MICHAEL PETROVICK
ARCHITECTS, PLLC

December 10, 2020

Rob Stephenson
Jaffrey Meeting House Committee
Town of Jaffrey
10 Goodnow Street
Jaffrey, New Hampshire 03452

Jaffrey Meeting House Tower Rehabilitation

Mr. Stephenson,

Thank you for the opportunity to provide you with this proposal to provide architectural services for Meeting House tower rehabilitation project as outline in the Historic Building Assessment dated June 15, 2020 completed by our firm.

The scope of the work will include rehabilitation to these elements of the Tower:

1. Repairs to the interior and exterior of the belfry in-kind, including roof(s), belfry railing, belfry roof railing, belfry structure, exterior siding, trim, and balustrades.
2. Tower interior stairs and floor repairs.
3. Repair and repaid (4) clock faces, including clock numerals and clock hands.

The scope of services will include:

1. Observation of existing conditions.
2. Architectural drawings and specifications prepared to include the requirements per the Secretary of the Interior's Standards for the Treatment of Historic Properties and Preservation Briefs addressing specific tasks.
3. Prepare Bid Documents in collaboration with the Town of Jaffrey Town Manager or Director of Public Works.
4. Obtain Contractor Bids, including qualifications
5. Oversee work in while in process for compliance to construction documents, codes and standards

We are proposing to provide architectural services at a Stipulated-Sum of $8,500.00. Our fee includes reimbursable expenses. We will invoice monthly based on percentage of work complete.

Please forward a Town of Jaffrey Agreement for us to execute.

We look forward to working with you and the department through the study process to generate a workable solution at a budget you feel will be supported by the community.

Respectfully,
MICHAEL PETROVICK ARCHITECTS, PLLC

Michael J. Petrovick

Michael J. Petrovick, NCARB, AIA
Principal

ACCEPTED BY:

Jon R. Frederick

JON R. FREDERICK
TOWN MANAGER

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