



NETTAARCHITECTS

May 21, 2019

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

**RE: Veterans Memorial Elementary School
Auditorium HVAC Unit Replacement
Fee Proposal for Construction Administration Services
P19-128**

Dear Mr. Edwards:

Pursuant to the recent Rebid for this project, an award for construction will be made to EACM Corporation for \$235,500. 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 \$ 4,936.00
(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 \$ 989.00
(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 **Five Thousand Nine Hundred Twenty Five Dollars, (\$5,925).**

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	\$	4,936.00
Phase VI – Project Closeout	\$	989.00
TOTAL FEE*	\$	5,925.00

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