

Glassboro Public Schools

RFP Scoring Sheet

23-24 ARCHITECTURAL SERVICES

January 9, 2024 10:00 AM

Reviewed By

Michael Sloman

Signature

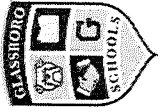
[Signature]

Vendor Name FVAD

Pricing Details - see proposal -

SCORING CRITERIA		SCORE (1 - 5)
Technical Criteria and Qualifications		
Ability to meet all minimum qualifications		5
Methodology of work to be performed		5
Understanding of scope and services		5
Documentation of past performance		5
Proposal is complete and responsive to the specific RFP requirements		5
Management Criteria		
Project management		5
Overall knowledge and familiarity with the operation of the school district		5
History/Experience with similar school districts		5
Availability of personnel, consultants, equipment		5
Qualifications and experience of personnel		5
Cost Criteria		
Fees and hourly rates proposed		5
Assurance of performances		5
Vendor financial stability and strength		5
TOTAL		65

Rating Scale: 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent



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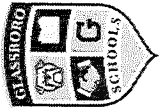
23-24 ARCHITECTURAL SERVICES
January 9, 2024 10:00 AM

Reviewed By Michael Sloan
Signature [Signature]

Vendor Name LAN Associates
Pricing Details - See proposal -

SCORING CRITERIA		SCORE (1 - 5)
Technical Criteria and Qualifications		
Ability to meet all minimum qualifications		5
Methodology of work to be performed		5
Understanding of scope and services		5
Documentation of past performance		5
Proposal is complete and responsive to the specific RFP requirements		5
Management Criteria		
Project management		5
Overall knowledge and familiarity with the operation of the school district		2
History/Experience with similar school districts		5
Availability of personnel, consultants, equipment		5
Qualifications and experience of personnel		5
Cost Criteria		
Fees and hourly rates proposed		4
Assurance of performances		5
Vendor financial stability and strength		5
TOTAL		61

Rating Scale: 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent



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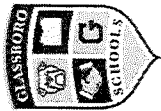
Vendor Name FVHD

Pricing Details see proposal

Reviewed By Tatiana Allison
Signature [Signature]

SCORING CRITERIA	SCORE (1 - 5)
Technical Criteria and Qualifications	
Ability to meet all minimum qualifications	5
Methodology of work to be performed	5
Understanding of scope and services	5
Documentation of past performance	5
Proposal is complete and responsive to the specific RFP requirements	5
Management Criteria	
Project management	5
Overall knowledge and familiarity with the operation of the school district	5
History/Experience with similar school districts	5
Availability of personnel, consultants, equipment	5
Qualifications and experience of personnel	5
Cost Criteria	
Fees and hourly rates proposed	5
Assurance of performances	5
Vendor financial stability and strength	5
TOTAL	65

Rating Scale: 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent



Glassboro Public Schools
 RFP Scoring Sheet
 23-24 ARCHITECTURAL SERVICES
 January 9, 2024 10:00 AM

Reviewed By Teresa Allison
 Signature [Signature]

Vendor Name ban Associates
 Pricing Details see proposal

SCORING CRITERIA	SCORE (1 - 5)
Technical Criteria and Qualifications	
Ability to meet all minimum qualifications	5
Methodology of work to be performed	5
Understanding of scope and services	5
Documentation of past performance	5
Proposal is complete and responsive to the specific RFP requirements	5
Management Criteria	
Project management	5
Overall knowledge and familiarity with the operation of the school district	3
History/Experience with similar school districts	5
Availability of personnel, consultants, equipment	5
Qualifications and experience of personnel	5
Cost Criteria	
Fees and hourly rates proposed	4
Assurance of performances	5
Vendor financial stability and strength	5
TOTAL	50/62

Rating Scale: 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent



SECTION 4: FEE STRUCTURE

Architect of Record At No Cost

Architect of Record services include on-call consultation, annual budget and capital project planning, updating of five-year project plan, reasonable meeting attendance and building visits as needed.

This includes telephone consulting for emergent issues usually responded to within a very short time frame (one hour or less).

No Charge

FVHD serves as Architect of Record for more than 40 NJ public school districts. We are pleased to offer our AOR clients complimentary project planning, consultation and advice at no cost.

Reimbursable and Incidental Expenses

None (requested printing is included in this proposal)

Sliding Fee Schedule for Projects

FVHD offers the following sliding fee schedule for projects of varying types.

Please see "Fee notes and exclusions" below.

NEW CONSTRUCTION AND ADDITIONS

Percentage	Cost of Construction for a Project or Group of Projects		
Negotiated	\$ 500,000.00	or	less
8.50 - 7.90	\$ 500,000.01	to	\$1,000,000.00
7.90 - 7.50	\$1,000,000.01	to	\$2,500,000.00
7.50 - 7.25	\$2,500,000.01	to	\$5,000,000.00
7.25 - 6.50	\$5,000,000.01	to	\$10,000,000.00
6.50 - 5.50	\$10,000,000.01	and	above

REHABILITATION AND RENOVATION PROJECTS

Percentage	Cost of Construction for a Project or Group of Projects		
Negotiated	\$500,000.00	or	less
8.75 - 7.90	\$500,000.01	to	\$1,000,000.00
7.90 - 7.75	\$1,000,000.01	to	\$2,500,000.00
7.75 - 7.50	\$2,500,000.01	to	\$5,000,000.00
7.50 - 7.00	\$5,000,000.01	to	\$10,000,000.00
7.00 - 6.25	\$10,000,000.01	and	above



FEE NOTES AND EXCLUSIONS

1. FVHD will always provide the most advantageous fee based upon single or multiple projects completed at one time. All fees are subject to negotiation and may be affected by factors such as project scope, complexity, timing, phasing, and other factors.
2. Certain types of projects may require sub-consultant services such as acoustical, food service, technology, audio-visual, etc. These will be provided separately through FVHD. **We will apply a multiplier of 1.20 to these services.**
3. Certain types of projects may require more extensive mechanical, electrical, plumbing, fire protection, structural or civil engineering design. In this case FVHD may apply a fee adder to cover these additional services, however, no mark-up is applied to this cost.
4. FVHD specifically excludes any services related to hazardous materials from our proposal. When needed these services will be engaged separately by the owner, however, FVHD will coordinate its work with this owner's consultant.
5. Services such as survey, testing, geo-technical, roof cuts, infra-red and similar services will be covered under separate proposals directly to the owner. FVHD will assist in determining the need for these services and in the procurement of same.
6. FVHD will, if requested, assist the district with obtaining the separate services of entities such as demographers, public relations firms, and construction management firms.

Hourly Rates

The hourly rate method of billing is not typically used. This method of billing will be used only on projects where the scope of services has not yet been clearly defined and is not our typical method of billing. **Typically, we convert the hourly rate billing method to a fixed fee as soon as the scope of services is defined.**

FVHD is providing the hourly rates below for informational purposes as requested in the RFP.

HOURLY RATE SCHEDULE

Principal-----	\$155.00
Sr. Associate – Director of Specifications-----	\$145.00
Associate-----	\$135.00
Sr. Project Architect-----	\$130.00
Project Architect-----	\$125.00
Project Manager-----	\$110.00
Roofing Specialist-----	\$105.00
Interior Design-----	\$100.00
Senior Drafters-----	\$105.00
Construction Observer-----	\$115.00
Junior Drafters-----	\$ 85.00
Support Personnel / Word Processing, etc.-----	\$ 75.00
Principal participation in litigation support and expert testimony-----	\$200.00

FEES

Once a specific project scope is defined, LAN will submit a separate, fixed-cost proposal to the client based on our below hourly rate schedule and chart on the next page. Hourly rates include direct labor, overhead, general and administrative costs, local travel, and profit. Our hourly rate schedule would apply for consulting services such as energy conservation evaluation, grant writing, master plans, spatial needs studies, emergency response, and similar measures. Our fees include all normal travel and administrative expenses. No retainer is required. The cost of reproduction of documents through the design process is included in our fee. The cost of documents for bidding is assigned directly to contractors when they purchase the bid specification packages. Hourly rates are subject to change annually.

NO CHARGE FOR BEING YOUR ARCHITECT OF RECORD!

Job Description	(\$)/Hour
Principal	165
Assistant Vice President	155
Senior Associate Architect/Engineer/Scientist	145
Associate Architect/Engineer/Scientist	135
Senior Architect/Engineer/Scientist	135
Architect/Engineer/Scientist	125
Job Captain/Construction Administrator	115
Senior Designer	110
Designer	100
Office Manager	90
Senior Draftsperson/Technician	80
Administrative Assistant	60
Draftsperson/Technician	55
Intern	45

Reimbursable Expenses:

Out-of-pocket expenses such as reproduction costs (other than those outlined above) will be billed at cost plus 10%. Other expenses not included in the basic A/E fee include:

- Overnight deliveries
- Fees paid for securing approvals from Authorities Having Jurisdiction
- Laboratory analysis, sampling and testing.
- Hazardous sampling and testing.
- Professional Testimony.

IT IS DIFFICULT TO ASSESS THE COST OF PROFESSIONAL SERVICES BASED SOLELY ON AN HOURLY RATE CHART, AS IT DOES NOT ADDRESS THE GREATEST FACTOR IN THE COST OF SERVICES - EFFICIENCY.

LAN'S TEAM IS BUILT AROUND EFFICIENT PROJECT IMPLEMENTATION AND EXECUTION.

HOURLY RATE ANALYSIS

While our hourly rates are competitive with other firms throughout the region, we compensate our professionals well and in turn expect effectively managed projects to ensure our clients receive high quality service and very competitive overall project costs. Once we agree to a project fee, LAN stands behind our agreement and are committed to providing the same, high level of service regardless of the scope or scale of the project.

A/E Fees Based on Project Size:

While each project includes unique characteristics and requirements, we present the following chart which is based on a percentage of the project construction cost and includes services from Schematic Design through the Bidding Phase. This chart has been developed and is based on projects completed by LAN Associates for our clientele. The fees listed in the chart below are estimates based on historical project experience, actual project design fees may vary depending on the complexity and scope of the project. Construction Administration fees are generally run 2% to 3% of construction cost, depending on the type of project and the level of service required.

Project Size:	Fees:
Under \$500,000	5%-10%
\$500,000-\$1,500,000	5%-9%
\$1,500,000-\$2,500,000	5%-8%
\$2,500,000-\$4,000,000	5%-8%
Over \$4,000,000	5%-7.5%

FEE VS. COMPLEXITY

The range in professional fees is directly related to the complexity of the project, the services required, and if specialty consultants are needed to implement the project. A few recent examples of how the project scope and complexity drives our fees:

- LAN as Architect of Record for our school clients handle all aspects of their facility needs. This ranges from simple capital improvements such as window or door projects, roof replacements, or large scale additions/referendums. Capital improvements such as roofing are consistently work flow, and through many years of knowledge and countless roofs replaced, we are able to provide our services at the low end of the fee range.
- Recently LAN supported our client with the development of a \$55 million dollar referendum. To gain community feedback and support, the Voorhees team performed 17 Visioning Sessions and Public Charettes. The sessions were developed and programmed by LAN to respond to District specific areas of concern and expressed needs by the District Administration. By engaging the community, teachers, and students we were able to acquire significant data and feedback to substantiate the District's goals and ensure stakeholder engagement and buy in/understanding.
- Lastly, is the comparison in cost of a \$2,500,000 renovation/alteration of an Auditorium versus a equally budgeted classroom addition. With a project such as an Auditorium Renovation, specialty consultants are often engaged for acoustical, theatrical lighting, and sound/IT system design. These consultants are in addition to the architectural, MEP, and structural needs of either project. Inherently this drives the fee as a percentage of construction to be higher for the Auditorium Renovation versus the Classroom Addition.

BUDGET CONTROL

LAN implements an ongoing process of cost and budget control for each project to achieve clear construction cost data for each phase of the design process. Our approach is proactive and focuses on continuous monitoring and corrective action. Corrective action in the early phases of the project results in the most effective cost control and least disruptive approach to the design process.

By routinely monitoring the cost estimate, the project team can make informed decisions to ensure the cost benefits are maximized. Our firm's Cost Management services are tailored towards pro-actively engaging all project's stakeholders in the process in lieu of being reactive.

CHANGE ORDERS

All LAN projects are scrutinized for efficiency of our project delivery and overall construction cost versus the budget and bid amount. We have assembled a collection of project data from over 400 projects completed by LAN in recent years. These 400+ projects amounted in a total construction contract amount of \$328,875,963 and varied in scale from a construction cost as low as \$12,000 to upwards of \$20 million. With all final contract amounts reviewed, we calculated the average percentage of Change Orders, which equated to 1.95%. Simply put, in a public bid world with tight contractor profit margins and extremely competitive bidding, our resulting change order analysis indicates:

1. LAN prepares quality construction documents, minimizing construction change orders and associated construction delays which occur from extensive changes.
2. Our team understands the importance of working towards a common goal - a well-constructed project where the entire team including Owner, Contractor and Designer act in unison for the goal of successful project completion.