

**ARCHITECT OF RECORD
SPECIFICATIONS**

**BRICK TOWNSHIP BOARD OF EDUCATION
101 HENDRICKSON AVENUE
BRICK, NJ 08724**

SCOPE

1. Annual survey of all facilities for purposes of updating the present five (5) year plan and reviewing current needs. A written report shall be submitted. Inspection of present 5-year plan can be reviewed in the Business Administrator's Office, 101 Hendrickson Avenue, Brick, NJ 08724. \$ _____
2. Meeting with Administrative staff for purpose of direction on an as needed basis with a minimum of four (4) meetings per year, 1st in February (Annual Inspection of Building), 2nd in June (Summer Projects), 3rd in September (Inspection of Heating/Ventilating Systems), and 4th in December (Budget Review for the Next School Year. Fee (if any) \$ _____
3. The Architect of Record shall agree to be available at all times for emergencies and assistance in resolving problems. Hourly rates – Scheduling in Item 8 shall apply.
4. The Architect of Record shall provide a qualified contractor bidders list for repairs and maintenance when requested. It shall be understood and agreed that the Architect of Record shall review (when requested) the Board of Education bids and/or quotes as prepared by the Business Administrator, make suggestions and assist in the recommendation. If the bids require architectural drawings, then these shall be done based on the rate structure in the proposal section.

Also, included in this section:

- A one-time review of the computer software program for operations and maintenance, which includes work orders.
 - Assistance in hiring of professional services; i.e. engineers and supervision of normal repairs and maintenance.
 - Assistance in hiring of staff tradesman, as needed.
5. Fees for new construction and additions.

Please list school district projects that you have constructed.

School	Person in Charge	Cost for Contract	Cost Change Orders

Fee for this project shall be \$ _____

6. Fees for building repairs necessary to repair and upgrade of the building to meet the State Monitoring Standards. \$ _____

Please list school districts (if any) where you assisted in upgrading the facilities to conform to the State Monitoring.

School	Person in Charge	Cost for Contract	Cost Change Orders

7. Fees for renovations to the grounds. \$ _____

8. Hourly rates for special projects.

Name of Person	Average Hourly Rate	No. of Staff
Principal		
Licensed Engineer		
Engineer (EIT)		
Architect (IA)		
Field Inspection		
Design Draftsman		
Technicians		

Other fees and/or costs are to be listed below.

All proposals are to be submitted in writing and received no later than Friday, April 18, 2008. Proposals are to be submitted to:

Mr. James W. Edwards, Jr., CPA
Business Administrator/Board Secretary
Brick Township Board of Education
101 Hendrickson Avenue
Brick, NJ 08724