

TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519

COMMUNITY PRESERVATION COMMITTEE
Application for Community Preservation Funding
(Application Cover Page)

APPLICANT

DATE: 8/9/09

NAME: Grafton Town House Oversight Committee

ADDRESS: 30 Providence Rd. (Contact: Paul Scarlett)
Grafton MA 01519 (47 Carroll Rd., N Grafton MA 01536)

PHONE: 508-839-2059 EMAIL: PScarlett@Unum.com

PROJECT NAME: Grafton Town House

FULL ADDRESS: One Grafton Common
Grafton MA 01519

ASSESSOR'S MAP _____ LOT# _____

PROPERTY OWNER'S NAME: Town of Grafton

Deed recorded in the Worcester District Registry of Deeds in Book: n/a Page : n/a

CPA CATEGORY (circle all that apply)

Open Space Historic Preservation Recreation Community Housing
Total Project Cost \$60,000 CPA Funding Request \$60,000

Project Summary (a detailed description will be required with your supporting information) See attached

Project Budget:

Fiscal Year	Total Project Cost	CPA Funds Requested	Other Funding Sources
2008			
2009	<u>\$60,000</u>	<u>\$60,000</u>	<u>—</u>
2010			
2011			
2012			
Total			

For Community Preservation Committee Use:

Received on: _____ Reviewed on: _____
Approved: _____ Town Meeting on: _____
Sunset Date: _____



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519
PHONE (508) 839-5335 ext. 195 • FAX (508) 839-4602
www.town.grafton.ma.us

August 9, 2009

Jennifer Thomas
Chairman, Community Preservation Committee
30 Providence Road
Grafton MA 01519

RE: Proposed Accessibility Renovations and Fire Escape Restoration at the Grafton Town House

Dear Ms. Thomas:

The Grafton Town House Oversight Committee (GTHOC) has been working diligently over the last few months to determine the best solution for moving forward with the renovation and expanded use of the Grafton Town House (GTH). Original plans drafted for the Town by Dixon Salo Architects, Inc. (DSA) called for an addition to provide enclosed stairwells and an elevator necessary to provide compliance with most ADA codes and standards and to allow for replacement of the aging external fire escapes.

Unfortunately, the cost associated with this addition (\$2M+) has proven to be a significant hurdle to Apple Tree Arts moving forward with the overall renovation effort, and the current economic environment has also made an already challenging fundraising goal essentially unattainable in the near future.

In order to overcome this barrier, the GTHOC is proposing an interim solution to provide ~50% access to the building, including the Great Hall, which is envisioned to serve as the focal point for the Town House once Apple Tree Arts can be secured as a tenant and transform that space into a performance arts center.

These plans would incorporate an exterior ramp, interior ramps and a chair lift to provide access to the 2nd floor, as well as handicap accessible bathrooms and repairs to the fire escapes in order to make them structurally sound and safe. We have confirmed that these improvements can be achieved at ~1/10 the cost of construction of the addition or ~\$200K.

It is important to note that this interim plan does not forego the long term goal for providing full accessibility to the building, but will enable us to provide access to the most significant areas, address a significant fire safety concern and, thus, remove the current barriers for securing Apple Tree Arts as a tenant and thereby allow them to occupy space in the building much sooner than would otherwise be feasible.

Note that we plan to request a 10-15 year extension from the Massachusetts Architectural Access Board (MAAB) before being required to provide full accessibility. Also note that the interior and exterior ramps envisioned are intended to be permanent and will provide handicap access through

the front of the building, which was not something that had been incorporated in the original plans and would have required obtaining a variance from MAAB to be allowed.

The GTHOC views this interim plan as the most viable solution for moving forward with the effort to renovate the GTH for the benefit of the Town. Providing interim accessibility and improved fire safety serves in the best interest of the Town and will provide the necessary catalyst for moving this project forward.

The GTHOC has had preliminary dialogue regarding these prospective plans with Grafton's Historic District Commission (HDC), Building Inspector (Bob Berger) and the Commission on Disabilities, as well as with the Massachusetts Historic Commission (MHC) and MAAB. All parties have been receptive to our proposal and have expressed a willingness to work with us to make this happen.

Before we can move forward with these plans, however, we will need to secure formal approval from the BOS, HDC, MHC and MAAB. To do so, we will need schematics of floor plans and front elevations to include options for ramp configurations and layout that will meet MA state building and plumbing codes, as well as MAAB/ADA requirements.

Dixon Salo Architects, Inc. has already been secured for completion of this preliminary work and was hired via monies obtained from GTH's revolving account. We expect to have the designs and specifications finalized shortly. Once finalized, we will need to seek out further input and approval from the various boards and commissions outlined above.

Unfortunately, this process will not be able to be completed in time for the October Town Meeting. Therefore, the GTHOC is looking to cull out the work associated with restoration of the fire escapes at this time since it does not require the same level of review and approval as the accessibility-related work. The fire escapes are currently not full functioning and are need repair to provide a point of safe egress in the event of a fire.

We are at this time respectfully requesting from the Community Preservation Committee the following funding support for costs associated with the restoration of the GTH fire escapes.

➤ Repairs	\$16,500.00
➤ High pressure wash & epoxy painting	\$27,000.00
➤ Architect fee	\$ 5,000.00
➤ Contingencies	<u>\$11,500.00</u>
Total	\$60,000.00

We are more than happy to discuss this matter further and address any questions the committee may have. We appreciate your time and consideration of this much needed restoration work.

Sincerely,

The Grafton Town House Oversight Committee

Brook Padgett, Chairman
John Morgan, Vice Chairman
Paul Scarlett, Clerk
Dan Bresnahan
Scott Browne
Justin Hollander
John Marro



DIXON SALO ARCHITECTS, INC

July 15, 2009

Mr. Paul Scarlett
Grafton Town House Committee
47 Carroll Road
North Grafton, MA 01536

RE: Proposed Renovations
Phase 1
Grafton Town House
One Grafton Common
Grafton, MA 01519

Dear Mr. Scarlett:

Dixon Salo Architects, Inc. is pleased to submit this Proposal to provide Architectural and Engineering Services for the proposed renovations to the Grafton Town House, One Grafton Common, Grafton, Massachusetts.

This proposal is based upon the following understanding of the scope of work to be accomplished as discussed at our meeting of Friday, June 26, 2009.

- Construction of a ramp at the front of the building to provide an accessible entrance to the first floor of the building. Various options for the design of this ramp will be presented for review and approval by the committee.
- Installation of a wheel chair lift at the stairs from the first to second floor levels and associated work required to accomplish this.
- Construction of an interior ramp and revision to top of stairs from basement to first floor.
- Renovations to existing Men's Room at second floor to provide an accessible unisex toilet.
- Repairs to two existing fire escapes to make them structurally sound and safe.
- Construction Documents and services are required for Architectural, Structural, Plumbing and Electrical work. Construction documents will be sufficient for Public Bidding, Building Permit Application, and Construction.

Mr. Paul Scarlett
July 15, 2009
Page 2

Our Services will include the following:

Phase 1, Schematic Design Phase

1. Site visit to verify existing conditions previously documented by this office
2. Preparation of Schematic Design study drawings of Floor Plans and Front Elevation. This would include options for ramp layouts for your committee's review and comment.
3. Review of Massachusetts State Building Code, Massachusetts Architectural Access Board Requirements, and Massachusetts Plumbing Code Requirements as they relate to the proposed work.
4. Meetings with committee (maximum of 3) to review Schematic Design drawings as required.
5. Revisions to drawings based upon meeting reviews and comments.
6. Initial contact with Massachusetts Architectural Access Board (AAB) to review the proposed scope of work and determine what if any variances would be required for the work.

Phase 2, Construction Documents Phase (future services)

1. Based upon approved Schematic Design Floor Plans, Elevation and input from AAB, prepare Construction Documents for Architectural and Engineering work sufficient for Public Bidding, Building Permit Application and Construction.

Phase 3, Bidding & Negotiation Phase (future services)

1. Assist the Town of Grafton in soliciting bids and awarding a contract for the construction of the proposed renovations.

Phase 4, Construction Administration Phase (future services)

1. Preparation of Construction Control Affidavits and stamped drawings required for Building Permit Application.
2. Construction Administration Services as required by the Construction Control provisions of the Massachusetts State Building Code consisting of shop drawing and submittal review, site visits and reports, review of contractor applications for payment. Additional services or visits when requested and authorized will be invoiced hourly per the attached rate schedule.

At this early stage of the design process we believe an estimated budget cost of \$150,000.00 for the work is reasonable.

Mr. Paul Scarlett
July 15, 2009
Page 3

For a project of this size and complexity with meetings anticipated with the Grafton Historical Commission and the possible application to the Architectural Access Board for Variances and possible hearings we believe a fee of 12% of the estimated cost is fair. As the scope and cost of the project becomes more clearly defined in the design process we could more clearly establish a fixed fee. The estimated fee for services based upon this 12% fee would be \$18,000.00 for complete services.

The estimated fee for Phase 1 services as listed above would be \$4,900.00.

The following services are not included in this proposal:

1. Site and Civil Engineering (we would suggest a site survey be performed to establish the location of the property line at the front and right side of the building as the proposed ramp location may to be very close to these lines)
2. Interior Design

Additional or supplemental services, when requested or authorized, will be invoiced at our standard hourly rates indicated on the enclosed Rate Schedule.

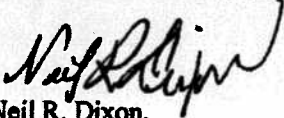
Reimbursable expenses for prints, postage, etc. will be invoiced at our standard rate of 1.2 time actual cost.

We are in a position to start work on this project within 1 week from acceptance of this proposal and your authorization to proceed.

If you should have any questions please do not hesitate to call.

Thank you for considering Dixon Salo Architects, Inc. to assist you in this endeavor. We look forward to working with you and the committee.

Very truly yours,
DIXON SALO ARCHITECTS, INC.


Neil R. Dixon,
Principal/Architect
NRD:hs

Enclosure: Rate Schedule



DIXON SALO ARCHITECTS, INC

RATE SCHEDULE

EFFECTIVE THROUGH DECEMBER 2009

Invoices are based on hours worked, including travel time. Where an estimated total has been given, it is not an upset figure but is provided solely to aid in project planning. Our hourly rates are:

PRINCIPAL	\$ 135.00
SENIOR PROJECT ARCHITECT.....	115.00
SENIOR PROJECT MANAGER.....	102.00
PROJECT MANAGER/DESIGN.....	98.00
DESIGNER.....	90.00
DRAFTER	75.00
SUPPORT/WORD PROCESSING.....	40.00