

# *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:

**Multi-Zone Unit Replacement at Thomas Bowe MS**  
**FVHD #5404/DOE #15-1730-090-22-XXXX**

Professional Services Fee not to exceed \$145,000. Funding is ARP ESSER III and Capital Projects 2022-23 school year budget.



<b>PROJECT INFORMATION/PROPOSAL (AOR CLIENT)</b>		
(For Project of Limited Scope)		
Client:	<u><b>Glassboro BOE</b></u>	
AOR Agreement Dated:	<u><b>2022-2023</b></u>	
Proposed Project Name:	<b>Multi-Zone Unit Replacement</b>	
Proposal Date:	<b>April 7, 2022</b>	
The project locations are as follows:		
Location:	<b>Thomas Bowe School</b>	
FVHD Project #:	5404	
NJDOE Project #:	To follow	
<b>Project Description and Scope of Work</b>		
Project Description:	Multi-zone Unit Replacement and Related Work	
Detailed Scope of Work:	Removal and replacement of nine (9) existing multi-zone HVAC units located on roof	
	Related work including gas piping, structural if needed, electrical, fire alarm, roofing and controls.	
Attachments:		

<b>PROJECT INFORMATION/PROPOSAL (AOR CLIENT)</b>	
(For Project of Limited Scope)	
<b>Architect's Services</b>	
Description of Services:	Schematic design and design development to include scope of work drawings, equipment cuts and other information to be reviewed with client prior to start of construction documents.
	Preparation of final design and construction documents.
	Preparation and submission of project applications (Other Capital Projects) to the NJ Department of Education.
	Coordination of and preparation for project bidding
	Preparation of detailed plans and specifications for bidding purposes and plan review/permitting.
	Coordination of bidding process, review of bid documents and recommendation for award.
	Assist with permitting.
	Construction administration services including periodic site visits and meetings, contract administration and assistance with project close-out.
District PO# (FVHD)	
<b><u>Architect's Consultants If Any</u></b>	
Consultant Name:	French and Parrello Associates
Description of Services:	MEP Engineering
Proposal Attached Dated:	NA

<b>PROJECT INFORMATION/PROPOSAL (AOR CLIENT)</b>	
(For Project of Limited Scope)	
<b>Estimated Project Cost</b>	
The following project cost estimates are further detailed on the project cost estimate worksheets (attached).	
Construction Cost Estimate	\$3,100,000
Soft Costs	\$800,000
<b>Total Project Cost</b>	<b>\$3,900,000</b>
<b>Architects Proposed Fee</b>	
FVHD proposes the following fees for this project:	
<b>\$145,000</b>	
<i>(One Hundred Forty Five Thousand Dollars)</i>	
<b>Project Schedule</b>	
District Authorization	<b>April 25, 2022</b>
Complete Drawings/Specs	<b>June 10, 2022</b>
Advertise for Bids on/about	<b>June 16, 2022</b>
Open Bids	<b>July 12, 2022</b>
Award Bids (BOE Meeting)	<b>July 20, 2022</b>
<b><u>Construction Period (Estimates)</u></b>	
Procurement	<b>6-9 months</b>
Start Construction	<b>April 1, 2023</b>
Complete Construction	<b>June 30, 2023</b>

<b>PROJECT INFORMATION/PROPOSAL (AOR CLIENT)</b>	
(For Project of Limited Scope)	
<b>Notes and Exceptions</b>	
<p><b>1- Current Construction Market and Price Increases-</b> 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><b>2- Hazardous materials (if applicable)-</b> FVHD will coordinate this work with the owner's environmental consultant. This consultant will work independently of FVHD and FVHD assumes no responsibility for his work or the outcome.</p>	
<p><b>3- Access to buildings and grounds-</b> We may require reasonable access to district facilities to perform these services</p>	
<p><b>4- Receipt of certain items from client-</b> Resolutions and signatures that may be required for agency applications must be provided to us in a timely fashion.</p>	
<p><b>5- Agency time lines beyond our control-</b> 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><b>6- Concealed or unforeseen conditions-</b> 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>	
<p><b>7- Existing building systems-</b> This proposal assumes that existing building systems to remain are in satisfactory operating condition and capable of supporting the new work. FVHD will make the client aware of any issues which may be discovered during the course of the work.</p>	
Proposal Respectfully Submitted By:	
	