

From: Robert Stephenson rob@rs41.org

Subject: MH Tower update

Date: June 9, 2021 at 10:58 AM

To: Mike Petrovick mpetrovick@c-parchitects.com, Todd Croteau tcroteau@townofjaffrey.com, Jon Frederick jfrederick@townofjaffrey.com



Hi Mike,

Attached is the revised Timeline. Have a look at it and let me know if there are any corrections to be made.

The next item due is tomorrow, June 10: Bid Documents delivered to LCHIP & NHDHR.

On Friday, the revised Specs are due to be delivered to the Town. The minute I have these I'll be forwarding them to the Fire Chief and the Building Inspector.

The main link to include in the Specs is: <http://www.rs41.org/Meetinghouse/tower.htm>

Within that the links of most interest to prospective bidders are: The Tower Assessment and the Images of the Tower. The Timeline may be of interest to them as well.

Regards,

Rob

✓	2021	Jan 1	Agreement signed by Town Manager returned to Michael Petrovick.
✓		March 3	First invoice (\$1,000) submitted to the Town of Jaffrey by Michael Petrovick Architects.
✓		March 21	Meeting with Town staff at Fire Station. Attending: Chamberlain, Frederick, Croteau, Deschenes, Petrovick, Dav
		March 8-12	Review Field Work with LCHIP.
		March 12	Preliminary draft Statement of Work including Scope & Specifications provided by Michael Petrovick.
		March 15-April 2	Design Development by Michael Petrovick.
		April 2	Final draft Statement of Work including Scope & Specifications provided by Michael Petrovick.
✓		March 3	Second invoice (\$1,000) submitted to the Town of Jaffrey by Michael Petrovick Architects.
✓		April 12	\$1,000 donation from Jaffrey Center Village Improvement Society accepted by the Board of Selectmen.
✓		April 12	\$200 Incentive Payment from LCHIP accepted by the Board of Selectmen.
✓		April 24	Town Meeting. Meetinghouse Trust Fund warrant article (Article 22); \$3,000 approved unanimously.
✓		April 29	Fundraising letters sent to JHS, JHDC and Amos Fortune Forum.
✓		May 7	Spring meeting and inspection, Meetinghouse Committee.
✓		June 8	Meeting to review Specifications at Town Office: Todd Croteau, Mike Petrovick, Rob Stephenson.
		June 10	Bid Documents delivered to LCHIP & NHDHR for review.
		June 11	Final Specifications delivered to Town of Jaffrey.
		June 11	Final Specifications sent to Fire Chief and Building Inspector for final review.
		June 14	\$1,500 donation from Jaffrey Historical Society accepted by the Board of Selectmen.
		June 18	LCHIP Review.
		June 18	Scope, Specifications, Bid Documents ready for distribution.
		June 18	Scope, Specifications, Bid Documents posted on Town website.
		June 22	Advertisements appear in Keene <i>Sentinel</i> & Monadnock <i>Ledger</i> .
		June 21-Aug 20	Bidding period.
		July 8	Mandatory pre-bid Meetinghouse walk-thru for bidders.
		Aug 20	Bid due date & opening at Town Office at 9am.
		Aug 23	Winning bid accepted & winning bidder notified.
		Aug 25	Notice to Award signed by winning bidder & Town Manager.
		Sep 3	Payment Bond & Performance Bond signed by winning bidder.
		Sep 3	LCHIP notified of contractors to be used on the project.
		TBD	Selectmen approve closing of roads around Meetinghouse.
		Sep 8	Pre-construction meeting on-site. Town & contractor representatives.
		Sep 8	LCHIP approves Due Diligence and agrees construction can proceed.
		Sep 8	Notice to Proceed signed by winning bidder & Town Manager.
		Sep 8	"Project in the Works" sign (if provided) installed.
		TBD	Roads around Meetinghouse closed.

