

22 November 2023

Peter Frascella
Interim School Business Administrator / Board Secretary
South Amboy Board of Education
240 John Street
South Amboy, New Jersey 08879

Re: Professional Services for the South Amboy Board of Education
Pre-Referendum Services

Mr. Frascella:

Parette Somjen Architects L.L.C. appreciates the opportunity to work closely with the South Amboy Board of Education (the "Board") to provide the following professional services for the above referenced project ("Project"). Parette Somjen Architects L.L.C. ("PSA") has prepared the following project specific information based on our current understanding of this project and discussions with you. This document will act as a supplement to our Architect of Record Agreement.

1. PROJECT SCOPE

The South Amboy Board of Education would like to present to the Public a Referendum with the following projects to be known as the September 2024 South Amboy Board of Education Referendum Project. The referendum project will encompass the below listed projects determined by the 2022 South Amboy Board of Education Capital Improvement Plan and our zoom meeting with the Board on November 21, 2023.

- South Amboy Elementary School ("Non-Educational")
 - Restroom Renovation at Annex Wing
 - Window Replacement at Annex Wing
 - Exterior Doors and Hardware Replacement
 - Roof Replacement
 - VCT Replacement at Annex Wing
 - Ceiling Replacement at Annex Wing
 - Building Wide Clocks / PA / Telephone Upgrades
- Middle-High School ("Non-Educational")
 - Auditorium Renovation
 - Classroom Furniture Replacement
 - Egress Doors and Hardware Replacement
 - Roof Replacement
 - Hallway VCT Replacement
 - Classroom VCT Replacement
 - RTU Replacement
 - Gym Bleacher Replacement
- Middle-High School ("Educational")
 - Art Room Renovation
 - Home Ec Room Renovation
 - Science Lab Renovation (Rooms 221 and 223)
- Pre-K Addition at the South Amboy Elementary School ("Educational")
 - Scope of work is based on the presented design identified as "Option 1" (±12,800 SF):
 - (6) Pre-K Classrooms
 - (2) General Classroom
 - (1) Presentation Room

There will be (4) four separate New Jersey Department of Education (NJDOE) applications to be submitted. While each application will have similar requirements (cost estimates, preliminary drawings,

Principals
*Marc R. Parette, AIA, PP
Gregory J. Somjen, AIA

Partners
*William Bannister, AIA
*John Carlton, AIA
Stephen D. Quick, AIA

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Edward Neighbour, AIA
Joshua Thompson, AIA
C. William Ross, AIA

Associates
Hae-An Chyun, AIA
Melissa Insinga, NCIDQ
Kenneth Mieses, AIA
Rachel Tiedemann, AIA
Daniel Vivanco, AIA

*LEED AP

schedules), PSA recommends submitting them separately to reduce the burden of the NJDOE educational adequacy review fees that would be applicable for the “educational” specific type projects. The quantity of applications is also based on the assumption that the Referendum will consist of one question on the public ballot. Should the Board decide on multiple questions in the future, the structure and quantity of the NJDOE applications may need to increase and may incur additional professional services fees.

A September 2024 Referendum is preferred by the Board and all parties have agreed to move towards that date. The DOE Submission deadline for a September 2024 Referendum is February 23, 2024. To maintain this deadline, the Board has committed to providing PSA with approval to proceed with the projects listed above by December 1, 2023.

2. PROFESSIONAL SERVICES

2.1. INFORMATION GATHERING & DOCUMENTATION OF EXISTING CONDITIONS

The process will commence with the development of project’s goals, activities to be accommodated and any special requirements or considerations that will guide the design.

PSA will schedule meetings with the primary stakeholders of this project to develop a program for the project. This program will be reviewed with the client and used as the basis for the Schematic Design.

PSA will undertake a field survey of the areas that will be affected by the proposed Work. This survey will allow us to familiarize ourselves with the space(s) to be occupied and more importantly to develop a site plan that we refer to as “existing conditions” on which subsequent designs will be based. Any existing documentation / drawings that exist shall be provided to PSA for review and reference. This phase includes a visit to the space to measure the walls, doors and windows, and other pertinent information relevant to the areas that will be affected by the proposed Work. Our visit will only look to document basic information that is readily visible. Readily visible is defined as being easily seen without undue difficulty or effort. We do not, as part of our basic services, cut or break open walls or ceilings to examine existing conditions as this can be costly and disruptive to day to day operations. We do however carry contingencies within the budget for unforeseen conditions. If the district is interested in a more invasive existing conditions survey, we would be happy to provide such an additional service if requested in writing.

2.2. SCHEMATIC DESIGN

PSA shall prepare a Schematic Design Document based on the program developed with the client. The Schematic Design Document shall establish the conceptual design of the project illustrating the scale and relationship of the project components. The Schematic Design Documents shall be limited to preliminary site plans and floor plans.

2.3. ENVIRONMENTAL AND GEOTECHNICAL / SOILS ENGINEERING SERVICES

The Board will need to engage with Environmental and Geotechnical / Soils Engineering Services to confirm feasibility of the projects outlined above. PSA does not include these services with this proposal. However, PSA does include assisting the Board with writing the RFP for these services and evaluating the responses, with recommendations, on behalf of the Board.

2.4. RENDERINGS

These design services are not part of basic services but can be provided as an additional charge.

2.5. REFERENDUM MARKETING AND COMMUNICATION SERVICES

These design services are not part of basic services but can be provided as an additional charge.

2.6. PRELIMINARY BUDGETING

Upon approval of the Schematic Design a preliminary budget will be prepared based on the Scope of Work identified. This budget will be incorporated into future Department of Education submission as well as used for the development of the project.

When providing opinions or estimates of probable construction costs, such budgets are based on PSA's experience and qualifications and only represents PSA's judgment as a professional generally familiar with the industry. It is recognized that neither PSA, nor the Board has control over, among other things: (1) the cost of labor, materials or equipment, (2) the Contractor's methods of determining bid prices, (3) competitive bidding, market or negotiating conditions, or (4) costs of governmental approvals. Accordingly, PSA cannot and does not warrant or represent in any manner the actual cost of construction. As such, the Board agrees that PSA nor its consultants cannot be held liable for any damages claimed to have arisen out of construction costs exceeding PSA estimates of same, if any.

2.7. APPLICATIONS & SUBMISSIONS

2.7.1. Department of Education

The Department of Education requires the submission of an application for these project types. This application includes a number of forms including budgeting forms, timelines, etc. In addition, this submission needs to be coordinated with the Districts Long Range Facility Plan (LRFP). If the project is not in the LRFP, PSA will complete the necessary paperwork as part of this submission to update the LRFP and provide all the required educational specifications and all associated letters.

The Department of Education require a minimum of one application per school. Each application can contain multiple projects. There are up to four total applications expected as part of this proposal. The projects referenced within the project scope will be included within the appropriate school application.

If a submission to the Department of Community Affairs (DCA) is required thana additional fees may apply.

No environmental professional services (i.e. asbestos, lead paint) are included within this proposal. We expect to coordinate with and rely on your environmental consultant to provide guidance and testing for asbestos containing materials and lead paint.

2.7.2. Planning Board "Courtesy" Review & Recommendation

This section applies to the above referenced Pre-K Addition at the South Amboy Elementary School and based on this identified project scope, a copy of this submission must be sent to the County office and to the local Planning Board. Pursuant to NJ Statute, the submission to the Planning Board is a "courtesy" submission and allows them to do a review and make recommendations; the application does not require formal approval from the Planning Board. Often times the planning board will require no action after the submission is received. Other times they require the District make an appearance and explain the project.

A normal requirement of the Planning Board is the preparation of architectural plans and elevations and a site plan. The detailing of the site plan for a regular submission is very detailed. However for the courtesy review and recommendation submission the site plan drawings are very preliminary and show the intent of the project not the details for construction.

Although the submission is for review and recommendation the Board attorney should be present to represent the district. Our office would provide various professionals to testify on the project related issues. These professionals include the civil engineer.

3. COMPENSATION

The professional services outlined herein will be billed as a fixed fee in the amount of \$ 26,000.00 Dollars. This Fixed Fee includes reimbursable expenses. (i.e. printing, deliveries, etc.)

Billing will be in accordance with the Architect of Record agreement already in place with the district.

4. GENERAL CONDITIONS

This document is a supplement to the Architect of Record agreement between the district and Parette Somjen Architects LLC. This document contains specific information on the project scope, professional services to be provided and the professional fee arrangement. The Architect of Record agreement between the district and Parette Somjen Architects LLC are the general conditions for this supplement.

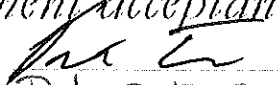
Any services requested and / or performed beyond those outlined herein shall be considered an Additional Service and billed accordingly.

Please accept this as a formal proposal and supplement to our Architect of Record agreement. We thank you for the opportunity to be of service and we look forward to a mutually rewarding relationship. Should you have any questions now or at any time, please feel free to contact the undersigned.

Regards,

Parette Somjen Architects, LLC

By: William Bannister, AIA | Partner

agreement/acceptance	
accepted by: 	signature
print name: Peter Frascella	title: Business Administrator
business name: South Amboy	date: 11/27/2023
billing contact information	
printed name: Nicole Naramia	title: Business Office
phone: 732-525-2100 x1223	email: nnaramia@sapublicschools.com
billing address: 240 John St. South Amboy, NJ 08879	