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6 June 2024

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

via email: jmahon@bayonneha.org
vbilotta@bayonneha.org

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

**Re: Proposal for Architectural and Engineering Consulting Services for
Replacement of Glass Blocks at Pamrapo Gardens (12-1), Bergen Point Gardens (12-2),
Centerville Gardens (12-3), and La Tourette Gardens (12-4)
H2M LP240637**

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 is based off the Request for Proposal issued by the Authority and a walkthrough on May 30th at the administrative offices and the project sites. H2M understands that all 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. Furthermore, we have performed main entrance upgrades, glass block, and window replacement at many sites for not only these authorities, but also for many public schools, libraries, and fire stations clients.

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 the glass block/windows at all main entrances at six buildings at Pamrapo, Bergen Point, and Centerville Gardens, as well as nine buildings at La Tourette Gardens, to provide a weathertight enclosure. Several options, including glass block, will be explored and discussed during the earliest project phases to provide a more modern look and receive Authority feedback. In addition to the glass block, the entry façade will receive new interview finishes including patching and painting.

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 endeavor to collect available documentation in our understanding of the existing conditions including building construction and previous projects at this development. We anticipate the Owner will provide existing drawings of the building plans and elevations for our use in preparing background documents. If no CAD files are available and our team will work from PDF drawings of existing conditions.

We will visit the site to familiarize our team with the existing conditions, confirm the accuracy of building layout documents, and note materials.

Submission at the completion of this phase will include a written scope of work and preliminary 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 plans, 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.

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 Owner 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 a 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 Owner'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.

Task 4 – Construction Phase Services

H2M will participate in 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 4 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 to the building.
- LEED (or other sustainable design) certifications, or any energy rebate programs.
- Redesigns due to budget constraints, value engineering, changes to project scope as requested by the Owner, 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.
- 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 **\$72,415.00**.

The table below indicates the allotment of fees.

Fixed Fee

Task 1 – Due Diligence	\$ 14,445.00
Task 2 - Construction Documents	\$ 41,010.00
Task 3 – Bidding and Award	\$ 5,025.00
<u>Task 4 – Construction Phase</u>	<u>\$ 11,935.00</u>

TOTAL LUMP SUM FEES.....\$72,415.00

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)
Enclosure: H2M 2024 Hourly Rates



Public Agencies
2024 Hourly Rate Schedule

Classification	2024 Rate
ADMINISTRATIVE SUPPORT PROFESSIONAL	\$90.00
ASSISTANT DEPARTMENT MANAGER - COATINGS	\$145.00
ASSISTANT DEPARTMENT MANAGER - ENG	\$265.00
ASSISTANT DEPARTMENT MANAGER - SCI	\$180.00
ASSISTANT STUDIO DIRECTOR	\$225.00
BIM / CAD COMPLIANCE MANAGER	\$190.00
BIM/CAD SPECIALIST 2	\$135.00
BUSINESS DEVELOPMENT SPECIALIST	\$200.00
CAD / BIM PROGRAM MANAGER	\$150.00
CHIEF EXECUTIVE/OPERATING OFFICER	\$375.00
COATINGS OBSERVER 1	\$105.00
COATINGS OBSERVER 2	\$125.00
CONSTRUCTION ADMINISTRATOR	\$170.00
CONSTRUCTION OBSERVER 1	\$110.00
CONSTRUCTION OBSERVER 2	\$125.00
CONSTRUCTION OBSERVER 3	\$140.00
DEPARTMENT MANAGER- ENG	\$265.00
DEPARTMENT MANAGER - SURVEY	\$260.00
DEPARTMENT MANAGER - SCI	\$250.00
DEPARTMENT MANAGER - COATINGS	\$265.00
DEPUTY DISCIPLINE DIRECTOR	\$285.00
DEPUTY MARKET DIRECTOR	\$290.00
DIRECTOR OF CORPORATE QA/QC	\$290.00
DIRECTOR OF ENGINEERING	\$375.00
DIRECTOR GIS SERVICES	\$260.00
DIRECTOR OF OPERATIONS	\$335.00
DIRECTOR OF PLANNING	\$270.00
DISCIPLINE DIRECTOR	\$345.00
DISCIPLINE ENGINEER	\$220.00
DISCIPLINE QA/QC AND PRODUCTION MANAGER	\$275.00
DISCIPLINE SCIENTIST	\$175.00
DOCUMENT CONTROL MANAGER	\$125.00
ENVIRONMENTAL TECHNICIAN 1	\$75.00
FIELD SUPERVISOR - COATINGS	\$175.00
FORENSIC MARKET STRATEGIST	\$225.00
MARKET DIRECTOR	\$330.00
MANAGER OF CONSTRUCTION OBSERVATION - MELVILLE	\$185.00
MANAGER OF CONSTRUCTION OBSERVATION	\$205.00
OFFICE DIRECTOR	\$290.00
PLANT OPERATIONS & COMPLIANCE MANAGER	\$235.00
PRACTICE LEADER - ARCH	\$290.00
PRACTICE LEADER - ENG	\$280.00
PRACTICE LEADER - SCI	\$260.00
PRACTICE LEADER - LA	\$250.00
PRACTICE LEADER - PLAN	\$240.00
PRACTICE LEADER - SURVEY	\$270.00
PRINCIPAL MARKET DIRECTOR	\$375.00
PROJECT ARCHITECT 1	\$140.00
PROJECT ARCHITECT 2	\$155.00
PROJECT ARCHITECT 3	\$165.00
PROJECT AUDITING AND COMPLIANCE OFFICER	\$375.00
PROJECT BIM/CAD SPECIALIST 1	\$145.00
PROJECT DOCUMENT CONTROL COORDINATOR	\$110.00
PROJECT CONTROLS SPECIALIST 1	\$125.00
PROJECT CONTROLS SPECIALIST 2	\$145.00
PROJECT COORDINATOR 2	\$100.00
PROJECT DESIGNER 1 - ARCH/ENG	\$130.00
PROJECT DESIGNER 2 - ARCH	\$145.00
PROJECT ENGINEER 1	\$145.00
PROJECT ENGINEER 2	\$165.00
PROJECT ENVIRONMENTAL PLANNER 1	\$115.00
PROJECT ENVIRONMENTAL PLANNER 2	\$125.00

Classification	2024 Rate
PROJECT INTERIOR DESIGNER 1	\$120.00
PROJECT INTERIOR DESIGNER 2	\$130.00
PROJECT LANDSCAPE ARCHITECT 1	\$120.00
PROJECT LANDSCAPE ARCHITECT 2	\$150.00
PROJECT MANAGEMENT PROGRAM MANAGER	\$230.00
PROJECT SCIENTIST 1	\$125.00
PROJECT SCIENTIST 2	\$140.00
PROJECT SURVEYOR 2	\$125.00
REGIONAL OFFICE DIRECTOR	\$330.00
RESIDENT ENGINEER	\$210.00
SAFETY MANAGER	\$195.00
SR. ADMINISTRATIVE SUPPORT PROFESSIONAL	\$115.00
SR. ARCHITECT 1	\$185.00
SR. ARCHITECT 2	\$205.00
SR. ARCHITECT 3	\$230.00
SR. BIM/CAD SPECIALIST 1	\$125.00
SR. CADD TECHNICIAN 1	\$110.00
SR. CADD TECHNICIAN 2	\$130.00
SR. COATINGS OBSERVER 1	\$160.00
SR. COATINGS OBSERVER 2	\$165.00
SR. CONSTRUCTION OBSERVER 1	\$165.00
SR. CONSTRUCTION OBSERVER 2	\$180.00
SR. DESIGNER 1 - ENG	\$170.00
SR. DESIGNER 2 - ENG	\$185.00
SR. DISCIPLINE ENGINEER	\$255.00
SR. DISCIPLINE SCIENTIST	\$210.00
SR. ENVIRONMENTAL PLANNER 1	\$215.00
SR. ENVIRONMENTAL PLANNER 2	\$220.00
SR. GIS SPECIALIST 1	\$155.00
SR. INTERIOR DESIGNER 1	\$175.00
SR. LANDSCAPE ARCHITECT	\$220.00
SR. PROJECT ARCHITECT 1	\$170.00
SR. PROJECT ARCHITECT 2	\$180.00
SR. PROJECT CONTROLS SPECIALIST 2	\$200.00
SR. PROJECT DESIGNER 1	\$165.00
SR. PROJECT DESIGNER 2	\$170.00
SR. PROJECT DOCUMENT CONTROL SPECIALIST	\$135.00
SR. PROJECT ENGINEER 1	\$190.00
SR. PROJECT ENGINEER 2	\$200.00
SR. PROJECT INTERIOR DESIGNER 1	\$150.00
SR. PROJECT PLANNER 1	\$160.00
SR. PROJECT SCIENTIST 1	\$165.00
SR. PROJECT SCIENTIST 2	\$170.00
SR. PROJECT SURVEYOR 1	\$150.00
SR. PROJECT SURVEYOR 2	\$180.00
SR. SITE PLANNER	\$250.00
STAFF DESIGNER 1	\$110.00
STAFF DESIGNER 2	\$115.00
STAFF DESIGNER 3	\$120.00
STAFF ENGINEER 1	\$115.00
STAFF ENGINEER 2	\$130.00
STAFF ENVIRONMENTAL PLANNER 1	\$90.00
STAFF ENVIRONMENTAL PLANNER 2	\$100.00
STAFF GIS SPECIALIST 1	\$95.00
STAFF SCIENTIST 1	\$100.00
STAFF SCIENTIST 2	\$110.00
STUDENT INTERN	\$65.00
STUDIO DIRECTOR	\$250.00
TECHNICAL ADVISOR	\$360.00
TECHNICAL ADVISOR - ENG	\$265.00

1. Rates updated annually in January
2. When employees are part of the survey crew working on projects where we are required to pay Prevailing Wage Rates, these rates don't apply. Different rates will be provided in these circumstances.