



SETTEMBRINO
ARCHITECTS

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April 1, 2022 Revised
March 23, 2022

Mr. Charles W. Terefenko
Borough Administrator
Borough of Tinton Falls
556 Tinton Avenue
Tinton Falls, NJ 07724

**RE: Proposal
Borough of Tinton Falls
Tinton Falls Public Library Renovation
674 Tinton Avenue
Tinton Falls, NJ 07724**

**A/E Services – Construction Documents &
Construction Administration**

Dear Charles:

Thank you for the opportunity to submit our proposal for the construction documents and construction administration for the capital improvement projects at the Tinton Falls Public Library. Settembrino Architects understands that the recently submitted New Jersey Library Bond Act Application was successful and that the Library and Borough of Tinton Falls are ready to move forward with the project. In accordance with the funded grant application, the architectural, structural and mechanical scope of work is as follows:

- A. HVAC – at existing building – removal of existing through wall air conditioning units and replacement with four new split system units for existing building.
- B. Electric Service Upgrade as required for new HVAC equipment.
- C. Minor structural repairs to first floor framing members in original front building at basement level.
- D. Trailer removal and building restoration.
- E. Replace existing wood columns at front entrance. (Add alternate)
- F. Fireplace repairs including installation of new hearth flooring. (Add alternate)
- G. Removal and replacement of existing wood paneling in front building, circulation and office area and children's room. (Add alternate)
- H. Extend all rain water leaders at north side of site and pipe underground to new dry well. (Add alternate)

Settembrino Architects will coordinate with Tom Neff, PE, the Borough Engineer for all mold abatement and site / civil work as required. The Architectural, Mechanical, Electrical and Mold Remediation Construction Budget will not exceed \$435,000. Our Scope of Work (SOW) will be as follows:

- A. Prepare complete construction documents and technical specifications for public bidding in accordance with the Local Public Contracts Law.
- B. Provide add/deduct alternates and allowance schedules for inclusion in the construction documents.
- C. Prepare a line item, construction cost estimate at 60% design completion.

- D. Provide complete construction administration including, but not limited to, Bid Review and Recommendation in accordance with the Local Public Contracts Law. Shop Drawings and Application for Payment review, and on-site, bi-weekly project construction review. Project punch list and closeout will be included as well.

Our proposed fixed fee to complete the above referenced professional services is \$45,000, plus reimbursable expenses. Settembrino Architects will prepare an AIA Contract for your review upon authorization. All survey, geotechnical, subsurface investigation, civil, environmental engineering or hazardous material mitigation documents is excluded. Any and all technology cabling and racking, AV and security design is excluded except conduit, pull wire, and finish boxes.

Thank you for this opportunity to work with the Borough of Tinton Falls. Please do not hesitate to call with any questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Settembrino", with a long horizontal flourish extending to the right.

Kevin M. Settembrino, AIA, LEED AP
Principal
KMS/arl