



**GIENAPP
ARCHITECTS**

TOWN OF AYER

**SUPPORT FOR THE SENIOR
CENTER SITE SELECTION &
BUILDING COMMITTEE**

FEBRUARY 2, 2024

Mr. Dan Van Schalkwyk, PE, Director of Public Works
Town of Ayer
1 Main Street, Ayer, MA 01432
via email: dvanschalkwyk@ayer.ma.us

RE: QUALIFICATIONS FOR ARCHITECTURAL SERVICES
Support for the Senior Center Site Selection and Building Committee

Dear Mr. Van Schalkwyk:

Gienapp Architects is pleased to submit our team's qualifications to provide architectural support services for the Town of Ayer's Senior Center site selection project.

Gienapp Architects is a full-service architectural firm serving public and private clients. At Gienapp Architects, we believe that how you begin your project will determine the end result. When you start your project on a strong foundation, you can build a stronger solution. That's why we say—Begin Here, Finish Well.

We are familiar with every stage of the construction process, from initial inspections and survey through to construction administration and closeout procedures. We specialize in creative and efficient design solutions to our clients' problems, and delivering results that meet our clients' needs.

Project Understanding

We have carefully reviewed the RFQ and have a clear understanding of the services required and the work that must be done.

- We will review existing project documentation, including the feasibility study submitted by Abacus Architects + Planners and the Workgroup study; zoning and other regulations and bylaws; and Committee documents.
- We will attend Committee meetings, meetings with other Boards or Committees, public meetings, and Town Meeting as requested.
- We will develop a program, conceptual plans and renderings, and cost estimates, and provide subconsultant and subcontractor support if required.

Project Approach

Our approach to this project will take the following structure:

- **Identification of Sites:** Review available documentation regarding available sites and/or meet with Town representatives and other interested and knowledgeable parties regarding available locations. This phase will begin with a thorough review of the previously completed study or studies.
- **Test Fit Evaluation and Analysis:** Perform preliminary test fits (i.e. single line drawings, square foot comparison, etc.) and evaluate success. This will be based on program information provided by the Town, possibly vetted through previous study(ies). If a site is determined to be sufficiently sized, continue evaluation to more completely grasp the site-specific impact. Ultimately, we assume a more detailed analysis will be conducted on three sites.
- **Presentations and Meetings:** Develop materials for use in disseminating information to various boards, committees, and the public. This will be both to obtain feedback and input as well as to build consensus once a preferred option is identified.
- **Funding Assistance:** Assist the Town with identifying potential funding sources such as grants. This will include assembling information and graphics to be used as part of applications.





Our Experience

Gienapp Architects is highly qualified for the Town of Ayer's Senior Center site selection project. Our team has extensive experience in municipal projects that require public input and approval. We pride ourselves on our collaborative approach to design. We have experience in developing plans for public approval, in soliciting comments, and addressing concerns of community members. We have presented successfully at numerous Town Meetings.

Below is a brief summary of our qualifications.

- **Reading Senior Center:** Feasibility study to determine planning options to expand or replace the current senior center. Options include a new building on a different site, a new building on the existing site, or a renovation and expansion of the existing senior center.
- **Middleton Town-Owned Building Study:** A planning study to determine long-term planning options for four town facilities: fire station, police station, Council on Aging (senior center), and Town Hall. The project includes six existing facilities and multiple potential sites for acquisitions. The study identified a range of options for renovation and new construction.
- **Amesbury City-Owned Building Master Plan:** A planning study for all City-owned buildings and properties in Amesbury's Downtown Campus, to propose options for the configuration of the police station, fire station, library, and City Hall for future growth.



Project Team

Gienapp Architects is a highly cohesive team with diverse knowledge, technical strengths, and design capabilities. Our talented designers have extensive experience with roof replacements and the collateral issues that require attention. Together, our design team has experienced and solved difficult issues in every phase of the project life cycle.

- **Principal in Charge: Dale Gienapp, AIA, MCPPO** Principal Dale Gienapp will be the Team Leader for this project. Mr. Gienapp will actively participate in performing the project evaluations, making project decisions and recommendations. He will be actively involved in all aspects of the project and be a familiar face to those involved.
- **Project Manager: Imelda Barnhurst, AIA, LEED AP BD+C, MCPPO** Vice President Imelda Barnhurst will serve as our Project Manager and will know all aspects of the project including tasks, schedule, and all involved parties. She will be the prime person organizing the flow of information and daily contact between all parties. One of the most critical roles of the Project Manager in our organizational structure is to engage and coordinate the work of our other staff and consultants, to bring the best resources to any given task. Her current work includes the Amesbury City-Owned Building Master Plan.
- **Project Architect: Leno Filippi, AIA** Leno Filippi is one of Gienapp Architects' staff Project Architects who will assist with technical aspects of a project and documentation of all elements. He is familiar with all aspects of a project. He has recently completed the Reading Senior Center feasibility study and programming for the Lynn Senior Center.

References

We encourage you to contact our references or request additional back-up information. Gienapp Architects has worked with all of these clients to provide study phase, design phase, specifications and bidding, and construction administration services for multiple projects.

Joseph Huggins, Director of Facilities

Town of Reading: Senior Center Feasibility Study
(781) 670-2824 | jhuggins@ci.reading.ma.us

CAPABLE SOLUTIONS TO
COMPLEX PROBLEMS

**GIENAPP
ARCHITECTS**
Begin Here. Finish Well.

Kassandra Gove, Mayor
City of Amesbury: City-Owned Building Master Plan
(978) 388-8121 | govek@amesburyma.gov

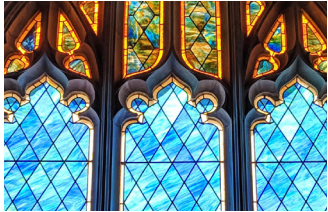
Michael J. Donovan, Chief ISD/Building Commissioner
City of Lynn: Senior Center Programming
(781) 586-6820 | mdonovan@lynnma.gov



Fee Proposal

This proposal is an estimate. If selected, we will provide our standard Terms and Conditions. Based on the project understanding and approach we estimate:

Identification of sites.....	\$10,000
Test fit analysis per each identified site.....	\$5,000 - \$20,000
<i>(Depends on whether a minimal analysis for open space and parking or a more detailed analysis and illustrative drawings.)</i>	
Presentations.....	\$1,500 each
Meetings without presentations, such as user input meetings.....	\$1,000 each
Assistance with grant or funding applications	\$750 - \$2,000
We assume you have a good understanding of your desired program and that a program analysis is not required. Subconsultants will be a reimbursable expense.	



2024 Hourly Billing Rates

Principal	\$295.00
Senior Project Manager/Architect.....	\$250.00
Project Manager/Architect	\$175.00
Job Captain	\$150.00
Designer Draftsperson II	\$120.00
Designer Draftsperson I	\$100.00
CSI, Specification Specialist	\$140.00
Administrative.....	\$ 85.00



We welcome the opportunity to meet with you to review our qualifications and learn more about your upcoming project. Please do not hesitate to contact us with any questions or if you require any additional information.

Sincerely,


Dale Gienapp, AIA, MCPPO
Gienapp Architects, LLC
20 Conant Street, Danvers, MA 01923
(978) 750-9062 | dgienapp@gienapparchitects.com

