

arcari iovino

ARCHITECTS PC

Celebrating our 30th year!
1992 – 2022

May 30, 2023

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

RE: Professional Services – Main Library Renovation

Dear Mr. Kleiman,

We are pleased to submit this proposal for professional services relating to the library's renovation project. The scope of this project includes a significant renovation to the existing building as described in the 4/27/2023 concept drawing.

Our office will provide architectural and interior design services in-house and will engage engineering consultants for various services required to implement these improvements. These services include cost estimation, mechanical, electrical, plumbing, and fire protection engineering. We do not anticipate the need for either structural or civil engineering services. This proposal outlines the project phases and expected tasks we will perform and includes assistance with the State Construction Bond Act requirements.

The preliminary opinion of the construction values dated 4/27/2023 projected the value at roughly 1.66 million dollars. In addition to the construction value are other project costs such as furniture, moving/storage of existing furniture and books, as well as professional fees.

As you know, our company has a great depth of expertise with public libraries and those of similar scale and complexity to yours. Our company's service has always been perceived as a good value by our clients and we hope to demonstrate that with your project. We understand the effort required for public projects and craft our fee to reflect the appropriate level of time and services for each project. We believe you will find that value with our firm.

Enclosed you will find our proposed services description along with our fee proposal. If you have any questions or require additional information, please let us know.

Sincerely,



Anthony Iovino, AIA, PP, LEED
Arcari + Iovino Architects, P.C.

One Katherine Street
Little Ferry, NJ 07643

201.641.0600

www.aiarchs.com

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



Fee Proposal

arcari iovino

ARCHITECTS PC

Fee Proposal

The basic services for the project include the following professional services:

1. Architecture.
2. Demolition drawings and coordination with environmental engineer (if required).
3. Interior Design for room finishes (excludes furniture and equipment specification).
4. Mechanical Engineering.
5. Electrical Engineering.
6. Plumbing Engineering.
7. Fire Protection Engineering (system is design-build).
8. Third party estimating at SD and DD phases.
9. Data, phone, AV, CCTV coordination (excludes equipment and wiring specification).

Our fee for the basic Architectural and Engineering Services is as follows:

Design Development	\$ 37,350	25%
Construction Documentation	\$ 56,772	38%
Bidding / Negotiation	\$ 2,988	2%
Construction Administration	\$ 52,290	35%
Total Fee	\$ 149,400	100%

Conditions of the Proposal

1. Data, phone, AV, CCTV equipment and wiring design by others.
2. Geotechnical testing by others.
3. Third-party code required inspections during construction by others.
4. Hazardous materials testing and abatement is not included. We will coordinate the abatement process with the demolition work.
5. Furniture design and procurement services are not included but we will perform coordination as to the product selection and locations within the building.
6. Construction is expected to span 8 months. Should the construction extend beyond that period our services would be extended on an hourly or agreed upon fixed fee.
7. LEED and other green certification design goals are not included.
8. Project will be bid as a single-prime contract.
9. Civil Engineering is not included as we do not anticipate any exterior site improvements.
10. Structural Engineering is not included as we do not anticipate the need for such services.

Our Approach

The key to a successful public project is a clear, concise, and comprehensive set of drawings that limit change orders and reduce costs. Throughout our 30 years of service, we have worked with numerous municipal entities. We understand the nuances of public projects and the public bidding process. Our portfolio includes a wide variety of library projects which enables us to expand our base of knowledge that we improve upon at each new project.

Over the past few months, we have worked closely with the Library on the conceptual design and feasibility study. Our team has met with the library leadership several times throughout this period to understand and identify the needs of the building. Using our past design experience with such facilities, we were able to extract key information that ultimately translated into the conceptual design drawings.

As described in the conceptual floor plans, a significant portion of both floors will be renovated. New study rooms, meeting and programming spaces, defined quiet reading zones, staff offices and ADA compliant restrooms all will be incorporated into the design. The intent is to create a fresh image and more functional use of the current space.

We anticipate that the construction will be performed in two phases, one per floor. We believe that the construction could be completed in a total of 8 months and have planned our services to reflect that timing.

Each architectural project involves a series of phases of thought and development. The following phases and tasks are a general description of services we typically perform for similar projects as yours. These are meant as a guide and would be finalized by a mutual agreement.

Schematic Design Phase (1 month)

During this phase we develop the initial concept design through data gathering, code assessment, and engineering analysis of the available and likely systems. Confirmation of the design goals and general scope of the project are developed.

- Visit the site with our engineers for measurements and observations.
- Prepare existing conditions floor and ceiling plans, interior and exterior elevational drawings.
- Coordinate with hazardous materials testing engineer as provided by Library.
- Preliminary Building Code analysis to identify requirements that impact the design.
- Refine the conceptual design drawings based on findings from data gathering.
- The mechanical and electrical engineers will contact utility companies and public authorities for all services and initiate the approval process. They will also investigate and report on their review of all applicable local, public, and utility company regulations.
- Design review meeting with Library's leadership.

Design Development Phase (2 months)

The goal of the Design Development phase is to resolve significant design issues such as the technical aspects of materials and building systems. Also, the arrangement of spaces and interior finishes would be finalized. Mechanical, electrical, plumbing, and fire protection design concepts are investigated and integrated into the design. Potential cost savings in construction materials, systems, and energy efficiencies are considered and implemented. The drawings prepared will define the building plan and will serve as the basis for construction documents.

- Review and refine the approved schematic design drawings.
- Revisit the site as needed for additional existing conditions data.
- Prepare a Building Code analysis.
- Confer with your furniture vendor to explore the interior layout.
- Prepare conceptual furniture plan for areas to 'test-fit' the spaces.
- Initial assessment of building systems and utilities by engineers.
- Review findings from your environmental engineer on hazardous materials found.
- Coordinate engineer's initial assessments and review impact to design drawings.
- Develop preliminary lighting and electrical plans.
- Select finish materials for interior of building.
- Conduct consultant group coordination meetings.
- Progress and design review meeting with Library's leadership.
- Coordinate with cost estimating consultant to evaluate probable construction value.
- Prepare two perspective renderings of the interior.
- Design review meeting with Library's leadership.

Construction Documents Phase (2 months)

The Construction Document phase results in a final set of drawings and specifications which set forth in detail the requirements for the building's construction. Drawings are the illustrative component of construction documents while the specifications are written requirements pertaining to building materials, equipment and construction systems that outline the project standards to be achieved. Construction Documents allow for the bidding, permits, and the construction processes.

- Preparation of construction documents consisting of the technical specifications and the drawings as outlined below:
 - Code review summary, project data.
 - Demolition plans.
 - Floor and ceiling plans as needed.
 - Building and interior elevations as needed.
 - Building sections and details.
 - Door and window specifications and details.
 - Detail restroom plans, elevations, and specifications.
 - Finish plan and specifications.
 - Mechanical plans and details.
 - Electrical plans and details.
 - Plumbing plans and details.
- Coordinate architectural and engineering documents.
- Preliminary review meeting with the Building Department, if available.
- Develop front-end bidding documents for the Attorney's review.
- Assemble project manual.
- Coordinate with an estimating consultant to finalize probable construction values.
- Assist with State's construction bond act paperwork.
- Final review with Library's leadership.

Bidding Phase (2 months)

During the bidding phase we would assemble the bid documents and assist with the distribution of sets to contractors. We will answer their questions during the process and attend the bid opening. We will help you evaluate the bids and will prepare a summary letter of our findings. This period includes the time to secure a contract from the awarded bidder.

- Assist in preparing a list of bidders.
- Assist with the distribution of bid sets.
- Conduct a pre-bid conference.
- Respond to contractor requests during bidding.
- Attend the public bid opening.
- Assist with the evaluation of the bids.
- Check bidder references.
- Prepare a summary of the bid results and findings.
- Assist the Owner's legal counsel in preparation of construction contracts.
- Assist the Owner in preparing and sending to the Contractor notice-to-proceed with the work.

Construction Administration Phase (8 months)

The Construction Administration phase is when the architect makes observations to determine that the construction is conforming to drawings and specifications. Administrative tasks occur at the architect's and consultant's offices throughout the phase whereas they review submittals, respond to contractor questions, and help resolve issues as they arise during construction. Records are maintained of all significant correspondence, meetings, and submittals. At the end of the construction, we perform a final 'punch list' and gather the contractor's close-out documents.

Construction Administration Phase

- Prepare signed and sealed drawings for the permit application.
- Conduct a pre-construction meeting and issue minutes.
- Assist with State's construction bond act paperwork.
- Develop and implement a system of distribution for project correspondence and submittals.
- Create construction contract administration file logs which may include:
 - Correspondence and meeting reports
 - Field reports
 - Request for Proposals (RFP's)
 - Request for Information (RFI's)
 - Change Orders
 - Construction Change Directives (CCD's)
 - Applications for payment
 - Submittals
- Prior to the first application for payment, receive and review Contractor's schedule of values.
- Obtain and review Contractor's submittal schedule (shop drawings, product data, etc.).
- Review periodic applications for payment by contractor.
- Establish site observation and project meeting schedules, coordinate inspection requirements.
- Architects and engineers visit the site bi-weekly on average for meetings and observations during active construction periods (16 visits).
- Keep Owner informed on the progress of the work through field reports for each site visit.
- Obtain and review the Contractor's updated progress schedule and advise the Owner of potential revisions to anticipated occupancy date.
- Receive submittals, review, take appropriate action, and return to the Contractor.
- Review Contractor's proposed cost for changes and respond appropriately.
- Receive Contractor's notification of substantial completion and punch list.
- Visit the project to confirm substantial completion.
- Prepare a Certificate of Substantial Completion.
- Review the close-out submittals for completeness.
- Review the Contractor's application for final payment, including required attachments such as waivers of lien and consent of surety documentation.
- Project closeout and final site visit.
- Issue a final certificate of payment.