

From: Feltre, Dr. Kim kfeltre@bhpsnj.org
Subject: Re: June 24 2025 Berkeley Heights Board Buzz - Referendum Project Descriptions
Date: Jun 26, 2025 at 3:56:50 PM
To: Natasha Joly njoly@bhpsnj.org
Cc: Gale Bradford gbradford@bhpsnj.org, Khanna, Dipti dkhanna@bhpsnj.org, Anthony Juskiewicz ajuskiewicz@bhpsnj.org

All Board members have been bcc'd:

1. The total for each project include soft costs of which a large component is Professional Fees at 10%. Can we get a better understanding of what those are?

These are the Architectural, Engineering and site surveying fees associated with the design and administration of each project.

In addition, the professional fees include post-referendum management services. This encompasses efforts beyond the scope of any single project, such as overall referendum coordination, scheduling and phasing of projects, rebudgeting of projects to ensure alignment with referendum budgets, budget tracking across the entire referendum, and status updates/reporting to the district.

2. There are also some contingency fees included in the soft costs. If the referendum passes based on these numbers and the contingencies are not utilized, what does the accounting for the excess look like? Is it segregated? Does it go back into the general fund for tax relief?

The contingency in the soft costs is reserved for projects that more commonly have potential unforeseen conditions that could require additional design work from our team or additional coordination work with district vendors, such as furniture and technology. This contingency could also be used to cover pre-referendum professional fees. Unused contingency would remain part of the referendum fund.

3. The capital projects are based on relatively current quotes. What about the costs for the STEM, Science Labs, and Media Centers? Do you know how they were estimated? This may have been discussed before but I need a refresher.

The only capital scopes of work that are based on quotes obtained by the district

are the technology related items, such as the camera and PA upgrades. The other capital project (roof, parking, etc.) and educational projects (STEM, Media Centers, etc.) budgets are based upon previous experience with projects of comparable size and scope; recent bidding experiences and knowledge of current bidding climate. We also regularly consult with product vendors and contractors we work with to ensure our estimates are in line with current trending. However, we cannot account for any extraordinary conditions that could impact market conditions, including potential tariff conditions. To do so would inflate these budgets beyond reason.

Thank you,
Kim

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On Thu, Jun 26, 2025 at 10:08 AM Natasha Joly <njoly@bhpsnj.org> wrote:
Good morning.

The information was helpful. A couple of follow-up questions.

1. The total for each project include soft costs of which a large component is Professional Fees at 10%. Can we get a better understanding of what those are?

2. There are also some contingency fees included in the soft costs. If the referendum passes based on these numbers and the contingencies are not utilized, what does the accounting for the excess look like? Is it segregated? Does it go back into the general fund for tax relief?
3. The capital projects are based on relatively current quotes. What about the costs for the STEM, Science Labs, and Media Centers? Do you know how they were estimated? This may have been discussed before but I need a refresher.

Thank you,
Natasha

On Jun 25, 2025, at 9:31 PM, Feltre, Dr. Kim <kfeltre@bhpsnj.org> wrote:

All Board members have been bcc'd

The information that you are looking for is under the tabs for each school (see attached spreadsheet). This level of detail was provided with the project list, but only the scenario tab and then the final tab shared as we progressed to this point. The cost estimate spreadsheet for each school shows the breakdown of construction cost, casework/furniture, technology, contractor overhead and profit, design fee, etc. The project descriptions provided more specificity but not to the granular level since the applications ask for estimates and those are based on general square footage costs.

The architects have not completed the 19 applications delineated in the resolution (Business AH) for this referendum, but I have attached the sample applications for CMS from the 2020 referendum that the architect shared with me. If you look on page 20 of the Educational submission and page 19 of the Capital submission, you can see the spreadsheets akin to the one attached.

The architects are working on the 19 applications and are targeting the end of this week or early next week to submit the applications. The target deadline proposed

in February was mid May but we couldn't realistically meet that target.

Hopefully, this provides more clarity - it's a lot, I know.

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On Tue, Jun 24, 2025 at 5:11PM Natasha Joly <njoly@bhpsnj.org> wrote:
Dr. Feltre,

What was sent at the beginning of June was three pages that contained the three scenarios with the associated \$ amount. That is where I'm getting the 4.4mm number for GL Media Centers / TV Studio. What I'm asking for is what are we asking for under this project - what tech? how many tv cameras? Was that level of detail ever provided? If so, please tell me when and I will review. That 4.4mm had to come from somewhere.

Maybe I can ask a different question - can we see the applications that are being submitted? When do the architects want to submit the applications?

Thank you,
Natasha

On Jun 24, 2025, at 11:43 AM, Feltre, Dr. Kim <kfeltre@bhpsnj.org> wrote:

Good Morning,

The quotes are recent (this year) and the architects added 15% since they are not projected to be done until next year, if the referendum passes

The Board is approving the resolution to submit the projects to the NJDOE for review and approval. The Board needs to approve the submission to the state. It's on the agenda because the full Board has been involved in the process. Project lists were sent to the full Board for feedback at the beginning of May and from that information, three scenarios were sent to the full Board at the beginning of June. The Facilities and Finance Committee was not asked to approve the project list - as that was provided to the full Board on multiple occasions.

There is a timeline for submission to the state and we are beyond the May submission date that the architects presented in February. We need Board action to continue the referendum process, which is why I have worked to keep the full Board involved in every step of the process. We knew in February that this was going to be a time crunch, but I believe I rose to the challenge of moving the process forward and communicating openly with the Board throughout the process.

Thank you,
Kim

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On Tue, Jun 24, 2025 at 11:18 AM Natasha Joly <njoly@bhpsnj.org> wrote:
Board members have been bcc'ed.

Good morning.

Thank you for sending. I think this is helpful for the Capital Projects. Your document states that the capital projects are based on quotes the district received. Are the quotes current or do they go back to 2020 (prior referendum)?

With respect to the Media Centers/ TV studio - I'm still not clear exactly what we're being asked to approve. We need something more granular to understand the dollar amounts and what is actually being submitted to the state. Also, the minutes from the Finance and Facilities committee state that the committee could not approve the project list so I'm not sure why it's on the agenda.

Thanks,
Natasha

> On Jun 24, 2025, at 10:48 AM, Feltre, Dr. Kim <kfeltre@bhpsnj.org> wrote:
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<BKH-2025 Potential Referendum Capital Projects Budget Estimate -
FINAL.xlsx><2020 Reference Columbia MS - Capital Submission.pdf><2020
reference submission Columbia MS - Educational Submission.pdf>

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Note: Please do not reply all to this message as that would constitute a quorum.