

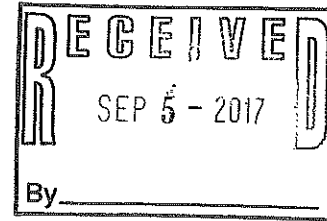


ARCHITECTURE
ENGINEERING
CONSTRUCTION

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29 August 2017
7046-10007



Via Email (gbrennan@twpunionschools.com) and Mail

Township of Union Public Schools
2369 Morris Avenue
Union, NJ 07083

Attn: Mr. Gregory E. Brennan
School Business Administrator/Board Secretary

**Re: Proposal for Professional Architecture and Planning Services
District Wide Utilization and Demographic Study**

Dear Mr. Brennan:

EI Associates is pleased to submit this proposal to provide professional architectural and planning services for a District-Wide Utilization and Demographics Study for the Union Township Public Schools. At this time the District is seeking the services to complete a District-Wide Utilization and Demographics Study that will provide the District with information to address future capital improvement needs as related to student enrollment conditions within the District. There are various changes within the District in the past several years with recently constructed housing developments as well as additional housing developments in the planning stages within the municipality. Based on these changes, the District needs may require additional considerations to better meet the student's future educational needs. The purpose of this study is to provide the District with current information on the existing facilities, enrollment, future projections and related impacted to the educational program.

The Study will explore the existing conditions within the District to verify trends and future growth in enrollment including the current enrollment, utilization and student capacity of the existing schools within the District. Based on our knowledge of the existing subject schools and discussions with District personnel, we clearly understand the objectives of the District. We are well qualified to execute this project on your behalf.

EI Associates has been providing professional design services to the K-12 educational community for over 73 years. We have a highly integrated and professional in-house staff of educational planners, architects and engineers of all disciplines to support all of your facility and program needs. We have designed all types of school facilities including new buildings, major alterations, renovations and additions. EI is thoroughly familiar with all Union Township School District facilities as we have completed numerous projects on your behalf over the past year including the Comprehensive Assessment Report for your Long Range Facility Plan. EI has completed hundreds of feasibility studies for our school clients, including facility assessments, demographic studies and numerous referenda. Our team is well qualified and we are prepared to commence work promptly on this assignment following receipt of a Board Resolution making reference to this proposal.

PROJECT DESCRIPTION

EI Associates has assembled a team of highly qualified professionals to perform a district-wide Utilization Study for the Union Township Board of Education. This Utilization Study including the Demographics is the most important phase of any subsequent building improvement or redistricting program. The information and recommendations developed during this initial phase will provide a “road map” for all subsequent decisions and project development.

Accordingly, your project will be executed by our senior staff who have “been there and done that” and understand the importance of these efforts. Your project will be led by Richard P. Scheick AIA, CSI, LEED_{AP}, EI’s Project Manager of Educational Design. Richard has over 25 years of educational design and planning experience. Joseph Donnelly, EI’s Director of Educational Planning, brings over 35 years of experience as an educational administrator and will ensure that all educational program requirements are addressed as part of this study.

As requested by the District, EI associates has retained proposals from three well established demographic consulting firms for the District’s selection. All three firms have extensive experience with providing demographic studies and reports for various New Jersey School Districts. EI Associates efforts for this the study as described within this proposal, the demographic portion of the study will be completed by the District’s selected firm; Ross Haber Associates. A copy of their proposal is attached to this proposal. Their demographic study combined with EI’s Facility Utilization study will provide the District with decision making tools for moving the Union Township School District into the future.

The combined study will cover the following:

A. Facility Utilization Study:

- 1) General description, background and introduction of report.
- 2) In chart form Document from floor plans provide by the District the room uses, quantity of general classrooms, specialty rooms, core facility and SGI rooms.
- 3) Verify program capacity at each school to determine the number of students the building can accommodate based on Educational Facilities, N.J.A.C. 6A:26 while maintaining an average class size of: Grades Pre-K – 1 (18); Grades 2-5 (22); Grades 6-8 (25); Grades 9-12 (25).
- 4) Outline current grade configurations by school.
- 5) Review the physical configuration, condition, capacity, and efficiency of usage of existing district facilities and sites.
- 6) Provide a matrix of the findings.

B. Demographic Study (by District Selected Demographer):

- 1) Overview of the School District and outline District background and history, and current enrollment population.
- 2) Document the School District’s demographic profile by grade level from enrollment.
- 3) Document the School District’s demographic profile by school from enrollment.
- 4) Enrollment projections based on Cohort Survival Method and Birth Rates.
- 5) Outline current District and school diversity.
- 6) Current housing trends, new planned housing within the Township, re-sales/turnover for all planned housing types including rentals.
- 7) GIS Mapping as required.

- 8) Develop Five year enrollment projection per NJDOE standards.
- 9) Document the School District's enrollment projection by school.
- 10) Document the School District's enrollment projection by grade.
- 11) Identify District Needs
- 12) Forecast projections out to ten years.
- 13) Related charts, mapping and graphs to present report data.

C. District Review of Report.

During this process, we will work closely with the Union Township Public Schools administrative team to incorporate all district goals. We anticipate the District-Wide Utilization and Demographic Study will be completed approximately 12 weeks from receipt of your written authorization to proceed including the Board Resolution.

SCOPE OF PROFESSIONAL SERVICES

EI Associates proposes to proceed as follows:

- 1) Upon authorization to proceed, meet with the District Administration to discuss the report process, schedule and to gather information from District Administration and staff required to incorporate into the report. During this meeting we will further discuss and confirm needs and specific project goals.
- 2) The District shall provide the EI Associates team with enrollment information, existing building use data and scaled plan drawings of the existing school buildings suitable for our work.
- 3) Tour the facilities to become familiar with the existing schools.
- 4) Upon completion of the draft report, meet with the District to discuss the draft report findings and major components outlined within the report to meet District future needs.
- 5) Review student enrollment projections for use in determining the District's continued ability to house all students.
- 6) Incorporate District comments into the draft report.
- 7) Meet with the District Administration and selected representatives to review the final report. Discuss at this meeting educational program needs and deficiencies to be presented to the public.
- 8) Incorporate District comments and provide the District with 3 copies of the final study, assembled in 8 ½" x 11" booklet format.
- 9) Present the final report to the District administration at a one Board of Education meeting.

SCOPE OF WORK NOTES

The scope of services detailed above are based on our understanding of the scope of this project, as well as information conveyed to us during our conversations, and are based on the following understandings and assumed conditions:

1. Re-districting plans and addition plans to any of the schools and other facility recommendations such as new school options and related cost estimates are not covered within the scope of this proposal. It is our understanding that the District will address these issues under a separate scope phase.
2. Copies of accurate labeled room plans drawings reflecting existing conditions suitable for our work shall be provided by the Union Township Public Schools for our use.

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3. The study will be based on the existing information available (District data, Township data, site plans, drawings, audits, from the District Administration. We have not covered obtaining information regarding areas of the buildings and rooms within the scope of this proposal. Should room areas not be available by the District, EI Associates will submit a separate proposal to measure the existing buildings and prepare floor plans.
4. EI's compensation proposal covers the following project expenses:
 - Travel to and from Union Township.
 - Reproduction costs for internal and Owner review sets.
 - Normal correspondence and telephone communications.
 - Delivery of all the above documents will be via normal mail services. Overnight or express delivery will be provided at an additional charge.
5. The Hamilton School is not covered as part of this proposal. It is our understanding that the District will address these issues under a separate scope phase.

COMPENSATION

EI Associates proposes to provide professional services as described above for the lump sum fee of \$25,000.00 inclusive of all reimbursable expended by EI Associates, plus the Ross Haber Demographic Proposal of \$8,000.00 and their related reimbursable expenses. Total fee would be \$33,000.00. Invoices will be submitted on a monthly basis and will be due and payable in 30 days. The enclosed Business Terms shall apply to this project.

Our staff is available to execute this project immediately. Thank you for this opportunity to once again be of service. We trust this proposal is precisely responsive to your request. Should you require any additional information, please contact us and we will respond promptly. Thank you for this opportunity to continue to assist Union Township Public Schools.

Very truly yours,
EI ASSOCIATES
Architects &
Engineers, PA



Richard F. Basta, AIA, CID, LEED_{AP}
Sr. Vice President, Design



Richard P. Scheick, AIA, CSI, LEED_{AP}
Sr. Project Manager

Cc: EI Distribution
Reimbursable Expenses Effective January 2017
Business Terms for K-12 Projects

EI ASSOCIATES
CHARGES FOR REIMBURSABLE EXPENSES

Expenses incurred in the interest of the project are charged at the following rates, or if not shown, at cost plus 15%.

1. Reproduction expenses as follows:

Digital Bond First Copy – 30 x 42	\$7.98 each
Digital Bond Print – 30 x 42	\$3.50 each
Digital Bond First Copy – 24 x 36	\$5.35 each
Digital Bond Print – 24 x 36	\$2.50 each
Photocopy – 8.5 x 11	\$0.18 per sheet
Photocopy – 11 x 17	\$0.35 per sheet
Color Copy – 8.5 x 11	\$2.00 each
Color Copy – 11 x 17	\$3.00 each
CAD Color Plot – 30 x 42	\$27.00 each
CAD Color Plot – 24 x 36	\$18.00 each
CAD Check Plot – 8.5 x 11	\$2.50 per plot
CAD Check Plot – 11 x 17	\$2.75 per plot
CAD Check Plot – 15 x 21	\$3.00 per plot
Staple Prints	\$1.50 per set
Wire or GBC Punch & Bind	\$11.55 set
Acco Punch & Bind	\$8.60 per set
Acetate 8.5 x 11	\$0.75 each
Scan to Disc	\$18.00 per dwg.

2. Downward conversion of latest version of AutoCAD to earlier version @ \$75 per drawing. Retrieval of archived information: base fee \$250.
3. Bind, purge, audit and publish AutoCAD files @ \$25 per drawing.
4. Fax at \$.50 per Page.
5. Automobile travel at \$.54 per mile. Travel involving airplanes, rental cars, hotels, etc. at cost + 15%.
6. Messenger and overnight delivery charges at cost + 15%.
7. Subconsultants such as geotechnical, surveying, asbestos remediation, and specialty consultants at cost + 25%.

EI ASSOCIATES
BUSINESS TERMS FOR K-12 PROJECTS

1. **PROPOSAL DURATION**

Proposals presented by EI will remain effective for a period of 30 days. EI is always willing to discuss a mutually agreeable time extension.

2. **DELAYS**

Should any project be delayed by no fault of EI Associates, then there shall be an equitable fee adjustment to cover EI Associate's unanticipated extra costs.

3. **INVOICES**

- a. **Invoices submitted monthly will be due and payable within 30 days.**
- b. Any invoices not paid within 30 days of receipt, will be subject to interest charged at 1-1/2% per month of the unpaid balance.
- c. If payments are not received within 60 days of receipt, our fee will be increased by 2%. In addition, EI Associates also reserves the right to suspend services under the contract and EI Associates will not be held responsible for resulting damages. The client will be responsible for the additional costs to demobilize and remobilize.

4. **LIMITATIONS OF LIABILITY**

EI Associates and its consultants will not be responsible for the correctness or accuracy of any information supplied by parties other than EI and its consultants. The aggregate EI Associates liability for damages resulting from its errors, omissions, or other causes, shall not be in excess of its fee. EI shall not render services relating to asbestos. Owner shall indemnify EI against all liability for damages arising out of handling of asbestos and any other hazardous materials.

5. **OWNERSHIP OF DOCUMENTS**

Owner agrees not to reuse documentation prepared by EI Associates beyond the agreed upon scope of work without the written consent of EI Associates.

6. **EXPERT WITNESS TESTIMONY**

EI Associates will provide expert witness testimony services at the rate of \$800 per half day and \$1,400 per full day, plus reimbursable expenses as outlined above.