



**SETTEMBRINO**  
ARCHITECTS

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January 17, 2024 Revised  
December 12, 2023

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

**RE: Solar Power Purchase Agreement (PPA)  
District-Wide Expansion Feasibility Study  
Competitive Contracting RFP Preparation  
Owner's Representative**

**A/E Services**

Dear Jason:

Thank you for the opportunity to submit our proposal for the Request for Proposal (RFP) Preparation and the Owner's Representative Services for the District – Wide Solar Power Purchase Agreement (PPA). Settembrino Architects has completed the Solar Feasibility Study with multiple Green and Finance Committee reviews and a Capital Review / Presentation at the Readington Township Planning Board on November 27, 2023 in compliance with the NJ Department of Education (NJDOE) and the Municipal Land use Law (MLUL) Requirements. Additionally, we have been working with Stephen Kisker of CSG Law to prepare the Solar PPA Request for Proposal. Settembrino Architects understands that the Readington Township Board of Education would like to offer the RFP to Solar PPA Companies to provide their proposal(s) in compliance with the Competitive Contracting section of the School Public Contracts Law. After our review and recommendation for award together with Stephen Kisker, Settembrino Architects would provide District Wide Owner's Representative Services to complete this project. It is important to understand that this Power Purchase Agreement will be offered as an Engineer, Procure, and Construct (EPC) Proposal to interested PPA Companies. Settembrino Architects and CSG Law have provided the project Scope of Work, array installation type and location, and all due diligence documents in order to return the lowest first year energy cost and contract escalator to the district. Our Scope of Work will be as follows:

1. Provide NJ Department of Education Submission for each project site.
2. Provide a Capital Review Presentation at the Readington Township Planning Board
3. Provide Schematic Drawings, Technical Specifications, and Due Diligence Documents for each solar array at each district school and coordinate with Stephen Kisker of CSG Law to complete / prepare the PPA Request for Proposal (RFP) in compliance with the Competitive Contracting Section of the School Public Contracts Law.

4. Review the Request for Proposal (RFP) results and provide and coordinate a Recommendation for Award with CSG Law and the Readington Township Board of Education.
5. Review the Proposed PPA Contract for Technical Compliance with the Project Specifications and Recommend revisions / actions.
6. Provide all Owner's Representative Services at each project site including, but not limited to, bi-weekly status meetings, RFI and Shop Drawing Oversight, Schedule and Punch List and Closeout Review.

The fixed fee for the PPA Request for Proposal Preparation is \$29,500 plus reimbursable expenses. The fixed fee for the Owner's Representative Services is \$4,000 per month per site plus reimbursable expenses. ***It is important to note that the complete fee(s) will be reimbursed to the school district by the successful PPA company upon PPA Contract Execution.***

Please do not hesitate to call me either at the office or on my cell phone at 201-788-7417 with any questions. We look forward to hearing from you shortly.

Sincerely,



Kevin M. Settembrino, AIA, LEED AP  
Principal

KMS/ar1