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10 April 2017
7046-9893

Via Email (gbrennan@twpunionschools.com) and Mail

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

**Re: Union Board of Education Bus Parking
2369 Morris Ave (Lots 18 & 19-Block 4303), Union, NJ
Proposal for Professional Engineering Services**

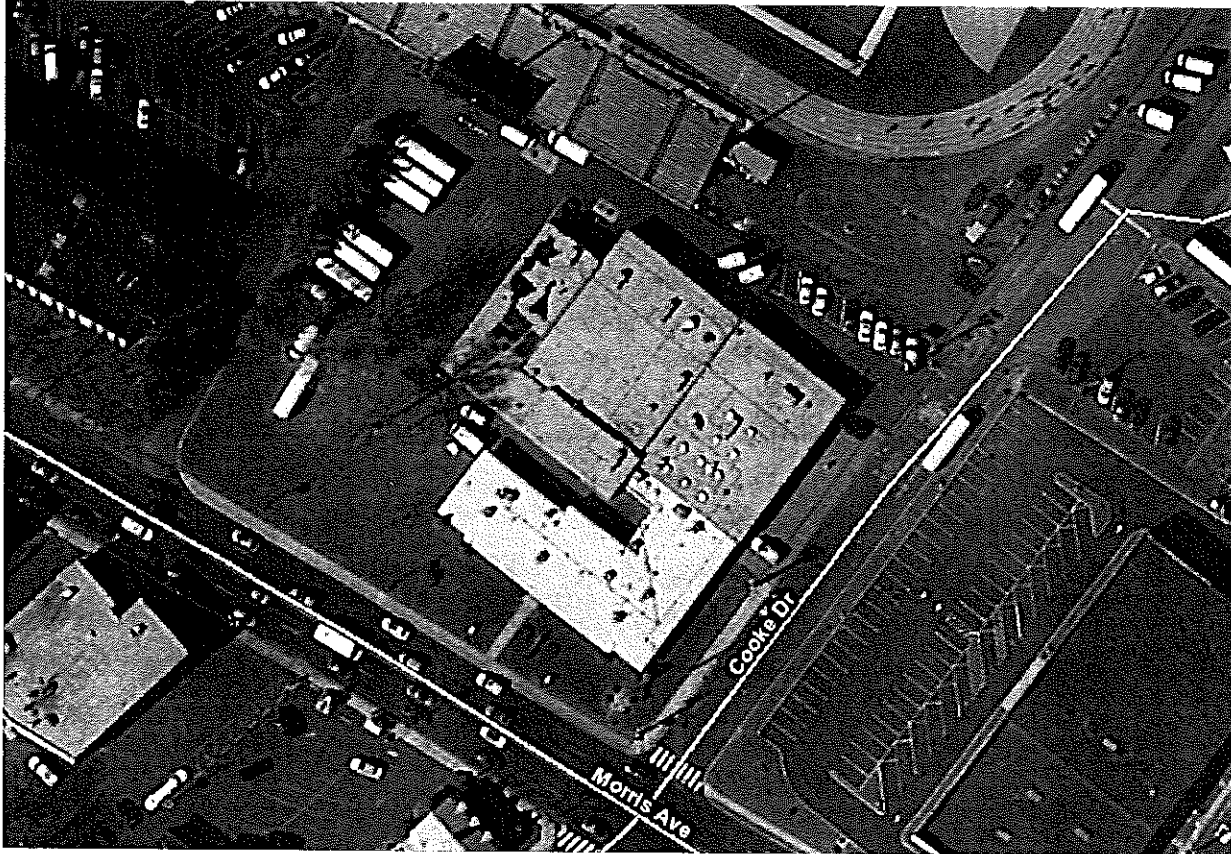
Dear Mr. Brennan:

EI Associates is pleased to submit this proposal to the Township of Union Public Schools to provide professional engineering services covering the expansion of the existing bus parking area at your Administrative offices. From information gathered during our 30 March 2017 site visit and discussions with Barry Loessel, Director of Building and Grounds, we clearly understand the objectives of the District and the project scope. We are confident that we are well qualified to execute this project on your behalf. This proposal covers, Phase I Schematic Design and DOE Submission; Phase II Contract Document Phase and; Phase III Bidding and Construction Administration Phase Services. Thank you for this opportunity to again be of 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 paving projects for several school districts including Metuchen, Hillside and Newton. In addition EI Associates is currently preparing detailed design documents for paving improvements at 11 sites for the Piscataway School District. Our team is well qualified and we are prepared to commence work promptly on this assignment following receipt of a Board resolution making reference to this proposal.

PROJECT DESCRIPTION

The Union Township School District (District) is proposing to expand the bus parking area located on the west side of their Administrative offices shown in the infrared aerial image below:



The bus parking area will be expanded into the lawn area south of the existing parking lot. The entire bus parking area will be secured with new fencing and gated controlled vehicle access. The area of increased impervious will be approximately 0.25 acres. As such, the project will be considered a major development in terms of stormwater management. Subsurface stormwater detention facilities will be required. In order to design the proposed facility a geotechnical investigation and site survey will be required. The project will also involve land disturbance greater than 5,000 square feet, therefore a soil erosion control plan certification will be required from the Somerset Union Soil Conservation District (SUSCD).

SCOPE OF PROFESSIONAL SERVICES

EI Associates proposes to provide professional services as follows:

Phase I - Schematic Design and DOE submission:

1. Obtain a proposal from Bowman Consulting to perform a site survey of the property. Review the proposal with Union Public Schools and obtain approval. Hire Bowman Consulting to prepare the required survey.
2. Obtain a proposal Sor Consulting Engineers to perform a geotechnical investigation at the property. Review the proposal with Union Public Schools and obtain approval. Hire Sor Consulting Engineers to perform the required geotechnical investigation.
3. Visit the project site and photograph the existing conditions.
4. Prepare a preliminary layout of the proposed bus parking area showing all new parking spaces, fences, gates and landscape screening along Morris Avenue. The plan will also show vehicle circulation using Autoturn computer simulations.
5. Meet with representative of the District to discuss the proposed layout and obtain their comments. In conjunction with the District, determine the type of access control system required to limit vehicular access to the bus parking area. Incorporate District comments.
6. Develop a conceptual scope of construction
7. Prepare a budgetary estimate of the project costs of construction.
8. Review the conceptual scope of construction work and estimate with District personnel.
9. Incorporate minor District requested revisions as necessary. Produce a firm scope of work for the Schematic Phase.
10. Prepare a project schedule.
11. Submit plans to NJDOE for Approval.

Phase II - Contract Document Phase:

12. Prepare final contract documents suitable for bidding and construction of the expanded bus parking areas. We anticipate preparing the following drawings:

<u>Drawing No.</u>	<u>Title</u>
T-1	Title Sheet
C-1	Existing Conditions & Site Demolition Plan
C-2	Site Plan & Details
C-3	Grading & Drainage Plan and Details
C-4	Soil Erosion Control Plan

C-5	Soil Erosion Control Details & Notes
C-6	Landscape Plan & Details
E-1	General Notes and Abbreviations
E-2	Site Access Control

13. Prepare a stormwater management report and drainage calculations.
14. Prepare the Application for Soil Erosion Plan Certification and submit to SUSCD.
15. Attend one courtesy Planning Board meeting, if required.
16. Prepare bid specifications covering all the site improvement features.

Phase III – Bidding and Construction Administration Phase:

17. Distribute the bid documents to potential bidders. Provide necessary clarification.
18. Review contractor bids. Make recommendation to award.
19. Review contractor submittals as specified in the Contract Documents for conformance with the drawings and specifications.
20. Visit the site to observe the progress of work in order to perform technical reviews of the construction, address any technical questions regarding the design and, review the progress of the work and contractor requisitions for payment. EI will prepare a field report for each site visit. We have budgeted a total of three site visits. The number of site visits can be increased or decreased to accommodate the District's needs and any additional site visits will be invoiced in accordance with the enclosed billing rate schedule.
21. With input from the District, EI will review the project construction schedule prepared by the Contractor for compliance with the project schedule.
22. Provide technical support to resolve technical issues in the field, and to clarify the intent of the design and technical specifications. Respond to technical RFI's.
23. Upon receipt of the contractor's punch list, prepare one final punch list.
24. Perform a final technical inspection of the work upon notification by the Contractor that the work is 100% complete.
25. Review project closeout documents and recommend final payment amounts.

Please note that this does not represent that EI personnel will be managing the construction of the project. Full construction management services can be provided by EI, if so desired, for additional compensation.

SCOPE OF WORK NOTES

Our proposal is based upon the following assumptions and qualifications:

26. This proposal covers the scope of professional service described above. In the event that substantial deviations from the proposed scope of work described occur or that client-oriented revisions requiring engineering redesign occur, additional engineering fees may be required.

27. The design will be based on the existing information available (drawings, audits, etc.) and visual data collected during our on-site visits along with the geotechnical information and survey.
28. The following services are not covered in this proposal:
 - a. Environmental Impact Statement/Assessment.
 - b. Traffic study or report.
 - c. NJDOT or County applications of any type.
 - d. Site lighting improvements.
29. All application fees shall be paid by the District.
30. EI's scope of work and fee does not include design for or remediation of hazardous materials, such as lead and contaminated soils. Identification and mitigation of hazardous materials is the exclusive responsibility of the Township of Union Public Schools.
31. The contract for construction is between the District and the contractor. EI Associates and our representatives are not responsible for, nor have authority or control over, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work as this is the sole responsibility of the contractor(s) performing the work.
32. EI Associates services cover one bidding cycle and award of the project to a single general contractor. Multiple bid cycles and bid packages can be provided as an additional service for an additional fee if required.
33. EI's compensation proposal cover the following project expenses:
 - Travel to and from Township of Union Public Schools.
 - Reproduction costs for internal and District review sets of prints. Submittal plus two sets of plans for District use.
 - Miscellaneous copies and distribution of meeting minutes, etc., one copy per organization.
 - Normal correspondence and telephone communications.
 - Delivery of all the above documents will be via normal mail services. Overnight and express delivery will be provided at an additional charge.
34. Printing and distribution of documents for bidding are reimbursable expenses and are in addition to the stipulated sum. These expenses will be invoiced in accordance with the enclosed schedule of Charges for Reimbursable Expenses for Design Projects.
35. EI Associates construction phase services described above will be provided for the anticipated six consecutive week construction duration. Should the duration of construction extend beyond the anticipated six consecutive weeks, or project closeout extends beyond an additional 30 days, EI Associates construction phase services will be provided during the extended duration as an additional service for an additional fee as authorized by the Township of Union Public Schools.

COMPENSATION

EI Associates proposes to provide professional services as described above in accordance with the following fee schedule:

Phase I - Schematic Design and DOE submission

The lump sum fee of Seven Thousand Five Hundred (\$7,500) Dollars

Phase I – Contract Document Phase

The lump sum fee of Thirty Five Thousand (\$35,000) Dollars

Phase II – Bidding and Construction Administration Phase Services

The lump sum fee of Nine Thousand Five Hundred (\$9,500) Dollars

The required survey and geotechnical soils consultant fees are not covered in the above-described fees. We recommend the District budget an allowance of \$12,000 to cover the survey and geotechnical consultant fees. Survey and geotechnical soils consultant fees will be invoiced to the District in accordance with the enclosed EI Charges for Reimbursable Expenses schedule.

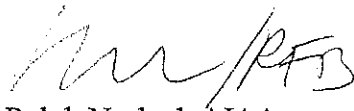
Additional Project related expenses covering mail, printing and reproduction costs will be invoiced in accordance with the attached EI Charges for Reimbursable Expenses schedule. Invoices will be submitted monthly and will be due and payable within 30 days. The enclosed Business Terms shall apply to this project.

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

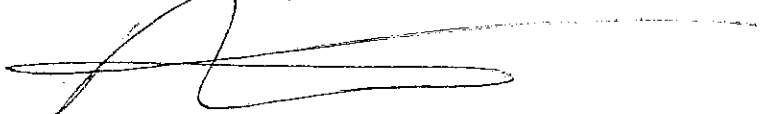
Thank you for this opportunity to once again be of assist to Township of Union Public Schools.

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

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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%.

EI ASSOCIATES
BUSINESS TERMS FOR DESIGN PROJECTS

I. **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.