

► May 4, 2012

Mr. Dean Charter
c/o Office of the Town Manager
Acton Town Hall
472 Main street
Acton, MA 01720

Re: Asa Parlin House -- Study

Greetings:

We are pleased to provide services for the adaptive reuse and rehabilitation plan for the Asa Parlin House. This letter will serve as an agreement for the services described in our fee proposal of April 12, 2012, and in the qualifications and approach submitted on February 7, 2012, between the Town of Acton and Menders, Torrey and Spencer, a Massachusetts corporation, referred to as the "Architect."

The scope of services included in this agreement is for the study described in **Part A Structural Assessment and Schematic Design** in the amount of \$26,680.

The future use and its rehabilitation needs of the Asa Parlin House is the focus of this study. The initial part of the study will assess all aspects of the structure and the necessary modifications to serve these purposes including the building envelope and interior, structural conditions, and infrastructure systems including tel/data, sanitary and water lines. Regulatory requirements related to the Building Code (8th edition), local zoning, and historic requirements such as historic district review and the existing preservation restriction will be analyzed. Character-defining features will be identified to help guide the rehabilitation standards. A hazardous materials study will also be performed.

Next, a detailed program of needs will be developed in concert with the Town and various potential occupants. This program of needs, along with the detailed understanding of the building's conditions, code requirements, and potential historical restrictions, will serve as the basis of conceptual options designed to suit the program and building capacity. Working closely with the Town's planning committee, we will facilitate a community "workshop" with potential interested parties to engage in discussion about appropriate uses and needs. We will then develop conceptual design options with option of costs and for review with the committee, working to identify a single option. Outline plans and specifications will be the basis of a detailed cost estimate. The final report will summarize the foregoing effort and include a development schedule,

including phasing, with detailed cost estimates.

It is anticipated that a committee representing the Town Administrator, Public Facilities, Historical Commission, and Board of Selectmen will meet regularly with the MTS team throughout the project, at present referred to as the Planning Committee. Five meetings with the Planning Committee, the Community Workshop and one public presentation is planned.

Project Team:

The project team will comprise Principal/Preservationist Lynne Spencer, Project Architect Patrick Guthrie, Architectural Designer Tom Burgess and Preservation Planner Lynn Smiledge. Credentials for MTS and its consultants are included in the proposal dated February 7, 2012.

Consultants include:

- Structures North, Consulting Engineers, Inc.
- Mechanical, Electrical, Plumbing Engineer: CSI Engineering
- Hazardous Materials: Fuss & O'Neill
- Cost Estimator: AM Fogarty & Associates

Scope of Work: Part A Structural Evaluation and Schematic Design

Preservation of the Asa Parlin House depends in part on uses that are appropriate to the structure and site AND meet community/municipal needs in order to help justify the costs of the necessary rehabilitation. Three important points were raised during our interview deserving of attention:

- We discussed the idea of a community “workshop” with potential interested parties to engage in discussion about appropriate uses and needs. The broad assumption is that the Asa Parlin House and grounds will be rehabilitated for use as community meeting and gathering space, with the potential for offices for the recreation department. Interested parties will be identified in concert with Public Facilities and the Historic Commission, and may include youth groups, recreation, historical commission, historic district commission, historical society, garden club, grange organization, library, municipal departments and officials. The workshop will be facilitated by Lynne Spencer, MTS Principal, with Patrick Guthrie, Project Architect, in attendance. This workshop is intended to explore the feasibility of potential uses and establish the program and design guidelines for the rehabilitation. The corollary benefit is community engagement in the project.
- The landscape has great potential for public use and as green oasis in the midst of a large asphalt parking lot. It should be designed to accommodate public use and incorporate features and vegetation appropriate to the character of an early 19th century vernacular dwelling. We also observed that the steep slopes created at the juncture to the parking lot create site drainage problems.
- Exploring the historic evolution of the structure and decoding its integrity should guide the rehabilitation and may well inspire greater support for the Asa Parlin House. There is evidence of early heavy timber beams typical to the 18th century which may be original or alternatively recycled from another older building.

The Town of Acton had commissioned a Reuse Feasibility Study by Turk Tracey & Larry Architects in 1998, completed in 1999. Some interesting items noted are the 200 amp electrical service, the structural loading

capacity of the residential for reinforcement for greater loads, the need to upgrade the roof framing for code mandates, the serviceability of the existing on-site sanitary along with the library sanitary system as back-up.

Our proposal includes the following assumptions:

- Architectural services, consisting of planning and schematic design, with a level of care and detail to be undertaken with rehabilitation and restoration of a historic wood framed, wood clad structure, and observant of any local historic requirements.
- Planning and schematic design will be prepared using the Commonwealth of Massachusetts, State Building Code 8th Edition (current).
- Structural, mechanical and civil engineering work scope will include recommendations and narratives in connection with the selected schematic design.
- Architectural and consulting engineering services will incorporate sustainable design approaches throughout. This philosophy ranges from specifications for recycled and certified wood products wherever feasible, best landscape practices, to scrutinizing and advocating for energy conservation and possibly alternate energy resources available as part of this rehabilitation project.
- Cost estimating will be provided by AM Fogarty.

These services are not included:

- Site survey. We assume that the 1999 boundaries in the site plan by Stamski and McNary are accurate but would ask the Town to provide topographical and utilities information.
- Detailed historic fabric study for purposes of dating. We have contacted Bill Finch of Finch & Rose to serve as consultant should the evidence, according to our initial review, lead to a recommendation to the Town that detailed analysis is warranted. Any additional services would be reviewed and approved by the Town prior to implementation.
- Civil engineering and landscape architecture. We will include architect's recommendations for utilities, site drainage and landscape design for the purposes of cost estimating at the schematic design level. Should the Town wish to engage a civil engineer and landscape architect for the study, we can recommend Nobis Engineering and Margaret Redfern respectively.
- Geotechnical testing and services.
- Energy evaluations.
- Preparation and filing of variances to the Massachusetts Architectural Access Board, zoning or the Historic District Commission. These activities are appropriate post-Access study in the early stages of design services for construction.

Please refer to the attached Task and Fee Schedule, Part A Basic for a detailed breakdown.

Project Schedule

The project team is prepared to begin work immediately. The estimated time for each phase of the project is included in the project timeline. Successful completion of the project will rely on the ability of the building committee (and any related committees) to meet regularly with the MTS team providing commentary and timely direction.

Products:

Two paper copies and one electronic copy of final report.

Fees and Payments:

The services herein are to be provided for a lump sum fee of \$26,680, which is to be invoiced based upon progress of the work as follows.

	Schedule	MTS Services
Project start-up, Document Review, Program "Workshop"	Week 1 - 2	\$3,940
Existing Conditions Survey and Conceptual Design Options	Week 2 - 4	\$10,060
Schematic Design, Outline Specifications and Cost Estimates	Week 5 - 8	\$8,480
Presentation and report	Week 9 - 10	\$4,200
Total Services		\$26,680
Reimbursable expenses		700

We will proceed with each part based on the Owner's authorization.

Reimbursable Expenses: Reimbursable expenses are billed at cost plus 10% for --

1. Travel.
2. Delivery of materials other than US Postal Service.
3. Posters and display items.
4. Printing of progress materials and final report – 2 copies.

Schedule/Milestones taking into account the holiday of Memorial Day and July 4th are proposed as -

Milestones/Deliverables	Due Dates
Authorization to proceed with services by Town of Acton.	By May 18
Start-up meeting, Document Review, "Program Workshop"	By June 9
Existing Conditions Survey and Conceptual Design Options	May 28 – June 15
Schematic Design, Outline Specifications and Cost Estimates	June 18 – July 13
Presentation and Report	By July 31

Change in Scope of Services

The Town of Acton may, at any time, by written order, request changes to the Scope of Services or work to be performed. If the Scope of Services is changed in a manner that will increase or decrease the costs or the time required to perform the services under this Agreement, an equitable adjustment will be made to the cost of the services, as agreed and signed by both parties.

Expectations from the Town

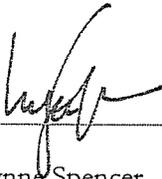
- Provide historic and general background materials and recommendations on sources of information other than Town records.
- Assist in organizing the community "workshop."

Acceptance of proposal:

We look forward to working with the Town of Acton on this fine old house, a true relic of Acton's heritage. Our experience is that the role of the client is essential to the success of the project. We look forward to continuing what is truly a meaningful and satisfying collaboration.

If you have any questions, please give me a call. If this proposal is accepted, please sign below and return.

Sincerely yours,



Lynne Spencer
President and Principal, Historic Preservation

For Town of Acton



Authorized Signature

Date

Title



Attachments incorporated into this agreement:

- Task and Fee Breakdown, Part A - # 1 Basic, April 12, 2012
- Town of Acton, General Provisions
- MTS Terms and Conditions