



SETTEMBRINO
ARCHITECTS

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November 10, 2023 **Revised**
October 20, 2023 Revised
September 20, 2023

Mr. Jason Bohm
Business Administrator
Readington Township Public Schools
Administrative Offices
52 Readington Road
Whitehouse Station, NJ

**RE: Readington Middle School
Main Office Renovation & Partial Roof Replacement**

Proposal - A/E Services

Dear Jason:

Thank you for the opportunity to submit our proposal for the Main Office Renovation and Partial Roof Replacement at the Readington Middle School. As you know, Settembrino Architects completed our on-site review with your team recently and understands that the Scope of Work includes the complete renovation of the approximate 4,300 square foot main office including, but not limited to all architectural, structural, mechanical, electrical, plumbing, fire protection, information technology (power and pathways only), and hazardous material investigation, abatement and air monitoring (limited to five, ten-hour shifts). Additionally, we understand that the approximate exterior 8,300 square foot area in front of the main office will be the fully screened and advertised staging area, maintaining an inviting environment at the school's main entrance. Additionally, the approximate 17,300 square foot "L" shaped roof over the main office, 100 wing and the partial 200 wing will be removed and replaced complete. We have received and reviewed the Readington Middle School Main Office Renovation 2024-2025 School Year Plan of Action dated July 2023, the Main Office Construction Map dated July 27, 2023, and the Readington Middle School Main Office Renovation 2024-2025 School Year Minimum Design Elements dated July 2023. We understand that the project budget cannot exceed \$2.55 Million, however, hazardous material abatement, mechanical equipment, and electrical panel lead times may modify / increase this budget. Settembrino Architects understands that on site construction can begin immediately after the completion of the 2023-2024 school year in June 2024 and must achieve occupancy by / before January 2, 2025.

Settembrino Architects will provide all Architectural, Mechanical, Electrical, Plumbing and Fire Protection design and construction administration for the above referenced project and will solicit one (1) state contract vendor quote for all projects in aggregate. All ACM investigation and abatement drawings is included. Air monitoring is included for a maximum of five (5) – ten (10) hour shifts.

Settembrino Architects recommends obtaining a quote from a state contract vendor to execute this project in anticipation of a summer and fall 2024 execution. Our Scope of Work would be as follows:

1. Survey and prepare existing condition drawings.
2. Prepare main office program with/without child study team (CST).
3. Prepare 3-4 schematic design options with/without child study team (CST).
4. Meet with district administration and staff to review schematic designs & select option.
5. Prepare schematic plans and submit NJDOE Project Application with schedule and estimate.
6. Prepare complete construction documents for state contract quote in accordance with the School Public Contracts Law.
7. Prepare 90% Construction Document estimate.
8. Review quote and provide Letter of Recommendation for Project Award.
9. Provide complete construction administration services including bi-weekly site visits, review and processing of shop drawing and applications for payment, and punchlist and closeout document review and processing.

The proposed fixed fee for the above referenced work is \$189,500, plus reimbursable expenses. Any and all site, civil, or survey, is excluded. The proposed fee for the hazardous material investigation survey, bid documents, and five (5), ten (10) hour shifts of air monitoring is a fixed fee of \$60,000 plus reimbursable expenses.

Thank you once again for this opportunity for Settembrino Architects to be part of the success of the Readington Township Public Schools. Please do not hesitate to call me either at the office or on my cell phone at 201-788-7417. We look forward to hearing from you shortly.

Sincerely,



Kevin M. Settembrino, AIA, LEED AP
Principal

KMS/arl