

**RE: REQUEST FOR PROPOSAL (RFP) FOR ARCHITECTURAL SERVICES
THE BOROUGH OF EMERSON, NEW JERSEY**



BOROUGH OF EMERSON: ONE MUNICIPAL PLACE EMERSON, NJ 07630

SUBMITTED OCTOBER 04, 2016 BY:

T.M. RYBAK AND ASSOCIATES, P.C.



15 WEST ERIE AVENUE | RUTHERFORD, NEW JERSEY 07070 | T: 201-460-0473

www.tmrassociates.com | trybak@tmrassociates.com



T. M. RYBAK AND ASSOCIATES, P.C. (TMR)

TMR is an award-winning Architecture, Engineering, Planning, Interior Design, Design/Build firm serving clients since 1986. **TMR** offers unparalleled design quality and exceptional client service. **TMR** expertly manages every phase of the design process and focuses on strong utilization of design and energy efficiency. This hands-on, “whole project” approach, combined with in-depth technical, environmental awareness and design expertise, makes the **TMR** experience unique.

Long before it became the industry norm, **TMR** incorporated a smart design approach while also maintaining high aesthetic standards in our project work. These principles continue to inspire our approach today and breathe life to our whole project philosophy as we seek to deliver better, customer-focused products and services.

CONTACT:

Tom Rybak, AIA, NCARB, PP, CSI, CID

trybak@tmrassociates.com

T: 201-460-0473 x311

F: 201-460-0931

15 West Erie Avenue | Rutherford, New Jersey 07070

T. M. Rybak and Associates, P.C.

Architecture | Engineering | Planning | Interior Design | Design/Build

www.tmrassociates.com



INTRODUCTION:

Over the past 30 years, we have worked with many municipalities including Emerson, Belleville, Bloomfield, Boonton, Carlstadt, Franklin Lakes, Glen Rock, Montclair, Paterson, Rutherford, and Westwood. Additionally we have also worked with several School Boards including Belleville, Hardyston, Fairlawn, Sussex and Union. Additional clients include several county departments and for several parks, the Passaic County Animal Shelter, and the Bergen County Zoo. **Our previous work has included a proposal for a Shooting Range shared between Westwood and Emerson and schematic sketches for the new Borough Hall in Emerson.**

Collaboration and client participation are the keys to our projects' success. **TMR** works closely with clients both in the private and public sectors, local community, governing authorities, and contractor, to ensure a smooth transition from idea to reality. Our services have ranged from minor renovations or alterations resulting from code mandates, program alternatives, and/or facilities maintenance to new and proposed facilities. We navigate the governing agency processes, so projects are as seamless as possible.

We strive to always be there for our clients and for our employees. Ensuring that we provide exceptional service coupled with our incomparable experience is paramount, but while also making certain that our employees are not only content but motivated in helping the company accomplish its mission. Our staff has built long-lasting relationships with new and repeat clients which serve as a foundation for our successful projects. From initial project management throughout its completion and beyond, you become part of the **TMR** team that prides itself on assisting its clientele.

We offer a true full-service approach to projects of every size and complexity with an unwavering commitment to design excellence and client satisfaction. We trust the information we are supplying you will help you in the decision process. If you have any questions or concerns, please give us a call. We look forward to a meeting to discuss our approaches, solutions, and delivery for this project.

Respectfully Yours,

A handwritten signature in blue ink, appearing to read 'Tom Rybak'.

Tom Rybak, AIA

NJ LIC #21AI009262900



SERVICES:

PRELIMINARY SERVICES	<p>PROGRAMMING</p> <ul style="list-style-type: none"> ▪ program development ▪ workflow development ▪ budget analysis ▪ facility evaluation ▪ design impact study ▪ alternate comparison ▪ occupancy evaluation ▪ consultant evaluation ▪ furniture inventory ▪ feasibility studies ▪ manpower projection ▪ egress study 	<p>SITE ANALYSIS</p> <ul style="list-style-type: none"> ▪ site analysis/evaluation ▪ master planning ▪ soil analysis ▪ building system analysis ▪ environmental analysis ▪ building codes ▪ air quality studies ▪ traffic flow ▪ life cycle analysis ▪ real estate development ▪ lease audits ▪ zoning analysis 	<p>REAL ESTATE</p> <ul style="list-style-type: none"> ▪ abstracting ▪ rent/escalation ▪ critical date monitoring ▪ rent payments ▪ lease auditing ▪ market research & analysis ▪ site & quantitative analysis ▪ transaction structuring negotiation ▪ comprehensive follow through, legal & financial
ARCHITECTURAL DESIGN	<p>ARCHITECTURE</p> <ul style="list-style-type: none"> ▪ schematic/concept design ▪ design development ▪ consultant coordination ▪ construction documents ▪ architectural specifications ▪ cost estimating ▪ bid analysis recommendation ▪ post management projection ▪ facility management ▪ project scheduling management ▪ construction administration ▪ contract negotiation 	<p>ENGINEERING</p> <ul style="list-style-type: none"> ▪ mechanical design ▪ plumbing design ▪ electrical design ▪ equipment specifications ▪ installation specifications ▪ energy management/auditing ▪ structural design ▪ site design ▪ environmental design ▪ surveying ▪ various forms of testing ▪ life cycle analysis 	<p>INTERIOR DESIGN</p> <ul style="list-style-type: none"> ▪ finish evaluation selection ▪ design development ▪ furniture analysis ▪ furniture specifications ▪ space planning ▪ lighting selection ▪ color/texture selection ▪ artwork selection ▪ move-in coordination
CONSTRUCTION MANAGEMENT	<p>CONSTRUCTION</p> <ul style="list-style-type: none"> ▪ construction manual ▪ construction administration ▪ construction management ▪ contract negotiation ▪ coordination client vendors ▪ move-in coordination 	<p>MANAGEMENT</p> <ul style="list-style-type: none"> ▪ prepare professional agreement ▪ prepare construction contracts ▪ design controls ▪ manage invoices ▪ manage payment process ▪ establish scope schedule and estimate. budget ▪ project close out ▪ increase internal satisfaction ▪ measure annual costs systems 	<p>TELECOM & DATA</p> <ul style="list-style-type: none"> ▪ assessing telecom. needs ▪ designing the right system ▪ management of daily operating of existing services ▪ comprehensive auditing of all invoices & costs ▪ track purchase of equipment



Additional Services include:

BIM Modeling • 3d Animation • Sustainable Design • Animation • Millwork Fabrication • Custom Windows



PROPOSAL RESPONSE:

Taken from Section 12- Required PROPOSAL Format of the RFP

DIVISION A. CONTACT INFORMATION

Tom Rybak, AIA, NCARB, PP, CSI, CID
Principal-In-Charge
15 West Erie Avenue | Rutherford, New Jersey 07070
T: 201-460-0473 x311 F: 201-460-0931
trybak@tmrassociates.com

We are pleased to submit our firm qualifications which include the resumes of key employees, and a description of various projects. The leadership of this firm is under the direction of **Tom Rybak, AIA.** He is a recognized respected leader in the national professional organization of architects. Enclosed you will find our curriculum vitae for further confirmation of our credentials.

DIVISION B. TYPE OF ORGANIZATION

T.M. Rybak and Associates, P.C. is a private corporation 100% owned by Tom Rybak, AIA. Tom's New Jersey License Number is 21AI009262900

DIVISION C and D. FIRM SIZE AND STAFF

PROJECT TEAM:

Principal- Tom Rybak, AIA **NJ LIC.# 21AI009262900**
Project Architect- Jason Peist, AIA **NJ LIC.# 21AI02035200**
Construction Administration and Estimation- Andrew Michalski
Project Documentation and Implementation*- Greg Hasaj, John Desousa, and Jack Hasaj
Financial and Administration: Jeff Ullrich

** Additional staff members are available depending on the final approved scope of work to meet all deadlines outlined in this proposal. These member include Gary Bielicka, LEED AP, Ron San Filippo, Carlos Caspao, Bill Kiriakoulis, Roman Przybojewski, Robert Cozzarelli, Roger Cirminiello, Susan Somers and additional part-time draftsmen as needed.*

We are a member of the U.S. Green Building Council, making sure each project is environmentally responsible. We comply with all applicable affirmative action requirements with respect to our business activities.

**RE: REQUEST FOR PROPOSAL (RFP) FOR ARCHITECTURAL SERVICES
THE BOROUGH OF EMERSON, NEW JERSEY
DIVISION D. FIRM HISTORY**



This year marks our 30th year in business. We realize that our continued success can be attributed to our core values: service commitment to clients and our promise to all the team members and their families. We have continued to reposition ourselves to stay ahead of the times and this has been a key factor in our continued longevity. This milestone provides an opportunity for **Tom Rybak, AIA** to reflect on the diverse past and look forward to a very exciting future in the fields of architecture and construction management.



Over the last three decades, we have logged over 2,000 projects, employed more than 100 team members. The company began operating inside Tom's original home in East Rutherford. Tom's previous background in corporate real-estate management allowed him to make connections leading to our earliest clients including UBS/Paine Webber, Katz Media, AAA, Blue Cross Blue Shield.

By 1994, the practice grew to over 12 employees and we relocated into the former Rutherford VFW building. We were very busy working on various school projects. During the late 1990s and into the new millennium, we began expanding our portfolio with several public, municipal, and institutional projects like the East Rutherford 9-11 memorial, Riggin Field, TPC Jasna Polana in Princeton, and Straight and Narrow. A key highlight for our firm was placing twice in international design competitions.

When the market crashed in 2008, we managed to keep a diverse array of projects coming in. We were commissioned to work on some very interesting projects including the Executive Offices for the New Jersey Devil's, the Colonnade Apartments, and Bartley Healthcare. After Superstorm Sandy, we worked throughout New York and New Jersey repairing home and building.

Today, our team includes diverse talents working on our most diverse and challenging projects. We are using our skills to develop projects for the repositioning of buildings in Michigan, Illinois, Ohio, Florida, Minnesota, and Indiana. All of these projects bring full circle the diverse history of our firm and only highlight the talents of our staff.

“As we celebrate, we would like to say thank you to all our customers and our team, both past and present!”- Tom Rybak, AIA



TOM RYBAK AIA, NCARB, PP, CSI, CID
PRINCIPAL-IN-CHARGE

trybak@tmrassociates.com | Phone Extension: x 311



Tom's depth of knowledge and years of industry experience cover all aspects of design and construction. He brings a vision to provide exceptional client service and innovative design, in a friendly, collaborative environment. Direct involvement is paramount to Tom's approach, providing creative solutions to meet the project's program and budget, while making a unique architectural contribution. With over 30-years of experience in incorporating and constructing environmentally responsible design elements into dozens of projects locally, nationally, and internationally, Tom believes in a hands-on, whole-project approach combined with in technical expertise and environmental awareness in all aspects of design and construction. Tom's work continues to be on the forefront of development and is currently exploring new ways to save building owners money in a number of areas.

EDUCATION

NJ Institute of Technology, Newark, NJ
Bachelor of Architecture
Minor in Civil Engineering (Construction Management)
Matriculation in a Masters of Engineering in Construction Management

AWARDS AND ASSOCIATIONS

NJIT Alumni Association Achievement Honor Roll
American Institute of Architects
Bergen County Community College | Adjunct Professor
Construction Specifications Institute
Don Bosco Preparatory School | Board Member
Meadowlands Chamber of Commerce
NJ School of Architecture | Advisory Board
Ramapo College | Advisory Board for Sustainability Studies

LICENSES AND CERTIFICATIONS

NCARB # 36324	CT # 07984	DE # 0005320
IL # 001-015551	KS # 4533	MD # 7823
MA # 8687	MI #1201040380	MN # 26586
MO # 1301040380	NH # 3078	NJ #21A1009262900
NY # 019357-1	PA # RA-010849-B	WI # 11836-5
D.C. # ARC101043	USGBC Member	Planner #LI3554
Interior NJ # ID00026700	NYC Contractor #G613079	



JASON PEIST AIA, NCARB

PROJECT ARCHITECT AND GRAPHIC DESIGNER
jpeist@tmrassociates.com | Phone Extension: x 318



Jason has been with our firm since 2006. He oversees all aspects of the design and construction process, from developing and reviewing building plans to ensuring a project meets environmental, building codes and zoning standards. Jason's underlying focus is providing the utmost satisfaction to the client via ensuring projects are functional, aesthetically pleasing, code compliant, completed within the allocated period of time and within the budget. He works closely with our staff and consultants to ensure project cohesiveness and he delegates roles for each project. Some of his most significant projects include Executive Offices NJ Devils, Tamarin Exhibits, various AAA branches, Cadillac Tower, Law Building, Colonnade Apartments, and the Rivercliff Mansion. He is responsible for proposal writing, website and graphic design.

EDUCATION

NJ Institute of Technology, Newark, NJ
Bachelor of Architecture Magna Cum Laude
Winner of Two Student Design Competitions
Masters in Professional Technical Communication

AWARDS AND ASSOCIATIONS

Carleton B. Riker, Jr., Associate Emeritus AIA Honor Award- Recipient
2009 AIANJ Intern Architect of the Year
American Institute of Architects (AIA)
AIA National Associates Committee
Served as AIA Regional Associate Director
AIA Newark and Suburban Trustee
Sterling Hill Mining Museum (Volunteer)

LICENSES AND CERTIFICATIONS

Registered Architect: NJ #21A102035200
NCARB Certificate
Certificate in Social Media Essentials



ANDREW MICHALSKI

SENIOR PROJECT MANAGER: CONSTRUCTION AND ESTIMATION

amichalski@tmrassociates.com | Phone Extension: x 310



Andrew is a Construction Manager and Estimator: overseeing and directing construction projects from conception to completion. He reviews projects in-depth to schedule deliverables and estimate costs while supervising all onsite and offsite constructions to monitor compliance with building and safety regulations. He has expertise in both finance and construction. Andrew's dual perspective makes him uniquely qualified to link the architect and contractor while managing projects. Since joining the firm in 1996, Andrew's extensive knowledge and expertise help make our clients' projects worry free. He is fluent in Polish.

EDUCATION

Clarkson University, Potsdam, NY
B.S. Accounting and Management
NY University, NY, NY
Building Construction Management

AWARDS AND ASSOCIATIONS

Rutherford Fire Department- Ladder Department - Volunteer

LICENSES

Contractor license NYC 2012925-DCA
Endorsements in Construction, Concrete, and Demolition
State of NJ new home builder #25648
Rockland county home improvement license #H-12066-B6-00-00



JOHN DE SOUSA ASSOC. AIA

ARCHITECTURAL DESIGNER AND TECHNICIAN

jdesousa@tmrassociates.com | Phone Extension: x 307



John is one of the architectural designers at TMR. John is responsible for graphic renderings, and video walkthrough presentations to clients, a new creative service John recommended we bring in-house. He specializes in video editing software, working as a part-time wedding videographer on some weekends, heavy 3D modeling software, AutoCAD, and Photoshop. His knowledge in creating new marketing techniques help clients' reach their audience quickly and effectively. He is fluent in Portuguese and Proficient in Spanish.

EDUCATION

NJ Institute of Technology, Newark, NJ
Bachelor of Architecture Magna Cum Laude

GREG HASAJ ASSOC. AIA

DESIGN AND CONSTRUCTION TECHNICIAN/MILLWORK SPECIALIST

ghasaj@tmrassociates.com | Phone Extension: x 309



Greg has gained an understanding for the diverse projects that the team completes. From large commercial construction planning to elaborate residential renovations, he can manage a variety of tasks to help the entire team and the client reach the ultimate goal. He joined the firm in 2010. With his insight on construction and design, Greg brings the best of both aspects of architecture. Greg listens and communicates with the staff about prospective ideas; he brainstorms creative technical plans, and develops models, by hand or computer software. He is fluent in Polish.

EDUCATION

NJ Institute of Technology, Newark, NJ
Bachelor of Architecture Magna cum Laude
Master of Science of Civil Engineering



JEFF ULLRICH

PROJECT CONTROLLER

jullrich@tmrassociates.com | Phone Extension: x 302



Jeff has been the Controller of the firm since 1998 and is responsible for the office management and accounting operations of the company. This includes production of periodic financial reports and maintenance of the system of accounting records. He has a comprehensive set of controls & budgets designed to mitigate risk and enhance the accuracy of reported financial results. The company continues to exceed our goals financially under his careful supervision. Jeff maintains contact and interacts extensively with clients and vendors in order to coordinate meetings and proceedings more smoothly. Jeff uses QuickBooks Premiere, Quantum Project Manager and AIA Contract Documents.

EDUCATION

Monmouth University, West Long Branch, NJ
B.S. Business Administration | Minor Psychology

JACK HASAJ

OFFICE MANAGER/MILLWORK SPECIALIST

jhasaj@tmrassociates.com | Phone Extension: x 320



Jack graduated with thorough experience in business administration and financial services. Additionally, he has a strong background and several years of hands-on experience in carpentry and construction. Having previously interned for a government facility in both the finance and engineering departments he gained knowledge of operational procedures through performing a variety of administrative support functions. Jack will be responsible for ensuring that the office runs efficiently and effectively through the guidance of the Controller and the President of the firm. Other responsibilities include cost estimation, project management, accounting services, and construction consultation. Jack uses Factset Research Systems, and Thinkorswim Trading Platform/Software.

EDUCATION

Ramapo College of New Jersey, Mahwah, NJ
Anisfield School Of Business – AACSB accredited
B.S. Business Administration | Concentration: Finance | Minor: Int'l Business



RICK MACIEKO PE
CONSULTING MEP ENGINEER

Roxbury Engineering Associates, LLC (REA) is a full service Mechanical, Electrical, Plumbing and Fire Protection Consulting Engineering Firm, founded in 1999. REA provides engineering services in the Municipal, Institutional and Commercial markets in the public and private sector. Rick Macieko, PE, Principal and sole owner personally oversees all of the work and has 25+ years experience providing consulting, facilities management, construction administration and peer review design services. REA also provides sub-consulting services to many prominent NJ Consulting Engineering Firms and is partnered with many Firms on an ongoing basis.

EDUCATION

New Jersey Institute of Technology, Newark, NJ
Bachelor of Science Mechanical Engineering
Graduate Studies Mechanical Engineering
Stevens Institute of Technology, Hoboken, NJ
Graduate Studies Mechanical Engineering

LICENSES

NJ # 37111
NY # 087618
PA # 0777177
USVI # 1123E

CERTIFICATE OF AUTHORIZATION: 24GA28096600

Roxbury Engineering- All Design work is done either directly by or under the supervision of the firm's Principal. This provides for close coordination of all trades within REA and the Architectural Consultant. In addition to Rick Macieko, PE, REA has (2) Design Professionals working with the firm.

Robert Divilio, PE – Senior Mechanical Engineer

Robert is a licensed Professional Engineer in NJ and has over 17 years of experience in the design of HVAC and plumbing systems for Commercial, Institutional and High-end Residential Projects. Robert has a BSME from the University of Maryland.

William Hardy, - Senior Electrical Designer

William has over 20 years of experience in the design of Electrical, Lighting and Fire Alarm Systems for Commercial, Institutional and High-end Residential Projects. William was a Phase Team Inspector in the US Air Force, Completed the Morris County School of Technology Commercial & Residential Electrical Program, Completed Ladder Logic Program at Rutgers and attended 3 semesters at NYU School of Continuing and Professional Study.



DIVISION E. CONSULTANTS

In addition to our team, we maintain our own staff of skilled consultants and engineers. This allows us to have greater control over the final outcome of any given project and helps reduce the cost as well. We have a short list of loyal consultants that includes civil, mechanical, structural and environmental engineers. The fact that we use the same consultants regularly allows them to be familiar with each other and helps to speed the job along. The loyalty, friendship and pride that our consultants show us can be seen in the finished product.

LIST OF CONSULTANTS:

CIVIL ENGINEERING: MCB ENGINEERING ASSOCIATES, LLC.

Matthew G. Clark, P.E.

11 Furler Street, Totawa, NJ | 973-812-6680

MECHANICAL, ELECTRICAL & PLUMBING: ROXBURY ENGINEERING GROUP

Rick Macieko, PE

9 Pepper Lane, Succasunna, NJ 07876 | 973-252-6973

STRUCTURAL ENGINEERING: KSI PROFESSIONAL ENGINEERING

Kevin C. Sommons, PE

149 Yellowbrook Road, Farmingdale, NJ | 732-938-2666

ENVIRONMENTAL ENGINEERING: THE ENTECH GROUP, INC.

John J. Ragan, P.E., P.P

400 Morris Avenue, Suite 265 Denville, NJ | 973-586-8661

If requested, we can provide additional material about these consultants. Additional information was omitted from this proposal to provide you with the most concise and focused response.

DIVISION F. PUBLIC PROJECTS (3 SAMPLES)

FRANKLIN LAKES MUNICIPAL AND RECREATION | FRANKLIN LAKES, NJ



We worked with the town of Franklin Lakes on several municipal buildings, including the town hall, police department, recreation center, senior center, and fire department. Our projects have ranged from analysis of facilities, ADA upgrades, to a proposed addition to the police department. For the recreation center and the town hall, we made these buildings fully ADA compliant. This included walkways to their front entry, changing their door knobs, bathrooms, and parking. We oversaw the bidding process for the town for most of these projects.



Proposal for a crew racing facility on the Haledon Reservoir in Franklin Lakes as part of the Borough's recreation department. This green project converted the reservoir into a 750m crew racing facility mixed with several nature walkways. Solar panels, wind and water turbines, and wetland restoration were proposed for the site. We incorporated the existing dam to provide hydropower. We tied this into a larger master plan for the Borough of Franklin Lakes.

WESTWOOD MUNICIPAL | WESTWOOD, NJ



(Roof and HVAC Repairs)

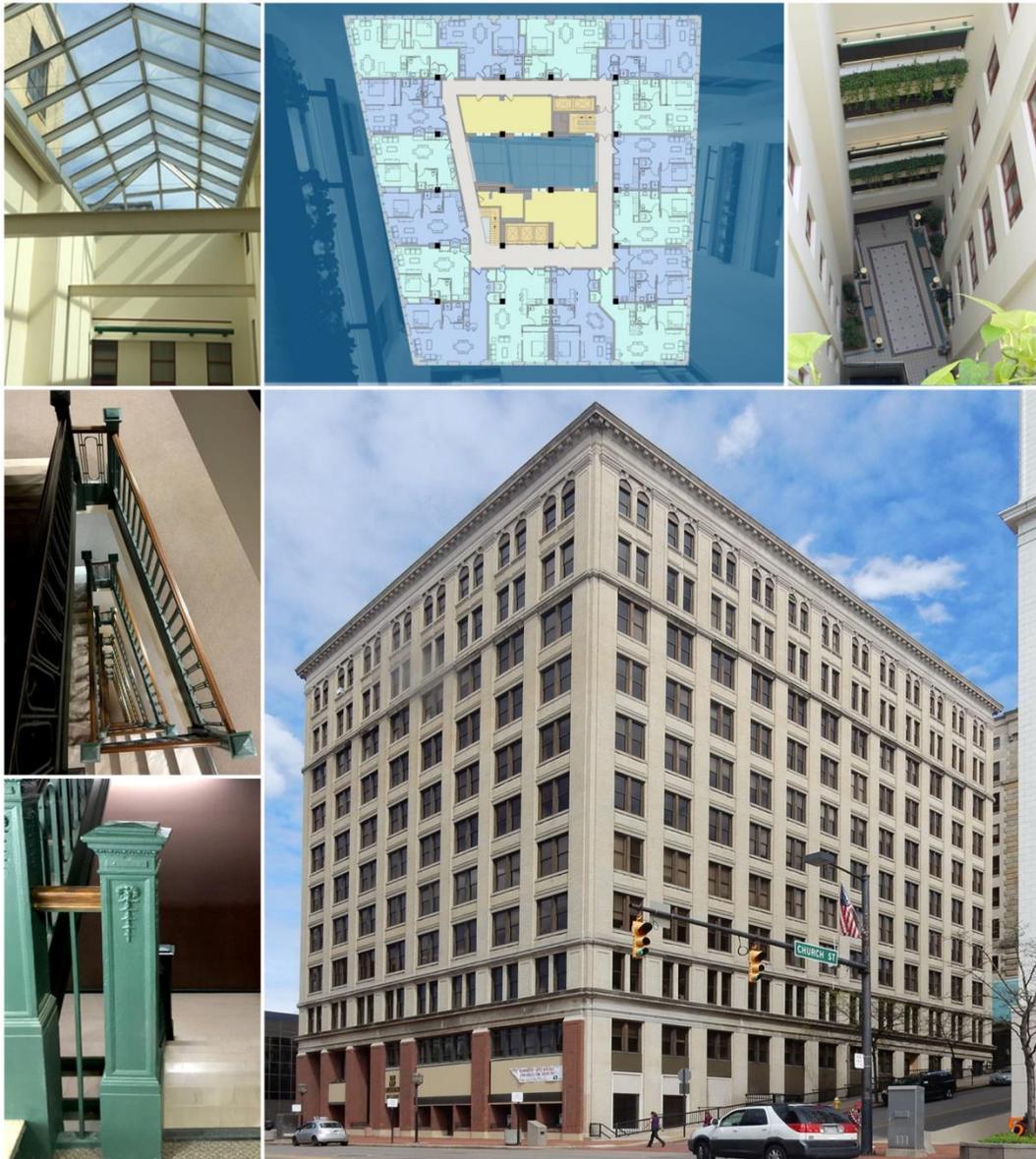
Our office prepared bid documents for an entire roof replacement for Westwood Municipal. This included asphalt shingles, copper roof over the cupola and single-ply roofing on the balconies. We are in the process of developing HVAC drawings for additional upgrades. Previous work included creating a phasing timeline for Westwood Municipal building so that it can be more energy independent. Our firm diagrammed the existing conditions and prepared schematic plans to utilize natural lighting and allow cross ventilation. A sample facility operation schedule was created to optimize hours of operations.



Westwood/Emerson Shooting Range and Skating Rink

Shooting range feasibility study for the Police Departments of Westwood and Emerson, which included a roller hockey rink and an outdoor shooting range. We also developed plans for renovation of the existing range, which also included a second floor. Additionally, we worked in conjunction with the master plan to develop a site plan for Westvale park, which included the new location for the shooting range, sports field, playground, dog run, concession stands, and a roller skating rink located on top of the range. The police range would be secured from the remainder of the park.

LAW BUILDING REPOSITIONING | AKRON, OHIO



As part of the downtown Akron redevelopment, we have worked very closely with the City of Akron to improve vacant buildings throughout the city. After speaking with city officials, they suggested repositioning several buildings, including the Law Building (1 210,000 SF), into apartments that would create full-time residents to a “commuter” city. Furthermore, this would connect with the existing government operations adjacent to the site. This 11-story office building located in downtown Akron, Ohio is part of the city's skywalk system. The first phase included repairing many leaks in the masonry building, redesigning the public skywalk, and renovating the outdated public areas. The second phase converts the top eight floors into more than 90 residential apartments. The third final phase converts the rooftop into an upscale restaurant and partial rooftop garden space for the residents. We are working with the city and state for available tax credits



DIVISION G. REFERENCES

CAPITAL INVEST ALLIANCE

Alex Levin

Managing Partner | Law Building
55 Bay Street Staten island, NY 10304
T: 718-447-1399

ARCHDIOCESE OF NEWARK

Bishop John W. Flesey

Church of the Most Blessed Sacrament
171 Clifton Avenue | Newark, NJ 07104
T: 973-497-4000

THE SALVATION ARMY

Alistair Fraser

Director of Facilities
440 West Nyack Rd. West Nyack, NY 11378
T: 845-732-4128

ABSG 91, LLC

Dennis McNeil

Real-Estate Developer
425 Till Road South Orange, NJ 07079
T: 973-998-1470

DIVISION H. PROJECT SCHEDULES

TMR has an accelerated schedule planned for the architecture and engineering portion of this project to ensure all deadlines are met. Our staff is well trained and can also provide video animations of the proposal the graphic renderings. Samples can be found on our website at <http://tmrassociates.com/video/>

We employ construction administrators who can easily visit the site during construction given our office location and who are familiar with the construction plan to ensure conformance with these documents. They will attend at a minimum of one-half day per week upon the start of construction.

DIVISION I. SUSTAINABLE DESIGN

We have a LEED AP accredited staff member- Gary Bielicka available. We also made a continued effort to have three additional members who are currently studying for their LEED exams and should have these credentials shortly.

We believe there is more to being green than just “GREEN”. We design with all earth’s colors in mind! Since the start of our firm in 1986, we have focused on strong utilization in our construction and energy efficiency resulting in what is popularly known today as “green design”.

We believe these to be basic, smart business practices that ultimately can lead to healthier, more vibrant communities. While long committed to the concept of achieving economy through conservation, our efforts and awareness continue to grow. Forward-thinking, Earth – concerned design is – and always has been – our commitment.



DIVISION J. FINANCIAL STATEMENT

Due to Jewish Holiday, the financial statement will be provided at a later date.

SECTION 13. OUTSTANDING LITIGATION.

T.M. Rybak and Associates, P.C. has no claims or suits pending or outstanding against it. We comply with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance. **In 30 years of business we were never found guilty of any design deficiencies or claims.**

SECTION 14. LEGAL REPRESENTATION

Priscilla J. Triolo, Esq. | Bittiger Elias & Triolo P.C.
12 Route 17 North, Suite 320 | Paramus, NJ 07652
Phone: (201) 438-7770 | Fax: (201) 438-5726

INSURANCE STATEMENT:

Proof of insurance will be provided when scope of work is determined and we are released to perform these services.

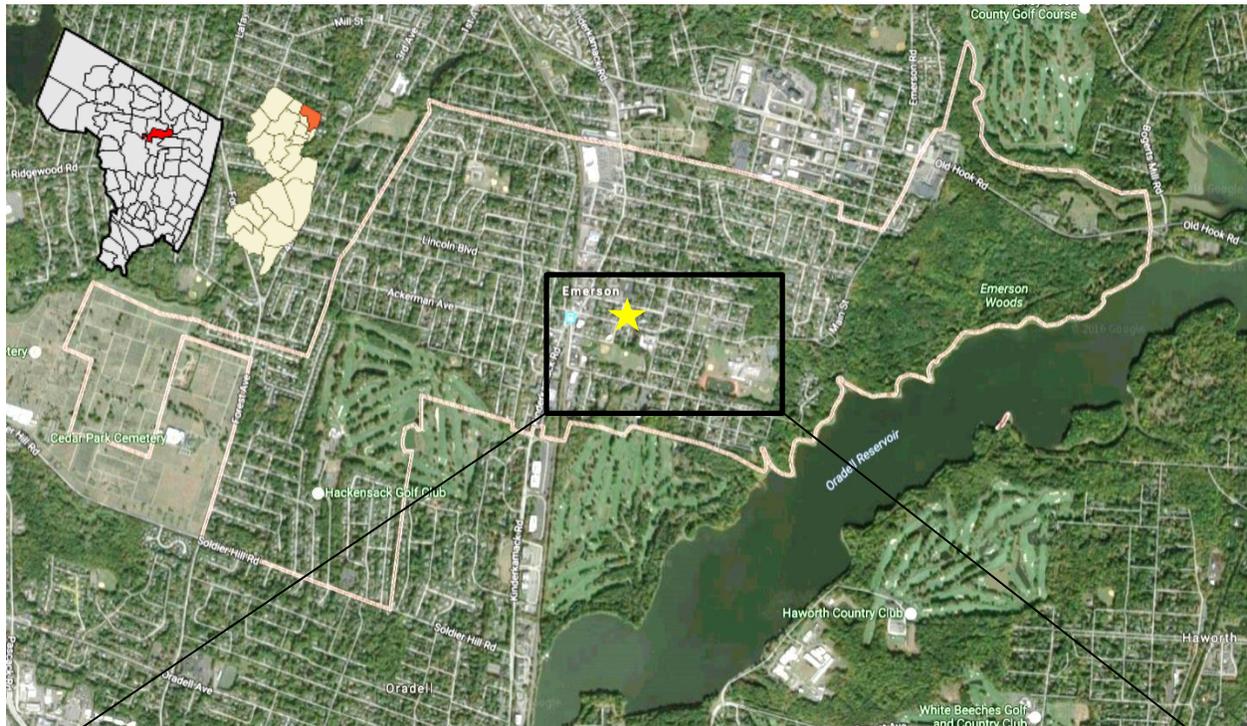
DESCRIPTION OF WORK:

In accordance with your request for proposal, we are pleased to submit for your consideration our proposal for architectural and engineering services for the Borough of Emerson. It is our understanding you are seeking these services for the primary purpose of developing preliminary design, design development, construction documents, and construction administration for your buildings.

1. Analysis and recommendation for the best use of municipal owned property
2. The design and preparation of plans and
3. Preparation of all construction documents for any combination of the following:
 - a. Renovations and Addition of Borough Hall
 - b. A new municipal building
 - c. Renovations of firehouse
 - d. Repair and renovations to DPW Building(s)
 - e. Design of new ambulance corps building
 - f. Analysis and Recommendations for the best use of newly acquired properties
 - g. Other services as required for a five (5) year period such as a potential recreation center or consolidation of services or in a new or renovated facilities
 - h. Including Construction Monitoring and plan compliance during construction

The Borough of Emerson located in the Pascack Valley of Bergen County, New Jersey, is seeking proposals for professional architecture (the terms "Respondent", "Architecture" and "Architect" are meant to be one and the same and shall be used interchangeably In this REP), engineering, landscape architecture, and site engineering services, including building construction and lot design (including parking lot and ancillary spaces). It is anticipated that over the next Ewe (5) years Emerson will invest in capital infrastructure projects that will allow the Borough to continue to offer quality cost effective services for the next fifty (50) to seventy five (75) years.

EXISTING CONDITIONS:



Aerial view of the Borough of Emerson.



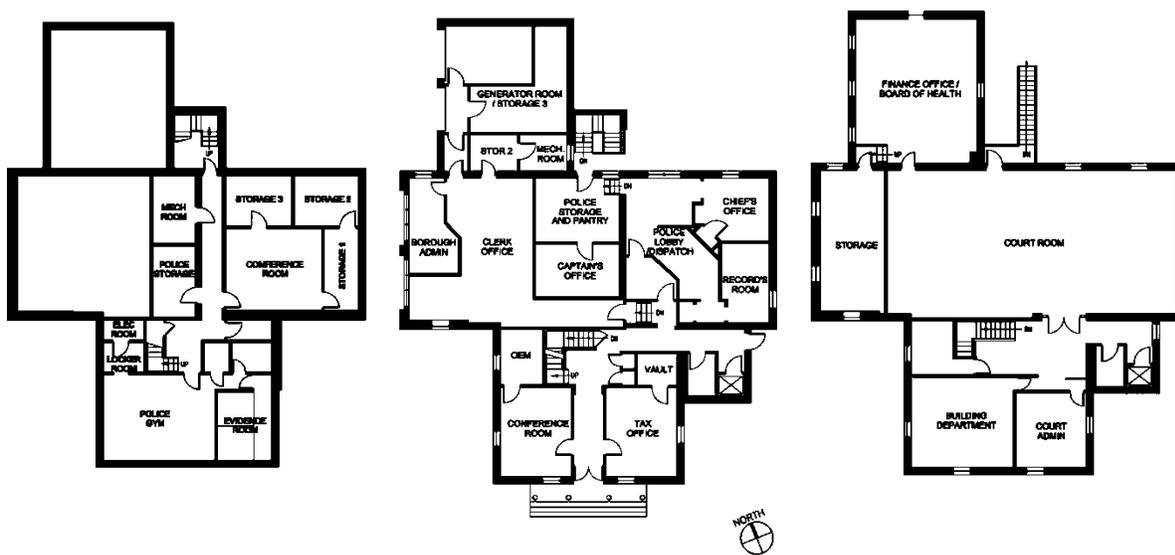
Aerial View Near Municipal Building.

- 1. Existing Site. 2. Fire Department. 3. Schools. 4. Library. 5. Senior Living
- 6. Train Station. 7. Volunteer Ambulance.

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THE BOROUGH OF EMERSON, NEW JERSEY**



Above: Existing Police, Tax,, Court, Building Department and Board of Health Building Aerial
Below: from Left to Right Basement, First Floor, and Second Floor

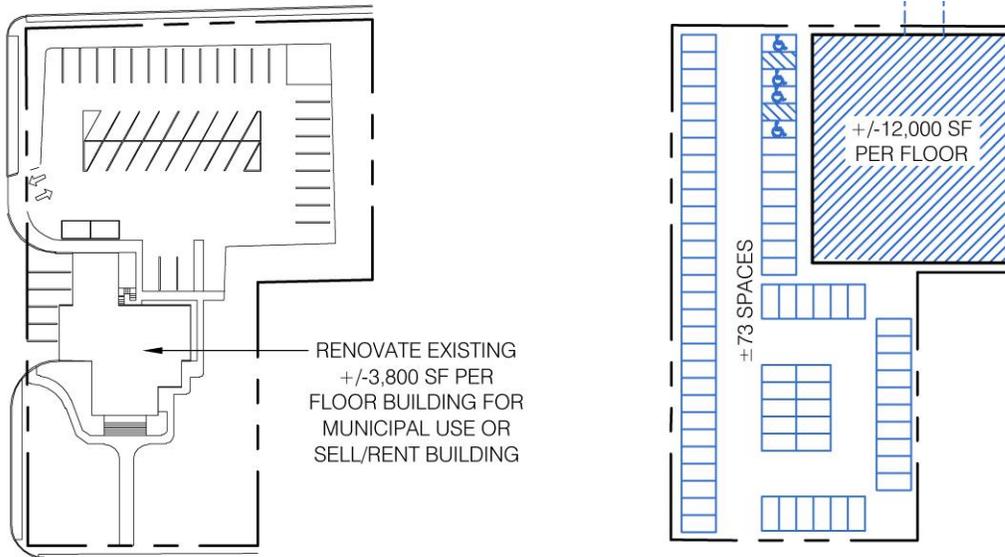




PROPOSAL:

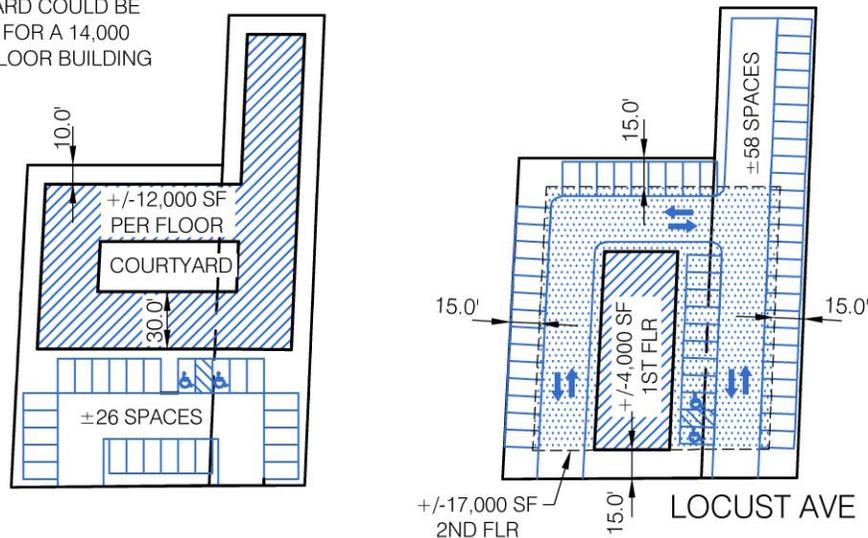
Our firm has previously worked with Emerson during the earlier feasibility and schematic phase of this project while the Borough was looking at the acquisition of additional properties. Our firm already drew preliminary existing floor plans of the existing Borough Hall.

Preliminary Sketches for Renovation and for a New Municipal Building



Preliminary Sketches for New Municipal Building at 58 and 64 Locust Avenue

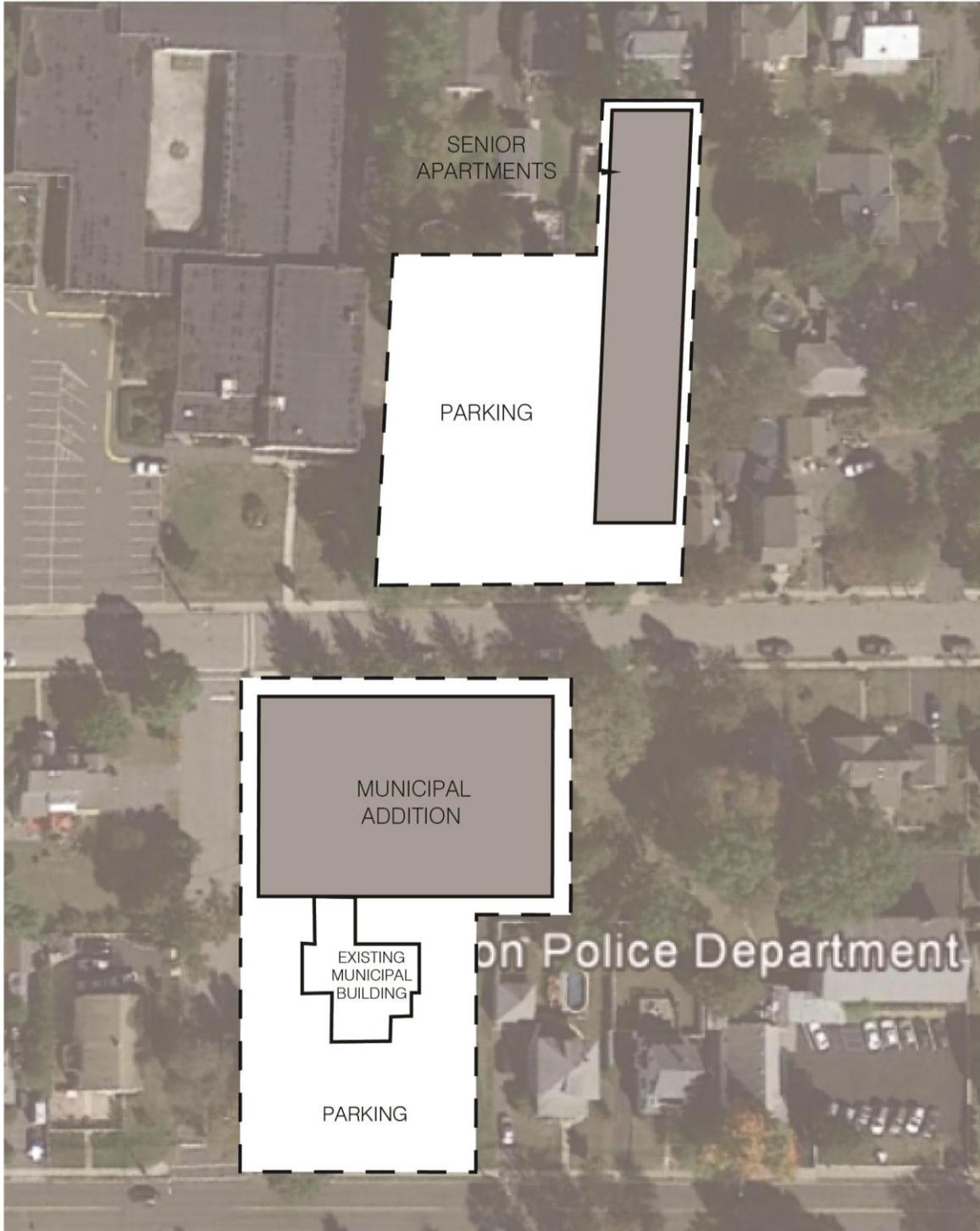
COURTYARD COULD BE OMITTED FOR A 14,000 SF PER FLOOR BUILDING



Additional schemes were created with a drop off zone, hidden from the street parking lot, a separate emergency management building from the municipal needs, and reuse of the existing site as a parking lot.



SITE STUDY #1



SITE STUDY #2



Scope of Services - This agreement may entail a full Scope of Services that are customary in a conventional owner/architect relationship, including, but not limited to the following services:

- Field Checking the existing condition
- Developing a program (Testing the spatial requirements developed by others)
- Creating an approach for expansion
- Working out a budget and schedule
- Consideration of “green” design as a solution for this site
- Design flexibility and expansion for multi-purpose use
- Development of Project Scope
- Programming for Facility Upgrades
- Schematic Design with Alterations to Existing Floor Plan
- Design Development
- Contract Documentation/Specifications
- Bidding and/or Negotiation

In order to maintain consistency and increase efficiency in project delivery, we will familiarize ourselves with the existing facility and apply proper standards in all work performed under this agreement. The design criteria will be provided to us by the Borough of Emerson.

Project Overview – The following is a brief overview of the services by TMR on a typical project. The actual requirements of projects will vary.

- I. Phase I – Project Initiation/Planning: Review and analyze of existing plan, systems, energy audit and any testing data.
 - a. Developing the Program of Requirements
 - Meet with client and/or Emerson Project Manager to discuss client/project requirements.
 - Prepare a Program Summary and submit to Project Manager.
 - b. Proposal for Services and Preliminary Schedule
 - Develop and issue a Proposal for Services specific to the services discussed.
 - c. Develop master plan after the program is approved by Emerson with schedule and budget of schematic schemes

2. Phase II – Schematic Design: Based on mutually agreed upon program and schedule, TMR will prepare the following for review and approval of The Borough of Emerson.
 - a. Develop Program Summary into Schematic Design plans/sketches, illustrating the scale and relationship of materials and components. TMR will prepare sketches and material specifications as required to understand the program scope and achieve sign-off.
 - b. Submit Schematic Approach to Project Manager for user review and feedback.
 - c. Submit Schematic Design to Project Team (engineers, vendors, etc.) for review, coordination and planning.



3. Phase III – Design Development: Based upon the approved Schematic Design documents and any adjustments authorized by The Borough of Emerson
 - a. Develop the Design Documents
 - Submit documentation consisting of drawings, elevations and other documents necessary to identify and describe the size and character of the project as to architectural exterior/interior finishes, in coordination with Engineering requirements and/or designs and other such elements as may be appropriate to the Emerson Project Manager for review in a timely manner.
 - Minimum documentation to include:
 - Demolition Plan
 - Proposed floor plan
 - Exterior/Interior elevations
 - Reflected ceiling plan
 - Finish schedule
 - Door and hardware types (if needed)
 - Location numbers/I.D.s
 - Partition types
 - Details
 - References
 - Specifications
 - Furniture plans (if needed)
 - Phasing plans (if needed)
 - Building Sections
 - Wall and Roof Details
 - Coordinate with User Groups and Facility Services as required.
 - Provide drawing and other documents that depict the current status of Design Development (the Design Development Documents) for Emerson Project Manager’s review and Project Team review.
 - Inform the Emerson Project Manager of any substantial or material changes from the schematic design or from earlier iterations of Design Development Documents or construction cost estimates.
 - Submit all architectural finishes, coded to floor plan and finishes summary list to Emerson Project Manager for review prior to presenting to User Group for approval.



4. Phase IV – Construction Documents – Based on approved Design Development Documents and any further adjustments in the scope or quality of the project authorized by The Borough of Emerson, TMR shall prepare Construction Documents.
 - a. Preparation of Construction Documents (based on Architect’s Survey)
 - Prepare Construction Documents consisting of fully integrated drawings, specifications, elevations and details.
 - Coordinate work of other consultants to produce final Construction Documents.
 - Verify that Construction Documents are complete, accurate and consistent with design disciplines.
 - Forward final Construction Documents to The Emerson Project Team for review prior to bidding.
 - Modify drawings based on The Emerson Project Team feedback.
 - b. Approval of Construction Documents
 - Identify and evaluate revisions to the Construction Documents.
 - c. File for Building Permit Applications
 - Submit official signed and sealed drawings and other construction Documents to the Borough Administrator for review. Meet with regulatory/governmental officials to determine if revisions are required prior to submitting for permits. Advise Owner and/or the Emerson Project Manager as required.
 - Submit documents for the approval of regulatory/governmental authorities having jurisdiction over the project. Provide surveys, environmental studies and submissions required for such approvals. (if needed)

5. Phase V- Bidding and Negotiation: Following the approval of Construction Documents, Architect will perform the following:
 - a. Provide contractors with the proper and fully coordinated Construction Documents (and progress drawings) in order for the contractor to bid all subcontracted work.
 - b. Clarify and respond to questions from subcontractors during bid process. Issue all addenda and sketches as required.
 - c. Review bids, as requested by the Client, for scope and content.



6. Phase VI – Construction Administration: The Architect’s responsibility to provide services for Construction Phase commences with awarding of the contract for construction and includes, but is not limited to, the following:
- a. Samples and Shop Drawings
 - b. Review samples and shop drawings received from contractor(s).
 - c. Return samples and shop drawings to contractor stamped either approved, approved as noted or rejected (revise and re-submit).
 - d. Coordinate changes to shop drawings and product samples with contractor.
 - e. Maintain sample and shop drawing logs and records.
 - f. Contractor’s Invoices
 - Review AIA Document G702 and associated invoices received from contractor, consultant or vendor.
 - Approve invoice and forward with supporting documentation to the Client’s Project Manager.
 - g. Contractor’s Work
 - The Architect is to make regular site visits to review the contractor’s work.
 - The Architect shall identify and report on deficient workmanship to the Project Manager in a timely manner.
 - h. Change Orders
 - Review requests for change orders and supporting documentation from contractor.
 - i. Claims
 - Review claims and impact on project and send to the Client.
 - Forward change order request from contractor to Project Manager with comments, approval and/or disapproval.
 - Forward one copy of each change order with comments, whether approved or not approved, to contractor.



FEE PROPOSAL:

MUNICIPAL NEEDS:

1. Program	\$ 5,000.00
2. Emerson Master Plan	\$ 12,000.00
3. Schematic Design per Structure	\$ 8,000.00 to \$ 22,000

Professional fees will be based on a % of construction.

- Renovation fees are 6-7.5% of Construction
- New Construction is 4.5%-5.5% of Construction

EXAMPLE SCHEDULE T.B.D. BY PROGRAM Renovate Existing Facility and Add to Existing Site

1. Schematic Design	\$ 14,000.00
2. Design Development	65,000.00
3. Construction Documents and Specifications	115,000.00
4. Structural Engineer	35,000.00
5. MEP	85,000.00
6. Civil and Landscape Engineering	35,000.00
7. Bidding	2,000.00
8. Administration	At hourly rate of \$120 per hour or \$250/Meeting

Renovate Existing Facility and Design New Facility on Purchased Site

1. Schematic Design	\$ 22,000.00
2. Design Development	79,000.00
3. Construction Documents and Specifications	125,000.00
4. Structural Engineer (if needed)	48,000.00
5. MEP	115,000.00
6. Civil and Landscape Engineering	48,000.00
7. Bidding	2,000.00
8. Administration	At hourly rate of \$120 per hour or \$250/meeting

**RE: REQUEST FOR PROPOSAL (RFP) FOR ARCHITECTURAL SERVICES
THE BOROUGH OF EMERSON, NEW JERSEY**



HOURLY RATES:	
Principal	\$ 195
Project Architect	\$ 150
Project Engineer	\$ 150
Design/Draftsman	\$ 120
Computer Designer	\$ 120
Interior Designer	\$ 120
Technical Consultant	\$ 100
Administrative	\$ 75

LIST OF EXCLUSIONS:

- Surveying
- Acoustical engineering
- Move coordination
- Administration
- AV / IT / Security Design
- Any & all testing
- Board of Adjustments & Planning Board meeting
- Expediting the plans through building dept.
- Building Dept. Fee's
- Hazardous waste management program
- Encapsulation of existing hazardous maters
- Air quality testing

Upon signing of the contract we will require a retainer of \$15,000.00. **This retainage will be credited to the final invoice at the conclusion of the subject work scope.** Our work will be billed at the end of each phase and any reimbursable items will be extra. All reimbursable items will be multiplied by 1.1. They will include blue printing, mail and if needed, out-of-state telephone calls and travel. Any additional services rendered by our office will be on an hourly basis.

Once again, we very much appreciate your considering our firm for your future project. If you have any questions or need further clarification, please do not hesitate to call.

If this proposal meets with your approval, please sign below and return one copy for our files.

Sincerely,



Tomasz M. Rybak AIA

DATED: OCTOBER 04, 2016

Approval signature: _____

Date: _____