

**RESOLUTION #15-72**

**RESOLUTION AWARDING AN ARCHITECTURAL CONTRACT TO  
TK STUDIOS, INC. FOR PREPARATION OF DESIGN AND  
MASTER PLAN LAYOUT OF WOODBURY CITY HALL**

**WHEREAS**, the Mayor and City Council of the City of Woodbury wish to obtain architectural design and a Master Plan layout of Woodbury City Hall; and

**WHEREAS**, TK Studios, Inc. has presented a proposal to prepare such plans for the sum of \$7,800.00; and

**WHEREAS**, the contract is being awarded as a Professional Services Contract.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Woodbury that the Mayor and/or Administrator are authorized to execute said Professional Services Contract with TK Studios, Inc. in the amount of \$7,800.00.

**ADOPTED** at a regular meeting of the Mayor and City Council of the City of Woodbury on March 10, 2015.

**CITY OF WOODBURY**



By: **DAVID TROVATO,**  
**President of Council**

**ATTEST:**

  
**ROY A. DUFFIELD, Clerk**

**City of Woodbury**

Woodbury, New Jersey

for

**City Hall Master Plan**

Proposal for Master Planning and Schematic Design Services



**architecture + design**

27 February 2015



architecture + design

**tk studio, llc**  
38 Newton Ave  
Woodbury NJ 08096

856.845.0132

February 27, 2015

**Mr. Michael P. Theokas**  
City Administrator  
City of Woodbury  
33 Delaware Avenue  
Woodbury, NJ 08096

**Re: Proposal for Professional Architectural Services**  
Master Planning and Schematic Design  
33 Delaware Avenue  
Woodbury, New Jersey  
tk project # 1445-1

Dear Mr. Theokas:

tk studio, llc is pleased to provide the following Scope of Services and Fee Schedule to you for the referenced project and are excited about the opportunity to work together.

### **Project Description**

The project will include surveying and documenting the existing City Hall building. The scope will include creating a master plan of the facility to better utilize the existing spaces for employees as well as the public.

The following constitutes the scope of work to be completed:

#### **1. Work included in this proposal**

- 1.1. As Built Survey and Documentation
- 1.2. Programming & Space Allocation
- 1.3. Master Plan & Schematic Design



38 Newton Ave Woodbury NJ 08096 | [www.tkstudioarch.com](http://www.tkstudioarch.com) | 856.845.0132

**2. Existing As-Built Survey and Documentation**

- 2.1. We will visit the project site to measure, photograph and visually inspect the existing building conditions.
- 2.2. We will prepare the as-built floor plans of the building.

**3. Programming & Space Allocation**

- 3.1. We will visit the project site to measure and document all existing furniture and equipment, including file storage requirements.
- 3.2. We will speak with each department and personnel as directed by the City Administrator.
- 3.3. We will prepare a space allocation report which includes all agencies and public interaction requirements

**4. Schematic Design and Master Plan**

- 4.1. We will prepare schematic design plans based on the previously established programming and space allocations report.
- 4.2. We will meet with client to review design and revise as required.
- 4.3. A final Master Plan will be prepared and submitted to client along with possible phasing scenarios for use in preparing construction documents\*.

*\*Upon completion of the Master Plan a proposal will be prepared for professional fees for preparing the construction documents and public bid packages as required for project.*

**5. Payment for Basic Services**

The client shall pay tk studio, llc for basic services performed in accordance with the following Fee Schedule.

<b>SERVICE</b>	<b>AMOUNT</b>
Existing As-built Survey and Documentation	\$1200
Programming & Space Allocations	\$2100
Schematic Design & Master Planning	<u>\$4500</u>
<b>TOTAL FEE:</b>	<b>\$7,800</b>

Reimbursable expenses will be billed at cost and will include among others, reprographics, postage, and printing.



## 6. License

tk studio, llc warrants that the services to be performed will be in the responsible charge of an architect appropriately licensed to practice in the state.

## 7. Indemnification

Client and tk studio, llc each agree to indemnify and hold the others harmless, and their respective officers, employees, agents and representatives from and against liability for all claims, losses, damages, and expenses, including reasonable attorney's fees, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of the client and tk studio, llc, they shall be borne by each party in proportion to its negligence.

## 8. Ownership of Documents

All documents, including those in electronic form, prepared by tk studio, llc and its consultants are Instruments of Service for use solely with respect to this project. tk studio, llc and its consultants shall retain all common law, statutory and other reserved rights, including copyrights. Upon acceptance of this contract, the client is granted a onetime non-exclusive license to reproduce the Instruments of Service solely for the purposes of constructing the project, provided that the client shall comply with all obligations, including prompt payment of all sums when due under this proposal and subsequent agreements.

## 9. Termination of Contract

In the event the client terminates this agreement for any reason, an invoice will be issued for services provided to the date of termination. Any retainer will be applied to this final invoice and the balance due, if any, must be paid upon receipt of final invoice.

## 10. Exclusions

The following are specifically excluded from the scope of this proposal:

- Preparation of color renderings and 3-D modeling presentations.
- Construction administration
- Construction documents
- Construction cost estimates.

## 11. Payment for Additional or Per Diem Services of the PROFESSIONAL:

Additional services approved by client, if necessary, will be billed based on an hourly rate of \$100.



I thank you for the opportunity and look forward to working with you on this project. Should you have any questions please feel free to contact me at 856.854.0132.

Sincerely,  
**tk studio, llc**



Tracy Craig-Paci, CID, ASID, AIA

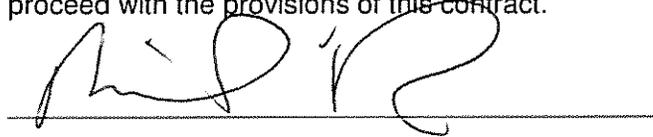


Kim Dechen, RA, LEED AP

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We have confidence that you will find this proposal acceptable. If so, please sign in the space provided below and return the original to our office along with a check in the amount of \$2,000.00 for the required retainer. The retainer will be applied against the final bill for the project. This proposal is valid if accepted within a three (3) month period and will remain valid for a period for six (6) months from the date of acceptance.

By signing this proposal and providing the required retainer the client authorizes tk studio, llc to proceed with the provisions of this contract.



SIGNATURE

3/11/15

DATE



