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Architecture • Interior Design  
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October 26, 2016

**Mr. Joseph W. Sabatini**

Township Manager

**Byram Township**

10 Mansfield Drive

Stanhope, New Jersey 07874

**Via E-Mail**

**Project: Byram Township New Municipal Building**

**Re: Proposal for Preliminary Planning & Presentations**

Dear Mr. Sabatini:

Thank you for giving FKA Architects the opportunity to submit a proposal to follow up our initial investigations with additional preliminary planning for the new Municipal Building.

### **Project Description:**

It is our understanding that Byram Township is interested in proceeding with Preliminary Planning of a new Municipal Building. The primary objectives are as follows:

#### **1. Programming Document Review:**

- a. FKA prepared a programming document (Dated 8/26/2015) based on meetings held with the various Municipal Departments to determine their current and future space needs. FKA will now conduct program review meetings with each of the department heads, and administrators to determine if modifications, or reductions, can be made to the Programming Document.
- b. Program Review Meetings will be held with the following departments and administrators:

• Township Manager	• Finance Department
• Municipal Clerk	• Tax Assessor
• Police Department	• Recreation Department
• Department of Public Works	• Building Department
• Municipal Court Administrator	
- c. FKA will meet with the Town Council to present the findings of the Programming Meetings, and to determine the priorities of the Council.
- d. Based on the staff comments, and the recommendations of the Council, FKA will revise and prioritize the program, to be the basis of design moving forward.

**2. Preliminary Floor Plan Review:**

- a. FKA prepared an initial Floor Plan of the Municipal Building during the original investigation phase. FKA will now review the floor plan, along with the amended programming document, with each of the department heads, and administrators. The objectives of these meetings will be to determine which floor plan elements work appropriately for each department, and which elements need to be modified.
- b. Floor Plan Review Meetings will be held with the following departments and administrators:
  - ✚ Township Manager
  - ✚ Municipal Clerk
  - ✚ Police Department
  - ✚ Department of Public Works
  - ✚ Municipal Court Administrator
  - ✚ Finance Department
  - ✚ Tax Assessor
  - ✚ Recreation Department
  - ✚ Building Department
- c. FKA will meet with the Town Council to present the findings of the Plan Review Meetings, and to determine the priorities, and the modifications requested by the Council.
- d. Based on the staff comments, and the recommendations of the Council, FKA will prepare an updated Preliminary Floor Plan(s) of the proposed Municipal Building.

**3. Preliminary Construction Cost Estimate:**

- a. Based on the approved preliminary floor plan, FKA will prepare a Preliminary Construction Cost Estimate for the proposed Municipal Building.
- b. FKA will meet with the Town Council to present the Construction Cost Estimate, and to determine if any modifications are requested by the Council.

**4. Public Meetings & Presentations:**

- a. FKA will prepare presentation boards and a PPT presentation which includes all the information gathered for the proposed Municipal Building.
- b. The information will include the following:
  - ✚ The development and modification of the Programming Document.
  - ✚ The preparation of the Preliminary Floor Plan(s).
  - ✚ The Proposed Construction Cost Estimate.
- c. FKA will assist the Town Council in various presentations to the Public regarding the planning for, and the design, of the proposed Municipal Building.
- d. The presentations may include meetings at the current Municipal Building, as well as other locations.

**FEE SUMMARY:**

We propose to perform the above noted services on a lump sum basis as indicated below:

**Municipal Building Preliminary Planning**

1.	Programming Document Review and Modification	\$ 1,500
2.	Floor Plan Review and Modification	\$ 3,500
3.	Preliminary Construction Cost Estimate	\$ 1,000
4.	Public Meetings & Presentations	<u>\$ 1,500</u>

**Total = \$ 7,500**

**Reimbursable Expenses:**

Reimbursable expenses, such as printing, reproductions, mailing, etc. will be billed at cost.

Please review this proposal in detail and let me know if you have any questions. We are prepared to begin services immediately, and look forward to the opportunity of working with you on this very important project.

Sincerely,

**FKA Architects**



**Thomas Kosten, AIA, FMP, LEED AP**  
*President*