



August 12, 2022

Tony Callendrello
c/o Town of Mont Exeter
Exeter, NH
(603) 512-9174

Re: ***Historic Building Conditions Assessment - Proposal***
Exeter Town Hall
Exeter, NH

Dear Tony,

Thank you for the opportunity to submit this proposal for Exeter's Town Hall. As requested, this is for a historic building conditions assessment.

- This proposal is based on Arcove's site visit on 7/22/2022 and our phone discussion on 6/09/2022.
- *Historic Building Conditions Assessment*, to be followed by a *Future Needs Feasibility* Report, is for a phased project construction delivery over several years. Project team will include Arcove Architects, a structural engineer, and a historic preservation consultant. Conditions Assessment Report will include:
 - **Part 1 – Introduction**
 - Report summary, findings overview, purpose, goals & objectives; project team, location and significance.
 - **Part 2 – History & Development of Property**
 - Building's historic events, ownership, use, design & construction, character defining features, and architectural statement of significance.
 - **Part 3 – Existing Conditions Assessment**
 - Report will utilize 3d cloud point laser scanned existing conditions measured drawings (per separate contract).
 - Visual inspection of interior and exterior non-concealed building assemblies, structure and MEP systems for material and functional integrities.
 - Deliverable – written narrative with annotated photographs.

- NH State Life Safety Code review (NH Saf-C 600 & NFPA) and NH State Accessibility Codes (ADA & ICC A117.1) reviews for current uses are included in base fee.
- **Part 4 – Recommendations for Existing Building, core & shell maintenance and rehabilitation strategies**
 - Building Improvements – written narrative with annotated photographs or diagrams, in accordance with the Secretary of the Interior’s Standards and National Park Service methodology.
 - Recommended envelope treatments
 - Recommended structural repairs and maintenance
 - Recommended MEP infrastructure systems treatments – brief description of maintenance and potential upgrades
 - Opinion of Probable Costs, Budget and Phasing Schedule Matrix (For work including maintenance and rehabilitation, and compliance with Life Safety and Accessibility regulations):
 - Conceptual high-low cost ranges
 - Phasing for short, mid and long range plans.
 - Summary of potential future further studies, specialists and investigations.
- **Part 5 – Supplemental information**
 - Appendix of applicable published guideline standards references (ie Secretary of Interior’s Standards, NPS Preservation Briefs, etc); previous reports & studies.

Proposed Schedule:

For purposes of this proposal we understand this project schedule to commence upon owner approval with subsequent completion within 12 weeks.

Fees:

Basic Services for Parts 1 through 5 - Fees will be allocated and invoiced as follows:

<u>Historic Conditions Assessment</u>	
Structural analysis	2,500
Historic Preservation Consultant	1,500
<u>Building review, analysis & assessment report</u>	<u>3,500</u>
Subtotal	\$7,500

<u>Phasing & Budgeting</u>	
Construction phasing outline	\$400
<u>Budgetary opinion of probable costs outline</u>	<u>\$850</u>
Subtotal	\$1,250

Basic Services Parts 1-5, Total Lump Sum \$ 8,750

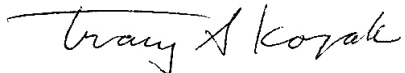
Services not included in Base Fee:

Future Needs Feasibility Report per separate proposal

3d Laser Cloud Point Scanning for
CAD BIM model, measured existing conditions
drawings per separate proposal per separate proposal

Please let us know if this proposal is acceptable to you by signing below. We look forward to working with you on this exciting endeavor.

Very truly yours,



Tracy S. Kozak, AIA; Principal

Signature:

Print

Name/Date: _____
Town of Exeter Date

Enclosures:

- *ARCove Terms & Conditions of Agreement, 2022*