



September 15, 2021

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

**RE: Holland Brook Elementary School
52 Readington Road
Whitehouse Station, NJ 08889**

**Partial Roof Replacement
A/E Services**

Dear Jason:

Thank you for the opportunity to submit our proposal for a partial roof replacement at the Holland Brook School. We understand that the district would like to remove and replace the single ply PVC membrane with a multi-ply, hot applied Garland Roof with a cap sheet at all remaining roof areas not replaced in 2020 or 2021. The total roof area is 41,000 square feet with a project budget range of \$1.25 Million - \$1.35 Million. Given supply chain disruptions and a roof insulation lead time of nine (9) months, Settembrino Architects would recommend a project award no later than December 2021 for a summer/fall 2022 project execution. Our Scope of Work (SOW) would be as follows:

1. Review and document existing conditions for the partial roof. This would include field measurements of all conditions including field areas, flashing, counterflashing, coping, wall types, drain locations, Roof Top Unit (RTU) locations, and all vent stacks, fans, etc.
2. Complete and submit all New Jersey Department of Education (NJDOE) required applications and LRFP updates (if required).
3. Provide complete construction documents which include measured plans, sections, details and bid specifications.
4. Meet with Administration and/or Facilities & Finance Committee at 60% construction document completion for comments and/or modifications to project Scope, Schedule, Alternates, etc.
5. Assist in project bidding, bid review, and recommendation for project award. This will include the distribution of the Bid Advertisement (in addition to the legal requirements for publication by the Business Administrator) to all pre-qualified bidders in surrounding Counties, responding to all Requests for Information (RFI's) during bidding, preparation of bid tabs, attendance and recording of bids at the public bid

opening, review of the three (3) apparent lowest bidders for document conformance, and the production of a Letter of Recommendation of Contract Award to the Board of Education after conference with board counsel.

6. Provide complete construction administration services which shall include the issuance of a Notice of Award and an Authorization to Proceed to the successful bidder as well as the scheduling and attendance at a pre-construction meeting. Settembrino Architects will prepare the AIA A101 Contractor/Owner Contract. I will personally provide bi-weekly or more on-site construction review to ensure conformance with the contract documents and schedule maintenance, shop drawing review of approved products, monthly payment application review and change order preparation and processing (if required), and punch list and closeout procedures.

Our fixed fee to perform these services is \$119,500 plus reimbursable expenses. Upon authorization to proceed, we anticipate completion within four (4) to six (6) weeks.

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,

A handwritten signature in black ink, appearing to read 'Kevin Settembrino', with a long horizontal flourish extending to the right.

Kevin M. Settembrino, AIA, LEED AP
Principal

KMS/arl