

A RESOLUTION AUTHORIZING AN AMENDMENT TO THE 2025 PROFESSIONAL SERVICES AGREEMENT WITH T&M ASSOCIATES FOR SERVICES RELATED TO THE RESILIENCY CENTER MEP/FP DESIGN THROUGH CONSTRUCTION ADMINISTRATION

WHEREAS, the Township has received State funding toward the renovation of the Municipal Complex to include a Resiliency Center (\$1,500,000 in FY2024 and \$2,750,000 in FY2025); and

WHEREAS, in October 2024, pursuant to Resolution 328-10.24, Peter Campisano of USA Architects was engaged to assist with developing program requirements, space planning, sizing, logistics, schematic floor plans, and concept sketches, as well as to coordinate with the Township on the goals of the Resiliency Center Project; and

WHEREAS, in 2024, the Township entered into a professional services agreement with T&M Associates to assist USA Architects with Mechanical, Electrical, Plumbing, and Fire Protection (MEP/FP) Engineering Services, including a Basis of Design for the proposed renovation; and

WHEREAS, at the Township's request, T&M Associates provided a proposal dated January 30, 2025, for continued professional services, including MEP/FP design, specifications, bidding assistance, and construction phase services for the proposed Resiliency Center within the Township Municipal Building; 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 provision:

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

WHEREAS, compensation for the services outlined in the January 30, 2025, proposal shall be based on submitted monthly invoices, in an amount not-to-exceed \$101,900.00; and

NOW, THEREFORE, BE IT RESOLVED, on this 18th day of February 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 the Resiliency Center Project at the Municipal Complex, in an amount not-to-exceed \$101,900.00, for a revised total contract authorization of \$111,900.00. 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, Cavell Gallimore, Chief Financial Officer of the Township of North Brunswick, hereby certify that funds in the following account totaling \$101,900.00 are available under Contract PRO24069:

\$101,900.00 are available in Grant Account G-02-25-100-000-007.

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
CHEID				
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 February 18, 2025.

Lisa Russo
Township Clerk



YOUR GOALS. OUR MISSION.

AGREEMENT MODIFICATION

T&M Project No. **NBRU-00087**

Agreement Modification No.:1

Project Name: **NORTH BRUNSWICK RESILIENCY CENTER MEP/FP DESIGN**

Original Agreement Date: October 26, 2024

Original Amount: **\$10,000**

Description of Modification: **Engineering services associated with design development and construction administration.**

Schedule of Fees: Per Contract

Terms & Conditions (or Other): **See Original Contract**

Reason for Modification: Client Initiated: X

T&M Request:

Original Agreement Amount (not to exceed Fee): **\$ 10,000**

Amount of this Modification: (Budget Fee*) **\$ 92,100**

Food service consultant: (Budget Fee) **\$ 9,800**

Revised Agreement Amount: **\$ 111,900**

**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.*

No additional services to be provided pursuant to this Agreement Modification until accepted by Client and T&M Associates (T&M). All provisions of the original Agreement not changed by this, or prior modifications remain in effect.

CLIENT: **TOWNSHIP OF NORTH BRUNSWICK**

T&M ASSOCIATES

Signature: _____

Signature: James Mieth _____

Typed Name: Justine Progebin

Typed Name: James Mieth

Title: Business Administrator

Title: Regional Market Sector Leader

Date: _____

Date: January 30, 2025



T&M Associates will Progress the design through design development and prepare construction documents and specifications and provide construction administration services. More specifically T&M will provide the following services.

SCOPE OF SERVICES

I. MEP/FP DESIGN

1. Project Management and Administration

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

2. Mechanical

- A. Site visit(s) as required to document the existing conditions of the mechanical systems as they relate to this project.
- B. Prepare mechanical demolition plans for the renovated area.
- C. Prepare final HVAC load calculations for the renovated area.
- B. Design modifications to the existing HVAC system for the renovated areas.
- C. Design modification or extensions as required for toilet exhaust systems.
- D. Design and specification of new HVAC equipment as required for the renovation. It is anticipated this will include new VAV boxes with hot water reheat coils and small 4-pipe fan coil units to serve as supplemental units in the basement.
- E. Design of kitchen exhaust grease duct and associated exhaust fan.
- F. Design of a gas fired make-up air unit to serve the kitchen hood.
- G. Design of flue venting and combustion air for specified fuel burning equipment.
- H. Design of automatic temperature controls for equipment specified. It is anticipated the specified control will be an extension of the recently installed control system.

3. 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 for the renovated area.
- C. Design of a replacement UPS system.



- D. Design of the architectural, exit, emergency 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 the kitchen equipment and food pantry.
- H. Design of electrical power and circuitry as required for HVAC systems.
- I. Design of Code required fire alarm systems and equipment. It is anticipated this will be an extension of the newly installed fire alarm system.
- J. Design of telephone 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.
- K. The design of security systems is not included in this proposal; however, we will illustrate the location of these devices and specify wiring type on our drawings as provided by the Owners Security/Low Voltage Consultant.
- L. We are assuming that the electric service for the building is sufficiently sized to accommodate the addition of the lab, such that an upgrade to the electric service is not included.
- M. Preparation of energy compliance calculations as required by Code.
- N. Preparation of electrical construction documents with specifications in CSI book format.

4. Plumbing

- A. Site visit(s) as required to document the existing conditions of the plumbing systems as they relate to this project.
- B. Design modification to the existing sanitary piping systems to serve fixtures and equipment. We assume existing sanitary inverts in the site piping are sufficient such that no sewage ejector system inside the building is required.
- C. Design of new sanitary/vent piping systems to serve the new kitchen fixtures and equipment.
- D. Design of a grease interceptor for the new kitchen equipment
- E. Design modifications to the existing hot and cold domestic water piping systems to accommodate the renovated toilet rooms. We are assuming all plumbing fixture selections will be provided by others.
- F. Design of a standalone domestic water heating systems to serve the new kitchen fixtures and equipment. We are assuming central, gas-fired recirculating water heating system and/or point-of-use water heaters will be utilized.
- G. Design of natural gas piping to the specified gas-fired equipment.



Preparation of plumbing construction documents with specifications in CSI book format.

5. Fire Protection

- A. Site visit(s) as required to document the existing conditions of the fire protection systems as they relate to this project.
- B. Preparation of performance specifications in CSI book format for sprinkler systems. The system design, layout, hydraulic calculations, etc. will be performed by the installing contractor based on the information provided in the performance specifications.
- C. Preparation of schematic plans to indicate the location of major components of the fire protection systems.
- D. Preparation of schematic plans depicting sprinkler head relocations based on the new architectural layout.
- E. We are assuming that no dry-chemical or specialty fire suppression systems will be required.

II. 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.

III. 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 eight (8) site visits during construction are included. We anticipate that these will include attending six (6) 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.



IV. FOOD SERVICE

1. Schematic Design

- A. Attend meeting with Client to establish criteria for the overall planning and direction of proposed facility.
- B. Develop a Food Service Schematic Design.
- C. Develop a Food Service Cost Estimate based on Schematic Design.
- D. One meeting included in this phase.

2. Design Development

- A. Review the project to date and formulate the design reflecting the approved program or Schematic Design.
- B. Preparation of Design Development drawings, indicating spatial requirements/relationships and functional aspects of the Food Service Facility.
- C. Preparation of an Equipment Schedule and Cost Estimate after approval of Design Development drawings for Client's scope/budget review and approval.
- D. Preparation of a proposed Equipment Manufacturer Schedule for Client's approval.
- E. Preparation of Equipment Booklet of Cuts for use by Project Team.
- F. Preparation of Exhaust Hood design and control wiring diagrams.
- G. Preparation of Exhaust Hood fan selections if applicable.

3. Construction Documents

- A. Preparation of complete working drawings showing placement of all Food Service Equipment and necessary details for the construction of fabricated equipment. Drawings to be done in AutoCAD Architecture version 2011 or later and/or REVIT.
- B. Preparation of Utility Connection Drawings for the Mechanical, Electrical and Plumbing Engineers' use, indicating the requirements of each item of equipment. Locate all water lines, waste lines, electrical outlets, duct connections, floor depressions and all mechanical data relevant to Food Service Equipment.
- C. Preparation of equipment elevation drawings, indicating architectural interface. Drawing format/scope shall comply with Health Department plan-check requirements.
- D. Preparation of Food Service Equipment Specifications, written in C.S.I. section 11 40 00 format for inclusion in the Project Specifications.

4. Construction Administration

- A. Provide document clarification and/or addenda during the bidding period.
- B. Provide assistance in receiving and/or evaluation of Food Service Equipment Bids.
- C. Review Food Service Contractor's utility connection drawings, fabrication shop drawings, equipment brochures, service manuals, and other data submitted in connection with the Food Service Equipment.
- D. Assist in the permitting process and respond to any questions from the building department. Provide letters and documentation as required to obtain the permit.



- E. Preparation of Bulletins and Change Orders to adapt to field conditions.
- F. Attend final review of completed installation to verify compliance with specifications and drawings, with written Report of all findings. One meeting/site visit included in this phase.

INFORMATION TO BE PROVIDED BY THE CLIENT/OWNER

- 1. Relevant as-built and record documents.
- 2. Access to the site as/when required.

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. Site/Civil, Structural, Environmental, Geotechnical, and Commissioning Engineering services, if required, are not included.
- 4. Value Engineering to redesign the project in an effort to reduce the construction cost is not included.
- 5. Acoustics analysis.
- 6. Hazardous Material Investigation/Mitigation Services.
- 7. Design of off-site improvements.
- 8. LEED consulting services.
- 9. Documents will be prepared utilizing the latest version of AutoCAD. Incorporating our design in a Building Information Model (BIM) is not included.