



March 26, 2018

Mr. Corey Gallo, Business Administrator
Borough of Bergenfield
198 North Washington Avenue
Bergenfield, NJ 07621

**Re: A/E Proposal
Municipal Building Renovation
RSC Project 113.17.001**

Dear Mr. Gallo:

RSC Architects (RSC) is pleased to submit our proposal for architectural and engineering services for the municipal building renovation project.

Project Understanding

The project consists of the proposed renovation of the existing municipal building. The scope of work will be a complete renovation of the existing 30,000 square foot municipal building. The major scope of the work will include the following components as outlined in our feasibility study dated May 2017 and updated November 2017:

- Site repairs to parking lot
- Exterior masonry repairs
- Window replacement
- Front canopy repairs
- Interior reconfiguration of space
- Replacement/repair of interior finishes
- Upgrade of toilet rooms
- Barrier-free upgrades for ADA compliance
- New stair tower
- Mechanical/Electrical/Plumbing building system upgrades
- Structural repairs



The existing building will be vacated to allow for the rehabilitation of the structure in a single phase.

Scope of Services

RSC will provide basic services for the project as follows:

Pre-Design Phase:

- Kickoff Meeting: We will conduct an initial meeting to start the design process where we will confirm budget and schedule.
- Existing Conditions Survey: We will confirm the existing deficiencies in the pre-design report. We will confirm the existing layout and exteriors and prepare accurate existing floor plans and elevations.
- Programming Interviews: We will perform programming interviews to confirm program requirements and we will discuss preferred locations of departments. We will issue a formal programming report for review.

Schematic Design Phase:

- Drawings: RSC will prepare a schematic floor plan with proposed renovation areas and proposed department relocations. Building elevations will be prepared to show extent of exterior repair work. These documents will establish the conceptual design of the project, illustrating the scale and relationship of the Project components.
- Building Systems Meetings: We will meet with key staff to discuss mechanical, electrical, and IT/AV design approach. It is important to have input from the owner so that we specify systems that will coincide with daily operations and that provide ease of maintenance.
- Owner Review Meetings: We will meet with the town to review the proposed plans and confirm the scope of work.

Design Development Phase:

- Drawings and Specifications: RSC will prepare first stages of the construction documents that provide information on key elements of the building and the major building systems. Building code analysis information will be formulated and egress plans prepared. Architectural, structural, MEP, and IT/AV design drawings and details will be started. We will utilize our team of sub-consultants who will provide the MEP, civil, structural, and IT design services.
- Building Systems Meetings: We will meet with key staff to finalize mechanical, electrical, and IT/AV design approach. It is important to have input from the college so that we specify systems that meet with staff programming requirements and coincide with daily operations and that provide ease of maintenance.
- Finish Selections: We will begin selecting materials and finishes for the project that are durable, but yet attractive. We will prepare a color board for owner review and approval prior to specifications being completed.



Contract Document Phase:

- Drawings: We will prepare design drawings with detailed information necessary for the construction of the project. This will include architectural, mechanical, plumbing, electrical, and IT/AV design drawings and all necessary construction details and schedules. The drawings will also include building code analysis information.
- Specifications: We will prepare technical specifications that coincide with the design drawings that provide detailed product data and installation information.
- Project Manual: With input from the owner, we will prepare the manual that includes technical specifications and bid proposal information.
- Owner Review Meeting: We will meet with the owner to conduct a final review of the plans and updated cost information.
- Deliverables: Two sets of construction documents for owner review.

Bidding Phase:

- Pre-Bid Meeting: We will attend a pre-bid meeting and walk-through of the project where we will introduce the scope of the project to prospective contractors and answer bidder's questions.
- Respond to Bidders: We will answer questions from contractors and issue addenda as needed.
- Bid Opening: We will attend the public bid opening and make recommendation for award of bid.

Construction Administration Phase:

- Deliverables: three sets of signed and sealed construction documents for permitting purposes.
- Job Meetings/Site Visits: We will attend bi-weekly job meetings, including the pre-construction meeting, with the contractor and the construction manager. At the same time, we will provide limited observation of the construction. We have included a total of 32 job meetings/site visits in our proposal.
- Submittals & Shop Drawings: We will review and track shop submittals as submitted by the contractor. (Proposal is based upon at least 50% of the submittals being accepted without the need for re-submittal, and the remaining 50% or less being re-submitted only once).
- Request for Information: We will respond to contractor RFI's in a timely manner to keep the construction process moving.
- Close-out: We will prepare the punch list and assist with closeout documentation, including all forms and warranties.

Any additional submittal review or attendance at meetings/visits beyond that described herein will be billed on an hourly basis.

Fees

RSC Architects will perform these services for a lump sum fee per the schedule below:

| | |
|-----------------------------------|------------|
| Pre-Design Phase | \$ 53,000 |
| Schematic Design Phase | \$ 118,000 |
| Design Development Phase | \$ 167,000 |
| Construction Document Phase | \$ 297,000 |
| Bidding Phase | \$ 8,500 |
| Total for Design Phase | \$ 643,500 |
| Construction Administration Phase | \$ 145,000 |
| Total Fee: | \$ 788,500 |
| Reimbursable Allowance: | \$ 7,000* |

*Reimbursable expenses are in addition to compensation for basic services and additional services and include expenses incurred by RSC in the interest of the project. These costs are identified as: reproduction, photography, special mailings and delivery services. These expenses will be billed at the actual cost plus 10% overhead.

Out-of-Scope Services

While we believe the intent of the Scope of Basic Services is clear and limited, from time to time a reading of these services may infer a broader scope than was intended. In order to help clarify the scope of basic services, we point out that the above listed basic services do not include the following services, the need for; which may be anticipated on this project. If you would like RSC to furnish these, or any other Out-of-Scope Services we would be pleased to discuss a mutually agreeable Scope of Services and fee arrangements. RSC will not provide Out-of-Scope Services without your written approval.

- Site surveying
- Site engineering
- Environmental survey and engineering (by owner's contractor)
- Traffic engineering
- Fees for applications for approvals, building permits and all other fees as required.
- Changes or revisions beyond our control, changes or supplemental services as may be required by the Municipality, or other regulatory review agencies beyond that indicated in this proposal, or made necessary by ordinance or regulations, or changes in basic project concept after initial design has commenced.
- Construction Management, Construction/Contractor Supervision
- Means and Methods of Construction (Contractor's Responsibility)
- Furniture selection and layout



Payments

RSC will invoice monthly for fees and expenses incurred with payment due upon receipt of invoice. We request that you review each invoice upon receipt and inform us as to any discrepancies or other problems within fifteen (15) days of receipt. If no comment is received within this period, the invoice will be considered correct, approved and payable. All outstanding balances beyond thirty (30) days of the invoice will be subject to a late fee of 1 ½% per month. If the Owner fails to make payments within sixty (60) calendar days, RSC reserves the right to suspend Professional Services under this Agreement. In the event of a suspension of services, the Architect will have no liability to the Owner for delay or damages, in any way caused by or resulting from such suspension of services.

Our intent is to meet the same conditions as our client and if the Scope described in this proposal differs from your needs, please notify this office and we will reconcile the proposal. This proposal is based upon the express understanding that, if it is accepted, the parties will subsequently execute a contract using the AIA B101 Owner/Architect Agreement.

We look forward to working with you on this project when we receive your authorization to proceed. Should you have any questions or require additional information, please feel free to contact this office.

Very truly yours,

RSC ARCHITECTS

Ken Mihalik

Kenneth P. Mihalik, AIA
Sr. Project Manager