

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**  
**Thomas P. Hughes Elementary School**  
**446 Snyder Ave**  
**Berkeley Heights, NJ 07922**  
**DOE Project No. 39-0310-020 "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 Thomas P. Hughes Elementary School Educational Adequacy Components.

This letter shall serve to indicate the district's desired scope of work. The scope includes Multipurpose Room Renovations/Upgrades and Media Center /STEM 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,

  
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Superintendent

  
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Board President