

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)**  
**Capital Renovation Components – Q2**  
**Mountain Park Elementary School**  
**55 Fairfax Drive**  
**Berkeley Heights, NJ 07922**  
**DOE Project No. 39-0310-040 “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 Mountain Park Elementary School Capital Renovation Components Q2.

This letter shall serve to indicate the district's desired scope of work. The scope includes Roof Replacements and Mechanical/Plumbing Upgrades. Mechanical/Plumbing Upgrades include replacing the H&V Unit Ventilators in kind, replacing mechanical controls with Direct Digital Building Management System, circulation piping replacement in the Main Office, replacement of the Gymnasium H&V System and abate asbestos pipe insulation.

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