

Glassboro Public Schools



MEMO

To: Mark Silverstein

From: Lisa Ridgway

Date: May 24, 2022

Re: Agenda Item for May 25, 2022

Request the following resolution be approved at the May 25, 2022 board meeting:

Be It Resolved that the Glassboro School District approve the following professional services for the:

Classroom Locker Renovations at Thomas Bowe School

FVHD #5408/DOE #15-1730-090-22-XXXX


Professional services fee not to exceed \$19,500, funds from local funding, capital projects.


(This funding is part of the \$3.4M proceeds from the sale of GIS)


OWNER APPROVAL:


6/11/22

6/11/22









RENOVATION KEY

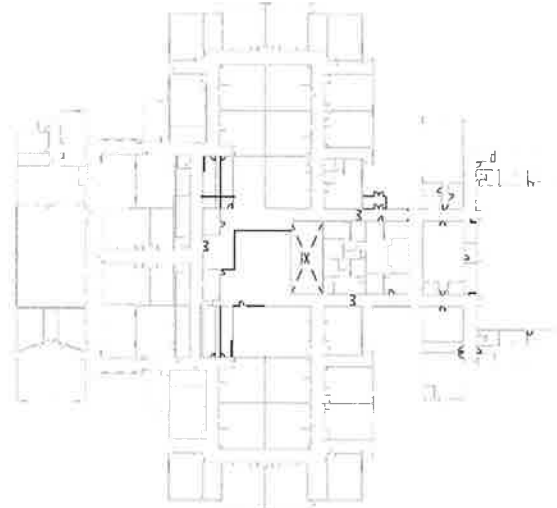

 RECONFIGURATION


 RE-ASSIGNMENT



STANDARD POOL: GROSS FLOOR AREA = 11,376.17

KEY PLAN
NOT TO SCALE



<u>PROJECT INFORMATION/PROPOSAL (AOR CLIENT)</u>	
(For Project of Limited Scope)	
Client:	<u>Glassboro Board of Education</u>
AOR Agreement Dated:	<u>2022-2023</u>
Proposal Dated:	May 11, 2022
Proposed Project Name:	Classroom Student Storage at Thomas Bowe School
FVHD Project #:	5408
NJDOE Project #:	To Follow
Project Description and Scope of Work	
Attachments:	Glassboro Bowe_Locker Markup.pdf
Project Description:	Installation of storage units in existing classrooms. Scope includes removal of existing wall mounted coat hooks and installing (3) tier, 72" high storage units in each room. The type of storage unit will be determined during the design stage, however, storage units shall be able to accommodate student bookbags in a locked compartment.
Related Work:	This project includes demolition of existing coat hooks and shelves and necessary relocations of electrical devices, etc. as required.
Continued	

PROJECT INFORMATION/PROPOSAL (AOR CLIENT)	
(For Project of Limited Scope)	
Architect's Services	
Description of Services:	Survey existing conditions to determine impact on proposed work- we will survey each room and identify and verify the proposed storage unit locations in each room.
	Review and confirm proposed design approach and equipment selections with owner prior to proceeding with design stage.
	Preparation of updated schematic design drawings with selected equipment for final owner review and approval.
	After final approval, preparation of detailed plans (construction drawings) for purpose of soliciting pricing from approved state contract vendors and permitting as required.
	Completion of an educational project submission to the NJDOE including educational specifications, schematic drawings, room tabulation forms and other documents as required.
	Submission to Glassboro Borough Construction Official for plan review if required.
	Provide final project cost estimate once all costs are known.
	Provide final project schedule once all delivery dates and other factors have been identified and confirmed.
	Assistance with obtaining, review and evaluation of state contract vendor proposals, and contract award.
	Construction administration services including periodic site visits and meetings, contract administration, review of contractor payments and assistance with project close-out.
District PO# (FVHD)	
<u>Architect's Consultants If Any</u>	
Consultant Name:	NA
Description of Services:	NA
Proposal Attached Dated:	NA

PROJECT INFORMATION/PROPOSAL (AOR CLIENT)	
(For Project of Limited Scope)	
Estimated Project Cost	
Please refer to project cost estimate worksheet (attached) for a school by school breakdown of estimated cost of the work.	
ESTIMATED TOTAL COSTS	
Construction Cost Estimate	\$355,000
	(Please see note #1 below)
Soft Costs includes contingency	\$53,000
Total Project Cost	\$408,000
Estimating Worksheet Attached?	Yes
Project Cost Estimate Exceptions and Exclusions	
None	
Architects Proposed Fee	
Fee basis (Total Construction Cost Estimate + 5% Contingency)	\$372,750
Fee %	5.25%
Total Proposed Fee	\$19,500
	Nineteen Thousand Five Hundred Dollars
Fee Exceptions and Exclusions	
Fee reflects the following: No bidding, pricing will be obtained through cooperative purchasing system vendors.	

<u>PROJECT INFORMATION/PROPOSAL (AOR CLIENT)</u>	
(For Project of Limited Scope)	
Project Schedule	
District Authorization	May 25, 2022
FVHD preparation time for NJDOE submission. Assumes receipt of all needed documents from others	30 Days
NJDOE Review Period	90 Days
<u>Construction Period (Estimates)</u>	
Procurement	Please see note #1 below (min. 20-30 week lead time anticipated)
Start Construction	October 3, 2022
Complete Construction	January 2, 2023

PROJECT INFORMATION/PROPOSAL (AOR CLIENT)	
(For Project of Limited Scope)	
Notes and Exceptions	
	<p>1- Current Construction Market and Price Increases- Current market conditions have resulted in ongoing significant price increases, shortages and longer than usual lead times throughout the construction industry. The impact of these conditions are impossible to predict. These adverse conditions may have an affect on bid pricing, delivery times and completion schedules. The Architect will work with the district to plan for these occurrences. Additional funds, scope modifications and/ or additional time may be required to complete this project.</p>
	<p>2- Access to buildings and grounds- We may require reasonable access to district facilities to perform these services</p>
	<p>3- Receipt of certain items from client- Resolutions and signatures that may be required for agency applications must be provided to us in a timely fashion.</p>
	<p>4- Agency time lines beyond our control- We will submit all needed applications and documentation in accordance with the timelines set forth by the respective agencies. We cannot control the length of time that it will take for an agency to complete it's review.</p>
	<p>5- Concealed or unforeseen conditions- The scope of work as identified herein is based upon information known to date. If subsequent unforeseen conditions are discovered during the course of our services we will notify the school district immediately. These conditions may result in the need for additional services and revisions to this proposal.</p>
Proposal Respectfully Submitted By:	
