



AIA® Document B203™ – 2017

Standard Form of Architect's Services: Site Evaluation and Project Feasibility

for the following PROJECT:
(Name and location or address)

Town Hall Building Assessment
12 School St
Hudson, NH 03051

THE OWNER:
(Name, legal status and address)

Mr. Elvis Dhima, P.E. Engineering Department
c/o Town of Hudson
12 School St
Hudson, NH 03051

THE ARCHITECT:
(Name, legal status and address)

NorthPoint Construction Management LLC Gary Thomas, President
22 Hampshire Dr
Hudson, NH 03051

THE AGREEMENT

This Standard Form of Architect's Services is part of the accompanying Owner-Architect Agreement (hereinafter, together referred to as the Agreement) dated the Twenty-fifth day of June in the year Two Thousand Twenty-four .
(In words, indicate day, month and year.)

TABLE OF ARTICLES

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- 2 SITE EVALUATION AND PROJECT FEASIBILITY SERVICES
- 3 ADDITIONAL SERVICES
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ARTICLE 1 INITIAL INFORMATION

§ 1.1 The Architect's services are based on the Initial Information set forth in this Article 1.
(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 Site(s) to be evaluated:
(Identify the site or sites to be evaluated by the Architect and existing buildings that are a part of the evaluation.)

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services only and must be used with an Owner-Architect agreement. It may be attached as an exhibit to AIA Document B102™–2017, Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architect's Services or used with AIA Document G802™–2017, Amendment to the Professional Services Agreement, to create a modification to any Owner-Architect agreement.

Refer to Exhibit B "RFP- Hudson Town Hall Assessment"

§ 1.1.2 The Owner's Development Objectives:

(Identify the Owner's program for the Project or otherwise state the Owner's Development Objectives for the Project in terms of space requirements, anticipated structures, site features, sustainable objectives, and other relevant information.)

Refer to Exhibit B "RFP- Hudson Town Hall Assessment"

§ 1.1.3 The Architect shall retain the following consultants:

(List name, discipline, address, and other information.)

N/A

§ 1.1.4 Other Initial Information on which the Architect's services are based:

(List below other information that will affect the Architect's performance, such as the Owner's contractors and consultants, existing entitlements for land use or construction, existing encumbrances to land use, the Owner's budget for the Project, authorized representatives, and Owner confidentiality requirements.)

N/A

§ 1.1.5 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation.

ARTICLE 2 SITE EVALUATION AND PROJECT FEASIBILITY SERVICES

§ 2.1 The Architect shall manage the Site Evaluation and Project Feasibility Services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 2.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 2.3 The Architect shall prepare, and periodically update, a schedule of Site Evaluation and Project Feasibility Services that identifies milestone dates for decisions required of the Owner, services furnished by the Architect, and completion of documentation to be provided by the Architect. The Architect shall coordinate the schedule of Site Evaluation and Project Feasibility Services with the Owner's Project schedule.

§ 2.4 The Architect shall submit documents regarding the Site Evaluation and Project Feasibility Services to the Owner at appropriate intervals for purposes of evaluation and approval by the Owner. The Architect shall be entitled to rely on approvals received from the Owner to complete the Site Evaluation and Project Feasibility Services.

§ 2.5 The Architect shall prepare a site evaluation and feasibility report based on the Architect's services selected in Section 2.6. The report may incorporate written or graphic materials, and shall include:

- .1 an executive summary,
- .2 documentation of the methodology used to conduct the Architect's services,
- .3 the Owner's Development Objectives,
- .4 relevant facts upon which the report is based,
- .5 comparisons regarding multiple sites, if selected,
- .6 conclusions and recommendations, and
- .7 other.

§ 2.6 The Architect shall provide the listed Site Evaluation and Project Feasibility Services only if specifically designated below as the Architect's responsibility. Unless otherwise specifically addressed in the Agreement, if

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neither the Owner nor the Architect is designated, the parties agree that the listed Site Evaluation and Project Feasibility Service is not being provided.
(Designate the Architect's Site Evaluation and Project Feasibility Services and the Owner's Site Evaluation and Project Feasibility Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Site Evaluation and Project Feasibility Service.)

Services	Responsibility <i>(Architect, Owner or Not Provided)</i>
§ 2.6.1 Preliminary assessment of Owner's Development Objectives	Not Provided
§ 2.6.2 Site evaluation	Architect
§ 2.6.3 Identification of environmental requirements	Not Provided
§ 2.6.4 Site context description	Not Provided
§ 2.6.5 Cultural factor assessment	Not Provided
§ 2.6.6 Historic resource inventory	Not Provided
§ 2.6.7 Building evaluation	Architect
§ 2.6.8 Conceptual drawings	Not Provided
§ 2.6.9 Estimate of the cost of the Work	Architect
§ 2.6.10 Public hearings and meetings	Owner
§ 2.6.11 Other Site Evaluation and Project Feasibility Services	Refer to Exhibit B "RFP- Hudson Town Hall Assessment"

§ 2.7 Description of Services

A brief description of each Site Evaluation and Project Feasibility Service is provided below.

(If necessary, attach as an exhibit, or provide in Section 2.7, expanded or modified descriptions of the Site Evaluation and Project Feasibility Services listed below.)

§ 2.7.1 Preliminary Assessment of Owner's Development Objectives. Provide a preliminary assessment of the Owner's Development Objectives and identify constraints and opportunities that will impact them.

§ 2.7.2 Site Evaluation. Evaluate the site by, as applicable: (1) performing on-site observations; (2) assessing the physical characteristics of the site; (3) assessing codes, ordinances, and regulations that impact the Owner's Development Objectives; (4) assessing utilities available to the site; and (5) assessing the access, circulation, and parking for the site. The Architect shall make recommendations to the Owner based on its site evaluation.

§ 2.7.3 Identification of Environmental Requirements. Identify environmental requirements that may apply to the Owner's Development Objectives for the site, such as the need for environmental impact statements, assessments, documentation, testing, or monitoring.

§ 2.7.4 Site Context Description. Describe the physical characteristics and context of areas immediately surrounding the site, including existing land uses, proposed development, and public transportation. The Architect shall also describe land use patterns, trends, or potential uses of areas immediately surrounding the site and assess the impact of the Owner's Development Objectives on the surrounding sites and community.

§ 2.7.5 Cultural Factor Assessment. Research the history of the site, which may include historic land uses, existing structures on or adjacent to the site, archaeological significance, and other cultural factors. The Architect shall also assess the impact of the Owner's Development Objectives on the cultural significance of the site, surrounding sites, and community.

§ 2.7.6 Historic Resource Inventory. Prepare an inventory of buildings and other features on the site that have been identified by local, state, or federal authorities as historic, or that may have historic significance.

§ 2.7.7 **Building Evaluation.** Conduct an evaluation, based on visual observation, of the existing buildings on the site. The evaluation shall summarize, in general terms: (1) the buildings' existing uses; (2) elements or components of the buildings that do not comply with applicable codes and regulations; (3) the buildings' predominant materials and their conditions; (4) the buildings' structural systems and their conditions; (5) the buildings' mechanical, electrical, and plumbing systems and their conditions; and (6) potentially hazardous materials or toxic substances in the buildings. If necessary, the Architect shall recommend further investigation of any of the above.

§ 2.7.8 **Conceptual Drawings.** Prepare conceptual development drawings based on the Owner's Development Objectives. The drawings may show, as the Architect deems appropriate, land use, building placement, access and circulation of vehicles and pedestrians, parking, utilities, site drainage, landscaping, and development phasing.

§ 2.7.9 **Estimate of the Cost of the Work.** Based on the Conceptual Drawings and other services provided, prepare an estimate of the cost of the work for the development of the site.

§ 2.7.10 **Public Meetings and Hearings.** Attend public hearings and citizen information meetings as required to perform the services or as requested by the Owner. Prepare presentation materials as necessary for such public meetings and hearings.

§ 2.7.11 **Other Site Evaluation and Project Feasibility Services Identified in Section 2.6.11:**
(Describe the Site Evaluation and Project Feasibility Services, if any, identified in Section 2.6.11.)

Refer to Exhibit B "RFP- Hudson Town Hall Assessment"

ARTICLE 3 ADDITIONAL SERVICES

§ 3.1 Additional Services may be provided after execution of the Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Article shall entitle the Architect to compensation pursuant to Section 5.2 and an appropriate adjustment in the Architect's schedule.

§ 3.2 The Architect shall provide Site Evaluation and Project Feasibility Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 N/A () in person meetings with the Owner or the Owner's consultants
- .2 N/A () visits to the site by the Architect
- .3 N/A () presentations of any portion of the Services to third parties as requested by the Owner
- .4 N/A () preparation for, and attendance at, public hearings and meetings

ARTICLE 4 OWNER'S RESPONSIBILITIES

§ 4.1 The Owner shall provide the Architect with information necessary to perform the Site Evaluation and Project Feasibility Services, which may include a program or other Owner-provided information regarding the development objectives for the Project. If necessary, the Owner shall provide the services of a surveyor, geotechnical engineer, or environmental consultant.

§ 4.2 The Owner shall provide the Architect with any available previous studies, data, reports, surveys, or other documents which have a direct bearing on the Site Evaluation and Project Feasibility Services.

§ 4.3 The Owner shall provide access to the property and buildings as necessary for the Architect to complete the Site Evaluation and Project Feasibility Services.

ARTICLE 5 COMPENSATION

§ 5.1 If not otherwise specifically addressed in the Agreement, the Owner shall compensate the Architect for the Site Evaluation and Project Feasibility Services described in Article 2 as follows:
(Insert amount of, or basis for, compensation.)

Forty-Two Thousand Dollars \$42,000.00

§ 5.2 For Additional Services that may arise during the course of the Project, including those under Section 3.2, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

N/A

§ 5.3 Compensation for Additional Services of the Architect's consultants, when not included in Section 5.2, shall be the amount invoiced to the Architect plus 0 percent (0 %), or as otherwise stated below:

N/A

ARTICLE 6 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Standard Form of Architect's Services: Site Evaluation and Project Feasibility are as follows:

N/A

init.

Additions and Deletions Report for AIA® Document B203™ – 2017

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 08:39:55 ET on 08/13/2024.

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c/o Town of Hudson
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Refer to Exhibit B "RFP- Hudson Town Hall Assessment"

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N/A

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N/A
PAGE 3

§ 2.6.1	Preliminary assessment of Owner's Development Objectives	<u>Not Provided</u>
§ 2.6.2	Site evaluation	<u>Architect</u>

§ 2.6.3	Identification of environmental requirements	<u>Not Provided</u>
§ 2.6.4	Site context description	<u>Not Provided</u>
§ 2.6.5	Cultural factor assessment	<u>Not Provided</u>
§ 2.6.6	Historic resource inventory	<u>Not Provided</u>
§ 2.6.7	Building evaluation	<u>Architect</u>
§ 2.6.8	Conceptual drawings	<u>Not Provided</u>
§ 2.6.9	Estimate of the cost of the Work	<u>Architect</u>
§ 2.6.10	Public hearings and meetings	<u>Owner</u>
§ 2.6.11	Other Site Evaluation and Project Feasibility Services	<u>Refer to Exhibit B "RFP- Hudson Town Hall Assessment"</u>

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Refer to Exhibit B "RFP- Hudson Town Hall Assessment"

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- .1 N/A () in person meetings with the Owner or the Owner's consultants
- .2 N/A () visits to the site by the Architect
- .3 N/A () presentations of any portion of the Services to third parties as requested by the Owner
- .4 N/A () preparation for, and attendance at, public hearings and meetings

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Forty-Two Thousand Dollars \$42,000.00

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N/A

§ 5.3 Compensation for Additional Services of the Architect's consultants, when not included in Section 5.2, shall be the amount invoiced to the Architect plus 0 percent (0 %), or as otherwise stated below:

N/A

...

N/A

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Gary Thomas, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 08:39:55 ET on 08/13/2024 under Order No. 4104241358 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B203™ – 2017, Standard Form of Architect's Services: Site Evaluation and Project Feasibility, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

Gary Thomas

(Title)

President

(Dated)

8/13/2024