

September 21, 2021

BOROUGH OF BRADLEY BEACH

RESOLUTION 2021-243

**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR
COMBINED ARCHITECTURAL AND STRUCTURAL ASSESSMENT SERVICES FOR
FOR UNITED METHODIST CHURCH, 319 LAREINE AVENUE**

Mayor Fox offered the following resolution and moved its adoption:

WHEREAS, the Borough of Bradley Beach has a need for Professional Services in connection with United Methodist Church, 319 LaReine Avenue pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, T&M Associates has set forth its proposed services in a written proposal dated September 17, 2021. A copy which is available at the office of the Municipal Clerk; and

WHEREAS, the said proposal is for Combined Architectural and Structural Assessment Services in connection with the following Architectural and Building Use Selection Services:

- Pre-Development Meeting Facilitation (To establish a viable use for the building)
- Pre-schematic Planning (Develop planning options based on the chosen building use so that one option can be further developed)
- Development of Selected Plan (Further develop the plan option selected from Pre-schematic Planning).
- Cost Estimating (To provide estimated construction costs to facilitate informed decision making by the Borough).
- Development of Referendum Collateral (Develop the material necessary to aid in illustrating the goals of a potential referendum)

WHEREAS, the said proposal is for combined Architectural and Structural Assessment Services in connection with First United Methodist Church, 319 LaReine Avenue.

WHEREAS, the proposed amount of the contract with T&M Associates for Engineering Services is \$235,295; and

WHEREAS, such Professional Engineering Services can only be provided by licensed professionals and the firm of T&M Associates, 1144 Hooper Avenue, Suite 202, Toms River, New Jersey 08753 is so recognized; and

WHEREAS, the Governing Body has determined that it is in the best interest of the Borough of Bradley Beach to retain T&M Associates for the proposed Architectural and Structural Assessment Services in connection with United Methodist Church, 319 LaReine Avenue set forth in its proposals; and

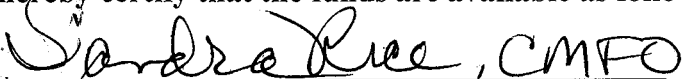
WHEREAS, this contract is to be awarded for the amount not to exceed \$235,295 for Professional Engineering Services as stated in T&M Associates proposal dated September 17, 2021; and

WHEREAS, T&M Associates has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political or candidate committee in the Borough of Bradley Beach in the previous one year and that the contract will prohibit T&M Associates from making any reportable contributions through the term of the contract; and

WHEREAS, T&M ASSOCIATES has completed and submitted a Political Contribution Disclosure Form in accordance with P.L. 2005, c271; and

WHEREAS, certification of available funds is hereby provided by the Chief Financial Officer of the Borough of Bradley Beach;

I hereby certify that the funds are available as follows:


Sandra Rice, Chief Financial Officer

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11 et. seq. requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised.

NOW THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Bradley Beach as follows:

1. T&M Associates is hereby retained to provide Engineering Services in connection with United Methodist Church, 319 LaReine Avenue as described in their proposal dated September 17, 2021 for an amount not to exceed \$235,295.
2. The contract is awarded without competitive bidding as a “Professional Service” in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5 (1) (a). The Mayor and Municipal Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution and Contract shall be placed on file with the Municipal Clerk.
4. The Municipal Clerk is hereby directed to publish notice of this award as required by law.

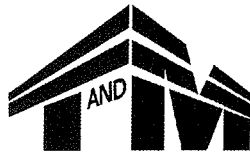
Seconded by Councilman Sexsmith and adopted on roll call by the following vote:

| | AYES | NAYS | ABSTAIN | ABSENT |
|--------------|-------------|-------------|----------------|---------------|
| Mr. Bonnell | X | | | |
| Mr. Gubitosi | X | | | |
| Mr. Sexsmith | X | | | |
| Mr. Weber | X | | | |
| Mayor Fox | X | | | |

CERTIFICATION

I, Erica Kostyz, Municipal Clerk, Borough of Bradley Beach, Monmouth County, New Jersey, do hereby certify that the foregoing resolution was duly adopted by the Governing Body at the September 21, 2021 Council Meeting.


Erica Kostyz, RMC, CMR
Municipal Clerk



YOUR GOALS. OUR MISSION.

BRADOH-20010

September 17, 2021
Revised September 21, 2017

Kimberly M. Humphrey
Borough Administrator, QPA
Borough of Bradley Beach
701 Main Street
Bradley Beach, NJ 07720-1089

**Re: PROPOSAL FOR PROFESSIONAL SERVICES
COMBINED ARCHITECTURAL AND STRUCTURAL ASSESSMENT SERVICES – FIRST UNITED
METHODIST CHURCH
319 LAREINE AVE., BOROUGH OF BRADLEY BEACH, NJ**

Dear Mrs. Humphrey:

T&M Associates is pleased to submit this proposal for combined Architectural and Structural Assessment Services in support of the First United Methodist Church Re-Purposing Project. Subsequent to multiple meetings with key Borough personnel, T&M Associates recommended that the Borough engage the services of an architect to assist in more fully developing the subject project and to assist the Borough to ultimately decide if re-purposing the existing church building into a Borough asset is viable. To this extent, T&M has retained the services of DIGroup Architecture (hereafter referred to as DIG) to provide the recommended architectural services. In addition to DIG's architectural services, T&M associates is providing a revised scope of services as more fully described below. Accordingly, this proposal replaces T&M's *Follow-Up Hands-On Inspection* proposal dated May 11th, 2021.

The information below contains our understanding of the project, the specific scope of services we propose to provide, proposed schedule, and our compensation for these services.

PROJECT UNDERSTANDING

Based on our July 27th and August 30th meetings along with our subsequent discussions, our current project understanding is as follows:

- The Borough purchased the First United Methodist Church on LaReine Avenue from the Ocean Grove Camp Meeting Association in 2020. The church has not been used or occupied since 2015 when worship services were discontinued by the original owner.
- If feasible, the Borough would like to save and repurpose this building in order for it to become a useable and valuable asset to the community.
- In its current state, the facility is not occupiable.
- Since the purchase of the church there have been myriad discussions and visions regarding how best to use the building; to date, none have come to fruition.
- The existing church is a multi-story structure with a basement, sanctuary level, and upper level spaces totaling over 10,000 square feet in area.
- It has been noted that the existing gymnasium space, which is approximately 3,000 sf in area, is not part of the original construct and may be considered for demolition in order to comply with Borough parking requirements should the building be re-purposed for future use.



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PROPOSAL FOR
PROFESSIONAL SERVICES
COMBINED ARCHITECTURAL AND STRUCTURAL ASSESSMENT SERVICES –
FIRST UNITED METHODIST CHURCH
319 LAREINE AVE., BOROUGH OF BRADLEY BEACH, NJ

September 17, 2021
Revised September 21, 2021

- The site includes a 2-1/2 story dwelling once used as a rectory, also being considered for demolition. Re-use of the former rectory building is not part of the subject project.
- To move forward, the Borough now wishes to identify a viable use for the building along with costs to repurpose it in a responsible manner that is safe, code-compliant, and reverential to the community and the history around this church and its site. To this extent, T&M and DIG have been asked to provide this proposal for combined architectural services and engineering assessment services to assist in identifying a potential use for the existing building and a corresponding cost estimate to implement that use.

To respond to the Borough's request, T&M and DIG have developed the following scope of services that includes pre-development meetings, pre-schematic planning for a selected building use, further plan development of the selected building use, structural assessment services of the building envelope (i.e., façade), roof, and other exterior building components, preliminary condition assessment of existing mechanical, electrical, and plumbing (MEP) systems, supplemental site survey to facilitate implementation of site/civil improvements such as ADA access points and parking, and cost estimating. The following sections provide details regarding our specific scope of services.

SCOPE OF WORK

To responsibly take steps towards advancing this project, T&M and DIG are proposing the following scope of services:

Architectural and Building Use Selection Services

Task I: Pre-development Meeting Facilitation | *The primary goal of this Task is to establish a viable use for the building*

1. In order to effectively discuss and ultimately decide upon a use (or uses) for the building, a series of *Pre-development meetings* will be necessary. These meetings are intended for discussion of potential building use(s) and the implications of the use(s) as related to feasibility from the standpoint of cost, constructability, zoning regulations, building code, aesthetics, etc....
2. These meetings will include the design professionals, the Mayor, Borough Administrator and a four-person *Programming Committee* comprised of stakeholders from the community who are capable of working harmoniously, making informed decisions, and disseminating information to larger groups as needed.
3. T&M and DIG will attend these meetings to effectively guide and help manage the group and flow of the meetings so that the committee's objectives are met, with clear thinking, productive participation and full buy-in from each member. We will provide information and answer questions so that informed decisions can be rendered. Meeting minutes will be prepared and distributed after each meeting. As noted, T&M Associates shall be a part of these meetings in order to lend their sensibilities to the process and answer questions regarding their disciplines.
4. Meeting quantity: This proposal includes attendance at five (5) meetings which are to be approximately 2-hours in length, per meeting.



September 17, 2021
Revised September 21, 2021

5. Meeting frequency shall be weekly or bi-weekly.

Task II: Pre-schematic Planning | *The primary goal of this Task is to develop planning options based on the chosen building use so that one option can be further developed*

1. This phase of work includes the development of diagrammatic planning options based on decisions (regarding proposed building use) which are rendered through the Pre-development Meeting process under Task I.
2. Drawings will highlight room and space types, sizes, quantities, adjacencies, and access requirements.
3. Three planning options will be developed for consideration.
4. The deliverable shall include conceptual floor plans and site plans at a smaller format for convenient distribution and printing. Plans will include overall dimensions and room areas for reference.
5. As part of this task, T&M shall provide guidance relating to local zoning regulations which, in part, will inform our schematic site plan development (i.e., use variance data, parking requirements, curb cuts, on-site equipment screening, etc...)
6. This task includes meeting with Borough representatives for a detailed review of the diagrammatic planning options.

Task III: Development of Selected Plan | *The primary goal of this Task is to further develop the plan option selected under Task II*

1. This phase of work includes the development of drawings to a full schematic level incorporating floor plans, reflected ceiling plans, building sections, interior and exterior elevations, and future integration of building systems (i.e., mechanical, electrical, plumbing, fire protection) and site plan improvements. It is important to note that any proposed MEP&FP (fire prevention) systems to be described through a detailed narrative with room areas designated in plan for mechanical and electric equipment will be provided after the selected plan has been identified as a separate scope of work. Accordingly, detailed MEP&FP design and corresponding cost estimates for same are not included in this scope of work.
 - o See Assumptions, Clarifications, and Exclusions section at the end of this proposal for information regarding MEP&FP exclusions.
2. Exclusive of MEP&FP design, development of the drawings and associated data included in item 1 above will facilitate preparation of a detailed construction cost estimate for use by the Borough in analyzing the impact of the project on its working budget.
3. The deliverable will include scaled drawings with descriptions of materials and finishes suitable for the development of a detailed construction cost estimate.



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PROPOSAL FOR
PROFESSIONAL SERVICES –
COMBINED ARCHITECTURAL AND STRUCTURAL ASSESSMENT SERVICES –
FIRST UNITED METHODIST CHURCH
319 LAREINE AVE., BOROUGH OF BRADLEY BEACH, NJ

September 17, 2021
Revised September 21, 2021

4. Aside from the information necessary to document the building use and space planning, the schematic drawings will also capture any remedial work (i.e., asbestos, lead-based paint, and universal waste abatement) deemed necessary as a result of the various facility assessment efforts performed by others.
 - See *Assumptions, Clarifications, and Exclusions* section at the end of this proposal for information regarding building assessment and building MEP&FP systems narratives.
5. This task includes meeting with Borough representatives for a detailed review of the schematic level drawings.

Task IV: Cost Estimating | *The primary goal of this task is to provide estimated construction costs to facilitate informed decision making by the Borough*

1. Based on the approved Task III information, DIG will develop a detailed estimate with trade summary based on a “publicly bid” project in the State of New Jersey.
2. This task includes meeting with Borough representatives to review the estimate and analyzing value engineering opportunities if necessary.

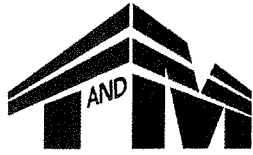
Task V: Development of Referendum Collateral | *The primary goal of this task is to develop the material necessary to aid in illustrating the goals of a potential referendum*

1. DIG will prepare presentation drawings and renderings both digitally and on presentation boards for use in promoting the project and narrating the story of this building and its potential.
2. This deliverable can be provided on an ‘if and where directed’ basis. If selected by the Borough, this deliverable will include rendered floor plans, building elevations, 3-d rendering from exterior and of the proposed interior and a “virtual” walk-through which will help the public to experience the proposed improvements and future building use.

Structural Assessment Services

General Initial Services

- T&M will coordinate and schedule a project kickoff meeting with Borough representatives to confirm the objectives of the structural assessment, establish lines of communication, request available information, and conduct another preliminary site visit to the facilities/structures to be evaluated to coordinate the anticipated field work.
- Prior to the start of the field work and during the project kickoff meeting, T&M will coordinate with the Borough to request and review all remaining available drawings, prior inspection reports, and other relevant material that may assist in the assessment process.



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PROPOSAL FOR
PROFESSIONAL SERVICES –
COMBINED ARCHITECTURAL AND STRUCTURAL ASSESSMENT SERVICES –
FIRST UNITED METHODIST CHURCH
319 LAREINE AVE., BOROUGH OF BRADLEY BEACH, NJ

September 17, 2021
Revised September 21, 2021

Task 1: Structural Assessment

T&M will proceed with a full hands-on assessment of the building envelope. As specified above, up to three building re-use planning options will be considered as part of this project which will require demolition to interior components of the building including the gymnasium and interior walls and floors. Accordingly, these interior building components are excluded from this assessment because it is highly likely that such components will be demolished to accommodate the selected re-use option. It is important to note, however, that T&M will be evaluating the connection between the gymnasium and the main building to determine if there will be any detrimental impacts or concerns with removing the gym structure and how it relates to the remaining building. More specifically, the connection between the gym and the main building will be evaluated to determine if removal of the gym will compromise the structural integrity of the main building's rear wall. Floor plans and dimensions will be generated to identify the location of deficiencies observed, the type of deficiency and the quantity. All deficiencies will be photographed and catalogued with corresponding photo log sheets.

- Visual and hands on inspections will be performed. As previously noted, the following areas will require hands on inspection.
 - Building façade
 - All roof areas
 - The chimney at the rear of the main sanctuary
 - The bell tower and windows

T&M will coordinate the assessment with the Borough as needed. Dates and times expected on site, along with field personnel names, equipment requirements, rental deliveries, etc. will be provided to the Borough.

A two-man team, led by Jason Goss, PE, will perform the assessment. T&M personnel will also follow Borough protocols while on site. Elements observed with signs of advanced deterioration will be inspected more closely with additional hands-on inspections. Testing of material for physical properties and/or environmental impacts is not included as part of the assessment.

Handheld equipment such as high-power binoculars, screwdrivers, hammers, and flashlights will be employed as necessary to assist in the 100% visual and hands-on inspections. Areas of deficiencies observed will be recorded on inspection forms. Areas of deficiencies observed will be photographed and logged on photo log sheets. Inspection forms will cross-reference photo logs.

Inspectors will first perform ground level visual inspections prior to bringing lift equipment to the field. This will allow for efficient use of the equipment and coordination of areas that require the hands-on inspections. T&M will coordinate lift equipment with facility personnel to determine safe operation of the equipment around the site. T&M field personnel have been trained in fall protection and the proper use of Personal Protective Equipment (PPE). T&M personnel will utilize full body harnesses, retractable lanyards and work positioning lanyards safety lines etc. as may be necessary for each individual location.



YOUR GOALS. OUR MISSION.

PROPOSAL FOR
PROFESSIONAL SERVICES
COMBINED ARCHITECTURAL AND STRUCTURAL ASSESSMENT SERVICES –
FIRST UNITED METHODIST CHURCH
319 LAREINE AVE., BOROUGH OF BRADLEY BEACH, NJ

September 17, 2021
Revised September 21, 2021

It is important to note that T&M understands the Borough's DPW Staff cannot remove appropriate interior finishes or wall sections to provide our inspection team access to building areas so the inspection can be conducted where deemed necessary. As such, T&M will coordinate with a local contractor to remove finishes so the hands-on inspection can be completed as required. Finishes will be restored by the contractor upon completion of the inspection work. Areas to be removed are anticipated to be approximately 3 feet 3 feet. T&M has included a contracted services allowance in our fee to pay for this part of the inspection.

Task II: Structural Assessment Report

T&M will develop a Structural Assessment Report to detail the findings of the hands-on assessment described in Task I above. The report will include the following sections:

- Executive Summary
- Table of Contents
 - Index of Drawings based on development of floor plans and field dimensions
 - List of Tables
- Location Plan
- Scope of Work and Inspection Procedure
- General Data, Structure Description and History
- Detailed Inspection Findings, Conclusions and Recommendations
- Appendix

The report will be prepared using Word, Excel, and AutoCAD documents. Data from field inspection forms will be transferred to Excel files for collation. Deficiency items identified will be transcribed onto AutoCAD floor plans, roof plans and Building Elevations along with appropriate photo designations that will also be included in the report. In addition to the repair items, general photos of the overall structure will be provided. It is T&M's understanding that floor plans are unavailable and will need to be created. T&M will generate floor plans as required for the report.

Deficiencies will typically be categorized into 3 categories: Priority, Routine and Safety.

- Priority - Conditions for which design and implementation of interim or long-term repairs should be undertaken on a priority basis (i.e., taking precedence over all other scheduled work). Priority items are expected to be addressed within a 1-year time frame as they may impede the structural function of the building.
- Safety - Conditions that present a potential hazard, and which should be repaired as soon as possible. Deficiencies may not be structural in nature such as trip hazards, fall protection etc.
- Routine - Conditions requiring further investigation or remedial work, which can be undertaken as part of a scheduled maintenance program, other scheduled project, or routine facility maintenance, depending on the action required. Items that do not impede the structural function of the building.

In addition to the deficiencies observed, T&M will also generate an Engineer's Cost Estimate as part of the report. The estimate will include costs for typical types of repairs associated with each deficiency observed including those associated with the roof and other major exterior structural building components. The



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PROPOSAL FOR
PROFESSIONAL SERVICES –
COMBINED ARCHITECTURAL AND STRUCTURAL ASSESSMENT SERVICES –
FIRST UNITED METHODIST CHURCH
319 LAREINE AVE., BOROUGH OF BRADLEY BEACH, NJ

September 17, 2021
Revised September 21, 2021

cost estimate will be based on the deficiencies noted, the quantity of the deficiencies observed (e.g., the square footage of roof deficiency requiring repair), and current industry pricing based on best available resources. The intent of the Engineer's Estimate is to provide the Borough with a cost to repair major exterior building components as they exist today.

T&M will submit electronic copies of the preliminary Draft Structural Assessment Report with one complete copy of the field notes and color photos. T&M will coordinate a review meeting with Borough personnel shortly after issuance of the preliminary Draft Structural Assessment Report to review our recommendations and address any comments or questions. After the review meeting and upon receipt of final comments from the Borough, T&M will address and incorporate all comments received into the report and submit one (1) electronic copy and one (1) hard copy of the Structural Assessment Report. We will also submit a flash drive and/or CD of the digital image files containing all field photos and field notes taken during the inspection.

Please note this proposal assumes that there will be only two submissions of the Report (i.e., Preliminary and Final).

Mechanical, Electrical, Plumbing & Fire Protection Preliminary Assessment Services

See Professional Services Proposal Addendum No. 1 dated September 21, 2021

~~T&M Associates will perform a preliminary assessment of the existing MEP&FP systems to identify the condition and determine if these systems are appropriate for reuse in converting the church to a community center or similar re-use. Our assessment will include the following information:~~

- ~~• The age/condition of the major pieces of equipment.~~
- ~~• The make/model number of the equipment (if available).~~
- ~~• The normal life expectancy of the equipment.~~
- ~~• The current life expectancy of the equipment.~~
- ~~• The general appearance of piping, ductwork, conduit, etc.~~
- ~~• Recommendations for improvements.~~

~~T&M will prepare a letter documenting our findings and recommendations. More specifically, we will perform the following services:~~

Task I: General Services

- ~~• Miscellaneous telephone calls and correspondence with the Borough to gather information and discuss the various options.~~
- ~~• Conference call with the Borough to review our findings and recommendations.~~
- ~~• Preparation of required deliverables.~~

Task II: Mechanical (HVAC), Electrical, Plumbing, & Fire Protection



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PROPOSAL FOR
PROFESSIONAL SERVICES –
COMBINED ARCHITECTURAL AND STRUCTURAL ASSESSMENT SERVICES –
FIRST UNITED METHODIST CHURCH
319 LAREINE AVE., BOROUGH OF BRADLEY BEACH, NJ

September 17, 2021

Revised September 21, 2021

- ~~• Site visit(s) as required to document the existing systems as they relate to this project. We anticipate that this will require one (1) day in the field for three (3) engineers.~~
- ~~• Observations will be made and recorded regarding make/model numbers of equipment (if available), general operation of systems, and general appearance of systems and equipment.~~
- ~~• During the site visit notable items will be photographed and prints included in the letter as appropriate to enhance written data.~~
- ~~• Preparation of a letter documenting our findings, summary assessment, and recommendations for feasibility of equipment reuse in converting the church to a community center.~~

Supplemental Site Survey Services

The Borough has provided T&M with a 2020 survey of 317-319 LaReine Avenue in Bradley Beach prepared by Allstate Mapping & Layout of Bloomfield, NJ. This survey has general dimensioning of the building as it relates to property lines, adjacent properties, and ROW limits. The survey does not include elevations or contours of the site that will be needed to design schematic-level site improvements including parking, a site circulation driveway, curb-cuts and/or installation of new utilities where and as needed. While such improvements will be more fully evaluated and implemented during a future phase of the project, having existing grades and contours of the site for planning purposes at this phase of the project is strongly recommended especially as they pertain to parking requirements. Accordingly, this task includes retaining Allstate Mapping & Layout to continue on and prepare a full existing conditions/topographic survey of the property and extend the mapping limit to the curb/edge of pavement along the property's frontage of LaReine and Madison Avenue. The full existing conditions/topographic survey will include one-foot contours generated from collection of ample spot elevations throughout the site.

ASSUMPTIONS, CLARIFICATIONS, AND EXCLUSIONS

This proposal is based upon the following assumptions:

1. Neither T&M, DIGroup, nor any sub-contractors retained to execute any portion of this scope of work are responsible for the discovery, design, handling, sampling, abatement, containment, communication, or field observation associated with ANY hazardous materials and / or hazardous material remediation.
2. The Borough will provide all existing information and data (in its possession) for the building and site for review by the A/E Team.
3. It is assumed that the 2-1/2 story dwelling which exists on the subject site will be demolished. No analysis of this structure is included in this proposal.
4. It is assumed that the gymnasium portion of the facility may be demolished. Therefore, only limited visual interior analysis of this space is included in this proposal.
5. As referenced above, a hands-on structural assessment of interior building components is excluded from this scope of work.
6. Permitting services are specifically excluded from this scope of work.



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PROPOSAL FOR
PROFESSIONAL SERVICES –
COMBINED ARCHITECTURAL AND STRUCTURAL ASSESSMENT SERVICES –
FIRST UNITED METHODIST CHURCH
319 LAREINE AVE., BOROUGH OF BRADLEY BEACH, NJ

September 17, 2021
Revised September 21, 2021

7. This proposal does not include the preparation of construction documents, bidding support, or construction administration services.
8. Preparation of plans identifying type, location, and quantity of MEP&FP deficiencies is excluded.
9. Preparation of repair details for MEP&FP deficiencies observed is excluded.
10. Review and identification of non-code and ADA compliance items is excluded.
11. Preparation of conceptual MEP&FP plans is excluded.
12. MEP&FP design, bidding, and construction administration services are excluded.
13. Evaluation of buildings other than the subject building is specifically excluded.
14. Preparation of as-built documents is excluded.
15. Services not specifically listed are excluded.

PROJECT SCHEDULE

T&M will initiate the proposed services upon receipt of written Notice to Proceed from the Borough. Our anticipated schedule is as follows:

SCHEDULE – Architectural Services

| | |
|--------------------------------|---|
| Task I (PD Meetings) | 8 weeks (may be more or less; subject to committee structure) |
| Task II (Pre-schematic) | 5 weeks (includes drafting existing conditions) |
| Task III (Plan Development) | 6 weeks |
| Task IV (Cost Estimating) | 2 weeks |
| Task V (Referendum Collateral) | 4-5 weeks |

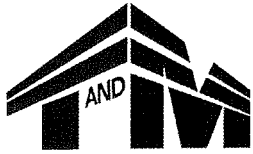
*Tasks noted above are not intended to occur concurrently

SCHEDULE – Structural Assessment Services

| | |
|------------------------------------|---|
| Project Kickoff Meeting | Within 1 week of Authorization to Proceed |
| Begin Field Inspections | Within 2 weeks of Project Kickoff Meeting |
| Draft Inspection Reports Submitted | 8 weeks from Start of Field Inspection Work |
| Draft Document Review Meeting | Within 2 weeks from Draft Submission |
| Issuance of Final Report | Within 2 weeks of receipt of final comments |

SCHEDULE - Supplemental Survey Services

| | |
|-----------|--|
| All Tasks | Within 8 weeks from Authorization to Proceed |
|-----------|--|



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PROFESSIONAL SERVICES
COMBINED ARCHITECTURAL AND STRUCTURAL ASSESSMENT SERVICES –
FIRST UNITED METHODIST CHURCH
319 LAREINE AVE., BOROUGH OF BRADLEY BEACH, NJ

September 17, 2021
Revised September 21, 2021

FEE PROPOSAL

T&M proposes to provide the scope of services outlined herein for the fees listed below:

- Architectural Services - **\$83,800**
- Structural Assessment Services – **\$70,400**
- ~~MEP Preliminary Assessment Services – \$11,990~~ See Professional Services Proposal Addendum No. 1 dated September 21, 2021
- Supplemental Survey Services - **\$2,095**

Should the Borough direct T&M and DIG to provide the deliverables associated with Referendum Collateral referenced in Task 5 under Architectural and Building Use Selection Services above, an additional fee of \$9,180 will apply.

The total fee for this scope of work inclusive of all project deliverables is therefore **\$156,295**. We will bill the Borough for services provided on the project monthly based on the effort expended during that month. Direct Expenses will be billed to the Borough at cost based on the schedule provided herein.

We thank the Borough for the opportunity to submit this proposal and we look to working with you on this project. If you have any questions or require additional information, please do not hesitate to contact me at 732-671-6400.

Very truly yours,

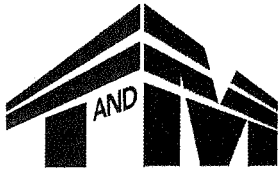
T&M ASSOCIATES

ERIC NATHANSON
CLIENT MANAGER

KRISTOPHER J. KRZYSTON
VICE PRESIDENT, REGIONAL PRACTICE LEADER

FSB/MEB

Encl.
Standard Terms and Conditions
Schedule of Misc. Charges



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September 21, 2021

BRADOH-20010

Kimberly M. Humphrey
Borough Administrator, QPA
Borough of Bradley Beach
701 Main Street
Bradley Beach, NJ 07720-1089

**RE: PROPOSAL FOR PROFESSIONAL SERVICES – ADDENDUM NO. 1
FIRST UNITED METHODIST CHURCH
MEP&FP DESIGN SERVICES/ADDITIONAL INTERIOR GYM STRUCTURAL ASSESSMENT
AND ARCHITECTURAL SERVICES
319 LAREINE AVE., BOROUGH OF BRADLEY BEACH, NJ**

Dear Mrs. Humphrey:

T&M Associates is pleased to submit this proposal for Mechanical, Electrical, Plumbing, & Fire Protection (MEP&FP) Services in support of the First United Methodist Church Re-Purposing Project. This proposal also includes a not to exceed cost allowance for additional Structural Assessment and schematic-level Architectural Services to be provided within the interior space of the existing gymnasium. T&M associates is providing this proposal as requested by the Borough as Addendum No. 1 to T&M's initial Proposal for Professional Services - Combined Architectural and Structural Assessment Services dated September 17th, 2021. *It is important to note that all Assumptions, Clarifications, and Exclusions and our Standard Terms and Conditions included in the September 17th, 2021 proposal remain applicable to this addendum.*

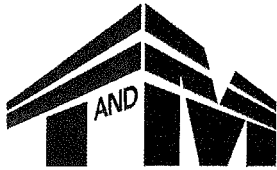
The information below contains our understanding of the project, the specific scope of services we propose to provide and our compensation for these services.

PROJECT UNDERSTANDING – MEP & FP DESIGN SERVICES

T&M Associates will develop the schematic design for the Mechanical, Electrical, Plumbing, and Fire Protection (MEP&FP) services within the building. This phase of work includes the development of drawings to a full schematic level of building systems for the selected plan option.

Since the programming layout has not yet been selected, this proposal includes a range of fees for the possible plan options. The lowest fee is for the design of the minimum amount of services to be provided for the building to be occupiable and code compliant for office spaces, toilets, multipurpose rooms, and a small pantry with no gas or kitchen equipment. The highest fee for the design of services to be provided for an occupiable and code compliant building with office spaces, toilets, multipurpose rooms, full-service commercial kitchen with gas service and exhaust hoods, and possible specialty program spaces (e.g., fitness areas, ceramics rooms, etc.).

All design options will include the design of Mechanical (HVAC), Electrical, Fire Alarm, Plumbing, and Fire Protection building services to bring the building to current building codes.



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PROPOSAL FOR PROFESSIONAL SERVICES –
ADDENDUM NO. 1
FIRST UNITED METHODIST CHURCH
MEP&FP DESIGN SERVICES/ADDITIONAL INTERIOR GYM
STRUCTURAL ASSESSMENT
AND ARCHITECTURAL SERVICES
319 LAREINE AVE., BOROUGH OF BRADLEY BEACH, NJ

September 21, 2021

Observations from the MEP&FP Preliminary Assessment and calculations will be used to determine if any of the existing equipment can be reused.

Elevator shaft, machinery, and cab design will require a vertical transportation subconsultant with a separate fee included in this proposal. The MEP&FP design for ADA compliant elevators is limited to power to the elevator, cooling for elevator machine rooms, and fire protection for elevator machine rooms.

Based on the Schematic Design plans, T&M will prepare a budgetary construction cost estimate. This task includes meeting with Borough representatives to review the estimate and analyzing value engineering opportunities if necessary.

SCOPE OF SERVICES

1. General

- A. Attendance of one (1) meeting with Borough representatives to review the drawings and cost estimate.
- B. Miscellaneous telephone calls and correspondence.
- C. Preparation of required deliverables including:
 - a. Design & Prints
 - b. Construction Cost Estimate

2. Mechanical (HVAC)

- A. Site visit(s) as required to document the existing condition of the mechanical systems as they relate to this project.
- B. Review available design and as-built mechanical and architectural plans of the facility, to be provided by the Borough.
- C. Preparation of cooling, heating, ventilation, and exhaust load calculations for the Assessment of the condition of the existing HVAC systems to determine if they are appropriate for reuse.
- D. Preparation of schematic selective demolition plans for the removal of the building's existing AC and heating units.
- E. Preparation of schematic design plans depicting the HVAC systems for the plan option selected by the Borough.



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September 21, 2021

3. Electrical & Fire Alarm

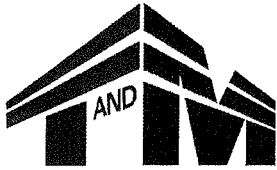
- A. Site visit(s) as required to document the existing condition of the electrical systems as they relate to this project.
- B. Review available design and as-built electrical and architectural plans of the facility, to be provided by the Borough.
- C. Assessment of the condition of the existing electrical systems to determine if they are appropriate for reuse.
- D. Preparation of calculations to determine if the electric service will need to be upgraded to accommodate the new HVAC systems.
- E. Preparation of selective demolition plans for the removal of the building's existing electrical systems.
- F. Preparation of schematic design plans depicting the electrical and fire alarm systems for the plan selected by the Borough.

4. Plumbing

- A. Site visit(s) as required to document the existing condition of the plumbing systems as they relate to this project.
- B. Review available design and as-built plumbing and architectural plans of the facility, to be provided by the Borough.
- C. Assessment of the condition of the existing plumbing systems to determine if they are appropriate for reuse.
- D. Preparation of calculations to determine if the existing domestic water, sanitary, and gas piping mains serving the building are sufficiently sized to accommodate the plan selected by the Borough.
- E. Preparation of selective demolition plans for the removal of the building's existing plumbing systems.
- F. Preparation of schematic design plans depicting the domestic water heating systems, sanitary systems, natural gas piping, and storm piping.

5. Fire Protection

- A. Preparation of schematic design plans and performance specifications for the sprinkler systems. We anticipate this will include a new fire water connection to the building.



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September 21, 2021

6. Construction Scheduling/Cost Estimating

- A. Preparation of a budgetary construction cost estimate based on the schematic design plans.

PROJECT UNDERSTANDING – INTERIOR GYMNASIUM ARCHITECTURAL, MEP&FP, AND STRUCTURAL ASSESSMENT SERVICES

T&M understands that the Borough will potentially direct the project Team to provide additional schematic-level architectural, MEP&FP, and Structural Assessment services to restore the interior portion of the gym to a code-compliant, useful condition. Accordingly, the project Team will provide the requested services and cost estimating for the interior portion of the gym. The schematic-level services and cost estimate will be limited to those necessary to restore the interior gym to a code-compliant, safe condition for use as a gym only. No other specific floor plans indicative of an alternate use for this area is included.

EXCLUSIONS

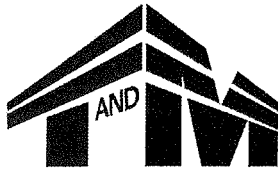
1. Services not specifically listed are not included.
2. Construction Management and Commissioning Engineering services are not included.
3. Design of off-site improvements is not included.
4. LEED consulting services are not included.
5. Schematic Design plans will be prepared utilizing the latest version of AutoCAD. Preparation of a BIM model is not included.
6. All Assumptions, Clarifications, and Exclusions listed in the original September 17th, 2021, *last revised September 21st, 2021*, apply to this Addendum.

FEE PROPOSAL

T&M proposes to provide the scope of services outlined herein for

- MEP&FP Design – From **\$42,000 to \$49,000** depending on the plan option selected by the Borough
- Elevator Consultant – **\$10,000**
- Additional Interior Gymnasium Services - **\$20,000**

The total fee for this scope of work inclusive of all project deliverables is therefore from **\$52,000 to \$59,000**. The additional interior gymnasium services fee is **\$20,000**. We will invoice the Borough for services provided on the project monthly based on the effort expended during that month. Direct Expenses will be billed to the Borough at cost based on the schedule provided herein.



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We thank the Borough for the opportunity to submit this Addendum No. 1 to our original September 17th, 2021, *last revised September 21st, 2021*, proposal and we look to working with you on this project. If you have any questions or require additional information, please do not hesitate to contact me at 732-671-6400.

Very truly yours,

T&M ASSOCIATES

ERIC NATHANSON
CLIENT MANAGER

KRISTOPHER J. KRYZSTON
VICE PRESIDENT, REGIONAL PRACTICE LEADER

cc: Mayor Larry Fox

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