

2012 DEC -5 AM 9:42

4 December 2012

Joseph P. Pedulla
Chief Procurement Officer, Purchasing Agent
The City of Waltham
Waltham City Hall
610 Main St, Purchasing Department
Waltham, MA 02452

RE: Wellington House Historic Restoration Phase II

SUBJ: **Proposal for Construction Phase Consulting Services**

Dear Joe,

Thank you for the opportunity to submit this proposal for **Construction Phase Consulting Services** for the **Wellington House** and the City of Waltham. During our meeting last week we were able to discuss the status of the project and how we can assist the City of Waltham in completing the Wellington House Historic Restoration. Based on our discussion, we have prepared a scope of services and fee proposal for your review.

Our Relevant Experience

William Sloan Associates has a respected reputation in the field of renovation of **historic buildings**. Over the past 20 years, we have designed restorations, renovations, re-use projects and building envelope repairs to historic structures for both private and public institutions. We are the architects for the **Renovations to Stonehurst, The Robert Treat Paine Estate** in Waltham, the nationally recognized historic structure designed by **H. H. Richardson**. In a successful **Massachusetts Preservation Projects Fund Grant Application**, we completed a comprehensive Building Envelope Study and completed Phase One renovations for the **First Baptist Church of Winchester** in 2012. WSA also provided **peer review and construction observation services for roofing systems**, masonry repointing and repair, waterproofing, air barrier and vapor barrier installation at the **Needham Town Hall** Renovation. For the **Town of Middlefield**, we are currently in construction document phase for a Slate Roof and Envelope Repair for the **Senior Center at the Historic Old Town Hall**. We have also recently completed a new HC lift in the 4th Floor of the **Massachusetts State House in Boston**, which was designed to blend seamlessly with the historic character of the existing building. William Sloan Associates has also renovated numerous historic buildings for clients including **Wellesley College, Framingham State College**, and the **Massachusetts College of Art and Design**.

Design Tasks and Approach

The purpose of our architectural construction phase consulting services is to provide the City of Waltham with **Construction Phase On-Site Representation and Consulting for Phase II construction** to be completed for the Wellington House Restoration. Architectural design services will be provided to address the remaining tasks of painting and insulation. On-Site services will be provided bi-weekly or at the owner's request and will include the review of the progress of the work and verify that the work performed is:

- Consistent with the historic design intent as represented in the project notification form and materials provided to the Massachusetts Historic Commission and the Waltham Historic Commission.
- Consistent with the plans and specifications provided by the City of Waltham

We will notify the City of Waltham if any field conditions require changes or clarifications to assure code or regulatory compliance. Closeout documentation will be provided at the end of construction and will include field reports, records of all meetings, and the design clarifications as WSA has provided in the fields of painting and insulation.

Scope of Services

The following represent the Consulting Services at Wellington House as we discussed:

1. On-Site Consulting Services
 - Attend bi-weekly or as scheduled meetings as directed by The Owner.
 - Estimated 12-15 meetings.
 - Create Photo documented field-reports of each site-visit/meeting.
2. Painting
 - Review existing conditions and previous design documentation and specs.
 - Provide design clarifications and schedule.
 - Prepare bid documents and provide technical assistance during bidding process
 - Provide on-site quality-assurance of painting.
3. Insulation
 - Review existing conditions and previous design documentation and specs.
 - Provide design clarifications and schedule and energy code compliance summary.
 - Prepare bid documents and provide technical assistance during bidding process.
 - Provide on-site review of insulation installation.
4. Close-Out documentation
 - All design documentation of services provided for painting and insulation.
 - All field reports and meeting minutes during construction.
 - All documentation required addressing unforeseen field conditions or design revisions provided as an add'l service.
 - Review affidavits req'd by sub-trades and provide technical assistance for inspections and issuance of occupancy permit.

Services Provided by Owner / Others

- Hazardous Material Testing and abatement: Before any further construction work takes place, the City of Waltham will identify lead paint and any other hazardous materials, and abate as required.
- Construction Management, including providing and distributing plans and specifications prepared by others.

Services not included-that may be provided by others or as an additional service:

- Design Revisions requested by the City or required by field conditions.
- Testing services including historic paint analysis.
- Interior design services, including historic color and interior finish design studies.
- Peer review of Structural Design.

Compensation

Fees for Consulting Services will be an hourly basis not-to-exceed the following limits:

| | |
|---|----------------|
| 1. <u>Architectural consulting services for site visits/meetings</u> <i>15 meetings @ 5 hours per site visit / meeting and preparation of resulting field report</i> | \$7,500 |
| 2. <u>Painting & Insulation Clarifications</u> <i>24 staff hours</i> | \$2,400 |
| Total Fee | \$9,900 |

Staff Hourly Rates

| Responsibility / Title | Key Personnel | Hourly Rate |
|------------------------|----------------------|-------------|
| Architect, Principal | William "Chip" Sloan | \$135 |
| Designer | Jeff Wetzel | \$75 |
| Draftsperson | | \$55 |

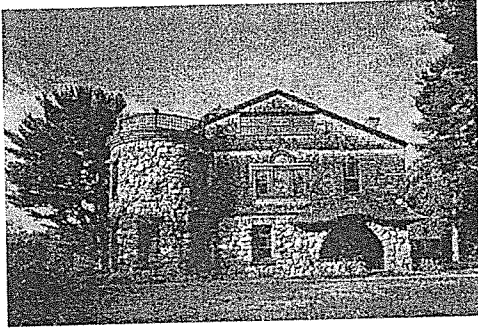
We look forward to working with The City of Waltham again. Please call if you wish to discuss any aspects of the project or require further information.

Yours very truly,

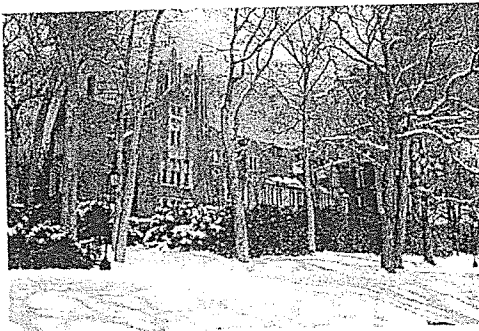


Chip Sloan
WILLIAM SLOAN ASSOCIATES

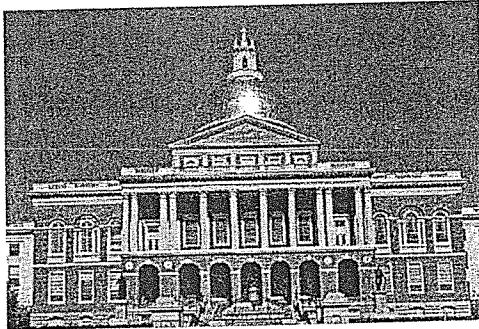
HISTORIC RENOVATIONS



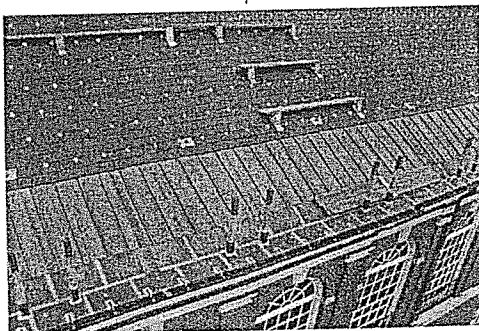
Stonehurst, the Robert Treat Paine
Estate in Waltham, MA



Founders Hall
Wellesley College



MA State House
Boston, MA



Needham Town Hall
Needham, MA

William Sloan Associates is known for its work on esteemed historic structures, including renovations to all four buildings designed by Peabody & Stearns on today's Massachusetts College of Art + Design Campus, H.H. Richardson's Stonehurst Estate in Waltham, religious structures in Winchester and Wellesley, and numerous repairs to buildings on the historic Wellesley College Campus. Select historic work includes:

Houghton Memorial Chapel at Wellesley College - Renovations to the college's historic 1897 Heins and LaFarge building included creating handicapped access in the form of ramps, elevator, restrooms and entry doors

First Baptist Church of Winchester - Winchester, MA - Repairs to Church built in 1928 received 2010 Emergency Funding from Massachusetts Historic Commission

Stonehurst, the Robert Treat Paine Estate - Waltham, MA - Design process involved investigation of fire protection systems with regard to impact, efficacy and cost while preserving historic H.H. Richardson building

Envelope Consulting for Needham Town Hall - Needham, MA - QA/QC for roofing and building envelope systems and on-site observation and consulting for new slate roof, flashings, membrane roof systems, masonry repointing and repairs, waterproofing, air/vapor barrier systems. Placed in the National Register of Historic Places in 1990

Peirce and Horace Mann Halls - Framingham State University - Renovations to Framingham State University's colonial campus dormitories. Repairs included new windows and entrances, masonry repointing, repairs to slate roof and related flashings, and new system of lead-coated gutters

First Parish Unitarian Universalist Church of Medfield - Medfield, MA - Design study for new elevator shaft, floor landing and building entrance vestibule outside of the existing 1789 building envelope

Mixed-Use Project for the Residences at 75 Main Street - Amesbury, MA - Envelope renovations were sensitive to historic character, retaining cast-iron columns, granite base lintels, copings and sills and a buff brick facade

Pozen Performance Center at Massachusetts College of Art + Design - Boston, MA - Renovations to 1900's Normal and Latin School building provided a lift and three-step elevator for public access, deliveries and handicapped access from street level

Founders Hall at Wellesley College - Slate dormers, modeled after existing dormers within the historic Academic Quad, were added to create additional space for the growing campus in keeping with original 1918 Day & Klauder architecture

Massachusetts State House 4th Floor Lift - Boston, MA - Study and installation for lift on 4th Floor of historic Bulfinch structure

President's House at Wellesley College - Oldest structure on college's campus required interior and exterior renovations for handicapped accessibility

Traditional Building Design Challenge - WSA won 2009 Grand Prize at Building Design Exhibition and Conference for our design for historic Salem, MA. Winning design included 2- and 3-family residences in the vocabulary of the local architecture.

WILLIAM SLOAN ASSOCIATES