From: Robert Stephenson rob@rs41.org @

Subject: Fwd: Meeting House Tower Rehabilitation Proposal

Date: December 21, 2020 at 10:42 AM
To: Judy Zola jzola@townofjaffrey.com
Bcc: Robert B. Stephenson rob@rs41.org



Hi Judy,

I sent it to Jon and I know he got it as he responded that he alone could execute it.

Here it is again.

Regards,

Rob

On Dec 21, 2020, at 9:50 AM, Judy Zola <jzola@townofjaffrey.com> wrote:

Hi Rob,

Regarding the contract...we haven't seen anything from Mike yet...on the timeline, it looks like it should be signed in January.

Judy Zola, Administrative Assistant Town of Jaffrey 10 Goodnow Street Jaffrey, NH 03452

Office: 603-532-7880 ext. 100

Fax: 603-532-7862

Email: <u>jzola@townofjaffrey.com</u>

From: Robert Stephenson <<u>rob@rs41.org</u>> **Sent:** Saturday, December 19, 2020 9:18 AM **To:** Judy Zola <<u>jzola@townofjaffrey.com</u>>

Subject: MH Tower donations

Judy,

You provided images of checks from John Field and Betty Shea.

Would you send me ones for Nancy Rierson, David Belletete, mine and any others that have come in?

Also, where does the agreement with Mike Petrovick stand? Has Jon sent Mike anything yet? If yes, I should have a copy.

Thanks

Rob

Jaffrey Meetinghouse Tower Town of Jaffrey, New Hampshire Jaffrey Meetinghouse Committee Robert B. Stephenson, Member P. O. Box 435, Jaffrey, NH 03452

Cel Tel: +1 603-933-2471 E-mail: rob@rs41.org

Back-up e-mail: rs41@comcast.net

Begin forwarded message:

From: Michael Petrovick mpetrovick@mjparchitect.com Subject: Meeting House Tower Rehabilitation Proposal

Date: December 10, 2020 at 2:33:47 PM EST **To:** Robert Stephenson <<u>rob@rs41.org</u>>

Rob,

A letter of proposal is attached. Kindly execute through the Town Manager or DPW Director. They will forward us an agreement to execute.

I look forward to working with you on this project.

Regards,

Michael J. Petrovick, NCARB, AIA

Principal

Please make note of our hours: M-Th 8am – 5pm, F 8am – 3pm.



51 Railroad Street Suite 140 Keene, NH 03431

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Licensed in NH, MA, ME and VT



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:

- 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.
- 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, NCARB, AIA Principal

Mdwelf. Petwiek

51 Railroad Street Suite 140 Keene, New Hampshire 03431 603.636.7056

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Robert B. Stephenson

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