



**NETTA**ARCHITECTS

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

**Veterans Memorial Middle School  
Auditorium HVAC Unit 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.

- Replacement of one Auditorium HVAC Unit located on the Stage and associated roof-top condensing unit. The new HVAC unit shall be a gas-fired packaged Roof-Top Unit (RTU). Demolition of the existing HVAC unit will provide free space on Stage. The District shall contact the gas company to verify that the existing gas service can handle a new gas load of 500 CFH (500,000 btu/hr).

Preliminary Project Budget Estimate

Hard Construction Cost	\$ 256,000
Design / Construction Contingency (15%)	\$ 38,400
Architectural / Engineering Design Fees (10.0%)	\$ 25,600
Other soft costs	
Permits	\$ 5,000
Reimbursable Expenses	\$ 3,000

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Total Preliminary Project Budget Estimate: \$ 328,000

**ARTICLE I - SCOPE OF SERVICES**

**PHASE I – PRELIMINARY DESIGN**

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

**Preliminary Design Fee ..... \$ 2,560  
(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 ..... \$ 3,840  
(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 ..... \$ 11,520  
(Task Time Frame 14 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 ..... \$ 1,280  
(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 ..... \$ 5,120  
(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 ..... \$ 1,280  
(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 **Twenty Five Thousand Six Hundred Dollars, (\$25,600).**

**Fee Breakdown:**

Phase I – Preliminary Design (10%) .....	\$ 2,560
Phase II – Design Development (15%) .....	\$ 3,840
Phase III – Contract Documents (45%).....	\$ 11,520
Phase IV– Bidding and Negotiation (5%) .....	\$ 1,280
Phase V – Construction Administration Services. (20%).....	\$ 5,120
Phase VI – Project Closeout (5%).....	\$ 1,280
<b>TOTAL FEE* .....</b>	<b>\$ 25,600</b>

**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