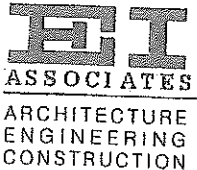


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8 RIDGEDALE AVENUE
 CEDAR KNOLLS, NJ 07927
 www.eiassociates.com
 TELEPHONE (973) 775-7777
 FACSIMILE (973) 775-7770
 E-MAIL: info@eiassociates.com

9 January 2018
 7046-10184

Via Email (gbrennan@twpunionschools.com) and Mail

Township of Union Public Schools
 2369 Morris Avenue
 Union, NJ 07083

Attn: Mr. Gregory E. Brennan
 School Business Administrator/Board Secretary

**Re: Proposal for Architectural and Engineering Services
 Township of Union Board of Education Exterior Wall Repair Study**

Dear Mr. Brennan:

EI Associates is pleased to submit this proposal to the Township of Union Public Schools to provide professional architectural and engineering services covering the Township of Union Board of Education Building Exterior Wall Repair Study. From information gathered during our 3 January 2018 site visit and discussions with Barry Loessel, Director of Building and Grounds, we clearly understand the objectives of the District. We are confident that we are well qualified to execute this project on your behalf. This proposal covers an Exterior Wall Repair Study to determine the cause of the current wall condition and prescribe an appropriate repair that addresses the ongoing issue. Thank you for this opportunity to assist Township of Union Public Schools.

EI Associates has been providing professional design services to the K-12 educational community for over 73 years. We have a highly integrated and professional in-house staff of educational planners, architects and engineers of all disciplines to support all of your facility and program needs. We have successfully completed similar exterior wall repair study for several school districts including Little Falls, Metuchen, South Orange and Maplewood, Summit, Metuchen, Newark, East Orange and Park Ridge schools. Our team is well qualified and we are prepared to commence work promptly on this assignment following receipt of a Board resolution referring to this proposal.

PROJECT DESCRIPTION

The Township of Union Public Schools intends to perform repairs of a damaged exterior wall at the garage and toilet rooms of the one story Board of Education building. The exterior brick wall is bowing and has large vertical and horizontal cracks inside and outside of the garage and the toilet rooms walls and floors are cracked. The cracks are extensive and have exposed the wall to water infiltration and further deterioration. The cracks may be the result of significant settlement and therefore a structural evaluation is recommended.

EI ASSOCIATES
BUSINESS TERMS FOR DESIGN PROJECTS

1. **CONFIDENTIALITY**

This proposal is for the use of the addressee only and may not be duplicated nor made available to any third party.

2. **PROPOSAL DURATION**

Proposals presented by EI will remain effective for a period of 30 days. EI is always willing to discuss a mutually agreeable time extension.

3. **DELAYS**

Should any project be delayed by no fault of EI Associates, then there shall be an equitable fee adjustment to cover EI Associate's unanticipated extra costs.

4. **INVOICES**

- a. **Invoices submitted monthly will be due and payable within 30 days.**
- b. Any invoices not paid within 30 days of receipt, will be subject to interest charged at 1-1/2% per month of the unpaid balance.
- c. If payments are not received within 60 days of receipt, our fee will be increased by 2%. In addition, EI Associates also reserves the right to suspend services under the contract and EI Associates will not be held responsible for resulting damages. The client will be responsible for the additional costs to demobilize and remobilize.

5. **LIMITATIONS OF LIABILITY**

EI Associates and its consultants will not be responsible for the correctness or accuracy of any information supplied by parties other than EI and its consultants. The aggregate EI Associates liability for damages resulting from its errors, omissions, or other causes, shall not be in excess of its fee. EI shall not render services relating to asbestos. Owner shall indemnify EI against all liability for damages arising out of handling of asbestos and any other hazardous materials.

6. **MUTUAL COVENANT**

EI and its clients mutually agree not to offer or accept for employment the employees of the other party for a period of six (6) months after completion of any assignment. Should either party hire employees of the other party, the hiring employer will pay the other party, a sum equal to one year's total compensation of the employee who is changing employer.

7. **OWNERSHIP OF DOCUMENTS**

Owner agrees not to reuse documentation prepared by EI Associates beyond the agreed upon scope of work without the written consent of EI Associates.

8. **EXPERT WITNESS TESTIMONY**

EI Associates will provide expert witness testimony services at the rate of \$800 per half day and \$1,400 per full day, plus reimbursable expenses as outlined above.

EI ASSOCIATES
CHARGES FOR REIMBURSABLE EXPENSES

Expenses incurred in the interest of the project are charged at the following rates, or if not shown, at cost plus 15%.

1. Reproduction expenses as follows:

Digital Bond First Copy – 30 x 42	\$7.98 each
Digital Bond Print – 30 x 42	\$3.50 each
Digital Bond First Copy – 24 x 36	\$5.35 each
Digital Bond Print – 24 x 36	\$2.50 each
Photocopy – 8.5 x 11	\$0.18 per sheet
Photocopy – 11 x 17	\$0.35 per sheet
Color Copy – 8.5 x 11	\$2.00 each
Color Copy – 11 x 17	\$3.00 each
CAD Color Plot – 30 x 42	\$27.00 each
CAD Color Plot – 24 x 36	\$18.00 each
CAD Check Plot – 8.5 x 11	\$2.50 per plot
CAD Check Plot – 11 x 17	\$2.75 per plot
CAD Check Plot – 15 x 21	\$3.00 per plot
Staple Prints	\$1.50 per set
Wire or GBC Punch & Bind	\$11.55 set
Acco Punch & Bind	\$8.60 per set
Acetate 8.5 x 11	\$0.75 each
Scan to Disc	\$18.00 per dwg.

2. Downward conversion of latest version of AutoCAD to earlier version @ \$75 per drawing. Retrieval of archived information: base fee \$250.
3. Bind, purge, audit and publish AutoCAD files @ \$25 per drawing.
4. Fax at \$.50 per Page.
5. Automobile travel at \$0.545 per mile. Travel involving airplanes, rental cars, hotels, etc. at cost + 15%.
6. Messenger and overnight delivery charges at cost + 15%.
7. Subconsultants such as geotechnical, surveying, asbestos remediation, and specialty consultants at cost + 25%.

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In order to identify the cause, EIA proposes to conduct a study to evaluate the existing conditions and develop a recommended course of action to remediate the condition. Our study will cover:

- Review of all documentation provided by the District including available record drawings and reports.
- Visual inspection by our structural engineer.
- If necessary, we may recommend destructive tests and/or geotechnical investigations to determine the cause of the wall failure.
- At the conclusion, we will submit a written report describing the existing condition and our recommendation for repair. We will also submit a proposal to provide detailed design services to repair the wall.

COMPENSATION


EI Associates proposes to provide the specific professional services described above for the lump sum fee of Four Thousand Five Hundred (\$4,500) Dollars plus the cost of any destructive tests and/or geotechnical report. Invoices will be submitted monthly and will be due and payable within 30 days. The enclosed Business Terms shall apply to this project.

Our staff is available to commence work on this assignment promptly following receipt of a Board Resolution referring to this proposal. Should you require any additional information, please contact us and we will respond promptly.

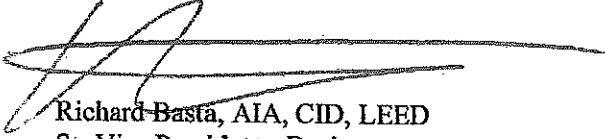
Thank you for this opportunity to assist the Township of Union Public Schools.

Very truly yours,

EI ASSOCIATES
Architects &
Engineers, PA



Ralph Nashed, AIA Assoc.
Sr. Project Manager



Richard Basta, AIA, CID, LEED
Sr. Vice President - Design

Encl. Reimbursable Rate Sheet
Business Terms

Cc: EI Distribution