



RE: **PROPOSAL TO PROVIDE ARCHITECTURAL SERVICES**
Phase 2 Window Replacement at Readington Middle School
Partial Roof Replacement at Whitehouse ES and Three Bridges ES
Readington Township Board of Education

December 18, 2013 (*sent via e-mail only*)

ARCHITECTS+PLANNERS

Ms. Steffi-Jo DeCasas, Business Administrator
Readington Board of Education
48 Readington Road
PO Box 807
Whitehouse Station, New Jersey 08889

Dear Ms. DeCasas,

SSP Architectural Group is pleased to provide this proposal to provide architectural and engineering services for the proposed Readington Middle School phase two window replacement and partial roofing replacement at Whitehouse School and Three Bridges School. These services are being proposed to be undertaken per the terms of our current Architect of Record contract.

Project Understanding

We understand that the RTBOE has identified the following projects to advance within this year's budget:

1. Phase Two Window Replacement at Readington Middle School. A first phase of work replaced windows in several areas of the older wings of RMS; this second phase would complete the window replacement, with work focusing primarily along the front and side elevations. Upon completion of this second phase, all windows (excluding those in the newest addition) will have been replaced. It has been discussed that this window work will likely occur in September and October, due to the very long lead times of windows and doors.
2. Partial Roofing Replacement at Three Bridges and Whitehouse Schools. There are sections of roofing at both schools that are approximately 22 years old. With most low-slope roofing systems targeted (and warranted) to last for 20 years, these areas of roofing are at the point where a full replacement will provide a renewed investment in the building envelope via a new roofing system with a new warranty to cover these areas until 2034. Areas of roofing include the 1992 wings and one-story 1950s wings at both buildings.

In order to implement this work, we propose the following steps:

Phase 1: Design and Bidding

Work includes the following tasks, and assumes two or three bid packages (one for RMS windows, and one or two for WHS and TBS roofing work):

- Field-survey existing windows (RMS) and roofing areas (WHS and TBS) to identify existing conditions and any visually perceptible conflicts or issues. Destructive testing (ie selectively

demolishing walls, ceilings, or floors) to uncover concealed conditions is not included within this scope.

- RTBOE to provide asbestos report to identify any potential ACMs. RTBOE to arrange for testing of windows, roofing components, etc. for any areas suspected but not confirmed as ACMs. Design of ACM removals and construction oversight is not included within this proposed scope of work.
- Prepare bid and code review drawings for the projects, including specifications and engineering plans.
- Issue plans for bid and administer the bidding process, including holding a pre-bid meeting at the site, issuing addenda if necessary, reviewing bids, and issuing a letter of recommendation.

Phase 2: Construction Administration

Work includes the following tasks:

- Conduct construction kickoff meeting with selected contractors.
- Perform weekly site visits to gauge contractor progress during times that construction work is occurring on site.
- Conduct bi-weekly progress meetings with the contractor.
- Review contractor submittals (up to two reviews per submittal; time for additional reviews will be backcharged to the contractor).
- Respond to contractor RFIs.
- Review payment applications and recommend to the Board when payments should be made to the contractor.
- Perform one substantial completion inspection, one punch list report, and one final inspection (per project).

Fee Proposal

Based on the scope of work outlined herein, and the terms of our current Architect of Record contract, our fees are proposed as follows:

1. Readington Middle School Phase Two Window Replacement: Fixed fee of \$23,500
2. Three Bridges School Roofing Replacement: Fixed fee of \$41,000
3. Whitehouse School Roofing Replacement: Fixed fee of \$34,000

Please feel free to contact our office if you require any additional information with regards to this proposal. We look forward to continuing our relationship with the Readington Township Board of Education, and assisting the Board and Administration in their continued efforts to implement the District's facility planning goals.

Respectfully submitted,

SSP ARCHITECTURAL GROUP



Scott E. Mihalick, AIA, LEED AP

c: SSP: Jan Fay, Emily Hammer