



27 October 2021

Alicia M. Schauer
School Business Administrator / Board Secretary
Montgomery Township Board of Education
1014 Route 601
Skillman, NJ 08558-2119

Re: Professional Services for The Montgomery Township Board of Education
Upper Middle School Partial Roof Replacement

Ms. Alicia M. Schauer:

Parette Somjen Architects L.L.C. appreciates the opportunity to work closely with the Montgomery Township Board of Education (the “Board”) to provide the following professional services for the above referenced project (“Project”). Parette Somjen Architects L.L.C. (“PSA”) has prepared the following project specific information based on our current understanding of this project and discussions with you. This document will act as a supplement to our AIA Document B101 – 2007 – Standard Form of Agreement Between Owner and Architect, dated March 9, 2016.

Principals

*Marc R. Parette, AIA, PP
Gregory J. Somjen, AIA

Partners

*William Bannister, AIA
*John Carton, AIA
Stephen D. Quick, AIA

Sr. Associate

Edward Neighbour, AIA

Associates

Hae-An Chyun, AIA
Steven Colella, AIA
*David Didimamoff, AIA
Melissa Insinga, NCIDQ
Kenneth Mieleles, AIA
C. William Ross, AIA
Joshua Thompson, AIA
Rachel Tiedemann, AIA

*LEED AP

1. PROJECT SCOPE

The Montgomery Township Board of Education wishes to remove and replace portions of the Upper Middle School roof that are out of warranty and beyond their useful life as a continuation of the 2016 Referendum.

2. PROFESSIONAL SERVICES

2.1. INFORMATION GATHERING & DOCUMENTATION OF EXISTING CONDITIONS

The process will commence with the development of project’s goals, activities to be accommodated and any special requirements or considerations that will guide the design.

PSA will undertake a field survey of the areas that will be affected by the proposed Work. This survey will allow us to familiarize ourselves with the space(s) to be occupied and more importantly to develop a roof plan that we refer to as “existing conditions” on which subsequent designs will be based. Any existing documentation / drawings that exist shall be provided to PSA for review and reference. This phase includes a visit to the space to measure the roof and other pertinent information relevant to the areas that will be affected by the proposed Work. Our visit will only look to document basic information that is readily visible. Readily visible is defined as being easily seen without undue difficulty or effort. We do not, as part of our basic services, cut or break open walls or ceilings to examine existing conditions as this can be costly and disruptive to day to day operations. We do however carry contingencies within the budget for unforeseen conditions. If the district is interested in a more invasive existing conditions survey we would be happy to provide such an additional service if requested in writing.

2.2. SCHEMATIC DESIGN

PSA shall prepare a Schematic Design Document based on the program provided by the client. The Schematic Design Document shall establish the conceptual design of the project illustrating the scale and relationship of the project components. The Schematic Design Documents shall be limited to preliminary roof plans.

2.3. CONSTRUCTION DOCUMENTS

PSA shall provide Construction Documents based on the approved Design Development Document. The Architectural Construction Documents shall set forth the requirements for construction of the project. Specifically our Architectural Construction Documents shall include; plans, elevations, sections and details.

Environmental professional services (i.e. asbestos, lead paint) are excluded from this proposal.

2.4. CONTRACT ADMINISTRATION SERVICES

PSA shall provide administration of the Project as set forth below. PSA shall be a representative of the Board during the Project and shall advise and consult with the Board only as specifically delineated within this paragraph:

2.4.1. Construction Procurement Services

- a. PSA shall assist the Board in preparing for bidding by undertaking some or all of the following: the preparation of an advertisement or invitation to bid, instructions to bidders and the preparation of bid forms.
- b. PSA shall assist in soliciting bids from contractors for the project scope outlined herein and make recommendations regarding which contractors to hire for the project.

2.4.2. Contract Administration Services

- a. PSA, as a representative of the Owner, shall visit the site periodically to become generally familiar with, and to keep the Owner informed about, the progress and quality of the portion of the Work when fully completed, (2) to endeavor to guard the Owner against known defects and deficiencies in the Work, and (3) to determine in general if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work.
- b. PSA will conduct on-site observations periodically for the purpose of determining the amounts owed any contractor based on contractor's applications for payment compared to work completed in accordance with the Contract Documents. PSA shall make recommendations to the Board as to the appropriateness of payment to the contractors for that portion of the work that appears to have been completed in conformance with the Board approved drawings. Those recommendations shall thereafter be memorialized in writing. Thereafter, the Board shall be solely responsible for making determinations as to the appropriateness of payment to the contractors for work already performed.
- c. PSA shall provide up to (6) Six visits to the site over the duration of the Project during construction. Additional visits shall be deemed Additional Services

Parette Somjen Architects LLC and their representatives shall neither have control over nor be in charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibilities. PSA does not assume any responsibility for the implementation, discharge, or monitoring of safety standards or practices.

3. COMPENSATION

The professional services outlined herein will be billed as a fixed fee in the amount of \$ 54,000.00 Dollars. This Fixed fee includes reimbursable expenses. (i.e. printing, deliveries, etc.).

Billing will be in accordance with the Architect of Record agreement already in place with the district.

4. GENERAL CONDITIONS

This document is a supplement to the Architect of Record agreement between the district and Parette Somjen Architects LLC. This document contains specific information on the project scope, professional services to be provided and the professional fee arrangement. The Architect of Record agreement between the district and Parette Somjen Architects LLC are the general conditions for this supplement.

Any services requested and / or performed beyond those outlined herein shall be considered an Additional Service and billed accordingly.

Please accept this as a formal proposal and supplement to our Architect of Record agreement. We thank you for the opportunity to be of service and we look forward to a mutually rewarding relationship. Should you have any questions now or at any time, please feel free to contact the undersigned.

Regards,
Parette Somjen Architects, LLC



By: William Bannister, AIA, LEED AP | Partner

<i>agreement acceptance</i>	
accepted by: _____	<i>signature</i>
print name: _____	title: _____
business name: _____	date: _____
billing contact information	
printed name: _____	title: _____
phone: _____	email: _____
billing address: _____	