

## Description of Phase One Proposal

23 June 2022

### To the Community Preservation Committee:

Thank you for allowing this project's pre-proposal to move forward to the proposal stage. Historic Newton and Public Buildings have been studying the project and determined that it should be split into two phases. The first phase, for which we are applying for funds here, is to analyze the building's conditions and various options to achieve the goals of the project.

We are requesting the authorization of \$75,000 in CPA funds to pay for the feasibility study. Not only is this the first step in a well-managed proposal and project, but it is also meant to be responsive to the concerns expressed by CPC about the project costs. From this study, we will have expert opinions, in detail, on the various design options and true costs of the full rehabilitation project. That will allow for the best possible discussion when we return to CPC to request funds for the completion of design and construction. Next Steps, *if* this funding request is approved:

- Public Buildings, in coordination with Historic Newton, will post a Request for Proposal (RFP) for design and engineering services to accomplish the feasibility study. **Attached is a draft scope for that RFP.** This draft scope will be finalized by Public Buildings, formatted into RFP standards, and released through the purchasing process of the City of Newton.
- We anticipate that the call for proposals, the screening and selection of applicants, and the study itself with final report, will take six months.
- With the report in hand, we will select the best course of action and return to CPC with detailed cost estimates and a "Phase 2" proposal. (If there is any CPA money left from Phase 1, it is hoped it would be extended to the Phase 2 stage).

Thank you for your consideration of this two-part plan. We look forward to answering any questions and discussing the proposal in more detail.