



PTWP-23013

July 3, 2023

Mr. Tim Killion, Administrator  
Pennsauken Township Municipal Building  
5605 N. Crescent Boulevard  
Pennsauken, NJ 08110

**RE: PROPOSAL FOR PROFESSIONAL SERVICES  
PENNSAUKEN COUNTRY CLUB  
FOUR (4) SEASON ROOM ADDITION & DECK REPLACEMENT**

Dear Mr. Killion:

T&M Associates is pleased to present this proposal for professional services for professional design engineering services to provide the contract documents, bidding assistance, and construction administration for the Pennsauken Country Club Four (4) Season Room Addition. Please note that we have modified our scope of services based on our June 28, 2023 conference call.

**PROJECT UNDERSTANDING**

T&M understands that Pennsauken Township desires to move forward with the engineering and design of the Four (4) Season Room Addition and Deck Replacement based on the Township approved Option 2 Conceptual Design which includes expansion of the ground level Dining Area approximately 15'-8" by 82' below the second story deck. This space shall be an all-season addition.

The new dining area will have large folding doors that open to the cart path. All existing windows between the newly enclosed space and the existing dining room will be replaced with new operable doors and windows so that the space will open as one. There will be new foundations with a new concrete slab that will match the existing elevation of the dining room with finish tile. A new door will be provided connecting the existing Hall and dining area. The new deck will be constructed above the new addition and act independently of the dining room.

The new dining area will include LED lighting, ceiling fans, and HVAC split systems for heating and cooling. The existing HVAC wall units along the existing wall will be removed to accommodate the new windows and doors and replaced with additional heating and cooling units in the existing dining area.

The new deck is necessary since the existing deck is in disrepair and portions unsafe. The new deck will include a tempered glass guardrail system with wide top board for leaning with pressure treated wood framing and composite decking. The deck replacement will include replacement of the ramp and a new set of stairs on the north end of the deck connecting to the ground level. In addition, we will investigate to provide an underdrain to collect the deck and roof rainwater to an underdrain to connect to the nearby pond. The deck overhead canopy will be removed and replaced as part of the construction contract.

## SCOPE OF SERVICES

### TASK 1 CONTRACT PLANS AND SPECIFICATIONS

T&M proposes to prepare one (1) bid package for the Building and Site Improvements. We propose to provide three (3) review meetings during the design development and construction document phases. This interaction will provide an understanding to the progress of the project.

Following acceptance of the design development plans by the Township, T&M will prepare final design documents, including the preparation of technical specifications, contract documents, and provide a statement of probable construction costs.

The elements of design will include the following:

#### FIELD SURVEY

T&M will perform a field topographic existing conditions survey in the area of the building addition and golf cartway to capture grades and existing conditions. We will also capture grades along the lawn to the first pond that will provide for a base plan to connect an underdrain to the pond to capture roof water from the deck. The survey will include the areas of the existing buildings. This information will be utilized as an AutoCAD file base for the proposed site improvements.

#### CIVIL ENGINEERING

T&M will complete the site design and engineering for providing grades and related site improvements for the building addition which will include concrete, paving, possible curbing, and an underdrain to collect roof water to the nearby pond, if feasible. We do not anticipate that a Camden County Soil Conservation District application is required for the project.

#### BUILDING AND STRUCTURAL DESIGN

T&M will provide building and structural design and specifications for the Four (4) Season Room Addition and Deck Replacement including the ramp and new set of stairs. The design will include the documentation of existing conditions, and the following deliverables:

1. Basic Foundation Plan for dimensioning
2. Demolition Plans
3. Floor Plans
4. Exterior Elevations of the sides of the building as needed.
5. Window and door types
6. Window and door details
7. Window and door schedules
8. Building sections and details
9. Room finish schedule
10. Barrier free details

11. Product specifications
12. Hardware specification
13. Emailed set of PDF drawings for the Owner's use
14. Site visit and survey of existing conditions as it pertains to the deck and windows.
15. As-Built drawings of the existing plans and elevations.
16. Foundation Plans of new additions and second story deck with structural details.
17. Structural Details of framing and foundation
18. Framing Plans

T&M will utilize the services of Paul Adison, Architect, to assist with architectural related items since Mr. Adison developed the Conceptual Plans for the project and the new building space will contain Business and Assembly Use Groups.

### MECHANICAL / ELECTRICAL / PLUMBING / FIRE PROTECTION DESIGN

T&M will provide mechanical, electrical/lighting, plumbing, and fire protection design for the new Four (4) Season Room Addition and Deck Replacement. The design will include the documentation of existing conditions, and the following scope for design.

### DESIGN SERVICES

#### 1. PROJECT MANAGEMENT, COORDINATION, MEETINGS & ADMINISTRATION

- A. Setup of AutoCAD backgrounds received for the new work.
- B. Attendance at three (3) design coordination meetings with the Township during design.
- C. Preparation of required deliverables and respond to the Authority Having Jurisdiction (AHJ) as required to facilitate approvals related to our design.

#### 2. MECHANICAL (HVAC) DESIGN

- A. Site visits as required to document the existing conditions. **We will conduct an investigation to determine the presence or absence of asbestos containing materials and notify the Township if any remediation will be needed.**
- B. Preparation of heating, cooling, ventilation, and exhaust calculations for the addition and the existing dining area.
- C. Design modifications to the existing seven (7) console water source heat pumps serving the existing dining area. We anticipate this will include the removal of the unit's outdoor air intake ductwork and louver for four (4) units and the removal of three (3) units to accommodate the installation of sliding doors. An energy recovery ventilator and VRF fan coil units will be utilized to provide conditioning and ventilation air in an equal amount provided by the Three (3) units being removed.

- D. Design modifications to the existing mechanical exhaust systems serving the dining area as required. We anticipate this will include extending exhaust outlets to the perimeter of the new addition.
- E. Design of new mechanical systems to accommodate the new 4 Seasons Room. We anticipate this will include an energy recovery ventilator and VRF heat pump heat recovery system with grade-mounted condensing units.
- F. Design of automatic temperature controls for equipment specified.
- G. Preparation of energy compliance calculations as required by Code.
- H. Preparation of mechanical construction documents with specifications on drawings.

### 3. ELECTRICAL DESIGN

- A. Design of electrical power and branch circuitry for architectural, exit and emergency lighting systems and a lighting control system. Lighting layout, fixture selections and specifications with branch circuiting will be provided. Lighting control systems will be designed by our office in accordance with energy compliance Code requirements. Lighting layout and fixture selections will meet the energy subcode.
- B. Design of electrical power and branch circuitry for receptacles and equipment.
- C. Design of electrical power and circuitry as required for HVAC systems.
- D. **We will confirm** that the electric service for the building is sufficiently sized to accommodate the renovation. **If it is determined that the system needs to be upgraded, we will notify the Township and provide a probable construction cost including engineering costs for the design of the upgrade.**
- E. Design of Code required fire alarm systems and equipment.
- F. Preparation of energy compliance calculations as required by Code.
- G. Preparation of electrical construction documents with specifications on drawings.

### 4. PLUMBING DESIGN

- A. Design of roof drainage systems comprised of roof drains, overflow drains and interior storm water conductors. Design for retaining roof water or siphonic roof draining systems is not anticipated to be required.
- B. Preparation of plumbing construction documents with specifications on drawings.

## 5. FIRE PROTECTION DESIGN

- A. Preparation of performance specifications on drawings for fire sprinkler systems. The system design, layout, hydraulic calculations, etc. will be performed by the installing contractor based on the information provided in the performance specifications.
- B. Preparation of schematic plans to indicate major components of the fire protection systems.
- C. We are assuming that no dry-chemical or specialty fire suppression systems will be required.
- D. We are assuming that a fire pump will not be required, such that we have excluded this design from our scope.

## BIDDING SPECIFICATIONS

T&M will provide bidding specifications and technical specifications for construction prepared in Construction Specification Institute (CSI) format and the front end and proposal documents consistent with NJ Public Contracts Laws.

## EXCEPTIONS / ASSUMPTIONS

- Permit fees to regulatory agencies are not part of this proposal.
- Low Voltage, IT/AV, Telephone, Security, and Equipment Commissioning engineering services are not included.
- Value Engineering to redesign the project in an effort to reduce the construction cost is not included.
- Designs do not include any sewage or fire pumping systems.
- Water and sewer services are to be internal to the site. No connections into public roadways are anticipated nor included.
- Geotechnical engineering is not part of this proposal.
- Construction documents will be prepared utilizing the latest version of AutoCAD. Incorporating our design in a Building Information Model (BIM) is not included.
- Preparation of as-built documents at construction completion is not included. However, we will specify that the installing contractor is responsible for as-built documentation in our design.
- Services not specifically listed are not included.
- T&M anticipates the current condition of the building is such that investigations or structural repairs to existing components are not required.

## TASK 2 BIDDING ASSISTANCE / CONTRACT AWARD RECOMMENDATION

The Bidding Phase involves the following tasks:

- A. Upon receipt of comments from the Township, T&M will finalize the plans and specifications.
- B. T&M will print and distribute the contract documents, which will include final plans and specifications, to prospective contractors.
- C. T&M will conduct a pre-bid meeting and we will answer questions that arise during the bidding phase of the project, either from the Township Officials or prospective bidders.
- D. T&M will **be present at the bid opening and will** assist with the receipt of bids and assist the Township with the evaluation of the bid documents, including the value of the bids, insurance certificates, bonding, etc. A detailed bid tabulation sheet will be prepared, which will assist in evaluation of the bids.
- E. Subject to verification of the bids, T&M will make a recommendation for award to the Township.

## TASK 3 CONSTRUCTION ADMINISTRATION SERVICES

T&M will provide a qualified representative to periodically visit the site to generally observe the progress of the work with additional support services from our office staff. In addition, the Project Manager will coordinate with the Township and General Contractor. Our representative will be responsible to observe the work to determine if it is generally installed in accordance with the contract documents and standard construction practices. The assigned personnel will have experience related to similar projects and will possess the communication and coordination skills required to carry out the responsibilities of construction administration.

The specific scope of services includes the following:

1. T&M Project Manager will conduct the Pre-Construction Meeting for the project. We will organize, conduct, and prepare minutes of the pre-construction meeting and bi weekly progress meetings.
2. T&M representative will provide part-time construction observation and administration services to determine general conformance to contract documents for a construction duration of (24) weeks including approximately four (4) hours per week of construction administration conducting twelve (12) biweekly meetings with the Township and Contractor. In addition, we have included four (4) visits by our architect for review of building conditions and total of two (2) building visits by our mechanical/electrical engineer for review of mechanical/electrical conditions and conformance to the design documents.
3. T&M will prepare job reports indicating weather, equipment, personnel, and work accomplished on the project. Reports will be furnished to the Township upon request.
4. T&M will review and coordinate submittals including Contractor's schedule, shop drawings, product data and samples and material certifications for conformance

with contract documents. Structural Shop drawing submittal review of structural systems designed, and materials specified will include up to five (5) sets of shop drawings consisting of concrete mix design, concrete reinforcement, steel framing, metal deck and the CFMF delegated design review.

5. T&M will respond to contract document interpretation / Requests for Information (RFI) from the contractor and assistance in resolution of questions and/or disputes will be provided.
6. T&M will review contractors' monthly estimates of work performed, and invoices submitted for payment and make recommendations to the Township for payment. Prepare monthly estimates of payment to the Contractor.
7. T&M will review for acceptance final as-built construction drawings and O&M manuals as prepared by the contractor.
8. T&M will perform a final site visit. We will prepare and administer corrective action lists and prepare final closeout documents including Final Payment Certificate and Change Order.
9. T&M will review and issue written recommendation to the Township following receipt of a written claim or dispute from contractor.

## SCHEDULE

T&M proposes to complete Task 1 – Contract Plans and Specifications within sixty (60) days of authorization to proceed. T&M understands that the Task 1 services will require completion by August 31, 2023, in order to proceed with the bidding and the contract award schedule.

## FEE SUMMARY

All professional services described in the Scope of Services will be compensated at an amount determined using an hourly billing rate for each job title multiplied by the time expended, including travel time and direct expenses at cost, plus an amount equal to 110 percent of the cost of the contracted services, all in accordance with our Pennsauken Township rates.

Our effort and the resulting fee will not exceed **\$189,900.00** without prior written authorization from you based on the following breakdown.

<b>TASK 1 – CONTRACT PLANS AND SPECIFICATIONS</b>	
<b>TOTAL TASK 1</b>	<b>\$128,500.00</b>
<b>TASK 2 – BIDDING ASSISTANCE/CONTRACT AWARD RECOMMENDATION</b>	
<b>TOTAL TASK 2</b>	<b>\$5,500.00</b>
<b>TASK 3 – CONSTRUCTION ADMINISTRATION</b>	
<b>TOTAL TASK 3</b>	<b>\$55,900.00</b>
<b>GRAND TOTAL</b>	<b>\$189,900.00</b>

Thank you for the opportunity to submit this proposal. We look forward to working with you on this project. Should you have any questions or require any additional information relative to the above, please do not hesitate to call.

Very truly yours,

A handwritten signature in blue ink that reads "Edwin J. Steck". The signature is written in a cursive style.

Edwin J. Steck, PE, CME  
*Senior Vice President*

cc: Marco DiBattista, Committeeman  
Duke Martz, Director-Municipal Services  
Kevin Morita, Director of PCC