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June 13, 2018

Leonard R. Lepore, Municipal Engineer
Director of Public Works
Township of West Orange
25 Lakeside Drive
West Orange, NJ 07052

**Architectural, Mechanical, Electrical & Plumbing
Design Services for
West Orange Public Library Improvements
West Orange, NJ**

Dear Mr. Lepore:

Herbst-Musciano, LLC, proposes to provide architectural design, engineering and construction contract administration for the Repairs and Improvements to the West Orange Library as outlined in the Township's RFP of May 3, 2018

A. PROJECT DESCRIPTION

1. EXTERIOR

a. ROOF REPLACEMENT

- i. Original building {1959} roof area approximately 8,500 square feet
- ii. Edison Wing {1978} roof area approximately 9,350 square feet
- iii. NJDOL and OSHA have an

b. CHIMNEY SOUTH WALL

- i. Repair & Repaint
- ii. Install new stone cap
- iii. Install new roof flashing at base with roof replacement

2. INTERIOR

a. BARRIER FREE SUBCODE IMPROVEMENTS

- i. Upgrade public restrooms for ADA Compliance (upper level 1978 addition).
- ii. Replace door knobs with lever handles throughout building.
- iii. Replace all entrance mats to eliminate exposed edge of recessed pocket
- iv. Elevator Signage - Provide tactile signage at door jambs of each elevator door

b. HVAC

- i. Replace all public restroom exhaust fans
- ii. Replace all staff restroom exhaust fans
- iii. Replace oldest rooftop HVAC unit with high efficiency unit The existing unit is 30 tons – to be verified
- iv. New automatic temperature controls throughout the building for the entire Building.

c. PLUMBING

- i. Replace pressure reducing valve
- ii. Replace plumbing fixtures and accessories throughout the building including water fountains



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- d. ELECTRICAL
 - i. Replace 600 AMP main panel and breakers
 - e. MISC SAFETY
 - i. Replace fire alarm and detection system.
 - ii. Replace lower level floor tiles (testing required)
 - f. KITCHEN
 - i. Replace existing counter, sink, refrigerator and appliances
 - g. CEILING
 - i. Replace ceiling tiles, upper level adult areas
 - ii. Replace ceiling tiles, lower level storage/stack area
3. ASBESTOS ABATEMENT IN WORK AREAS – BASED ON REPORT 05-29-18
- a. Roof Materials
 - i. NJ allows roofing contractors to remove asbestos containing roof materials using prescribed methods.
 - ii. No monitoring is required to best of our knowledge
 - b. VAT tiles
 - i. Asbestos containing floor tiles can be removed by heating and carefully removing without breaking or pulverizing the tiles.
 - ii. Building can remain occupied.
 - iii. Air test at completion.
 - iv. No on-going monitoring required to best of our knowledge.
 - c. Ceilings
 - i. NJ Sub-Chapter 8 Asbestos Abatement Procedures must be followed for removal of asbestos-containing ceiling tiles.
 - ii. Considered friable material.
 - iii. Must vacate the building.
 - iv. Full monitoring required.

B. ARCHITECTURAL DESIGN SERVICES

- 1. FIELD WORK, RESEARCH, PRELIMINARY DESIGN & CODE ANALYSIS
 - a. Meet with the Township to discuss project requirements and goals;
 - b. Further develop a design program with the Township's staff to define the relevant functional and operational relationships necessary for an efficient and economical facility;
 - c. Develop conceptual designs and review them with the Township to ascertain realistic alternatives and objectives;
 - d. Prepare preliminary drawings to illustrate program requirements
 - e. Based upon approved preliminary documents, investigate construction and planning alternatives and prepare documents that describe the size and character of the entire project as to architectural components.



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- f. Investigate the cost of various assemblies, components, systems, etc.

3. CONSTRUCTION DOCUMENTS PHASE

- a. Based on approved preliminary documents and any further adjustments in the scope and quality of the project, prepare Construction Documents for approval by the Township. These documents will consist of Drawings and specifications setting forth in detail the requirements for the construction of the project.
- b. Construction Documents will be prepared for the following disciplines and components:
 - Architectural, General Construction.
 - Plumbing Fixtures and equipment.
 - Electrical
 - Fire Alarm
 - Mechanical systems

4. CONSTRUCTION CONTRACT ADMINISTRATION PHASE

- a. Unless otherwise provided in this Agreement and incorporated in the Contract Documents, the Architect will provide administration of the Contract for Construction generally as follows:
 - The Architect will assist the Township in the process of publicly bidding the work.
 - Visit the site at intervals appropriate to the stage of construction to ascertain the progress of the work and its general conformity with the Construction Documents. Conduct periodic job meetings with the Contractor and Township representative.
 - Review and approve or take the other appropriate action on Contractor's submissions of shop drawings, including pre-engineered components and product literature with respect to their conformity with the Contract Documents.
 - Review and take action on Contractor's applications for payment.
 - Prepare finish selections for all specified products and finishes.
 - Conduct punch list and final inspections.

C. QUALIFICATIONS

1. This proposal assumes that this project will be administered and bid as a single overall lump sum contract.
2. Duration of construction administration limited to a period not to exceed 4 months.
3. This proposal excludes:
 - a. Site plan (zoning) approval process.
 - b. Building permit application
 - c. Identification, handling or abatement of contamination and hazardous or otherwise controlled materials.
 - d. Revisions to documents made after acceptance by the Township or jurisdictional agencies or authorities.
 - e. Revisions to documents due to changes made in field or due to substitution or alteration of specified materials or methods.
 - f. Structural Engineering or analysis.
4. The Client shall defend, hold harmless and indemnify the Architect for all claims, expenses, loss or liability (including attorney's fees) incurred during the construction and/or use of the facility when constructed in accordance with plans and specifications prepared under the terms of this agreement, except as solely by reason of the acts or omissions or negligence of the Architect. Such indemnity shall extend to include all claims, expenses, loss or liability, which occurs due to construction material or methods not in complete conformity with the requirements of the plans and specifications.



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**ASBESTOS MONITORING SERVICES NJASCM / AST
PROPOSAL FOR**

**West Orange Library
Miscellaneous Building Improvements**
West Orange, NJ

Dear Mr. Lepore:

The following is our sub-consultant Environmental Health Investigations, Inc. (EHI) proposal to provide Asbestos Safety Control Monitor (ASCM) and Asbestos Safety Technician (AST) services with respect to asbestos removal operations anticipated for the Library.

This proposal is based on the following asbestos containing materials (ACMs) being removed and the building being completely unoccupied during the removal process. ACM determination per report provided by the Township dated May 29, 2018.

- VAT Floor Tiles
- Roof Materials
- Ceiling Tiles

The asbestos abatement/removal of ACM found in the Library is governed by the New Jersey Asbestos Hazard Abatement Subcode of the Uniform Construction Code commonly referred to as Sub-Chapter 8. This regulation requires that an ASCM firm be retained to oversee the asbestos removal process.

This proposal is however based on the assumption that removal of all asbestos floor tile and mastic will be performed via non-friable methods thus exempting the removal from Sub-Chapter 8. This exemption does not require that an ASCM firm be retained to oversee the asbestos removal process, however removal of flooring materials via a non-friable method will require final clearance air monitoring.

EHI will provide the following:

TASK 1: Project Planning, Scope Determination, Specification Development, Pre-Con Meetings & De-scope

1. An EPA Accredited Asbestos Project Designer will generate two separate written scope documents for each Firehouse. These documents will be submitted to the local construction official when securing a permit to conduct the work.
2. EHI will generate separate plans for the abatement at each location. EHI will issue approval letters for submission to the local construction official when securing a permit to conduct the work.

Architecture & Planning
NJ Certificate of Authorization AC 830
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3. EHI will provide assistance to the abatement contractor in securing construction permits. EHI will review all required notifications prior to the initiation work. EHI in its capacity as the ASCM will notify the NJ DCA as required prior to the initiation of work.

4. EHI will assist in logistics meetings including bid walks & bidder de-scope interviews.

TASK 1: Flat Fee \$ 3,600.

TASK 2: Asbestos Abatement Project Monitoring, Air Testing & Final Report Generation

1. EHI shall provide project monitoring and air testing services for each individual abatement activity conducted as required by State and Federal Regulations. Monitoring will conform to the requirements for non-occupied buildings.

2. EHI shall document that the abatement contractor follows all state and federal regulations pertaining to this type of work. EHI shall review that all applicable documents, e.g., abatement contractor licensing, state and federal notification and local building department permits.

3. EHI will be responsible for maintaining a daily log of abatement activities. At a minimum, this log will track workers' names and permit numbers, a description of the work completed for each shift, and all testing/inspection results. This log will be compiled and included as part of the final project report due to the owner at the completion of the project.

4. EHI shall conduct pre-abatement and daily air sampling as required by Federal and State Asbestos Regulations. All air sample analysis will be done by our subcontract laboratory in accordance with NIOSH Method 7400.

5. EHI shall perform inspections of the work site, including entering the containment area, to ensure all work procedures are being followed.

6. EHI shall participate in any governmental regulatory on site inspections (EPA, NJ DOL, NJ DCA, etc.)

7. EHI shall perform a final inspection of the work area to ensure that all asbestos materials have been properly abated and conduct clearance air monitoring as required by the State of New Jersey. Final air testing is by Transmission Electron Microscopy via AHERA Methodology for work areas larger than 160 square feet or 260 linear feet.

8. EHI's project manager shall attend job meetings and respond immediately to any asbestos or environmental related issues or concerns.

9. A final report will be issued.

At this time a defined scope of asbestos abatement work has not been fully determined.

We have estimated the cost of project monitoring based on a 10 working day abatement project.

It is assumed that air sampling requirements will call for a combination of PCM and TEM analysis.



This estimate should only be used for budgeting. EHI will charge for actual services provided.

Asbestos Safety Technician: 10 shifts @ \$816/shift..... \$ 8,160.

Phase Contrast Analysis (Off Site): 150 samples @ \$18/each.\$ 2,700. TEM Clearance

Air Sample Analysis (Off Site): 20 samples @ \$150/sample.\$ 3,000.

NJ Department of Community Affairs 6% Surcharge on Subchapter 8 Related
Work (Estimated).....\$ 700.

TASK 2 Estimated Total: \$14,560.

As mentioned, the above TASK 2 total is an example estimate based on a 10 working day (shift) project. The above estimate should be used for budgeting only. EHI will only charge for actual services provided.

Estimated Total: (TASK 1 & 2) \$ 18,160.

* The above estimates make no allowance for overtime. All work in excess of eight hours per shift, forty hours per week, or work on Saturdays and Sundays will be charged at an overtime rate of 1.5 times the basic rates identified. Work performed on Holidays will be charged at an overtime rate of 2 times the basic rates identified. As previously stated, the cost estimate is based on all work including clearance air sampling and demobilization being completed in no more than ten (10) eight (8) hour weekday work shifts. The air clearance sampling is based on 4 large work areas needing clearance per firehouse.

Below is a listing of the rates we will employ for all work associated with this project:

Asbestos Safety Technician.	\$680/shift
Asbestos Inspector.	\$85/hour
Asbestos Safety Technician Overtime Rate.....	\$127.50/hour
On-Site Microscopist (includes PCM analysis).	\$850/shift Project
Designer.....	\$95/hour
Phase Contrast Microscopy Analysis (off site).	\$15/sample
Transmission Electron Microscopy Analysis (off site analysis). 12 Hour T/A:	\$125/sample
24 Hour T/A: \$ 85/sample 72 Hour T/A: \$ 65/sample 5 Day T/A:	\$ 40/sample
Overnight shipping of samples to laboratory.	\$35/shipment Messenger - for
Immediate Delivery of samples to laboratory.	\$200/delivery
Travel: Sparta Office to Site.	\$50/trip

The Asbestos Hazard Abatement Subchapter 8 requires that the Asbestos Safety Control Monitor has no economic relationship with any other party other than the Municipality involved in the work.

It is assumed that abatement monitor will be contracted directly with the Township of West Orange.

- END -