



JOSEPH A. CURTATONE
MAYOR



**CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY21 FUNDING CYCLE
APPLICATION COVER PAGE**

1. PROJECT INFORMATION

PROJECT NAME: DESIGN PHASE for STRUCTURAL IMPROVEMENTS

PROJECT LOCATION: 277 Broadway Somerville, MA 02145

LEGAL PROPERTY OWNER OF RECORD: The Elizabeth Peabody House Association

ONE SENTENCE DESCRIPTION OF PROJECT: We are seeking funding to commission architectural drawings, structural reports, and inspections in order to move forward with future renovations.

Please indicate (X) all categories that apply to this project (minimum of one) in the chart.

	Open Space	Recreational Land	Historic Resources	Community Housing (blended projects only)
Acquisition				
Creation				
Preservation				
Support				
Rehabilitation/ Restoration			X	

ESTIMATED START DATE: Spring 2022

ESTIMATED COMPLETION DATE: Spring 2022

CPA FUNDING REQUEST: \$20,000 - \$30,000

TOTAL BUDGET FOR PROJECT: \$30,000

2. APPLICANT INFORMATION

APPLICATION NAME / ORGANIZATION: The Elizabeth Peabody House Association

CO-APPLICATION NAME / ORGANIZATION: _____

CONTACT PERSON: Katie Ancella, Development Associate

MAILING ADDRESS: 275 Broadway Somerville, MA 02145

PHONE: 617 623 5510 x. 108 EMAIL: kancella@teph.org

3. SIGNATURES

I (we) certify that all information provided in this entire submission is true and correct to the best of my (our) knowledge and that no information which might reasonably affect funding has been excluded. I (we) authorize the Community Preservation Committee and/or the City of Somerville to obtain verification from any source provided.

Name (printed) Katie Ancella Signature Katie Ancella Date 10/12/21

Name (printed) _____ Signature _____ Date _____



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MAYOR



**CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY21 FUNDING CYCLE
SUBMISSION REQUIREMENTS CHECKLIST**

Please check (✓) each item included in your submission, which should include the applicable items in the order listed below.

GENERAL:

- Application Cover Page (form provided)
- Submission Requirements Checklist (this form)
- Narratives (prompts provided in instruction packet)
- Project timeline: a project schedule showing all major milestones (i.e., study, design, environmental, permitting, construction, etc.), including receipt of other funding sources
- Grant and Trust Funds Disclosure Form (form provided)
- Campaign Contribution Mandatory Disclosure and Certification Form (form provided- only needed if requesting \$50,000 or more in CPA funds)
- Ordinance to Safeguard Vulnerable Road Users Acknowledgement (form provided)

FINANCIAL:

- Budget Summary (form provided- construction projects must include cost for permanent CPA dedication sign)
- Itemized budget of all project costs, including the proposed source for each cost
- Three written quotes for project costs. If quotes cannot be secured, detailed cost estimates may be used if a thorough explanation of the estimates is included.
- N/A Proof of secured funding (e.g., commitment letters or bank statements), if applicable. If providing bank statements, please redact identifying information such as account numbers.

VISUAL:

- Map of the property location showing all features pertinent to the project, including current or future rapid transit stations
- Photos of the project site (not more than 4 views per site); include digital copies

OWNERSHIP/OPERATION (NON-CITY):

- N/A Documentation of site control or written consent of the property owner to undertake the project, if the owner is not the applicant
- N/A City has signed on as a co-applicant for community projects proposed on City land.
- Certificates of Good Standing from the [City](#) and the [State](#), if applicable
- 501(c)(3) certification, if operating as a non-profit
- Purchase and sale agreement or copy of current recorded deed, if applicable

COMMUNITY SUPPORT (RECOMMENDED):

- Letters of support from residents, community groups, other City boards, commissions, or departments, or from City, state, or federal officials

HISTORIC RESOURCES PROJECTS:

- Documentation that the project is listed on the State Register of Historic Places or a written determination from the Somerville Historic Preservation Commission that the resource is significant in the history, archeology, architecture, or culture of Somerville.
- Photos documenting the condition of the property
- Report or condition assessment by a qualified professional describing the current condition of the property, if available.

PLANS AND REPORTS (IF AVAILABLE; SUBMIT DIGITAL COPIES ONLY)

- N/A Renderings, site plans, engineering plans, design and bidding plans, specifications, and any MAAB variance requests
- N/A Applicable reports (e.g., 21E, historic structure report, appraisals, survey plans, feasibility studies).



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Narrative Prompts

Compiled by Development Associate, Katie Aucella

Project Description

1. Describe the project, including the project location and the property involved.
Under the leadership of Executive Director Kretcha Roldan, the Elizabeth Peabody House is committed to making necessary improvements and renovations to our facility. Sitting at 277 Broadway, our programs operate out of a converted church building constructed in the late 1800s. Originally the Broadway Methodist Church, the building now houses our two preschool classrooms on the ground floor, an afterschool enrichment program on the first floor, and a food pantry also located on the ground floor. In this application, we are asking the CPC to fund the design phase necessary to eventually reinforce our second floor and make other structural improvements to the building. The design phase will include commissioning architects, structural engineers, and contractors to draw up plans for the construction phase; more specifically, we intend to work with Platt, Anderson, Freeman (PAF) Architects and MacLeod Consulting Inc. during this design phase. Both PAF Architects and MacLeod worked with us in 2019 to conduct a comprehensive assessment of our facility, detailed below.
In a CPA-funded building assessment that we commissioned in May 2019, we were informed that our second floor space is no longer structurally sound and should not be used for large group gatherings until we were able to reinforce the floor with steel beams and assess the joists. Beginning with the design phase, we intend to carefully and properly bring the second floor space back to its original intended use as a congregant gathering space. We understand that in a building as old as ours is, careful consideration needs to be taken when beginning renovations of this caliber.
2. Why is this project needed? How does it preserve and enhance the character of Somerville? How does the project benefit the public? What population(s) will it serve?
Since 1896, the Elizabeth Peabody House has served as a gathering place for local families and community members. Although our organization was originally based in Boston's West End, we have owned the property at 275 and 277 Broadway since 1979 and have since assimilated into Somerville and the historic Winter Hill neighborhood. Despite our changing location, our purpose has remained the same; the Elizabeth Peabody House is a place for families and the surrounding



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community to come together in different ways, whether it be education, local theater, food distribution, science fairs, or more.

Our second floor has been labeled structurally unsound for large groups based on a report commissioned in the spring of 2019, conducted by MacLeod Consulting, Inc. of Belmont, MA. More specifically, the floor does not meet the State Building Code's assigned live load of 100 pounds per square foot (psf) for assembly spaces. If the beam under the second floor is strengthened, it will be able to carry a live load of 75 psf, increasing the current capacity. We will have to post an occupancy limit at the entry to the second floor.

To keep our students and staff safe, we have kept the second floor's occupancy limited to small groups only since receiving this report over two years ago. Limiting the space's occupancy has, in turn, reduced our ability to rent the space to local groups or to use the space for our educational programs. Completing this project, beginning with the proposed design phase, would help us return the space to its original intended purpose as a gathering place, in keeping with the historical character of the building. According to both the aforementioned structural report and various other records, the second floor was used as the sanctuary of the Broadway Methodist Church.

This project will enable the Elizabeth Peabody House to resume offering the community activities that we have always been known for. As a congregant gathering space, we have hosted theater groups, fashion shows, science fairs, and more. Our preschool graduation has been held on our second floor, and it is also the staging area for our massive Thanksgiving food distribution every November. We serve low-income and immigrant families and neighbors; this has always been our target population.

3. How does the project meet the general and category-specific priorities outlined in the Community Preservation Plan, including how the project incorporates sustainable practices and design?

This project will enable the preservation of an historically-significant building in Somerville, the first step to restoring our space to its original intended use. This is a necessary prerequisite for our organization's long term goal to make the second floor space accessible to the public.

Completing the design phase of this project will ensure that we will be able to not only continue and even expand our services to low-income and immigrant populations (a priority outlined in the Community Preservation Plan), but that we will be able to do so safely and in a way that does not compromise the historical integrity of the building.

Measuring Success

1. What are the goals of this project?



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With this project, we intend to meet the following goals:

- a. *Seek out, assemble, and hire a team of architects, structural engineers, contractors, and other necessary personnel to complete this work*
 - b. *Work with the team from (a) to conduct all necessary surveys and reports needed*
 - c. *Compile a comprehensive design plan for securing the second floor, including architectural drawings, structural evaluations, and a timeline for future construction*
2. How will the success of this project be measured? (There should be at least one measure of success for every stated goal.)

This project and its goals will be considered successful when:

- a. *We have assembled and vetted a core group of architects, engineers, and potential contractors who have documented experience designing building plans*
- b. *The group from (a) has completed all surveys (e.g. structural assessment, building inspection) and made all reports necessary to detail to EPH what the proper steps are to secure the building*
- c. *EPH is presented with a thorough and comprehensive plan for securing the second floor, including all the parts from (1.c.)*

Financial

1. Describe all successful and unsuccessful attempts to secure funding and/or in-kind contributions, donations, or volunteer labor for the project. Describe any cost-saving measures to be implemented.

We have not made attempts to secure funding of any kind for this project yet. Overall, making structural improvements to our building is a multi-layered project, and we are committed to determining the proper way to go about it. That is why we are asking for CPA funding specifically for the initial assessment and design phase.

2. How was the total CPA funding request determined?

This funding request was determined based on a consultation with Platt Anderson Freeman Architects and MacLeod Engineering, Inc. These two companies collaborated on our CPA-funded building assessment plan and have agreed to work together to help us in this design phase.

3. Will the project require funding over multiple years? If so, please provide annual funding requirements. (The CPC does not commit to funding projects over multiple years. If multiple years of funding is necessary, the applicant will need to submit a new application for funding each year).



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While the total construction work to secure our second floor will most likely take place over multiple years, the design phase will not, and does not require funding over multiple years.

4. How will the project be affected if it does not receive CPA funds or does not receive the full amount requested?

This project is a top priority for EPH, as the structural integrity of our facility is crucial to our operations. If we do not receive CPA funding for this project, we will submit applications to other grantmakers or raise funds through individual donors to ensure we go through the design phase.

Project Management

1. Describe the applicant. Are they public, private non-profit, private for-profit, an individual, a partnership, or another type of entity? What is their history and background? Provide any additional relevant information.

The Elizabeth Peabody House is a registered 501(c)(3) non-profit organization (EIN: 042104827). We were founded in 1896 in honor of Elizabeth Palmer Peabody, the American author, abolitionist, and educator who founded English-speaking kindergarten in the United States. Over the span of our 125-year history, we have served as a settlement house and gathering space for immigrant families (we were host to one of the first pasteurized milk carts in the country, for example), providing education, family support, enrichment for children, and social services. Originally based in Boston's West End neighborhood, we moved to Somerville when the Boston city fathers chose to raze the West End to make way for "progress". In 1979 we purchased our current building, which has its own rich history as a church and gathering place in the Winter Hill neighborhood. We currently operate a preschool, an afterschool enrichment program, a food pantry, and both an on-site summer program as well as a partnership with Everwood Day Camp in Sharon, MA from June through August. In 2020, we had to change our operations as most people did, and transitioned our afterschool program into a full-day remote learning enrichment program for Somerville students. We have made improvements to our facility to mitigate the effects of the pandemic, including overhauling our wifi and technology systems and finding grants to redo our HVAC system. We were able to avoid furloughing or releasing any employees during the initial lockdowns, and we are proud of the immense and sometimes unfathomable work we have done to keep our staff and students safe for the last year and a half.



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2. If a community organization is applying with a government entity as a co-applicant, describe how the two organizations will work together, how finances will be managed, and how the work will be continued after the conclusion of CPA funding.
N/A

3. Demonstrate that the applicant has successfully completed projects of similar type and scale or has the ability to complete the project as proposed.

As previously mentioned, Executive Director Kretcha Roldan is committed to renovating our building and preserving its historic character. Under her leadership, EPH has made many improvements to the building, including the following (some of these projects were CPA-funded, and more details are below in question #9): replacing the entire roof, grounding electrical cables, fixing water damage, replacing outdated and unsafe egress stairs into our playground, replacing the outdated fire alarm system, renovating the food pantry kitchen, installing a new and more powerful HVAC system, etc. We have the ability to complete projects of this type, as well as a network of professional consultants and contacts in the architecture and contracting fields who are willing and able to assist us.

4. Identify and describe the roles of all known participants, including the project manager.

Kretcha Roldan, EPH Executive Director, is the project manager for EPH. She is responsible for making decisions about vendors, arranging meetings with project team members, and other management work.

Katie Aucella, EPH Development Associate, is the grant manager working with the CPA Manager on all aspects of this grant application.

John Freeman, Platt Anderson Freeman Architects, has offered to be the lead technician supporting the design phase project.

5. Describe the feasibility of the project and how it can be implemented within the timeline and budget included in this application.

All parties involved in this project are committed to completing it on time and within budget.

6. Describe any known or potential barriers to the successful on-time commencement and completion of the project, including any permits or inspections required.

As our building is still limiting visitors due to the COVID-19 pandemic, scheduling times for architects and contractors to inspect the building may be a barrier. However, we have been following COVID-19 protocols for over a year and have found methods that ensure we can still complete work; it is unlikely that this issue will prevent this project from being completed on time.



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7. Describe any ongoing maintenance and programming required and who will be responsible for it.

As this application only covers the design phase of the overall project, this is not applicable.

8. Describe any permits, approvals, Massachusetts Architectural Access Board (MAAB) variance requests, or restrictions that are required for the project to go forward and the status for each.

The design team for this project will ensure that any necessary permits are included in the construction plans.

9. Note if the applicant has previously received CPA funds and if so, a concise summary of the impact of the previous CPA project.

In FY18 we received \$73,000 to replace our entire roof, which immediately stopped further water damage to our building.

In FY19 we received \$28,000 to commission a comprehensive building assessment plan, which is the guidance we needed to prioritize future projects. Many of the recommendations in that plan have already been completed out of our own funds or through other grantmakers.

In FY20 we received \$38,000 to install a new addressable fire alarm system that has made our building safer for students and staff.

In FY21, the first year of the pandemic, our CPA application to repair the wood trim on the exterior of the building was denied because it fell outside of CPA-fundable projects. This project has not been completed since.

Historic Resources Rehabilitation Projects

1. Describe how the proposed project complies with the U.S. Secretary of the Interior's Standards for Rehabilitation, as required by the CPA legislation under the definition of rehabilitation.

While we undertake every project with historical considerations in mind, this design phase project will not alter the building in any way. Historical considerations will be considered in construction plans.

2. Describe how the applicant will ensure compliance with these standards as the project is ongoing, including an identification of who will make historic preservation determinations.

Please see the answer to (1).



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Accessibility Requirements

1. Describe how the proposed project complies with all Americans with Disabilities Act/MAAB Regulations.

As this application only covers the design phase of the overall project, this is not directly applicable, but the ADA and MAAB Regulations will be considered in all construction plans.



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Project Timeline

Assuming that funding is granted for this project, we will begin our design phase as soon as funds are disbursed. This project does not involve any construction, making it quicker to schedule and complete than other renovations we have undertaken. Our only barrier to this project in terms of a timeline is ensuring that all site visits are conducted when all parties (EPH as well as contractors) are available to be on-site. As a childcare provider, we are still operating within COVID-19 guidelines for parties coming to our building, which limits scheduling. However, we anticipate that this project will take between one and two months to complete, including multiple drafts of plans and drawings.



GRANT AND TRUST FUNDS DISCLOSURE FORM
PURSUANT TO CITY OF SOMERVILLE CODE OR ORDINANCES SEC. 15

(copies of the Ordinance are available upon request)

Instructions: All applicants for grant and/or trust funds administered by the City must complete this form as part of its application submission to the City of Somerville. Complete all sections of this form.

Section 1

Legal Name of Applicant: *THE ELIZABETH PEABODY HOUSE ASSOCIATION*

Indicate whether the applicant had any grant, contract, or agreement with a federal, state or local agency terminated within the last three (3) years.

Check One:

Yes

(If yes, please identify the grant, contract, or agreement including parties, term, and cause of termination on an additional page.)

No

Section 2

Applicants are required to disclose any circumstances constituting a conflict of interest or potential conflict of interest arising from or relating to the proposed grant or trust disbursement, whether real or apparent.

Conflict of Interest Prohibited. No employee, officer or agent of the grantee shall participate in any particular matter, including but not limited to, the selection, or in the award or administration of a contract, grant or subgrant, or employment agreement administered by way of funds received by the City of Somerville if a conflict of interest, real or apparent, would arise. Such a conflict would arise when:

- 1) an employee, officer or agent, or
- 2) any member of his or her immediate family, or
- 3) a business organization in which he or she is serving as officer, director, trustee, partner, or employee; or
- 4) any person or organization with whom he or she is negotiating or has any arrangement concerning prospective employment,

has a financial or other interest in the person or entity selected for an award, or a contract, grant, subgrant, or employment agreement of the grantee or the funds for which originate from or are awarded through the city.

Check One:

No Conflict Of Interest

Potential or Actual Conflict of Interest (If checked, disclose in detail all relevant facts, including names of individuals or organizations, relevant contract, grant, subgrant or employment agreement, and source of funding on an additional page.)

Section 3

Attach a copy of applicant's policy addressing conflicts of interest that may arise involving management, employees and the members of its board of directors or other governing body. See the *City of Somerville Code of Ordinances Section 15-42(c)* for complete requirements. Should the policy be revised during the grant term, a copy of the revised policy must be submitted to the City within thirty (30) days of being revised.

Section 4

Identify all officers, employees, contractors, subgrantees or other persons providing any type of service in relation to the proposed grant activity, in the following format. Use additional page(s) as necessary.

Name (Individual or Entity)	Association	Service Provided	Value of Service (\$)	Amount of City Funds Supporting Service (\$)	Mark "X" if individual or entity has had any grant, contract, or agreement with a federal, state or local agency terminated within the last 3 years.*
PAF Architects	contractor	architectural design work	\$9,000 (approx)	→ 11	
MaeLeod Consulting Inc	contractor	structural engineering work	\$9,000 (approx)	→ 11	

*If yes, please identify the grant, contract, or agreement including parties, term, and cause of termination on an additional page.

Section 5

This form is hereby completed on behalf of the applicant named above. Through the undersigned individual, the applicant hereby certifies that the completed form is true and accurate. The applicant acknowledges that it has read, understands, and agrees to comply with, the requirements of *City of Somerville Code of Ordinances Section 15*.

During the term of any grant, grantees have a continuing obligation to submit an updated Disclosure Form to the City of Somerville immediately as to any circumstances which constitute a potential or actual conflict of interest.

Signature: 

Print Name of Authorized Individual:

Title: Executive Director

Date: 10/12/21



Code of Conduct and Conflict of Interest Statement for Board Members

The successful operation and reputation of The Elizabeth Peabody House (EPH) is built upon integrity and excellence and requires careful observance of the spirit and letter of all applicable laws and regulations, as well as regard for the highest standards of conduct and personal integrity. Compliance with the standards is the responsibility of each individual board member and the collective activity of the board. As a board member, I will uphold these responsibilities as follows:

1. I will uphold the policies of EPH in regards to compliance with all applicable federal and state laws, including, but not limited to equal employment opportunity, business ethics and conduct, immigration law compliance, the Americans with Disabilities Act, sexual and other unlawful harassment.
2. I will fully disclose any interests in businesses or organizations that may be considered for contractual relationship with EPH and will excuse myself from participating in board discussions and decision making in such cases.
3. I will not seek or obtain for anyone's benefit or advantage, except in conformity with EPH policy, anything of more than nominal value that would not be available in the absence of EPH affiliation.
4. I will not use or make available for anyone's benefit or advantage, except in conformity with EPH policy, the property, records, services, endorsement or information gained through affiliation with EPH.
5. I will not seek to obtain any personal, business or professional gain through relationships made possible by my affiliation with EPH.
6. I will not publicly use my affiliation with EPH in any way for partisan politics, religious matters or positions on issues that are not in conformity with EPH policies.

Signature _____

Date _____



**CITY OF SOMERVILLE CAMPAIGN CONTRIBUTION ORDINANCE SEC. 15-72*
MANDATORY DISCLOSURE AND CERTIFICATION FORM**

INSTRUCTIONS: APPLICANTS, PLEASE COMPLETE THE ENTIRE FORM AND FILE WITH THE SAME CITY OFFICE OR AGENCY WITH WHOM YOU FILED OR WILL FILE BELOW APPLICATION.

PART I. APPLICATION FOR ITEM

Describe the item you have, or will apply for, relating to this disclosure:

ITEM:	Funding for Design Phase			
TYPE (X):	<input checked="" type="checkbox"/> Contract	<input type="checkbox"/> Zoning Relief	<input type="checkbox"/> Real Estate	<input type="checkbox"/> Financial Assistance
CITY DEPT. OR AGENCY:	Community Preservation Act/Commission			

PART II. APPLICANT INFORMATION

Provide the following information for the Applicant:

NAME:	Elizabeth Peabody House
ADDRESS:	275 - 277 Broadway Somerville
TELEPHONE NO.:	617-623-5510 ext 102
E-MAIL:	kroldan@teph.org kaucella@teph.org

On Schedule A, you must also provide the same information for the Applicant's principals, chief executive officer, president, chief financial officer, treasurer, chief operating officer, chief procurement officer, directors, or persons performing similar functions, or shareholders in excess of ten percent and managing agent to the extent applicable. **Please complete Schedule A. If not applicable, please check N/A on Schedule A.**

PART III. CAMPAIGN CONTRIBUTION DISCLOSURE

On Schedule B, Applicants must disclose all contributions made by the applicant during the 12 months prior to the application (identified in Part I), to any person who was a candidate for elective office of the City of Somerville (mayor, board of aldermen, and school committee). The attribution rules in Section 15-73 of the Somerville Code of Ordinances shall apply to the contributions that must be disclosed. **On Schedule B, applicants must also disclose such contributions made by persons attributed to the applicant under the ordinance.** If the applicant is an individual, any such contributions made by the individual, any spouse of the individual, and any children of the individual must be disclosed. If the applicant is not an individual but a corporation, partnership or limited liability corporation, then any contributions made by any of its chief executive officer, president, chief financial officer, treasurer, chief operating officer, chief procurement officer, directors, members, managers, principals, or persons performing similar functions, or shareholders in excess of ten percent, and their spouses and children, must be disclosed. **Please complete Schedule B. If disclosure is not required, please check N/A on Schedule B.** *Note: Contributions made before January 1, 2017 are not required to be disclosed.*

* Please see the Pay to Play and Campaign Contribution Ordinance for definitions and all requirements.

PART IV. SUBCONTRACTOR INFORMATION

Have you applied for a Contract and intend to use a subcontractor on this Contract? Yes No

If "Yes", complete Schedule C. If "No", proceed to Part V.

PART V. SIGNATURE, CERTIFICATION, AND ATTESTATION:

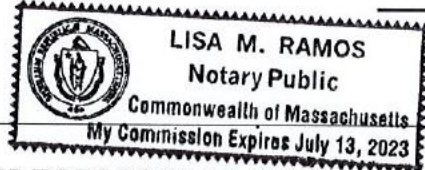
I, the undersigned applicant, hereby further certify as follows: If awarded the item that is applied for (as identified above) under subsections (a), (b), (c), or (d) in Section 15-72 of the Somerville Code of Ordinances, the Applicant, and anyone attributed to the Applicant, and if the application is for a contract any subcontractor used on the contract, will not make any contribution in any calendar year in an amount in excess of \$500.00 to any individual incumbent or to any individual candidate for elective office of the City of Somerville for the next four (4) calendar years following the award of the item, or for the duration of the term of the contract, whichever is longer.

Signed under the pains and penalties of perjury:

Signature of Affiant: [Handwritten Signature] Title: Executive Director

Printed Name of Affiant: Kretcha M. Woldan Date: 10/13/21

Subscribed and sworn before me this 13th day of October, 2021.
My Commission expires: _____
(Witnessed or attested by) [Handwritten Signature]
(Seal)



THIS FORM SHALL BE OPEN TO PUBLIC INSPECTION

SCHEDULE A – APPLICANT INFORMATION

INSTRUCTIONS: FOR EACH OF APPLICANT'S PRINCIPALS, CHIEF EXECUTIVE OFFICER, PRESIDENT, CHIEF FINANCIAL OFFICER, TREASURER, CHIEF OPERATING OFFICER, CHIEF PROCUREMENT OFFICER, DIRECTORS, OR PERSONS PERFORMING SIMILAR FUNCTIONS, OR SHAREHOLDERS IN EXCESS OF TEN PERCENT AND MANAGING AGENT TO THE EXTENT APPLICABLE, COMPLETE THE FOLLOWING. ATTACH ADDITIONAL PAGES IF REQUIRED.

Check box only if sole proprietor:

NAME	POSITION	E-MAIL ADDRESS	PHONE NO.	ADDRESS
Kretcham-Roldan	Executive Director	k.rolan@teph.org	617-623-5510	275 Broadway Somerville, MA
Heitlin-Gastrock	Chair, Board of Dir	kgastrock@gmail.com	617-763-2709	30 Milton River Rd, Wrentham
Louise Coughlan	Officer, BOI	louiseacoughlan@gmail.com	617-633-5081	12 Lawrence St. Winchester
William Durkin	Officer BOI	durkin.w@gmail.com	603-508-1220	42 Warren St. Salem, MA, 01970
Sarah E. Eichorn	Clerk BOI	sarah.eichorn23@gmail.com	401-741-8567	29 Brookdales Boston, MA
Brenda Lormil	Officer, BOI	blormil@gmail.com	617-710-3697	49 Pennsylvania Ave. Somerville, MA
Kimberly Wells	Treasurer, BOI	kimberlymariewells@gmail.com		400 Broadway #4 Somerville, MA
Eli Nunes	Officer BOI	eli@nunes.com	781-90-3250	18 Sanborn Ave. #5 Somerville, MA
Beth D. Williams-Breault	Officer	bbdzer78@gmail.com	603-425-4479	21 Whitrey Grove Rd. Derry, NH
Sheri Rios-Graziano	Dir of Operations	srios@teph.org	617-623-5510 ext 100	275 Broadway Somerville
Emily Hutchinson	After School Dir	ehutchinson@teph.org	617-623-5510 ext 105	275 Broadway Somerville
Kathryn Auella	Development Associate	kaucella@teph.org	617 623 5510 x-108	275 Broadway Somerville MA, 02145

3 * Board of Director (BOI)



SOMERVILLE ORDINANCE TO SAFEGUARD VULNERABLE ROAD USERS
CITY OF SOMERVILLE CODE OF ORDINANCES ARTICLE VIII, SEC. 12-117 et seq.

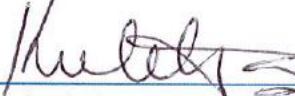
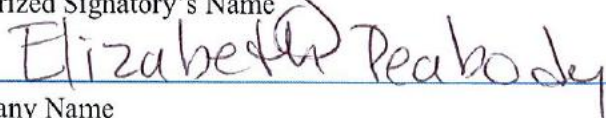
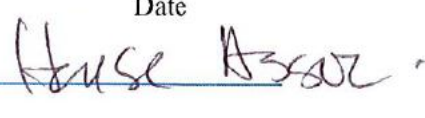
Prospective contractors must familiarize themselves with the City of Somerville’s Ordinance to Protect Vulnerable Road Users. The full text of this local law can be found [here](#).

1. **Request for Inspection:** Inspections are conducted on Thursdays from 4pm-7pm at the Somerville Department of Public Works, located at 1 Franey Road. Each inspection takes approximately 20 minutes.
 - a. Any vendor covered by this Ordinance shall complete an inspection request form and email it to fleetinspections@somervillema.gov.
 - b. Please submit request form no later than 3pm on the Tuesday before the requested inspection date.
2. **Fee:** The fee for the initial inspection is \$100. The fee for a renewal inspection (every two years) is \$50.
 - a. Payment of the fee is due upon scheduling of the inspection. The fee can be paid via check or credit card. Checks should be made out to the City of Somerville and include the vendor’s phone number.
3. **Approval:** Vehicles inspected and approved by the Fleet Division will have an inspection approval sticker affixed to the windshield of the vehicle. A copy of the inspection report and certificate of inspection shall be issued to the vendor.
 - a. Inspection stickers are not transferable.
 - b. Any major overhaul of safe guard equipment shall be required to be re-inspected.
4. **Rejection:** If a vehicle is rejected for failing to comply with any of the technical specifications outlined in the ordinance, it shall be corrected and henceforth re-inspected within 30 days at no additional fee.
 - a. If a second inspection results in a rejection, a fee of \$50 will be required for any subsequent inspections.
 - b. Any vendor who fails to comply within 60 days of their first inspection may be subject to having their contract cancelled.
5. **Questions:** Please direct questions about vehicle inspections to Fleet Superintendent Ron Bonney at rbonney@somervillema.gov or at (617) 625-6600, ext. 5524.

Acknowledgement

In accordance with Sec. 12-119 “Requirements” in the Ordinance, bidders must sign the following:

Unless certified that the Ordinance is not applicable to this contract or otherwise waived by the City, I acknowledge that my company has installed (or will install prior to commencing work for the contract) side guards, cross-over mirrors or equivalent blind spot countermeasures, convex mirrors or equivalent blind spot countermeasures, side-visible turn signals, and appropriate warning signage, in accordance with SCO Chapter 12, Article VII on all large vehicles it uses or will use within the City of Somerville in connection with any contract.


 Authorized Signatory’s Name 10/12/21
Date
 
 Company Name

I certify that the Ordinance does not apply to this contract for the following:

- Vehicles do not meet or exceed Class 3 GVWR
 Vehicles do not exceed 15 MPH
 No vehicles on project
 Other: _____



JOSEPH A. CURTATONE
MAYOR



**CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY21 FUNDING CYCLE
BUDGET SUMMARY**

PROJECT NAME: DESIGN PHASE for STRUCTURAL IMPROVEMENTS

APPLICANT: The Elizabeth Peabody House Association

SUMMARY OF PROJECT COSTS					
<i>Please include a complete itemized budget of all project expenses, including the proposed funding source for each expense, in your submission. Budget needs to include cost of permanent CPA dedication sign if requesting construction funds.</i>					
PROPOSED SOURCE	EXPENSES				
	STUDY	SOFT COSTS*	ACQUISITION	CONSTRUCTION**	TOTAL
1 Somerville CPA		\$20 - \$30,000			
2		↓			
3					
4					
5					
6					
TOTAL PROJECT COSTS		\$20 - 30,000			

*Soft costs include design, professional services, permitting fees, closing costs, legal, etc.
** Construction includes new construction, preservation, rehabilitation, restoration work, and/or accessibility related expenses

EXPLANATION OF FUNDING SOURCES			
<i>Please explain the status of each funding source (i.e., submitting application on X date, applied on X date, received award notification on X date, funds on hand, etc.). For sources where funding has been awarded or funds are on hand, please include documentation from the funding source (e.g., commitment letter, bank statement) in application packet</i>			
	SOURCE	SECURED? (Yes/No)	STATUS OF FUNDING SOURCE
1			
2			
3			
4			
5			



The Elizabeth Peabody House
 275-277 Broadway
 Somerville, MA 02145

Phone: 617-623-5510
 Fax: 617-623-5515
 Email: info@teph.org

Itemized Budget

Prepared by Development Associate Katie Aucella for the FY22 CPA Grant Cycle

Vendor: Platt Anderson Freeman Architects

Line Item	Description	Cost
1. Existing Conditions Verification and Drafting	- Field spot-check critical dimensions as needed - Prepare CAD plans for structural engineer use	\$1,200
2. Schematic Design	- Site visits w/ structural engineer - Plan notations to revise architectural elements as needed	\$1,680
3. Design Development	- Coordinate w/ structural engineer - Provide updated drawings coordinated w/ structural drawings - Publish revised drawing package for construction manager - Assist EPH w/ next steps	\$2,760
Contractor Retention Fee	- Selective demolition based on structural engineer's proposal	\$2,500
Total Cost:		\$8,140

Hourly fees:

- Principal: \$155/hr
- Project Architect/Design Review: \$135/hr
- Architectural Staff: \$105/hr
- Drafting: \$95/hr
- Administrative: \$50/hr
- Travel (other than for noted site visits): half rate
- Public meetings, if applicable: half rate



The Elizabeth Peabody House
 275-277 Broadway
 Somerville, MA 02145

Phone: 617-623-5510
 Fax: 617-623-5515
 Email: info@teph.org

Vendor: MacLeod Consulting, Inc.

Line Item	Description	Cost
1. Schematic Design	<ul style="list-style-type: none"> - Prepare CAD model - Site visit - Engineering analyses - Provide structural drawings and indicate work areas needing repairs 	\$3,400
2. Design Development	<ul style="list-style-type: none"> - Coordinate with architectural team - Provide updated drawings including framing plans and general notes 	\$5,200
Total Cost:		\$8,600

Additional fees:

- Additional design services (e.g. change in scope of services, hidden conditions, etc.): \$190/hr
- Expenses (including document reproduction): billed at cost plus

Total Costs

Services of Platt Anderson Freeman	\$8,140
Services of MacLeod Consulting, Inc.	\$8,600
Additional fees and services ¹ :	\$3,260 - \$13,260

¹ This line item is intended to cover any additional services that EPH has to request based on the initial site visits by the architectural and structural teams. Our facility is full of history and a lot of elements remain undiscovered, and we want to be prepared for anything that needs to be addressed outside of our initial plans.

12 October 2021

Kretcha Roldan, Executive Director
Elizabeth Peabody House
275-277 Broadway
Somerville, MA 02145

Re. Proposal for Schematic Design and Design Development for Structural Remediations

Dear Kretcha,

The following is a proposal for the Architectural and Structural Fees to perform the Schematic Design and Design Development for certain Structural Remediation to the Elizabeth Peabody House.

The intent of this proposal, in combination with the Structural Engineer's proposal, is to produce documents sufficient for a construction manager to produce construction cost estimates.

The construction cost estimates plus fees for construction documents will allow you to apply for further funds to accomplish the Construction Documents and Construction of the Structural Remediations.

Scope of Services

Our proposed scope of services and estimated fees by phase are as follows:

1.0 Existing Conditions Verification & Drafting	\$ 1,200.00
1.1 Field spot-check critical dimensions, if needed.	
1.2 Prepare base CAD plans for use by the structural engineer	
2.0 Schematic Design	\$ 1,680.00
2.1 Site visit w/ Structural Engineer to view selective demolition (see structural proposal)	
2.1 Site visit w/ Structural Engineer to assist structural engineer w/ roof frame inspection	
2.1 Plan Notations to revise architectural elements, as required.	
3.0 Design Development	\$ 2,760.00
3.1 Coordinate w Structural Engineer	
3.2 Provide updated drawings coordinated w structural documents to show interior adaptations, finishes and restorations.	
3.3 Publish revised drawing package for Construction Manager pricing.	
3.4 Assist owner w application for further funding.	
Estimated Total (Not including hourly expenses, if any, or consultants' fees)	\$ 5,640.00

HOURLY FEES

Hourly fees, if any, will be billed at the following rates:

Principal	\$ 155.00 / hr	Drafting	\$ 95.00 / hr
Project Architect / Design Review	\$ 135.00 / hr	Administrative	\$ 50.00 / hr
Architectural Staff	\$ 105.00 / hr		

Travel other than for the noted site visit, if any Half rate.
Public meetings, if any Half rate.

Note that billing rates are assigned by task, not by the individual performing the task.

CONSULTANTS

Attached please find the proposal from MacLeod Consulting, Inc. The MacLeod proposal is hereby made part of our proposal.

- Acceptance of this proposal includes acceptance of the consultant's proposal.
- Consultant Fees are reimbursable at the rate charged to us.
- No other sub-consultants will be retained without your prior approval.
- If any other sub-consultants are retained, their fees will be billed to you at 1.1 times the rate charged to us.

TOTAL

The total Study Fee proposal is:

	<u>Consultant</u>	<u>Fee / Cost</u>
Architect	Platt Anderson Freeman Architects	\$ 5,640.00
Structural Engineer	MacLeod Consulting, Inc.	\$ 8,600.00
	Total Fees	\$ 14,240.00

OWNERS RESPONSIBILITIES

The owner will make the facilities available for one or two days, to be determined, for the architect and engineer to make the noted site visits.

The owner will hire a licensed and insured contractor to make the selective demolition noted in the structural engineer's proposal, and subsequently to repair the selective demolition. The time on site likely will be one to two days. If a cost for the contractor can not be immediately determined, we suggest that you carry a minimum of \$2500 for this work in addition to the above fees.

REIMBURSABLE DISBURSEMENTS

Reproduction costs for printing and duplication will be reimbursable to us at the rate charged to us.

Mileage for travel outside of the Rt. 128 area, if any, will be reimbursable to us at the rate of \$0.30 per mile.

Special mail service, will be reimbursable to us at the rate charged to us.

Consultants, if any Actual
Other reimbursable expenses, if any Actual x 1.10

ADDITIONAL SERVICES (IF FIXED FEE BASIS)

If the scope of the project is reduced substantially during any phase, we will re-evaluate our costs and submit a schedule of fees. If the scope of the project is increased, additional fees will be billed at the above hourly rates.

PAYMENTS

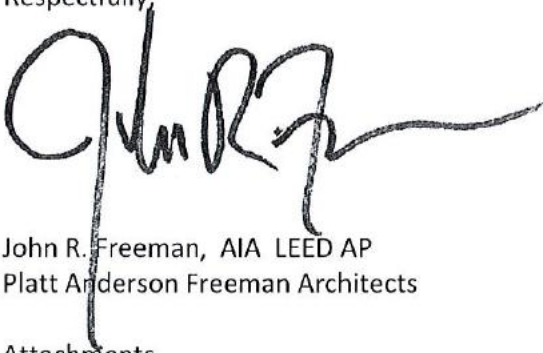
Bills will include the fee due and a breakdown of reimbursable expenses. Payments are due and payable upon receipt of the bill. If there is any question about a bill it should be brought to our attention immediately upon receipt of the bill. Unpaid bills will bear interest at the rate of 1% per month. Overdue payments constitute sufficient reason to suspend services.

NORMAL TERMS AND CONDITIONS

Enclosed is a "Schedule of Normal Terms and Conditions" related to this agreement which is considered part of this agreement. If it and the above proposal meet with your approval, please sign one copy and return it to our office.

Please feel free to contact me with any questions or comments, and please feel free to ask for additional information should you wish it.

Respectfully

A handwritten signature in black ink, appearing to read 'John R. Freeman', with a long horizontal flourish extending to the right.

John R. Freeman, AIA LEED AP
Platt Anderson Freeman Architects

Attachments.

PLATT ANDERSON FREEMAN ASSOCIATED ARCHITECTS

Architecture
Preservation
Sustainability

SCHEDULE OF NORMAL TERMS AND CONDITIONS

ARCHITECT'S RESPONSIBILITIES. The Architect shall provide architectural services for the Project as described in this Agreement. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The Architect shall assist the Owner in determining consulting services required for the Project.

OWNER'S RESPONSIBILITIES. The Owner shall furnish such legal, accounting and insurance counseling services as may be required for the project and shall provide the Architect with all required land surveys, geotechnical investigations, and information relating to existing conditions at the project site which the Architect may request. The Architect shall be entitled to rely upon the completeness and accuracy of such services and information. If the Owner becomes aware of any fault or default in the project, he shall promptly notify the Architect. The Owner shall furnish required information or services as expeditiously as necessary for the orderly performance of the work.

ARCHITECT'S ROLE DURING CONSTRUCTION. Unless otherwise requested by the Owner, the Architect shall make periodic visits to the site during the construction phase of the project, to familiarize himself generally with the progress and quality of the work, and to determine in general if the work is proceeding in accordance with the drawings, specifications, and other contract documents. On the basis of his on-site observations as an Architect, he shall endeavor to guard the Owner against defects and deficiencies in the work of the contractor. However, it is understood that the contractor, not the Architect, is responsible for the construction of the project, and that the Architect is not responsible for the acts of omissions of any contractor or subcontractor, or for the failure of any of them to carry out their contractual duties and responsibilities. The Architect shall also furnish to the contractor such additional details, interpretations, and clarifications as are customary during the construction phase, and shall work with the contractor to achieve proper coordination of the construction documents and adaptation thereof to actual field conditions. All changes, substitutions, and deviations shall be subject to the Architect's approval.

ADDITIONAL SERVICES. The Architect shall be paid additional fees for services performed at the Owner's request which are outside of the scope of the basic services, including, without limitation all services in connection with changes made at the Owner's request which are inconsistent with prior approvals by the Owner. Such additional services may include, but not be limited to, providing or coordinating services of consultants not previously identified; revisions due to changes in the Project scope, quality or budget, or due to Owner-requested changes in the approved design; evaluating changes in the Work and Contractors' requests for substitutions of materials or systems; providing services necessitated by the Contractor's failure to perform; and the extension of the Architect's services beyond the assumed period of construction from permit acquisition to certificate of completion, through no fault of the Architect. Such additional compensation, if any, will be billed at the listed hourly rates.

TERMINATION. This agreement may be terminated by either party upon seven days written notice. In case of such termination, the Architect shall be paid for services performed to date including additional services and reimbursable expenses.

LIABILITY. The Owner's liability hereunder shall be limited to amounts due to the Architect for services actually rendered, and for reimbursable expenses actually incurred. In case of termination, the Owner shall not be liable for lost profits or other direct or indirect damages. The Architect shall be liable to the Owner for negligent errors or omissions, and for other breaches by the Architect of this agreement, provided that the amount of such liability shall in no event exceed the compensation paid to the Architect under this agreement.

COLLECTION. The Architect shall be entitled to reimbursement of all collection costs, including legal fees, related to overdue payments.

MEDIATION. All claims, disputes, and other matters in question arising out of or relating to this agreement or its breach shall be finally decided by mediation unless the parties mutually agree otherwise. No demand for mediation shall be made after the date when institution of a civil action based upon such a claim, dispute, or other matter in question would be barred by the applicable statute of limitations.

OWNERSHIP AND USE OF DOCUMENTS. Drawings, specifications, and other documents produced by the Architect are instruments of service, and the originals thereof and the copyright therein shall remain the property of the Architect. The Owner may use such documents solely for the construction of the project upon payment to the Architect of all amounts due hereunder for having produced them, subject to the following conditions:

- The Owner shall not elaborate, change, or incorporate the documents into documents prepared by anyone other than the Architect, or permit such elaboration, change, or incorporation without the Architect's consent;
- If the Owner proceeds to construct the project without engaging the Architect for complete customary construction phase services, such construction will be at the Owner's sole risk, and the Architect shall be released from all responsibility in connection therewith;
- The permission granted hereunder shall not be transferable to anyone other than the Owner without the Architect's consent.

ESTIMATES. Any cost estimates are made by the Architect on the basis of his experience and judgement as a design professional. Since the Architect has no control over construction costs or contractor's prices, he cannot and does not guarantee that the contractors' proposals, bids, or costs will not vary from the Architect's estimates.

ASBESTOS AND HAZARDOUS WASTE. The Architect does not normally perform professional services relating to the existence, identification, removal, containment, or abatement of asbestos or hazardous waste. Such services are not included in the scope of the Architect's work unless expressly set forth by written agreement signed by the Architect. If any such services are performed, it is understood to be on the condition that the Owner accepts the full risk thereof. The Owner shall release, indemnify, and defend the Architect from and against all liability arising out of the existence, identification, removal, containment, and/or abatement of asbestos and/or hazardous waste in connection with the project, except for liability arising solely out of the Architect's wanton or willful acts.

CONCEALED CONDITIONS. The Architect shall not be responsible for the verification of the condition of any existing structure, equipment or appliance as part of Basic Services unless such verification can be made by simple visual observation. Any further investigation, if authorized and requested by the Owner, shall be provided as an Additional Service. If, after plans and specifications are prepared, it appears from the uncovering of parts or portions of an existing structure that plans and specifications must be altered to conform to previously hidden conditions, all such work shall be performed as an Additional Service.

CONSEQUENTIAL DAMAGES. Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Consultant, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and the Consultant shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

PHOTOGRAPHY. The Architect shall have the right to photograph or arrange to have photographed the project during construction and after completion. The Architect shall have the right to use photographs of the project in normal marketing endeavors. The Owner shall have the right to restrict identification of the project.

PLATT ANDERSON FREEMAN ASSOCIATED ARCHITECTS

Architecture
Preservation
Sustainability

MISCELLANEOUS PROVISIONS. The Architect's proposal is based on completion of the work, within a twelve month period. Fee estimates assume reasonable and prompt cooperation by all parties connected with the project and that no unusual problems or circumstances will be encountered which could not have been anticipated in the exercise of ordinary care by all parties.

This agreement represents the complete and integrated agreement between the parties, supersedes all prior agreements, may be amended only in writing, and is binding upon all the parties, their successors, assigns, and legal representatives. This agreement shall be interpreted and governed in accordance with the laws of the Commonwealth of Massachusetts.

MacLeod Consulting, Inc.

29 Woods Road
Belmont, MA 02478

(617) 484-4733

fax (617) 484-9708

www.macleod-consulting.com

October 12, 2021

Mr. John Freeman
PAF Architects
4 Belgrade Ave.
Boston, MA 02131

Re: Structural Engineering Services
The Elizabeth Peabody House Design Repairs

Dear John:

MacLeod Consulting, Inc. would be pleased to provide structural engineering services to Platt Anderson Freeman for the design of repairs to The Elizabeth Peabody House at 277 Broadway, Somerville, Massachusetts.

PROGRAM

I understand the program calls for remedial work to portions of the building that were identified in our 2019 Condition Assessment. I found problems with ad hoc repairs to pipe columns in the basement, undersized joist connections for the second floor, undersized beams at the second floor, lack of girts in the tower walls, and undersized roof framing. Some additional testing is needed to obtain data to correctly design repairs. The program will target schematic design and design development phases to provide sufficient information to satisfy grant applications. Following acceptance of these phases, Working Drawings and Construction Administration would be required to provide bid documents and permit drawings.

PROPOSED BASIC SERVICES

I propose the following services to meet your project needs:

1. *Schematic Design.* Prepare CAD model of existing structure indicating structural members targeted for repair. Visit the site to supervise a mechanic to carry out selective demolition at the base of one of the columns strengthened earlier with welded split pipe; supervise a mechanic to probe slab on grade with pattern drilling to measure depth and extent of existing footings; and examine existing roof framing to map nailing at existing connections. Evaluate structure to meet the Massachusetts requirements of the IEBC and IBC. Carry out engineering analyses sufficient to size members targeted for repairs. Provide structural drawings showing the structure in plan. Indicate the work area for member repairs describing and noting needed repairs. During my survey within the attic framing, I will require assistance at the ready at the roof framing entry to keep watch for emergency needs.
2. *Design Development.* Coordinate with architectural design development. Carry out engineering analyses for structural strengthening of members and connections in the structural work area and determine posted loading. Provide updated drawings of the

Mr. John Freeman
The Elizabeth Peabody House Design Repairs

October 12, 2021
Page 2

work area showing foundations, framing plans, typical sections and details, and general notes.

BASIC SERVICES FEES

For these services, my fees are as shown in the following table:

Phase Description	Fee
Schematic Design	\$ 3,400
Design Development	5,200
Construction Documents	-
Bidding	-
Construction Administration	-
Total SD & DD	\$ 8,600

These fees include my labor and office expenses to accomplish the listed tasks and produce electronic documents for each task. Expenses, if any, such as document reproduction, parcel post, and messenger services will be billed at cost plus.

EXCLUSIONS

MacLeod Consulting excludes the following services: related engineering such as civil and geotechnical engineering, trade work to make exploratory openings, and consulting on hazardous materials.

ADDITIONAL SERVICES

MacLeod Consulting will charge for additional design services at the rate of \$190.00 per hour or for mutually agreeable fees for services. Examples are change in scope of services for engineering of hidden conditions.

TERMS AND CONDITIONS

This offer is subject to the attached Standard Terms and Conditions of MacLeod Consulting, Inc.

Thank you for asking for this proposal. This is an interesting project, and I look forward to working on it with you. Please acknowledge your acceptance by returning a signed copy.

Sincerely,



Arthur H. MacLeod, P.E., Principal
MacLeod Consulting, Inc.

accepted: _____	signature
_____	print name
date: _____	

Attachments: Standard Terms and Conditions

**ATTACHMENT: STANDARD TERMS AND
CONDITIONS**

January 13, 2019

Macleod Consulting, Inc.

29 Woods Road
Belmont, MA 02478

(617) 484-4733

fax (617) 484-9708

www.macleod-consulting.com

The following terms and conditions are common practice in the building engineering design community and are made part of the referencing proposal for structural engineering services offered by MacLeod Consulting, Inc. Terms and conditions specifically stated in the referencing proposal shall take precedence over those stated herein.

DEFINITIONS OF SERVICES

Condition Assessment. A structural building survey meant to determine the condition of a structure for planning purposes and usually includes descriptive narrative, identified problems, recommended solutions, and may provide construction budgets.

Construction Administration. The process of periodically reviewing the site during construction checking for general compliance with design drawings and specifications, reviewing contractor's shop drawings and submittals for conformity to the design, assisting in the review of contractor's invoices and claims, assisting in resolving technical disputes, and making a final review of the completed work.

Consulting. The provision of informal technical support or advice that is provided to allied design professionals who have experience working on structural systems and building envelopes.

Design. The making of contract documents, formal drawings and specifications that are based on engineering analysis and integration of structural materials into structural systems from which contractors can bid and build work. This service is offered to architects for new construction and projects undergoing changes. It is offered directly to building owners for structural repair projects.

Feasibility Study. The provision of documents to a client that include preliminary plans and narrative based upon engineering analysis and selection of favorable structural systems to meet initial project objectives.

Investigation. A review of known structural problems meant to determine causes, recommend solutions, and may provide construction budgets.

Testing and Inspection. Massachusetts requires the Structural Engineer-of-Record (EOR) to set up a program to review structural inspections of building construction. Independent inspection agents use this program to carry out most of the actual inspection work. This is a service provided in addition to construction administration at the owner's expense.

Alternatively, this service may be included as a basic service.

BASIC SERVICES FEES

Basic services include engineering and office labor and expenses to accomplish the listed tasks in the referencing proposal and produce one original set of electronic documents for each project phase. Fees are billed upon completion of each project milestone in the listed tasks and in proportion to completed construction work.

REIMBURSABLE EXPENSES

Reimbursable expenses such as transportation, standard mileage rates, parking, tolls, lodging, document reproduction, survey equipment rental, electronic drawing scans, film photographic documentation, mail, postage, and messenger services will be charged at cost plus an administrative fee noted in the referencing proposal. Liability insurance beyond that defined herein is also charged as a reimbursable expense.

ADDITIONAL SERVICES FEES

Additional services are charged hourly or for mutually agreeable fees for services. Examples of additional services include tasks not identified in the referencing proposal; redesign to meet new objectives not defined in the referencing proposal; design changes requested by the Owner, Architect/Prime Consultant, or Contractor, changes to accommodate hidden conditions uncovered during construction, and assistance in litigation and insurance claims to recover from damages caused by other parties or acts.

EXCLUSIONS

Related Engineering Services. The client or owner shall provide geotechnical engineering services to meet code requirements for soils investigations, consulting, and design. The client or owner shall provide civil engineering services for consulting and the structural design of site work structures and systems.

Trade Services. MacLeod Consulting, Inc. is not staffed with nor insured for trade labor. The Owner shall provide insured trade labor and equipment to assist in field investigations. MacLeod Consulting, Inc. will provide direction for competent trade labor making structural field investigations. When the program requires truck mounted aerial lifts, the Owner must include an equipment operator and OSHA ground

safety operator when required, police details, and any other labor to comply with current safety laws, rules and regulations.

Hazardous Materials. The Client and Owner agree MacLeod Consulting, Inc. is not in any way responsible for the identification, assessment, or abatement design of hazardous materials.

TIME LIMITATIONS

The offer shall remain good for sixty days from date of referencing proposal after which if not accepted becomes void. For the duration of the contract, the Client shall make all reasonable efforts to progress through design with reasonable waiting periods for client's and owner's review of project phases. Should the project be stopped in any phase or a review period exceeds six months, then MacLeod Consulting, Inc. reserves the right to renegotiate fees for the remainder of the project.

PAYMENT

The Client shall make timely payments for completed tasks. Unless, agreed otherwise at the start of the project, the Client shall make payments within one month following receipt of invoice. The Client shall recognize that structural work is completed in the early stages of a construction project and therefore during the construction phase shall make payments in proportion to the structural work completed. The Prime Consultant shall bill MacLeod Consulting, Inc.'s invoices to the Owner to assure timely payments without delay of waiting for invoices for its own or allied services.

INSURANCE

MacLeod Consulting, Inc. carries Worker's Compensation, Business Owners Liability Coverage, Automobile Insurance, and Professional Liability Insurance. The client is responsible to verify that all parties are adequately insured for staff, property, actions, and responsibilities under their control and upon request shall provide MacLeod Consulting, Inc. with certificates of insurance for all parties on the project.

LIMITATION OF LIABILITY

To the maximum extent permitted by law, the Owner and/or Client agree to limit MacLeod Consulting, Inc. and its sub consultant's liability for negligent errors, omissions, and other breaches to the Owner and/or Client for damages to the lesser of \$1,000,000 coverage carried by MacLeod Consulting, Inc or a specified limitation of liability amount stated in MacLeod Consulting, Inc.'s referencing proposal. This limitation shall apply regardless of the cause of action or legal theory pled or asserted. The Owner and/or

Client further agree to limit this liability of MacLeod Consulting, Inc.'s not to exceed the amount of professional liability coverage carried by the Architect/Prime Consultant if not limited in the referencing proposal.

CONTRACTS AND AGREEMENTS

MacLeod Consulting, Inc offers its services on the presumption all parties use American Institute of Architects (AIA) standard agreements between relevant parties: owners and professional consultants, prime professionals and sub consultants, owner and contractor, and the like.

MacLeod Consulting, Inc. does not routinely accept indemnification clauses in agreements. Any such requirements require legal negotiations.

MacLeod Consulting, Inc. shall be compensated for any legal fees incurred in negotiations for complex agreements (those that use non-standard AIA language) upon conclusion or termination of negotiations whether or not an agreement is reached. The client shall set aside a mutually agreeable escrow account for such payments.

DISPUTES

Should any dispute arise in relation to this agreement, the parties involved agree to settle issues by non-binding mediation unless both parties agree otherwise in writing. The Client and parties agree to use the most recent *Construction Industry Mediation Rules of the American Arbitration Association*. The parties shall split the fees equally. The Client agrees to include similar mediation provisions in agreements with owner, independent contractors, and consultants retained for this project.

The parties agree not to settle disputes through binding Arbitration.

DESIGN CONTROL

Building design often results in program goals costing more than available funds permit leading to the need for redesign. The parties agree the design shall progress where at each phase or agreed upon project milestones the design team and owner appraise the program goals and costs and determine if the program goals are within the project budget. At each phase, the owner shall grant approval for the next design phase, require a scaling back of program goals, or provide additional project funds. MacLeod Consulting, Inc. shall be paid for the redesign for previously approved design work as an additional service.

The owner and client shall recognize that the vagaries of the market and cost estimates are beyond the control and responsibility of MacLeod Consulting, Inc.

275 BROADWAY

Location 275 BROADWAY

Mblu 70/ B/ 16/ /

Acct# 99731201

Owner ELIZABETH PEABODY HOUSE
INC

Assessment \$1,501,300

PID 14965

Building Count 2

Current Value

Assessment			
Valuation Year	Improvements	Land	Total
2019	\$965,000	\$536,300	\$1,501,300

Owner of Record

Owner ELIZABETH PEABODY HOUSE INC
Co-Owner
Address 277 BROADWAY
SOMERVILLE, MA 02145

Sale Price \$0
Certificate
Book & Page
Sale Date

Ownership History

Ownership History				
Owner	Sale Price	Certificate	Book & Page	Sale Date
ELIZABETH PEABODY HOUSE INC	\$0			

Building Information

Building 1 : Section 1

Year Built: 1882
Living Area: 6,278
Replacement Cost: \$1,132,524
Building Percent Good: 64
Replacement Cost Less Depreciation: \$724,800

Building Photo

Building Attributes	
Field	Description
STYLE	School/College
MODEL	Commercial
Grade	Average
Stories:	2
Occupancy	1

Exterior Wall 1	Vinyl Siding
Exterior Wall 2	Wood Shingle
Roof Structure	Gable/Hip
Roof Cover	Asph/F Gls/Cmp
Interior Wall 1	Plastered
Interior Wall 2	Drywall/Sheet
Interior Floor 1	Pine/Soft Wood
Interior Floor 2	Hardwood
Heating Fuel	Oil
Heating Type	Hot Water
AC Type	Central
Bldg Use	HALLS CENTERS ORGS
Total Rooms	
Total Bedrms	00
Total Baths	0
Extra Kitch'	
1st Floor Use:	920C
Heat/AC	NONE
Frame Type	WOOD FRAME
Baths/Plumbing	AVERAGE
Ceiling/Wall	CEIL & WALLS
Rooms/Prtns	AVERAGE
Wall Height	12
% Comn Wall	0



(<http://images.vgsi.com/photos/SomervilleMAPphotos/\01\01\73\53.jpg>)

Building Layout



(<http://images.vgsi.com/photos/SomervilleMAPphotos//Sketches>)

Building Sub-Areas (sq ft)		Legend	
Code	Description	Gross Area	Living Area
BAS	First Floor	3,373	3,373
FUS	Upper Story, Finished	2,905	2,905
UBM	Basement, Unfinished	3,373	0
		9,651	6,278

Building 2 : Section 1

Year Built: 1900
Living Area: 1,492
Replacement Cost: \$407,089
Building Percent Good: 59
Replacement Cost Less Depreciation: \$240,200

Building Attributes : Bldg 2 of 2	
Field	Description
Style	Conventional
Model	Residential
Grade:	Average
Stories:	2 Stories

Building Photo

Occupancy	1
Exterior Wall 1	Vinyl Siding
Exterior Wall 2	
Roof Structure:	Gable/Hip
Roof Cover	Asph/F Gls/Cmp
Interior Wall 1	Plastered
Interior Wall 2	Drywall/Sheet
Interior Flr 1	Pine/Soft Wood
Interior Flr 2	
Heat Fuel	Oil
Heat Type:	Hot Water
AC Type:	None
Total Bedrooms:	1 Bedroom
Total Bthrms:	2
Total Half Baths:	1
Total Xtra Fixtrs:	
Total Rooms:	6 Rooms
Bath Style:	Average
Kitchen Style:	Standard
Extra Kitch'	



(<http://images.vgsi.com/photos/SomervilleMAPhotos//\01\01\73\54.jpg>)

Building Layout



(<http://images.vgsi.com/photos/SomervilleMAPhotos//Sketches/1>)

Building Sub-Areas (sq ft)		Legend	
Code	Description	Gross Area	Living Area
BAS	First Floor	742	742
FUS	Upper Story, Finished	625	625
FAT	Attic, Finished	625	125
UBM	Basement, Unfinished	742	0
WDK	Deck, Wood	84	0
		2,818	1,492

Extra Features

Extra Features	Legend
No Data for Extra Features	

Land

Land Use

Use Code 9540
Description HALLS CENTERS ORGS

Land Line Valuation

Size (Acres) 0.25
Frontage 0

Zone RC
Neighborhood 5009
Alt Land Appr No
Category

Depth 0
Assessed Value \$536,300

Outbuildings

Outbuildings	Legend
No Data for Outbuildings	

Valuation History

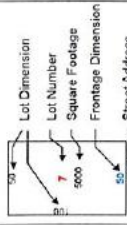
Assessment			
Valuation Year	Improvements	Land	Total
2018	\$862,600	\$536,300	\$1,398,900
2017	\$836,300	\$506,000	\$1,342,300
2016	\$816,200	\$464,500	\$1,280,700

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Assessors Map

- Parcel Boundary
- Block/ROW Boundary
- Other ROW Boundary
- Assessor Map Boundary
- Water Body
- Building
- Railroad ROW

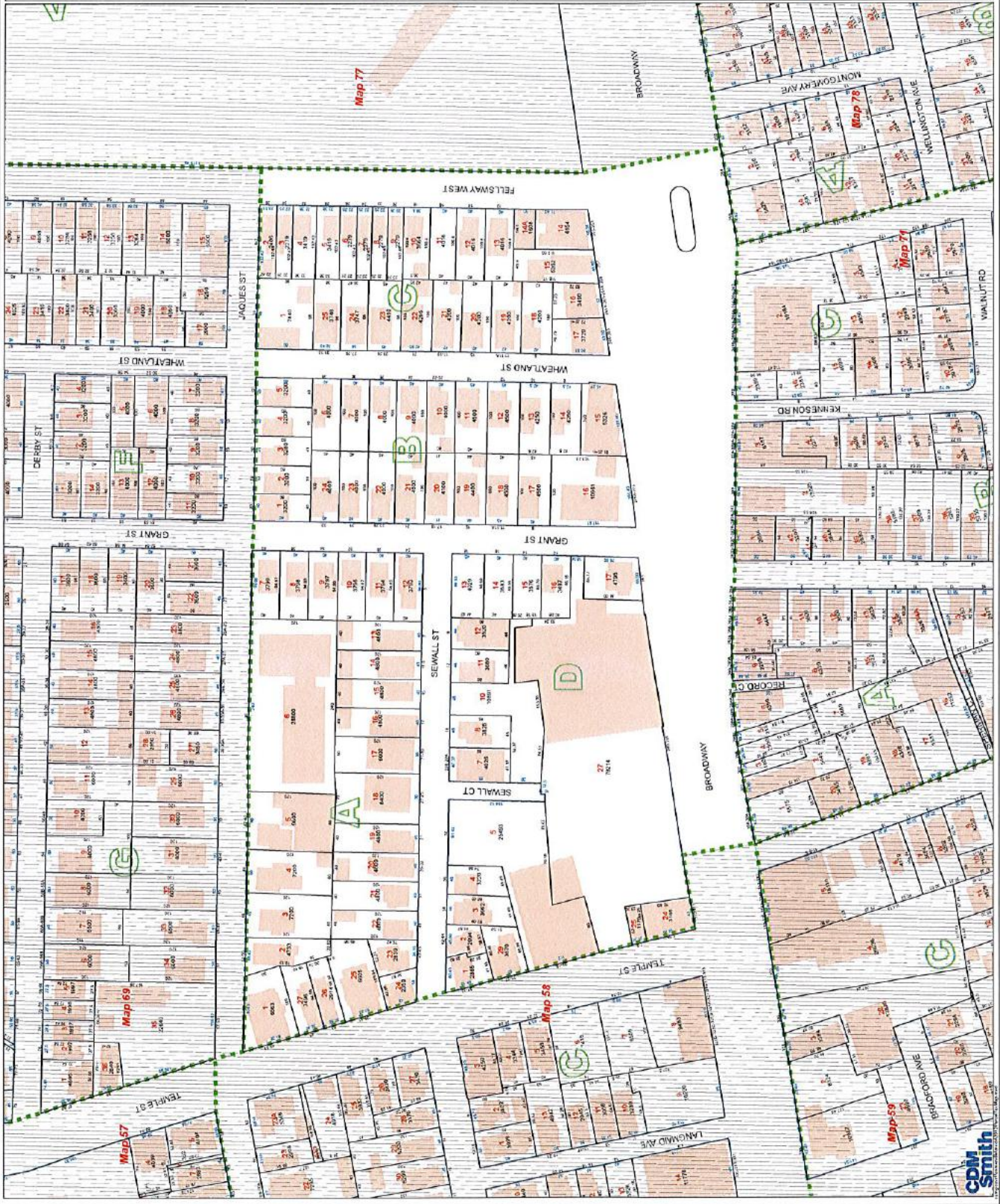


1" = 80'
July 1, 2012

Source: Right-of-way and building footprints were originally provided from Boston Edison. The City of Somerville 7-panel data were originally provided by the City of Somerville. These data have been updated by CLM data. © 2012 City of Somerville. All rights reserved.



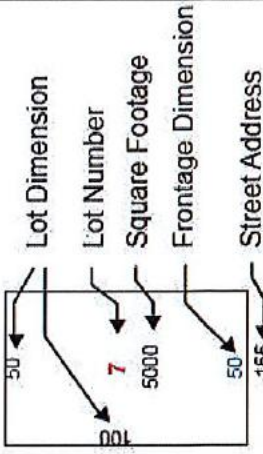
70





Assessors Map

- Parcel Boundary
- Block/ROW Boundary
- Other ROW Boundary
- Assessor Map Boundary
- Water Body
- Building
- Railroad ROW



1" = 80'

July 1, 2012

Sources: Rights-of-way and building footprints were originally developed from Boston Edison Company data, 1995 and have been updated by City of Somerville. Parcel data were originally developed from assessor maps by CDM Smith, 1999 and have been updated by CDM Smith





CITY OF SOMERVILLE, MASSACHUSETTS
Treasury Department
JOSEPH A. CURTATONE
MAYOR
CERTIFICATE OF GOOD STANDING

PLEASE PRINT

kaucella@teph.org

NAME OF PERSON REQUESTING CERTIFICATE: Katie Aucella

BUSINESS LOCATION: The Elizabeth Peabody House **AND/OR**

TAXPAYER'S HOME ADDRESS: 275-277 Broadway

TAXPAYER/APPLICANT PHONE: DAY: _____ **EVENING:** _____

BUSINESS NAME: Katie Aucella

BUSINESS ID NUMBER: The Elizabeth Peabody House **BUSINESS PHONE:** 617-623-5510

I (print name) Kathryn Aucella, the undersigned Taxpayer, do hereby certify that all the information contained herein is true and correct and all taxes and fees due to the City of Somerville have been paid or that the Taxpayer has entered into an agreement to pay all taxes and fees and is current on said agreement.

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY, this 08 day of October,

2021. Kaucella Signed at: 2021-10-08 16:57:59 (Taxpayer's Signature)

CITY'S ACKNOWLEDGEMENT

DATE OF ISSUANCE: 10/12/2021

TAXES AND ACCOUNT NUMBER(S)

**REAL ESTATE ID	**WATER/SEWER ID	**PERSONAL PROPERTY	**OTHER
<u>070-B.00016-000000</u>	<u>141011001</u>	_____	_____

NOTES:

CLERKS INITIALS: jdk

**BUSINESS or BUILDING
PERMIT**

ORIGINAL STAMP



ELIZABETH PEABODY HOUSE ASSOCIATION
275 BROADWAY
SOMERVILLE MA 02145

Employer Identification Number: 04-2104827
Person to Contact: Ms. Osborne
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Aug. 12, 2010, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in January 1939.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

10/10

BK 13755 PG 077

AUG -3-79 PM 12:21 196RE **10.75

TRUSTEES OF BROADWAY METHODIST CHURCH, of Somerville, also known as the TRUSTEES OF BROADWAY UNITED METHODIST CHURCH, of Somerville, Massachusetts, a religious

corporation duly established under the laws of Commonwealth of Massachusetts and having its usual place of business at Somerville, Middlesex

County, Massachusetts

for consideration paid, and in full consideration of sixty-five thousand (\$65,000.00) dollars

grants to ELIZABETH PEABODY HOUSE, INC., a Massachusetts corporation of Six River Road, Somerville, Massachusetts

with quitclaim covenants

That certain parcel of land, together with the buildings thereon, situated in Somerville, Middlesex County, Massachusetts, being lots numbered 130 (~~Described and described as follows~~) and 131 as shown on a plan entitled "Plan of Building Lots in Somerville, Mass., owned by Rufus B. Stickney, Feb. 18, 1888" which plan is recorded with Middlesex South District Registry of Deeds in Plan Book 54, Plan 39, and said lots are together bounded and described as follows:

SOUTHWESTERLY on Broadway one hundred one and 40/100 (101.40) feet;

NORTHWESTERLY on Grant Street one hundred seventeen and 97/100 (117.97) feet;

NORTHEASTERLY on lot one hundred thirty-two (132) on said plan one hundred (100) feet;

SOUTHEASTERLY on land now or formerly of Brazillian and J. McCarty one hundred one and 25/100 (101.25) feet.

Containing 10,961 square feet of land, more or less.

Hereby conveying the same premises conveyed to the Grantor by deed of John L. Potter, et al., dated Sept. 22, 1904; Midd., Reg. Deeds Book

In witness whereof, the said ^{3130, page 207.} TRUSTEES OF BROADWAY METHODIST CHURCH

has caused its ~~corporate~~ seal to be hereto affixed and these presents to be signed, acknowledged and delivered in its name and behalf by Clarie W. Gammon, Chairman of its Board of Trustees and Margaret A. Rogers, Secretary of its Board of Trustees hereto duly authorized, this 31st

day of JULY in the year one thousand nine hundred and seventy-nine.

Signed and sealed in presence of

Seaton M Woodley

TRUSTEES OF BROADWAY METHODIST CHURCH

by *Clarie W Gammon*
Clarie W. Gammon, Chairman
Margaret A. Rogers
Margaret A. Rogers, Secretary

107/10 75 15

AUG-3-79 PM 12:27 196RE **10.75

TRUSTEES OF BROADWAY METHODIST CHURCH, of Somerville, also known as the TRUSTEES OF BROADWAY UNITED METHODIST CHURCH, of Somerville, Massachusetts, a religious

a corporation duly established under the laws of Commonwealth of Massachusetts and having its usual place of business at Somerville, Middlesex

County, Massachusetts

for consideration paid, and in full consideration of sixty-five thousand (\$65,000.00) dollars

grants to ELIZABETH PEABODY HOUSE, INC., a Massachusetts corporation of Six River Road, Somerville, Massachusetts with quitclaim covenants

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has caused its corporate seal to be hereto affixed and these presents to be signed, acknowledged and delivered in its name and behalf by Clarie W. Gammon, Chairman of its Board of Trustees and Margaret A. Rogers, Secretary of its Board of Trustees hereto duly authorized, this 31st

day of JULY in the year one thousand nine hundred and seventy-nine.

Signed and sealed in presence of

Leaton M Woodley

TRUSTEES OF BROADWAY METHODIST CHURCH

Clarie W Gammon
Clarie W. Gammon, Chairman

Margaret A. Rogers
Margaret A. Rogers, Secretary

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In witness whereof, the said TRUSTEES OF BROADWAY METHODIST CHURCH

has caused its ~~corporate~~ seal to be hereto affixed and these presents to be signed, acknowledged and delivered in its name and behalf by Clarie W. Gammon, Chairman of its Board of Trustees and Margaret A. Rogers, Secretary of its Board of Trustees hereto duly authorized, this 31st

day of JULY in the year one thousand nine hundred and seventy-nine.

Signed and sealed in presence of

Seaton M Woodley

TRUSTEES OF BROADWAY METHODIST CHURCH
Clarie W. Gammon
Clarie W. Gammon, Chairman
Margaret A. Rogers
Margaret A. Rogers, Secretary

The Commonwealth of Massachusetts

Middlesex

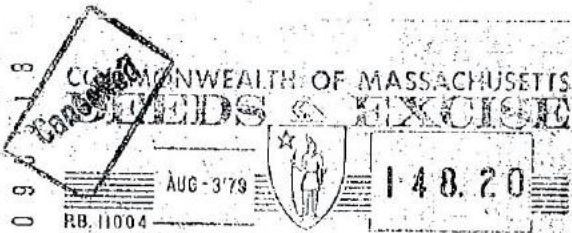
ss.

July 31 1979

Then personally appeared the above named Chairman, Clarie W. Gammon, and Secretary, Margaret A. Rogers and acknowledged the foregoing instrument to be the free act and deed of the TRUSTEES OF BROADWAY METHODIST CHURCH before me

Seaton M Woodley
Notary Public
Seaton M. Woodley, III
My commission expires May 31st 1985
NOTARY PUBLIC
MIDDLESEX COUNTY MASSACHUSETTS

MIDDLESEX SOUTH COUNTY



upon it the full name, residence and post office address of the grantee and the nature of the other consideration therefor, if not delivered for price for the conveyance without deduction for any liens or encumbrances assumed by the grantee or remaining thereon. All such endorsements and recitals shall be recorded as part of the deed. Failure to comply with this section shall not affect the validity of any deed. No register of deeds shall accept a deed for recording unless it is in compliance with the requirements of this section.

thereon, situated in Somerville, Middlesex County, Massachusetts, being lots numbered 130 ~~(Description not recorded, copy)~~ and 131 as shown on a plan entitled "Plan of Building Lots in Somerville, Mass., owned by Rufus B. Stickney, Feb. 18, 1888" which plan is recorded with Middlesex South District Registry of Deeds in Plan Book 54, Plan 39, and said lots are together bounded and described as follows:

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In witness whereof, the said ^{3130, page 207.} TRUSTEES OF BROADWAY METHODIST CHURCH

has caused its ~~corporate~~ seal to be hereto affixed and these presents to be signed, acknowledged and delivered in its name and behalf by Clarie W. Gammon, Chairman of its Board of Trustees and Margaret A. Rogers, Secretary of its Board of Trustees ~~its~~ hereto duly authorized, this 31st

day of JULY in the year one thousand nine hundred and seventy-nine.

Signed and sealed in presence of

Seaton M. Woodley

TRUSTEES OF BROADWAY METHODIST CHURCH

by

Clarie W. Gammon
Clarie W. Gammon, Chairman

Margaret A. Rogers
Margaret A. Rogers, Secretary

The Commonwealth of Massachusetts

Middlesex

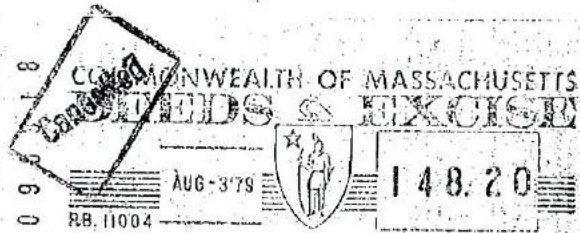
ss.

July 31 1979

Then personally appeared the above named Chairman, Clarie W. Gammon, and Secretary, Margaret A. Rogers and acknowledged the foregoing instrument to be the free act and deed of the TRUSTEES OF BROADWAY METHODIST CHURCH before me

Seaton M. Woodley
Notary Public

Seaton M. Woodley, III
My commission expires May 31, 1985



upon it the full name, residence and post office address of the grantee and the nature of the other consideration therefor, if not delivered for price for the conveyance without deduction for any liens or encumbrances assumed by the grantee or remaining thereon. All such endorsements and recitals shall be recorded as part of the deed. Failure to comply with this section shall not affect the validity of any deed. No register of deeds shall accept a deed for recording unless it is in compliance with the requirements of this section.

MIDDLESEX SOUTH COUNTY

MASSACHUSETTS

Statute Form of

Quitclaim Deed

[BY CORPORATION]

TO

.....19

at.....o'clock and.....minutes.....a.m.

Received and entered with.....

Deeds

Book.....Page.....

Attest:

.....Register

FROM THE OFFICE OF

RETURN TO →

HOBBS & WARREN, INC.
PUBLISHERS STANDARD LEGAL FORMS

BOSTON - MASS.

Form 884

REVISED CHAPTER 497 - 1969

(Please print or type)

Mr. Albert Boer
Elizabeth Peabody House, Inc.
Six River Road
Somerville, MA 02145

RECEIVED AND ENTERED
MIDDLESEX COUNTY
REGISTRY OF DEEDS
SOUTHERN DISTRICT
TEST:

John F. [Signature]

REGISTER

(THE FOLLOWING IS NOT A PART OF THE DEED, AND IS NOT TO BE RECORDED.)

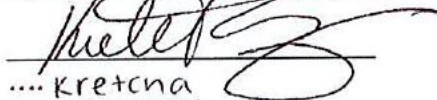
CHAPTER 183, SECTION 11, GENERAL LAWS

A deed in substance following the form entitled "Quitclaim Deed" shall when duly executed have the force and effect of a deed in fee simple to the grantee, his heirs and assigns, to his and their own use, with covenants on the part of the grantor, for himself, his heirs, executors, administrators and successors, with the grantee, his heirs, successors and assigns, that at the time of the delivery of such deed the premises were free from all encumbrances made by him, and that he will, and his heirs, executors and administrators shall, warrant and defend the same to the grantee and his heirs and assigns forever against the lawful claims and demands of all persons claiming by, through or under the grantor, but against none other.

APPROVAL AND ACCEPTANCE BY THE ELIZABETH PEABODY HOUSE ASSOCIATION

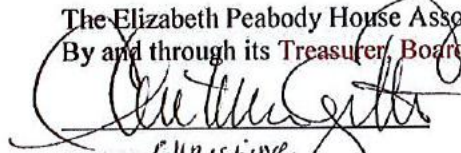
IN WITNESS WHEREOF, Grantor and Grantee have set their hands under seal on the days and year set forth below.

GRANTOR: The Elizabeth Peabody House Association
By and through its ~~President~~, Board of Directors


.... KRETCHNA
ROLDAN

and

The Elizabeth Peabody House Association
By and through its ~~Treasurer~~, Board of Directors


..... CHRISTINE
EGITTO

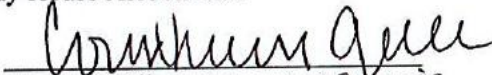
COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this 6th day of December, 2018, before me, the undersigned notary public, personally appeared *Kretchna Roldan*, provided to me through satisfactory evidence of identification which was MA STATE DRIVER LICENSE to be the person whose name is signed on the proceeding or attached document, and acknowledged to me that *Kretchna Roldan* signed it voluntarily for its stated purpose, as President, Board of Directors, of The Elizabeth Peabody House Association.

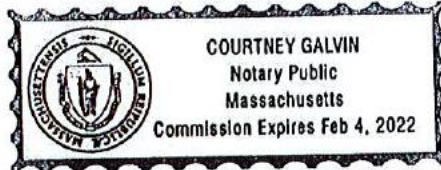


(seal)

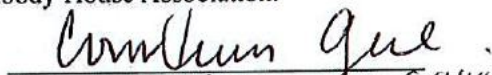

Notary Public Courtney Galvin
My commission expires: FEBRUARY 04 2022

Middlesex, ss.

On this 6th day of December, 2018 before me, the undersigned notary public, personally appeared *Christine Egitto*, provided to me through satisfactory evidence of identification which was MA STATE DRIVER LICENSE to be the person whose name is signed on the proceeding or attached document, and acknowledged to me that *Christine Egitto* signed it voluntarily for its stated purpose, as Treasurer, Board of Directors, of The Elizabeth Peabody House Association.



(seal)


Notary Public Courtney Galvin
My commission expires: FEBRUARY 04 2022

May 30, 2019

Mr. John Freeman
PAF Architects
4 Belgrade Avenue Suite 2
Roslindale, MA 02131

Re: Condition Assessment
Elizabeth Peabody House

Dear John:

At your request, I met with you to survey the condition of the Elizabeth Peabody House (EPH) at 277 Broadway, Somerville, Massachusetts. The purpose is to assess the condition of the building to renovate and expand the use of the building. Presently, the ground and first floors are used for children's education. The EPH would like assess repair needs and expanding programs to include the second-floor hall. Also, consider the possibility of placing photovoltaic panels on the roof.

BACKGROUND

The EPH buildings reportedly began as a church. It fronts on Broadway facing south by southeast. Herein the front is project south. This wood framed building has a gable roof over a second-floor unobstructed hall which is over a first-floor area that is partitioned and supported on columns. The ground floor below is also partitioned and supported on columns. A corner stone at the southwest is dated 1882.

SURVEY

We met on March 21, 2019, to make our initial survey. We followed up on April 13, 2019 to view some test cuts in the ceilings to see concealed framing. My observations are as follows:

1. The tower and present interior main stairs are an 1882 addition. We can see the original exterior clapboard finishes on the gable wall inside within the upper steeple.
2. We have no information about the date of the original building.
3. The attic framing is visible from within the steeple. The roof is framed with scissor trusses made from sawn 2x6 lumber spaced at 34 inches. This lumber is fastened with square head bolts and nails which suggests it was built not long before the additions.
4. The second floor is not perfectly level. I can feel a slight incline down while walking from the middle of the room toward the exterior walls.
5. The second floor is completely open indicating it would have originally been the sanctuary.

6. At the second floor, some remnant original arches are within the original building in the bay next to the addition. Additionally, there is a timber beam supported on iron columns within that same bay. This arrangement suggests this bay may have been the original stairwell.
7. The first floor is divided into spaces in which some of the partitions are bearing walls. The inclusion of columns within the large interior space indicate this area may have been originally used for function gatherings.
8. Four wood posts support concealed timber beams in the middle of the main room. The second-floor beam seen through a cut in plaster measures 10x10 inches and is made of a good grade of softwood, likely Spruce-Pine-Fir species group. The joists are 2x10's spaces at 17 inches. The joists are mortised into 10 by 10-inch timber beams and reinforced with steel clip angles at their top halves.
9. The ground level is below grade. Most likely, this would have originally been an unfinished undercroft. Typically, these spaces had earthen floors, were damp, and were not well ventilated.
10. Concrete underpinning supports the stone foundation wall around the rear half of the building as seen from the exterior. This may have been done to lower the floor to allow the area to be finished for occupancy. If so, the front half which is mostly below grade would also have been underpinned.
11. The iron/steel columns in the basement likely replaced former masonry columns to make a more habitable space. Their bases are encased in split pipe welded together in an apparent attempt to repair columns with rusted bases.
12. The first-floor beam seen through a cut in plaster measures 12x12 inches and is made of a good grade of softwood, likely Spruce-Pine-Fir species group. The joists are 2x10's spaces at 15 inches. The joists are notched slightly on top of the timber beams.

EVALUATION

I reviewed my field sample observations of the framing to determine the likely strength of the floors for program use. Brittle cast iron columns were sometimes used in the late 1800's to support timber beams. Tougher steel columns replaced their use at the turn-of-the century. Sawn lumber was in use in the 1800's being cut with band saws or circulars saws in the latter half of the century. The lumber and timber are likely made from wood harvested in New England from timber species grouped as Eastern Softwoods or Spruce-Pine-Fir. The slope of the grain, density from probing, ring growth spacing, and knots present appear to qualify for Select Structural grade.

The State Building Code assigns live loads in pounds per square foot (psf) according to building use. For school use the following are required: classrooms, 40 psf; first floor corridors, 100 psf; upper floor corridors, 80 psf; and assembly, 100 psf. Snow loads are 30 psf on flat roofs and 18 psf on a 12 on 12 slope roof. If an existing building has framing insufficient to carry code loading, the building official will accommodate a lesser loading based on a limit of the number of people allowed in the space that is

proportionate to the actual capacity. The number of occupants will be posted on the premises.

Bear in mind, wood safety factors where actual strength divided by allowed strength is a ratio of at least four. The strengths include all sources of loading dead (self-weight of the constructions) and live (applied transient). Long-term past use is not necessarily proof of adequate strength. Finding undersized framing in old buildings is not unusual.

Ground level

1. The ground level is a slab on grade which is adequate strengthwise; the variation in grade needs consideration.
2. The underpinning as seen from the exterior appears adequate to continue service. The underpinning may be concealed by the hunched casing of the interior finishes.
3. The iron/steel pipes reinforced split pipe are unconventional repairs that should not be considered reliable. We know nothing of the footings supporting them.
4. Anticipate some anomalous framing concealed in the finishes. I saw an example in a closet under the front stairs on the west side.

First floor framing

1. The joists at the first-floor joists are adequate to carry a live load of 66 psf. The timber beams are adequate to carry 90 psf. The joists will limit the capacity to 66 psf.

Second floor framing

1. The tenon and mortise joinery of the joists to the beams weakens the joist ends. The repair clip angles are ineffective. The joists need to be resupported with face mounted stirrup hangers. The resupported joists at the second floor will be adequate to carry a live load of 75 psf. The timber beams are adequate to carry 5 psf. The joists will limit the capacity to 75 psf if the beam is strengthened to at least meet the capacity of the joists. The beams can be strengthened by adding a steel plate on the flat stitched to the underside of the beam.

Mezzanine framing

1. We have no data about the floor framing at the mezzanine level. The capacity is likely limited by the joists as they appear supported on walls and not beams. I would expect their capacity as adequate.

Roof framing

1. This roof is framed with scissor trusses. It is a style of roof framing common in the 1800's to frame a gable roof with a vaulted ceiling. It includes a top chord at the roof slope, a bottom chord at the ceiling slope, a redundant horizontal tie at

the ceiling level, a horizontal upper tie where the bottom chord meets the top chord, and a hanger from the ridge down to the horizontal tie. This is a complex structure and difficult to analyze by hand methods available to the 19th Century builder. My truss evaluation indicates some of the truss members are vastly undersized. I have attached my computer analyses to help illustrate the roof framing condition. The figure on page 3 illustrates the existing member layout indicating member ids and sizes. The figure on page 4 illustrates reinforced member layout indicating member ids and sizes. The figure on page 5 illustrates the combined stress indices from code loading of the existing members. Stress indices between 0 to 1.0 are considered safe. Stress indices over 1.0 are unsafe. The figure on page 6 illustrates the combined stress indices from code loading of the reinforced members. These analyses include the weight of photovoltaic panels on the east half of the roof.

General Assessment

These assessments are based upon the limited samples. Variations in capacity are possible in the remaining unsampled areas. The roof requires strengthening whether or not photovoltaic panels are added. The second floor should not be used unless the beams in the first-floor ceiling are reinforced. The basement columns are not reliable and should be replaced.

The analytical and design tools available to the 19th century building were few. Often, they built from rules of thumb which may have not been relevant to the task at hand. Finding defects they left behind sometimes requires more survey time during design to uncover as many deficiencies as possible before contracting with a builder. For planning purposes, the team should carry a design contingency that reduces as survey and design uncover and resolve deficiencies. At bid time, carry a construction contingency known only to the owner and prime consultant.

For continuation of present use, the condition of the structure is adequate with the limitation the use remains the same and the second floor is unoccupied with the understanding the second-floor capacity is limited to use for workers to service the building for maintenance. An example maintenance crew of six would be spread over an area of a 25-foot square.

RECOMMENDATIONS

Existing deficiencies

1. Ground level pipe columns. Replace the pipe columns at the ground level. Include new footings. This will require some temporary shoring.
2. Second floor joists. Remove the plaster ceiling along the timber beams. Add stirrup hangers to the joists fastened to the timber beams.
3. Second floor beams. Remove strip of flooring over beam. Add 1/4-inch steel plates to the top and underside of the existing timber beams. Apply epoxy adhesive and 1/4"x 2 1/2" timber screws to bond the plate to the underside of the

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timber beams. Fasten with five columns of screws in spacings of 2", 3" 4", and 6" respectively in the first, second, third, and fourth sections of the span divided into one-eighth segments.

4. Roof trusses. Sister most members in the roof trusses to lower axial and bending stress to within allowable limits. Temporarily remove shingles and sheathing along the eaves to access the work. For planning purposes figure 5½ LVL as sisters.
5. Tower walls. Add one girt around the steeple at wall midheight.

Further investigation

Carry a 15 percent design contingency to cover budgeting costs for work until the completion of design. At bid time, carry a construction contingency of 7 ½ percent.

Sincerely,



Arthur H. MacLeod, P.E., Principal
MacLeod Consulting, Inc.

Attachments: five drawings showing floor plans, sections, and annotated photographs

Bill of Materials: Members

Material	Section	Count	Total Length ft	Total Volume in^3	Total Weight lb
Spruce-Pine-Fir (South)-Select Structural	FS 2x3	2	21	1502	33
Spruce-Pine-Fir (South)-Select Structural	FS 2x6	13	178	25674	565
Spruce-Pine-Fir (South)-Select Structural	FS 3x4	1	9	1324	29
Spruce-Pine-Fir (South)-Select Structural	FS 3x6	4	50	10849	239
Spruce-Pine-Fir (South)-Select Structural	FS 4x6	4	92	26369	580

Service Load Cases

Name	Source	SelfWeight	Loads	Pattern
D	Dead Loads	Vertical Direction	12	0
PV	Dead Loads	Exclude	1	0
S	Snow Loads	Exclude	4	0
W+X	Wind Pos X Loads	Exclude	4	0

Materials

Name	Elasticity, E psi	Poisson, v	Density, γ lb/in^3	Thermal, α in/in/deg-F	Shear Modulus, G psi
Spruce-Pine-Fir (South)-Select Structural	1300000	0	0	2E-006	477239

Node Reactions

(extreme rows only)

Node	Result Case	FX lb	FY lb	MZ lb-ft
2	W+X	0	163	0
12	16-10S	761	3608	0
12	W+X	-1457	163	0

Design Groups

Name	Max Unity	Members	Design Shape	Design Material	Specification	Enabled	Overstrength
Bottom Chord	Not Available	0 Empty	Empty		NDS 2018 ASD	Enabled	Normal
Bottom Chord Crawl Space	1.03	2 FS 2x6		Spruce-Pine-Fir (South)-Select Structural	NDS 2018 ASD	Enabled	Normal
Bottom Chord Crawl Space 2	Not Available	0 Empty	Empty		NDS 2018 ASD	Enabled	Normal
Bottom Chord Crawl Space 2 Low	0.81	2 FS 3x6		Spruce-Pine-Fir (South)-Select Structural	NDS 2018 ASD	Enabled	Normal
Bottom Chord Crawl Space 2 Upper	0.40	2 FS 2x6		Spruce-Pine-Fir (South)-Select Structural	NDS 2018 ASD	Enabled	Normal
Bottom Chord Flat Ceiling	2.14	1 FS 2x6		Spruce-Pine-Fir (South)-Select Structural	NDS 2018 ASD	Enabled	Normal
Bottom Chord Flat Ceiling 2	0.73	1 FS 4x6		Spruce-Pine-Fir (South)-Select Structural	NDS 2018 ASD	Enabled	Normal
Bottom Chord Flat Crawl Space	0.62	2 FS 2x6		Spruce-Pine-Fir (South)-Select Structural	NDS 2018 ASD	Enabled	Normal
Bottom Chord Flat Crawl Space 2	0.79	2 FS 2x6		Spruce-Pine-Fir (South)-Select Structural	NDS 2018 ASD	Enabled	Normal



Design Groups (continued)

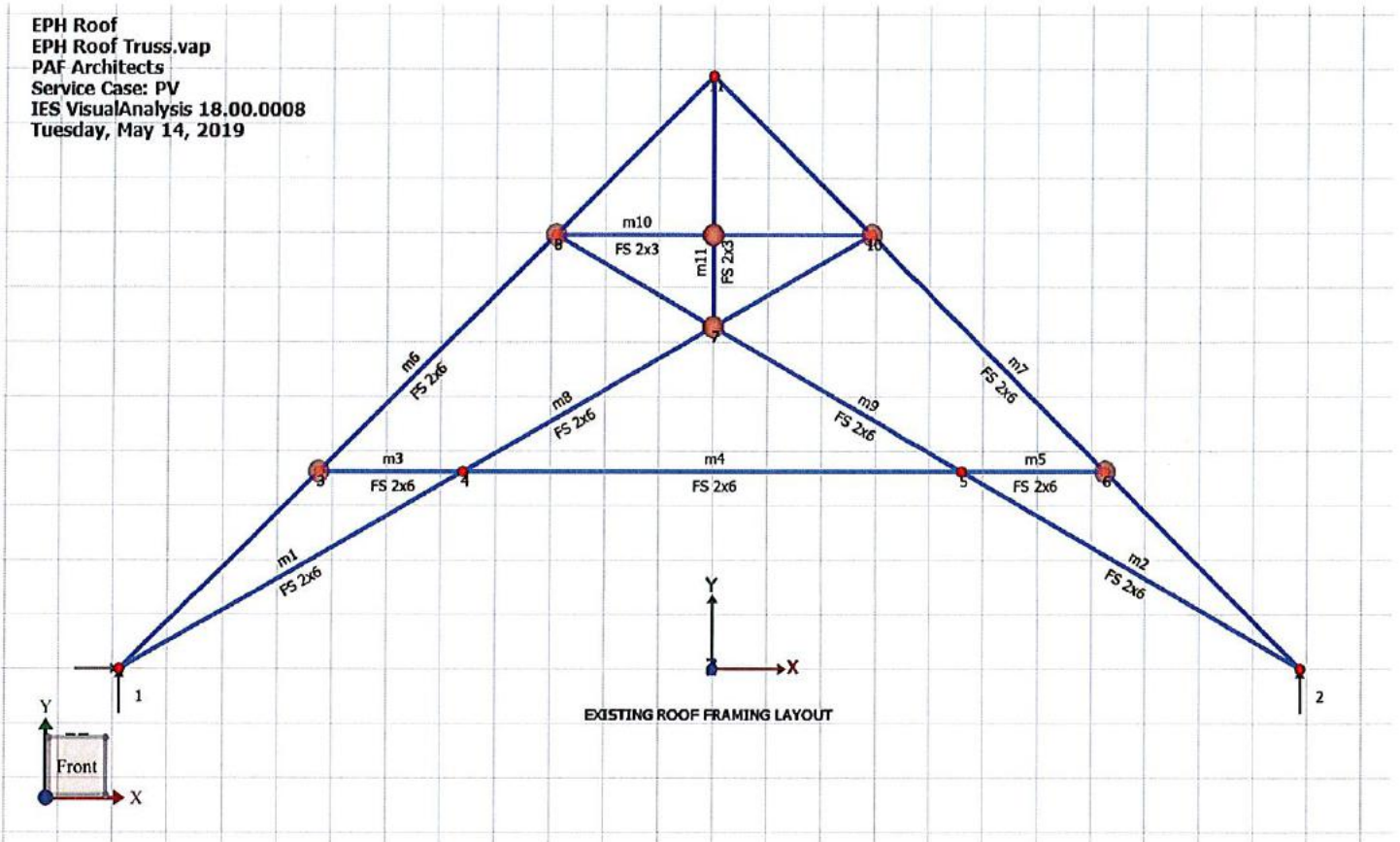
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Bottom Chord Slope Ceiling	1.15	2	FS 2x6	Spruce-Pine-Fir (South)-Select Structural	NDS 2018 ASD	Enabled	Normal
Bottom Chord Slope Ceiling 2	0.86	2	FS 3x6	Spruce-Pine-Fir (South)-Select Structural	NDS 2018 ASD	Enabled	Normal
Hanger	1.02	1	FS 2x3	Spruce-Pine-Fir (South)-Select Structural	NDS 2018 ASD	Enabled	Normal
Hanger 2	0.50	1	FS 3x4	Spruce-Pine-Fir (South)-Select Structural	NDS 2018 ASD	Enabled	Normal
Top Chord 2	0.99	2	FS 4x6	Spruce-Pine-Fir (South)-Select Structural	NDS 2018 ASD	Enabled	Normal
Top Tie	100.00	1	FS 2x3	Spruce-Pine-Fir (South)-Select Structural	NDS 2018 ASD	Enabled	Normal
Top Tie 2	0.74	1	FS 4x6	Spruce-Pine-Fir (South)-Select Structural	NDS 2018 ASD	Enabled	Normal
Top chord	460.19	2	FS 2x6	Spruce-Pine-Fir (South)-Select Structural	NDS 2018 ASD	Enabled	Normal

Member Unity Checks

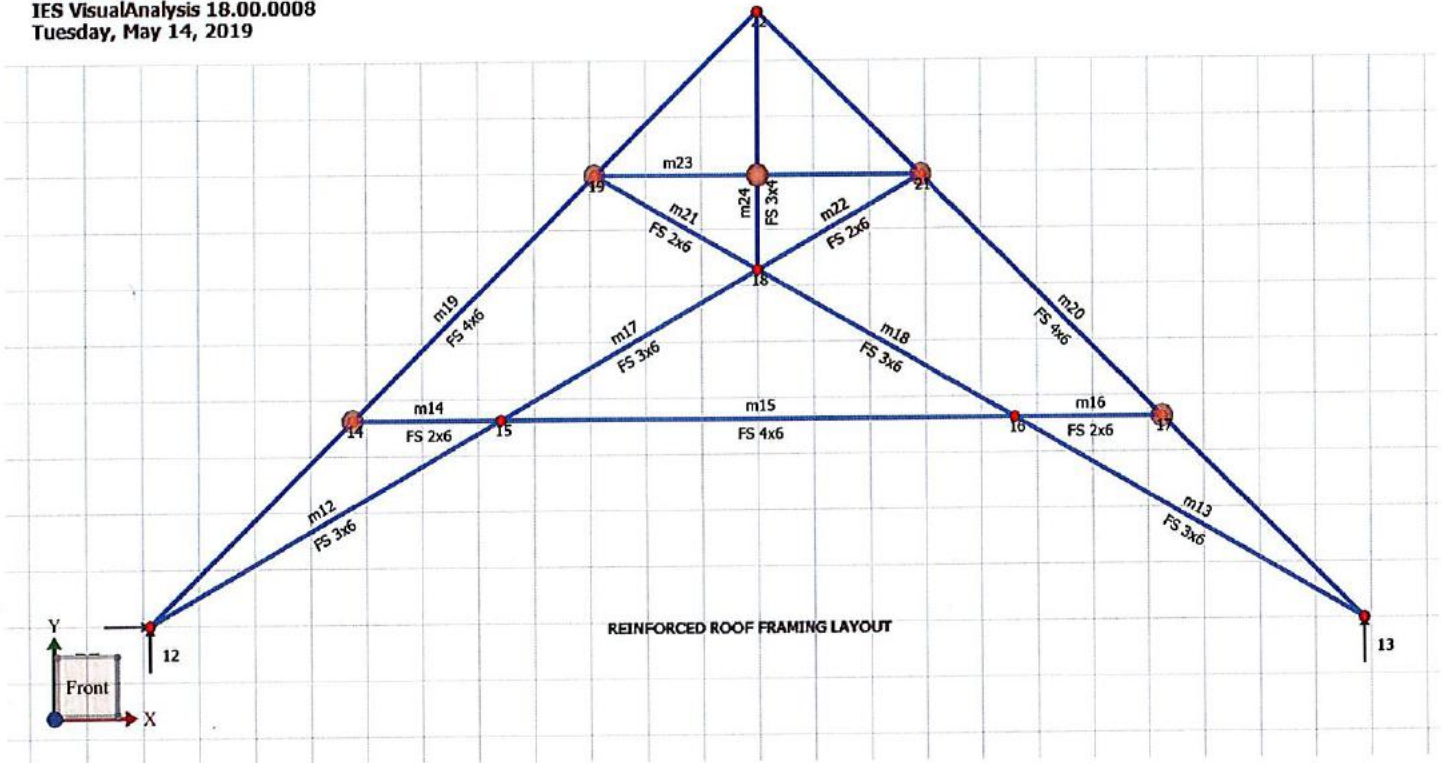
Member	Section	Unity Check	Status	Result Case	Code Reference	Type
m1	FS 2x6		1 Fail	16-10S	3.9-1	Combined Check
m2	FS 2x6		1 Fail	16-10S	3.9-1	Combined Check
m3	FS 2x6		1 Pass	16-8	3.9-3	Combined Check
m4	FS 2x6		2 Fail	16-10S	3.9-3	Combined Check
m5	FS 2x6		1 Pass	16-8	3.9-3	Combined Check
m6	FS 2x6		460 Fail	16-10S	3.9-3	Combined Check
m7	FS 2x6		460 Fail	16-10S	3.9-3	Combined Check
m8	FS 2x6		1 Fail	16-8	3.9-1	Combined Check
m9	FS 2x6		1 Fail	16-8	3.9-1	Combined Check
m10	FS 2x3		100 Fail	16-8	3.9-3	Combined Check
m11	FS 2x3		1 Fail	16-10S	3.8.1	Axial Check
m12	FS 3x6		1 Pass	16-10S	3.9-1	Combined Check
m13	FS 3x6		1 Pass	16-8	3.9-1	Combined Check
m14	FS 2x6		1 Pass	16-8	3.9-3	Combined Check
m15	FS 4x6		1 Pass	16-8	3.9-3	Combined Check
m16	FS 2x6		0 Pass	16-12W »+X	3.9-3	Combined Check
m17	FS 3x6		1 Pass	16-8	3.9-1	Combined Check
m18	FS 3x6		1 Pass	16-8	3.9-1	Combined Check
m19	FS 4x6		1 Pass	16-10S	3.6.3	Axial Check
m20	FS 4x6		1 Pass	16-10S	3.9-3	Combined Check
m21	FS 2x6		0 Pass	16-10S	3.9-1	Combined Check
m22	FS 2x6		0 Pass	16-8	3.9-1	Combined Check
m23	FS 4x6		1 Pass	16-10S	3.6.3	Axial Check
m24	FS 3x4		0 Pass	16-10S	3.9-1	Combined Check



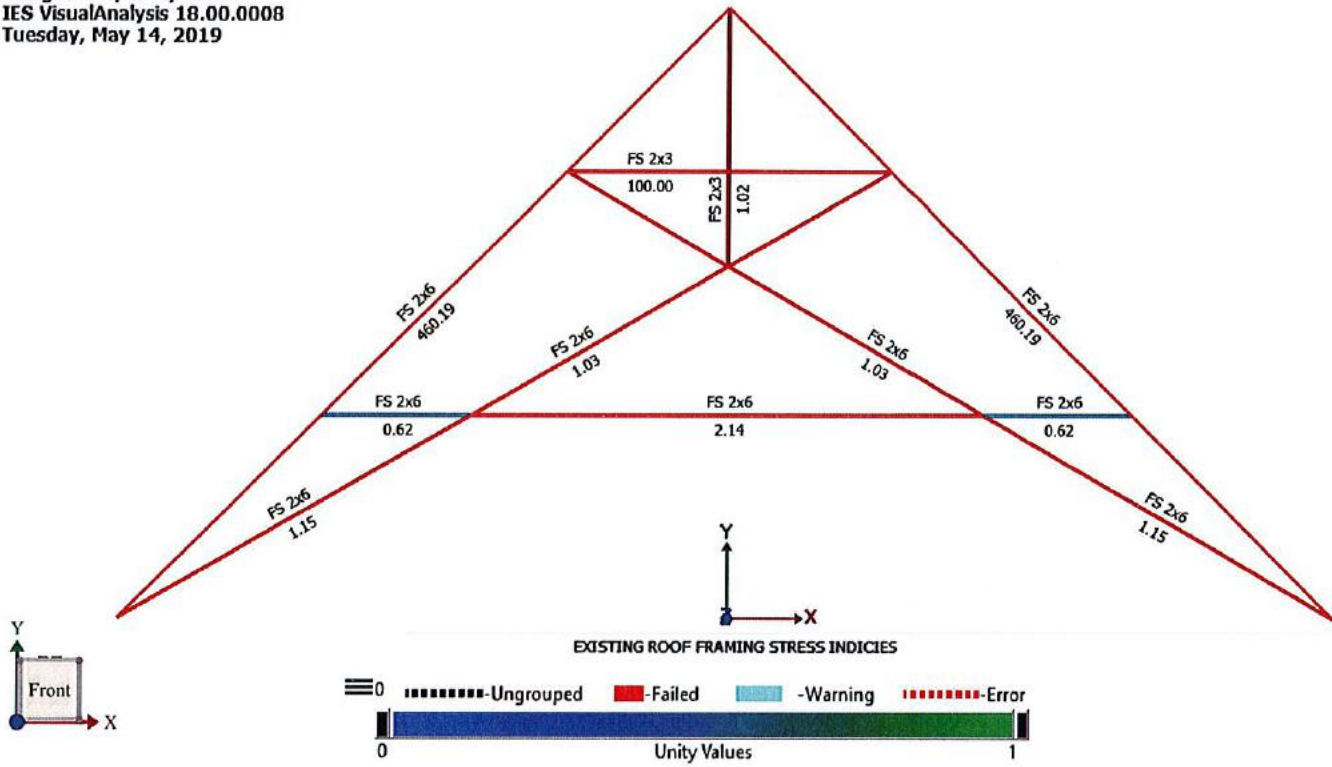
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PAF Architects
Service Case: PV
IES VisualAnalysis 18.00.0008
Tuesday, May 14, 2019



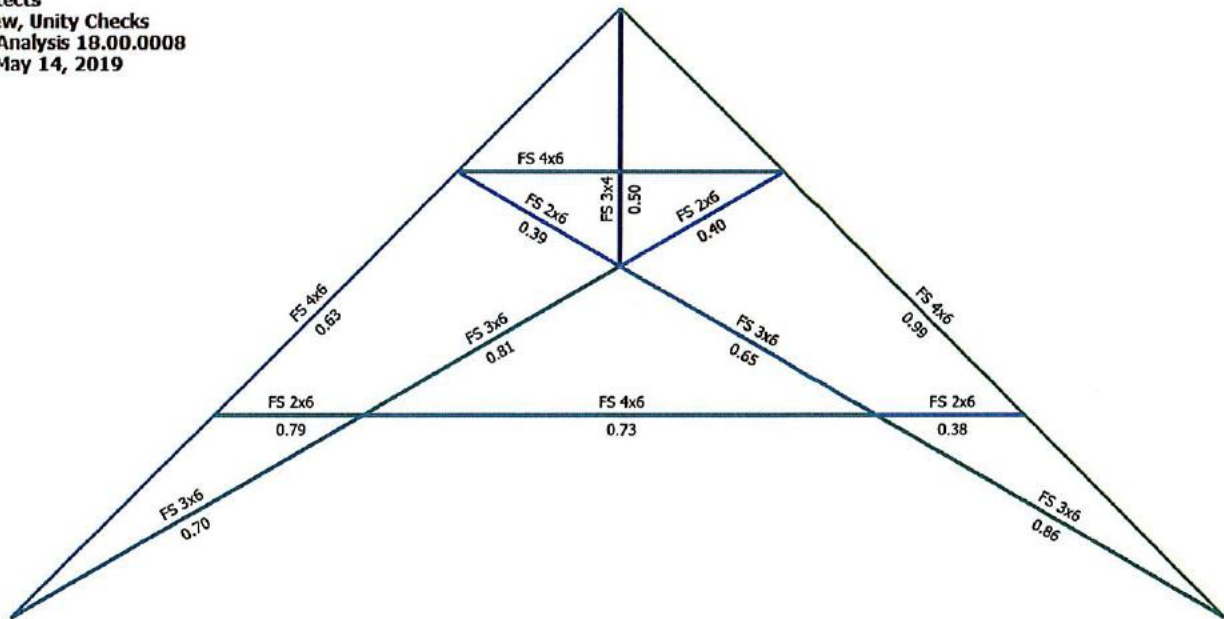
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