

**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 AND ENGINEERING SERVICES ASSOCIATED WITH
THE CONSTRUCTION OF A NEW PAVILION AT HERMANN ROAD PROJECT**

WHEREAS, in 2020 North Brunswick Police Chief Joe Battaglia began working with Mayor Womack, Board of Education Superintendent Jane Ciarrocca and local PBA/SOA on an initiative to offer police programs that brings at-risk youth and local police together to address the challenges that today's youth face; and

WHEREAS, the Township has received state funding for this initiative in the amount of \$500,000.00 towards the Hermann Road Pavilion Project; and

WHEREAS, the location will be in-between the Township Police station and Linwood School to accommodate outdoor youth programming, including a re-launch of the Junior Police Academy and engaging sessions that teach skills necessary to resolve daily conflicts; and

WHEREAS, Peter Campisano with USA Architects began meeting with municipal officials to review options for the Hermann Road Pavilion Project; and

WHEREAS, at the request of the Township, Peter Campisano with USA Architects has provided a proposal for architectural and engineering services associated with the Hermann Road Pavilion Project; 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,
- Services associated with the Dawn Way facility restoration, in the amount of \$20,000.00,
- Services associated with design mitigation and remediation work for the exterior of the Municipal Complex, in an amount not-to-exceed \$150,000.00, and
- Services associated with the remediation and restoration efforts at the Municipal Complex including a continuation of Due Diligence/Schematic design (Phase 10) and Design Development/Bridging Documents (Phase 20), in an amount not-to-exceed \$220,000.00, for a revised contract authorization amount of \$400,000.00.

WHEREAS, compensation for said services shall be based upon the December 6, 2022 proposal submitted by USA Architects, to be paid upon submission of monthly invoices, in an amount not-to-exceed \$50,000.00.

NOW, THEREFORE, BE IT RESOLVED on this 12th day of December 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 services associated with the Hermann Road Pavilion Project, in an amount not-to-exceed \$50,000.00, for a revised contract authorization amount of \$450,000.00.

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, Cavell Gallimore, Chief Financial Officer of the Township of North Brunswick, hereby certify that funds in the following account totaling \$50,000.00 are available under Contract PRO22063:

\$50,000.00 are available in Capital Ordinance 22-23 Account C-04-55-C22-230-902

Cavell Gallimore
Chief Financial Officer

Joe Battaglia
Police Chief

Justine Progebin
Business Administrator

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

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
HUTCHINSON				
MEHTA				
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 December 12, 2022.

Lisa Russo
Township Clerk



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

December 6, 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 Pavilion at Hermann Road
For North Brunswick Township
USA Project No.: P-2022-165

Dear Ms. Progebin,

Following our discussions, please let the following serve as USA Architect's proposal for professional services for a Proposed Pavilion and Site Improvements at Hermann Road, across from the Municipal Building. We propose to initially provide conceptual plans, sketches, and design development documents. Upon acceptance of the project and project budget, we will proceed with construction documents, bidding and construction administration services.

As you know, as your Architect of Record, we are sometimes called upon to render professional services in the form of long-range planning, design development or conceptual plans to assist the Council so they make an informed policy decision. This project will begin with concepts and development towards creating a central and integrated master plan with the Municipal Building, Senior Housing and Linwood School.

We plan to work with your civil engineer, CME Associates on this project. Although the Township will hold the contract for CME, USA will take the lead putting together the combined site, architectural and any related MEP bid documents, (underground electric or site lighting, possible toilets).

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 project consists of a proposed free-standing pre-engineered, (potentially site built or pre-engineered) Pavilion to be constructed on the site located opposite the Municipal Building. The site also holds sacred its 9-11 memorial and is also known as the September 11th Memorial Park.

As stated, the building may either be constructed on site or be a pre-engineered structural open-air building. The flooring may double as an ice-skating rink in the winter. The surrounding areas may serve as a picnic area or gathering area for residents. Design consideration will be given to either expanding the existing parking lot or providing added parking behind the Pavilion, (northernmost/furthest away from Hermann Road).



USA will work with CME Associates, the Township's site engineer to develop a comprehensive site plan and Pavilion. USA to assume the design for architectural, and CME to assume the role of civil engineer for all site work. The final building shape, size and façade will be determined based upon approvals from the Mayor and Council.

All site work and related concerns of parking, circulation, storm water management and others will be the responsibility of CME.

At the conclusion of the initial concept phase, the Township will have a site plan and 3-D renderings of the proposed Pavilion to further convey the potential use of the 9-11 Memorial Park.

Upon acceptance of the plan, USA will proceed to the full development of the plan, completion of the Construction Documents, all Bidding related work and assistance with the selection of the successful Contractor and Construction Administration 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 initial design sketches and related supporting documents to make an informed policy decision on the project. Upon completion and acceptance, proceed with the full development of the project, through the completion of all construction activities and final close out.

All services shall be provided in accordance with our basic Architect of Record Agreement.

The services include the following:

1. Phase 60 – Concept Study: Investigation and Design, Design Concepts, Assistance with the Township and their professionals, CME Associates. Services provided in accordance with our standard Architect of Record Agreement.
2. Phase 10 – Investigation and Schematic Design: Services provided in accordance with our Architect of Record Agreement and comprise the due diligence phase of the project, on site observations, full development of the accepted concepts.
3. Phase 30 – Construction Documents: Services provided in accordance with our Architect of Record Agreement and comprise, (working and coordinated with the Township's municipal engineer CME Associates), the development of the drawings and specifications for bidding. For site related work, we will work with your site engineer, CME Associates who will take the lead for any site related services. We expect site civil services for all areas that surround the Pavilion. Their documents will be incorporated into ours.
4. Phase 40 – Bidding Services: Services provided in accordance with our Architect of Record Agreement and comprise all services related to bidding the project including presiding at the pre-bid meeting, analysis of bids and the recommendation for Award of the Contract.



5. Phase 50 – Construction Contract Administration: Services provided in accordance with our Architect of Record Agreement and comprise all aspects of construction administration services, including presiding at job meetings, shop drawing review, on site review of the construction progress, final observations and the acceptance of the project by the District.

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					Proposed Pavilion
2	Structural Basic Services				X		Municipal Engineer
3	Mechanical Basic Services				X		Municipal Engineer
4	Electrical Basic Services				X		Municipal Engineer
5	Plumbing Basic Services				X		Municipal Engineer
6	Fire Protection Basic Services/Sprinklers				X		Municipal Engineer
7	Programming	X					Basic Programming
8	Project Development Schedule	X					Tentative project schedule
9	Economic Feasibility Studies					X	
10	Long Term Facility Plan					X	
11	Pre-referendum Services					X	
12	Project Budgeting	X					Estimates/magnitude budgets w/CME
13	Preliminary Construction Cost Estimates					X	
14	Existing Facility Survey/Documentation	X					9-11 Memorial Park
15	Bldg. Hazmat Investigation/Report					X	
16	Bldg. Hazmat Abatement Specifications					X	
17	Civil/Site Engineering/Site Lighting				X		Municipal Engineer
18	Wiring Design of Site Lighting				X		Municipal Engineer
19	Zoning/Site Agencies Applications				X		Municipal Engineer
20	Landscape Architecture				X		Municipal Engineer
21	Geotechnical Services				X		Municipal Engineer
22	Boundary/Topographic Survey				X		Municipal Engineer
23	Site Environmental Studies/Delineation				X		Municipal Engineer
24	Environmental Monitoring				X		Municipal Engineer
25	Site Analysis & Selection					X	
26	Zoning /Site Agency Approvals				X		Municipal Engineer
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	
40	Artistic Renderings	X					Concept Sketches, Floor Site Plans
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							
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 and working with CME Associates. It is expected this project will begin following the design development of the Proposed Restoration of the Municipal Building Design Build project and not before.

We are ready to begin this project upon authorization of the work and will work towards the Township’s schedule.

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 Bid Documents and Related Professional Services as follows:

Since the Pavilion design and surrounding site is yet to be defined, the project will be billed hourly in accordance with our standard Architect of Record Agreement.

For the purposes of this proposal, the project will be billed hourly in accordance with our standard Architect of Record Agreement, with a not to exceed amount of \$50,000.

Phase 60; Concepts, Long-Range Planning, Grant Research	Hourly	100%
Phase 10; Schematic Design	Hourly, or fixed*	
Phase 30; Construction Documents	Hourly, or fixed*	
Phase 40; Bidding, Negotiations	Hourly, or fixed*	
Phase 50; Construction Administration	Hourly, or fixed*	



*: Following the concept phase, (Phase 60), and acceptance by Council of the final design, both parties agree to either continue with the next phases under continued hourly services or a mutually agreed upon fixed fee depending upon the final scope of work.

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.

Additional Services include but are not limited to:

- a. Services required of engineering and specialized consultants not specifically named above.
- b. Changes to the design and/or a repetition of steps, or A/E tasks, warranted by a change in Owner initiated directives or approvals.



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.

12/06/2022

Date

Accepted for the Owner

Date

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

USA ARCHITECTS, PLANNERS AND INTERIOR DESIGNERS

Respectfully submitted,

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

PCC/bw:https://usaarchitects-my.sharepoint.com/personal/pcampisano_usaarchitects_com/documents/u/00-proposals-contracts/02-north brunswick twp/2022-xxx proposed pavilion-01_2022-12-06.docx