

Resolution # \_\_\_\_\_-2011

Approving the Proposal from JW Pedersen for Architectural Services Needed to Construct  
the HCFC Aerobic Building

WHEREAS, The Holly City Development Corporation, a New Jersey non-profit corporation formed through a Certificate of Incorporation executed the 26<sup>th</sup> day of August 1998 would like to accept a proposal of architectural services from JW Pedersen for the construction of the new aerobics building at the Holly City Family Center;

AND WHEREAS the quote includes schematic design services, basic construction documentation, Architectural/Engineering services and bidding and construction administrative services;

AND WHEREAS the estimated fee proposal for these services is \$21,400.00;

NOW THEREFORE, BE IT RESOLVED BY The Trustees of the Holly City Development Corporation that the Executive Director is authorized to enter into and accept this proposal.

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Larry Miller

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Paula Ring

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James Parent

\_\_\_\_\_  
Brian Tomlin

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Dianne McCarthy

Date:

\_\_\_\_\_  
Attest:

\_\_\_\_\_  
Paul F. Dice, Secretary



July 20, 2011

Ms. Ivy Evans, COO  
Millville Housing Authority  
1153 Holly Berry Lane  
Millville, NJ 08332  
Sent via e-mail: [ievans@millvillehousing.org](mailto:ievans@millvillehousing.org)

*RE: Maurice View Plaza – Proposed Fitness Center Addition*

Dear Ms. Evans,

Thank you for the opportunity to review your new project with you and provide a proposal for our services. The following proposal is based on the space program you provided us with.

**BASIS FOR DESIGN:**

The Millville Housing Authority (MHA) plans to construct a fitness center addition to an existing building at the Maurice View Plaza site. The building is to be approximately 1,600sf and serve group exercise classes. Geotechnical testing is not included in this proposal but may be warranted and can be solicited by our firm for the owner separately.

**SCOPE OF SERVICES**

**Schematic Design** – Develop, present, review and refine the basic building design (plans, elevations) develop preliminary budgeting, meet with owner and representatives at 50% and 100% of phase.

**Basic Construction Documentation** – Based upon the approved Schematic Design Documents, this phase will be completed. Basic construction documents will build upon the work of the previous phases and will include details for bidding, permitting and construction. Plans will include floor plans, sections, elevations, details, specifications, unit plans, finish plans and layouts. These will include basic conceptual mechanical layouts. We will meet with the owner and representatives at 50% and 100% of this phase.

**Bidding and Construction Administration** – Bidding and construction administration phase services will include the following:

- Preparation of bid documents, advertising, and review of contractor bids
- Bi-weekly site visits during construction
- Shop drawing review
- Payment application reviews
- Final report and closeout.

Any additional services required would be charged according to fee schedule listed below.

**ESTIMATED FEE PROPOSAL**

Barring a significant change in the project scope our fee would be fixed as follows:

**Schematic Design and Construction Documentation Architectural/Engineering Services:**

**\$ 14,000.00 (Fourteen Thousand Dollars)**

**Bidding and Construction Administration Services: ( approximately 80 hours of on-site time for a 4-5 month time period)**

**\$ 7,400.00 (Seven Thousand Four Hundred Dollars)**

*\*Please refer below for additional proposal related items and exclusions*

**ADDITIONAL PROPOSAL ITEMS:**

Should additional services be required, these would either be negotiated beforehand or would be charged at the following hourly rates:

**2011 FEE SCHEDULE:**

Office Staff/Hourly Rates

Principal	\$125.00
Project Manager	\$115.00
Project Architect	\$85.00
Draftsman	\$65.00
Clerical	\$50.00

**REIMBURSABLE EXPENSES:**

Large size drawing (30x42 or 24x36) reproduction and expedited mailings will be a reimbursable expense at a cost plus 20% basis. Application fees are to be paid for by the owner. You will be provided with (3) sets of signed and sealed drawings to be included in the fees above. Additionally, PDF's of the completed documents will be provided to you for your use for additional copying.

**EXCLUSIONS:**

Any work not specifically mentioned above is not included in our proposal. This includes but is not limited to:

Geotechnical –for the purposes of this proposal it is assumed that conventional concrete footings are to be used and that no special foundations are required.

Site Planning including civil engineering, planning board submission, survey work, storm water control systems, soil conservation, etc.

Changes (significant) to the design after the approval of the various phases.

Hazardous Materials – detection or remediation

Special Studies – energy usage, sewer calculations, cost/benefit analysis, etc.

Special electrical systems – generator, lightning protection, energy management, fire alarm, etc

Special HVAC systems

Interior design

Furniture Selection

Renderings

Special Water Supply systems

Note that services to design some of the above noted items may be desired and may be able to be provided by this office.