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A PROFESSIONAL ASSOCIATION

Architecture Interior Design  
Planning Project Management

March 8, 2019

**Christopher Jones**  
*Business Administrator/Board Secretary*  
**High Bridge School District**  
40 Fairview Avenue  
High Bridge, New Jersey 08829

**Re: Proposal for Professional Architectural and Engineering Services**  
**Project: High Bridge School District**  
**High Bridge Elementary School: Damaged Wall Reconstruction Project**

Dear Mr. Jones:

Thank you for giving us the opportunity to submit our Proposal for Professional Architectural and Engineering Services for the Damaged Wall Reconstruction Project at High Bridge Elementary School. It is our understanding that the High Bridge School District would like implement a project to reconstruct the wall damaged by a snow plow at High Bridge Elementary School.

### **THE PROJECT:**

Over the winter, a snow plow collided with the building, damaging the corridor link area that connects the newest (1990's) addition to the existing building. This area of the building is constructed of a load bearing concrete masonry unit (CMU) wall which supports a steel roof structure. In order to stabilize the damaged wall, Harrison & Hamnett, PC, was engaged to develop temporary shoring measures. The District has implemented the temporary shoring measures.

This project will include the removal of the temporary shoring measures and the reconstruction of the exterior wall for a permanent solution. This will include:

- Removal of CMU load bearing wall in the affected area.
- Removal of face masonry attached to the load bearing wall.
- Removal and re-installation or replacement of existing doors and windows in the affected area.
- Construction of new CMU load bearing wall, bearing plates and reinforcing.
- Installation of new masonry face material, cavity insulation and waterproofing to match existing detailing.
- Removal and replacement of ceiling as required to implement the work.
- Removal and replacement of flooring as required to implement the work.
- Patching and repair of all adjacent finishes.



## **SCOPE OF SERVICES:**

The following scope of services would be provided for this project:

### **1. Preliminary Phase:**

- Meet with school district & school staff to determine all design needs.
- Field Survey existing work areas and all conditions.
- Prepare preliminary drawings.
- Meet with district to discuss design options and alternatives
- Prepare and submit Project Application for NJDOE review and approval, including:
  - NJDOE Project Application.
  - LRFPA Amendment Form.
  - Applicable letters, forms, and back up documentation.
  - Submit project application to NJDOE and County Superintendent.
  - Respond to any NJDOE comments.

### **2. Construction Document Phase:**

- Based on the approved Preliminary Drawings and Project Budget, FKA will advance the design drawings into the Construction Documents Phase. This will entail the preparation of Construction Documents consisting of drawings and a project manual with technical specifications for purposes of public bid, building permits, and construction activities.
- Prepare Project Manual including technical specifications in CSI format for all aspects of the project.
  - Front end (to be coordinated with the District's standard practice and documents)
  - Division 1 General Requirements
  - Technical specifications
- Prepare / submit drawings for review by the Owner.
- Meet with Owner to review plans and modify based on Owner comments.
- Prepare project manual including technical specifications for all aspects of the projects.

### **3. Bidding Phase**

- Prepare Bid Documents for distribution to contractors.
- Answer any contractor's questions.
- Prepare any addenda if necessary.
- Attend bid opening.
- Review bids and prepare recommendation for Award to the Board of Education.

### **4. Construction Administration Services**

- Conduct Pre-Construction Meeting
- Review Contractors initial submissions: Schedule of Values, Schedule, Submittal Schedule, etc.
- Review and Process Submittals: Shop Drawings / Product Data / Samples.
- Respond to Request for Information's.
- Maintain Master File of Submittals.
- Conduct Project Construction Meetings on a bi-monthly basis.
- Provide Construction Field Observation on a periodic Basis.
- Monitor Project Schedule.
- Evaluate Contractor's Application for Payment for conformance with completed work.
- Prepare punchlist.
- Prepare Certificate of Substantial Completion.
- Perform final punchlist inspection.
- Obtain "As Built" Drawings from Contractors.
- Review Warranties, Extra Materials and other close-out documentation.



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**FEE SUMMARY:**

We propose to perform the above noted services on a lump sum basis as indicated below:

1. Preliminary Phase:	\$ 2,450
2. Construction Documents Phase:	\$ 4,890
3. Bidding Phase:	\$ 500
4. Construction Administration Phase:	\$ 1,960
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<b>Total Professional Services:</b>	<b>\$ 9,800</b>

**Reimbursable Expenses:**

Reimbursable expenses, such as printing, reproductions, mailing, etc. will be billed at cost.

We trust that the above proposal meets with your satisfaction. We are prepared to commence services immediately upon authorization from the district. If you have any questions, please do not hesitate to call.

Sincerely  
**FKA Architects**

**Michael Bieri, AIA, PP**  
Vice President