



February 7, 2022

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**

**Curriculum Office Renovation
A/E Services**

Dear Jason:

Thank you for the opportunity to submit our proposal for your Curriculum Office Renovation at the Holland Brook Elementary School. As you know, Settembrino Architects met with you and your team on site to review the Scope of Work for this project on January 26, 2022. Additionally, we have received and reviewed the Renovation Ideas / Preferences provided to us regarding layout, technology, and special features and we will include same in this project. Settembrino Architects understands that the Readington Twp BOE would like to provide three (3) separate, acoustically independent supervisor offices, a conference room, and a reception area within the 850 square foot room. HVAC supply and return grille locations and CFM will be adjusted only, and one (1) thermostat will be maintained and relocated to the common area. It is important to note that this Scope of Work excludes any additional HVAC units / control in the completed Curriculum Office. All electric, plumbing, power, data, and audio / visual components will be included in this project. All final connectivity to district servers and any data wiring beyond the Curriculum Office is excluded and must be completed by the district. Settembrino Architects will coordinate with the district and our furniture consultant under state contract to furnish and install all new furniture. As we understand that the district is desirous of an August 31, 2022 Substantial Completion, we would recommend an award no later than the end of March or early April to anticipate extended product lead times for solid core wood doors, glass, and furniture. Our Scope of Work (SOW) would be as follows:

1. Provide schematic floor plans, reflected ceiling plans, and finish selections for review and revision.
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 \$27,500 plus reimbursable expenses. All hazardous material investigation or mitigation drawings is excluded from this fixed fee.

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

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