

A RESOLUTION AUTHORIZING AN AMENDMENT TO THE PROFESSIONAL SERVICE AGREEMENT WITH USA ARCHITECTS FOR SERVICES RELATED TO THE RESTORATION OF THE MUNICIPAL COMPLEX

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

WHEREAS, as part of routine maintenance, the Division of Buildings and Grounds has engaged contractors to address necessary repairs; and

WHEREAS, in September 2021, significant water penetration from Hurricane Ida caused extensive damage to the Municipal Complex, affecting both the interior and exterior of the structure, which is currently undergoing restoration; and

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

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

WHEREAS, in January 2022, Peter Campisano of USA Architects met with elected and municipal officials to report on preliminary findings and discuss necessary repairs to restore the exterior, including upgrades to bring the building up to current construction code standards and enhance its resilience against future weather-related events; and

WHEREAS, in February 2022, Peter Campisano began meeting with municipal officials and representatives from the Federal Emergency Management Agency (FEMA) to explore options for FEMA project assistance; and

WHEREAS, Peter Campisano of USA Architects has continued to collaborate with municipal officials, the Township's insurance carrier, and risk management representatives, providing assistance with the ongoing restoration process; and

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

WHEREAS, the 2024 Professional Services Agreement (PSA) with USA Architects included the following provisions:

- General services in an amount not to exceed \$10,000.00
- Services related to the Municipal Complex in an amount not to exceed \$200,000.00

WHEREAS, in January 2025, pursuant to Resolution 6-1.25, USA Architects, Planners, and Interior Designers, Ltd. (20 N. Doughty Avenue, Somerville, NJ 08876) was authorized to provide architectural services for calendar year 2025, with a not-to-exceed amount of \$10,000.00 for general services, as a professional services agreement under a fair and open contract process in accordance with the provisions of N.J.S.A. 19:44A-20.1 et seq.; and

WHEREAS, at the request of the Township, Peter Campisano of USA Architects provided a proposal dated January 7, 2025, for continued services associated with the remediation and restoration efforts at the Municipal Complex, including but not limited to ongoing work, on-site due diligence, professional opinions, correspondence, insurance/FEMA reporting, and other related matters, in an amount not to exceed \$15,000.00;

NOW, THEREFORE, BE IT RESOLVED, on this 21st day of January 2025, that the Township Council of the Township of North Brunswick hereby authorizes the Mayor to execute, and the Township Clerk to attest to, an amendment to the current agreement with USA Architects to include professional services associated with the restoration efforts at the Municipal Complex. This amendment shall cover ongoing work, on-site due diligence, professional opinions, correspondence, insurance/FEMA reporting, and other related matters, in an amount not to exceed \$15,000.00, for a revised 2025 total contract amount of \$25,000.00.

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

CERTIFICATION

I, Cavell Gallimore, Chief Financial Officer of the Township of North Brunswick, hereby certify that funds in the following account totaling \$15,000.00 are available under Contract PRO24045:

\$15,000.00 are available in Storm Recovery Trust Account D-33-56-850-005-001.

Cavell 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
CHEDID				
HUTCHINSON				
MEHTA				
DAVIS				
SOCIO				
GUADAGNINO				
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 January 21, 2025.

Lisa Russo
Township Clerk



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

January 7, 2025

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

Re: Proposal for Continued Architectural and Engineering Services Related to Hurricane Ida Damages
at the North Brunswick Township Municipal Building
For North Brunswick Township

Dear Ms. Progebin,

Please let the following serve as continued services for the improvements to the Municipal Building as we continue to finalize the plans with you for the remainder of its reopening. Please let the following serve as a summary of the various projects and project numbers related to the Hurricane Ida event. This letter is also a request to extend Architectural and Engineering services as we continue to open more areas of the building.

USAA began working for the Township for all work associated with this event in November 2021 and our work continues to this day. As we continue to move forward, the following project numbers and their brief descriptions and summary are listed below for your convenience. Some of the projects and project numbers below are still listed as open, although major operations are complete and you have occupancy. I wanted to leave them open in the rare case that some minor time is needed to address any post construction issues or additional work requests. In this way, we can place the time within the proper project number for optimum accounting for you.

2023-040 Architect of Record Services Related to Ida - Hourly services. The project has two phases for billing. One phase is for time related to FEMA. The second phase is for time related to insurance company issues and other matters. There has been little to no time under this project number since the fall.

2023-041 Roof Replacement at the Municipal Building - Work related to improvements of the roof, and mitigation methods related to Ida - Hourly services. The Contractor is complete and have essentially closed the project. Mr. Michael Bryson will likely have some added time as we close out the job.

2023-042 Building Envelope Restoration at the Municipal Building - Work related to improvements of the building facade and mitigation methods related to Ida - Hourly services. This project is also essentially complete, except for some interior improvements. There has been time associated to this project number since our last proposal in October. We expect additional time as we close out the project for you with Brockwell and Carrington, the General Contractor.



- 2023-043 Interior Alterations of the 3rd Floor and Clerk’s Office Area at the Municipal Building. Work related to interior improvements, to improve the building’s functions - Hourly services; The punchlist is presently being performed and the final flooring went down at the end of last month. We expect to close out this project shortly. I foresee Ms. Kate Bonardi working on this as we close out the job.
- 2023-044 Interior Alterations at the Municipal Building. Work related to interior improvements, to improve the building’s functions - Hourly services. This project too will involve Ms. Bonardi as we close the project. The Police Wing, and the Administrative Wing – 1st/2nd floors.

All existing phases will remain the same, unchanged.

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 + T&M Associates
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 on the prior months invoices we will work with the Township as we continue our efforts, collectively to restore the building.

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 projects will be billed hourly in accordance with our standard Architect of Record Agreement, with a **global amount not to exceed (all projects combined) of \$15,000.**

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:

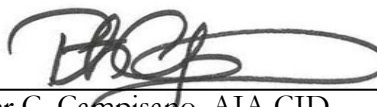
The preceding fee specifically excludes these services:

- 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.

	1/7/2025		
_____ 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 to 045-nbt municipal building ida assistance-04_2025-01-07.docx](https://usaarchitects-my.sharepoint.com/personal/pcampisano_usaarchitects_com/documents/u/00-proposals-contracts/02-north-brunswick_twp/2023-040%20to%20045-nbt_municipal_building_ida_assistance-04_2025-01-07.docx)