



(SENT VIA E-MAIL msolokas@franklinlakes.k12.nj.us
AND VIA REGULAR MAIL)

January 17, 2017

Franklin Lakes Board of Education
490 Pulis Avenue
Franklin Lakes, NJ 07417

ATT: Mr. Michael Solokas,
Board Secretary/Business Administrator

**Re: Proposal for Professional Services for
Boiler Replacement at Franklin Avenue Middle School**
D | R Project No. 3214

Dear Mr. Solokas:

Di Cara | Rubino Architects (DRA) thanks you for the opportunity and is pleased to submit our proposal for the boiler replacement at the above referenced school. The proposal includes Architectural, Mechanical, Electrical, Plumbing and limited Fire Protection (MEP/FP) services.

This proposal is based on our site visit on January 10, 2017. We understand the project to consist of the design of a replacement boiler plant. The new boiler plant will be designed with a capacity similar to the existing plant of (three boilers at 1,000 mbh each), with new high-efficiency hot water boilers. We will document the existing conditions in the boiler room and design replacement boilers of similar capacity to replace the existing units. We will explore different boiler types and specify/design the most appropriate type for the school. New hot water distribution pumps, insulation, VFD's and boiler controls will be specified. We will design the necessary boiler flues (including extending the height of the current stacks), combustion air ducting, controls, etc. for a complete, functional system. We will modify the existing piping layout so that no valves (and any potential leaking) will be located above the boilers.

Plumbing wise, we will design the connections and/or modifications to existing natural gas piping system to accommodate the boiler replacement project. A new backflow preventer on makeup water systems will be designed, if necessary. Electrically, we will design the necessary power distribution to the new boilers, hot water pumps, controls, etc., fed from the existing electrical service.

A. SCOPE OF SERVICES:

I. Design Development:

1. Review existing drawings and survey existing conditions to develop base plan.
2. Prepare design development documents consisting of plans incorporating the scope of work.
3. Develop estimates of probable cost.
4. Develop project schedule and phasing requirements.
5. Meet with Owner to review above for approval.
6. Prepare and submit Schematic Design Application to the NJDOE.



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II. Construction Documents:

1. Develop complete documents including plans, details, elevations, specifications and necessary structural documents.
2. Submit plans for local code review.

III. Bidding:

1. Prepare all documents for bidding.
2. Review all Requests for Information (RFI).
3. Issue addenda, if required, during the bidding period.
4. Attend mandatory pre-bid conference to answer Contractor questions about the proposed project.
5. Conduct bid opening.
6. Review bids and provide analysis of bids to the Board of Education.
7. Coordinate with Board Attorney.

IV. Contract Administration:

1. Attend pre-construction kick-off meeting.
2. Attend all job meetings.
3. Visit site once per week, or as needed, to review the progress of work.
4. Review shop drawings.
5. Respond to RFI's.
6. Review and approve payment applications.
7. Prepare punch list and review project closeout documentation.

The Architect shall not be required to make exhaustive or continuous on-site visits to check on the quality or quantity of the work, or to attend or conduct project job meetings other than on the day of the Architect's scheduled field visits.

B. FEE:

The fee to perform the services as outlined in this proposal is as follows:

Architectural/Engineering Fee	\$ 26,000.00 (Lump Sum broken down as follows)
I. Design Development	30% of Fee
II. Construction Documents	45% of Fee
III. Bidding	5% of Fee
IV. Contract Administration	20% of Fee

Reimbursable expenses are billed in addition to the fees indicated above and generally include postage, overnight mail/courier service, mileage, photocopies, printing, plotting and facsimiles and will be invoiced at 1.15 times the expense.



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C. Exclusions:

The following are excluded from the basic services provided above:

- Environmental Engineering
- Surveys
- Testing
- Identification and/or removal of hazardous materials
- Utility Assessment
- Air monitoring, testing, or sampling

Again, thank you for this opportunity and please feel free to give me a call if anything in this proposal requires further clarification.

I look forward to your favorable review.

Sincerely,

DI CARA | RUBINO ARCHITECTS

A handwritten signature in black ink, appearing to read "Germano R. Rubino", written over a horizontal line.

Germano R. Rubino, AIA
Principal

GRR/frk

Accepted by:

Franklin Lakes Board of Education

Date: _____