



William Simmons, AIA - AI 18816
John Cutsumpas, AIA - AI 17640
Robert Gabalski, AIA - AI 21401

EMAIL & FEDERAL EXPRESS (Overnight)
(jmahon@bayonneha.org)

April 14, 2026

John T. Mahon
Executive Director
Housing Authority of the City of Bayonne
549 Avenue A
Bayonne, New Jersey 07002

RE: Housing Authority of the City of Bayonne
On Call Architectural / Engineering Services at All Public Housing Sites
LAA #2865-00

REF: Request For Proposal - Fee Proposal for Architectural and Engineering Services for
Replacement of Flat Roofs at
- Kill Van Kull Gardens (12-5)
LAA # 26-085

Dear Mr. Mahon:

Lothrop Associates Architects Inc. is pleased to submit for your review and consideration this **Request For Proposal - Fee Proposal** for the "**Architectural and Engineering Services**" associated with the preparation of plans & specifications and construction administration services for planned replacement of flat roofs and associated work at Kill Van Kull Gardens which includes two (2) buildings:

147 / 151 West 2nd Street (Buildings #1 & 2)
148 / 156 West 3rd Street (Buildings #3 & 4)

The scope of this project will also include modifications to perimeter rails / exterior doors, re-stucco of all bulkheads and scraping and painting of all roof level exterior doors / frames.

This letter will confirm receipt of the originally issued Request for Proposal (issued with the March 20, 2026 email from your office), our firm's attendance the Mandatory Pre-Proposal Meeting / Walkthrough that was held on Monday, March 30, 2026 and the UPDATED Request For Proposal (issued with the April 7, 2026 email from your office),

The Scope of Professional Services to be provided by our firm in conjunction with this Request For Proposal shall include the following:

- 1) Attendance at a Project Kick-Off Meeting with Housing Authority of the City of Bayonne.
- 2) Research all available reference material and drawings.
- 3) Perform a site visit to verify / confirm and document existing conditions.
- 4) Develop a Schematic Design Submission reflecting the proposed scope of work.

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- 5) Prepare a Preliminary Budget Cost Estimate based on the Schematic Design Submission.
- 6) Based on an approved Schematic Design Submission prepare Construction Documents (drawings and technical specification) for the proposed scope of work. This Fee Proposal assumes milestone Progress Submissions at 50% and 100% completion.
- 7) Prepare a Final Opinion of Probable Construction Cost based on the 100% Construction Documents.
- 8) Assist the Housing Authority with preparation of Advertisement For Bid.
- 9) Assist the Housing Authority with managing and organizing the distribution of Bid Documents to potential bidders.
- 10) Attend the Pre-Bid Meeting.
- 11) Review and respond to Request For Information (RFI's) submitted by bidders.
- 12) Prepare and issue Addendum (if required).
- 13) Attend Bid Opening.
- 14) Review and evaluate the bids received and provide a formal recommendation of contract award.
- 15) Attend the Pre-Construction Meeting / Contract Signing.
- 16) Review and process contractor shop drawings and submittals.
- 17) Review and respond to Request For Information (RFI's) submitted by contractor.
- 18) Review and process contractor request for payment.
- 19) Perform Bi-weekly Construction Progress Meeting / Site Visits during construction. This Fee Proposal assumes a construction period of four (4) months.
- 20) Perform a final inspection of the completed project and issue a formal punch list.
- 21) Review and process "Close-Out Documents" submitted by the contractor.

Based on the above outlined scope of work and scope of services, Lothrop Associates Architects Inc. is proposing a Lump Sum Fee of Thirty-Six Thousand Six Hundred Dollars (\$36,600.00) which breaks down as follows:

- Schematic Design (including field survey)	\$ 5,500.00
- Design Development Phase	\$ 7,500.00
- Construction Document Phase	\$15,000.00
- Bidding and Award	\$ 1,600.00
- Construction Administration	\$ 7,000.00

For the record the above lump sum fee is based on the following conditions and assumptions:

- a) This Fee Proposal assumes that drawings of the existing site / building will be made available as referenced material.
- b) This Fee Proposal assumes a single bid package.
- c) This Fee Proposal assumes no construction budget since none was disclosed.
- d) This Fee Proposal does not include a Hazardous Material Survey.

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- e) This Fee Proposal does not include abatement design services (if required).
- f) This Fee Proposal does not include air monitoring and / or project management during abatement.
- g) This Fee Proposal does not include destructive probes.
- h) This fee Proposal does not include the rental of equipment and / or scaffolding to perform the field survey.
- i) This Fee Proposal includes cost estimates (done in house) with the Schematic Design and 100% Construction Document Submissions.
- j) This Fee Proposal assumes construction in 2026 / 2027.
- k) This Fee Proposal does not include independent testing during construction.
- l) This Fee Proposal does not include any reimbursable expenses. This Fee Proposal assumes that all reimbursable expenses (i.e. printing, reproduction, overnight mailings, etc.) will be invoiced at 10% over direct cost.

Lothrop Associates Architects Inc. is prepared to commence design work upon your authorization. We will require two (2) weeks to complete field work and Schematic Design. Upon approval of Schematic Design, we will require three (3) weeks to complete Design Development submission. Upon approval of Design Development submission, we will require three (3) weeks to complete Construction Documents. This letter will also confirm that Lothrop Associates Architects Inc. has the resources to work on multiple projects concurrently to meet the Housing Authorities deadlines for the projects.

If you find this Request For Proposal - Fee Proposal acceptable, Lothrop Associates Architects Inc. would be please to prepare and submit a *"Model Form of Agreement Between Owner and Design Professional"* (HUD form 51915).

Thank you for considering Lothrop Associates Architects Inc. for this project.

Please call or email if you have any questions.

Respectfully,


Arthur J. Seckler, III
PRINCIPAL