

STEFANOV ARCHITECTS

February 12, 2012

Town of Chilmark
401 Middle Road
Chilmark, MA 02535-0119

Re: Project # 2011-11A
Architectural Services for repairs and renovations to the Chilmark Community Center.

Pursuant to the request for proposals for architectural services, project #: 2011-11A to design and provide construction administration services for renovations to the Chilmark Community Center, further described in the scope of services as:

Schematic Design Services

- Preparation of schematic design documents including a site plan, floor plans, elevations, exterior perspectives and a model (if requested).
- Preparation of a preliminary estimate of construction and project costs.
- Attend meetings with the Chilmark Community Center Building Committee and a Town Meeting.

Scope of Work

- Rat Slab - Install a rat slab in the crawl space: over a vapor barrier and rigid insulation to reduce moisture problems.
 - Redesign plumbing chamber
- Floor - Remove the old floor and install a new oak floor, to match existing floor.
- Partition Doors – Install a new insulated foldable sliding partition door that goes the full width, or close to the full width, of the big room to replace the existing wooden sliding doors. Doors should be such that the two rooms can be used simultaneously, with little noise between them when separated, or the doors can be folded up to create one big room.
- Vestibule/Foyer - Add new vestibule/foyer onto the front of the building. See approved sketches by Roland Kluver. Vestibule provides an air locked entry into the building.
- Parking in Back – Create parking in the back of the building. This might be achieved by burying the tank, moving the shed next to the climbing structure, moving the dumpster.
- Parking in Front - Improve parking barriers in front of building. Upgrade the posts and low fencing, allowing for benches.
- Relocate Kitchen - Push out the south kitchen wall
 - Bring the kitchen up to commercial code.
 - Put a snack bar window on the new back kitchen wall.
 - Widen doorways to hallway and patio
 - Redesign the girls bathroom creating a doorway outside to the back yard
- Electrical System – Evaluate and provide a report with a cost estimate as to what is needed to bring the building up to Code. Update as needed throughout the building. Provide documentation upon approval of project.

- Lighting – Improve lighting throughout the building to be more energy efficient and to better serve the use of each room, with dimmers in the main two rooms and durable wall sconces in the main room.
 - Update as needed throughout the building to bring the building up to Code.
 - Provide documentation upon approval of project.

- Storage -
 - increase storage capacity in attic
 - improve/insulate chair storage area
 - Make more accessible storage space under the stage

- HVAC – Provide HVAC options with cost estimates to provide heat and possibly future air conditioning and ventilation in energy-efficient ways.
 - Remove unneeded ducts throughout the building.
 - Evaluate and provide a report with a cost estimate as to what is needed to bring the building up to Code.
 - Update as needed throughout the building.
 - Provide documentation upon approval of project.

- Sound System – Evaluate, provide options with cost estimates for upgrades

- WIFI system – Evaluate, provide options with cost estimates

- Projector - Create a space for the projector to be put up permanently, or for a long season of use. Discuss placement with MV Film Festival.

Phase III Construction Documents

Stefanov Architects is pleased to provide the services above in agreement with part VI – Contact Terms of the request for architectural services which states the total cost of the project is not to exceed \$ 8,000.00 including all consultant fees and no reimbursable expenses.

Terms and Conditions:

- 1.) If the project is abandoned in whole or in part, payment shall be made for all services performed prior to notification from the client.

If all is in order, please sign and return one copy to Stefanov Architects.

Tim Carroll – Executive Secretary Town of Chilmark	Date	Douglas Stefanov Stefanov Architects	Date
		<u>Feb. 12, 2012</u>	