MICHAELPETROVICK
ARCHITECTS, PLLC

May 26, 2020

Robert B. Stephenson
Meetinghouse Committee
Town of Jaffrey
10 Goodnow Street
Jaffrey, NH 03452

RE: Historic Building Assessment Update

Rob:

We are pleased to submit our firm's qualifications and proposal to complete a historic building assessment update and report of the Jaffrey Meetinghouse for a 2020 NH LCHIP grant application. This proposal is based upon the information conveyed during our recent telephone discussion, and my recent telephone discussion with George Born of NH LCHIP regarding the requirements of the updated report. It is our understanding the Town may consider applying to NH Preservation Alliance for a grant to fund part of this project.

As you know, the firm has completed many historic building assessment reports and rehabilitation projects for historic buildings in other communities in the region, including the Francestown Town Hall, the Jaffrey Meetinghouse measured drawings and Roof Replacement, the Francestown Beehive, Jones Hall in Marlow, Golden Rod Grange in Swanzey and Whitcomb Hall in West Swanzey. This work has been prepared for use in documenting building history, establishing preservation guidelines, acquiring NH LCHIP and CDBG (Community Development Block Grant) grant funding for preservation and building updates such as ADA Accessibility, including installing LULA lifts and major structural upgrades.

The scope of our work for the Jaffrey Meetinghouse HBA update will be supplemental to the previous report completed by Structural Technology, Inc. in 1990. Per the requirements as outlined by NH LCHIP and NHPA, this supplemental report will include:

- The historic research prepared by Mae Williams in 2014,
- Existing conditions assessment
- Recommendations following the Secretary of the Interior's Standards to address findings of the assessment

Our research, site work and documentation will be performed following the guidelines outlined by NH LCHIP, the NH Department of Historic Resources as well as the US Department of the Interior Preservation Brief 43 which provides a very detailed approach to performing and reporting on historic buildings. .

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Thank you again for the opportunity. I look forward to working with you and the Town of Jaffrey on this project.

Kind Regards,

Michael J. Petrovick, NCARB, AIA

Our Firm and Qualifications

Michael Petrovick Architects is a Keene, NH-based architecture and planning firm. The firm was formed in 2020 following the dissolution of Catlin + Petrovick Architects. Building on 35-years of experience, the firm is continuing to build on a standing reputation of successful projects with both public and private clients throughout the region incorporation experience, vision and passion for design. These successful projects are based on the simple principle of engaging each client in a collaborative process.

The firm currently has a staff of four, including the design principal, and is structured to handle projects of all sizes. We are highly experienced architects, having worked on many building types – including new construction and renovation – with construction costs ranging from under $100,000 up to more than $8 million. Providing exceptional support to our clients, our firm offers services from pre-design through comprehensive architectural/engineering services for residential, commercial, municipal and historic preservation projects. We feel the collaborative approach to project delivery makes the design and building process run smoothly and efficiently.

Our location in southwest New Hampshire allows us easy access to projects throughout New Hampshire, Massachusetts, Maine and Vermont.

A significant portion of our firm's work is projects involving historic buildings. Through our experience we have an established working relationship with the staff at NH LCHIP, NH Division of Historic Resources and with the NH Preservation Alliance. Mr. Petrovick has been an invited speaker at several NH Preservation Alliance conferences.

MICHAEL J. PETROVICK, NCARB, AIA

Michael has over 30 years of experience in Architecture and Computer Technology. His career includes a twelve-year hiatus from the practice of Architecture while he was engaged in the computerization of the building design industry by working for Autodesk, the producers of AutoCAD and Revit software and Newforma, the producers of Newforma Project Center. While working in the technology industry Michael continued to maintain a part-time architectural practice. He has been re-engaged in full-time practice of Architecture for seven years. Prior to his work in technology Michael was employed in several architectural firms in the New York City and Albany areas of New York. His project experience includes Municipal, Commercial, Institutional, Health Care and Residential. His experience on many of his projects involves working with historic buildings – including preservation and re-purposing and integration of state-of-the-art technology to reduce operating costs and improve comfort. In addition to being a partner in the firm, Michael is also an adjunct professor of Architecture at Keene State College and teaches classes in building information modeling and architectural design. Michael is often invited to speak regarding his work with historic structures. Most recently he spoke at the NH Preservation Alliance Annual Conference. He has a BS in Architecture from New York Institute of Technology and is registered as an architect in New Hampshire.

Scope of Work and Statement of Understanding

Our understanding of the objective of this project is to prepare a complete Historic Building Assessment with Preservation Guidelines and Historic Structure Report as outlined in *Preservation Brief 43* by the U.S. Department of the Interior and by New Hampshire Land & Community Heritage Investment Program for the Community Church of Harrisville and Chesham.

The document shall provide a road map for the preservation, stewardship and use of the building as well as be a mechanism to help secure grant funding for the work required to preserve the building. The document shall include the history and function of the building over time and shall identify the preservation needs and priorities for the building to continue to serve the community as a public building.

The report will prioritize recommendations following the appropriate Secretary of the Interior's Standard for the Treatment of Historic Properties, for the next steps in the buildings rehabilitation.

Specifically the Assessment will address:

1. History of the property and it's use over time
    a. Description of the building's form, style and setting
    b. Significant historic events associated with the building
    c. Ownership and/or historical use of the building
    d. Construction history
    e. Builder's or architects associated with the property
    f. Photographs documenting the building's history
    g. Location map
2. Preservation Objectives
    a. Ownership and management goals
    b. Anticipated use or adaptive re-use of the building
    c. Highlight character-defining features
3. Existing Conditions Assessment
    a. Measured architectural drawings (floor plans, exterior elevations, building sections)
    b. Photographic documentation
    c. Building exterior and interior materials
    d. Features and finishes
    e. Interior space
    f. Mechanical, electrical and plumbing systems analysis
    g. Life safety (fire protection and egress)
    h. Code compliance
        i. International Building Code 2009
        ii. International Existing Building Code 2009
        iii. International Energy Conservation Code 2009
        iv. NFPA 101 Life Safety Code
        v. NFPA 941 Code for Fire Protection of Historic Structures
        vi. 2010 ADA Standards for Accessible Design
4. Recommendations
    a. Preservation strategies and suggested treatments
    b. Work recommendations and estimated budget
    c. Recommendations for further studies
    d. Recommendations on where, including life safety, energy, and accessibility codes
    e. Explain how recommendations will meet the Secretary of the Interiors Standards for the Treatment of Historic Properties

5. Final Report
    a. Present three (3) printed copies of a final printed and illustrated professional report along with and electronic copy. The report shall include:
        i. A narrative which documents the history of the building, its physical description, existing conditions, and an evaluation of significance.
        ii. A discussion on historic preservation objective, along with recommendations for a treatment approach and specific work plan.

Project Approach and Schedule

Our firm has broad experience in the assessment and documentation of historic buildings across the state. We anticipate this project not to exceed 30-days and are available to begin work on the project immediately, shall we be the selected firm.

As with any historic assessment or rehabilitation project, once commissioned, we typically open a dialog with NH LCHIP personnel regarding the project and maintain regular communication throughout the process. In this case, we have already reached out to George Born. We like to ensure we are proceeding accordingly and in anticipation of a formal review of the project by LCHIP and NH Division of Historic Resources. We are currently in the process, and have successfully completed, many projects with both agencies.

References

Brad Howell
Town of Francestown Select Board
(603) 547-3469
Abigail03043@gmail.com

Jamie Pike
Administrator, Town of Francestown
(603) 547-3469
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Robert Stephenson
Jaffrey Meetinghouse Committee
(603) 532-7653
rob@rs41.org

Andrew Bohannon
Facilities Director/Director of Recreation Department
City of Keene
(603) 357-9829
abohannon@ci.keene.nh.us

George Born
Historic Resource Specialist
New Hampshire Land & Community Heritage Investment Program
(603) 224-4113
gborn@lchip.org

Michael Branley
Administrator, Town of Swanzey
(603) 352-3469

Projects of Similar Scope

The following is a list of projects of similar scope for historic buildings in the region:

- Whitcomb Hall Swanzey Rehabilitation,
- Golden Rod Grange, Swanzey, Historic Building Assessment
- Francestown Town Hall Historic Assessment (NHPA)
- Francestown Town Hall Preservation and Renovation (LCHIP)
- Jaffrey Meetinghouse Historic Documentation
- Jaffrey Meetinghouse Roof Replacement (LCHIP)
- Francestown Beehive Historic Assessment
- Francestown Beehive Renovation (LCHIP)
- Community Church of Francestown Historic Assessment
- Bennington (NH) Town Hall Historic Assessment and Feasibility Study
- Jones Hall (Marlow, NH) Renovation (LCHIP)
- Washington Center School Renovation (LCHIP)
- George Holmes Bixby Memorial Library, Francestown, NH
- Francestown Village Store Rehabilitation

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Fee Proposal

Pre/Project Work

- Review existing documentation

Post Contract Process

- Project meetings with client
- Coordinate Architectural Historian's Report from 2015
- On-site information, discovery and documentation
- Photography
- Budget costs for required work
- Draft report
- Review by client
- Final Report

ARCHITECTURAL SERVICES FEE: $3,500

Client Responsibilities
The Client shall make the facility available to the Architect for the Building Assessment.

The Architect shall commence work immediately upon authorization to proceed. Professional fees developed for this project shall be based on those outlined above. Modifications not under the control of the Architect are subject to an increase in the Architect's compensation, with written notification to the Client.

If through no fault of the Architect, the Scope of Services has not been completed within sixteen (16) months of the date of the authorization to proceed, compensation for the Architect's services beyond that time shall be considered Additional Services.

Ownership of Documents
All documents prepared or furnished by the Architect and its consultants under this agreement are instruments of Architect's professional services, and the Architect and its consultants shall retain an ownership and property interest in therein. The Architect and its consultants grants the Client a license to use the instruments of professional service for the purpose of constructing, occupying and maintaining this specific project.

All ideas, designs, arrangements and/or plans represented by the architects and its consultants drawings and shall only be used for this project unless granted written permission by the Architect.

Insurance
The Architect shall maintain Workman's Compensation, General Liability and Professional Liability Insurance throughout the period of this Agreement. Certificates of Insurance list the Town of Jaffrey as additional insured will be provided to the Client.

Dispute Resolution
It is mutually agreed that the terms of this Agreement shall be binding upon authorization to proceed. Any dispute or claim arising in connection with the Agreement shall be submitted for mediation for resolution in accordance with Construction Industry Mediation Rules for the American Arbitration Association currently in effect.

Termination
Either party may elect to terminate this Agreement with not less than seven (7) days notice should either party fail substantially to perform in accordance with the terms herein through no fault of the party initiating the termination.

This agreement represents the entire and integrated agreement between Michael Petrovick Architects, PLLC and the entity identified herein and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may be amended only by written instrument signed by all parties. The agreement shall be governed by the laws of the State of New Hampshire.

If this proposal is acceptable to the Town, please sign and return:

In agreement with Michael Petrovick Architects, PLLC Proposal dated

Authorized by_____on behalf of the Town of Jaffrey

Date_____, Signed _____