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MEMORANDUM

TO: Jarrod J. Cabral, Director

FROM: Michael Richard, Weston & Sampson

DATE: December 10, 2024

SUBJECT: Design Professional Questions and Responses

Below are responses to questions we received dated December 4, 2024, from Anthony Garrett to Jarrod Cabral.

Q1. *Will energy models be included in the design? If so, will they be done in house or by an outside consultant and will fees include this service?*

- Energy models can be included, and if provided can be done in house; the exact scope needs to be determined. We generally, only sub out energy modeling when pursuing LEED certification due to the administrative burden associated with LEED. Further information on modeling and some of the potential scenarios are below:
 - An energy model will be produced for the required equipment life cycle cost analysis. This may be different than other potential models, (such as energy-efficiency models of a building, as noted below). Some information on when additional modeling may be necessary is included below:
 - A Thermal Energy Demand Intensity (TEDI) model is required by code for individual spaces that are 20,000 sf or more (because we are mixed use). TEDI produces the annual heating or cooling energy per unit area that a building demands from the HVAC system to keep the indoors at the desired temperature setpoints and to provide ventilation.
 - Energy model at the clients request to complete design financial decisions. This may also include LEED to get the required points.
 - Energy model to obtain energy incentives. We have found that the prescriptive method for similar buildings has often resulted in the same,

if not better incentives. This most appropriate method for this project will be discussed with Cape Light during the design process.

Q2. *Do you plan on participating in Design Charettes convened by the AHBC?*

- Yes, absolutely. Design charettes are an important part of the design process where creative ideas are shared. Design charettes are done on every one of our projects.

Q3. *Will the design team include a LEED Accredited Professional?*

- Weston & Sampson has on staff 16 LEED-Accredited Professionals, and 5 LEED Green Associates, some of which will be part of this design team.

Q4. *See OPM questions above Re meetings, budgets and cost controls.*

- We anticipate convening approximately bi-weekly for Owner, Architect, Project Manager meetings.
- We recommend three total project cost estimates be provided at key intervals for this project. These intervals are at the conclusion of: 1) schematic design, 2) design development, and 3) 90% construction documents.
- Value engineering is very client/project specific. Value engineering is best conducted early in the design process. The Town has the advantage of adopting the specialized energy code which will enhance energy efficiency.

Q5. *Will you provide CV's for:*

- *MEP and FP Engineers?*
- *In house Project team?*
- *Other outside consultants?*

- We can provide a full breakdown of our fees, including that of our in-house team as well as for outside consultants.

Q6. *Will your fee include obtaining LEED certification or similar?*

- We can certainly provide a scope for LEED certification if that is something the Town is interested in pursuing. If the Town desires to pursue LEED for this project, we should discuss this soon.