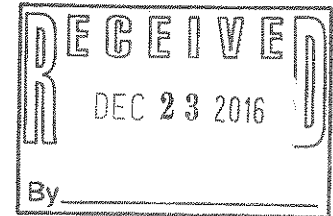


12 April 2016
7046-9522

Reissued:
21 December 2016
7046-9786



Via Email (gbrennan@twpunionschools.org) and Mail

Mr. Gregory E. Brennan
School Business Administrator/Board Secretary
Township of Union Board of Education
2369 Morris Avenue
Union, NJ 07083

Subject: ***Proposal for Architectural and Engineering Services
Long Range Facilities Plan Update***

Dear Mr. Brennan:

Thank you for inviting EI Associates to prepare this proposal to provide professional planning services covering the Long Range Facilities Plan Update. In response to your recent request to EI Associates' Mr. Ralph Nashed, this proposal serves as a reissue of our original proposal to Mr. Manuel Vieira, dated April 12, 2016, covering an update to the District Long Range Facility Plan. Based on our discussions and site visits we clearly understand the objectives of your District. We are prepared to commence work promptly on this assignment.

EI Associates has been providing professional design services to the K-12 educational community for over 72 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. Currently EI serves as the District Architect/Engineer for many school districts in New Jersey including Summit, South Orange and Maplewood, Ridgewood, Mendham Township, Hillside, Verona, Little Falls, Metuchen, Cranbury Township, Park Ridge, Demarest, Newton, Jefferson Township, West Amwell, Lambertville and Hasbrouck Heights, many of whom we have assisted with Long Range Facilities Plan Updates. Our team is highly qualified to execute this assignment on your behalf. Thank you for this opportunity to assist the Township of Union Public Schools.

PROJECT UNDERSTANDING

LONG RANGE FACILITY PLANNING: THE NEW PARADIGM

Recent challenges to school funding due to historical cuts in state aid and state mandated tax levy caps have had a dramatic impact on school district planning and priority decision making. Educational programs such as art, music, library, physical education and enrichment programs, once considered vital core programs, are being eliminated in ever increasing numbers across the country. School Districts have even resorted to closing schools and increasing class sizes to survive in these difficult economic times.

Capital projects designed to maintain and upgrade aging, unsafe and energy inefficient school facilities have had to be delayed or eliminated entirely from District planning in spite of a recent U.S. Department of Education report that indicates "one third of schools across America are in need of extensive repairs or replacement." In addition to meeting the building infrastructure needs of aging school facilities, Districts need to address ever increasing energy costs, new challenges to school security and the changing paradigm of 21st Century Teaching and Learning.

To better prepare school districts to deal with the current and foreseeable economic conditions and position themselves in a proactive and focused manner, a new paradigm to address short and long term capital improvement projects is needed. Traditional "*Bricks and Mortar*" facility assessments which focus solely on physical condition evaluations need to be replaced by more comprehensive methods that also address instructional goals and provide a strategic roadmap to implement required improvements over an extended period of time. Such "holistic" information will assist districts in forecasting and prioritizing needs, phasing work in relation to available funds, reducing unplanned "emergency" improvements and will afford districts precious time to identify alternate funding sources.

EI offers our school client three options for completing facility assessments and updating Long Range Facility Plans. Option 1 covers a traditional, basic analysis of the District's current LRFP, meeting with District maintenance staff to identify priority items, focused site visits to District facilities to confirm identified items, providing construction cost estimates, establishing priorities for all deficiencies and updating District LRFP on the NJDOE website according to NJDOE Guidelines.

Option 2 is a "Bricks and Mortar" facility assessment which will focus on the physical condition of the building envelopes, vital systems and site features for all District facilities. A team of architects and engineers will conduct site inspections and assessment of all District facilities. The assessment will identify deficiencies related to site, building envelope, building interior and mechanical, electrical, plumbing and fire protection systems. Recommendations and budgetary cost information will be provided and all information will be assembled in simplified 8 ½" x 11" outline format per NJDOE requirements. **Option 2** information will be used to amend the existing District LRFP on the NJDOE website when software is made available.

Option 3 provides a more comprehensive assessment which addresses the Option 2 items described above as well as an Educational Program analysis conducted by our in house Educational Specialist to determine how well the current facilities will support future educational program vision and initiatives. **Option 3** will provide the district the benefit of integrating identified building and infrastructure deficiencies with educational program deficiencies so that comprehensive solutions can be formulated and executed as part of a multi-year District-Wide Capital Improvement Master Plan which will enable the District to forecast and prioritize needs, address identified deficiencies in a phased and fiscally responsible manner in relation to available funds, integrate potential energy conservation measures as part of identified infrastructure deficiencies as well as refurbish, re-purpose and renew existing school facilities into safe, healthy, sustainable and flexible facilities that will better meet the paradigm of 21st Century teaching and learning.

The information provided under **Option 3** has enabled our school clients to better assess and re-purpose the current use of existing educational facilities to meet changing educational program needs such as the need for:

- more SGI facilities to meet new state mandates
- expanded opportunities for early childhood programs and full day kindergarten

- flexible instructional areas to accommodate independent learning opportunities for students and integration of technology opportunities such as “One to One” programs and BYOT initiatives being adopted by schools across the state.

This option also enables Districts to plan for expanded use of school facilities beyond the traditional school day and ten month school calendar to provide for more recreational, cultural and social programs to the broader community, in many cases as potential revenue generating opportunities. Most importantly this holistic assessment enables Districts to assess facilities not only from a physical structure/maintenance point of view, but also from the point of view of *how they support the educational program and how they impact student performance.*

EI’s holistic approach to Comprehensive Facility Assessment Planning includes a thorough examination of the building envelope, vital systems and site analysis as well as a comprehensive examination of current and future educational program goals. This two-pronged process enables school districts to address infrastructure needs, reduce energy costs and **refurbish, re-purpose and renew** existing school facilities into safe, healthy, sustainable and flexible facilities that will better meet the paradigm of 21st Century teaching and learning focusing on developing critical thinking skills, accessing/managing/integrating and evaluating information, effective communication skills, creativity and interpersonal skills in a global community.

The Long Range Facility Planning process is a critical phase of any subsequent building improvement program a School District may consider. Information and recommendations developed during the LRFP process will provide the District a “road map” for all further decisions and project development. EI’s comprehensive approach to identify Facility and Infrastructure Needs, Educational Program Needs, and On-going Maintenance Needs as the basis for LRFP development has enabled our school clients to design meaningful, long range capital improvement plans. The following is a selected listing of recent LRFP experience:

- Allendale School District
- Boonton School District
- Cranbury Township School District
- Demarest School District
- Harrison School District
- Hasbrouck Heights School District
- Haworth School District
- Hillside School District
- Hope Township School District
- Jefferson Township School District
- Lambertville School District
- Little Falls School District
- Metuchen School District
- Neptune Township School District
- Netcong School District
- Newton School District
- Northvale School District
- Oakland School District
- Park Ridge School District
- Pequannock Twp. School District
- Ramapo/Indian Hills Regional
- Ridgewood School District
- South Orange-Maplewood School District
- Summit School District
- Tewksbury Township School District
- West Amwell School District

SCOPE OF PROFESSIONAL SERVICES FOR LRFP OPTIONS

OPTION 1 - STANDARD LRFP UPDATE SCOPE

EI Associates (EI) proposes to provide professional services as follows:

1. Attend a kick-off meeting with the District. Confirm the scope of work, deliverable and schedule requirements. Obtain from the District copies of architectural, structural, mechanical, electrical and plumbing drawings for each of the facilities to assist in the facility evaluation process.
2. Obtain a copy of the District's most recent LRFP information.
3. Through discussions with District personnel, identify issues and concerns subsequent to the prior LRFP.
4. Review the information provided by the District.
5. With District maintenance personnel, perform a walk-through of the District facilities to confirm existing conditions and confirm deficiencies.
6. Prepare recommendations to address each of the identified deficiencies.
7. Prepare budgetary cost estimates and priority ranking for identified deficiencies.
8. Amend the existing District LRFP on the NJDOE website.

OPTION 1 - PROPOSAL QUALIFICATIONS

Our proposal is based upon the following assumptions and qualifications:

1. The assessment will be based primarily on the existing information available (site plans, drawings, audits, etc.) and visual data collected during our on-site visits. Our on-site investigation will be limited to information visible without destructive testing and/or exploratory measures. These services, if required, will be provided and paid for by the Board of Education or will be provided by EI as an additional service for an additional fee as authorized by the Board of Education.
2. EI's assessment scope of work and fee does not include identification, testing and cost estimating services associated with hazardous materials, such as asbestos.
3. Preparation of renderings or presentation drawings is excluded.

OPTION 2 – FACILITY ASSESSMENT/ LRFP UPDATE SCOPE

EI Associates proposes to provide professional services as follows:

1. Attend a kick-off meeting with the District. Confirm the scope of work, deliverable and schedule requirements. Obtain from the District copies of architectural, structural, mechanical, electrical and plumbing drawings for each of the facilities to assist in the facility evaluation process.
2. Obtain a copy of the District's most recent LRFP information.
3. Obtain a copy of available District maintenance records.
4. Through discussions with District personnel, identify issues and concerns subsequent to the prior LRFP.
5. Review the information provided by the District.
6. With District maintenance personnel, perform a field visit of the District facilities to confirm existing conditions and identify physical deficiencies. EI's architects and engineers will perform the field visits and will obtain information based upon visual observations of the facilities. Destructive testing is excluded.
7. Prepare recommendations to address each of the identified deficiencies.
8. Prepare budgetary cost estimates and priorities to execute each of the proposed recommendations and assemble the information into simplified 8 ½" x 11" spreadsheet format for each of the District facilities.
9. Review a draft of the LRFP Assessment information with the District. Incorporate District comments.
10. Provide the District with 3 copies of the LRFP Assessment information.
11. Amend the existing District LRFP on the NJDOE website.

OPTION 2 - PROPOSAL QUALIFICATIONS

Our proposal is based upon the following assumptions and qualifications:

1. The assessment will be based primarily on the existing information available (site plans, drawings, audits, etc.) and visual data collected during our on-site visits. Our on-site investigation will be limited to information visible without destructive testing and/or exploratory measures. These services, if required, will be provided and paid for by the Board of Education or will be provided by EI as an additional service for an additional fee as authorized by the Board of Education.
2. EI's assessment scope of work and fee does not include identification, testing and cost estimating services associated with hazardous materials, such as asbestos.
3. Preparation of renderings or presentation drawings is excluded.

OPTION 3- FACILITY/ EDUCATIONAL PROGRAM ASSESSMENT/LRFP UPDATE SCOPE

EI Associates proposes to provide professional services as follows for Option 3, the Comprehensive Facility and Educational Program Assessment:

1. Attend a kick-off meeting with the District. Confirm the scope of work, deliverable and schedule requirements. Obtain from the District copies of architectural, structural, mechanical, electrical and plumbing drawings for each of the District facilities to assist in the facility evaluation process. Obtain a copy of the District's most recent LRFP information.
2. Obtain a copy of available District maintenance records.
3. Through discussions with District personnel, identify issues and concerns subsequent to the prior LRFP.
4. Review the information provided by the District.
5. With District maintenance personnel, perform a field visit of the District facilities to confirm existing conditions and identify physical deficiencies. EI's architects and engineers will perform the field visits and obtain information based upon visual observations of the facilities. Document our visits with field notes and digital photographs. Destructive testing is excluded.
6. EI's educationalist specialist will meet with District identified staff (Superintendent/CSA, curriculum coordinator, Child Study Team, supervisors and classroom teachers) for the purpose of identifying specific program initiatives and goals for future consideration and the types of facilities needed to support these initiatives.
7. Prioritize the identified deficiencies according to immediate, short term and long term requirements.
8. Prepare photographic evidence for each noted deficiency.
9. Prepare conceptual diagrams illustrating proposed Educational Adequacy Program improvements.
10. Prepare recommendations to address each of the identified deficiencies.
11. Prepare budgetary cost estimate information and priorities to execute each of the proposed recommendations.
12. Assemble the above information into 8 ½" x 11" report format for each of the District facilities. The Facility Assessment Report shall be organized by facility and will cover the following information:
 - a. General Facility Description
 - b. Facility Assessment Executive Summary
 - c. Assessment Information, organized into Categories, identifying:
 - 1) Deficiency and Description
 - 2) Reference Photos for each Deficiency
 - 3) Educational Adequacy Program Improvement Diagrams
 - 4) Deficiency Priority Rank
 - 5) Recommendations
 - 6) Budgetary Cost Estimate Information

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13. Review a draft of the Comprehensive Facility Assessment Report information with the District. Incorporate District comments.
14. Provide the District with 3 copies of the Comprehensive Facility Assessment Report.
15. Amend the existing District LRFP on the NJDOE website.

OPTION 3 - PROPOSAL QUALIFICATIONS

Our proposal is based upon the following assumptions and qualifications:

1. The assessment will be primarily based on the existing information available (site plans, drawings, audits, etc.) and visual data collected during our on-site visits. Our on-site investigation will be limited to information visible without destructive testing and/or exploratory measures. These services, if required, will be provided and paid for by the Board of Education or will be provided by EI as an additional service for an additional fee as authorized by the Board of Education.
2. EI's assessment scope of work and fee does not include identification, testing and cost estimating services associated with hazardous materials, such as asbestos.
3. Preparation of renderings is excluded.

COMPENSATION

The architectural and engineering services described above will be performed in accordance with the following fee schedule:

Option 1 Standard LRFP Update

The lump sum fee of Fifteen Thousand Six Hundred (\$15,600) Dollars.

Option 2 Facility Assessment/LRFP Update

The lump sum fee of Thirty One Thousand (\$31,000) Dollars.

Option 3 Facility/Educational Program Assessment & LRFP Update

The lump sum fee of Fifty Two Thousand (\$52,000) Dollars.

Project related expenses above and beyond that identified above will be invoiced as an additional cost in accordance with the attached EI Charges for Reimbursable Expenses schedule. Invoices will be submitted monthly and will be due and payable within 30 days.

Our staff is available to execute this project immediately. Thank you for this opportunity to present our proposal. We trust this proposal is precisely responsive to your request. Should you require any additional information, please contact us and we will respond promptly.

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Very truly yours,

EI ASSOCIATES

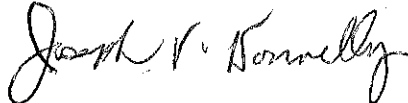
Architects &

Engineers, PA



Michael J. Wozny, AIA, CID, LEEDAP

Director of Educational Projects



Joseph V. Donnelly, MS, M.Ed.

Director, K-12 Educational Programs

Enclosures: EI Charges for Reimbursable Expenses

Cc: EI Distribution

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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 \$.54 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%.