



architects + engineers

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14 April 2026

Housing Authority of the City of Bayonne  
549 Avenue A  
Bayonne, NJ 07002

via email: [epacyna@bayonneha.org](mailto:epacyna@bayonneha.org)

Attn: John T. Mahon –Executive Director, Housing Authority of the City of Bayonne

**Re: Proposal for Architectural Consulting Services for  
Replacement of Flat Roofs at Kill Van Kull Gardens (12-5) at  
147 West 2<sup>nd</sup> St, 151 West 2<sup>nd</sup> St, 156 West 3<sup>rd</sup> St, 148 West 3<sup>rd</sup> St  
H2M LP260544**

Dear Mr. Mahon:

H2M is pleased to provide this proposal to professional architectural and engineering services for the Housing Authority of the City of Bayonne (the “Authority”) in conjunction with the above-referenced project. The scope and services contained in this proposal are based on the Request for Proposal issued by the Authority and a walkthrough on March 30<sup>th</sup> at the Kill Van Kull Gardens buildings. H2M understands that services will be provided in accordance with the existing rules, orders, directives, regulations and handbooks promulgated by the United States Department of Housing and Urban Development (“HUD”) and with the New Jersey State Law.

H2M has a long history of working with municipalities and public agency projects, including several large housing authorities in the tri-state area, and we feel confident that our team can deliver a successful project to Bayonne Housing Authority.

**I. Scope of Work and Services:**

As outlined in the Request for Proposal, the scope of work of this project will include the replacement of existing modified bitumen flat roofs at all four addresses at Kill Van Kull Gardens. The in-kind replacement will provide new mod-bit roofs that will be new energy code-compliant, and include replacement down to structural deck, new aluminum flashing, vent stacks and sleeves where required, new roof drains at existing locations, and removal/reinstallation and sealing of guardrails, to provide a warranted and weathertight system. The bulkhead and elevator machine room (EMR) roofs will be included in the roof replacement and include stucco removal and replacement, new aluminum flashing and fascia, and scrape/painting doors for a new, fresh appearance.

H2M will provide the following architectural and engineering services to the Authority for design and construction support:

**Task 1: Due-Diligence:**

Our initial endeavor will be to investigate, familiarize and collect data that will influence the design and construction execution. Our project manager will take the lead on this project and will begin collaborating with the team to confirm scope, identify needs and develop a plan for this project.

We will conduct an internal project kickoff meeting with our team. At this meeting we will discuss scope objectives, schedule, review existing building plans and develop a list of questions and/or recommendations for design refinement that could lead to cost savings, and/or streamline construction.

We will make an effort to collect available documentation in our understanding of the existing conditions from the Authority including building construction and previous projects regarding roof construction/replacements at this development. We anticipate the Authority will provide existing drawings of the building plans and elevations for our use in preparing background documents. If no CAD files are available, our team will work from PDF drawings of existing conditions.

We will visit the site to familiarize our team with the existing roof conditions.

Submission at the completion of this phase will include a written scope of work and proposed roof plans of the project. We will assume one virtual meeting to review the submission documents and confirm the scope of the work with the Authority.

### **Task 2 – Construction Documents:**

Under this task, our team will advance the project documents in accordance with the approved preliminary drawings and outlined specifications. We will expand the outline specification into the technical specification manual.

Our team will work to finalize the design by advancing the document set into a usual and customary set of construction documents suitable for bidding, and construction purposes. The documents will be prepared to scale and graphically represent the comprehensive scope of work. The drawings will include roof plans, bulkhead elevations, details, etc., to sufficiently describe the project scope. The Specification manual will incorporate front-end requirements, to be reviewed by the Authority's legal counsel. Any comments will be addressed prior to bid release. We will assume up to two virtual meetings to review the submission document progress.

Furthermore, we anticipate completing the cost estimate for the Authority's review and concurrence with available funding.

### **Task 3 – Bidding and Award**

H2M will assist the Authority during the bidding process and in the analysis of competitive bids. This will include making a digital version of the full bid package available for printing and distribution.

Our team will attend one pre-bid walkthrough with potential bidders, if required, to establish an understanding of the project and answer questions related to the scope. We will prepare and circulate formal written addenda if required to interpret, clarify, or expand the contract documents to address bidder's questions.

At the conclusion of the bidding period, our team will compile a list of the contractors who participated with the bid results. We will review bids and confirm they are complete and all-inclusive without

exclusions. We will assist the Authority's team through the low-bidder vetting process to determine contractor's work quality and ability to execute the work in accordance with the estimated schedule.

All scope revisions (additions or deductions) recognized through the bidding process will be incorporated into the contract documents and issued to the selected contractor as the Conformed Set of Drawings as an additional service.

#### **Task 4 – Construction Phase Services**

Shop drawings and submittals specific to our design will be reviewed for conformance with the Contract Documents. Any required changes will be noted on the submittal until the submittal conforms to the design and contract drawings and specifications for the project.

We shall review or take other appropriate action upon receipt of the General Contractor's submittals such as shop drawings, product data, and samples for their conformance to the intent of the Construction Documents and specifications. The review for each element is limited to the initial submission, and up to (1) resubmission if resubmissions are required by us under the initial review.

H2M will participate in up to twelve (12) virtual meetings to review the overall progress of the work and anticipated schedule of work. We will address questions, issue instructions, and respond to requests for information (RFI) regarding interpretations of the Construction Documents. Supplementary drawings may be prepared as required to resolve problems due to unforeseen concealed conditions or other actual field conditions encountered. Throughout the construction period we have allocated up to 3 site visits to walk the project and review the quality of the work being executed.

At the point of substantial completion when all scope items are complete, our project lead will visit the project site to confirm the work was done in conformance with the documents. We will review the close-out procedures with the contractor. The procedures will address close out schedule, as-built drawings, contractor guarantees and warranty processing.

#### **Exclusions:**

The following services have been excluded from this proposal. Should the Authority request any of these services, H2M can provide an additional services proposal.

- Structural modifications or repairs to the building
- Modifications to building façade
- Modifications to elevator machine room access stairs
- Replacement of machine room windows
- Replacement or modification of existing roof-mounted mechanical, electrical, plumbing, or communications equipment not explicitly included above
- Rerouting, resizing, or replacement of existing utilities serving rooftop equipment
- New guardrail design
- Alternate roof design options
- LEED (or other sustainable design) certifications, or any energy rebate programs.

- Energy modeling
- BIM modeling
- Solar panel and/or green roof design
- Digital scan surveys of roof
- Redesigns due to budget constraints, value engineering, changes to project scope as requested by the Authority, or agency, change orders or filings, other than that which is specifically agreed upon herein.
- Permit Filings with the local Authority Having Jurisdiction. If required, we can provide filing services for an additional fee.
- Preparing separate set of demolition drawings for separate filing
- Construction cost estimates and value engineering efforts after construction documents phase
- As-builts.
- Environmental Services. If required, we can provide environmental services for an additional fee.

**Project Schedule:**

Following award of the project, expeditious review of preliminary plans, and an agreed final scope, H2M anticipates final construction documents and specifications will be completed within 60 days.

**III. Compensation Schedule:**

*We propose to provide the services described above including BASE SERVICES for a total estimated fee of \$ 35,000.00.*

The table below indicates the allotment of fees.

<b><u>Fixed Fee</u></b>	
<i>Task 1 – Due Diligence.....</i>	<i>\$ 5,530.00</i>
<i>Task 2 - Construction Documents .....</i>	<i>\$ 19,050.00</i>
<i>Task 3 – Bidding and Award .....</i>	<i>\$ 2,585.00</i>
<i><u>Task 4 – Construction Phase .....</u></i>	<i><u>\$ 7,835.00</u></i>
<b>TOTAL LUMP SUM FEES.....</b>	<b>\$35,000.00</b>

Billing for Fixed Fee services shall be invoiced monthly and based upon an estimated percent of completed work as defined by H2M. Billing for additional services will be addressed under an additional proposal or billed at an hourly rate commensurate with the employee utilized. Please see the attached rate schedule for current hourly rates.

**Reimbursable Expenses**

H2M shall be reimbursed for all normal and customary out-of-pocket expenses required to complete the work for this project. Outside expenses will be billed as reimbursable expenses at our direct cost. Mileage will be billed at the current rate authorized by the Internal Revenue Service. Each invoice will include a detailed description of services and a breakdown of reimbursable expenses.

We thank you for the opportunity to provide a proposal for this very important project. If you should have any questions regarding any of the above, or would like to discuss the proposal further, please contact Kelly Greenfield at (646) 931-7934.

Very truly yours,

**H2M Architects & Engineers, Inc.**



Kelly E. Greenfield, RA, LEED AP (BD+C)  
Associate | Public Agency Deputy Market Director



Joseph A. Manzella, P.E., LEED AP  
Senior Vice President | Public Agency Market Director

cc: REI, CC (H2M)