

September 1, 2023

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

Re: North Edison Branch Expansion/Renovation

Dear Allan:

In accordance with your request, we are pleased to submit for your consideration the following proposal for professional services.

The project is a Renovation and Expansion of your North Edison Branch Library.

The scope of our services is to provide Construction (Project) Management Services as an Advisor to the Owner.

You currently have a construction budget of \$3,000,000, \$1.5 million from the Library's Capital Fund and \$1.5 million from the NJ State Construction Bond Fund. In addition, you have additional funding for the roof replacement and structural repairs to the foundation/slab.

Our services are to provide oversight and advice on the design and construction of the project. We will be the liaison between the design team, which has already been hired, including the architect, site engineer and M&E engineers, and your library consultant. We will review the professional agreements previously executed to confirm the team members' relationships and responsibilities to avoid overlaps and omissions in professional services necessary for the design and construction of the project.

We will prepare an initial evaluation of the concept design, project schedule and project cost. This report will be updated monthly and submitted to the Library Board. In-person meetings will be held at the Board's discretion. We will "translate" technical design and construction terminology and processes to Board members, who may not be familiar with the design and construction activities and decisions that need to be made for a successful project.

Our services will include advice on cost, constructability of the project and schedule.

The various phases of the design documents will be reviewed, and we will advise on proposed site use and improvements, selection of materials, building systems and equipment. The schedule that is prepared will include sequencing for potential phased construction. Factors relating to construction cost, including alternative designs or materials and possible cost



reductions will be discussed with the design team and the Library Board.

This proposal is for the design phase (Pre-construction Phase). Our fee for our services during construction will be submitted at the bidding phase (Construction Phase), depending on the selected contractor and services that you will require at that time.

Based on the fact that the design process has been ongoing, and the number of meetings will be less than originally anticipated, our revised fee is *Thirty-two Thousand Four Hundred Dollars (\$32,400)*.

We look forward to working with you on the development and successful execution of this project.

Sincerely,

Mark A. Berkowsky, AIA, LEED AP  
*President*  
***Berkowsky and Associates, Inc.***