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Edward Arcari, AIA, PP
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April 21, 2020

Mr. Leonard R. Lepore, P.E., Director/Municipal Engineer
West Orange Department of Public Works
25 Lakeside Avenue
West Orange, NJ

RE: PROPOSAL FOR ARCHITECTURAL, MECHANICAL, ELECTRICAL, & PLUMBING DESIGN SERVICES AT FIRE STATIONS NO. 1, NO. 3, NO. 4, AND NO. 5

Dear Mr. Lepore:

We are pleased to submit our proposal for professional architectural and engineering services for improvements to four West Orange Fire Stations. As we understand, the Township intends to implement interior and exterior improvements as outlined in the February 3, 2020 document issued by your office.

We have read through each of the Needs Assessments and believe that we have a good understanding of the work. We currently are doing similar renovations to Teaneck's Fire Station #4 and have significant experience with the work proposed in your project.

We have prepared a list of services generally applicable to all four buildings. As well, we have secured quotes for engineering services as needed to address the improvements outlined. A fee schedule by discipline and by phase for each project is also attached.

Company Information

Arcari + Iovino Architects were awarded the New Jersey - American Institute of Architects **Firm of the Year** for 2011. Our firm has performed numerous municipal projects throughout our 28 years in business and we understand the typical requirements of these types of projects. Our variety of experience with projects of all size and types enables us to understand and meet your goals and needs. The owners of the professional corporation are Mr. Edward Arcari and me, Mr. Anthony Iovino. Along with our Associate, Mr. Joseph Frangiosa, we take a hands-on approach to design and our client's needs. This approach leads to a trusting and repetitive clientele.

Staff Information

We maintain a staff of 14 including 6 licensed professionals, two of which are LEED accredited. Our staff is assigned to a client's project early on and typically remain with that project throughout its course. That consistency benefits both our team and the client, ensuring that the design intent and the needs of the client are carried through.

Value

Our company services have always been perceived as a good value by our clients. We understand the effort required for public projects and craft our fee to reflect the appropriate level of time and services for each project. The best clients are those who have been involved with improvement projects and recognize the role and value an architect has with the overall project, from design through to completion. We believe you will find that value with our firm.

Enclosed you will find our expected scope of services along with our proposed fee. If you have any questions or if you require additional information, please let us know. We hope to have the opportunity to provide these services to the Township and look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Iovino', with a small horizontal line to the right of the signature.

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

American Institute of Architects - NJ Chapter Firm of the Year 2011

Construction Documents Phase

The goal of this phase is to resolve significant design issues such as the technical aspects of materials and building systems. Mechanical, electrical, plumbing, fire protection and structural design concepts are investigated and integrated into the design. Potential cost savings in construction materials, systems, and energy efficiencies are considered and implemented.

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 process.

- Architects and Engineers to visit site to photograph and confirm conditions
- Review of relevant building codes
- Confer with consulting engineers for advice on building systems and space required for same
- Begin research on materials, equipment, fixtures and building systems
- If required, the mechanical and electrical engineers will contact utility companies and public authorities for all services and initiate approval process. They will also investigate and report on their review of all applicable local, public, and utility regulations.
- Prepare preliminary technical drawings to include plans, elevations, sections, and schedules
- Assemble preliminary lighting fixture cut sheets
- Assemble interior and exterior finish materials and conduct review meeting with Owner
- Conduct group coordination meetings with consultants as needed
- Select final finish materials for interior and exterior of building
- Offer an opinion of the likely construction value (not a detailed estimate)
- Submit progress documents to Owner for review and records
- Coordinate electrical, mechanical, plumbing, fire protection and structural engineering designs
- Prepare the bidding process front-end documents for early attorney review
- Finalize the construction drawings
- Preparation of the technical specifications
- Obtain Owner instructions on insurance, bonds, construction contract and bidding procedures
- Conduct a review meeting with the Building Department prior to bid
- Incorporate any Building Department comments
- Assemble final drawings, specifications, and project manual
- Submit Drawings and Project Manual to the Owner for review and approval

Bidding Phase

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

- Assist with form of legal ad
- Prepare and distribute bid documents (We typically distribute CD's free of charge)
- Conduct a pre-bid conference
- Issue Addenda to bids if necessary
- Attend bid opening
- Assist the Township in the receipt, tabulation, and analysis of bids
- Review bids for responsiveness
- Assist the Township in the process of acceptance or rejection of bids
- Assist the Township's legal counsel in preparation of construction contracts
- Assist the Township in preparing and sending the Contractor a Notice-to-Proceed

Construction Administration Phase

The Construction Administration phase is when the architect makes observations to determine that the construction is conforming to the 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 construction, we perform a final review 'punch list' and gather the contractor's close-out documents.

We are assuming a **3-month** CA period for all the fire stations except FS#5 which is **1 month**.

- Prepare signed and sealed drawings for the permit application
- Conduct a pre-construction meeting and issue minutes
- 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
- Architects and engineers to visit site for meetings and observations (typically bi-weekly)
- Keep township 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 township of potential revisions to anticipated occupancy date
- Receive submittals, review them, take appropriate action, and return to the Contractor
- Review Contractor's proposed costs for any changes
- 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

Fee Proposal

Fee Proposal

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

1. Architecture
2. Interior Design for room finishes (excludes furniture and equipment specification)
3. Structural Engineering (limited to lintel replacements)
4. Mechanical Engineering
5. Electrical Engineering
6. Plumbing Engineering

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

FEE PER DISCIPLINE					
	Omdex (MEP)	A+I Archs	Structural	Printing	Total
fire station 1	\$15,500	\$16,990	\$1,500	\$756	\$34,746
fire station 3	\$10,900	\$23,570	\$1,500	\$756	\$36,726
fire station 4	\$10,200	\$22,460	\$1,500	\$756	\$34,916
fire station 5	\$0	\$8,170	\$0	\$151	\$8,321
Totals	\$36,600	\$71,190	\$4,500	\$2,419	\$114,709
Discount if contracted concurrently					\$103,238
FEE PER PHASE					
	Documents (CD)	Public Bidding	Construction (CA)	Printing	Total
fire station 1	\$25,560	\$630	\$7,800	\$756	\$34,746
fire station 3	\$27,540	\$630	\$7,800	\$756	\$36,726
fire station 4	\$25,730	\$630	\$7,800	\$756	\$34,916
fire station 5	\$4,480	\$630	\$3,060	\$151	\$8,321
Totals	\$83,310	\$2,520	\$26,460	\$2,419	\$114,709

Conditions of the Proposal

1. As an overall project cost savings, the data, phone, AV, CCTV equipment and wiring design is by others.
2. Third-party code required inspections during construction by others.
3. Detailed cost estimating is excluded but can be provided as an additional service.
4. Hazardous materials testing and abatement is not included. We will coordinate the project scope with your asbestos control monitoring firm.
5. Project will be bid as a single-prime contract for each building.

Hourly Rates



Schedule of Hourly Rates

Principal Architect/Engineer	\$160.
Project Architect/Engineer	\$135.
Project Manager	\$125.
Senior Technical Staff	\$100.
Technical Staff/Drafting	\$ 85.
Administrative	\$ 45.

Reimbursable Expenses

Reimbursable expenses would include printing and shipping costs only, we do not charge for phone, fax, and travel costs. Below is a list of typical reimbursable expenses and estimated costs:

Large format black & white copying:	\$0.45/sf
11" x 17" color copying:	\$3.00/sheet
11" x 17" black & white copying:	\$0.20/page
Letter & legal copies:	\$0.10/page
Overnight Shipping:	UPS standard overnight rates

*Please note that the project base costs include 20 sets of prints as requested.