


<u>Project Proposal Summary (Architect of Record Client)</u>			
<u>For Project of Limited Scope</u>			
SECTION 1- Client/Project Information			
Proposal Date:	June 3, 2020		
Client Name:	<u>Glassboro BOE</u>		
Project Location:	Glassboro HS		
Project Name:	Exterior Sign Replacement at Glassboro HS		
FVHD #:	To follow		
NJDOE Project # (if applicable):	NA		
Architect of Record Agreement Date	2020-2021		
<u>Project Description</u>			
	Replacement of existing exterior free-standing sign at Glassboro High School. New sign shall be in same location as existing and shall be 4' x 8' (nominal size). New sign is in accordance with the school district's requirements as reflected in vendor proposal.		
	Sign will be installed per WJ Gross proposal dated 5/20/20. Masonry work is by others.		
	Final sign design must be approved by Boro of Glassboro.		
<u>Scope of services is limited to the following indicated by an 'X' only</u>			
	X	Schematic Design/Design Development	
	.	Work with district vendor to finalize sign design	
	X	Plan Submission/Review Agency/Permit Assistance	
	.	Coordination with Glassboro Planning Board. Preparation of drawings for Planning Board submission. Attendance at one Planning Board meeting if required.	
	.	Submission of sign plans to the Glassboro Building Department for plan review and permitting	
	X	Construction Document Services- Drawings, specifications and addenda if required	
	.	Permit drawings as required	
	NA	Bidding/Negotiation Phase Service	
	.	Not required- project will be performed by cooperative purchasing system vendor	
	X	Construction phase services	
	.	Review and act upon contractor submissions including shop drawings, requests for payment, schedules, requests for information and others.	
	.	Coordination of construction activities with contractor	
	X	Consultant Services- Civil Engineering/Mechanical/Electrical/Plumbing	
	.	No consulting engineering services are included	

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SECTION 3- Deliverables			
Deliverables are limited to the following:			
	•	Signed and sealed drawings as required for permits	
SECTION 4- Fee			
The fee for the above limited services will be as follows:			
	•	The cost estimates for this project are as follows:	
		Construction Cost Estimate	\$47,140
	•	No consulting engineering services are included	
	•	We propose the following fee for this project:	
		A Fixed Fee of	\$4,900.00
		Written Amount	Four Thousand Nine Hundred Dollars
SECTION 5- Schedule			
FVHD will endeavor to perform each task in accordance with the following schedule			
		Proposal acceptance date	June 10, 2020
		Completion of Construction Documents	TBD
		Project Bid Date	NA
		Bid Opening Date	NA
		Board Meeting to Award	NA
		Start Construction	TBD
		Substantially Complete Construction	TBD
		Schedule Impact- Abatement	Asbestos abatement, if required, will be coordinated by owner's abatement consultant. It is anticipated that the abatement project, if needed, will be completed prior to the start of the work of this project.
		Schedule Adjustments	Schedule may be adjusted subject to mutual agreement by both parties, at which time a revised schedule will be prepared

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SECTION 6- Exceptions and Exclusions			
We specifically exclude the following from this proposal:			
	1	Surveying/Engineering- New sign will be placed in same location as existing. Additional engineering or surveying, if requested by agencies having jurisdiction, will be an additional service.	
	2	Agency Reviews- This project will require approval by Glassboro Boro Planning and/or Zoning Board. FVHD will work with district to obtain these approvals based upon local requirements and ordinances. FVHD encourages school district to review these requirements. FVHD cannot be held responsible for delays caused by agency review or stipulations.	
	3	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.	
	4	Receipt of certain items from client/participation by client- Resolutions and signatures that may be required for agency applications must be provided to us in a timely fashion. The client may need to designate a representative to serve as liaison with the municipality.	
Proposal Respectfully Submitted By:			
			
George R. Duthie, Jr. AIA Principal			
Proposal Accepted By:			
X			
For:	Glassboro BOE		Date Signed