



(SENT VIA EMAIL jedwards@brickschools.org
AND VIA REGULAR MAIL)
March 28, 2014

Brick Township Public Schools
101 Hendrickson Avenue
Brick, NJ 08724

ATT: Mr. James Edwards,
Business Administrator

**Re: Proposal for Professional Services for
Brick Memorial High School
Gymnasium HVAC Improvements
D | R Project No. 2779**

Dear Mr. Edwards:

As requested, Di Cara | Rubino Architects respectfully submits the following fee proposal and scope of services for the abovementioned project.

Project Understanding:

This proposal is based on our discussions and walkthrough of the facility. We understand the scope of work entails the design and installation of a new water-cooled chiller and the addition of roof-top air conditioning units for the school's main Gymnasium.

A. SCOPE OF SERVICES:

I. Design Development:

1. Review existing drawings and survey existing conditions to develop base plan.
2. Prepare design development documents consisting of plans incorporating the scope of work.
3. Develop estimates of probable cost.
4. Develop project schedule and phasing requirements.
5. Meet with Owner to review above for approval.

II. Construction Documents:

1. Develop complete documents including plans, details, elevations, specifications, and any other necessary documents.
2. Submit plans for local code review.



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III. Bidding:

1. Prepare all documents for bidding.
2. Review all Requests for Information (RFI's).
3. Issue addenda, if required, during the bidding period.
4. Attend mandatory pre-bid conference to answer Contractor questions about the proposed project.
5. Conduct bid opening.
6. Review bids and provide analysis of bids to the Board of Education.
7. Coordinate with Board Attorney.

IV. Contract Administration:

1. Attend pre-construction kick-off meeting.
2. Attend all job meetings.
3. Visit site once per week, or as needed, to review the progress of work.
4. Review shop drawings.
5. Respond to RFI's.
6. Review and approve payment applications.
7. Prepare punch list and review project closeout documentation.

B. FEE:

The fee to perform the services as outlined in this proposal is as follows:

9% of the construction cost as per our Appendix B - Letter of Intent dated May 13, 2013.

The aforementioned fee does not include reimbursable expenses such as fees paid for securing approval of authorities having jurisdiction over the project, reproductions, plots, renderings, models, mock-ups and blue prints and documents required to be performed by third party printer. All reimbursable expenses shall be billed at cost times 1.0.

C. PROJECT BUDGET:

As per our previous discussions, the construction cost for the Base Bid project is estimated to be \$1,200,000, and together with associated soft cost of approximately 25% the total project budget is estimated to be \$1,495,000.00.



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D. EXCLUSIONS:

The following are excluded from the basic services provided above:

1. Environmental Engineering
2. Surveys
3. Testing
4. Identification and/or removal of hazardous materials
5. Utility Assessment

Again, thank you for this opportunity and please feel free to give me a call if anything in this proposal requires further clarification.

I look forward to your favorable review.

Sincerely,

DI CARA | RUBINO ARCHITECTS

Germano R. Rubino, AIA
Principal

GRR/dac

Accepted by: _____
Brick Township Public Schools

Date: _____