



**PITTS GROVE TOWNSHIP BOARD OF EDUCATION
1076 ALMOND ROAD
PITTS GROVE, NJ 08318**

**REQUEST FOR PROPOSALS (RFP)
FOR CONSTRUCTION MANAGEMENT SERVICES**

**Submission Due Date:
January 9, 2024 at 10:00 AM**

PURPOSE

The Board of Education of the Pittsgrove Township School District (BOARD) is requesting proposals from experienced and qualified firms or individuals to provide Construction Management Services in connection with the construction of various capital projects approved by the voters on September 26, 2023 at the District's school as more fully described in the attached Exhibit A. The Board intends to solicit proposals and qualifications for Construction Management Services from qualified applicants.

DESCRIPTION OF WORK – See the attached Exhibit "A" Powerpoint Presentation

SCOPE

In general, professional Construction Management "Not-At-Risk" Services consistent with the responsibilities defined in the District edited American Institute of Architects AIA A-201 CMA General Conditions of the Contract for Construction and as specifically outlined in Article 4 – ADMINISTRATION OF CONTRACT. Services are to be provided from the date of engagement by the Owner through (60) calendar days from the date of Substantial Project Completion by the successful Contractor(s) as set forth in the Contract Time of Completion of the Contract Documents. Services are to be provided to supplement services provided by the Owner's Architect, Garrison Architects.

The successful respondent for Construction Management Services for the Construction Project shall provide all required, services, including the following projects: Package #1 Partial Roof Replacement and Package #2 Site Work and Building(s) Renovations (balance of the work).

A. PRECONSTRUCTION PHASE: Project #1: January, Project #2: January - February

1. Review design documents during development for constructability, coordination, completeness and value. Provide a written constructability analysis report with recommendations to the Board and Garrison Architects at the completion of construction documents phases, for certain projects as identified in Attachment "A" following an initial meeting with Garrison Architects.
2. Prepare a constructability/value analysis report at the completion of the construction documents phase in Excel and on the Drawings, as required.
3. Attend design meetings as necessary, conducted by Garrison Architects, at their office or Zoom call.

4. Analyze the project requirements and develop a site logistics plan in consultation with Garrison Architects, and Owner, as necessary.
5. Assist the Board with recommendations regarding any Board purchased equipment and material (FFE).
6. Review, affirm and monitor overall project schedule prepared by Garrison Architects including design, approvals, bidding, construction, occupancy and closeout. Monitor and update the project schedule biweekly, during the preconstruction phase.
7. Review, affirm and monitor the construction milestone schedule prepared by Garrison Architects, based on the established phasing plan to be included in the bidding documents.
8. Prepare RFP's for selection of special consultants, which may be required during the project. (Construction Testing, Commissioning, etc.)
9. Assist Garrison Architects and counsel with preparation and issuance of construction bid packages, summary of work, general conditions, etc.
10. Help generate local qualified Contractor interest in the project.
11. Assist Garrison Architects with the pre-proposal conference with prospective bidders.
12. With Garrison Architects and counsel, evaluate Contractor proposals and prepare a bid analysis and recommendation of contract award for Board approval.
13. Organize and oversee a preconstruction "kickoff" meeting with the successful Contractor immediately after contract award.
14. Assist Garrison Architects and Contractor in obtaining any necessary permits.

B. DESIGN AND BIDDING PHASE – Project #1: January - February, Project #2: March - May

1. Review the design documents prepared by Garrison Architects. Advise the Owner of any areas of concern. Make recommendations for corrective action.
2. Review the initial budget based upon the design documents prepared by Garrison Architects. Perform a review of the budget based upon the Construction Documents. Advise the Owner and Garrison Architects if it appears that the Construction Cost may exceed the Project budget. Make recommendations for corrective action. Cost estimates prepared by the Construction Manager represent the Construction Manager's best judgement as a professional familiar with the construction industry.
3. Development of Bid Documents - Assist Garrison Architects in the development of detailed and complete bid documents to assure timely, responsive and comparable bids, while avoiding questions and protests. Identify and investigate contractors and suppliers interested in bidding the work.
4. Establish Phased Bid and Construction Schedule - Assist Garrison Architects in the preparation of a schedule for the bidding of construction contracts and an overall construction schedule identifying key schedule milestones to be included in the bidding documents.
5. Pre-Bid Conference - Assist Garrison Architects in the organization and operation of pre-bid conferences prior to the receipt of bids. Familiarize bidders with the bidding documents and

assure that all bid documents are clear. Assist Garrison Architects with the receipt of questions from bidders, and with the issuance of Addenda.

6. Evaluation of Bids Received - Assist the District and Garrison Architects in receipt, review and evaluation of bids. Ensure that all contractors and suppliers are approved by the DPMC, as required.
7. Present Monthly Reports - Present to the School Board and/or Administration, a monthly report on schedule status, problems, decisions required, and a general overview of the project status. A copy of the report should be submitted to Garrison Architects at the same time of submission to the Board of Education.

C. CONSTRUCTION PHASE: Project #1: March – September 2024, Project #2: June – Dec. 2025

1. Provide sufficient staffing to provide the services described herein.
 - Project Management
 - Construction Supervision
 - Others as Required
2. Provide project administration as needed, as the point of communications with the Contractor, as the Board's agent. Coordination of construction activities for various projects consisting of additions and renovations work.
3. Serve as Project's primary point of contact throughout the project until final acceptance.
4. Assist the Owner in hiring and coordination with the Owner's construction testing, balancing, inspection activities, and commissioning agent.
5. Oversee storage of any Board purchased items.
6. Participate in meetings with the Site Supervisors of the various trades, as needed, to ensure proper coordination and continuity of the schedule.
7. Conduct the bi-weekly construction meetings and prepare the minutes of the meeting and distribute the same to all.
8. Provide logging, tracking, reviewing and recommendations for all proposed change orders submitted by a contractor. Provide an Excel spreadsheet to track the COR#, date requested, scope of work, proposed amount, status, approved amount, approved date and note if it is an allowance or change order.
9. Prepare monthly reports summarizing project progress relative to design, cost and schedule. Reports to include any updated schedules, cost reports, change order log, RFI log, submittal log and photographs.
10. Review Contractor monthly applications for payment approval and work with Garrison Architects. Confirm all relevant attachments including certified payroll reports, affirmative action reports, etc. are included.
11. Advise Garrison Architects and Owner on a regular basis of any problems or coordination requirements.
12. Create and maintain a log of construction activities and site, weather and other factors describing or affecting construction work.

13. Assist Owner with Owner provided items, equipment and installation. The items include but are not limited to furniture, technology, data, security systems, cable tv, DCA required special inspections, HVAC TAB and Commissioning services, etc.
14. Review Contractor(s) Technical and other Submittals and Shop Drawings for completion, as required by the Contract Documents, and transmission of same to Garrison Architects for technical review and approval. Incomplete submittals are to be returned to the Contractor by the Construction Manager.
15. Review progress of the work for quality, and adherence to the contract documents, inspect all work and alert Garrison Architects to any conformance issues for final disposition by Garrison Architects. Monitor the work of the Contractor to achieve high quality performance. Recommend corrective actions to Garrison Architects, if required.
16. Take digital photographs of the project as needed.
17. Assist Garrison Architects in identifying incomplete and unsatisfactory work. Coordinate completion of corrective work with Contractor.
18. Assist Garrison Architects in final inspections and determination of substantial completion.

D. CLOSEOUT PHASE: Project #1: October 2024 Project #2: TBD 2026

1. Identify and resolve any open issues. Coordinate Contractor completion of all punch list items.
2. Coordinate receipt, review for accuracy and transmittal to the Board of Contractor supplied attic stock, spare parts, as-built drawings, warranties, operations and maintenance manuals, etc.
3. Oversee all Contractor final inspections, and receipt of Certificate of Occupancy from the Township.
4. Oversee Contractor's final system demonstrations and training to Board's facilities staff.
5. Summarize total project costs in a final report, including all change orders.

REQUEST FOR PROPOSALS AND QUALIFICATIONS – PROCEDURES

Distribution of RFQ

The RFQ can be picked up at the Pittsgrove Township School District Board of Education Office, 1076 Almond Road, Pittsgrove, NJ 08318, during normal business hours between 8:00 a.m. and 4:00 p.m. Distribution of the package will begin on December 1, 2023 The RFQ can also be obtained on the district's website at www.pittsgrove.net.

It is the responsibility of all potential Proposers requesting the RFQ package to request of the Board that such potential Construction Manager's name and their contact information be placed on the distribution list to be maintained in the office of the Board. In the event that the Board issues responses to Proposers' questions, or if additional information or clarification is required to be distributed by the Board, such information will be distributed to those on the distribution list. The Board assumes no responsibility for distribution to potential Construction Management firms who are not on the distribution list.

Responses

All RFQs must be received by the Board of Education Business Administrator/Board Secretary no later than 10:00 a.m. on January 9, 2024 at the Board of Education office located at 1076 Almond Road, Pittsgrove, NJ 08318, for the Pittsgrove Township School District. The exterior of such sealed envelope shall be clearly labeled and state "BOARD OF EDUCATION OF PITTS GROVE TOWNSHIP SCHOOL DISTRICT CONSTRUCTION MANAGEMENT SERVICES PROPOSAL." Responding Proposers will provide Two (2) copies of their response. All questions concerning this notice should be addressed to the Business Administrator/Board Secretary, Mr. Darren Harris, (856) 358-3094 or via email at: dharris@pittsgrove.net.

Facsimile or e-mail submissions will not be accepted.

Proposers should submit a technical proposal which contains the following:

- A. The name of the proposer, the principal place of business and, if different, the place where the services will be provided.
- B. The age of the proposer's firm and the average number of employees over the past three years.
- C. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles. Include an organization chart and resumés for all persons identified as potential key staff. You are required to identify the On-site Construction Manager who will be committed to this project for the duration unless otherwise advised or approved by the Owner. **Minimum qualification requirements** include:
 - 1. **Project Executive** should have at least 15 years of management experience with a minimum of 10 New Jersey public projects of a similar size and scope.
 - 2. **Construction Managers** should have good communication and computer skills, at least 5-10 years of management experience on large public construction projects; or shall have a degree in Architectural, Engineering or Construction Management with a minimum of 5 years of experience. Mechanical system experience preferred.
- D. A listing of at least 10 other engagements where services of the types being proposed were provided in the past ten years and should include other school districts and other levels of government. The list must include the following information: project location, client, architect, services provided, completion date, construction value, change orders and contact person. The Board of Education may obtain references from any of the parties listed;
- E. A description of all other areas of expertise of the proposer, with emphasis on a description of those services of interest to a Board of Education client.
- F. A detailed plan for providing the proposed services, with a description of the proposing firm's approach and specific scope of services.
- G. Proof of professional liability insurance.

- H. Proof of any necessary professional license or certification from the State of New Jersey for all professionals assigned to the engagement.
- I. Statement that the firm has Workers' Compensation and Employer's Liability Insurance in accordance with New Jersey law.
- J. Statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.
- K. A description of any litigation with New Jersey school districts or other New Jersey Public Entities relative to services performed by the proposer.
- L. Minimum of three (3) references with contact name, address, telephone, and fax numbers.
- M. An explanation of the proposer's availability for meetings and conferences at the District's facilities.
- N. Explain your firms (not your personnel) experience with K-12 construction.
- O. Evidence of your firm's current New Jersey Schools Development Authority prequalification status; (\$25 M minimum required)
- P. An Affirmative Action Statement (copy of form attached).
- Q. A completed Non-Collusion Affidavit (copy of form attached).
- R. A completed Owner Disclosure Statement (copy of form attached).
- S. Chapter 271 Political Contribution Disclosure Form (copy of form attached).
- T. A copy of the proposer's Business Registration Certificate.
- U. Evidence of your firm's current NJ Division of Property Management and Construction Consultant Prequalification status with unlimited prequalification for Construction Management.

FEE PROPOSAL

The proposer must submit a fee proposal for providing the services outlined in this Request for Proposals.

- Preconstruction Phase: Provide a lump sum fee for all services. Package #1 and Package #2.
- Construction Phase: Provide a monthly fee inclusive of all reimbursables for the stated services and manpower. Provide an alternate monthly fee for cost of a second on-site construction manager for Summer 2023 and 2024 months.
- Post Occupancy: Provide a single average hourly billing rate for post construction phase services as described. Also provide a "not-to-exceed" monthly post occupancy fee.

The Pittsgrove Township Board of Education does not provide payment for or reimbursement for travel expenses.

Proposers' Questions:

The Board will accept written questions from proposing Construction Management Firms. All such written questions must be submitted by December 13, 2023. Responses after review of questions by the Board and its professional staff will be provided to all by the Board and potential Proposers who have placed their contact information on the distribution list. The Board will attempt to provide written responses no less than three (3) business days before the due date for proposals.

Selection Process:

Once responses are received, they will be reviewed by the Board and/or designated representatives. The Board and/or designated representatives shall review such proposals in accordance with the selection criteria. The Board reserves the right to reject any and all proposals received. Further, the Board reserves the right to reissue the RFQ if it deems appropriate.

Schedule:

Board has established the following schedule in regard to the RFQ process. The schedule is as follows, subject to amendment by the Board if the Board deems appropriate:

<u>ACTION</u>	<u>DATE</u>
Distribution of RFQ	December 1, 2023
Pre-Proposal Meeting and Site Tour	December 8, 2023 @ 10:00 AM
Question Period ends	December 13, 2023
Responses Disseminated from Board by	December 15, 2023
Board Receipt of RFQ Proposals	January 9, 2024 @ 10:00 AM
Notification to all Respondents	January 19, 2024

SELECTION CRITERIA

To be considered a viable candidate for Construction Management Firm, a proposal should address, at a minimum:

1. Financial capability and ability to perform the services on a public facilities Project of the type and size required for the Board. The demonstration of financial capability can include providing audited and financial statements for the previous three (3) years.
2. Demonstrated success managing public projects of the type and size Project proposed. A minimum of 10 years' experience in the field, and management of at least ten (10) projects of this or greater magnitude is preferred. NJDPMC/NJSDA "\$25 M" Pre-Qualification is required. In demonstrating success managing projects comparable to this Project, the names and locations of such projects as well as the nature of such projects is useful. Additionally, financial information relating to these previous projects, including construction costs, both anticipated and actual, is appropriate.
3. Organizational strength, business reputation and professional capability to manage the type of Project proposed. Up to three (3) written references, preferably Camden County Clients (to be provided by the proposer) will be reviewed and considered. In identifying and establishing organizational strength and business reputation, a responding potential Construction

Management firm should identify key members of the project team for the Project. The roles of the various key members should be described, and their respective experience and backgrounds should be demonstrated.

4. Additional information as may be deemed necessary and appropriate the Board.

DISCUSSIONS WITH PROPOSERS

An oral presentation by a proposer to clarify a proposal may be required at the sole discretion of the Pittsgrove Township Board of Education. However, the Board may award a contract based on the initial proposals received without discussion with the proposer. If oral presentations are required, they will be scheduled after the submission of proposals. Proposer will not be compensated for making the presentation.

PROPOSAL EVALUATION

The successful proposer shall be determined by an evaluation of the total content of the proposal submitted. The Board reserves the right to:

- a. Not select any of the proposals.
- b. Select only portions of a particular proposer's proposal for further consideration (however, proposers may specify portions of the proposal that they consider "bundled".)
- c. Award a contract for the requested services at any time within 60 days of the selection of the most advantageous proposal. Every proposal shall remain valid through this time period.

The Board shall not be obligated to explain the results of the evaluation process to any proposer.

The Board may require proposers to demonstrate any services described in their proposal prior to award.

AWARD OF THE CONTRACT

The successful proposer will be notified, in writing, of the Award of the Contract. The terms of the proposals as submitted by the proposer may be modified as the Board reserves the right to negotiate the terms of the proposal with its respective proposer.

PROPOSAL LIMITATIONS

This RFP is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Board by issuance of this RFP. The Board reserves the right at the Board's sole discretion to refuse any proposal submitted.

USE OF INFORMATION

Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnished or disclosed by the Board to the proposer in connection with this RFP shall remain the property of the Board. When in tangible form, all copies of such information shall be returned to the Board upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Board or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFP, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

PROPRIETARY INFORMATION

Any proposal submitted may become public information. Proprietary information such as client lists and non-public financial statements may be protected under limited circumstances. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Proposers must clearly identify in the proposal any specific proprietary information they request be protected. Proposals may be reviewed and assessed by any person at the discretion of the Board. All materials submitted become the property of the Board and may be returned only at the Board's option.

Exhibit A



PITTS GROVE TOWNSHIP SCHOOL DISTRICT

September 26, 2023 Bond Referendum Program

Presentation



Elmer Elementary



Norma Elementary



Olivet Elementary



Middle School



Arthur P. Schalick High School



GARRISON ARCHITECTS

713 Creek Road
Bellmawr, NJ 08031
(856) 396-6200

Please visit us on the web at garrisonarch.com



PITTS GROVE TOWNSHIP SCHOOL DISTRICT

AGENDA

NJDOE Debt Service Aid Funding

Elmer Elementary School

Norma Elementary School

Olivet Elementary School

Pittsgrove Township Middle School

Arthur P. Schalick High School

Cost Summary



PITTS GROVE TOWNSHIP SCHOOL DISTRICT

New Jersey Educational Facilities Construction and Financing Act

The New Jersey Educational Facilities Construction and Financing Act (P.L.2000,c72), enacted on July 18, 2000, launched the New Jersey School Construction Initiative (NJSCI) – a **multi-faceted, comprehensive program for the design, renovation, repair, and new construction of primary and secondary schools throughout New Jersey**. The initiative is the largest school construction program undertaken by the State of New Jersey and represents one of the largest school construction programs ever undertaken in the nation.

- **2000 - \$8.6 billion** was bonded State debt issued by the NJ Economic Development Authority now called the **New Jersey School Development Authority**.
- **2008 - \$3.9 billion** was allocated for additional funding for the NJSDA.
- The School Construction Initiative provides for **100% State funding** of approved projects in the 31 **"special needs" Abbott districts**.
- For approved projects in **all other districts** throughout New Jersey the State will fund at least **40% of the eligible costs or the district DAP – which means funding of 50.6477%** for your District.
- **The only way the State will help fund school projects today is via Debt Service Aid**. Districts must incur debt or borrow money in order to get money from the State. Projects funded through the annual school budget are not eligible for State Aid. ROD Grants Round 4 expired in September of 2013.
- **The State will not allow school districts to carry over significant money** to replace building systems from year to year and has capped the school budget increases so districts cannot easily replace building systems within their annual budgets.
- **New construction is penalized** by a low State mandated (Educational Facilities Construction and Financing Act) construction dollar value of **\$143 per square foot**. Actual current new construction cost varies significantly from region to region but is between \$500/SF to \$600/SF, but the State only pays a maximum of 40% of "eligible costs" based on \$143/SF new construction value.
- **Renovation costs are not penalized** and can reflect the current market values. The State pays 40% of "eligible costs" based on the architect's construction estimate for all renovations.
- In conclusion. **NJ Districts that complete projects through Bond Borrowing are able to capture significant cost advantage** because Debt Service Aid is only available through a Voter-approved Bond Referendum.



PITTS GROVE TOWNSHIP SCHOOL DISTRICT

ELMER ELEMENTARY SCHOOL

22,249 SF 1973

Site

Repair/Repave and Line Parking Area, Bus Drive, Parent Drive	23,140 SF @	\$5	\$115,700
		Subtotal	\$115,700
	30% Soft Costs (A/E Fees, Contingency, CM, Legal, etc.)		\$34,710
		Estimated Total	\$150,410

Interior Renovations

Stage Repurpose - Educational Space Classrooms		Lump Sum	\$250,000
		Subtotal	\$250,000
	30% Soft Costs (A/E Fees, Contingency, CM, Legal, etc.)		\$75,000
		Estimated Total	\$325,000

Building Systems

Electrical Construction

New PA, IT, Intercom, Clocks and Telecommunications		Lump Sum	\$98,462
		Subtotal	\$98,462
	30% Soft Costs (A/E Fees, Contingency, CM, Legal, etc.)		\$29,538
		Estimated Total	\$128,000



GARRISON ARCHITECTS



PITTS GROVE TOWNSHIP SCHOOL DISTRICT

ELMER ELEMENTARY SCHOOL

22,249 SF 1973

ELMER ES	Estimated Total Cost	ACTUAL State Share	Estimated Local Share
Site	\$150,410	(\$76,179)	\$74,231
Interior Renovations	\$325,000	(\$164,605)	\$160,395
Electrical Construction	\$128,000	(\$64,829)	\$63,171
TOTAL	\$603,410	(\$305,613)	\$297,797
		50.6477%	49.3523%

Renovations = Architect's estimate (including Soft Costs) of eligible projects @ 50.6477% State Share



GARRISON ARCHITECTS



PITTSBORO TOWNSHIP SCHOOL DISTRICT

ELMER ELEMENTARY SCHOOL

22,249 SF 1973



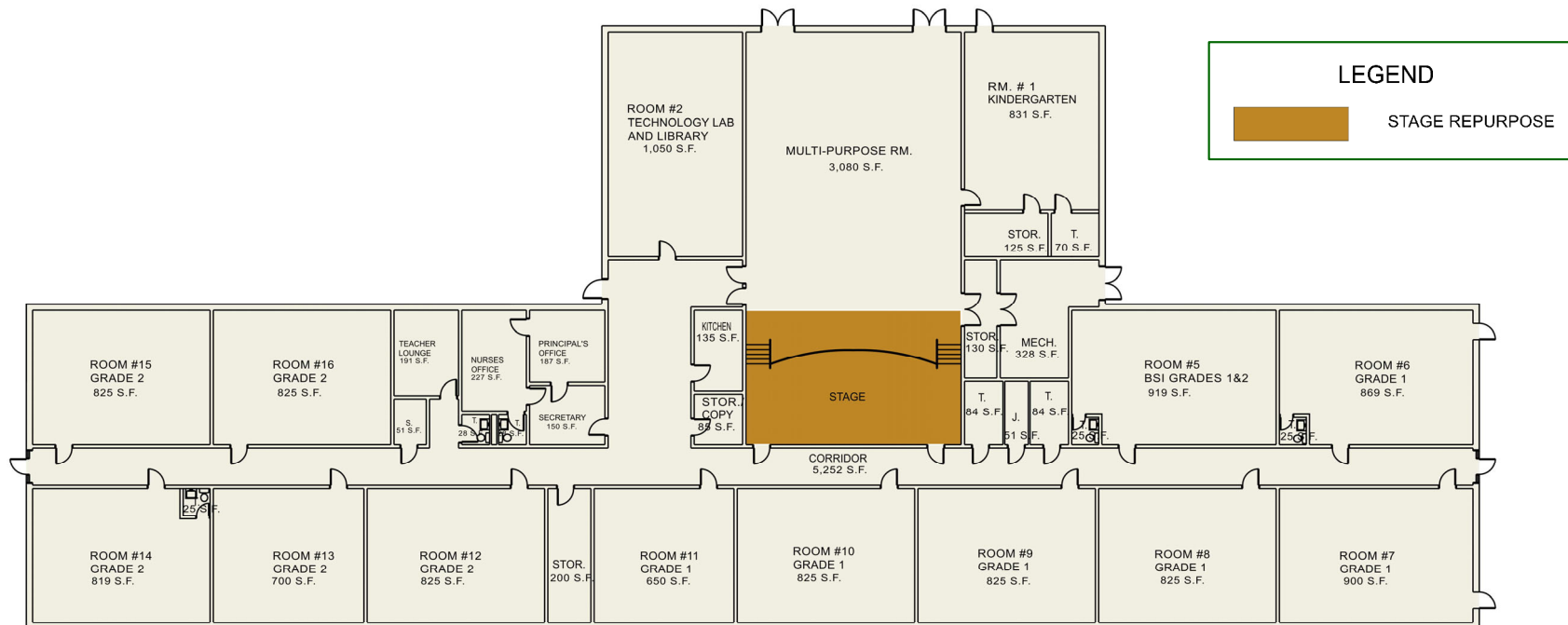
GARRISON ARCHITECTS



PITTS GROVE TOWNSHIP SCHOOL DISTRICT

ELMER ELEMENTARY SCHOOL

22,249 SF 1973



Floor plan
21,240 S.F.



GARRISON ARCHITECTS



PITTS GROVE TOWNSHIP SCHOOL DISTRICT

NORMA ELEMENTARY SCHOOL

22,110 SF 1953

Electrical Construction

New PA, IT, Intercom, Clocks and Telecommunications

Lump Sum \$98,462

Subtotal \$98,462

30% Soft Costs (A/E Fees, Contingency, CM, Legal, etc.) \$29,538

Estimated Total \$128,000

NORMA ES	Estimated Total Cost	ACTUAL State Share	Estimated Local Share
Electrical Construction	\$128,000	(\$64,829)	\$63,171
TOTAL	\$128,000	(\$64,829)	\$63,171
		50.6477%	49.3523%

Renovations = Architect's estimate (including Soft Costs) of eligible projects @ 50.6477% State Share



GARRISON ARCHITECTS



PITTS GROVE TOWNSHIP SCHOOL DISTRICT

OLIVET ELEMENTARY SCHOOL

57,129 SF 1930, 1957, 1966, 1992

Exterior Renovations

Replace Shingled Roof Gutters, Soffits and Down Spouts on Original Section	6,472 SF @	\$20	\$129,440
Roof Replacement (Flat) - Removal of Existing System, New Tapered Insulation, SBS System	30,000 SF @	\$38	\$1,140,000
Subtotal			\$1,269,440
30% Soft Costs (A/E Fees, Contingency, CM, Legal, etc.)			\$380,832
Estimated Total			\$1,650,272

Building Systems

HVAC Construction

Unit Ventilator Replacement (30) with New UV's, A/C DX, Shelving Modification/Flooring	30 @	\$60,000	\$1,800,000
30% Soft Costs (A/E Fees, Contingency, CM, Legal, etc.)			\$540,000
Estimated Total			\$2,340,000

Electrical Construction

New PA, IT, Intercom, Clocks and Telecommunications	Lump Sum	\$222,937
30% Soft Costs (A/E Fees, Contingency, CM, Legal, etc.)		\$66,881
Estimated Total		\$289,818



PITTS GROVE TOWNSHIP SCHOOL DISTRICT

OLIVET ELEMENTARY SCHOOL

57,129 SF 1930, 1957, 1966, 1992

OLIVET ES	Estimated Total Cost	ACTUAL State Share	Estimated Local Share
Exterior Renovations	\$1,650,272	(\$835,825)	\$814,447
HVAC Construction	\$2,340,000	(\$1,185,156)	\$1,154,844
Electrical Construction	\$289,818	(\$146,786)	\$143,032
TOTAL	\$4,280,090	(\$2,167,767)	\$2,112,323
		50.6477%	49.3523%

Renovations = Architect's estimate (including Soft Costs) of eligible projects @ 50.6477% State Share



GARRISON ARCHITECTS



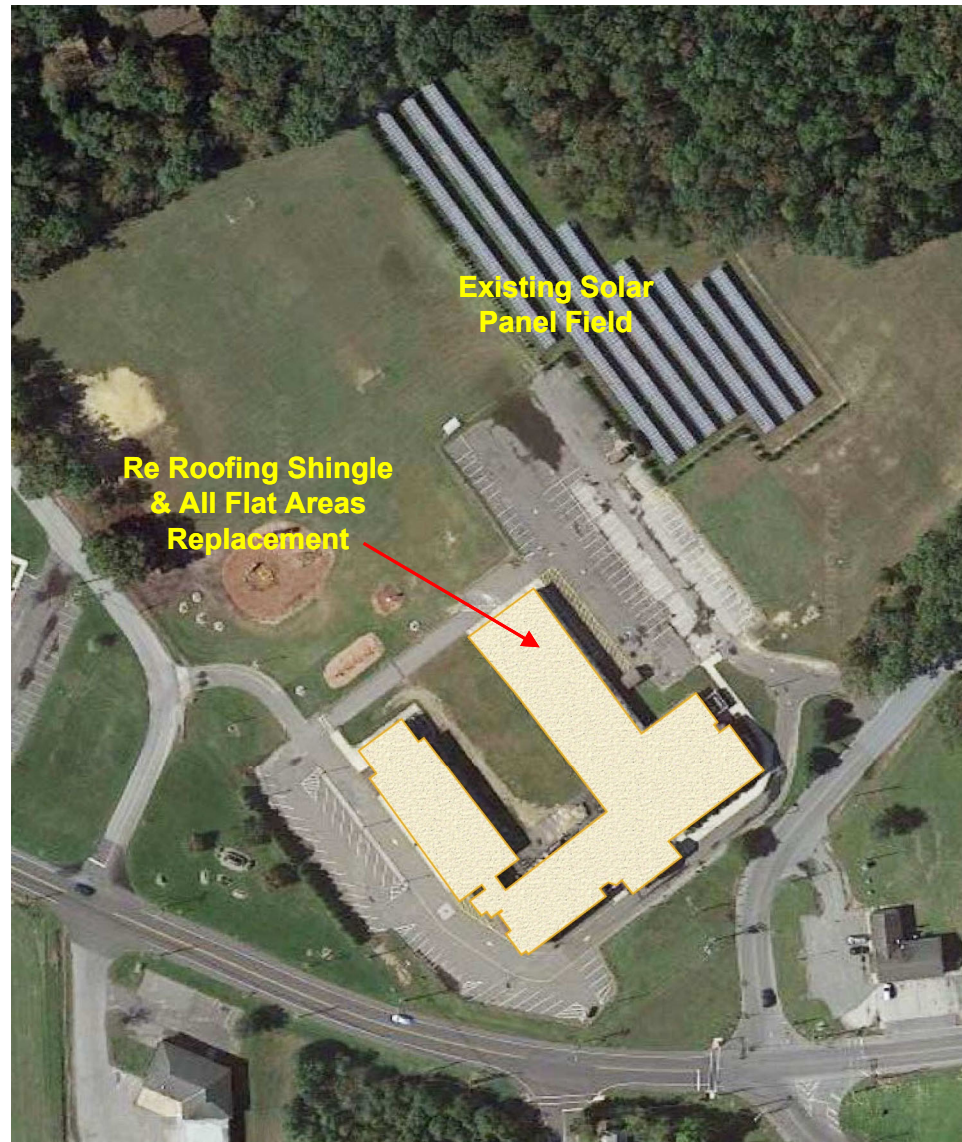
PITTS GROVE TOWNSHIP SCHOOL DISTRICT

OLIVET ELEMENTARY SCHOOL

57,129 SF 1930, 1957, 1966, 1992

LEGEND

 RE-ROOFING AREA



GARRISON ARCHITECTS



PITTSGROVE TOWNSHIP SCHOOL DISTRICT

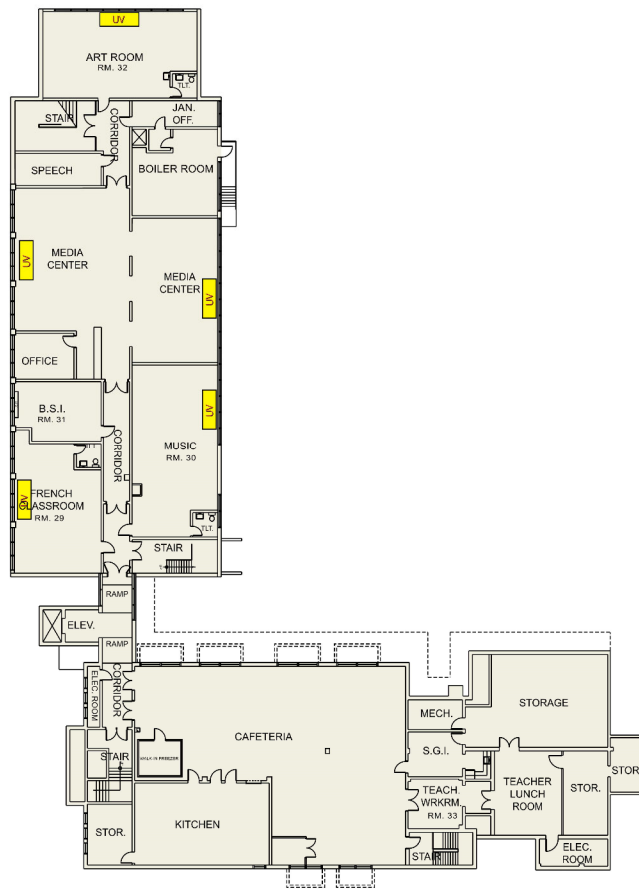
OLIVET ELEMENTARY SCHOOL

57,129 SF 1930, 1957, 1966, 1992

LEGEND

UV

UNIT VENTILATOR REPLACEMENT



Basement Floor Plan
17,657 S.F.



First Floor plan
39,472 S.F.



GARRISON ARCHITECTS



PITTS GROVE TOWNSHIP SCHOOL DISTRICT

PITTS GROVE TOWNSHIP MIDDLE SCHOOL

88,450 SF 1989, 1999

Exterior Renovations

Roof Replacement - Removal of Existing System, New Tapered Insulation, SBS System Gymnasium, Locker Rooms A & B-Wings	62,000 SF @	\$38	\$2,356,000
Replace All Single Exterior Doors with FRP and Security Hardware	10 @	\$7,500	\$75,000
		Subtotal	\$2,431,000
		30% Soft Costs (A/E Fees, Contingency, CM, Legal, etc.)	\$729,300
		Estimated Total	\$3,160,300

Interior Renovations

Gym Bleacher Replacement (3 Tier)	Lump Sum	\$100,000
Gym Floor Replacement - Mercury Abatement - New Sports Floor	Lump Sum	\$450,000
	Subtotal	\$550,000
	30% Soft Costs (A/E Fees, Contingency, CM, Legal, etc.)	\$165,000
	Estimated Total	\$715,000

Building Systems

Electrical Construction

New PA, IT, Intercom, Clocks and Telecommunications	Lump Sum	\$353,846
New Emergency Generator	Lump Sum	\$350,000
	Subtotal	\$703,846
	30% Soft Costs (A/E Fees, Contingency, CM, Legal, etc.)	\$211,154
	Estimated Total	\$915,000



PITTS GROVE TOWNSHIP SCHOOL DISTRICT

PITTS GROVE TOWNSHIP MIDDLE SCHOOL

88,450 SF 1989, 1999

MIDDLE SCHOOL	Estimated Total Cost	ACTUAL State Share	Estimated Local Share
Exterior Renovations	\$3,160,300	(\$1,600,619)	\$1,559,681
Interior Renovations	\$715,000	(\$362,131)	\$352,869
Electrical Construction	\$915,000	(\$463,426)	\$451,574
TOTAL	\$4,790,300	(\$2,426,176)	\$2,364,124
		50.6477%	49.3523%

Renovations = Architect's estimate (including Soft Costs) of eligible projects @ 50.6477% State Share



PITTS GROVE TOWNSHIP SCHOOL DISTRICT

PITTS GROVE TOWNSHIP MIDDLE SCHOOL

88,450 SF 1989, 1999



PITTSGROVE TOWNSHIP SCHOOL DISTRICT

PITTSBGROVE TOWNSHIP MIDDLE SCHOOL

88,450 SF 1989, 1999



Floor plan
88,450 S.F.



PITTS GROVE TOWNSHIP SCHOOL DISTRICT

ARTHUR P. SCHALICK HIGH SCHOOL

112,000 SF 1976

Site Work - Athletic Fields

* Stadium Bleachers - Replacement Home with Pole Barn / Field House	Lump Sum	\$1,500,000
Septic System and Leaching Field Replacement	Lump Sum	\$500,000
	Subtotal	\$2,000,000
30% Soft Costs (A/E Fees, Contingency, CM, Legal, etc.)		\$600,000
	Estimated Cost	\$2,600,000

Interior Renovations

Bathroom Renovations (3) Gang Hall, (7) Staff/Student	Lump Sum	\$500,000
Boys' and Girls' Locker Room Renovations - Finishes, Hall Locker Replacement	580 SF @ \$300	\$174,000
Auditorium - Replace Seating, New Sound and Lighting	Lump Sum	\$300,000
	Subtotal	\$974,000
30% Soft Costs (A/E Fees, Contingency, CM, Legal, etc.)		\$292,200
	Estimated Total	\$1,266,200

Building Systems

Electrical Construction

New PA, IT, Intercom, Clocks and Telecommunications	Lump Sum	\$455,385
New Emergency Generator - Connection to IT, Freezer, Refrigerator, etc.	Lump Sum	\$300,000
	Subtotal	\$755,385
30% Soft Costs (A/E Fees, Contingency, CM, Legal, etc.)		\$226,615
	Estimated Total	\$982,000

* Not Eligible for State Share



GARRISON ARCHITECTS



PITTS GROVE TOWNSHIP SCHOOL DISTRICT

ARTHUR P. SCHALICK HIGH SCHOOL

112,000 SF 1976

HIGH SCHOOL	Estimated Total Cost	ACTUAL State Share	Estimated Local Share
Site Work - Athletic Field	* \$2,600,000	(\$329,210)	\$2,270,790
Interior Renovations	\$1,266,200	(\$641,301)	\$624,899
Electrical Construction	\$982,000	(\$497,360)	\$484,640
TOTAL	\$4,848,200	(\$1,467,871)	\$3,380,329
		30.2766%	69.7234%

* Partially Eligible for State Share

Renovations = Architect's estimate (including Soft Costs) of eligible projects @ 50.6477% State Share



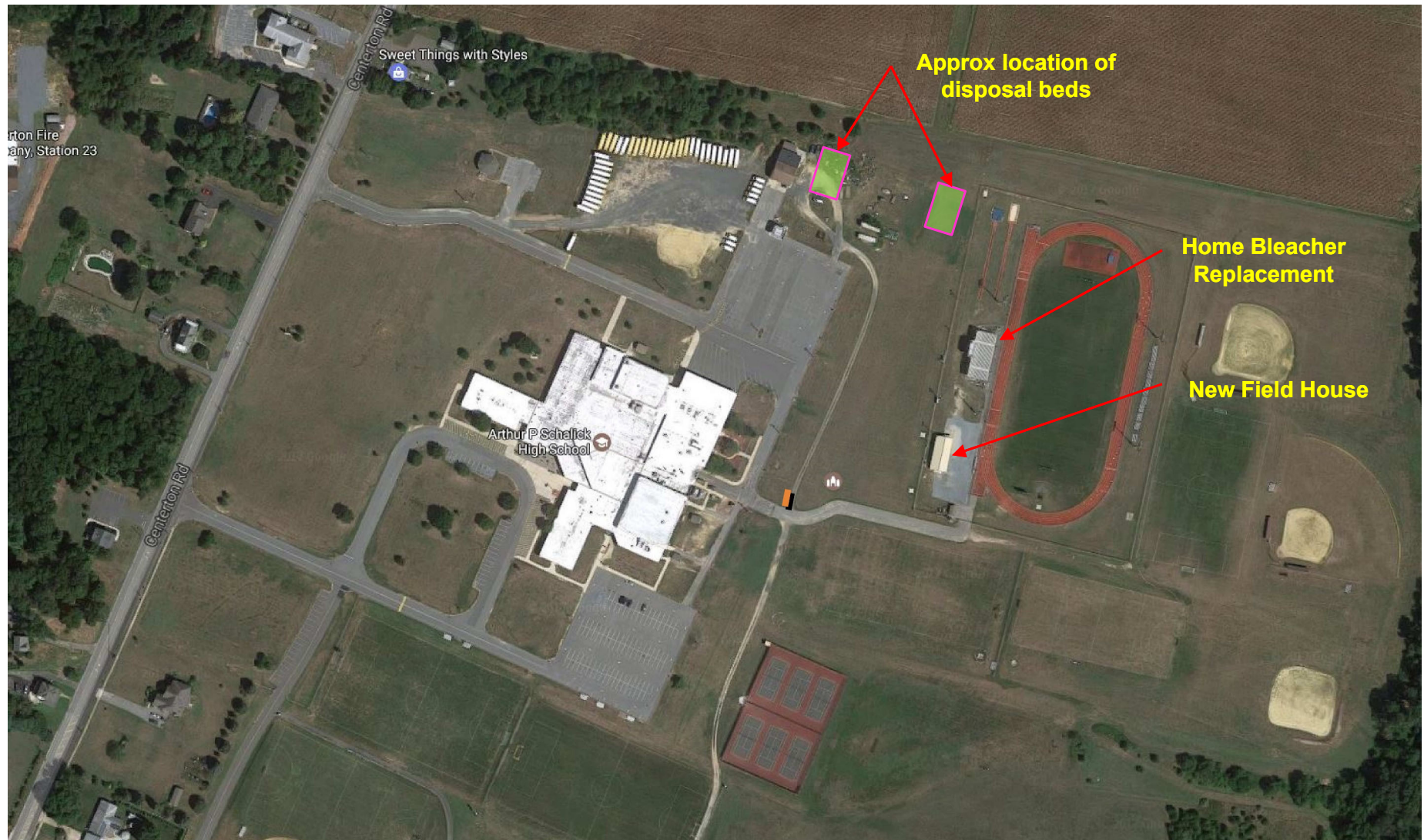
GARRISON ARCHITECTS



PITTS GROVE TOWNSHIP SCHOOL DISTRICT

ARTHUR P. SCHALICK HIGH SCHOOL

112,000 SF 1976



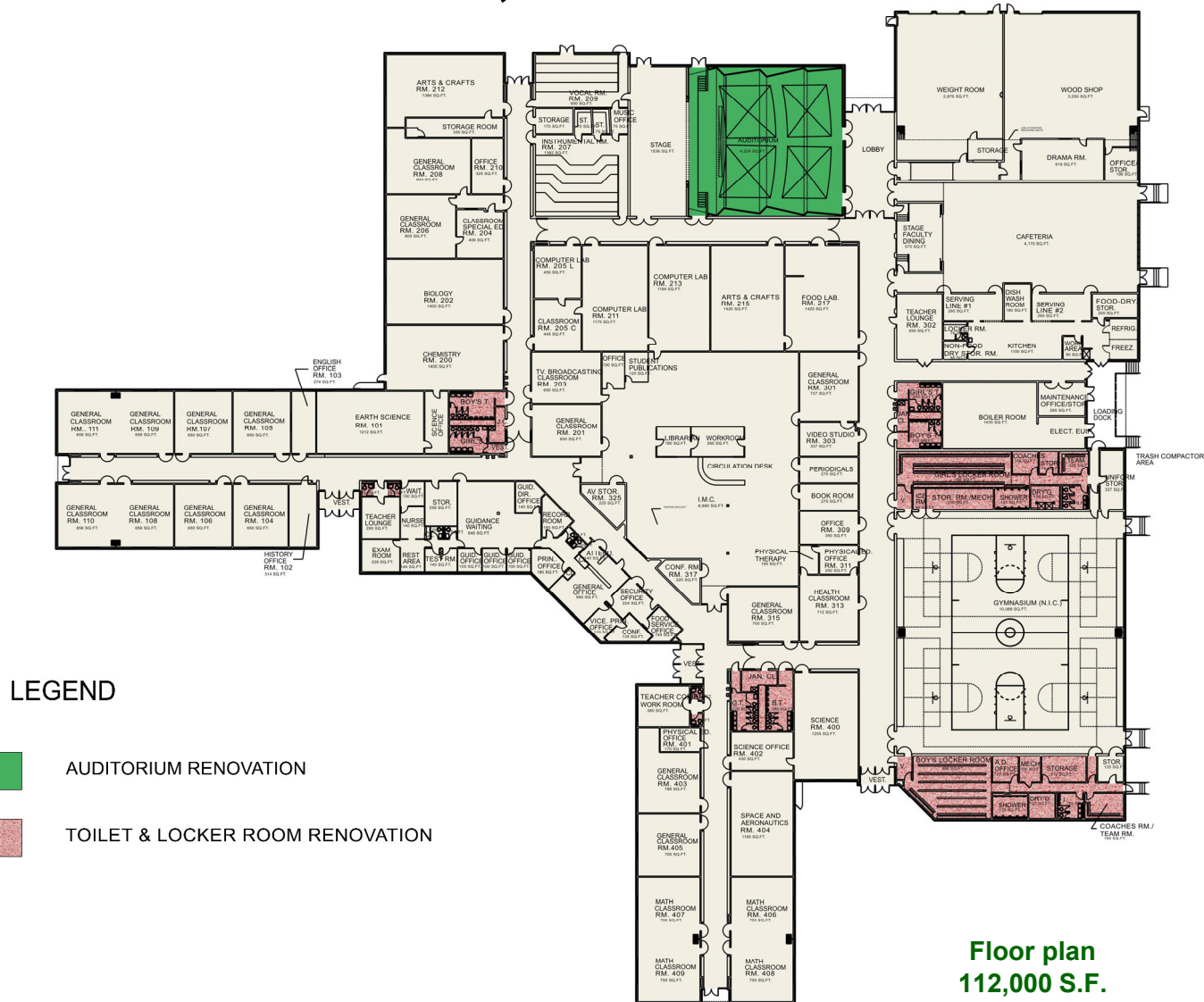
GARRISON ARCHITECTS



PITTSGROVE TOWNSHIP SCHOOL DISTRICT

ARTHUR P. SCHALICK HIGH SCHOOL

112,000 SF 1976



GARRISON ARCHITECTS



PITTS GROVE TOWNSHIP SCHOOL DISTRICT

COST SUMMARY

	Estimated Total Cost	ACTUAL State Share	Estimated Local Share
ELMER ES	\$603,410	(\$305,613)	\$297,797
NORMA ES	\$128,000	(\$64,829)	\$63,171
OLIVET ES	\$4,280,090	(\$2,167,767)	\$2,112,323
MIDDLE SCHOOL	\$4,790,300	(\$2,426,176)	\$2,364,124
HIGH SCHOOL	\$4,848,200	(\$1,467,871)	\$3,380,329
TOTAL	\$14,650,000	(\$6,432,256)	\$8,217,744
		43.9062%	56.0938%

Renovations = Architect's estimate (including Soft Costs) of eligible projects @ 50.6477% State Share

*** \$30,000,000 - District's Total Borrowing Capacity**

If the referendum is approved, the average assessed home in Pittsgrove will pay less than \$1 more per month, and in Elmer, approximately \$11 more per month, over the next 20 years compared to the existing debt service payment for the 2023-2024 school year. This is due to expiring debt in Pittsgrove.



PITTSGROVE TOWNSHIP SCHOOL DISTRICT

Bond Referendum Schedule

Event	Responsible Party				Minimal Critical Timing	Bond Referendum Date
	Architect	School District	Bond Counsel	Other		
Building Program/Scope Schematic Design Update LRFP	• • •	• • •				2021 - 2022
Architect submits to NJ DOE	•				N/A	March 2023
LRFP Revise and Resubmit	•				N/A	March 2023
NJDOE Issues PEC Offer	•	•	•		N/A	June 2023
NJDOE issues FEC					N/A	July 2023
Board Approves Special Election		•			60 Days	July 28, 2023
Filing of Supplemental Debt Statement				Auditor	60 Days	July 28, 2023
Co-Muni Clerk, Board of Elections Notice		•			60 Days	July 28, 2023
Planning Board Submission/Meeting	•	•			Actual	June 27, 2023
Publication of Vote by Mail Notices			•	Clerk	50 Days	August 7, 2023
Certified Proposal (Questions) Statement to County Clerk		•	•		21 Days	Sept. 5, 2023
Voter Registration Deadline				Voters	21 Days	Sept. 5, 2023
Publication and Posting of Notice of Special Election			•	Board of Elections	10 Days	Sept. 16, 2023
Furnishing of Sample Ballots			•	Clerk	8 Days	Sept. 18, 2023
Deadline to Apply for Mail-in-Ballots				Voters	7 Days	Sept. 17, 2023
Obtain Certification of Grade Level Instruction			•		1 Day	Sept. 25, 2023
Special Election				Board of Elections		September 26, 2023



GARRISON ARCHITECTS

Other Required Information/Documents

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with , any, regulations promulgated by the Treasurer pursuant to **N.J.S.A. 10:5-31 et seq.** as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with **N.J.A.C. 17:27-5.2**, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to **N.J.A.C. 17:27-5.2**.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

AFFIRMATIVE ACTION QUESTIONNAIRE

This form is to be completed and returned with the proposal. However, the Board will accept in lieu of this Questionnaire, Affirmative Action Evidence stapled to this page.

1. Our company has a federal Affirmative Action Plan approval.

____YES _____NO

A. If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a New Jersey State Certificate of Employee Information Report.

____YES _____NO

A. If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered **NO** to both questions above, an affirmative action *Employee Information Report (AA-302)* will be mailed to you. Complete the form and forward it to:

Department of Treasury
Division of Public Contracts/EEO Compliance
P.O. Box 209
Trenton, N.J. 08625-0002

All fees for this application are to be paid directly to the Division. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

Name: _____

SIGNATURE _____

TITLE _____

DATE _____

NAME OF COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY)

COUNTY OF)

I, _____ of the City of _____ in the County of _____ and the State of _____ of full age,
being duly sworn according to law on my oath depose and say that: I am _____ of the firm of
the bidder making this Proposal/Bid for the above named project, and that I executed the said Bid with full authority so to do; that
said bidder had not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action
in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said Bid
and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey relies upon the truth of the
statements contained in said Bid and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon
an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona
fide established commercial or selling agencies maintained by

_____ (N.J.S.A. 52:34-15)

(Name of Contractor)

Bidder's Signature

Subscribed and sworn to

(Also type or print name of bidder)

before me this _____ day

of _____ 20xx

Notary Public of

My Commission expires _____ 20xx

NOTARIZE THIS FORM

STATEMENT OF OWNERSHIP
(OWNERSHIP DISCLOSURE CERTIFICATION)
N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This Statement Shall Be Included with
All Bid and Proposal Submissions**

Name of Business: _____

Address of Business: _____

Name of person completing this form: _____

N.J.S.A. 52:25-24.2:

"No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships, apply to limited partnerships, limited liability partnerships, and Subchapter S corporations.

This Ownership Disclosure Certification form shall be completed, signed and notarized.

Failure of the bidder/proposer to submit the required information is cause for automatic rejection of the bid or proposal

Part I

Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
☐ Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership
☐ Limited Liability Company
☐ For-profit Corporation (including Subchapters C and S or Professional Corporation)
☐ Other (be specific): _____

Part II

- ☐ I certify that the list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

OR

- ☐ I certify that no one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or that no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be.

Sign and notarize the form below, and, if necessary, complete the list below. (Please attach additional sheets if more space is needed):

List Names and Addresses:

Name:

Address:

- 1.
- 2.
- 2.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Part III - Any Direct or Indirect Parent Entity Which is Publicly Traded:

“To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.”

- ☐ Pages attached with name and address of each publicly traded entity as well as the name and address of each person that holds a 10 percent or greater beneficial interest.

OR



Submit here the links to the Websites (URLs) containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent.

AND

- ☐ Submit here the relevant page numbers of the filings containing the information on each person holding a 10 percent or greater beneficial interest.

Subscribed and sworn before me this ____ day of _____, 20_____.

(Signature of Bidder)

(Notary Public)

My Commission expires:

(Print name of affiant and title if applicable)

(Corporate Seal if a Corporation)

NOTARIZE THIS FORM

☐ Check here if the information is continued on subsequent page(s)

List of Agencies with Elected Officials Required for Political Contribution Disclosure

N.J.S.A. 19:44A-20.26

County Name: Salem

State: Governor, and Legislative Leadership Committees

Legislative District #: 3

State Senator and two members of the General Assembly per district.

County:

Salem County Freeholders, Salem County Clerk, Salem County Sheriff

Salem County Executive, Salem County Surrogate

Municipalities (Mayor and members of governing body, regardless of title): Pittsgrove Township, Salem County.