

June 23<sup>rd</sup>, 2025

**New Jersey Department of Education**  
Office of School Facilities Finance  
200 Riverview Plaza, 2nd Floor  
Trenton, NJ 08625-0500



**Re: Berkeley Heights School District (Union County)**  
**Educational Adequacy Components**  
**Mary Kay McMillin Early Childhood Center**  
**651 Mountain Ave**  
**Berkeley Heights, NJ 07922**  
**DOE Project No. 39-0310-035 “Initial Submission Scope of Work Letter”**

To Whom it May Concern:

The Berkeley Heights School District Board of Education has engaged our firm to serve as the architect for the above referenced project. Enclosed, please find the formal final submission to the New Jersey Department of Education for the Mary Kay McMillin ECC Educational Adequacy Components.

This letter shall serve to indicate the district’s desired scope of work. The scope includes Media Center Furniture and Finish Upgrades.

Should you have any questions or concerns, or if you require additional information, please do not hesitate to contact me at [973.484.4800](tel:973.484.4800) or via e-mail at [thomass@solutions-arch.com](mailto:thomass@solutions-arch.com).

Respectfully submitted,



Superintendent



Board President