



J&M PRESERVATION STUDIO  
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23 January 2014

Mr. Tony Shahan, *Director*  
The Newlin Grist Mill  
219 South Cheyney Road  
Glen Mills, PA 19342  
tshahan@newlingristmill.org

**Re: Documentation of Newlin Grist Mill Water Box**

Dear Tony,

It is with great pleasure that J&M Preservation Studio (J&M) submits this proposal to you for professional services in connection with the Newlin Grist Mill and its 18<sup>th</sup> century water box. From our site visit and discussions with you, we understand that you wish to document the construction of the water box in the mill so it may be restored in the near future.

The water box is approximately 45'-0" long, and is both accessed from within the mill and along the south wall of the mill's exterior. The water box is not detailed in any existing drawings, either on paper or electronically. The box is constructed of wood and is supported by iron columns, iron I-beams, and the masonry walls of the building.

**PROPOSED SCOPE OF WORK**

In order to undertake the documentation of the water box, we have proposed two options for your consideration. With both options, it will be necessary to drain the water from the box and provide ladder access to all areas of the structure so measurements can be taken.

**OPTION A: SURVEY & DOCUMENTATION BY J&M**

J&M Preservation will come to the site and conduct on-site field measurements of the structure, framing details, wood components and details. We will then convert all of our field measurements into digital form through AutoCAD 2014. The drawings we will provide are plans, elevations, sections, and details of the as-built water box. We will not remove or disassemble any portions of the box to uncover hidden elements, or items that are not visible. Once all of the elements are drawn in AutoCAD, we will revisit the site to verify all of the final drawings before issuing you a CD of the final documents. The final documents will include layouts of plans, sections, elevations, and details on paper sizes that you deem required for your use. Each sheet will be annotated with dimensions and call-outs for materials. Hard copy final drawings will not be provided unless you deem necessary. Any large-format hard copy prints will be billed as a direct reimbursable expense.

**OPTION B: DOCUMENTATION & VERIFICATION**

This option provides a cost savings by J&M working directly with your staff in developing the drawings. Our firm will rely on field sketches that would be generated by your staff. We will

communicate with the staff with any questions as the sketches are fed to us for digitizing. Once all of the elements are drawn in AutoCAD 2014, we will revisit the site to verify all of the final drawings before issuing you a CD of the final documents. As noted in Option A, the final documents will include layouts of plans, sections, elevations, and details on paper sizes that you deem required for your use. Each sheet will be annotated with dimensions and call-outs for materials. Hard copy final drawings will not be provided unless you deem necessary. Any large-format hard copy prints will be billed as a direct reimbursable expense.

**PROFESSIONAL FEES**

Our fees to undertake the scope of work defined above is \$6,300 for Option A and \$3,720 for Option B. Our fees are based upon our customary hourly rates for professional services. Our rates are as follows: Historic Preservation Specialist \$165; Structural Engineer \$180 and Draftsperson/Assistant \$90. We have attached a task list with a detailed fee breakdown for your information. Any scope item requested outside of this proposal will be billed at our hourly rates per your prior approval.

**REIMBURSABLE EXPENSES**

J&M Preservation Studio does charge for expenses over and beyond the time spent on a project. Reimbursable expenses are those that are incurred directly in pursuit of the project and include parking, commercial printing and duplication, travel outside the City of Philadelphia, postage other than U.S. mail, and other similar expenditures. J&M Preservation Studio does not charge for any expenses related to postage for U.S. mail and printing for internal use. Incurred expenses will be billed at cost with no markup. Additional site visits will be billed at the IRS standard mileage rate of 56.5 cents per mile. For this project, we will not be billing for any travel expenses.

**PAYMENT TERMS**

Our fees and costs will be billed monthly, and are payable in 30 days. Invoices are computed based upon work completed as a percent complete of the proposed fee. Billed professional time shall not exceed the proposed fee, unless prior approval is granted by the client. Should additional services be requested beyond the scope of work described in this proposal, J&M Preservation Studio will bill for the additional time on an hourly basis at the rates listed in this proposal or submit a service amendment with revised fee.

Once you have reviewed and approved this proposal, we request that you sign and return one original to our office. Upon receipt of the signed version, this proposal will then become an agreement between us and we will commence work as you direct us. Either party may revoke this agreement with reasonable notice and for reasonable cause. If you have any questions regarding this agreement, please feel free to contact our office.

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Jessica H. Senker, Assoc. AIA  
*Principal*

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Tony Shahan, *Director*  
The Newlin Grist Mill

## THE NEWLIN GRIST MILL WATER BOX DOCUMENTATION

<i>OPTION A: SURVEY &amp; DOCUMENTATION</i>	<i>Historic Preservationist</i>	<i>Structural Engineer</i>	<i>Draftsperson/ Assistant</i>
Field measure water box structure, wood components, and details	10	10	
Transcribe sketches into AutoCAD format			16
Field verification of all final drawings	2	2	
Update CAD drawings with field changes			1
Layout drawings with noted dimensions and existing materials			6
Communication with staff			1
Total Hours	12	12	24
Hourly Rate	\$165.00	\$180.00	\$90.00
<i>Professional Fee</i>	\$1,980.00	\$2,160.00	\$2,160.00
<b>Option A Fee:</b>	<b>\$6,300.00</b>		
<i>OPTION B: DOCUMENTATION &amp; VERIFICATION</i>			
Review field sketches prepared by Newlin Mill staff			1
Transcribe sketches into AutoCAD format			16
Layout drawings with noted dimensions and existing materials			6
Communication with staff			2
Field verification of field sketches	4	4	
Update CAD drawings with field changes			1
Total Hours	4	4	26
Hourly Rate	\$165.00	\$180.00	\$90.00
<i>Professional Fee</i>	\$660.00	\$720.00	\$2,340.00
<b>Option B Fee:</b>	<b>\$3,720.00</b>		
<b>REIMBURSABLE EXPENSES*</b>			
<b>Total Reimbursable Expenses</b>	<b>TBD*</b>		

\* Anticipated reimbursable expenses for this project will be billed at cost with not additional markup.