



ARCHITECTS

A PROFESSIONAL ASSOCIATION

Architecture Interior Design
Planning Project Management

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March 8, 2019

Christopher Jones

Business Administrator/Board Secretary

High Bridge School District

40 Fairview Avenue

High Bridge, New Jersey 08829

Re: Proposal for Professional Architectural and Engineering Services
Project: High Bridge School District
High Bridge Elementary School: Water Intrusion Remediation Project

Dear Mr. Jones:

Thank you for giving us the opportunity to submit our Proposal for Professional Architectural and Engineering Services for the Water Intrusion Remediation Project at High Bridge Elementary School. It is our understanding that the High Bridge School District would like implement a project to mitigate moisture intrusion problem on the ground floor of the building. The area of water intrusion has been evidenced along the corridor wall of this floor, towards the front side of the building.

THE PROJECT:

As a part of the Facilities Maintenance Plan prepared by FKA Architects, an area on the ground floor of High Bridge Elementary School was identified in which water has been entering the building along the corridor wall. This occurs in the original and first addition areas of the school. Grade around the school slopes from the front of the school towards the back. The front side of the ground floor (Fairview Ave. side) is completely below grade elevation while the back (playground side) side is at grade elevation. Due to the sloping topography and subgrade conditions on one side of the building, FKA recommended a subsurface investigation be performed to identify groundwater levels and soil conditions.

In December, the School District contracted with Johnson Soils Company for this work. Johnson Soils implemented the investigation and soil boring program and has provided their findings in their report of January 29, 2019. The findings indicated that the intrusion problem is due to ground water and the soil conditions which allow the surface water to permeate the soil easily.

The recommended mitigation program by Johnson Soils will consist of intercepting the ground water on the outside of the building with a new drainages system. This will include the installation of waterproofing and drainage panels along the foundation wall at the classroom areas and perforated drainage pipe laid in stone in the area near the library.

Please note that Johnson soils may be needed for inspections and testing during construction. They have included rates for these services in their January 29th report. These inspections are not included within this proposal.



SCOPE OF SERVICES:

The following scope of services would be provided for this project:

1. Preliminary Phase:

- Meet with school district & school staff to determine all design needs.
- Field Survey existing work areas and all conditions.
- Prepare preliminary drawings.
- Meet with district to discuss design options and alternatives
- Prepare and submit Project Application for NJDOE review and approval, including:
 - NJDOE Project Application.
 - LRFP Amendment Form.
 - Applicable letters, forms, and back up documentation.
 - Submit project application to NJDOE and County Superintendent.
 - Respond to any NJDOE comments.

2. Construction Document Phase:

- Based on the approved Preliminary Drawings and Project Budget, FKA will advance the design drawings into the Construction Documents Phase. This will entail the preparation of Construction Documents consisting of drawings and a project manual with technical specifications for purposes of public bid, building permits, and construction activities.
- Prepare Project Manual including technical specifications in CSI format for all aspects of the project.
 - Front end (to be coordinated with the District's standard practice and documents)
 - Division 1 General Requirements
 - Technical specifications
- Prepare / submit drawings for review by the Owner.
- Meet with Owner to review plans and modify based on Owner comments.
- Prepare project manual including technical specifications for all aspects of the projects.

3. Bidding Phase

- Prepare Bid Documents for distribution to contractors.
- Answer any contractor's questions.
- Prepare any addenda if necessary.
- Attend bid opening.
- Review bids and prepare recommendation for Award to the Board of Education.

4. Construction Administration Services

- Conduct Pre-Construction Meeting
- Review Contractors initial submissions: Schedule of Values, Schedule, Submittal Schedule, etc.
- Review and Process Submittals: Shop Drawings / Product Data / Samples.
- Respond to Request for Information's.
- Maintain Master File of Submittals.
- Conduct Project Construction Meetings on a bi-monthly basis.
- Provide Construction Field Observation on a periodic Basis.
- Monitor Project Schedule.
- Evaluate Contractor's Application for Payment for conformance with completed work.
- Prepare punchlist.
- Prepare Certificate of Substantial Completion.
- Perform final punchlist inspection.
- Obtain "As Built" Drawings from Contractors.
- Review Warranties, Extra Materials and other close-out documentation.



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FEE SUMMARY:

We propose to perform the above noted services on a lump sum basis as indicated below:

1. Preliminary Phase:	\$ 3,000
2. Construction Documents Phase:	\$ 6,000
3. Bidding Phase:	\$ 600
4. Construction Administration Phase:	\$ 2,400
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Total Professional Services:	\$ 12,000

Reimbursable Expenses:

Reimbursable expenses, such as printing, reproductions, mailing, etc. will be billed at cost.

We trust that the above proposal meets with your satisfaction. We are prepared to commence services immediately upon authorization from the district. If you have any questions, please do not hesitate to call.

Sincerely
FKA Architects

Michael Bieri, AIA, PP
Vice President