



**NETTA**ARCHITECTS

May 12, 2020

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

**Lanes Mill Elementary School  
Roofing Replacement  
Fee Proposal and Preliminary Project Budget Estimate  
P20-102**

Dear Mr. Edwards:

Pursuant to our recent conversations and your request, Netta Architects is pleased to provide this fee proposal for Construction Administration and Project Closeout services for the aforementioned project. This project was recently bid on May 12, 2020 and is scheduled to be awarded to the lowest responsible bidder Northeast Roof Maintenance Inc. for \$1,237,000.00. This proposal is also adjusting the fee for the Design, Contract Document and Bidding phases based upon the A/E Design Fee of 9% of the Construction Cost.

**ARTICLE I - SCOPE OF SERVICES**

**PHASE I – PRELIMINARY DESIGN**

1. Adjustment in A/E Design Fee based upon actual Construction Cost of \$1,237,000.00. Delta between \$10,575 previously invoiced and \$11,133 based upon actual construction cost = \$558.00. (Preliminary Design Phase is 10% of overall A/E Fee which is 9% of actual Construction Cost)

(Adjusted) **Preliminary Design Fee ..... \$ 558.00**

**PHASE II – DESIGN DEVELOPMENT**

1. Adjustment in A/E Design Fee based upon actual Construction Cost of \$1,237,000.00. Delta between \$10,575 previously invoiced and \$11,133 based upon actual construction cost = \$558.00. (Design Development Phase is 10% of overall A/E Fee which is 9% of actual Construction Cost)

(Adjusted) **Design Development Fee ... \$ 558.00**

**PHASE III – CONTRACT DOCUMENTS**

1. Adjustment in A/E Design Fee based upon actual Construction Cost of \$1,237,000.00. Delta between \$47,588 previously invoiced and \$50,098 based upon actual construction cost = \$2,510.00. (Contract Document Phase is 45% of overall A/E Fee which is 9% of actual Construction Cost)

(Adjusted) **Contract Documents Fee** ..... **\$ 2,510.00**

**PHASE IV – BIDDING**

1. Adjustment in A/E Design Fee based upon actual Construction Cost of \$1,237,000.00. Delta between \$5,287 previously invoiced and \$5,567 based upon actual construction cost = \$280.00. (Bidding Phase is 5% of overall A/E Fee which is 9% of actual Construction Cost)

(Adjusted) **Bidding Fee** ..... **\$ 280.00**

**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** ..... **\$27,832.00**  
**(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** ..... **\$ 5,567.00**  
**(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 **Thirty Seven Thousand Three Hundred Five Dollars, (\$37,305.00)**.

**Fee Breakdown:**

Phase I – Preliminary Design (adjusted fee) 10% .....	\$ 558.00
Phase II – Design Development (adjusted fee) 10% .....	\$ 558.00
Phase III – Contract Documents (adjusted fee) 45% .....	\$ 2,510.00
Phase IV– Bidding and Negotiation (adjusted fee) 5% .....	\$ 280.00
Phase V – Construction Administration Services 25%.....	\$27,832.00
Phase VI – Project Closeout 5% .....	\$ 5,567.00
<b>TOTAL FEE*</b> .....	<b>\$ 37,305.00</b>

**Fee has been adjusted accordingly after receipt of bids and award to Contractor based upon a total fee of 9% 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,



Laurence K. Uher, AIA, LEED AP  
Vice President