

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A CHANGE IN SCOPE TO  
THE 2022 PROFESSIONAL SERVICE AGREEMENT WITH  
USA ARCHITECTS, PLANNERS AND INTERIOR DESIGNERS LTD.  
TO PROVIDE ARCHITECTURAL SERVICES ASSOCIATED WITH  
BUILDING RESTORATION FROM WATER DAMAGE  
AT THE DAWN WAY FACILITY**

**WHEREAS**, on January 13, 2022, the municipal facility known as Dawn Way experienced several water line breaks within the attic of the structure due to unusual freezing temperatures that resulted in extensive water damage to the interior of the building; and

**WHEREAS**, on January 14, 2022, municipal officials reviewed the damage and notified the insurance carrier, and given the extent of damage contacted Peter Campisano with USA Architects to walk the site and survey the condition of the building; and

**WHEREAS**, at the request of the Township, Peter Campisano with USA Architects has provided a proposal for services associated with assisting in restoration efforts at the Dawn Way facility including design, permitting and oversight of the remediation and restoration work; and

**WHEREAS**, in January of 2022, pursuant to Resolution 10-1.22, USA Architects, Planners and Interior Designers, Ltd. (20 N. Doughty Avenue Somerville, NJ 08876) was authorized to provide Architectural Services for calendar year 2022, 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 professional services associated with the Dawn Way facility restoration; and

**WHEREAS**, compensation for said services shall be based upon the January 24, 2022 proposal submitted by USA Architects, to be paid upon submission of monthly invoices, in an amount not-to-exceed \$20,000.00.

**NOW, THEREFORE, BE IT RESOLVED** on this 7<sup>th</sup> day of February 2022, 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 the Dawn Way facility restoration, in the amount of \$20,000.00, for a revised contract authorization amount of \$30,000.00.

**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 \$20,000.00 are available under Contract PRO222037:

\$20,000.00 are available in Capital Ordinance 20-17 Account C-04-55-C20-210-905

\_\_\_\_\_  
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				
SOCIO				
DAVIS				
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 February 7, 2022.

\_\_\_\_\_  
Lisa Russo  
Township Clerk



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

January 24, 2022

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

Re: Proposal for Architectural and Engineering Services  
Proposed Dawn Way Fire House Upgrades  
For North Brunswick Township  
USA Project No.: 2022-011

Dear Ms. Progebin:

Following our discussion this past Friday, please let the following serve as USA Architect's proposal for Professional Architectural and Engineering Assistance for the upgrades to the Dawn Way Fire House.

As you know, as your Architect of Record, we are sometimes called upon to render professional services in the form of planning, or related architectural assistance with small projects. 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:**

The Dawn Way Fire House experienced a ruptured domestic water pipe due to unforeseen frozen conditions within the attic of the structure. Since the structure was not occupied at the time, the damage to the interior conditions was extensive. The resulting damage has since been removed from the structure. The building is essentially now a shell with exposed wood studs.

We toured the facility both last Wednesday and last Friday to develop a plan of action to help the Township restore the building. The Township does not believe restoring the structure back to a "firehouse" is the best long-term use of the building.

On Friday, we discussed the possible repurposing of the building and developed basic sketches from which to start the project. We have an existing conditions floor plan we used to develop the sketches.

The Township would like USA Architects to preform due diligence on the structure and determine the best use; both short term and long term for the building. Develop an alternate floor plan to house Township employees on a short-term basis as the Municipal Building recovers from flood damage. Develop a long-term solution by possibly moving the Recreation Department to the building permanently to free up space at the Municipal Building. Develop Building Permit Plans for submission to the Township local construction office. Act on the Township's behalf and oversee the construction of the project.



**Scope of Services:**

USA Architects, Planners + Interior Designers, PA. shall provide full and normal Architectural and Engineering Services necessary to give North Brunswick Township assistance with the repurposing of the Dawn Way Fire House. All services shall be provided in accordance with our basic Architect of Record Agreement.

The services include the following:

1. Our Phase 60 – Architect of Record Services: Investigation, Due Diligence, Programming, Planning, Design Development, Construction Documents for permits and Construction Administration Services to repurpose the Dawn Way Fire House. 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					DAWN WAY F.H. PERMIT DOCUMENTS
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					SHORT TERM / LONG TERM SOLUTIONS
8	Project Development Schedule	X					
9	Economic Feasibility Studies					X	
10	Long Term Facility Plan	X					Assume Recreation Department Move-In
11	Pre-referendum Services					X	
12	Project Budgeting					X	
13	Preliminary Construction Cost Estimates					X	
14	Existing Facility Survey/Documentation	X	X				Due Diligence of Existing Conditions
15	Bldg. Hazmat Investigation/Report					X	New Building, assumed no hazardous material
16	Bldg. Hazmat Abatement Specifications					X	New Building, assumed no hazardous material
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					SUBMIT PERMIT DOCUMENTS LOCALLY
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	
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							



**Renovations/Rehabilitation:**

In as much as evaluations of systems or the renovations/rehabilitation of existing buildings requires that certain assumptions be made regarding existing conditions and because some assumptions cannot be verified without expending great sums of additional money or destroying otherwise adequate or serviceable portions of the building, the client agrees that, except for negligence by the Architect, they will hold harmless and indemnify the Architect against all claims, and/or costs arising out of the professional services associated with those assumptions.

**Project Schedule:**

The anticipated schedule will be developed in conjunction with the Township’s timeline. We are ready to begin upon authorization of the work.

**Budget vs. Probable Construction Costs:**

It must be noted that Probable Construction Costs represent the best judgment of the Architect and Engineer. However, neither the Architect nor Engineer has control over the costs of labor, materials, or equipment.

**Professional Service Fees:**

Based upon the above noted Scope of Work and as per our discussion, USA respectfully submits our professional services proposal for Design, Permit Documents; to develop a plan of action to Upgrade the Dawn Way Fire House:

Since the actual final design conditions are unknown at this time, the project will be billed hourly, with a NTE (Not to Exceed Amount) of \$20,000, in accordance with our standard Architect of Record Agreement.

Phase 60; Due Diligence/Design/Permits/Const. Admin. 100%

Normal reimbursable expenses will be billed in addition to the fee indicated above and include:

- a. Expense of reproductions, including; computer-aided drawing plots, computer disks, specifications, and other media required.
- b. Expense of postage and handling or Overnight and Messenger Service.
- c. Expenses of transportation at approved IRS guidelines.
- d. Requested Additional Engineering Services billed at cost plus 10%.

Owner Approved Additional Services – Hourly Rate Schedule: All Owner Authorized Additional Services shall be invoiced according to our rate schedule.



**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, PA., 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

1/24/2022  
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://u/00-proposals-contracts/02-northbrunswick twp/2022-011 proposed dawn way fire house upgrades-01\_2022-01-21.docx



**23 Dawn Way (Block 148.13 / Lot 1.02) Acres: .55 \$326,000 AV (\$592,700 MV)**

*Land \$55,000 AV (\$100,000 MV) / Improvements \$271,000 AV (\$492,700 MV)*

2006 Year Constructed

2007 Township took ownership / part of the Renaissance Development

2009-2020 Fire Company 2 / First Aid Squad - authorization to occupy (Ordinance 09-08)

It has been the intent of the Township to allow the North Brunswick First Aid and Rescue Squad and Volunteer Fire Company # 2 use of the land and building for their respective public safety activities comprising fire protection and prevention, first aid, rescue and emergency services, which are for the benefit of the health, safety and welfare of the citizens of the Township of North Brunswick. Such use requires all parties to enter into a Lease Agreement under statutory authority.

2020-Present - Board of Education utilized facility during construction of Middle School

11/2021 - PBA Organization utilized facility for holiday toy drive in November and December 2021

1/2022 - Building empty with exception of Board School Facility Supplies and PBA holiday sled on former Fire Side

1/13/2022– Water line breaks (20 from frozen lines) in crawl space over the rear of the facility

1/14/2022 – Township opened Claim with JIF (Claim# 2022260905 Garden State JIF DOL 1/13/2022)

1/14/2022 – Public Works Director Eric Chaszar and Administrator Justine Progebin with the Township met Claims Adjuster on site with Board of Education Official Ray Kuehner

1/14/2022 – Public Works delivered Roll Off containers to begin demolition on 1/15/2022

1/14/2022 – Township called Architect Pete Campisano to discuss options for building

1/18/2022 – Mayor / Board Superintendent discussion on situation and options for building

1/19/2022 – Value of Damages determined to exceed \$100,000 – Excess Carrier site visit

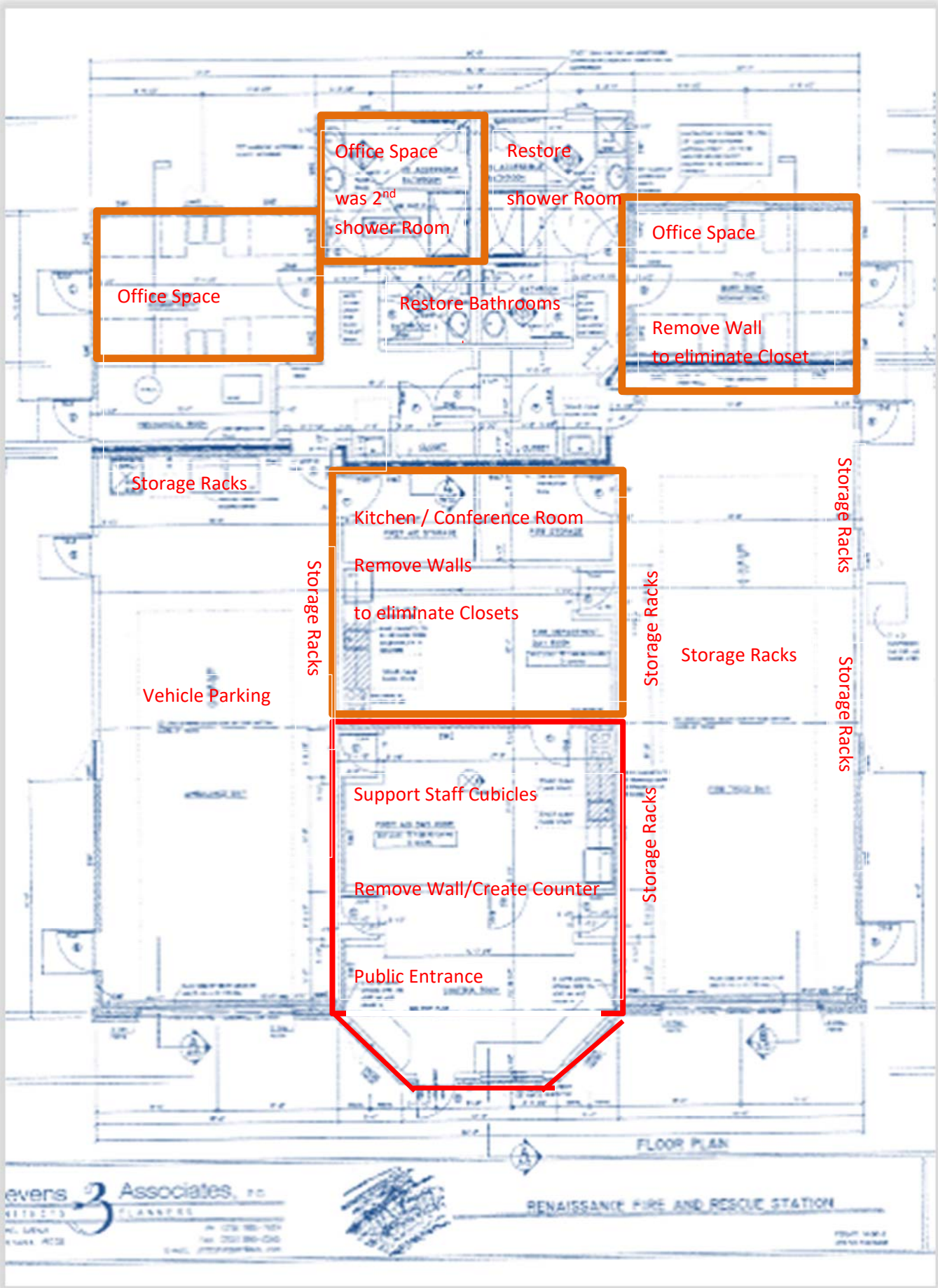
1/19/2022 – Site Visit with Architect, Insurance Contractor, Eric Chaszar, Justine Progebin to review options

1/21/2022 – follow-up meeting with Justine Progebin, Pete Campisano and Mayor

1/24/2022 - follow-up communication with Board Superintendent on facility options

1/28/2022 - Site Visit with Architect, Insurance Contractor, Mike Grasso (IT), Justine Progebin to finalize restoration plan

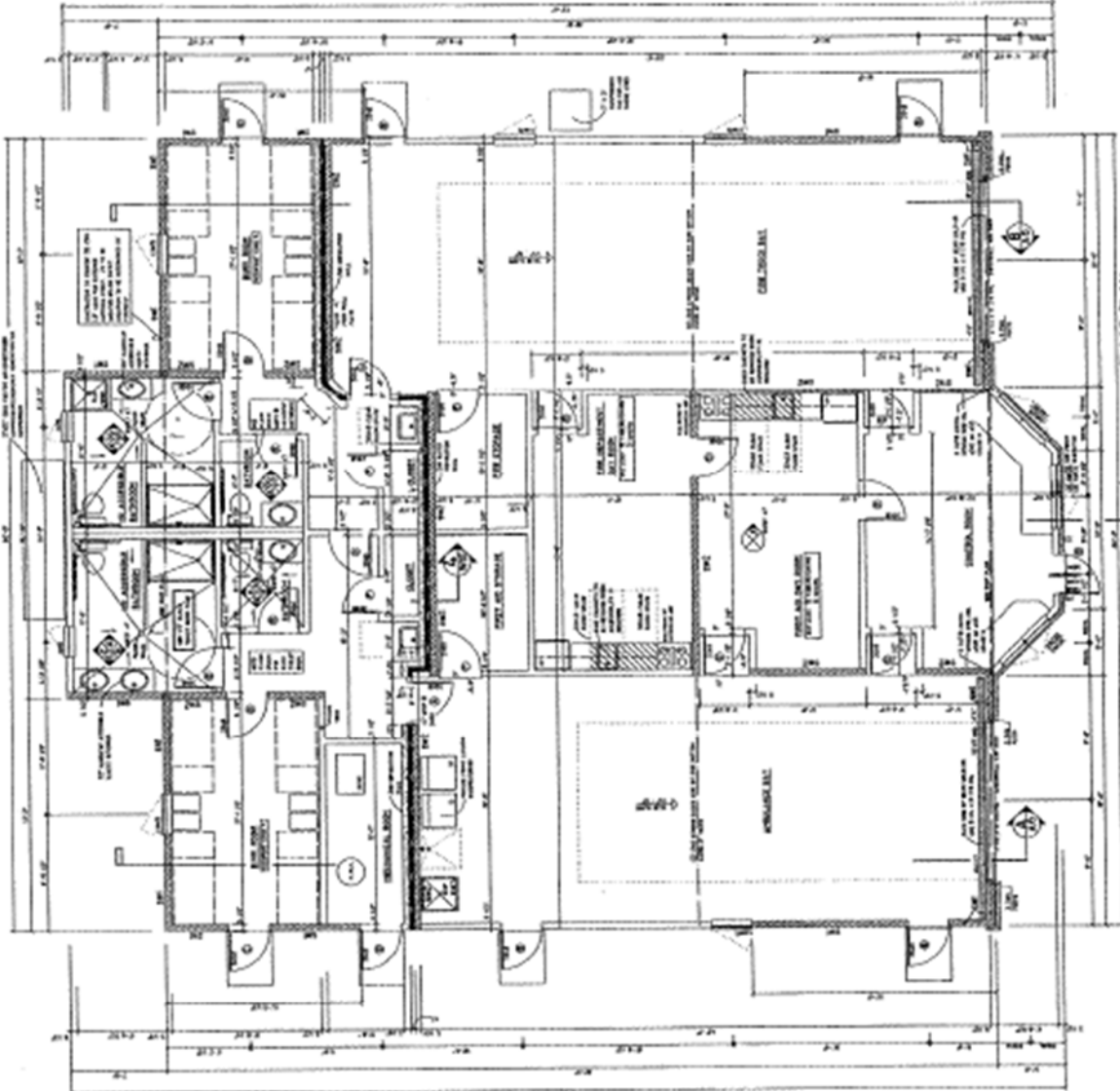




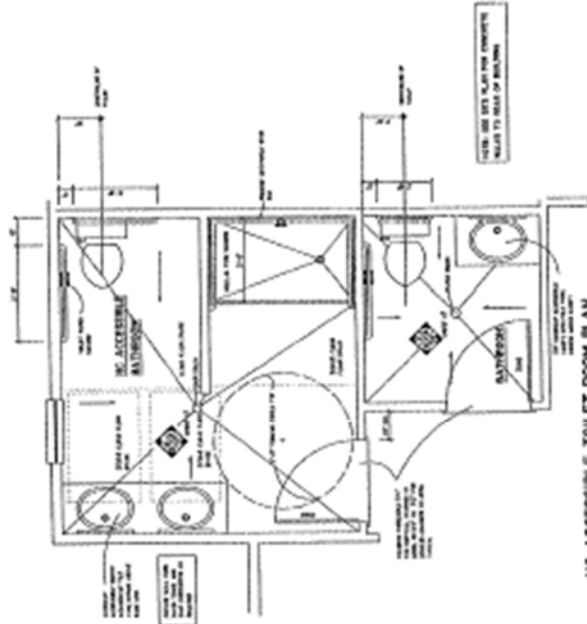
Photos:





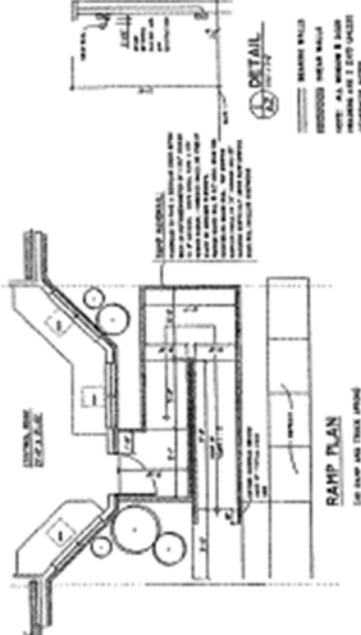


FLOOR PLAN



HC ACCESSIBLE TOILET ROOM PLAN  
10' x 10'

ITEM	DESCRIPTION	UNIT QUANTITY	NOTES
1	WC	1	WC TOILET
2	SINK	1	SINK
3	SHOWER	1	SHOWER
4	RAMP	1	RAMP
5	GRAB BAR	1	GRAB BAR



RAMP PLAN  
10' x 10'