

**APPENDIX B**

**LETTER OF INTENT**

**(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)**

**PRINCIPALS:**  
Hany Y. Salib, AIA, NCARB  
NJ Lic # 21A101733800  
NY Lic # 032590

Patrick S. Seiwel, AIA, NCARB  
LEED AP  
NJ Lic # 21A101611000  
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Phillip J. Cacossa, PE  
LEED AP  
NJ Lic # 24GE037049000  
NY Lic # 079633

**ASSOCIATE:**  
Alan N. Trovato

November 4, 2010

**Attn: James W. Edwards, Jr., CPA**  
Business Administrator/Board Secretary  
Brick Township Public Schools  
101 Hendrickson Avenue  
Brick, NJ 08724

Dear Mr. Edwards:

The undersigned, as Respondent, has (have) submitted the attached Proposal Statement in response to a Request for Proposals (RFP), issued by the Brick Township Board of Education ("Board"), dated November 4, 2010, in connection with the Board's need for Architectural Services.

**Design Resources Group Architects, AIA HEREBY STATES:**

1. The Proposal Statement contains accurate, factual and complete information.
2. Design Resources Group Architects agrees (agrees) to participate in good faith in the procurement process as described in the RFP and to adhere to the Board's procurement schedule.
3. Design Resources Group Architects acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Proposal Statement and any proposal prepared and submitted in response to the RFP, or any negotiation which results there from shall be borne exclusively by the Respondent.
4. Design Resources Group Architects hereby declares (declare) that the only persons participating in this Proposal Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Proposal Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Board. Design Resources Group Architects

declares that this Proposal Statement is made without connection with any other person, firm or parties who has submitted a Proposal Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

5. Design Resources Group Architects acknowledges and agrees that the Board may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Board shall have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.

6. Design Resources Group Architects acknowledges that any contract executed with respect to the provision of Architectural Services must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

7. Design Resources Group Architects submits a proposal for fixed fees, as follows:

I. Annual survey of all facilities and update of five year plan.

2010-2011 13 Bldgs X \$2,500.00 = \$32,500.00

2011-2012 13 Bldgs X \$1,000.00 = \$13,000.00

2012-2013 13 Bldgs X \$ 750.00 = \$ 9,750.00

II. Administrative direction meetings (cost must include time spent in preparation of meeting).

Annual Inspection of Buildings:

2010-2011 \$ 600.00

2011-2012 \$ 700.00

2012-2013 \$ 750.00

Summer Projects:

2010-2011 \$ 600.00

2011-2012 \$ 700.00

2012-2013 \$ 750.00

**Inspection of Heating/Ventilating Systems:**

2010-2011 \$ 1,200.00 (A+E)

2011-2012 \$ 1,400.00 (A+E)

2012-2013 \$ 1,500.00 (A+E)

**Budget review for next school year:**

2010-2011 \$ 1200.00

2011-2012 \$ 1400.00

2012-2013 \$ 1500.00

- III. **Architectural fees (including engineering services) (fees percentage to be based on projected budget and then adjusted once actual construction cost, excluding soft costs, are known). Fees to Architect will only be paid upon successful approval of a referendum or by resolution of the Board.**

**Projects with costs of \$2 million or less**

**New Construction/Facilities:**

2010-2011 6.5% with a minimum fee of \$ 5,000.00

2011-2012 6.5% with a minimum fee of \$ 6,000.00

2012-2013 6.5% with a minimum fee of \$ 6,500.00

**Additions to existing Facilities:**

2010-2011 6.7% with a minimum fee of \$ 5,000.00

2011-2012 6.7% with a minimum fee of \$ 6,000.00

2012-2013 6.7% with a minimum fee of \$ 6,500.00

**Additions and Renovations to existing Facilities:**

2010-2011 6.9% with a minimum fee of \$ 5,000.00

2011-2012 6.9% with a minimum fee of \$ 6,000.00

2012-2013 6.9% with a minimum fee of \$ 6,500.00

**Renovations to existing Facilities:**

2010-2011 7.0% with a minimum fee of \$ 5,000.00

2011-2012 7.0% with a minimum fee of \$ 6,000.00

2012-2013 7.0% with a minimum fee of \$ 6,500.00

Projects with costs of at least \$2 million, but less than \$4 million

New Construction/Facilities:

2010-2011 5.5%

2011-2012 5.5%

2012-2013 5.5%

Additions to existing Facilities:

2010-2011 5.7%

2011-2012 5.7%

2012-2013 5.7%

Additions and Renovations to existing Facilities:

2010-2011 6.0%

2011-2012 6.0%

2012-2013 6.0%

Renovations to existing facilities:

2010-2011 6.3%

2011-2012 6.3%

2012-2013 6.3%

Projects with costs of at least \$4 million, but less than \$6 million

New Construction/Facilities:

2010-2011 5.2%

2011-2012 5.2%

2012-2013 5.2%

Additions to existing Facilities:

2010-2011 5.3%

2011-2012 5.3%

2012-2013 5.3%

Additions and Renovations to existing Facilities:

2010-2011 5.4%  
2011-2012 5.4%  
2012-2013 5.4%

Renovations to existing facilities:

2010-2011 5.5%  
2011-2012 5.5%  
2012-2013 5.5%

Projects with costs of at least \$6 million, but not less than \$10 million

New Construction/Facilities:

2010-2011 4.9%  
2011-2012 4.9%  
2012-2013 4.9%

Additions to existing Facilities:

2010-2011 5.0%  
2011-2012 5.0%  
2012-2013 5.0%

Additions and Renovations to existing Facilities:

2010-2011 5.1%  
2011-2012 5.1%  
2012-2013 5.1%

Renovations to existing facilities:

2010-2011 5.2%  
2011-2012 5.2%  
2012-2013 5.2%

Projects with costs greater than \$10 million

New Construction/Facilities:

2010-2011 4.5%  
2011-2012 4.5%  
2012-2013 4.5%

**Additions to existing Facilities:**

2010-2011 4.6%  
2011-2012 4.6%  
2012-2013 4.6%

**Additions and Renovations to existing Facilities:**

2010-2011 4.7%  
2011-2012 4.7%  
2012-2013 4.7%

**Renovations to existing facilities:**

2010-2011 4.8%  
2011-2012 4.8%  
2012-2013 4.8%

- Fee percentages shall be billed in accordance with the completion of the following phases at the applicable percentage of the phase:

Schematic Design 10%  
Design Development 15%  
Construction Document Preparation 45%  
Bidding/Negotiation 5%  
Construction Administration 20%  
Project Closeout 5%

Each phase shall be closed out in writing and acknowledged/agreed to by the Board that such has occurred.

- IV. Pre-Referendum Services, if requested, shall be provided with the cost of such services being credited against the applicable fee percentage upon the successful passage of a referendum project. Pre-Referendum fees shall be as follows:

**Projects with costs of \$2 million or less:**

2010-2011 \$ 5,000.00  
2011-2012 \$ 5,000.00  
2012-2013 \$ 5,000.00

Projects with costs of least \$2 million but less than \$4 million

2010-2011 \$ 7,500.00

2011-2012 \$ 7,500.00

2012-2013 \$ 7,500.00

Projects with costs of at least \$4 million but less than \$6 million

2010-2011 \$ 10,000.00

2011-2012 \$ 10,000.00

2012-2013 \$ 10,000.00

Projects with costs of at least \$6 million but less than \$10 million

2010-2011 \$ 12,500.00

2011-2012 \$ 12,500.00

2012-2013 \$ 12,500.00

Projects with costs greater than \$10 million

2010-2011 \$ 15,000.00

2011-2012 \$ 15,000.00

2012-2013 \$ 15,000.00

V. All fees shall be inclusive of reimbursable/out of pocket expenses except as follows:

- fees paid for securing approval of authorities having jurisdiction over the projects.
- Reproductions, plots, renderings, models and mock-ups.
- Blue prints and construction documents required to be performed by third party printer.

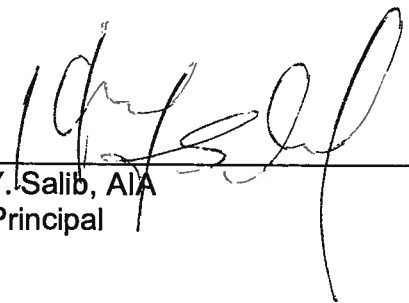
All cost eligible for reimbursement shall bear no mark-up by the Architect.

VI. Hourly Rates shall be billed for all other requested services in accordance with the following:

Principal Architect	\$ 175.00
Senior Associate Architect	\$ 160.00
Project Manager/Architect	\$ 150.00
Senior Designer	\$ 100.00
Project Architect	\$ 100.00
Senior Interior Designer	\$ 75.00
Junior Interior Designer	\$ 75.00
Senior CAD Operator	\$ 75.00

Draft Person	\$ 75.00
Senior Engineer	\$ 150.00
Engineer	\$ 125.00

(Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)



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Hany Y. Salib, AIA  
CEO, Principal

Design Resources Group Architects, AIA

Dated: November 4, 2010

- If a joint venture, partnership or other formal organization is submitting a Proposal Statement, each participant shall execute this Letter of Intent.