reuse and renovation as a means to preserve and enhance existing structures. Most importantly, I am a proud resident of Wareham. I love its vibrant history and appreciate its beautiful forests and miles of shoreline. As such, I am deeply committed to helping build a stronger, healthier and more prosperous town.

The majority of my career has been spent in the public sector, including the renovation and new construction of public facilities. This involves buildings for educational, civic, and institutional clients. I understand how programming and funding for these kinds of projects work. I have also earned my Massachusetts Certified Public Procurement Official (MCPPO) designation and am familiar with state procurement practices.

I have been closely following the progress of this potential project. The idea of converting the John William Decas School (Decas) school into a multi-generational community center is certainly intriguing on many fronts. I was one of the citizens that voted in support of exploring the possibilities of such a center at town meeting, and have had the opportunity to discuss this idea in further detail with some of the warrant article petitioners at the informal meetings they held.

I am well acquainted with Decas. Previously, I was a member of the building committee for the new Wareham Elementary School. During the process of that project, I became familiar with the facility. Unfortunately, I was unable to remain on the committee for its duration. I took a new position with Jones Payne that required me to commute to Boston because I did not want to move out of Wareham. My daily commute meant I no longer had time to attend regular committee meetings. I have since moved into a leadership role, which has afforded me the flexibility to spend most of my time working from my home in Swift's Beach.

Wareham is an exceptionally unique town with very specific needs and wants for a community center. This project requires a qualified design team with experience conducting feasibility studies. In my professional opinion, a team with personal connections to town would be ideal. I am both qualified and local, which is why I am submitting this proposal to produce the feasibility study for Decas.

- Professionally: So many public projects I have worked on have begun with these types of studies; they help determine the viability of a project, ensuring it is technically feasible as well as economically justifiable. The feasibility study that was approved at town meeting is a type of document I work with on a daily basis.
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- Personally: I don't have children and I am not a senior; however, I am a thriving, 30-something professional who is an advocate for the Town of Wareham. I believe that my existing knowledge of Decas, the Town of Wareham, and its fellow citizens offers significant and unparalleled value.

Lastly, and most importantly, thank you very much for generously volunteering your time to be on this committee. It is through efforts like yours that we can engage our collective community and continue to make Wareham an even better place to live.

Please feel free to reach out to me with any questions.

Nadia Melim, AIA, MCPPO

VP of Facilities Architecture  
Jones Payne Architects & Planners Inc.  
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January 22, 2022

Decas School Steering Committee  
Wareham, MA.

Committee members,

Thank you for soliciting The Jones Payne Group to assist with the feasibility study for reuse of the Decas Elementary School. Our fee detailed here covers a study to investigate the feasibility of transforming the Decas Elementary School into a community center and senior housing. Our work will extend to the scope defined below in the LOE.

### **Level of Effort (LOE)**

1. Develop list of programmatic elements the committee desires to incorporate into the building.
2. Study the existing building layout and locate the program areas in appropriate locations.
3. Develop a phasing plan that supports multiple stages of funding.
4. Develop schematic floor plan suitable for presentation.
5. Develop a rough order of magnitude probable cost estimate (ROM). The ROM estimate will be based on current market condition prices per square foot, and will be broken down by phase.
6. Provide a final report.

### **Prerequisites**

The LOE assumes that:

1. The as-built drawings will be available in electronic CAD format.
2. The committee will be available for two meetings

### **Exclusions**

Engineering and environmental consultants have been excluded.

### **Fees**

Please refer to the attached fee proposal spreadsheet; our fee for this project is \$12,010

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**Project Schedule**

We anticipate that the final report will be complete two months from the acceptance of this proposal.

Please do not hesitate to call if you have any questions or concerns with this proposal.

Sincerely,

Nadia Melim, AIA  
*VP of Facilities Architecture*

**Jones Payne Architects & Planners, Inc.**

Encl: Fee proposal detail sheet

**PROJECT OVERVIEW**

**Design Services**

Feasibility study, schematic drawings, phasing plan

**Total Estimate for Professional Services**

**\$12,010**

<b>BREAKDOWN OF DESIGN SERVICES</b>	<b>PIC</b>	<b>PM</b>	<b>SA</b>	<b>CL</b>	<b>TOTAL</b>
<b>Design</b>					
Project startup				2	2
Meet with stakeholders to review scope and determine approach	1	3			4
site visit to confirm as-builts generally match field conditions		2	2		4
develop phase plan	1	8			9
layout phases in floor plan format	1	8	16		25
present to stakeholders	1	3			4
make revisions		6	8		14
develop ROM cost estimate by phase, by SF	1	8	2		11
Prepare report	1	2	4		7
					0
					0
					0
					0
					0
					0
<b>Sub-Total Hours:</b>	<b>6</b>	<b>40</b>	<b>32</b>	<b>2</b>	<b>80</b>

<b>SUMMARY OF ARCHITECTURAL SERVICES</b>	<b>HOURLY RATE</b>	<b>HOURS</b>	<b>TOTAL</b>
Principal Architect (PIC)	\$225 /HR	6 HRS	\$1,350
Project Manager (PM)	\$165 /HR	40 HRS	\$6,600
Staff Architect (SA)	\$120 /HR	32 HRS	\$3,840
Clerical/Administrative (CL)	\$110 /HR	2 HRS	\$220
<b>a. Sub-Total Architectural Design Services:</b>		<b>80 HRS</b>	<b>\$12,010</b>

<b>SUMMARY OF CONSULTANT SERVICES</b>	<b>SCOPE DESCRIPTION</b>			<b>TOTAL</b>
	<b>DISCIPLINE</b>	<b>FEE</b>	<b>% MU</b>	
	All engineering excluded	\$0	1.1	\$0
			1.1	\$0
<b>b. Sub-Total Consultant Services:</b>				<b>\$0</b>
<b>TOTAL REQUEST FOR DESIGN SERVICES:</b>				<b>\$12,010</b>