

June 23rd, 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
William Woodruff Elementary School
Briarwood Drive, West
Berkeley Heights, NJ 07922
DOE Project No. 39-0310-050 "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 William Woodruff Elementary School 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.

Respectfully submitted,



Superintendent



Board President