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August 16, 2024

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

Re: Proposal for Architectural and Engineering Services
Proposed Resiliency Center Concepts/Design
For North Brunswick Township
USA Project No.: 2024-106

Dear Ms. Progebin,

Following our discussions, please let the following serve as USA Architect's proposal for professional services for conceptual plans, sketches, and supporting documents for a proposed Resiliency Center within the Township Municipal Building. The project will be billed under Project Number 2024-106.

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 will lead to the full design, bid documents, and construction administration of the proposed project. 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 understand the Township's intention is to convert the first floor of the former administration wing, (northeast section of the municipal building), plus the potential use of underutilized basement space into a Resiliency Center.

As we have learned from our own experiences with Hurricane Ida, and with world climate change ever increasing and becoming a more concerning development, municipalities like North Brunswick Township have decided to look to themselves instead of the Federal Government for initial reliance and self-support. By strengthening the local government assistance for its people, the town will be less susceptible and better able to respond to local disasters. This Community Resilience Center (CRC) Program will bring neighborhood-level resilience that will provide shelter and resources during climate and other emergencies, like Hurricane Ida, as well as year-round services and programming that strengthen community connections and the ability to withstand disasters.

The center has limitless possibilities it will serve, and its roll will not only be for essential infrastructure in times of crisis, but also a training and support center year-round, and in listening to the administration, a model of what other surrounding municipalities can achieve for their residents and citizens.



The Resiliency Center will be the central command center in times of disaster, housing first responders and local government personnel, to coordinate and direct the response to the crisis. During the year and in times of non-emergency and daily living; it will serve as the main central heart of the community for information, education, support, and gathering, that will take on many forms. From local non-profit organizations like the Boy Scouts and Jr. Police Academy, to assistance with resident seniors and those most vulnerable in our society; a place where they can gather, meet, learn, conduct training, dispense education, and provide support to strengthen the community.

It will also serve as a reunification center, and other support network center for its youngest residents, working hand in hand with the local school district whose administration is literally across the street. The Township sees civic groups, both public and private entities, using the center, almost daily, and in so doing, creates and paradigm shift in how local government interacts with its residents.

We are excited to work with you to develop program requirements, space planning, size, logistics of the center, schematic floor plans and concept sketches, and work with the Township Administration to coordinate the goals of the Township.

At the conclusion of the initial phase, the Township will have a conceptual floor plan and 3-D renderings to further convey the potential program use for the proposed repurposing of the administration wing into a North Brunswick Township Strong Resiliency Center.

Scope of Services:

USA Architects, Planners + Interior Designers, PA. shall provide full and normal Architectural and Engineering Services necessary to give North Brunswick Township programing, design sketches and related supporting documents to make an informed policy decision on the project. All services shall be provided in accordance with our basic Architect of Record Agreement.

The services include the following:

1. Our **Phase 60 – Concepts/Design:** Investigation and Design, Schematic Design Concepts, Assistance with the Township and their professionals. 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					Concepts for Proposed Resiliency Center
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					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
13	Preliminary Construction Cost Estimates					X	
14	Existing Facility Survey/Documentation	X					Municipal Building
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	
40	Artistic Renderings	X					Concept Sketches, Floor 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. We expect to meet and begin programing as soon as the Township authorizes the work. We will embark on developing a program and basic interior plans. We intend to work on presentation plans for a meeting with the Mayor and Council and State Officials within the Township’s schedule and finalize concepts for the Council meeting with State Officials as directed, (September 2024). 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.

PROJECT COSTS for the proposed work/project will be developed based on square foot analysis of similar construction types and work with the Township based on the aid expected from the State of New Jersey and or other sources. Project costs will include A/E costs, contingencies, unforeseen conditions, bonding and legal (all inclusive).

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 design work is yet to be defined, the project will be billed hourly with a not to exceed amount in accordance with our standard Architect of Record Agreement.

Phase 60; Concepts, Long-Range Planning, Grant Research Hourly NTE \$25,000 - 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.

Additional Services include but are not limited to:

- a. Services required for 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, 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

8/16/2024
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