

August 5, 2016

Kevin Unrath, Library Director (addressed to you or someone from the town?)  
**Ilseley Public Library**  
Town of Middlebury  
75 Main Street  
Middlebury, Vermont 05753

Re: Letter of Agreement

Dear Kevin and Board of Trustees,

This letter proposes that Gossens Bachman Architects (gbA) will provide certain professional architectural services referred to as the WORK, to the Town of Middlebury (is this correct) for the Ilseley Public Library (IPL).

### **Project Understanding**

GBA was selected to provide a Planning and Preliminary Architectural Design Study with associated preliminary cost estimates for IPL as defined in RFP & questions and answers issued by IPL.

GBA's initial Proposal for Architectural Services for IPL, dated June 15, 2016 was discussed at June 29, 2016 interview held at IPL. Subsequent discussions modified GBA proposal as outlined in July 5, 2016 letter to Kevin Unrath, Library Director that adjusted fee to reflect elimination of credit toward the overall project fee when the project proceeds.

If reports do not exist we assume the Owner will retain the services of an environmental consultant to update hazardous materials including mold and recommended abatement steps if necessary.

The Owner agrees to provide gbA with copies of all relevant reports, plans, surveys, etc. for information purposes as needed.

### **Project Team**

The WORK includes preliminary architectural services, preliminary structural, mechanical and electrical evaluations by the following:

- Architecture and team leader: gbA, Montpelier, VT assisted by Lars Hassleblad Torres as technology and maker space facilitator.
- Structural Engineer: Seller Treybal Structural Engineers, Shelburne, VT.
- Mechanical and Electrical Engineer: Engineering Services of Vermont, Rutland, VT.
- Cost Estimator: Barden Inspection & Consulting Services, Underhill, VT.

## **Project Approach**

Project approach is as outlined in June 15, 2016 Proposal for Architectural Services and include:

- Task 1 – Project initiation and background material, fact finding and program development.
- Task 2 – Community input meeting #1, goals and vision.
- Task 3 – Design concepts and preliminary budgets.
- Task 4 – Code and permit review.
- Task 5 – Interface with State Division of Historic Preservation.
- Task 6 – Community input meeting #2 – design opportunities.
- Task 7 – Refinement of final design approach.
- Task 8 – Report summarizing process, recommendations, preliminary plans, etc.
- Task 9 – Support to assist Staff/Board and your fundraising consultant.

## **Project Schedule**

Authorized to proceed:

Kick off meeting:

Community meeting #1:

Design concepts and preliminary budgets:

Code and permit review:

Interface with State Division of Historic Preservation:

Community meeting #2

Refinement of final design approach:

Issue final report:

(Kevin – if you can provide rough ideas of dates for the above in red we can fill in the others – basically we need to know your start date and end date and we can offer dates for the other tasks).

Note: dates are approximate and can be adjusted.

## **Fee**

The fee for services as described above is forty one thousand one hundred and sixty dollars (\$41,160).

This fee includes preliminary architectural, structural, mechanical, electrical and cost estimating necessary to fulfill services as described in IPL RFP and gbA proposal. The fee does not include creation of detailed as-builts for existing building, survey to establish property lines and topography or hazardous materials assessment.

Customary reimbursable expenses will be billed at cost plus 10% in addition to fee.

If additional services are requested that are outside the scope of this proposal those will be billed hourly or as otherwise negotiated.



**gossens.bachman.Architects**

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**Scope of the Agreement**

This agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. The agreement may be amended only by written instrument signed by both Owner and Architect.

This agreement is comprised of the following documents listed below:

- gbA Terms & Conditions (attachment 1)
- RFQ issued by Ilsley Public Library dated February 1, 2016 [Shouldn't that be RFP?]
- gbA's proposal for Architectural Services dated June 15, 2016
- gbA's adjustment to proposal dated July 5, 2016

**Acceptance**

Ilsley Public Library has read and understands the scope of work outlined above, and agrees to the outlined fee structure. IPL authorizes gbA to proceed with the WORK knowing that the Owner and Architect agree to use the attached terms and conditions. Services will be invoiced monthly for work completed. Agreement acknowledges that IPL has budgeted and approved financial resources for this project and intends to pay for satisfactory completion of the services rendered in accordance with the conditions stated herein. Finally, IPL warrants that the signature below represents IPL and the signatory possesses the full legal authority to execute this contract on behalf of the library.

FOR ILSLEY PUBLIC LIBRARY

GOSENS BACHMAN ARCHITECTS

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Signature

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Signature

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Typed/Printed

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