

**PROPOSAL FOR ARCHITECTURAL SERVICES**  
**Jaffrey Civic Center/Jaffrey Historical Society**  
**40 Main Street**  
**Jaffrey, New Hampshire 03453**

**Proposed Feasibility Study**

May 30, 2019

Revised September 12, 2019

**PROJECT SCOPE**

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The Scope of this project is to assess the existing building's interior plan and to provide options for updates to the plan to better suit the needs of the Civil Center in the role the organization currently fills for the community.

The feasibility study approach will include:

1. Existing Conditions
  - Existing site analysis
  - Existing building survey to understand the state of the structure, systems and interior conditions
2. Stakeholder Input
  - Meetings with staff, select board members and select members and the community-at-large to seek their input on the needs and uses for these areas
3. Conceptual Options
  - Using the existing conditions analysis and user input we will develop preliminary design concepts
4. Pricing
  - The three concepts will be priced to determine the cost to pursue that approach. From the price and conceptual options, the Country Club will have the necessary information to evaluate the available options.
5. Report
  - The above steps will be considered when creating a preliminary report, a draft report and a final report.

The feasibility study report will provide the staff and board of directors the information necessary to determine whether there are member benefits and sufficient return-on-investment to the Jaffrey Civic Center and the Jaffrey Historical Society to support moving forward with part or all of the recommended renovations and updates.

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## **SCOPE OF SERVICES**

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### **OUR APPROACH**

We see the feasibility study as a document that will define three key questions:

1. What level of repair, renovation/reorganization will allow the building as it exists currently to safely, responsibly and effectively continue in service?
2. How can the buildings be utilized to the “highest and best” use for the Jaffrey Civic Center?
3. What are the cost implications of each option, and the time it take to execute each option?

To answer these questions, we put forward the following approach. Our work follows this outline:

1. **Existing conditions understanding**
  - Building assessment
  - Code analysis
  - Program development
  - Sustainable opportunities
2. **Concept options**
  - Renovation option
  - Reuse with addition and modification
  - New building option
3. **Cost analysis**
  - Construction
  - Operating
  - Lifecycle
4. **Final report**

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The study may be completed in four phases:

Phase 1: Existing Conditions Review

Phase 2: Concept Design and Preliminary Report with Base Cost Estimate

Phase 3: Detailed Cost Analysis and Draft Report

Phase 4: Final Report

The existing conditions review along with the concept design may be completed as a first phase with the generation of the draft and final reports as a second phase. While the existing conditions analysis and concept design and reports may be completed in phases, the full magnitude of the study will not be evident until the report is complete.

The second phase will culminate with documentation and preliminary report of sufficient detail that will be useful in applying for grants and subsidies by the Civic Center. The Civic Center and/or the Jaffrey Historical Society may choose to contract with Catlin + Petrovick Architects, PC for any or all sequential phases without a requirement to contract for all phases.

**PHASE 1: EXISTING CONDITIONS UNDERSTANDING**

**\$2,000**

**Building Assessment**

We will tour and measure the existing facilities to prepare existing conditions drawings to be used in preparing the concept option, cost analysis and final report. Assessments will be made to the extent of current conditions, disrepair, deferred maintenance and compliance with current standards.

**Code Analysis**

We will complete an analysis of the building code and zoning ordinances to provide an overview of the impact these regulations will have on any level of work completed on these projects.

**Program Development**

Our team will meet with staff members to understand the current challenges of the facility as well as how the current facility would meet the future needs of the organization. We will include discussion of marketing and how the Club plans to attract new members in the future and what services may be offered in the future as they relate to the these two facilities.

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**Sustainable Options**

A discussion of options for facility improvement would not be complete without including options for sustainability. While many understand sustainability to only address environmental options, the topic also addresses cost of ownership and operation. Sustainable practices also affect building performance which helps owners manage future energy and maintenance costs.

Throughout Phase I equal assessment and analysis will be considered for the programs, property, spatial facility and value of both organizations – the Jaffrey Civic Center and the Jaffrey Historical Society.

**PHASE 2: CONCEPT OPTIONS/PRELIMINARY REPORT/COST ESTIMATES**

**\$3,000**

**Renovation Option**

With the program and existing conditions analysis, we can focus on design options for the facility. The first is reusing the existing spaces to attempt to accomplish the goal of providing ADA Accessible facilities along with updating the existing spaces for improved user comfort. The second option would look at expanding the existing buildings to add the necessary spaces to achieve the goals for the project.

**Expansion Option**

This option will investigate expanding the existing building to add the necessary spaces to achieve the goals of both organizations.

**Preliminary Report with Cost Estimates**

A modest document outlining the various options, strengths and weaknesses, and base cost estimates will be provided.

**PHASE 3: DRAFT OF FINAL REPORT**

**\$3,000**

**Cost Analysis**

Throughout the assessment, analysis and conceptual design of the project, we will be creating budgets to help guide the process to provide clear and logical solutions. The cost analysis will include cost analysis for the various schemes and today's construction dollars.

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**Draft Final Report**

Upon completion of the conceptual design phase, our firm will prepare a draft report for review by the Jaffrey Civic Center Board of Directors and the Jaffrey Historical Society.

**PHASE 4: FINAL REPORT**

**\$2,000**

Upon completion of the review we'll prepare a final report. The final report will include an executive summary of the process and the solutions as a result of the study. It will document the process, options, and cost assumptions, as well as give direction for next steps in the process. We will present the report to the management team, and if desired we are willing to also present the report to the Board of Directors.

**AVAILABILITY**

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Our team is available immediately and we have the ability to accommodate this project in our current work schedule.

**FEE PROPOSAL**

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**Architectural Fee**

**\$ 10,000**

**Reimbursable Expenses**

The following expenses will be billed at 1.10 times our cost: printing, copying, postage, delivery fees and travel outside of Cheshire County, New Hampshire, if required.

**TERMS AND CONDITIONS**

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Should this agreement remain in effect for more than twelve (12) months, the hourly fees shall be subject to review and change with written notice and at the sole discretion of Catlin + Petrovick Architects, PC.

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This Agreement is the offer of Catlin + Petrovick Architects, PC (Architect) and our consultants to perform the consulting services as described herein. Acceptance by the Client is strictly limited to the work described herein and the terms and conditions for Architectural Services, including, architectural, structural, mechanical, electrical, plumbing and life safety design.

**Services**

The services to be performed are described herein. The Architect and thier consultants shall furnish all technical and professional services, including labor, materials, supplies, equipment, transportation and supervision to perform all tasks listed herein.

**Compensation**

Invoices shall be submitted based on the schedule below based on work completed and reimbursable expenses. Payments are due net 15-days. Amounts that are unpaid thirty (30) days after the invoice date shall bear interest at the rate of one and one-half percent (1 ½%) per month.

No deductions shall be made from the Architect’s compensation on account of penalty, liquidated damages or other sums withheld from payments to the contractor, or on account of the costs of changes in the contractor’s services other than those the Architect is adjudged to be liable.

If any payment is more than thirty (30) days past due, the Architect may, after giving seven (7) days written notice to the Client, suspend services under this Agreement until the Architect is paid in full all amounts due for services, expenses and other charges. The Client may waive all rights, claims, etc. which it might otherwise have against the Architect as a direct or indirect result of suspension of work.

**Schedule of Fee:**

<b>Task</b>	<b>Amount</b>
<b>Existing Conditions</b>	<b>\$2,000</b>
<b>Concept Design/Cost Analysis</b>	<b>\$3,000</b>
<b>Draft of Report</b>	<b>\$3,000</b>
<b>Delivery of Final Report</b>	<b>\$2,000</b>
<b>TOTAL FEE:</b>	<b>\$10,000</b>

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**Additional Services**

All Additional Services shall be approved by the Client and the Architect in writing prior to proceeding. Additional Services will be invoiced at the following hourly rates:

Principal	\$175/hr
Associate Architect	\$85/HR
Intern/Junior Designer	\$65/HR

**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 will be provided to the Client.

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**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 Catlin + Petrovick Architects, PC 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 agreement is acceptable, please sign one copy and return for our records.

Very Truly Yours,



Michael J. Petrovick, AIA  
Partner

**In agreement with Catlin + Petrovick, PC**

Existing Conditions \$2,000

Authorized by \_\_\_\_\_ on behalf of the Jaffrey Civic Center on this

Date \_\_\_\_\_, Signed \_\_\_\_\_

Authorized by \_\_\_\_\_ on behalf of the Jaffrey Historical Society on this

Concept Options and Preliminary Report with Base Estimate \$3,000

Authorized by \_\_\_\_\_ on behalf of the Jaffrey Civic Center on this

Date \_\_\_\_\_, Signed \_\_\_\_\_

Authorized by \_\_\_\_\_ on behalf of the Jaffrey Historical Society on this