



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

EMAIL

(jmahon@bayonneha.org)

April 8, 2024

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
Architects / Engineers to Provide Professional Services to Prepare Plans and Specifications for
Replacement of Benches at All Public Housing Sites
LA #24-157**

REF: Request For Proposal - Fee Proposal for Architectural and Engineering Services

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 the replacement of benches at all Public Housing Sites.

This letter will also confirm receipt of the originally issued Request for Proposal (issued with the March 22, 2024 email from your office), our firm's attendance the Mandatory Pre-Proposal Meeting / Walkthrough that was held on Wednesday, March 27, 2024 and the responses to my questions (refer to email from your office dated March 26, 2024).

Based on the scope of work outlined in the Request For Proposal and our site visit, Lothrop Associates Architects Inc. understands the scope of this project to include the removal of all existing benches, repair of concrete pads / sidewalks and installation of new surface mounted benches of comparable size.

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.
- 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.

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- 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) Prepare and issue contract between Housing Authority and contractor.
- 16) Attend the Pre-Construction Meeting / Contract Signing.
- 17) Review and process contractor shop drawings and submittals.
- 18) Review and respond to Request For Information (RFI's) submitted by contractor.
- 19) Review and process contractor request for payment.
- 20) Perform Bi-weekly Construction Progress Meeting / Site Visits during construction. This Fee Proposal assumes a construction period of three (3) months.
- 21) Perform a final inspection of the completed project and issue a formal punch list.
- 22) 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 Twenty-Four Thousand Four Hundred Dollars (\$24,400.00) which breaks down as follows:

- Schematic Design (including field survey)	\$ 6,200.00
- Construction Document Phase	\$12,400.00
- Bidding and Award	\$ 1,000.00
- Construction Administration	\$ 4,800.00

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 sites / buildings will be made available as referenced material.
- b) This Fee Proposal does not include new Property Surveys
- c) This Fee Proposal assumes a single bid package for all sites.
- d) This Fee Proposal assumes no construction budget since none was disclosed.
- e) This Fee Proposal does not include a Hazardous Material Survey. However, if a hazardous materials survey is required, we can provide this service for an ADDITIONAL fee of Ten Thousand Dollars (\$10,000.00).

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- f) This Fee Proposal does not include abatement design services (if required). However, if abatement design services are required, we can provide these services for an ADDITIONAL fee of Three Thousand Dollars (\$3,000.00).
- g) This Fee Proposal includes cost estimates (done in house) with the Schematic Design and 100% Construction Document submissions.
- h) This Fee Proposal assumes construction in the Summer / Fall 2024.
- i) This Fee Proposal does not include independent testing during construction.
- j) This Fee Proposal assumes that all reimbursable expenses (i.e. printing, reproduction, overnight mailings, etc.) will be invoiced at 10% over direct cost. This Fee Proposal does not include any reimbursable expenses.

Lothrop Associates Architects Inc. is prepared to commence design work upon your authorization. We will require three (3) weeks to complete field work and Schematic Design. Upon approval of Schematic Design, we will require five (5) 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