



**NETTA**ARCHITECTS

May 21, 2019

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

**RE: Brick Township High School  
Auditorium HVAC Unit Replacement  
Fee Proposal for Construction Administration Services  
P19-127**

Dear Mr. Edwards:

Pursuant to the recent Rebid for this project, an award for construction will be made to EACM Corporation for \$397,000. Netta Architects is pleased to continue to provide services for this project. This proposal is for Construction Administration and Project Closeout services.

**ARTICLE I - SCOPE OF SERVICES**

**PHASE I – PRELIMINARY DESIGN (Previously Completed)**

**PHASE II – DESIGN DEVELOPMENT (Previously Completed)**

**PHASE III – CONTRACT DOCUMENTS (Previously Completed)**

**PHASE IV – BIDDING (Previously Completed)**

**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 ..... \$ 16,514.00  
(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 ..... \$ 3,311.00  
(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 **Nineteen Thousand Eight Hundred Twenty Five Dollars, (\$19,825)**.

**Fee Breakdown:**

Phase I – Preliminary Design .....	\$	NA
Phase II – Design Development .....	\$	NA
Phase III – Contract Documents .....	\$	NA
Phase IV– Bidding and Negotiation .....	\$	NA
Phase V – Construction Administration Services. ....	\$	16,514.00
Phase VI – Project Closeout.....	\$	3,311.00
<b>TOTAL FEE*</b> .....	<b>\$</b>	<b>19,825.00</b>

**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,



Laurence K. Uher, AIA, LEED AP  
Vice President