



NETTAARCHITECTS

December 11, 2017

Mr. James W. Edwards, Jr. CPA
School Business Administrator / Board Secretary
Brick Township Public Schools
101 Hendrickson Avenue
Brick, New Jersey 08724

**Drum Point Elementary School
Roofing Replacement
Fee Proposal and Preliminary Project Budget Estimate**

Dear Mr. Edwards:

Pursuant to our recent conversations and your request, Netta Architects is pleased to provide this fee proposal and Preliminary Project Budget Estimate for the following project being proposed by the Brick Township Board of Education. It is the District’s intent to have construction activities completed during the 2018 Summer Recess.

- Complete roofing demolition and reroofing of the Drum Point Elementary School (47,000 sq.ft.).

Preliminary Project Budget Estimate

Hard Construction Cost	\$ 1,175,000
Design / Construction Contingency (15%)	\$ 176,250
Architectural / Engineering Design Fees (10.0%)	\$ 105,750
Other soft costs	
Permits	\$ 5,000
Reimbursable Expenses	\$ 3,000

Total Preliminary Project Budget Estimate: \$ 1,465,000

ARTICLE I - SCOPE OF SERVICES

PHASE I – PRELIMINARY DESIGN

1. Field verify existing roofing conditions, dimensions, field details, etc.;
2. Provide preliminary roofing design layout drawings, and
3. Meet with District representatives to review and discuss overall project schedule, details and specifications.

**Preliminary Design Fee \$ 10,575
(Task Time Frame 10 Days)**

PHASE II – DESIGN DEVELOPMENT

1. Provide a Draft specification for District review;
2. Provide developed design layout drawings, and
3. Meet with District representatives to review project construction schedule and construction logistics.

**Design Development Fee \$ 15,863
(Task Time Frame 14 Days)**

PHASE III – CONTRACT DOCUMENTS

1. Prepare complete architectural contract documents in strict conformance to the State of New Jersey’s Uniform Construction Code and all applicable sub-codes; and
2. Prepare specifications in book format and coordinate with the District’s standard front end requirements.

**Contract Documents Fee \$ 47,588
(Task Time Frame 21 Days)**

PHASE IV – BIDDING

1. Attend Pre-Bid Conference with prospective bidders;
2. Provide and issue Addenda and Clarifications, if required, to respond to bidders questions; and
3. Assist District with review of submitted bids.

**Bidding Fee \$ 5,287
(Task Time Frame 1 Bid Cycle)**

PHASE V – CONSTRUCTION ADMINISTRATION

1. Attend Pre-construction meeting.
2. Review contractor’s shop drawings and submittals;
3. Perform bi-weekly site visits during construction activities to monitor the contractor’s performance in accordance to the contract documents
4. Prepare and distribute construction meeting minutes to all parties; and
5. Review contractor’s application for payments;

**Construction Administration Fee \$ 21,150
(Task Time Frame 3 months)**

PHASE VI – PROJECT CLOSEOUT

- 1. Prepare and review final punch list; and
- 2. Review and approve contractors’ submitted closeout documents including final payment application.

**Project Closeout Fee \$ 5,287
(Task Time Frame 1 month)**

ARTICLE II

Compensation:

The above outlined professional Architectural design services listed in Article I shall be completed for a fee of **One Hundred Five Thousand Seven Hundred Fifty Dollars, (\$105,750).**

Fee Breakdown:

Phase I – Preliminary Design (10%)	\$ 10,575
Phase II – Design Development (15%)	\$ 15,863
Phase III – Contract Documents (45%).....	\$ 47,588
Phase IV– Bidding and Negotiation (5%).....	\$ 5,287
Phase V – Construction Administration Services. (20%).....	\$ 21,150
Phase VI – Project Closeout (5%).....	\$ 5,287

TOTAL FEE*..... \$ 105,750

Fee to be adjusted accordingly after receipt of bids and award to Contractor based upon a total fee of 10% of construction cost (not including reimbursable expenses).

Contract Endnotes:

***Professional design services billing is on a monthly basis. Payments are due upon receipt and not beyond any 45 day period. In the event professional design fees are not paid in accordance with the 45-day term noted above, architect reserves the right to stop providing professional services until past due progress payments are received.**

If you should have any further questions, please feel free to contact this office.

Sincerely,

A handwritten signature in black ink, appearing to read 'Laurence K. Uher', written in a cursive style.

Laurence K. Uher, AIA, LEED AP
Vice President