

David Caron  
Town Manager  
Town of Jaffrey  
10 Goodnow Street  
Jaffrey, New Hampshire

### **Jaffrey Meetinghouse Roof Replacement**

August 28, 2015  
Revised October 23, 2015

#### **Project Overview:**

The scope of this project is to remove and replace the existing cedar shingle roof of the Jaffrey Meetinghouse.

Begun in 1775, and renovated several times throughout its history, the Jaffrey Meetinghouse remains one of the few, if not the only, historic meetinghouses in New Hampshire to retain a wood shingle roof.

The current roof, installed approximately 20 years ago, is beginning to show evidence of failure. While the roof does not leak during every rain event, there are obvious indications of leaks during certain rain events or during the winter when snow accumulates.

The current cedar shingles are installed on building felt over wood sheathing. Current cedar roof materials and installation methodology should be enlisted to provide longer service of the new roof.

The scope of work includes:

1. Research options for materials
2. Research current methodology for installing cedar shingles and compatibility with historic standards and details
3. Prepare bid documents for Town of Jaffrey Advertisement for Construction Bids
4. Review contractor bids, including qualifications
5. Execution of roof replacement

#### **Scope of Proposed Architectural Services:**

Catlin + Petrovick is proposing to provide architectural design services for this project to include:

1. Provide consultation throughout the course of the project
2. Research available methodology for installing new cedar roof on historic structure
3. Analysis of U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties as applied to this project and available methodologies
4. Bid/Construction Documents and Specifications for soliciting contractor qualifications and bids
5. Project bid and negotiation assistance
6. Construction Observation for compliance to construction documents, codes and standards

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**Fee**

We are proposing to provide services for this project on an hourly basis with a not-to-exceed fee of Six-thousand-five-hundred-dollars (\$6,500.00).

Hourly projects are invoiced monthly for time worked and based on ½-hour increments based on the following hourly rates:

Principal Architect:	\$150.00
Drafting	\$ 65.00

**Reimbursable Expenses**

The following reimbursable expenses are not included in the above fee and will be invoiced at 1.10 times our cost: printing, copying, postage, and delivery fees.

**TERMS AND CONDITIONS**

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Should this agreement remain in effect for more than thirty-six (36) months, the hourly fees shall be subject to review and change with written notice .

This Agreement is the offer of Catlin + Petrovick Architects, PC (Architect) 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.

**Services**

The services to be performed are described herein. The Architect 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 incrementally for time worked and reimbursable expenses. Payments are due net 30-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.

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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.

**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 hourly rates quoted above.

**Client Responsibilities**

The Client shall establish a budget with reasonable contingencies that meet the project requirements.

The Architect is not responsible to provide Construction Management Services.

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 thirty-six (36) 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 Workers Compensation, General Liability and Professional Liability Insurance throughout the period of this Agreement. Certificates of Insurance will be provided to the Client. We will provide the Town of Jaffery with a Certificate of Insurance.

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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

**Acceptance of Conditions and Authorization to Proceed**

By: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

David Caron, Town Manager