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February 6, 2023

Ann Lawless
Selectboard
Town of Wheelock

RE: Wheelock Town Clerk Offices

Dear Ms. Lawless,

Silver Ridge Design, Inc. is pleased to submit a proposal for the second phase of this project to develop construction documents that will be ready for the competitive bidding phase.

The scope of the project will include the results of our walk-thru with Mr. Tim Angell on January 20, 2023. Specifically, the addition of a layer of 5/8" fire resistant gypsum board to the entire basement ceiling, and the development of the previous preliminary designs.

We are awaiting Mr. Angell's response as to the number of toilet rooms required. Our Scope of Work has been expanded to include resolving the flooding issue in the basement, and the addition of electrical outlets in the basement and first floor. The lighting issue at the first floor is not included in this proposal. We could solve but we may have to hire an electrical engineer to select appropriate lighting fixtures.

The following is an outline of our Scope of Work:

1. *ADA lift to access basement, first floor, and stage.*
2. *Addition of two (2) ADA toilet rooms and a janitor sink.*
3. *Addition of 5/8" Type X gypsum board to basement ceiling.*
4. *Correction of treads at the bottom of the existing stairs to the first floor.*
5. *Details for the lift and stairs.*
6. *Interior elevations and building sections.*
7. *Addition of electrical outlets.*
8. *Resolution of the drainage issue (back and side, North and West).*
9. *Addition of concrete pads at the new exterior stairs.*
10. *Covered entry to the existing door to comply with ADA.*
11. *Possible design options to access the stage.*
12. *Construction estimate for use in the grant writing process.*
13. *Two meetings with the owner.*

Our fee for the construction document phase is \$10,200 plus reimbursables.

Sincerely,

A handwritten signature in black ink, appearing to read 'Greg Paus', written over a horizontal line.

Greg Paus, Architect

A handwritten signature in black ink, appearing to read 'Paul Trudell', written over a horizontal line.

Paul Trudell, Architect