



## CSS Architects Incorporated

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Member of the American  
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John J. Savasta, AIA  
Kaja Martin-Savasta, AIA



23 December 2005

Mr. A. Nicholas Parnell  
Commissioner of Public Buildings  
City of Newton/Public Buildings Dept.  
52 Elliot Street  
Newton, MA 02461

Re: **Proposal for Exterior Building  
Historic Preservation Study for the  
Crafts Street Stable  
92 Crafts Street, Newtonville, MA**

Dear Mr. Parnell,

CSS Architects is pleased to offer the City of Newton the following Designer Service proposal to conduct a historic preservation study for the above mentioned project.

The scope of services shall include:

Task 1: Determining the existing condition of all materials that comprise the building envelope including wood windows, slate roofs, flashings, gutters and downspouts and masonry.

- Visit the building, visually inspect and photograph the existing exterior facade conditions.
- Prepare as built drawings of the exterior elevations noting condition of the above components.
- Identify any imminent hazards and structural issues.

Task 2: Providing written and photographic report to include the following:

- Survey of window condition and recommendations for restoration/ repair and or replacement.
- Survey of existing masonry and stucco facade condition and recommendations for restoration/ repair.
- Identify scope of restoration, replication and repair

- Review ADA/AAB compliance

Task 3: Submit a three (3) copies of the draft study for review and comment to include:

- executive summary
- existing conditions analysis
- proposed improvements
- estimate of probable costs
- implementation plan
- next steps

Task 4: Submit three(3) copies and a CD of the final study incorporating comments from draft study.

Task 5: Meetings:

- 2 1/2 day meetings with project representatives

The fee for the above services is budgeted as follows:

Task 1:	\$7,000.00
Task 2:	\$7,000.00
Task 3&4:	\$4,000.00
Task 5:	\$1,600.00
Total:	<b>\$19,600.00</b>

We are prepared to begin immediately and look forward to working with you.

Very Truly Yours,  
**CSS Architects Incorporated**

Kaja Martin-Savasta, AIA  
Project Manager

Cc: John Savasta, CSS Architects Inc.  
Financial file