

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A CHANGE IN SCOPE TO
THE PROFESSIONAL SERVICE AGREEMENT WITH USA ARCHITECTS,
PLANNERS AND INTERIOR DESIGNERS LTD.
TO PROVIDE ARCHITECTURAL SERVICES ASSOCIATED WITH THE
REVIEW OF THE EXTERIOR OF THE MUNICIPAL COMPLEX**

WHEREAS, over the past twenty plus years, the Municipal Complex has been experiencing issues related to moisture intrusion, weather related water leaks and other roofing issues that originate from design flaws in the original construction, that has led to the degradation of the building for both the Administrative and Police wings; and

WHEREAS, the Division of Buildings and Grounds has engaged several contractors over the years that have made minor repairs in attempts mitigate the issues, all of which have proved unsuccessful; and

WHEREAS, the more recent Hurricane Ida event and the rain event that following week brought additional water damage to the building which left significant damage, currently being remediated; and

WHEREAS, without addressing the exterior issues, weather related events will continue to penetrate and cause more damage to the interior office space; and

WHEREAS, in November of 2021, the Director of Public Works met Peter Campisano with USA Architects to walk the site and survey the condition of the building; and

WHEREAS, at the request of Public Works Director Eric Chaszar, USA Architects has provided a proposal for services associated with developing an evaluation and recommendation of options to best address the remediation and restoration work that is needed; and

WHEREAS, in January of 2021, pursuant to Resolution 12-1.21, USA Architects, Planners and Interior Designers, Ltd. (20 N. Doughty venue Somerville, NJ 08876) was authorized to provide Architectural Services for calendar year 2021, as awarded under a fair and open contract process, pursuant to the provisions of N.J.S.A. 19:44A-20.1 et seq.; and

WHEREAS, USA Architects current agreement includes the following:

- General services in an amount not-to-exceed \$10,000.00,

WHEREAS, USA Architects has been requested to provide a proposal for review of the exterior of the Municipal Complex in an amount not-to-exceed \$10,000.00; and

WHEREAS, compensation for said services shall be based upon the November 22, 2021 proposal submitted by USA Architects, to be paid upon submission of monthly invoices, in an amount not-to-exceed \$10,000.00.

NOW, THEREFORE, BE IT RESOLVED on this 6th day of December 2021, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an amendment to the current agreement with USA Architects, to include professional services associated with review of the exterior of the Municipal Complex, in the amount of \$10,000.00, for a revised contract authorization amount of \$20,000.00.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage

CERTIFICATION

I, Cavel Gallimore, Chief Financial Officer of the Township of North Brunswick, hereby certify that funds in the following account totaling \$10,000.00 are available under Contract PRO21058:

\$10,000.00 are available in the FY2022 Building OE Account 2-01-26-310-000-200

Cavel Gallimore
Chief Financial Officer

Eric Chaszar
Director of Public Works

Justine Progebin
Business Administrator

Ronald Gordon, Esq.
Township Attorney
Approved as to legal form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
MEHTA				
LOPEZ				
GUADAGNINO				
ANDREWS				
DAVIS				
SOCIO				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on December 6, 2021.

Lisa Russo
Township Clerk



20 N. Doughty Avenue
Somerville, NJ 08876
t 908.722.2300
usaarchitects.com

November 22, 2021

Ms. Justine Progebin, Business Administrator
North Brunswick Township
710 Hermann Road, North Brunswick, New Jersey 08902

Re: Proposal for Architectural and Engineering Services
Proposed Building Envelope Initial Study, North Brunswick Township Municipal Building
For North Brunswick Township

Dear Ms. Progebin:

Following our discussions this past Wednesday with Mr. Eric Chaszar, of the township, please let the following serve as USA Architect's proposal for professional services for an initial study of the building envelop at the North Brunswick Township Municipal Building. As you know, we are sometimes called upon to render professional services in the form of planning, studies or related analysis of conditions to assist the Council in making an informed policy decision. Please let this letter serve as our Firm's understanding of the Scope of Work and proposal for professional services to provide architectural/engineering services for the above referenced project.

Project Understanding:

We were called upon to observe conditions at the North Brunswick Township Municipal Building relative to moisture intrusion issues, roofing issues, and related roof flashing issues. We toured the facility last Wednesday just to get a first observation of some of the conditions. The moisture issues have been an ongoing concern of the townships for some time. We observed evidence of moisture intrusion and building envelop related problems throughout the entire facility. This includes both roofed areas and wall areas.

I plan to bring in additional resources both within my company and experts to assist us as we look closer at the issues at hand in order to develop a more comprehensive understanding of the conditions prevalent throughout the facility. Following, we can present a plan of action to review all of the existing conditions, building plans, and design standards used during the initial construction of the building in order to answer the council's questions on how best to respond and alleviate once and for all these building envelope and roofing issues.

Scope of Services:

USA Architects, Planners + Interior Designers, PA. shall provide full and normal Architectural and Engineering Services necessary to give North Brunswick Township our initial findings on systemic building envelop issues. This will allow the Council to make an informed policy decision on the study and correction of the problem. All services shall be provided in accordance with our basic Architect of Record Agreement.



The services include the following:

1. Our Phase 60 – Study: Initial Investigation of the problem, Services provided in accordance with our standard Architect of Record Agreement.

The following page includes our Matrix of Professional Services. Any services not checked below are Scope of Work items not included within the Contract. The Matrix of Professional Services Responsibility outlines those services included as USA's basic services within the Contract, those services to be provided by the Owner or Owner's consultants, or services not defined by the time of execution of the Contract. Services necessary or requested by the Owner at a later date during the course of the project may be considered additional services.



Matrix of Professional Services Responsibility							
	Services	USA Architects	USA' s Consult.	Owner	Owner's Consult.	N/A at this time	Remarks
1	Architectural Basic Services	X					BUILDING ENVELOPE/ROOFING
2	Structural Basic Services		X				
3	Mechanical Basic Services					X	
4	Electrical Basic Services					X	
5	Plumbing Basic Services					X	
6	Fire Protection Basic Services/Sprinklers					X	
7	Programming					X	
8	Project Development Schedule					X	
9	Economic Feasibility Studies	X	X				DEVELOP PLAN OF ACTION
10	Long Term Facility Plan					X	
11	Pre-referendum Services					X	
12	Project Budgeting					X	
13	Preliminary Construction Cost Estimates					X	
14	Existing Facility Survey/Documentation	X	X				BUILDING ENVELOPE/ROOFING
15	Bldg. Hazmat Investigation/Report					X	
16	Bldg. Hazmat Abatement Specifications					X	
17	Civil/Site Engineering/Site Lighting					X	
18	Wiring Design of Site Lighting					X	
19	Zoning/Site Agencies Applications					X	
20	Landscape Architecture					X	
21	Geotechnical Services					X	
22	Boundary/Topographic Survey					X	
23	Site Environmental Studies/Delineation					X	
24	Environmental Monitoring					X	
25	Site Analysis & Selection					X	
26	Zoning /Site Agency Approvals					X	
27	State Building Agency Submissions					X	
28	Interior Design					X	
29	Telecommunications					X	
30	Security Services					X	
31	Food Services					X	
32	Value Engineering					X	
33	Sustainable Design					X	
34	LEED® Certification					X	
35	Commissioning					X	
36	Building Life Cycle/Cost Analysis					X	
37	Energy Studies, E-Rate, Smart Start, etc					X	
38	Record Construction Drawings					X	
39	Post Construction Evaluation	X	X				EXISTING PERMIT SET, REQUESTED
40	Artistic Renderings					X	
41	3-D Walk-through					X	
42	Architectural Model					X	
43	Signage Design					X	
44	Graphic Design					X	
45	Marketing Studies					X	
46	Project Promotion/Public Relations					X	
47	Brochures					X	
48	Grant Research					X	
49							
50							



Invoicing:

Invoices will be submitted monthly, and billing will be based on the percentage of work completed. Invoices are payable within thirty (30) days of the date of the invoice. If USA does not receive payment within sixty (60) days of the date invoices were submitted, all work will be suspended due to nonpayment of services.

USA will not be responsible for any damages or time delays that may result from nonpayment.

Additional Services:

All services beyond the Scope of Services described above, shall be considered an Additional Service. Owner authorized Additional Services will be invoiced as a mutually agreeable Lump Sum or on a Time and Material basis in accordance with the Rate Schedule.

If this proposal meets with your approval, please endorse one (1) copy and forward the Contract to USA Architects, Planners & Interior Designers, P.A., 20 North Doughty Avenue, Somerville, New Jersey 08876. The receipt of this signed document will constitute a binding Contract and USA shall commence with the work immediately.

Peter C. Campisano, A.I.A.
Partner

11/22/2021
Date

Accepted for the Owner

Date

Should you have any questions, feel free to contact me directly.

USA ARCHITECTS, PLANNERS AND INTERIOR DESIGNERS, P.A.

Respectfully submitted,

Peter C. Campisano, A.I.A.
Partner for the Firm

PCC/hw:[https://usaarchitects-my.sharepoint.com/personal/pcampisano_usaarchitects_com/documents/u/00-proposals-contracts/02-northbrunswicktwp/2021-010 proposed building envelope study-01_2021-11-22.docx](https://usaarchitects-my.sharepoint.com/personal/pcampisano_usaarchitects_com/documents/u/00-proposals-contracts/02-northbrunswicktwp/2021-010%20proposed%20building%20envelope%20study-01_2021-11-22.docx)