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## PROFESSIONAL PROPOSAL

September 29, 2016 (*Revised October 24, 2016*)

Ritchard Sherman, Managing Director, Design  
Greg Voronov, Managing Director, Capital Planning and Grant Administration  
School Development Authority  
Trenton, NJ 08628

**RE: Proposal for Professional Services  
Additions, Alterations and Renovations to the Freehold Learning Center, the Park  
Avenue Elementary School and the Freehold Intermediate School**

**Subject: Freehold Borough Public Schools  
FVHD #9010**

Mr. Sherman and Mr. Voronov,  
Thank you for the opportunity to provide professional services for the School Development Authority and the Freehold Borough School District. In accordance with our recent discussions regarding the Districts interest in having FVHD provide professional Architectural and Engineering Services in connection with the Additions, Alterations and Renovations to the Freehold Borough Schools, we are pleased to provide the following information and fee proposal for the above referenced projects.

### **Project Scope and Understanding**

Please let this memo serve as our understanding of the above referenced project and proposal for professional services to the School Development Authority. The scope of the project is to provide additions, renovations and alterations to the schools to provide additional capacity for students. In addition, we are providing system replacements, such as fire alarm replacements, HVAC replacements and lighting upgrades. These upgrades and additions will assist the District in needs required to bring these facilities up to contemporary standards.

As per our discussions, we will be designing and adhering to the following criteria:

- Geo Technical Engineering including Test borings, and test pits
- Environmental Screening Report including confirmation of availability of utilities
- Geo Physical Investigations including electromagnetic and/or ground penetrating radar
- Preliminary Assessment, Phase 1 only
- Executive Order 215
- Topographical surveying and mapping to a reasonable extent (100 ft +/-)
- Commissioning of Additions, Renovations and HVAC upgrades
- Two Detailed Cost Estimates, at the end of Design Development and the end of Construction Documentation.

- We will be meeting the intent and guidelines of LEED for Schools 2009. We will provide the listing of selected points for our project(s) shortly.
- IT to be limited to conduits and boxes as necessary to the device(s), CAT 6 wiring back to the panel/rack locations, and inclusive of racks and UPS devices. Equipment, such as switches, routers, and servers will be procured by District.
- Lastly, we agreed to have the SDA provide an allowance for abatement, as this is not part of our design fees at this time. We will work with the SDA to analyze the current known AHERA report for the District, and provide recommendations moving forward. We will procure an Asbestos Abatement Consultant as needed. We also agreed to limit the abatement of asbestos containing materials at the work scope area only, and not to attempt to remove all asbestos from the entire building.
- The SDA will provide review at the following stages: Midway through Design Development, end of Design Development, midway through Construction Documentation, and at the completion of Construction Documentation. Document preparation will continue to the next phase as the SDA prepares comments from their review.

### **Design Development Phase**

Based on our investigations, design refinements, and any further adjustments authorized the Owner in the scope or quality of the Project, or in the construction budget, FVHD will prepare, for approval by the owner, including a review and sign off, Design Development Drawings and any other documentation in detail necessary for the further development of the project. These documents will include elevations, sections, preliminary room finish and door schedules, and room layout drawings. In addition, we will supply an Outline Specification for all aspects of the project, inclusive of preliminary Structural layouts, Mechanical and Electrical layouts and all preliminary equipment and systems descriptions.

### **Construction Documentation Phase**

Based on our investigation and design and any further adjustments authorized the Owner in the scope or quality of the Project, or in the construction budget, FVHD will prepare, for approval by the owner, including a review and sign off, Construction Documents consisting of Drawings and Specifications, and any other documentation in detail necessary for the completion of the project. These documents are also prepared as a form necessary for the Code Compliance Review by the local code official for the smaller projects and the Department of Community Affairs for the Educational projects.

FVHD will assist the Owner in the preparation of the necessary bidding information, bidding forms, and also including the form of Agreement between the Owner and Contractor. The AIA documents, including the A-201 General Conditions and their modifications shall be used as the basis of these Forms and Conditions.

### **Bidding and Permitting Phase**

FVHD will assist the Owner in obtaining bids, or negotiated proposals if required, and assist in preparing contracts for construction. FVHD shall respond to questions and RFI's from potential bidders and shall issue any necessary addenda. FVHD will preside at the Pre Bid Meeting for the

project, and will be present during the bid opening. We will provide a cursory review of the bids, and provide recommendations to the counsel of the District for their final review, as deemed necessary by the District, and make a final recommendation to the Board of Education for the Construction Award. At this time, we are assuming multiple bid packages for the larger Additions and Renovations scope, but believe that there is a benefit to having separate bid packages for selected scope including, but not limited to, Roofing, Fire Alarm, Public Address, and similar bidding packages.

### **Construction Administration Phase**

FVHD will provide administration of the contract for construction. We will preside over the initial First Job Conference and establish the rules for construction, as necessary for the contractors. We will visit the site as necessary to provide administration to determine, in general, if the work is being performed in accordance with the Construction Documents and Specifications. On the basis of site observation, we will keep the owner informed of the progress and quality of work. FVHD will review all potential Change Orders and proposals issued by the Contractor(s) for the owners approval and execution in accordance with the Contract Documents. FVHD will assist the owner in the collection and submission of documentation to close the project.

### **Preliminary Construction Cost Estimates**

**See additional supplemental information**

### **Preliminary Timeline**

The timeline presented is preliminary for Additions, Renovations, Alterations, and system replacements. We will monitor and revise the timeline with your assistance over the course of the project.

#### **Timeline for Construction**

Authorization	October 24, 2016
Completion of Design Development	December 5, 2016
Completion of Construction Documents	February 24, 2017
Submission to DCA	February 27, 2017
Receive Comments from DCA	March 24, 2017
<b>Advertisement for bidding</b>	<b>April 10, 2017</b>
Pre-bid meeting	April 24, 2017
Last Day for Addendum	May 2, 2017
<b>Receipt of bids</b>	<b>May 11, 2017</b>
Board Award	May 29, 2017
Start of Construction	June 15, 2017
<b>Substantial Completion for Classrooms/Gym</b>	<b>August 24, 2018</b>
Substantial Completion for remainder	November 23, 2018
Final Completion	December 28, 2018

**Professional Fees**

Our fees include all necessary and required submissions to the New Jersey Department of Education for their Final Educational Adequacy review and approval. We will complete construction documentation and assume code review for the smaller projects will take place with the local construction officials office and the larger educational projects will be reviewed by DCA. We will monitor and provide construction administration through final completion of the project and close out of the contract.

**Design Team**

Our team is experienced in this type of work and has worked together on many projects. Our consultants are as follows:

- Harrison - Hamnett, PC - Structural Engineers
- Gillan & Hartmann, Inc. - Mechanical, Plumbing/Fire Protection, Electrical and IT Consulting Engineers
- Edwards Engineering Group, Inc. - Civil Engineers
- French & Parrello, Geotechnical Services Civil Engineers
- Raymond - Raymond Associates - Kitchen Designers/Consultants
- Kelter & Gilligo, Inc. - Commissioning Agents
- VJ Associates - Cost Estimating

As discussed, we are not providing a separate Acoustical Consultant, as we believe the minimal issues can be handled by our office.

**Client Requirements**

We request access to all existing drawings and specifications for inclusion in the preparation of the Construction Documentation.

We trust that this meets with your approval and, if acceptable, kindly so indicate your approval by providing a Letter of Authorization to proceed, and we will begin document preparation.

Thank you again for the opportunity to provide professional services to the District. Please call if you have any questions or require further clarification.

Sincerely,



William D. Hopkins III, AIA, LEED AP, NCARB  
Principal

**COPIES:** Karen Mamo, Business Administrator, FVHD PC Architects-Planners  
Joseph Howe, District Business Administrator, Freehold Borough School District  
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