



Celebrating our 30th year!
1992 – 2022

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Edward Arcari, AIA, PP
Anthony Iovino, AIA, PP



March 3, 2023

Allan M. Kleiman, Library Director
Edison Public Library
340 Plainfield Avenue
Edison, NJ 08817

**RE: Architectural Services – Design Assistance
North Edison and Clara Barton Branches**

Dear Mr. Kleiman,

I am writing to offer our design assistance for the North Edison and Clara Barton branches. As I understand, both branches are in the early stage of planning. The North Edison branch is to receive additions and renovation, while the Clara Barton branch is being refreshed and will receive cosmetic improvements.

As we discussed, our involvement at each of the branches will vary and is difficult to quantify. To provide a fixed fee as requested, we are delineating the tasks we expect to provide initially.

North Edison Branch

1. Secure current and existing floor plans.
2. Visit to the branch building to become familiar with the conditions.
3. Review of current design and major issues with proposed project.
4. Consideration of furniture layout and consultation with vendor.
5. Meeting with architects to review design suggestions.
6. Meeting with library leadership to review recommendations.

Clara Barton Branch

1. Secure existing floor plans and review layout.
2. Visit to the branch building to become familiar with the conditions.
3. Prepare a summary of design recommendations.

Our fixed fee for the tasks described above is as follows:

North Edison	\$4,500
Clara Barton	\$2,500

If you have any questions or if you require additional information, please let us know.

Sincerely,



Anthony Iovino, AIA, PP, LEED
Arcari + Iovino Architects, P.C.
aiovino@aiarchs.com

Accepted and Agreed:

Signature

Date