



ARCHITECTURE
ENGINEERING
CONSTRUCTION

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10 February 2022
7046-11904

Via E-Mail (ykoon@twpunionschools.org) and Mail

Ms. Yolanda Koon
Superintendent of Schools
Township of Union Schools
2369 Morris Avenue
Union, NJ 07083

**Re: Proposal for Professional Services
Long Range Facility Plan Major Amendment Submittal**

Dear Ms. Koon:

Thank you for inviting EI Associates to prepare this proposal to provide professional services for the preparation and submittal of a Major Amendment to the District's Long Range Facility Plan (LRFP). Based on our discussions we clearly understand the objectives of your District.

EI Associates has been providing professional design services to the K-12 educational community for over 78 years. We have a highly experienced and professional in-house staff of educational planners, architects and engineers of all disciplines to support all of your facility and program needs. In addition to our work for the Township of Union Schools, EI currently serves as the District Architect/Engineer for many school districts in New Jersey including Summit, West Orange, Hillsborough Township, Piscataway, Mendham Township, Metuchen, Demarest, Newton, High Point, Kittatinny and Hasbrouck Heights, many of whom we have assisted with Long Range Facilities Plan Updates. Our team is highly qualified to execute this assignment on your behalf.

We are prepared to commence work promptly on this assignment following receipt of your Board Resolution referencing approval of this proposal. Thank you for this opportunity to continue to be of service to the Township of Union Board of Education.

PROJECT DESCRIPTION

The last Major Amendment to the District's LRFP was done on January 22, 2016. An updated Major Amendment must be submitted at least every 5 years. As the most recent Major Amendment has expired, the District is required to have a new one submitted. This must be done in order to file NJDOE project applications for current proposed work in the District. EIA proposes to assemble the required documentation and update the District's Long Range Facility Plan with a Major Amendment as required by the NJDOE. The documentation will cover all of the education facilities in the district as well as the District offices. The LRFP Update will cover the following services:

1. Assemble the required documents for all of the District sites:
 - a. Battle Hill Elementary School
 - b. Burnet Middle School
 - c. Connecticut Farms Elementary School
 - d. Franklin Elementary Middle School
 - e. Hannah Caldwell Elementary School
 - f. Jefferson Middle School
 - g. Kawameeh Middle School
 - h. Livingston Elementary School
 - i. Union High School
 - j. Washington Elementary School
 - k. Township of Union Board of Education Offices
2. Update the existing LRFP to include all current proposed projects not currently in the District's LRFP.
3. Input LRFP update information on the NJDOE website.
4. Submit a Major Amendment for approval

RELEVANT EXPERIENCE

The following is a selected listing of recent LRFP experience:

- Allendale School District
- Boonton School District
- Cranbury Township School District
- Demarest School District
- Fairfield School District
- Harrison School District
- Hasbrouck Heights School District
- Haworth School District
- Hillsborough School District
- Hillside School District
- Hope Township School District
- Jefferson Township School District
- Lambertville School District
- Little Falls School District
- Metuchen School District
- Montclair School District
- Neptune Township School District
- Netcong School District
- Newton School District
- Northvale School District
- Oakland School District
- Pequannock Township School District
- Piscataway Township School District
- Ramapo/Indian Hills Regional
- Ridgewood School District
- South Hackensack School District
- South Orange-Maplewood School District
- Summit School District
- Tewksbury Township School District
- West Amwell School District
- West Orange School District

SCOPE OF PROFESSIONAL SERVICES

EI Associates proposes to provide the following LRFP related services:

LRFP Major Amenment Update:

1. Review the existing documentation available from the District.
2. Assemble required plans, site plans and additional documentation as required by NJDOE for LRFP submittal for all sites within the district.
3. Prepare limited plan documents to address missing information to complete the submittal package
4. From the Cohort-Survival Spread sheet provided by the District enter the required information into the NJDOE LRFP website
5. Based on the above information, update the LRFP on the NJDOE website. Input identified current projects not already included in the current LRFP.
6. Submit the Major Amendment to the LRFP through the process on the NJDOE website.
7. Provide the required documentation to accompany the Major Amendment submittal via email to the NJDOE LRFP office.

WORK SCOPE NOTES

Our proposal is based upon the following assumptions and qualifications:

1. EI's scope of work and fee does not include identification, testing and cost estimating services associated with hazardous materials, such as asbestos.
2. Our work will be based on information provided by the District and obtained from their records and existing documents.
3. Services covering assessment of existing facilities and infrastructure are excluded.
4. Preparation of renderings is excluded.
5. Demographic study services are excluded. LRFP update of District demographics is excluded. The District will provide a completed Cohort Survival Spreadsheet as per NJDOE guidelines.
6. EI's compensation proposal covers the following project expenses:
 - Travel to and from Township of Union.
 - Reproduction costs for internal and Owner review sets.
 - Normal correspondence and telephone communications.
 - Delivery of all the above documents will be via normal mail services. Overnight or express delivery will be provided at an additional charge.

10 February 2022

7046-11904

Page 4

COMPENSATION

EI Associates proposes to provide professional services outlined above for the lump sum fee of Ten Thousand (\$10,000) Dollars.

Invoices will be submitted monthly and will be due and payable within 30 days. The attached EI Business Terms shall apply to this assignment.

Our staff is available to execute this project promptly following receipt of your Board Resolution referencing approval of this proposal. Should you require any additional information, please contact us and we will respond promptly.

Thank you for this opportunity to once again be of service.

Very truly yours,

EI ASSOCIATES
Architects &
Engineers, PA



Michael J. Wozny, AIA, LEED^{AP}
Vice President, Educational Projects



Stephen P. Moldt
Project Manager

Enc.: Business Terms

Cc: EI Distribution

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