



Township of West Orange
25 Lakeside Avenue
West Orange, New Jersey 08901
Attn: Leonard R. Lepore, Director/Municipal Engineer

Architectural, Mechanical, Electrical and Plumbing Design Services for West Orange Fire Stations No. 3, No. 4, and No. 5

April 13, 2018

**Mott MacDonald
Architects, PC**
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Dear Mr. Lepore:

In response to your request Mott MacDonald Architects, PC is pleased to submit a fee proposal for professional services for the referenced project.

Scope of Services:

Mott MacDonald, LLC will provide architectural and engineering services for the scope of services written in the outline of needs assessment and reports as provided with the RFP. The outline and associated assessments are quite vague and leave much to interpretation by the A/E. For example, "repair or replace" could be interpreted as simply adding a note on the drawing to address this item vs. a detailed design and specification for its replacement or "improve site lighting" could be interpreted as adding a single fixture in areas that appear under-lighted vs. performing a full lighting analysis and designing Code compliant site lighting which may require fixture relocations or complete replacement. Therefore, in our proposal, we have also included a full buildings assessment and Basis of Design Report to establish an agreed upon scope of work that meets the needs of West Orange for the near future. We have taken the liberty to bifurcate our fee proposal into two components— one for a basic interpretation of the work and the other for performing the professional services that we believe should be provided to West Orange.

Task 1 – Preparation of Contract Documents (30%, 90% and 100%)

Mott MacDonald will verify existing conditions through site visits at each facility and prepare construction documents, specifications, and construction cost estimates. The preliminary design submission (30%) will be utilized to verify and confirm scope as the Basis of Design for the final construction documents preparation. It is assumed that all three Fire Stations will be bid as one project under a single prime contractor.

Mott MacDonald will also prepare "front end" contract documents, for consideration and review by the Township and its legal counsel, which will include the following:

- Notice to Bidders
- Information for Bidders
- Bid Forms



- General Conditions
- Supplemental General Conditions
- Special Conditions
- Bond Forms
- Contract
- General Requirements
- State Wage Rates

Review of the above draft documents by the Township attorney is strongly recommended.

Task 2 – Bid Phase Services

Following completion of the contract plans and specifications, Mott MacDonald will assist the Township with the public bidding of each construction contract, including the following tasks:

- Arrange for distribution for the contract plans and specifications to prospective bidder. We have assumed that the bid documents will be distributed through www.bidset.com, the NAPCO on-line document management and ordering website. With this system, it will be possible for prospective bidders to review the contract documents online and order and pay for the full-size drawings and specifications through the website or by calling a toll-free number. The printing and shipping costs will be collected directly by the printing company.
- Prepare the Notice to Bidders and assist with advertising the project in local newspapers and trade journals. We have assumed that the Township will directly pay for the cost of publication and obtain proof of publication for its records.
- Conduct a pre-bid meeting with potential bidders.
- Review bidder questions and prepare up to one (1) addendum, if necessary.
- Attend the bid opening conference.
- Evaluate the three (3) lowest bid packages concurrent with legal review by the Township's attorney.
- Prepare bid summary tabulation and Recommendation of Award letter to the Township.
- Issue a Notice of Award to the successful bidder, upon award of the contract by the Township

Task 3 – Construction Phase Services

Mott MacDonald will provide Construction Phase Services under this contract, including the following tasks:

- Attend and Chair Preconstruction Meeting Including preparation of Meeting Agenda and Minutes of Meeting. Under this item, Mott MacDonald will schedule the Preconstruction Meeting and Issue Minutes of the Meeting to all attendees.
- Review of shop drawing submittals, project schedule, shop drawing schedule, cost breakdown, manufacturer O&M Manuals, Certificates of Insurance, Performance and Maintenance Bonds, Contractor submitted alternatives and other submittals as required.
- Prepare monthly payment estimates for submittal to the Township. We will review monthly contractor progress payment requests base upon estimated percent complete for each item of the lump sum Cost Breakdown. We have assumed 4 Payment Estimates will be required.
- Schedule, attend and Chair Job Progress Meetings as necessary. Under this item, Mott MacDonald will prepare and distribute Minutes of the Meetings to all attendees. We have assumed 10 meetings will be required.

- Provide part-time observation of construction to ensure conformance with the Contract Plans and Specifications as well as approved shop drawings. Deviations will be promptly reported to the Township and the Contractor. We have assumed approximately 160 hours of inspection, or an average of 1 day per week of part time inspection for a period of four months. Mott MacDonald will observe the construction progress and assess compliance with the contract plans and specifications. Site visit field reports will be prepared to document significant activities of the Contractor. We will perform witness testing as required, track the progress of construction, and contractor requests for monthly, partial, interim, and final payments.
- Maintain job and project records including, but not limited to, Contract Drawings, Addenda, Change Orders, payment estimates, project certified payrolls as submitted by the Contractor, daily inspection reports, voucher files, shop drawings, record changes to plans, correspondence files, and field order files.
- Evaluate claims for extra work by Contractor and preparation of Change Orders, if warranted. We have assumed that two (2) extra work claims will be required to be evaluated.
- Preparation of a Punch List of remaining work near the completion of specific phases of the project. Punch List items will be inspected as required and the Punch List periodically updated as dictated by job progress.
- Witness the required start-up testing and construction performance testing.
- Prepare final estimate and closeout project, including certification of contract completion, as per Contract Specifications.
- Respond to Requests for Information (RFI) and clarifications of Contract Documents. We have assumed review and response of 12 RFIs will be required for the contract.
- Preparation of Record Plans. Manufacturer supplied O&M manuals will be provided by the contractor for use by the Township.
- Project Management and Office Support.

Schedule:

Preliminary Submission	36 days
Township Review	14 days
Final (90%) Submission	56 days
Township Review	14 days
Final	14 days

Basis of Compensation:

Compensation will be based on a lump sum fee of **\$148,000** for the basic interpretation of work and an additional **\$100,300** for the more comprehensive proposal for professional services based on the following:

Preliminary (30%) Design Services	\$60,000	
Final (90% & 100%) Design Services	\$50,000	\$60,800
Bidding/Award Services	\$8,000	\$6,500
Construction Administration Services	\$30,000	\$33,000
Total	\$148,000	\$100,300

Exclusions/Assumptions:

- Fees do not include architectural or engineering services for additional scope of work items not specifically identified above;
- Bld Phase services include the cost for 20 sets of drawings and specifications;
- Fees do not include permit fees and;
- Fees do not include construction air monitoring during abatement activities.



Please do not hesitate to call if you have any questions. We look forward to working with you and thank you for your consideration.

Very truly yours,
Mott MacDonald Architects, PC

A handwritten signature in black ink, appearing to be 'R. Fritz', written over a horizontal line.

Robert K. Fritz, AIA
Senior Vice President

A handwritten signature in black ink, appearing to be 'Philip A. Livecchi', written over a horizontal line.

Philip A. Livecchi, PE
Senior Vice President &
Division Manager