

Exhibit “A”



SHINE ENGINEERING, P.A.

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MaManimon, Scotland & Baumann, LLC
75 Livingston Avenue, Suite 201
Roseland, New Jersey 07068

January 7, 2019

Attn.: Mr. Richard D. Trenk

Ref.: Proposal to Evaluate the Existing Mechanical and Electrical Systems
For Future Library Fit-Out at (revised)
10 Rooney Circle
West Orange, New Jersey 07052

Dear Mr. Trenk:

In accordance with your request, Shine Engineering, P.A. is pleased to submit this proposal to provide professional engineering evaluation services for the 70,000-square foot, three story building at the above referenced site.

PROPOSED SCOPE OF SERVICES

Our proposed services will be provided in accordance with the requirements of the New Jersey Uniform Construction Code (UCC) and adopted (as amended) subcodes, International Mechanical Code/2015, ASHRAE 62 Ventilation for Acceptable Indoor Air Quality Standard, ASHRAE 90.1/2013 Energy Standard, Ventilation for Acceptable Indoor Air Quality Standard, NFPA 70 National Electric Code/2014, and National Standard Plumbing Code/2015. Additionally, our proposed services will be provided in accordance with local utility company published standards and under the supervision of a New Jersey Licensed Professional Engineer.

The following is a list of design items that will be provided:

- Evaluate the existing HVAC system and the distribution. The existing system consist of rooftop units and an air handler serving the lower level. Perimeter electric heat pumps provide the zone control and heat to the building.

- Evaluate the existing shafts through the core building.

- Evaluate the existing electrical service and the electrical capacity in the existing electrical service.

- Evaluate the plumbing systems for future reuse.

- Evaluate replacement systems to replace the perimeter electric heat pump units

- Perform heating and cooling calculations to size the HVAC equipment.

- Submit cut sheets of proposed mechanical systems for the different scenarios.

- Provide basic cost estimates.

Present the results to designated personnel.

If contractors are required, the fee for a contractor to test the systems are not included.

We propose to provide the above evaluation services for the cost of **\$8,000**.

Energy studies and models are not included.

This fee will be performed in accordance with the above description in addition to the limitations stated below.

Payment Terms:

Final payment of 100% due upon completion of report.

All payments due upon receipt of invoice.

Items not included in this scope to be contracted separately, if required.

LIMITATIONS

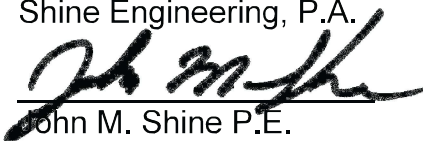
The scope of work and associated fees detailed above are based on our understanding of the nature of this project, as well as information conveyed to us during our meeting conversation regarding the same, and are based on the following understandings and assumed conditions:

- The fee does not include MEP design documents.
- The fee does not include exact cost estimating, permit applications and application for energy rebates or incentives.
- The project is to be completed within 30 days.

It has been a pleasure to prepare this proposal, and we look forward to working with you on this project. If you find the terms and conditions described above acceptable, please indicate your acceptance by signing below and returning one executed copy to our office. This proposal is valid for up to 30 days.

Please do not hesitate to contact us if you have any questions or require any additional information.

Sincerely,
Shine Engineering, P.A.



John M. Shine P.E.

ACCEPTED BY: _____