ALEXANDER ELIAS ARCHITECTURE, LLC
76 S. ORANGE AVE., SUITE 310, S. ORANGE, NJ 07079

19 March 2021

Adam D. Loehner
Village Administrator
Township of South Orange Village
76 S. Orange Ave., Suite 302
S. Orange, NJ 07079

RE: **Proposal to provide architectural services
for upgrades and renovations to
133 Fairview Ave., South Orange N.J.**

Sent via email

Mr. Loehner,

It was a pleasure to meet with you today. Per our conversation, this proposal describes additional architectural services to be provided subsequent to the initial phase of accessibility upgrades the Township plans to undertake to the property referenced above.

Use of building
The building was most recently occupied by the Father Vincent Monella Center of Italian Culture. The Township is acquiring the property for use as a community center. As such, the existing building is generally suited to the Township's proposed use. However, certain renovations will be required to convert the building to a public facility.

I understand that these renovations may be carried out in phases as funding becomes available. I recommend that the Township engage in preliminary study and design phase to ensure that its goals are clearly defined and achieved without redundant spending over time.

Initial Scope of Services

1.0 Site Measurement and Documentation
The existing building should be measured and photographed from the basement to the attic. Floor plans and elevations of the existing conditions will be prepared in order to assess a) the size and arrangement of the existing facility, b) any deficiencies with respect to accessibility and the life safety provisions of the Uniform Construction Code, c) the appropriateness of the facility for its intended use.

2.0 Programming
Architectural programming is an information-gathering process whereby the needs, goals, and limitations of a project are established. It requires communication with all stakeholders. Deliverables will include written data that analyzes relevant information and summarizes findings, as well as diagrams that describe relationships between programmatic elements of the project.

    2.1 Two stakeholder meetings to collect information:
    a) Meeting with Township leadership/ administration.
    b) Meeting with general public.

2.2 Two follow-up meetings to present findings and confirm program:
a) Meeting with Township leadership/ administration.
b) Meeting with general public.

2.3 Meetings with the Township will focus on developing a realistic scope for the project. Information developed in this first meeting will be used to frame public discussion about programs and activities offered at the center. Follow-up meetings are intended to present the architect's recommendations for alterations to the building to implement the program.

3.0 Schematic Design
The schematic design phase establishes the general scope and conceptual design of the project, as well as the relationships among the proposed building components. The objective is to arrive at a clearly defined, feasible concept that results in client understanding and acceptance. Deliverables will include architectural drawings in plan, section and elevation that describe the scope of the work as well as written notes and data that outline the materials and systems to be used in the project.

With a schematic design, the Township can obtain construction cost estimates and phase the work in the most efficient manner possible.

4.0 Proposed Fee
For the services described in items 1 through 3 above, I propose the following fee:

4.1 Site Measurement and Documentation:	$ 4,000.00
4.2 Programming:	$ 4,500.00
4.3 Schematic Design:	$ 6,000.00
4.4 Total:	$14,500.00

Please let me know if you have any questions or comments. I am available to discuss this proposal at your convenience.

Sincerely,

Alexander Elias, RA, NCARB, LEED AP
Alexander Elias Architecture, LLC