

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A CHANGE IN SCOPE TO
THE 2024 PROFESSIONAL SERVICE AGREEMENT WITH
USA ARCHITECTS, PLANNERS AND INTERIOR DESIGNERS LTD. TO
PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES ASSOCIATED WITH
RESTORATION AND IMPROVEMENT WORK FOR THE MUNICIPAL COMPLEX**

WHEREAS, the 30-year-old Municipal Complex was constructed in accordance with codes and standards of the time; and

WHEREAS, as a matter of routine maintenance, the Division of Buildings and Grounds engaged contractors to address any repairs deemed necessary; and

WHEREAS, in September of 2021, a significant amount of water penetrated the Municipal Complex from Hurricane Ida, causing major damage to the structure, including sections of the interior and exterior, currently undergoing restoration; and

WHEREAS, in November of 2021, Peter Campisano with USA Architects, first met with municipal officials following the storm event, to survey the condition of the building; and

WHEREAS, in December of 2021, the contract with USA Architects, was amended to include professional services associated with review of the exterior of the Municipal Complex, in amount not-to-exceed \$10,000.00; and

WHEREAS, in January of 2022, Peter Campisano with USA Architects met with elected and municipal officials to report on the preliminary findings and discuss repairs necessary to restore the exterior, inclusive of bringing the building to current construction code standards, which will provide future resiliency against weather related events; and

WHEREAS, in February of 2022, Peter Campisano began meeting with municipal officials and representatives from Federal Emergency Management Agency (“FEMA”) to review options for making application under FEMA programs for project assistance; and

WHEREAS, in addition, Peter Campisano with USA Architects has continued to be engaged in discussions with municipal officials and representatives from the insurance carrier and risk management, assisting in the restoration process; and

WHEREAS, in 2022 and 2023, the professional service agreements with USA Architects, were amended to encompass services associated with the restoration work of the Municipal Complex for various phases; and

WHEREAS, in January of 2024, pursuant to Resolution 8-1.24, USA Architects, Planners and Interior Designers, Ltd. (20 N. Doughty Avenue Somerville, NJ 08876) was authorized to provide Architectural Services for calendar year 2024, 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, at the request of the Township, Peter Campisano with USA Architects has provided a proposal for continued services associated with the next phases in remediation and restoration efforts at the Municipal Complex, including but not limited to, Information Technology (Phase 62) and Interior Space Planning (Phase 44), in an amount not-to-exceed \$65,000.00; and

WHEREAS, the 2024 agreement with USA Architects includes the following:

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

WHEREAS, compensation for said services shall be based upon the April 12, 2024 proposal submitted by USA Architects, to be paid upon submission of monthly invoices, in an amount not-to-exceed \$65,000.00.

NOW, THEREFORE, BE IT RESOLVED on this 15th day of April 2024, 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 restoration efforts at the Municipal Complex, including but not limited to, Information Technology (Phase 62) and Interior Space Planning (Phase 44), in an amount not-to-exceed \$65,000.00, for a revised contract authorization amount of \$75,000.00.

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 \$65,000.00 are available under Contract PRO24045:

\$65,000.00 are available in Storm Recovery Trust Account D-33-56-850-005-001

Cavel Gallimore
Chief Financial Officer

Steven Bloyed
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				
GUADAGNINO				
ANDREWS				
DAVIS				
SOCIO				
HUTCHINSON				
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 April 15, 2024.

 Lisa Russo
 Township Clerk



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

April 12, 2024

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

Re: **Proposal for Continued Architectural and Engineering Services**

Architect of Record Services Related to Hurricane Ida
at the North Brunswick Township Municipal Building
For North Brunswick Township
USA Project No.: Various: 2023-040 through 045

Dear Ms. Progebin:

As you are aware, USA Architects has been working with the Township since the fall of 2021 acting as your Architect of Record, as it relates to the damages sustained during the Hurricane Ida on September 1, 2021. We first observed conditions on or around November of 2021 as it related to both moisture intrusion within the second floor from overflowing and overburdened gutters and downspouts as well as flooding caused by the storm within the first floor and basement areas. We have been acting as your Architect of Record since that time and pledge to work diligently with you until completion of the project.

Please let the following serve as a record of our request for Continued Architect of Record Services for the Township. **As requested, and while the overall professional service fees from Council have been approved under our umbrella Architect of Record for the Township, our services noted below have previously been divided into several project numbers so the Township can track our time for your intended purposes with respect the total restoration of the Municipal Building.** They are as follows;

Project No.: 2023-040 Architect of Record Services:

Phase 60 – Professional Services that encompass insurance related matters, including but not limited to conference calls, past work with both BDO and McLarens, on-site due diligence, professional opinions, correspondence, or other related matters that do not fall within any of our other project numbers.

Phase 61 – Professional Services that encompass FEMA related matters, including but not limited to conference calls, on-site due diligence, professional opinions, correspondence, specifications, budgeting, working with Mr. Moriarty on submissions for grant funding, items of mitigation, or other related matters.



Phase 62 – Services related to IT. (Information Technology). A newly created phase for the purposes of providing engineering services from Syska Hennessy encompassing their proposal to the Township dated March 1, 2024, and provided through our Architect of Record Agreement. The fee for this phase of Engineering Services will be T&M not to exceed \$30,000.00 (without reimbursable) dollars. This amount is based on estimates of the size of the tenancy and scope of Engineering Services as defined, a construction completion date on or before July 2024.

Project No.: 2023-041 Proposed Roof Replacement Services Related to Hurricane Ida

The project consists of roof replacement work. This project will be provided in accordance with our existing agreement and as required to complete the professional services. The roof is mostly complete, but some additional work is now required following the masonry restoration project.

Phase 50 – Construction Contract Administration Services: Services provided in accordance with our existing Architect of Record Agreement.

Project No.: 2023-042 Proposed Building Envelope Restoration

The project consists of masonry and building envelop restoration. This project will be provided in accordance with our existing agreement and as required to complete the professional services. The project is mostly complete with respect to masonry improvements. We await the delivery of windows in order to complete the total facade replacement.

We note that of recent, USA has been asked to research the potential for this general contractor, Brockwell + Carrington, to perform additional interior improvement work. The contractor is approved by the State of New Jersey to perform this type work. The services related to these tasks will be tracked under 2023-044.

Phase 50 – Construction Contract Administration Services: Services provided in accordance with our existing Architect of Record Agreement.

Project No.: 2023-043 Proposed 3rd Floor and Clerk’s Office Alterations

The project consists of alteration work of the current 3rd floor and a portion of the 1st floor, opposite the court, for the new clerk’s office. The project includes the construction improvements. The furniture and related space planning for these areas, as well as the remainder of the municipal building, will fall under project number 2023-044. This is the highest priority project and must be completed prior to July 1, 2024. We are working with the Township in that effort.



Project No.: 2023-044 Proposed 1st & 2nd Floors + Basement Alterations

The project consists of all remaining interior alteration work not included within the 3rd floor or clerk's office. It also includes space planning and related interior design services. This will also include assistance with gaining pricing and proposals from Contractors (such as Brockwell + Carrington) and others in order to complete the interior restoration work. It will include design services, negotiations and construction administrative services.

Project No.: 2023-045 Proposed Pavilion at Hermann Road

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

Design concepts have been developed and accepted. Funding is partially in place. The Township is awaiting additional information on funding mechanisms to advance the project. At the present time, the project is on hold pending advancement of this added funding. We will work with the Township's engineers of record; T&M Associates with respect to both site/civil and MEP when the project is fully authorized.

Project Understanding:

We understand the building is currently undergoing restoration efforts due to the remnants of hurricane Ida in September 2021. Our observations note that Ida inflicted severe damage throughout the complex.

The scope of the work includes the restoration of both the interior and exterior portions of the building. The scope of work includes time associated with FEMA and with various insurance companies and other agencies.

This proposal is a continuation of our efforts in this regard.

Scope of Services:

This project will be provided in accordance with our Basic Services, of our Architect of Record Agreement and as required to complete the professional services.

USA Architects, Planners + Interior Designers, shall provide full and normal Architectural and Engineering Services necessary for the completion of the above noted project. All services shall be provided in accordance with our basic Architect of Record Agreement.

The following page includes our Matrix of Professional Services Responsibility.



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					Insurance + FEMA related matters
2	Structural Basic Services				X		Work with CME
3	Mechanical Basic Services				X		Work with T&M Associates
4	Electrical Basic Services				X		Work with T&M Associates
5	Plumbing Basic Services				X		Work with T&M Associates
6	Fire Protection Basic Services/Sprinklers				X		Work with T&M Associates
7	Programming	X					Space Planning / Furniture
8	Project Development Schedule					X	
9	Economic Feasibility Studies	X					
10	Long Term Facility Plan	X					
11	Pre-referendum Services					X	
12	Project Budgeting	X		X	X		
13	Detail Construction Cost Estimates					X	
14	Existing Facility Survey/Documentation	X	X				
15	Bldg. Hazmat Investigation/Report				X		Work with Hillman
16	Bldg. Hazmat Abatement Specifications				X		Work with Hillman
17	Civil/Site Engineering				X		Work with CME
18	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					Planning / Furniture / Finishes
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					As required by FEMA, other agencies
39	Post Construction Evaluation					X	
40	Artistic Renderings	X					As requested by Township
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	FEMA Assistance	X					
50	Insurance Assistance	X					



Renovations/Repairs/Rehabilitation:

In as much as evaluations of systems, or the renovations/repairs/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 existing building, the owner 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:

We will continue to adhere to the schedules developed by the Township.

Project Budget:

Project budgets will be developed as the projects progress. Construction cost estimates (prepared by USA) are based on the best judgments of USA and our consultants as design professionals familiar with the construction industry. It shall be recognized and understood that neither USA nor the Owner has control over competitive bidding and market conditions.

Fee Proposal:

Based on our recent discussions, USA Architects respectfully submits our continued professional services proposal for all work associated with the above noted project numbers as follows:

Based upon the above noted Scope of Work, and Various project Designations, and as per our discussion, USA respectfully submits our professional services proposal for Continued Architectural Design Consultant Services and Related Professional Services related to Hurricane Ida as follows:

The project will be billed hourly in accordance with our standard Architect of Record Agreement, with a not to exceed amount of \$65,000.

Normal reimbursable expenses will be billed in addition to the professional services 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. Permits and other approvals that may be required for the project.
- d. Transportation, or mileage reimbursement at approved federal guidelines.
- e. Costs related to contractor(s) assistance with invasive investigation.



Invoicing:

Invoices will be submitted monthly, and billing will be based on the percentage of completion of the phases or hourly services rendered. 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 enclosed 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 Client / Owner initiated directives or approvals.
- c. An interruption in the delivery of sequential phases of the project due to factors beyond the Architect's control.

Exclusions:

The preceding fee specifically excludes these services:

- a. Identification and abatement of asbestos or any other hazardous materials. Owner to notify USA if hazardous material is expected to be encountered or may be encountered.
- b. Costs related to contractor(s) assistance with invasive investigation into existing building envelope systems.
- c. Civil Engineering, Geotechnical, Applications for Environmental waivers, or approvals.
- d. Permits, applications or filing fees.


Rate Schedule:

All Owner authorized Services shall be invoiced according to our Architect of Record rate schedule.

This proposal agreement is governed by the laws of the State of New Jersey as principal place of business of USA Architects, Planners and Interior Designers, Ltd.



If this proposal meets with the Township’s approval, then please endorse one (1) copy, and forward to USA Architects, Planners and Interior Designers, Ltd, 20 North Doughty Avenue, Somerville, New Jersey 08876, or by email as provided below. The receipt of this signed document will constitute a binding Contract and USA shall commence with the work immediately.

	4/12/2024	_____	_____
Peter C. Campisano, AIA CID for the Firm	Date	Accepted for the Owner	Date

If you have any questions or require additional information, please call me at (908) 722-2300, or e-mail me at pcampisano@usaarchitects.com.

USA Architects Planners + Interior Designers
Respectfully submitted,

Peter C. Campisano, AIA CID
for the Firm

PCC/hw:https://usaarchitects-my.sharepoint.com/personal/pcampisano_usaarchitects_com/documents/u/00-proposals-contracts/02-north-brunswick_twp/2023-040-et_al_nbt_municipal_building_aofr_related_to_ida_2024-04-12.docx