

Architectural Services

Site Tour Agenda

FRIDAY, OCTOBER 16, 2026 | 10:00-11:00 A.M.

Board Office • Chesterfield Elementary School
30 Saddle Way, Chesterfield, NJ 08515

Purpose: Introduce prospective architectural firms to the school, its infrastructure, and district planning priorities in support of the architectural services solicitation.

10:00-10:07	Welcome & district overview Introductions; services sought; building history; operational priorities; tour procedures.
10:07-10:19	Learning & shared spaces Representative classrooms and support spaces; accessibility; gym, cafeteria, stage and library; functional needs.
10:19-10:35	Building systems & infrastructure HVAC and controls; electrical distribution; plumbing; fire protection; equipment condition and recent improvements.
10:35-10:42	Technology infrastructure Selected IT spaces; power and cooling; cabling pathways; capacity and coordination with building projects.
10:42-10:54	Exterior & site conditions Roof observations from safe locations; envelope and drainage; sidewalks; parking and circulation; playground and paving.
10:54-11:00	Questions & next steps Information requests; written-question procedures; solicitation deadlines and closing remarks.

District team: Scott Hogan, Business Administrator/Board Secretary; Mary Merrick, BA Assistant; Casey Illuminate, IT Specialist; Matt Carney, Facilities Manager.

Visit notes: Please remain with district escorts and follow visitor and photography procedures. Route and access may be adjusted for school operations. Material clarifications will be provided through the solicitation's written process.



Architect Site Visit

Building profile, recent investments & capital outlook



Friday, October 16, 2026 | 10:00-11:00 a.m.

Chesterfield Elementary School / Board Office
30 Saddle Way, Chesterfield, NJ 08515

01 BUILDING PROFILE

- **Opened:** January 2011.
- **Original architect:** FVHD (Fraytak Veisz Hopkins Duthie, P.C.).
- **School:** Preschool-grade 6; one-school district.
- **Building area:** Approximately 116,000 SF (2025 ACFR).
- **Systems:** Geothermal heating/cooling and rooftop solar power.

02 RECENT IMPROVEMENTS

- Front-entry security pass-through window.
- Complete replacement of HVAC controls.
- Resurfacing of the parking lot and basketball courts.
- Ongoing security upgrades.
- New preschool playground installed in summer 2026.

03 MAJOR PROJECTS ON THE HORIZON

- **Shingle roof:** Total replacement; assess condition, drainage, warranties, and coordination with rooftop solar.
- **HVAC:** Plan for total replacement as equipment ages out. Assess geothermal infrastructure and equipment by component; coordinate with the new controls.
- **Security:** A project is being priced with private partners. Scope and implementation requirements remain under development.



Planning & Coordination

04 FUNDING & DELIVERY APPROACH

- The district has strong reserves and **does not currently plan a referendum** for anticipated projects.
- Provide realistic cost estimates, prioritization, and phased delivery aligned with available funding.
- Coordinate disruptive work with school operations and protect recent improvements and warranties.
- Specific budgets, scope, funding authorizations, and schedules remain subject to district review and required approvals.

05 USEFUL RECORDS & QUESTIONS

- Record drawings; roof and solar warranties/agreements.
- HVAC equipment inventory, geothermal drawings and service history, and controls specifications.
- Utility and solar production data; facilities plans and inspection records.
- Current enrollment and room use; summer work windows and shutdown constraints. District staff will confirm record availability.

06 DISTRICT TEAM

- **Mr. Scott Heino**, Superintendent
- **Dr. Scott J. Hogan**, Business Administrator
- **Mrs. Mary Merrick**, Assistant to the BA
- **Mr. Matthew Carney**, Facilities Manager
- **Mr. Casey Illuminate**, IT Specialist

PROPOSAL INFORMATION

Use the solicitation contact and written-question procedures. Material clarifications will be shared through that process. This handout provides planning context; it does not amend the solicitation or authorize projects.

Sources & records

Building history and project updates supplied by the district, October 16, 2026. Building area: 2025 ACFR, School Building Information. Original architect: FVHD project profile. Rooftop solar and geothermal systems confirmed by the district. Record availability will be confirmed by district staff.

[FVHD project profile](#) | [2025 district ACFR](#)

School photo and mascot logo: Chesterfield Township School District website.