



February 19, 2021

Ziad Shehady, Executive Director  
Red Bank Redevelopment Agency  
zshehady@redbanknj.org

**RE: Proposal for Professional A/E Services – M2021035A  
For Conceptual Architectural Plan for the Senior Center & Community Center  
For the Borough of Red Bank NJ**

Dear Mr. Shehady,

DMR is pleased to provide this proposal to the Red Bank Redevelopment Agency to provide Conceptual Architectural Senior Center & Community Center at 80 Shrewsbury Avenue.

**PROJECT SCOPE**

Concept Design - The Senior Center and Community Center are combined at a renovated/expanded facility at 80 Shrewsbury Avenue.

**PROGRAMMING:**

- Confirm the program based on our previously completed programming analysis.

**Conceptual Design Plans:**

After program approval by the Redvelopment Agency, the architect shall proceed with the development of Concept Design Plan. Concept Design shall translate the architectural program documents into a graphic representation of conceptual site plans and blocking and stacking diagrams which include adjacencies layout, sizes, space requirements, workflows, activities and special uses. The deliverable shall include hand sketch, floor plan in ACAD or Revit. This phase is estimated to take 2 weeks.

**Conceptual Cost Estimate:**

DMR will:

- Provide a Preliminary Construction Cost Estimate based on the approved layouts.

This phase is estimated to take 1 week.

**PROFESSIONAL FEE**

DMR proposes the following fee for the services outlined above:

Task	Fee
Conceptual Design Plan	\$6,250.00
Conceptual Cost Estimate:	\$1000.00
Reimbursable	\$250.00
<b>TOTAL</b>	<b>\$7,500.00</b>

**Seven Thousand Five Hundred Dollars**

**Reimbursable**

Reimbursable expenses, including reproduction, printing, mailing, plotting and

application fees paid to authorities having jurisdiction over the project if required and agreed to be fronted by DMR, shall be billed against the line item allocated for reimbursable.

**Progress Payments**

DMR will invoice the owner on a monthly basis. Invoicing will be based on percentage of work performed. Payment is due 10 days after next Board Meeting subsequent to invoice submission upon receipt of Architects' invoice.

**Additional Services**

Additional Services are professional services not expressly set forth in the Basic Services, to be performed by DMR Architects or a consultant to DMR Architects, and also include those services that are excluded / limited as set forth in the Basic Services. Additional Services may be provided if authorized by the owner and agreed to by DMR Architects. Such Additional Services may include, but are not necessarily limited to those services listed below:

1. Civil Engineering
2. Geotechnical
3. Site Survey
4. Value Engineering / Analysis.
5. Specialty services such as specialized lighting, acoustics.
6. Traffic Engineer
7. Hazardous Materials Assessment, Investigation, Remediation.
8. Phase I, II, III Environmental Site Assessments
9. Historic Preservation Assessment / Approvals
10. On-Site Project Representation / Construction management
11. LEED or Sustainability Certification.

Additional Services will be performed for a mutually agreeable fixed fee set forth in a fully executed amendment to this Proposal or on a time (hourly) and expenses basis in accordance with the following schedule of rates:

**Hourly Rates**

President & CEO	\$195.00
General Counsel	\$190.00
Senior Project Manager	\$165.00
Senior Designer	\$165.00
Senior Interior Designer	\$160.00
Project Manager	\$160.00
Project Architect	\$150.00
Architect	\$130.00
Interior Designer	\$130.00
Director of Sustainability	\$165.00
Director of Construction Administration	\$165.00
Construction Administration Technician	\$65.00
Junior Architect	\$100.00
Director of Business Development / Marketing	\$130.00
Bookkeeper	\$85.00
Administration	\$85.00

**Construction Cost / Project Owner Budget**

DMR Architects cannot and does not warrant any estimated pricing or probable construction cost information developed for the Project. Any review and/or



evaluation by the DMR Architects of cost data and budget estimates made by others shall not be interpreted as DMR Architects' approval and/or ramification of such cost, budgets or estimates.

**General Terms**

- DMR Architects and their consultants will be paid for actual services performed under this contract in the event of cancellation.
- Payment is a direct obligation and is not contingent upon any other schedule or other contracts or financial arrangements. Payment of invoices is not subject to unilateral discounting or set off by the Project Owner and payment for actual services rendered is due despite suspension or termination.

**Suspension of Services**

If the Project Owner fails to make payment when due or otherwise is in breach of this proposal, DMR Architects may suspend performance of services at any time after providing notice to the Project Owner. DMR Architects shall have no liabilities whatsoever to the Project Owner for any costs or damages as a result of such suspension caused by any breach of this Proposal by the Project Owner.

**Agreement**

The execution of this proposal by authorized representative of the Project Owner will bind the Project Owner to the terms and conditions of this proposal and upon being fully executed, will allow DMR Architects to commence its services. The individual executing below represents and warrants that they are authorized to bind the Project Owner to the terms and conditions of this proposal. In the event that the Project Owner desires a formal AIA agreement or similar agreement, the parties shall negotiate same in good faith and upon being fully executed, shall supersede this signed proposal. Until such time, this fully executed proposal shall remain in full force and effect and bind the parties. Notwithstanding the foregoing, the basic provisions of the terms and conditions of this proposal shall be included in any subsequent written agreement.

DMR looks forward to working with the Red Bank Redevelopment Agency on this project and the chance to provide quality architectural services. Please do not hesitate to contact me should you require any additional information.

Very truly yours,

Pradeep Kapoor, AIA, LEED AP  
Partner  
DMR Architects

Architect: **DMR Architects**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name/Title:

Project Owner / Client: **Red Bank Redevelopment Agency**