

February 3, 2022

Ms. Chari Chanley
Acting Superintendent of Schools
Monroe Township Schools
423 Buckelew Avenue
Monroe Township, NJ 08831

**Re: Pre-Referendum Services
Monroe Township Board of Education
423 Buckelew Ave., Monroe Twp., NJ**

Dear Ms. Chanley,

We are grateful for the opportunity to submit our proposal for Pre-Referendum Services for the Monroe Township Board of Education.

The attached proposal outlines our understanding of the District's referendum goals, our approach, deliverables, schedule and proposed fee. DIGroup is absolutely delighted to be a part of this exciting work. We welcome any questions you may have regarding our proposal and look forward to assisting the Board of Education with planning and executing and incredibly successful referendum project.

Very truly yours,



Richard D. Alderiso, AIA, NCARB
DIGroupArchitecture, LLC

cc: file

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1.0 UNDERSTANDING | REFERENDUM GOALS

Based on our December 22nd, January 14th and January 20th meetings with key administrators and the Buildings, Grounds & Transportation Committee, our project understanding is as follows:

Additions and Alterations are being proposed at multiple, existing school sites in order to accommodate the continued growth of the student population in Monroe Township. The following sites and buildings shall be included as part of the solution:

- Monroe Township Middle School: Multi-story addition and renovations to house up to 800 students
- Applegarth Elementary School: Single-story addition and renovations to house up to 475 students
- Monroe Township High School: Single-story addition to house up to 150 students

These proposed improvements take advantage of the district's existing assets while strategically addressing the most significant needs relating to overcrowding. The proposed improvements include additions but also respond to existing conditions within the buildings and sites which can be improved upon (i.e. interior circulation, vehicular site circulation, undersized core space, critical space adjacencies).

All proposed improvements shall be designed and integrated in accordance with the New Jersey Department of Education guidelines and requirements.

2.0 PROJECT APPROACH | PROCESS

In order to advance the above-referenced Referendum goals, we are proposing the following scope of services:

- DIGroup will review the district's updated demographic data and will work closely with administrators to finalize the building program for each site which includes room types, sizes, quantities and associated circulation (i.e. corridors, stairs, elevators).
- Based on each approved building program, DIGroup will coordinate with the district's civil engineer in order to fine tune each design to accommodate existing site attributes such as topography, utilities, storm water requirements, easements, etc.
- Once pre-schematic concepts have been approved, DIGroup will develop Schematic Design Drawings and Educational Specifications for review and approval by the Board of Education. Drawings will be suitable for submission to the NJ Department of Education and will include the following:
 - Drawings:
 - Plot plan of each site including the intended location of each school addition and a layout of the locations of all other structures, playfields, playgrounds, walkways, roadways, access roads, parking areas, deed restrictions, and easements. These drawings will be developed in conjunction with the district's civil engineer of record;
 - Schematic plan of each floor level showing the entire existing and proposed building addition at each site drawn to a scale of not less than 1/16 inch per foot. Shall include the approved use of each space, proposed number of occupants and the net square foot area of all existing and proposed spaces;

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- Layouts of the built-in and moveable furniture and equipment for examples of all occupied spaces drawn to a scale not less than 1/8 inch per foot;
 - Information required to demonstrate compliance with Facility Planning Standards, including dimensions, clearances, ceiling heights, and required equipment;
 - Paths of travel for disabled persons.
- Educational Specifications: Work with district administrators to develop Educational Specifications for each facility to be submitted for educational adequacy review by the NJDOE.
 - Educational specifications shall describe in detail the educational program activities and requirements for each space proposed in the project, and shall refer to the Core Curriculum Content Standards wherever appropriate;
 - An itemized list of furniture, equipment, and support spaces required to conduct the educational program specified for each space shall be included, together with their net areas in square feet, as well as the net of the total room area required for each space;
 - Specific technical and environmental criteria, adjacencies and other requirements for the educational program shall be noted; and
 - A building space program that indicates the number and net area in square feet of each instructional, specialized instructional, administrative and support space included in the project.
 - Update LRFP: Once the schematic plans have been finalized and approved (by Board), DIGroup will update the district's LRFP adding the building additions as *proposed district assets*. This proposal includes amending current grade level allocations, per school as applicable, in order to address student population distribution and classroom inventory.
 - NJDOE Schematic Submission: Prepare and submit complete project applications to the NJDOE for submission and approval for each school
 - DIG will coordinate with the Board's professional cost estimator so that estimates may be generated for each project.

3.0 DELIVERABLES

The Deliverables noted below apply to each school project (MTHS, MTMS and Applegarth ES). In effect, there are three projects (3 separate deliverables).

- Drawings: Plan drawings for renovations and additions will be provided for each school indicating all occupied spaces, clearances, circulation, built-in equipment and furniture. Floor plans will be coordinated with site drawings for preliminary site design plans.
- Site plan as described under section 2.0 of this proposal for each school
- Educational Specification: 8-1/2" x 11" format, as described under section 2.0 of this proposal for each school
- NJDOE Schematic Submission: Includes completed project application and submission for each school (including but not limited to DOE forms for each project description, submission checklist, project

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schedule, summary cost estimate form, rehabilitation cost estimate form, etc.)

- LRFP Update Submission, as described under section 2.0 of this proposal.
- Meet with NJDOE: Meet with the District Manager from the NJDOE in order to review process, LRFP adjustment and other submission requirement questions.
- Meet with District: Meet with District Representatives as often as needed in order to review and reach consensus on program, education specifications and building layouts.

4.0 SCHEDULE

DIGroupArchitecture, LLC is prepared to commence work on these tasks upon receipt of your written authorization to proceed. We anticipate completing all services in order to make formal submissions to the NJ Department of Education on or before ±October 14th, 2022. This schedule is based on the anticipated scope of work and the election advisory timelines for district referenda prescribed by the NJDOE with an April 2023 Referendum target.

5.0 COMPENSATION

Our fee for the proposed services is a lump sum of one hundred and thirty-eight thousand and five hundred dollars (\$138,500.00) plus customary reimbursable expenses.

End of Proposal Description