



May 13, 2026

Zayibeth Carballo, PE, PLS, PP
Municipal Engineer
Department of Engineering
Township of West Orange
60 Main Street
West Orange, NJ

A/E SERVICES PROPOSAL FOR:
Interior Alterations for
Female Police Locker Expansion &
Lactation Room
Police Building
West Orange, NJ

1. Project Description:

- a. Interior alterations to an existing second floor space to accommodate new Female Police Locker Room and a separate Lactation Room. See attached Block Diagram.
- b. Project to Generally Include:
 - i. Selective demolition
 - ii. New suspended ceiling
 - iii. Partitions
 - iv. Doors, Frames & Hardware
 - v. Supply and return air
 - vi. Exhaust fan(s) per IMC
 - vii. LED Lighting and switch circuits
 - viii. Outlet receptacles / GFIC
 - ix. Emergency Lighting
 - x. Exit lights
 - xi. Sprinkler head locations
 - xii. Fire Alarm signaling devices
 - xiii. Millwork: Space for under-counter refrigerator & Microwave
 - xiv. Hot and cold water w/ tempering valve
 - xv. Floor drain, hand sink
 - xvi. Lockers suitable for Police
 - xvii. Floor and wall finishes
 - xviii. Barrier Free features as can be accomplished

2. A/E Services

- a. PRELIMINARY DESIGN, RESEARCH, FIELD PHASE
 - i. Field Work and Documentation of Existing Conditions
 - ii. Code Research including accessibility
 - iii. Preliminary Design
 - iv. Meet with Township
 - v. Revisions per Township's Comments
- b. CONSTRUCTION DOCUMENTS PHASE
 - i. Based on approved Design Development Documents and any further adjustments in the scope and quality of the project or in the budget, prepare Construction Documents for approval by Township.



- ii. These documents will consist of drawings and specifications setting forth in detail the requirements for the construction of the project. including:
 - 1. Architectural
 - 2. HVAC engineering
 - 3. Plumbing engineering
 - 4. Electrical engineering
 - 5. Fire Alarm System outline spec
- iii. Construction Documents will be prepared.
- iv. Provide Construction Budget Estimate
- v. Provide signed and sealed drawings for filing with permit application.

c. CONSTRUCTION CONTRACT ADMINISTRATION

- i. 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:
 - 1. The Architect will assist the Township of West Orange in the process of bidding the work including:
 - a. Respond to RFIs
 - b. Issue Addenda if required through the Township.
 - c. Provide 20 sets of bid documents to the Township's Purchasing Department.
 - d. Hold a Pre-Bid meeting on-site with Township representatives and prospective bidders.
 - 2. Visit the site only as authorized by the Township.
 - 3. Hold up to 6 job-meeting conference calls with the Contractor and Township Representatives.
 - 4. Provide and issue Meeting Reports for Pre-Bid meeting and others.
 - 5. 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.
 - 6. Review and take action on Contractor's applications for payment.
 - 7. Respond to contractor's questions and requests for information.
 - 8. Prepare finish selections for all specified products and finishes.
 - 9. Conduct punch list and final inspection.

3. QUALIFICATIONS

- a. This proposal limits the duration of construction administration to a period not to exceed 10 calendar weeks.
- b. This proposal excludes:
 - i. Site plan (zoning) approval process.
 - ii. Boundary Survey.
 - iii. Site plan and permit application fees.
 - iv. Identification, handling or abatement of hazardous or otherwise controlled materials.
 - v. Revisions to documents made after acceptance by the Town or jurisdictional agencies or authorities.
 - vi. Revisions to documents due to changes made in field or due to substitution of products or changes of specified materials or methods.
 - vii. Additional construction administration
- c. 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.
- d. Any controversy, dispute or question arising out of, in connection with or in relation to this agreement or its interpretation or performance or breach thereof shall be determined by arbitration conducted in New Jersey in



accordance with the then existing rules of the American Arbitration Association, and judgment upon any award of damages may be entered by the highest court having jurisdiction. Each party shall select an arbitrator and selected arbitrator shall select a third arbitrator who shall conduct the arbitration. All expenses incurred or paid by reason of this arbitration, including the reasonable fees and expenses of the arbitrator shall be borne equally by the parties hereto.

4. Compensation

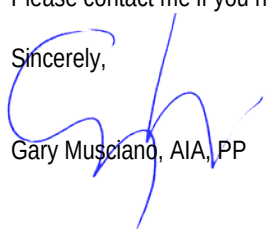
a. For the services described herein a lump sum fee generally attributed as noted below:

Task	Est. Man-Hrs	Av. Hourly Rate \$	Fee \$	Notes
Field & Schematic Phase	24	150.	3,600.	
Construction Drawings	95	150.	14,250.	Includes MEP Engineering
Construction Budget Estimate	00	-	4,900.	Subconsultant
Contract Administration	42	150.	6,300.	
Printing & Delivery of 20 Sets of Bid Documents	00	-	1,500.	Allowance
	161	TOTAL \$30,550.		Includes Printing & Delivery

Billing will be made monthly in proportion to services rendered and payment is appreciated within 30 days of date of invoice.

Please contact me if you have any questions or comments.

Sincerely,


Gary Musciano, AIA, PP

