



January 31, 2022
ELECTRONIC SUBMITTAL ONLY

Jenny Gingras, Town Planner

Town of Pepperell
1 Main Street
Pepperell, MA 01463

PROJECT: Pepperell Town Hall Grant
SUBJECT: Proposal for Updated Study and Estimate

Dear Ms Gingras,

Thank you for contacting TBA Architects for assistance in applying for a Massachusetts Historical Commission Preservation Projects Fund Grant for the Pepperell Town Hall. TBA studied and prepared a facility condition and treatment and programming report in November of 2007. We are excited that some of the work can potentially move forward.

We understand that you wish to pursue a grant for restoration of the front doors and renovations to the second floor. Your preliminary conversations with the MHC indicated that you should use the 2007 report to define the work and update the cost estimates that were included to prepare your request to MHC more clearly.

Scope of Work

TBA proposes to review our 2007 report to pull out the pertinent references and recommendations for the specific scope of work. We will prepare a memorandum with the front door and second floor scopes of work; update the cost estimates to today's estimated values with anticipated inflation to construction in late 2022. We will review the memorandum and costs with you to confirm the scope is correct. The intent is to give you a clear document that can be attached to the grant application.

We can also be available to answer questions as you prepare the application.

Compensation

We will provide the services listed above for \$3,200 (three thousand, two hundred dollars).

Thank you, I look forward to working with you on this.

Sincerely,

TBA ARCHITECTS

Justin Humphreys, AIA, NCARB, MCPPO
Principal

TBA Architects, Inc.

9 Damonmill Sq, Suite 5C
Concord, MA 01742

781 893-5828
tbaarchitects.com

Page 1 of 1