

NORTHFIELD COMMUNITY SCHOOL

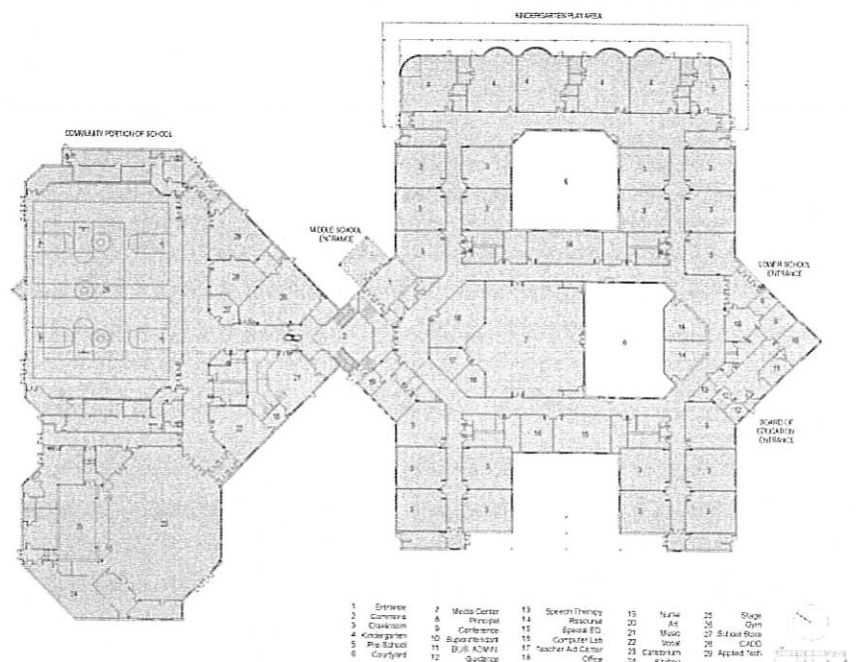
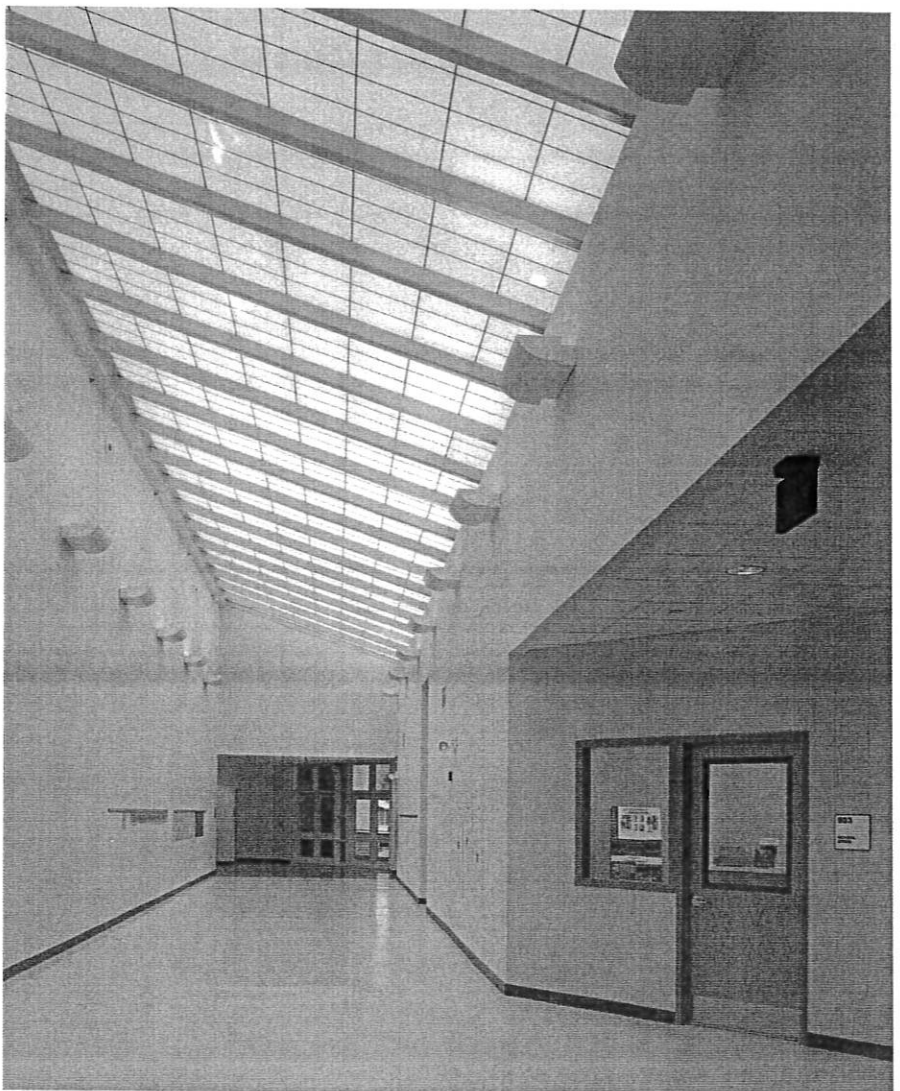
Owner Northfield Board of Education
Project Location Northfield, NJ
Project Square Footage 145,797 sf
Date 1998
Project Features K-8 School
Community Center

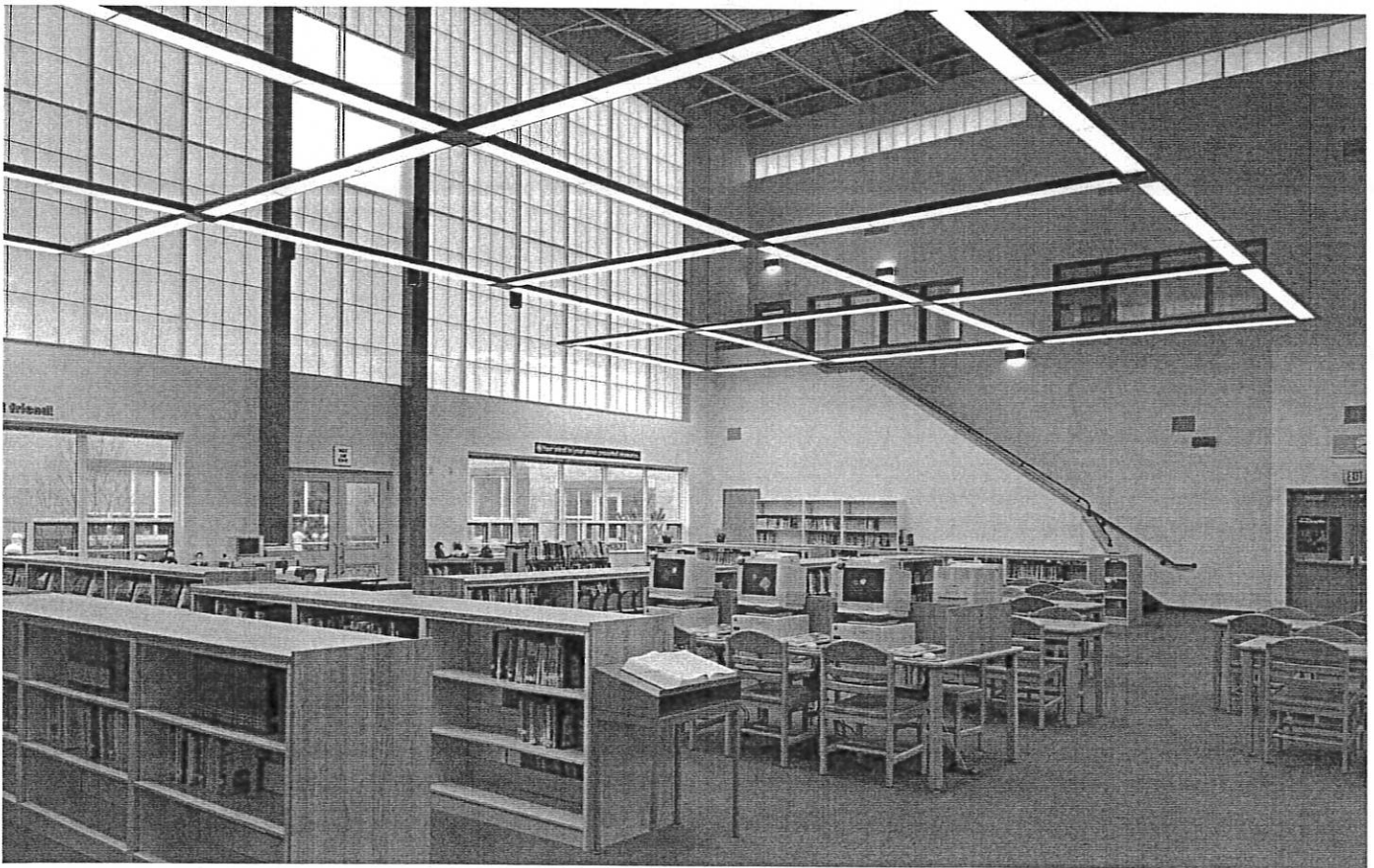
The Northfield Community School was a new construction of a PreK-8 centralized community school complex that consolidated assets of the four antiquated facilities scattered throughout the town. This reconfiguration now accommodates community programs and activities in addition to academic use. The New Community Complex provides a diverse range of programs with a significant emphasis placed on art education.

The school is a true community school, open seven days a week for a variety of community activities. The project melds community programs with the school while making certain that community access would not impact the academic wings. With a clear differentiation of uses, the public maintains a relationship to the academic wing while never having to enter the school portion of the building.

The large population and disparate programs accommodated within the school necessitated careful attention to the perceived scale and circulation of its various users. Considered as a number of schools within a school, interstitial and public spaces gained importance and were utilized as means of joining scales.

Framed views offer glimpses that allow one to reference oneself within a greater context. Corridors and communal spaces are oriented to provide physical and visual connection to one's grade, school, and community, when deemed appropriate, while maintaining the safety and security of the children as a priority

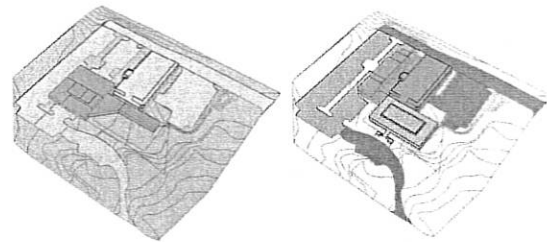




THE MUSIAL GROUP ARCHITECTURE

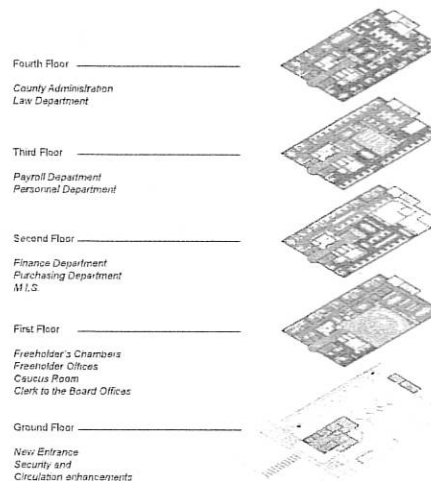
FOCUS EXISTING CONDITIONS / PHASING

Orangetown Town Hall A significant part of our past experience includes developing space planning and programming for occupied governmental facilities that establishes a successful strategy for phased implementation without interruption of operations during construction. Examples of past experience where this has been accomplished is included within our proposal.

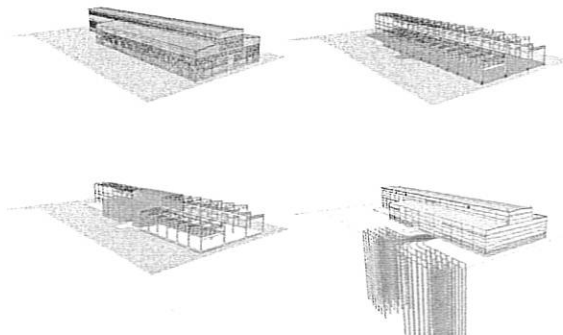


Hudson County Administration Building Annex.

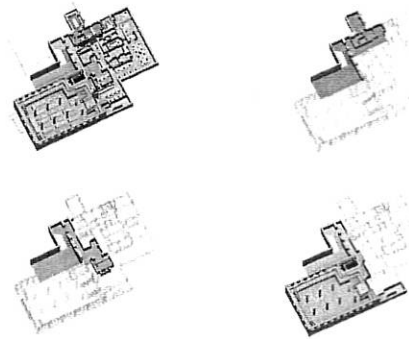
Tasked with maintaining operations during construction, many of the challenges posed by the Hudson County Administration Annex building were resolved through closely coordinated phasing. Flex space was allotted within the building to allow for a swapping of floor plates by the various user groups during the phased construction. The project entails a complete gut renovation, including new circulation patterns and technology upgrade. Through numerous iterations, The Musial Group, working intimately with the various user groups to develop and discover efficiencies that provided a high degree of flexibility while promoting accountability and communication between the various departments.



Juneau Center With the facility falling into disrepair, The Musial Group was commissioned to investigate the potential of refurbishing the building and incorporate a number of additional user groups while taking advantage of the robust steel structure. We believe it is important that the facility masterplan incorporates a strategy for accommodating future changes in operational needs, program needs and possible adjustments in portions of the facility mission. Advances in technological infrastructure must be considered to the greatest extent possible to enable the facility to be "future proof" in its' flexibility and ability to accommodate future technologies.



Office of the County Clerk The renovation of the Union County Courthouse was a multi-phase project. The scheme included the County Clerk's Office and Passport Office. In place of the old rooftop courtyard, we raised the roof to create space for the Passport Office. The Elections Office was placed close to the atrium stair to allow easy access during elections. A new computer room was provided with a new fire protection system installed. Also newly installed was a air conditioning system in the Clerk's record room. A new lunch room and lockers were provided for the record room searchers. The project also included new toilets, new HVAC systems, lighting and ceilings throughout.



Linden School #8 The School 8 Addition, located to the rear of the original building, includes new classrooms, office space, cafeteria and play area. The Musial Group took great care in referencing and matching the proportions and materials of the existing school building to fit within the neighborhood fabric. Particular attention was given to the timing and phasing of the design and renovation process to ensure the least imposition on the School's daily operation.



Westfield YMCA The existing Westfield Area YMCA consists of an original building dating from 1927, a major gym and pool addition built in the 1960's, and various renovations in the 1990's. We have been involved with several phased renovation / additions to add a new elevator, a new building entrance with stairs and ramp, and a new exit stair and toilet rooms at the rear of the building. The renovation has been constructed with the building fully occupied, which requires careful coordination with the Owner's schedule by both our team during design and by the Contractors during construction.





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LIBRARY ARCHITECT
REFERENCES

THE MUSIAL GROUP ARCHITECTURE



South Amboy High School

Susan Guercio
School Business Administrator/Board Secretary
Roselle Park Board of Education
510 Chestnut Street
Roselle Park, NJ 07204
P: 908-245-2103

Kathleen A. Gaylord
Business Administrator/Board Secretary
Linden Board of Education
2 East Gibbons Street
Linden, NJ 07036
P: 908-486-2800 ext.8015; F: 908-486-8891



Ventnor Community Complex

Vincent Pietrucha
Director of Physical Plant
Manalapan-Englishtown Regional School District
54 Main Street
Englishtown, NJ 07726-1529
P: 732-786-2501; F: 732-786-2646

John A. Delutis
Assistant Director for Construction Management
County of Hudson
Department of Roads & Public Property
Hudson County Plaza, 257 Cornelison Avenue
Jersey City, NJ 07302
P: 201-369-2777; C:908-347-5552



AP Morris School, Hillside BOE

Robert J. Chankalian, P.E., C.M.E.
Township Engineer
Township of Toms River
33 Washington Street
Toms River, NJ 08753
P: 732-341-1000 ext. 9335; F: 732-341-0828



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LIBRARY IMPROVEMENTS
PROJECT APPROACH

The following discussion outlines The Musial Group's approach to the tasks to be accomplished and the design documentation to be delivered during the course of your project. Within this work plan, we have given particular attention to the needs of the Township of West Orange. The Musial Group will work creatively and directly with your assigned project planning team, involving them at every step. The issues and technical responses outlined in this presentation will be further refined once we have the input of your planning team.

Recognizing that funding and scheduling are of the utmost importance, our approach to the design of your project will enable your key decision-makers to become active participants in the design process. The full involvement of the planning team is essential to the development of a comprehensive, cost-effective solution. We have included information on our proposed scope of services, project management plan, quality control methodology and cost control techniques.

SCOPE OF SERVICES

1. Programming and Schematic Design
2. Design Development
3. Preparation of Construction Drawings and Specifications
4. Bidding
5. Construction

PROGRAMMING & SCHEMATIC DESIGN

The initial tasks include preliminary meetings with the planning team and preparation of a project directory of all parties. The work schedule and approach will be discussed and defined. Dates for design and review meetings through the first two phases of the project will be established. Activities will include preparation of the architectural program outlining the needs. This will be prepared after meeting with the end users and getting a thorough understanding of their goals and objectives.

The existing building features and systems along with all related information will be analyzed, reviewed and documented. Our firm will review existing drawings and collect data relative to the demand and availability of services for the proposed construction. We will carefully review the existing documentation with the conditions of the existing building. Contact also will be made with State and Local agencies to determine the approvals required for the project. Our existing reference library will be updated to include current editions of regulations and procedures.

During this phase we will conduct the appropriate investigations of the existing conditions to see if there may be problems associated with the planned construction. The building program of space requirements will be finalized and presented for review and comment. At this stage, the information provided in the facility needs assessment will be incorporated into the field investigation and also in the Design Development phase.

We will prepare concept plans based on the approved program which will indicate various alternative

approaches. We will develop block schematics to define internal circulation patterns and component relationships. We will prepare an exiting plan to be certain there are no problems with the design as related to the building code. Construction phasing or other significant constraints such as walls and/or columns that can't be moved, will be factored in at this stage.

DESIGN DEVELOPMENT PHASE

During the design development phase, all major design decisions will be finalized. The primary objective of this phase is to develop documents which define the three dimensional arrangement, the character, the construction materials and mechanical and electrical systems of the project. These documents will serve as the basis for the construction documents package and will be comprehensive enough to allow the provision of a statement of probable costs without excessive contingencies.

As in other phases, we anticipate a high degree of involvement by the Owner's representative. Regular progress reviews will be held to address project development. We will again review the project with agencies having jurisdiction to help streamline the final review process.

Also during the design development phase, we will prepare a package which establishes the basis for systems design and provide a report that illustrates proposed equipment and explains the reasons for selection and the method of operation.

PREPARATION OF CONSTRUCTION DRAWINGS AND SPECIFICATIONS

Based on the approved design development documents, cost review and schedule, we will prepare detail drawings and specifications to meet the scheduled date for bidding and the start of construction. Per the RFP, we will develop documents in three separate packages which entails: Roof and other exterior improvements, new rooftop HVAC system and other described improvements.

We will require that manufacturers prepare operational and maintenance manuals for all major mechanical and electrical equipment. Meetings will be held with the Owner's representatives on a regular basis to review progress and obtain design input. The construction document phase submission will include:

- Complete construction drawings, including site plan, floor plans, roof plans, elevations, sections, wall sections, equipment layouts, details and schedules
- Construction specifications
- Statement of probable cost
- Following the submission of the construction documents for the Owner's representative's review and approval, we will assist in securing necessary public agency approvals.

BIDDING PHASE

During the bidding period, we will attend pre-bid conferences, interpreting the contract documents and preparing addenda for distribution. We will attend the bid opening, provide a bid tabulation sheet, review bids and advise you on the preparation and award of contracts.

CONSTRUCTION PHASE

The Construction Phase will commence with the award of the Contract for Construction and together with our obligation to provide Basic Services under this agreement, will terminate when final payment to the Contractor is made or 30 days after the scheduled date of completion, whichever comes first.

We will be a representative of the Owner during the Construction Phase and shall advise and consult with the Owner. Instructions to the Contractor shall be forwarded through us.

We will visit the site at intervals appropriate to the stage of construction or as otherwise agreed to by you in writing to become generally familiar with the progress and quality of the Work and to determine, in general, if the work is proceeding in accordance with the Contract Documents. However, we will not be required to make exhaustive or continuous on site inspections to check the quality or quantity of the Work and shall endeavor to guard against defects and deficiencies in the Work of the Contractor.

We will not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work, or for the failure of any of them to carry out the work in accordance with the Contract Documents.

We will determine the amounts owing to the Contractor based on observations at the site and on evaluations of the Contractor's Applications for Payment and shall issue Certificates for Payment in such amounts as provided in the Contract Documents.

As part of our services, our personnel will assist in equipment shakedown and discussion of the operational philosophies, which led to the design as constructed. Our firm will review any outstanding claims not settled during the construction phase and make recommendations to the owner as the professional of record.

The Musial Group is committed to a system that oversees the progress and quality of design to assure that a standard of excellence is achieved. Our management structure establishes a strong central administration and point of client contact. This goal is accomplished by the project manager who has day-to-day responsibility for project administration, delivery of services and allocation of resources. He is assisted by a team of in-house and consulting professionals in a variety of disciplines:

- Architects
- Planners
- Interior Designers
- Graphic Designers
- Heating, Ventilating and Air Conditioning Engineers
- MEP Engineers
- Structural Engineers
- Sanitary Engineers
- Environmental/Hazardous Materials

Our management system includes staffing and time analysis techniques to assist the project manager in monitoring job progress. We use Microsoft Project software to schedule and allocate staff in addition to preparing and monitoring construction schedules. A weekly staff meeting establishes priorities and maintains professional, high-quality service. This has resulted in an extensive list of satisfied clients whose projects were completed on time and within budget.

The following techniques have contributed to our successful project management record:

- An agenda is forwarded in advance of each meeting. All parties can then bring appropriate reference materials, reach a consensus and make informed decisions.
- Minutes or notes are prepared and distributed promptly after each meeting.
- The minutes document all decisions and clarify who is responsible for taking agreed-upon actions.
- A list of open issues is prepared prior to the completion of each phase. This functions as a checklist so that decisions can be finalized in a timely fashion.

PROJECT QUALITY CONTROL

It is essential for the Township of West Orange to be provided with a finished project that is:

- Appropriate for its intended function
- Aesthetically pleasing
- Operationally efficient
- Flexibly designed to accommodate program changes and future modifications

At each phase, we review our documents for completeness and technical accuracy. Our quality review committee is headed by Noel S. Musial, A.I.A. and includes senior architects and engineers who have experience with

similar projects, but may not be directly involved in the project. They scrutinize the details and provide our project managers and designers with objective criticism. Additionally, our construction administration personnel assist at 50%, 90% and 100% completion of contract documents to identify constructability concerns arising from their experience with our completed projects. The Musial Group has one individual on staff whose only function is to provide quality control by reviewing drawings as they are produced. This process has led to our remarkable record of success regarding constructability.

Our CADD software is AutoCad Architectural Desktop and Revit. This system allows for great variety in the size and complexity of projects and drawings that can be economically produced. Multiple drawings can be automatically and instantaneously updated since they can be associated on a common database, as opposed to merely sharing some layers. This feature assures that plans of different scales will show the same backgrounds, and coordination of mechanical items with architectural drawings and structural clearances is more thorough. Drawing files can be easily imported and exported in dxf and other formats that are fully compatible with AutoCad and other common software.

PROJECT COST CONTROL

Construction cost estimating is an integral part of our service during Schematic Design, Design Development and Construction Document Phases. Major issues affecting the design of your project are evaluated to determine their financial impact prior to implementation. In this way the project is kept within budget. Major components of the cost control process include:

- Investigation of local market trends (i.e. pay scales, availability of skilled laborers and inflationary trends, for example).
- Investigation of alternative construction systems.
- Investigation of major mechanical/electrical sub-systems in order to identify related cost implications for installation and operation.
- Evaluation of the overall schedule to determine cost impacts of seasonal construction.
- Analysis of key elements for durability, maintenance and potential cost savings.

In the early planning stages, we prepare a comprehensive cost package for the entire project based on a detailed description of expected building systems and materials. This package is jointly reviewed by all project participants to consider initial and life-cycle costs, constructability, ability to meet proposed functions, site constraints and local availability of materials and labor.

Cost per square foot budget analysis are then prepared based on our records of previously completed projects. We use D4 costs computer program, which updates previous projects to today's costs. These figures are double-checked against MEANS and other nationally available databases. Analysis and exploration of options are done using Excel spreadsheets. Decisions on any design changes are arrived at mutually. During design development and construction document phases, detailed estimates of the total project cost are prepared and include site demolition, upgrading of utilities, site development, construction, landscaping, furnishings and

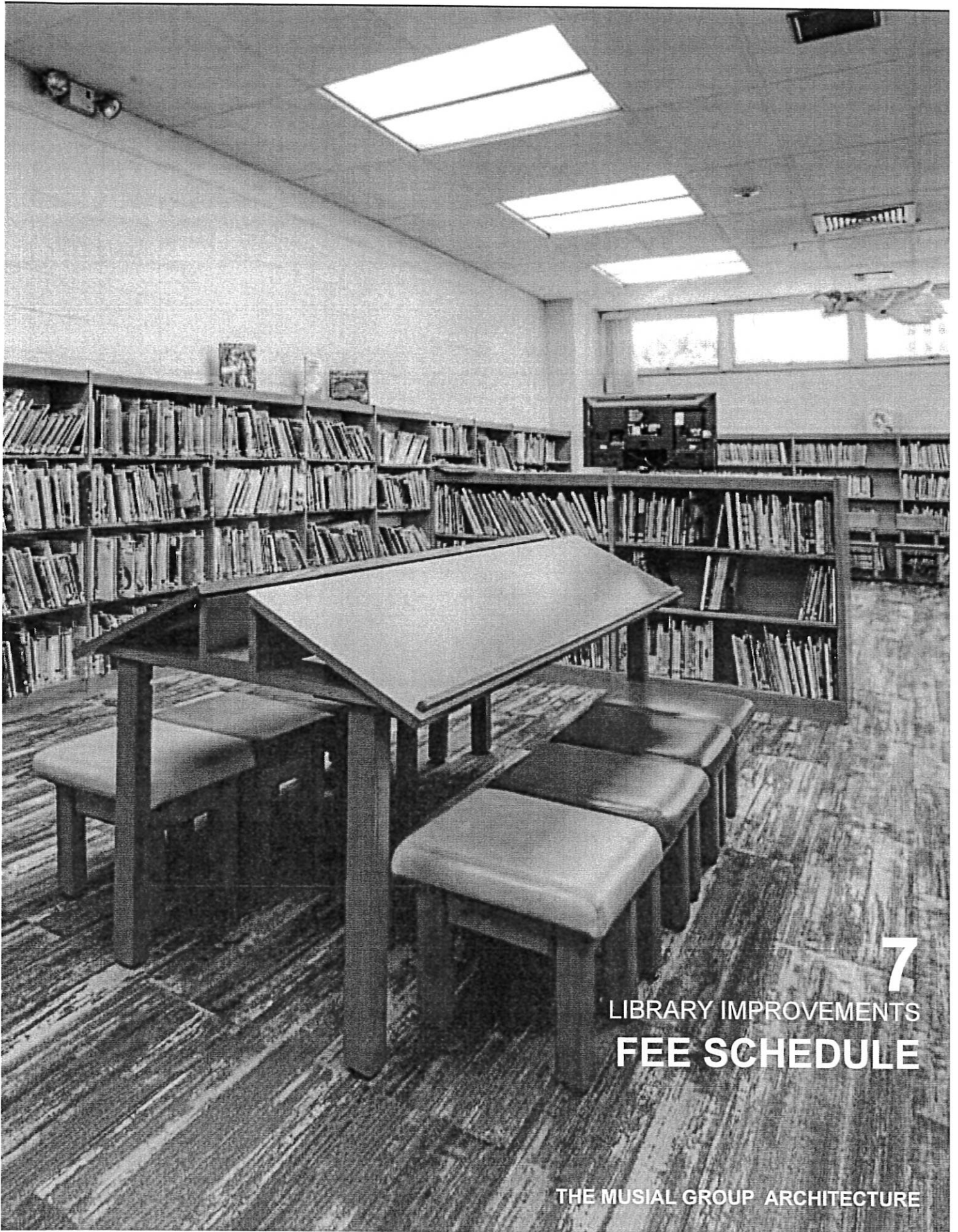
fixtures, architectural fees, engineering fees, testing fees, market abnormalities, inflation and contractor's overhead and profit. For larger projects quantity takeoffs are prepared using the software's database feature.

PROJECT SCHEDULE CONTROL

The Musial Group believes in fulfilling the most stringent of time schedules without sacrificing quality or cost-effectiveness. To ensure compliance with project deadlines, it is our policy to develop a schedule identifying all meetings, owner review inputs, governing agencies' approvals and architect-engineer and consultant tasks. The roles of all project participants are defined clearly. Once committed to a schedule, we always adhere closely to it.

By employing strong project management practices, careful planning and accurate budgeting, The Musial Group believes that efficient designs can meet the most restrictive standards. We realize that budget considerations are paramount since budgets are usually made early and must be adhered to. The project cost at time of bidding cannot be exceeded and therefore we must be as accurate as possible. Our early involvement in the planning of your project will enable you to have reliable costs early in the design phase.

The early decision-making approach is reflected in our successful record of budgetary performance. We establish the required accuracy and depth in our budget planning estimate that results in a construction bid that is neither too far above nor too far below the estimated costs for the project.



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LIBRARY IMPROVEMENTS
FEE SCHEDULE

THE MUSIAL GROUP ARCHITECTURE

A/E SERVICES COST PROPOSAL: WEST ORANGE PUBLIC LIBRARY

1. Design Development	<u>\$27,000.00</u>
2. Bidding	<u>\$24,750.00</u>
3. Construction Administration	<u>\$44,500.00</u>

TOTAL PROPOSAL COST	<u>\$96,250.00</u>
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Noel S. Musial, A.I.A., President
The Musial Group, pa
Dated: June 13, 2018

2018 STANDARD SCHEDULE OF CHARGES & GENERAL CONDITIONS

I. PROFESSIONAL SERVICES

- A. For agreements based on actual hours expended or additional authorized work on lump sum projects, the following hourly rates shall apply:

Principal, Noel S. Musial, A.I.A.	\$195.00
Principal, Noel S. Musial, II, A.I.A.	\$165.00
Architect (Associate of the Firm)	\$150.00
Staff Architect	\$125.00
Staff Engineer	\$125.00
Staff Design Engineer	\$100.00
Project Manager	\$95.00
Architect Intern	\$95.00
Architectural Designer	\$90.00
Draftsperson	\$85.00
Junior Draftsperson	\$75.00
Landscape Architect	\$75.00
Interior Designer	\$70.00
Planner	\$95.00
Field Representative	\$80.00
Clerical	\$50.00

- B. For expert testimony before Planning Boards and Boards of Adjustments, the minimum billing will be four (4) hours.

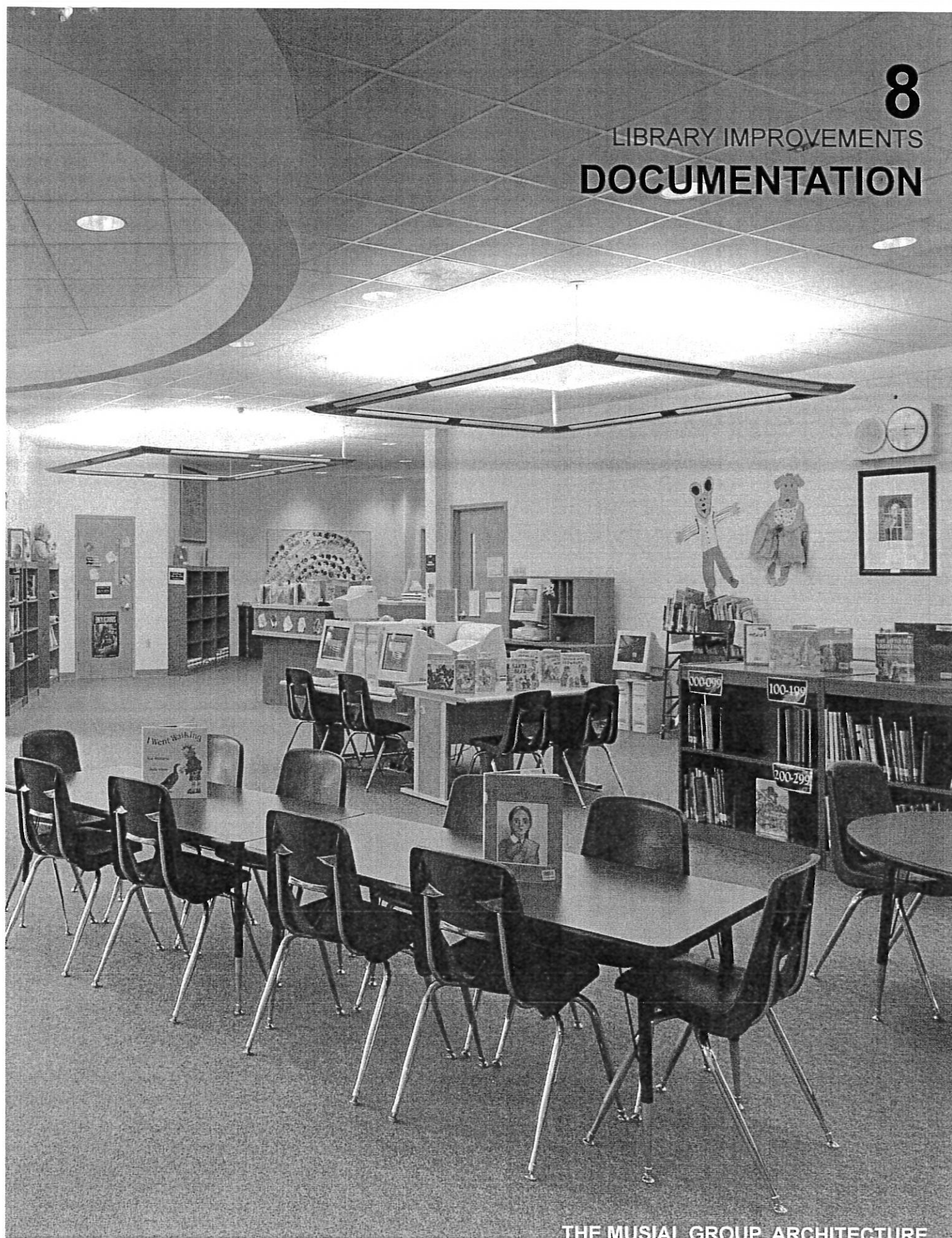
II. REIMBURSABLE EXPENSES FOR ADDITIONAL SERVICES

- A. Consultants which are not part of a proposal, such as structural, civil, hydraulic, kitchen, etc., will be billed at a rate of 1.3 times the amounts billed to our office.
- B. Reproduction of documents by outside vendors will be billed at the rate of 1.5 times the cost billed to our office. In-house reproduction of drawings will be billed at \$0.50/sq. ft. Plotter usage will be billed at \$40.00 per plot. Computer CD of drawings at \$250.00.
- C. Express mail or overnight messenger services are billed at 1.5 times the cost billed to our office.

III. INVOICES

- A. Invoices will be submitted monthly. Billing will be based on the actual hours expended or the percentage of work completed, as provided in the Owner/Architect agreement. Invoices are payable within thirty (30) days.
- B. Any invoice or portion thereof that is not satisfied within thirty (30) days will be subject to interest charges of 1.5% per month. If we do not receive payment as per our invoices, we reserve the right to suspend any further services.

LIBRARY IMPROVEMENTS
DOCUMENTATION



EMPLOYEE INFORMATION REPORT CERTIFICATE

Certification

CERTIFICATE OF EMPLOYEE INFORMATION REPORT 26513

RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of

15-APR-2013 to 15-APR-2020

THE MUSIAL GROUP, P.A.
191 MILL LANE
MOUNTAINSIDE **NJ 07092**


Andrew P. Sidamon-Eristoff
State Treasurer



NJ BUSINESS REGISTRATION CERTIFICATE

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME:	TRADE NAME:	
THE MUSIAL GROUP, P.A.		
TAXPAYER IDENTIFICATION#	CONTRACTOR CERTIFICATION#	
222-715-705/000	0098293	
ADDRESS	ISSUANCE DATE:	
191 MILL LN	01/18/02	
MOUNTAINSIDE NJ 07092		
EFFECTIVE DATE:	<i>Patricia A. Chiacchis</i>	
07/08/86	Director, Division of Revenue	
FORM-BRC(08-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	