

**A RESOLUTION AUTHORIZING AN AMENDMENT TO THE 2025
PROFESSIONAL SERVICES AGREEMENT WITH T&M ASSOCIATES
FOR SERVICES ASSOCIATED WITH THE CONSTRUCTION OF
A NEW PAVILION ALONG HERMANN ROAD**

WHEREAS, in 2021 North Brunswick Police Chief Battaglia began working with Mayor Womack, Board of Education Superintendent, and local PBA/SOA on an initiative to offer police programs that bring at-risk youth and local police together to address the challenges that today's youth face; and

WHEREAS, in 2022 the Township received \$500,000.00 in state funding toward the construction of a new pavilion; and

WHEREAS, the location will be 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, at the Township's request, T&M Associates provided a proposal dated February 6, 2025, for Professional Mechanical, Electrical, Plumbing, Structural, and Site Engineering Services for the North Brunswick Pavilion Project; and

WHEREAS, in January 2025, pursuant to Resolution 14-1.25, T&M Associates (located at 11 Tindall Road, Middletown, NJ 07748) was authorized to provide Mechanical Engineering Services for calendar year 2025, under a fair and open contract process in accordance with N.J.S.A. 19:44A-20.1 et seq.; and

WHEREAS, the 2025 Professional Services Agreement (PSA) with T&M Associates includes the following authorizations in an amount not to exceed \$125,400.00:

- General mechanical engineering services in an amount not-to-exceed \$10,000.00,
- Resiliency Center Project at the Municipal Complex for a not-to-exceed \$101,900.00; and
- Irrigation system at the Municipal Complex in an amount not-to-exceed \$13,500.00.

WHEREAS, compensation for the services outlined in the February 26, 2025, proposal shall be based on submitted monthly invoices, in an amount not-to-exceed \$126,490.00.

NOW, THEREFORE, BE IT RESOLVED, on this 24th day of March 2025, that the Township Council of the Township of North Brunswick hereby authorizes an amendment to the current agreement with T&M Associates to include professional services associated with replacing the North Brunswick Pavilion Project across from the Municipal Complex, in an amount not-to-exceed \$126,490.00, for a revised total contract authorization of \$251,890.00. The Mayor is authorized to execute this amendment, and the Township Clerk shall attest to the same.

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, Cavel Gallimore, Chief Financial Officer of the Township of North Brunswick, hereby certify that funds in the following account totaling \$126,490.00 are available under Contract PRO25043:

\$126,490.00 are available in Grant Account G-02-23-100-000-005

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
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 March 24, 2025.

Lisa Russo
Township Clerk



NBRUOH-25010

February 6, 2025

Justine Progebin
Business Administrator
Township of North Brunswick
710 Hermann Road
North Brunswick, NJ 08902

**RE: NORTH BRUNSWICK TOWNSHIP
PROFESSIONAL ENGINEERING SERVICES FOR
NEW PAVILION BUILDING DESIGN**

Dear Ms. Progebin:

We are pleased to submit this Proposal for Professional Mechanical, Electrical, Plumbing, Structural, and Site Engineering Services for the North Brunswick Pavilion Project.

BACKGROUND

It is our understanding that the Township is interested in constructing an open-air pavilion located on the township owned property located across the street from the municipal building.

The Township has engaged USA Architects to prepare concept and architectural plans, for the project. It is anticipated the pavilion will be constructed utilizing a pre-engineered metal structure.

PROJECT APPROACH

T&M Associates Site/Civil Engineers will conduct a due diligence site Investigation to identify major site or regulatory issues that could impact schedule, budget or overall feasibility of the project. An existing condition, boundary, topographic and utility survey map will be prepared. Information obtained during the due diligence investigation and survey will be used to prepare site plans for the project. Additionally, our Structural Engineers will perform structure calculations for the design of the pavilion's footing and foundations. We anticipate the existing electrical service currently serving the park will require an upgrade to support the new pavilion. T&M's Electrical Engineers will coordinate with the local utility to upgrade the electric service and provide the required power and circuiting for the new pavilion.

More specifically T&M will provide the following services.



SCOPE OF SERVICES

I. PROJECT MANAGEMENT

1. Project Management and Administration

- A. Setup of AutoCAD backgrounds from the Architect for use in preparing our design.
- B. Attendance at six (6) bi-weekly meetings with the Owner during Design Development and the Construction Document phases.
- C. Attendance at one (1) Planning Board meeting during Design
- D. Miscellaneous telephone calls and correspondence.
- E. Preparation of required deliverables.
- F. Preparation of an MEP/FP construction cost estimate
- G. Respond to review comments from the Authority Having Jurisdiction (AHJ) as required to facilitate approvals related to our design.
- H. Preparation of a COMcheck to demonstrate compliance with ASHRAE 90.1.

II. ELECTRICAL DESIGN

2. Electrical

- A. Site visit(s) as required to document the existing conditions of the electrical systems as they relate to this project.
- B. Prepare electrical demolition plans.
- C. Design of an electrical service upgrade.
- D. Design of the architectural, site lighting systems, electrical power and branch circuitry. It is anticipated fixture selections and specifications will be coordinated with the Architect and Township during design.
- E. Lighting control systems will be designed by our office in accordance with energy compliance Code requirements. We will also confirm the layout provided meets the energy subcode.
- F. Design of electrical power and branch circuitry for receptacles, appliances, and equipment. Receptacle locations and equipment cut sheets shall be furnished by others for use in our design.
- G. Design of electrical power and circuitry as required for to refeed existing systems.
- H. Design of telephone, security systems or data systems is not included in this proposal; however, we will illustrate the location of outlets for these devices and specify wiring type on our drawings based on information provided by the Owners Low voltage consultant.
- I. Preparation of electrical construction documents with specifications in CSI book format.



III. STRUCTURAL DESIGN

1. Geotechnical Investigation

- A. T&M Associates will engage a Geotechnical Engineer to provide drilling and subsurface investigation of the project site. Boring samples will be collected from the site and lab analyses will provide properties of the subsurface soils.
- B. A Geotechnical Report will be submitted, signed and sealed by a licensed engineer, and will include foundation and floor slab recommendations to use for the structural design of the pavilion.

2. Structural Design services

- A. Review of the Geotechnical Report, prepared by others, to determine the design parameters for the foundation and floor slab design. We will determine structural loading design criteria for the structure in accordance with IBC 2021 and ASCE 7-16.
- B. Review the pre-engineered design drawings, provided by Poligon, to appropriately size the foundations. We anticipate the pavilion will be supported on frost protected, shallow concrete spread footings such that deep foundation elements will not be required. The building manufacturer will provide the final column reactions and base plate layout to T&M.
- C. Structural design and detailing of the foundation system and floor slab. The structural drawings will consist of general notes and design criteria, a foundation plan, sections and details and typical sections and details.

IV. SITE/CIVIL DESIGN

1. Due Diligence Investigation

- A. Perform a Due Diligence Investigation of the subject property and document all findings within an email summary.
 1. Review the Land Development Ordinance for regulatory zoning requirements relative to site planning and engineering design. We will identify and outline critical items that may affect the proposed development.
 2. Perform a review of available GIS information using online resources to identify mapped site conditions that may impact the development of the site.
 3. Assess the anticipated site/civil related permit applications required to entitle the development for construction. An outline of the various permits, estimated fees, and permit schedule indicating anticipated timeframes for submission and estimated review timeframes will be provided.



4. It is our understanding that only electric utility service will be necessary to be routed to the proposed pavilion structure. Therefore, our office will coordinate with the local electric utility provider to obtain mapping and provide an assessment of utility services and construction activities anticipated to accommodate the proposed development. A "Will-Serve" letter can be requested if required.
5. If required, T&M will submit a written request to perform a review of available public record documents (OPRA) related to the subject parcel on file in the Township of North Brunswick as applicable. An on-site review of file information will be performed, and available documents and material found to be pertinent to the proposed development will be collected and/or copied to provide historical design, permitting or approval related background information on the subject parcel. This information will be inventoried and distributed to the client and project team for further assessment of the potential regulatory or design constraints that may impact the site.
6. Provide a high-level engineering-design estimate for the anticipated stormwater management requirements to determine any impacts to site design and site disturbance.
7. Perform an on-site evaluation of the property to investigate, document and photograph major visible engineering constraints and/or existing site conditions that may be pertinent to development and/or permitting.

2. Boundary, Topographic and Location Survey

- A. Preparation of an existing condition, boundary, topographic and utility survey map of the project limits located at 711 Herrman Road, known as the 9/11 Memorial Park (being Lot 29 in Block 175 and located at the corner of Hermann Avenue with Willow Avenue and Cypress Road). We anticipate the survey and base mapping of +/- 1.73-acres that shall extend to the park-side curblineline and along the tree line running along the westerly side (boundary) of the property. Refer to attached aerials at the end of this proposal.

3. Schematic Site Plan

- A. T&M will work with the Client/design team to develop a conceptual site plan utilizing the survey base map completed above, depicting setbacks, pedestrian circulation / site ADA access, and compliance with the municipal land development ordinance. We will also identify preliminary locations for electric utility service entrances to be coordinated with the architect. We anticipate one round of revisions during this phase.

4. Design Development

- A. Perform services necessary to prepare Design Development plans. This task includes the preparation of site plan drawings sufficient for administrative



completeness pursuant to the local ordinance. (Note: Completeness documents prepared by others will be included in all submissions.)

- B. Prepare Demolition & Existing Conditions Plan to Depict existing conditions as documents on the completed survey as well as the anticipated removals and site preparation tasks required for demolition.
- C. Prepare a Site Plan to Provide illustration of the proposed development for zoning evaluation and site layout purposes. This plan sheet will depict the proposed pavilion structure, sidewalks, general pedestrian circulation and any other important site information that should be identified as part of the development for the project. In addition, the plan will have graphical depictions of the required/proposed setbacks and layout dimensions.
- D. Prepare a Grading, Drainage & Utility Plan to Depict the grading design for the proposed improvements, including topographic contours and spot elevations in locations where additional information may assist in conveying the design intent accurately such as grades at high/low points, inlets, top/bottom of stairs, wall and ramps, and door thresholds etc. (if applicable). The grading plan will be based on the project topographic survey. The plan will also indicate the proposed storm sewer collection system information, such as pipe size, slopes, material, structure types, connection points, detailed notes, and other information for construction (if required). The proposed electrical routing and connection points will also be depicted on this plan.
- E. Prepare a Soil Erosion and Sediment Control Plan & Details (SE&SC) (if required). If the proposed site disturbance exceeds 5,000 square feet, a soil erosion and sediment control plan will be prepared in accordance with local soil conservation district requirements and will include standard notes and details.
- F. Provide typical construction details for site improvements such as pavement, curb, fences, striping, signage, utility structures and connections, monument signs, construction details, etc. will be depicted (as applicable).
- G. We anticipate Landscaping and lighting design is not anticipated to be required and is therefore not included within the scope of this proposal. Preparation of vehicular circulation plans and/or exhibits is also not included within the scope of this proposal.

5. Stormwater Management Design & Report

- A. Although the proposed pavilion structure is not anticipated to trigger the need for Stormwater Management compliance with N.J.A.C. 7:8, the project is expected to increase impervious surface on-site by approximately 3,200 SF and therefore require stormwater management review and analysis. Therefore, T&M Associates will prepare a Stormwater Management Design Report, including the following as required:
 - 1. Description of the site hydrologic characteristics, watershed perimeters, and identification of significant design considerations.
 - 2. HydroCAD runoff calculations.
- B. Based on the increase in impervious surface associated with the project, the increase in stormwater runoff is assumed to be negligible. Therefore, the design and analysis



of stormwater management BMPs and geotechnical testing will not be required and has been excluded from the scope of this proposal.

6. Permit Applications

- A. Preparation and file administratively complete plans, computations, details, and applications for the local, state, and federal environmental permits listed below:
 - 1. North Brunswick Township Planning Board (Section 31 Informal Review)
 - 2. Middlesex County Planning Board (Section 31 Informal Review)
 - 3. Freehold Soil Conservation District (if required)
- B. Revisions and preparation of supplementary submissions which result from Client or agency review after determination of administrative completeness, excepting any resulting from errors or omissions by T&M, will be billed as Additional Services. (Additional services will not be performed without written authorization for the task and fee.)

V. BIDDING ASSISTANCE

- 1. Attendance at a pre-bid meeting/site walkthrough to review the scope with potential bidders.
- 2. Respond to bidder's written requests for information (RFI's) during bidding.
- 3. Review of bids received by the Township. We anticipate a letter of recommendation will be prepared by USA Architects.

VI. CONSTRUCTION ADMINISTRATION

- 1. Attendance at a preconstruction meeting with the Architect and Owner. We anticipate that a meeting agenda and minutes will be prepared by the Architect.
- 2. Courtesy review of proposed construction schedule, schedule of values, and list of materials. We anticipate a formal review will be performed by the Architect.
- 3. Shop drawings submittal review of systems designed, and equipment specified.
- 4. Respond to contractor's written requests for information (RFI's) during construction.
- 5. Telephone consultations and in-office review and research as required to answer questions that arise during construction.
- 6. A total of three (4) site visits during construction are included. We anticipate that these will include attending two (2) progress meetings during construction, performing a final punch list observation at construction substantial completion, and performing a follow up inspection to confirm all punch list items have been addressed.
- 7. Review and negotiation of Change Order Proposals.
- 8. Preparation of a punch list report and final punch list inspection.
- 9. Review of technical closeout documents.

INFORMATION TO BE PROVIDED BY THE CLIENT/OWNER

- 1. Access to the site as/when required.



2. Information To Be Provided by The Client, or others:
 - a. Required application and permit fees.
 - b. Recent title search and deeds of the development parcel.
 - c. Relevant record documents in the Client's possession.
 - d. The Client will provide all environmental assessment information in its possession, custody, or control that may relate to the Site, including survey maps or sketches illustrating the limits and legal boundaries of the Site and copies of any previous environmental assessments and investigation reports.
 - e. The Client/User will provide all available recorded land title records and judicial records for environmental liens or activity and use limitations that may be in force at the Site.
 - f. The Client will be fully responsible for obtaining the necessary authorization to allow T&M, its agents, subcontractors, and representatives to have access to the Site.
3. For the purposes of this proposal, we have assumed this project to not be considered a major development and is therefore not subject to compliance with the stormwater management regulations outlined in NJAC 7:8.
4. Based on the anticipated increase in impervious surface on-site, the increase in stormwater runoff is assumed to be negligible. Therefore, the design and analysis of stormwater management BMPs is not included within the scope of this proposal.
5. This proposal assumes that the project is subject to an informal review and approval by the Township and County via a Section 31 review.
6. This proposal assumes that no alterations to existing curb cuts or driveway access will be required that may trigger a need for additional access related permitting.
7. This proposal assumes that no additional parking, circulation or other requirements from what is already presently existing will be necessary as a result of the proposed pavilion structure.
8. This proposal assumes that electric utility service will be routed to the proposed pavilion structure. Gas, water and sewer service design and/or coordination and related permitting are not included within the scope of this proposal.
9. It is our understanding that the project is located within Zone B of the Delaware and Raritan Canal Commission (DRCC). This proposal assumes that the project is not considered a 'major project' as defined by the DRCC regulations and therefore is exempt from formal review and approval.

EXCLUSIONS

The estimated fee indicated is based upon the following items being excluded from our Scope of Work. Note that should these services be requested, we will be pleased to provide them as additional services for either lump sum fees or on a time and material basis in accordance with the previously agreed upon Schedule of Hourly Billing Rates.

1. Services not specifically listed are not included.
2. Full time construction management services.
3. Landscaping design services.
4. NJDEP Flood Hazard Area related permitting.
5. Design of any off-site improvements.
6. Providing excavation equipment or operators.
7. Full time construction management.



8. Value Engineering to redesign the project in an effort to reduce the construction cost is not included.
9. Acoustics analysis.
10. Hazardous Material Investigation/Mitigation Services.
11. Documents will be prepared utilizing the latest version of AutoCAD. Incorporating our design in a Building Information Model (BIM) is not included.
12. The effectiveness of the GPR Survey equipment and methods to detect buried utility systems and potential fill material will be directly affected by the nature of the ground surfaces, presence of surface debris, mounding and material and the lithology at the Site. In general, the GPR Survey equipment is capable of detecting objects and material to depths no greater than 7-10 feet below ground surface assuming favorable lithology and data gathering. Any objects located below structures, steel reinforced concrete pads, within masonry vaults, within or below fill are Exclusions with respect to this GPR Survey. It must be acknowledged that there may be utility system structures and/or buried solid waste areas at the Site beyond the effectiveness range of the GPR Survey, which would only be identified by excavation of the Site.

SCHEDULE OF FEES

All professional services described in Scope of Services will be compensated by the hourly not-to-exceed budget fees indicated below.

TASK	DESCRIPTION	BUDGET FEE
I	Project Management	\$13,200
II	Electrical Design	\$14,200
III	Structural Design	\$15,400
IV	Site/Civil Design	\$56,550
V	Bidding	\$3,100
VI	Construction Administration	\$11,200
<i>Direct Expenses</i>		
<i>Geotechnical Engineering</i>		\$11,000
<i>Ground Penetrating Radar Services</i>		\$1,840
Total		\$126,490



**Professional services will be compensated by the Budget Fee indicated. Budget Fee items will be compensated by an amount determine using the previously submitted Hourly Billing Rates, using an hourly billing rate for each job title multiplied by time expended, including travel time, plus amount equal to 115% of contracted services, plus direct expenses at cost in accordance with the previously submitted Schedule of Miscellaneous Charges.*

All professional services identified in the Scope of Services will be invoiced in accordance with the previously agreed upon Terms and Conditions of Professional Services. Should additional services be required by the Owner, outside the scope as identified above, T&M will provide a subsequent proposal.

We thank you for the opportunity to submit this proposal, and we look forward to working with you on this project. Should you have any questions or require additional information, please do not hesitate to contact me at 732.865-9604 or jmieth@tandmassociates.com.

Very truly yours,

T&M ASSOCIATES

A handwritten signature in blue ink that reads "James Mieth".

JAMES MIETH
MEP REGIONAL MARKET SECTOR LEADER

Enclosures: Area of survey



