



June 13, 2019

The Township of Byram Administrator and Municipal Clerk

Attn: Joseph Sabatini, Administrator

Doris Flynn, Municipal Clerk

10 Mansfield Drive

Stanhope, NJ 07874

Re: Architectural, Civil Engineering, Environmental/Permitting, &  
Construction Administration Services  
Byram Municipal Building  
TNG Proposal No.: P18028B

Dear Council:

The Nader Group appreciates the confidence the Council and the Building committee has placed in us to analyze options for a new municipal complex to house administrative, civic and police functions and to advance the concept into final bid documents. We are pleased to move forward with this project, taking our initial concept into construction documents.

Consequently, and as requested by Council, we are pleased to submit this proposal for professional services to prepare construction and bid documents for a proposed municipal complex consisting of two buildings, site improvements and environmental permits on the above referenced property. We understand that Option 1-C as titled in our "Analysis Report" dated March 2019 is the current preferred option as it allows for continuous use of the current administration building during construction. We also understand that we are tasked to explore all ways in which we may improve upon this option for the benefit of the municipality.

The scope of our services we plan to provide through our team is outlined below. It is important to note that this proposal has been prepared in such a manner that the progress plans will require review and approval by phase prior to moving to the next phase of work.

We understand that the township will retain an estimating firm to assist us in developing a construction estimate for the proposed work. We will coordinate with the estimator and provide them a set of our 60% construction documents (CDs) for both site and architecture. We will assess the cost and look to make necessary and valuable adjustments as we move into 90% CDs, in order to keep the overall cost to the desired range as provided to us by the township. We will coordinate with the estimator and township through 90% and 100% plans.

## SCOPE OF SERVICES

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### **BASIC SERVICES**

The TNG team will perform usual and customary design, architectural, civil, structural, mechanical and electrical engineering services as described below. TNG+ASA will be manager and will consult with the owner, research applicable criteria, attend project meetings and communicate with the project team throughout the duration of the performance of the scope of services described below.

TNG+ASA, will provide project management, architecture, basic interior design, structural engineering and construction phase services. Our team partner, Great Meadows Design Group, will provide mechanical, electrical and plumbing design.

#### **Kick-Off Meeting**

Upon Notice to Proceed, TNG will schedule a kick-off meeting with the Township point of contact(s) to discuss the scope, schedule and budget for the project. We will prepare meeting minutes and distribute them following the meeting.

TNG will subsequently proceed with the design phases as outlined below.

### **Phase IA – Program Refinement and Concept Layout**

As part of this phase, we will re-evaluate the existing program previously prepared by others, to improve efficiency of space and potentially see a reduction in overall function and footprint. We will meet with key personnel in the Township to further discuss their needs and requirements. Our overall point of contact is the Township Administrator.

Simultaneously, we will initiate a physical inspection of the existing mortar building to evaluate the roof, floor and walls. We will retain the services of a lab to perform coring and testing of concrete samples that may be taken from the walls or floor. Our scope is further defined below.

### **BUILDING INSPECTION**

The TNG team will perform inspection and procure testing services to confirm the viability of specific aspects of the existing mortar building, including the floor slab, walls and roof system. The results will be used in designing the renovation and addition plans for this structure.

Should any testing or inspection results indicate that the structure cannot support renovation activities, we will inform the Council immediately prior to going forward with any additional services.

### **PROGRAM REVIEW**

The program was previously refined in the "Summary of Spaces, Option #5," dated 3/21/2017, prepared by FKA Architects. As part of this phase we will review the existing program and conduct interviews with key stakeholders to identify any potential areas where the program may be economized. We will not be completely re-writing the program

but rather amending it, if possible to reflect the needs of the Township. It is expected that Township personnel will be available to meet on a timely basis in order to conduct the meetings efficiently and move forward to Phase 2.

The modified program will be assembled and presented to the Township for approval.

**Deliverables:**

- Revised Program Summary

**Township Action Items:**

- Review program
- Approve program to continue to Schematic design

## **SCHEMATIC PLANS**

During this phase, the TNG team will prepare a preliminary layout and overall design for desired concept (currently Option 1-C as identified in our "Analysis Report" dated March 2019). This layout will be based on the updated program. We will recreate the electronic files and edit as necessary to meet code compliance. These plans will serve to fix the size and character of the project as to architectural and egress paths. Also during this phase, we will review applicable statutes, regulations codes and by-laws.

**Deliverables:**

- Presentation of plans to Township
- Schematic plans, including two elevations and floor plans for each building.

**Township Action Items:**

- Review submitted plans
- Approve design to continue with Phase II - Design Development Documents (DD)

## **SITE CONCEPT**

TNG will develop a site layout plan corresponding to the footprint of the proposed building schematic. Our plan will depict the parking lots, sidewalks, circulation and access. The plan will also take into account the impacts resulting from environmental restrictions on the site. We will evaluate the need for environmental permits. We plan to schedule and attend a meeting with the NJDEP to discuss the proposed development and confirm the type and number of permits needed.

**Deliverables:**

- Concept site plan
- Pre-application meeting with NJDEP

**Township Action Items:**

- Review submitted plans
- Approve design to continue with Phase II - Design Development Documents (DD)

## **Phase IB – DESIGN DEVELOPMENT, SITE PLANNING & PERMITTING**

### **DESIGN DEVELOPMENT DOCUMENTS**

The goal of the Design Development phase (DD) is to refine and develop the design so that the majority of decisions are made in terms of architecture. Additionally, the layout of structural and mechanical systems are incorporated in the DD stage.

Upon your approval of Phase I Refined Schematic Plan documents, we will move into DD. The DD Documents will take into account any requested revisions from Phase I. Documents consist of drawings, including plans, sections, elevations, and diagrammatic layouts. These will serve to fix the location of the floor plans, egress, MEP systems and structural layout. These documents also include outline specifications to identify major materials and systems and establish a general level of quality.

For MEP, DD will include general code review, general project calculations, estimating potential equipment and approximate size, potential configuration and coordination with the design and project team. For this project, it is proposed to include electrical, mechanical, plumbing, fire protection and fire detection documents.

**Deliverables:**

- 1/8 scale –Roof plan, foundation plan, floor plans, MEP
- Section & details as required to show design intent including – building sections, building elevation
- Outline specifications
- One (1) colored rendering of frontal perspective of final plans for each building
- Updated construction estimate

**Township Action Items:**

- Review submitted plans
- Approve design to continue to preparation of Construction Documents

### **PRELIMINARY SITE PLANS**

Following review and approval of the Concept Plan, TNG will prepare site plans for approval by the Township of Byram. Site plans will be prepared in accordance with the planning Board checklist. Waivers or variances will be identified and requested as deemed necessary. We anticipate providing a courtesy presentation of the project before the Township Planning Board. The documents will consist of the following:

A. Site Engineering and Plans

Title Sheet. The Title Sheet will depict the property location, site information, tax map with site location, list of property owners within 200 feet, list of utilities, title block and zoning information.

Existing Conditions Map. The existing conditions map will be based on the boundary and planimetric survey prepared by others as provided to us.

Site Layout Plan. This plan will depict the location of the new additions, new building, parking and circulation plan. The plan will be prepared showing the layout of the site with dimensions for the main roadway, access drive, buildings, sidewalks, and other site features. The plan will also include a zoning summary as required by the Township. The proposed building entrances and specific features will be shown as depicted on the concept architectural plans. We will show traffic directional signs and site safety features to demarcate the building and parking along with loading relative to the remaining areas on site. Grading will be shown and floor elevation. Considering the proposed construction will partially occupy an existing impervious area, and the remaining area is less than a quarter of an acre, we do not anticipate the need for any stormwater management features on site. Therefore, calculations will not be needed. This will be confirmed with the township engineer.

Utilities Plan. This plan will indicate the proposed tie-ins for utilities servicing the building and site. We do not anticipate designing a new drainage system as a result of the site development.

Landscape and Lighting Plan. We will show proposed landscape features where needed and lighting as required and specified by the client. Details of lights and landscaping coverage will be added to the plan. Lighting spillage to be provided by the client based on their lighting requirements.

Soil Erosion and Sediment Control Plan. We will show Soil Erosion and Sediment Control (SESC) notes and details specific to the site such as silt fence, stabilized construction entrance and specifications for Sussex County. Other notes and details will also be added as needed.

Construction Details. Construction detail plan will be prepared to show detailed information regarding specific site construction items. This may include details of items such as curbs and curb ramp, sidewalks, pavement and others specific to site features as needed.

B. We will attend one Planning Board meeting to present the Site Plans for courtesy approval.

C. Permits - Sussex County Soil Conservation District – We will submit the plans that are prepared for municipal approval to the County soil conservation district for approval.

D. Permits – Sussex County Planning Board – We will submit the plans that are prepared for municipal approval to the Sussex County Planning Board for approval.

E. Permits – Highlands Council – We will complete an application and submit our design plans to the highlands Council for review and approval.

F. Permits – NJDEP Wetlands and Flood Hazard Permits – We will submit plans and reports to the NJDEP for wetlands General Permit and Flood Hazard Permit. Both will be further identified following our pre-application meeting with the NJDEP in Phase I above.

G. Geotechnical – A geotechnical investigation report will be prepared for the location of the new building foundation so that a proper footing can be designed. Borings will be taken an optimal interval for preparation of an accurate report.

**Deliverables:**

- Complete preliminary set incorporating all required details
- Permit documents and applications

**Township Action Items:**

- Approve plans

## Phase II – Construction Documents & Final Site Plans

### CONSTRUCTION DOCUMENTS

Upon your approval of the project by the Township, we will proceed with the development of Construction Documents (CDs). These include all the required drawings, details, specifications, and schedules required for approval from the Department of Buildings and other governing agencies having jurisdiction, and necessary for construction of the building. The plans will conform to the Uniform Building Code and other Sub-Codes currently in use in the State of New Jersey. We will also conform to any local requirements. Our documents will include:

We will address comments from building department officials during permit review process.

**Deliverables:**

- Floor Plans, Elevations, Wall Sections, enlarged floor plans as required
- Reflected Ceiling Plans
- Roof Plan and details
- Interior Finishes Schedule, Doors Schedule & Window Schedule
- Construction Details
- Structural Engineering Drawings
- Mechanical, Electrical, Plumbing and Fire Protection Engineering Drawings
- Project Specifications
- Updated construction estimate

**Township Action Items:**

- Approve CDs for bid package

## **FINAL SITE PLANS**

Following review and approval of the Preliminary site plans, TNG will prepare final site plans for approval by the Township of Byram and for inclusion in the final bid set. Final site plans will address any comments during the preliminary approval process and any comments or changes requested during the permit review process. Specifications will be prepared for the site to address site issues including pavement, concrete curbing and sidewalks, planting, and lighting. Estimate of quantities will be generated for bidding purposes.

**Deliverables:**

- Complete bid set incorporating above with all required details
- Specifications

**Township Action Items:**

- Approve final and bid plans

## **Phase III – Construction Services**

### **Bid and Award**

The bidding documents will assist you in establishing a list of prospective contractors. Once the construction documents are approved and the site plans are final, we will assist in the bid and award process. We will review bids for completeness and responsiveness. We will identify uneven bids and we will then help determine the most successful bid. We can also assist in preparation of the contract.

TNG+ASA will perform the following, as required by the Township:

- Reproduce the Bidding Documents. A fee will be assessed to bidders for acquiring the plans and specs.
- Distribute the Bidding Documents, maintaining a log of bidders and deposits, if required.
- Organize and conduct/attend a pre-bid conference
- Prepare response to questions and provide clarifications
- Organize and conduct opening of bids
- Assist Township in determining the successful bidder

- Assist Township with contracting with successful bidder

**Deliverables:**

- Advertise Bid
- Conduct Pre-Bid Meeting
- Review and rank submissions – provide recommendations

**Township Action Items:**

- Approve successful bid for contract
- Contract with successful bid

## Construction Administration Services

The TNG team will provide construction administration support during construction. We will visit the site weekly for a total of four (4) hours per week to observe progress and identify deficiencies, if any, and inform the contractor of such. Furthermore, the we will inspect construction to ensure it is in accordance with the construction documents. After visits to the site, TNG will update you with overall progress observed and the quality of the work. If any deviations are observed, TNG will inform the owner, in writing. These observations are limited to the work performed by the TNG team. We will review invoices and make recommendations for payments.

We will review contractor's Requests for Information (RFIs) and shop drawings and will respond in a manner so as not to unreasonably delay or withhold approval.

Note: Our team will not have any control over, charge of, or responsibility for the construction means, methods, techniques, procedures or safety programs/precautions in connection with the work for the above referenced property. The TNG team is further not responsible for the Contractor's inability or failure to perform any of the work in accordance with the approved plans and requirements of the contract documents.

The TNG team will perform a site walkthrough to identify punch list items to be completed prior to closeout. The contractor will be notified of remaining items to complete.

The TNG team will attend a project closeout meeting with the township and contractor.

## SCHEDULE

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A schedule will be provided following notice to proceed and kickoff meeting. We anticipate the following schedule for each phase. Township approval is required prior to moving to next phase. Schedule contingent on outside approvals and permits:

|           |   |
|-----------|---|
| Phase IA  | 8 weeks   |
| Phase IB  | 10 weeks  |
| Phase II  | 12 weeks  |
| Phase III | 4 weeks for preparation of bid documents<br>(Schedule to coincide with town bidding requirements and construction schedule) |



## ITEMS NOT INCLUDED

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- Construction survey stakeout services are not included in this proposal. TNG will provide a separate proposal for construction stakeout services upon request.
- The following consultants or services: NJDOT permits, Traffic engineer and/or study, wetlands LOI or general permits, Soils Engineer, Environmental Engineer, A/V consultant, Lighting consultant, Virtual 3D tour renderers, Historic preservation specialist, Pool consultant, cost estimator, LEED certifying professional, Building/zoning expeditor, Acoustical Engineer, Security Engineering,
- Furnishings procurement and millwork design
- Any scope of work not explicitly included in this proposal
- Proprietary digital information and business processes, specific to The Nader Group, is confidential. Such information will not be provided.

## EXCEPTIONS AND ASSUMPTIONS

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- Access to the property will be provided to TNG for the duration of this project.
- Electric, gas, water and sewer connections and capacities exist at the site to support the new building.
- PDF and other Digital Data will be transmitted to the client at the end of each phase. Modification of the digital data and files is not permitted without written permission by TNG. To the fullest extent permitted by law, the owner shall indemnify and defend TNG against all claims arising from the modification or unlicensed use of the Digital Data.

## DIRECT EXPENSES

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This item will include compensation for miscellaneous direct expenses including plotting, reproduction, permit application fees, mailing and overnight etc. Testing fees are also part of direct expenses (i.e., concrete testing, non-destructive testing, geotechnical testing, etc.). These expenses will be billed directly to the client. Other direct expenses include testing services. For this project, we recommend a budget of approximately \$35,000.00 for direct expenses.

## REQUESTED FEES

Our fee for Professional Services is **Lump Sum** as shown below. These fees do not include Direct Expenses, which will be billed separately.

| SERVICE ITEM   | FEE                 |
|--|---------------------|
| Basic Services   | Included            |
| <b>PHASE IA – PROGRAM REFINEMENT &amp; CONCEPT LAYOUT</b>            |                     |
| Building Inspection & Testing  | \$4,500.00          |
| Program Review   | \$8,000.00          |
| Schematic Building Design  | \$13,000.00         |
| Concept Site Plan  | \$7,500.00          |
| <i>Subtotal Phase IA</i>   | \$33,000.00         |
| DIRECT EXPENSES (includes testing and lab fee)                       | \$17,000.00         |
| <b>Total Phase IA</b>  | <b>\$50,000.00</b>  |
| <b>PHASE IB – DESIGN DEVELOPMENT, SITE PLANNING &amp; PERMITTING</b> |                     |
| Design Development Documents   | \$65,000.00         |
| Permitting & Geotech   | \$15,000.00         |
| Preliminary Site Plans   | \$40,000.00         |
| <i>Subtotal Phase IB</i>   | \$120,000.00        |
| DIRECT EXPENSES (includes \$12K for permit fees)                     | \$14,000.00         |
| <b>Total Phase IB</b>  | <b>\$134,000.00</b> |
| Recommended Contingency applied to fee only                          | \$15,000.00         |
| <b>PHASE II – CONSTRUCTION DOCUMENTS &amp; FINAL SITE PLANS</b>      |                     |
| Construction Documents   | \$105,000.00        |
| Final Site Plans   | \$15,000.00         |
| <i>Subtotal Phase II</i>   | \$120,000.00        |
| DIRECT EXPENSES  | \$3,000.00          |
| <b>Total Phase II</b>  | <b>\$123,000.00</b> |
| Recommended Contingency applied to fee only                          | \$12,000.00         |
| <b>PHASE III – CONSTRUCTION SERVICES</b>                             |                     |
| Competitive Bidding  | \$8,500.00          |
| Construction Management (\$120/hr for add'l hours)                   | \$25,000.00         |
| <i>Subtotal Phase III</i>  | \$33,500.00         |
| DIRECT EXPENSES  | \$1,000.00          |
| <b>Total Phase III</b>   | <b>\$34,500.00</b>  |
| Recommended Contingency applied to fee only                          | \$3,000.00          |
| <b>TOTAL FEE</b>   | <b>\$306,500.00</b> |
| TOTAL DIRECT EXPENSE   | \$35,000.00         |
| TOTAL CONTINGENCY  | \$30,000.00         |
| <b>TOTAL RECOMMENDED BUDGET</b>                                      | <b>\$371,500.00</b> |

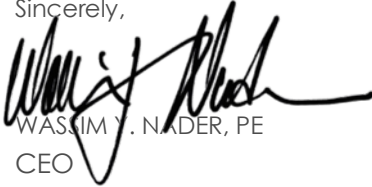
## INVOICING AND PAYMENT

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Invoices will be submitted monthly for a proportion of the work completed to-date, in accordance with Township requirements. All invoices are due upon receipt. Work will not commence to the next task until all payments are made for work completed for prior invoices.

We look forward to working with you to build a new municipal complex to better serve the Township and its citizens. Thank you and feel free to reach out with any questions or concerns.

Sincerely,



WASSIM Y. NADER, PE  
CEO