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February 11, 2025

Mr. Michael Hritz, Director Department of Community Development  
North Brunswick Township  
710 Hermann Road  
North Brunswick Township, New Jersey 08902

Re: Proposal for Architectural and Engineering Services  
Proposed Babbage Park Lighting Upgrades  
For North Brunswick Township  
USA Project No.: 2025-013

Dear Mr. Hritz,

Please let the following serve as USA Architects' proposal for professional services in accordance with our existing Architect of Record Agreement. Please let this letter define our Scope of Work to provide professional architectural/engineering services for the above referenced project.

**Project Understanding:**

We understand the Municipality desires the exiting Babbage Park parking lot lights be replaced. Working with T&M Associates as our electrical engineers we will develop bid specs and design/bid/build the project under your scheduling requirements. The scope of the work includes the removal of the existing lights and new lighting provided around the perimeter of the parking lot. The poles within the lot will be removed.

A concept plan entitled "Babbage Park Concept Plan Parking Lot/Lighting Improvements" consisting of one (1) sheet, prepared by CME Associates was provide and was reviewed by us, along with a site tour with you, me, and Michael Bryson. In addition, T&M Associates also reviewed the concept plan prepared by CME, and also visited the site in preparation of this proposal.

T&M Associates will provide the majority of the design work and USAA will lead with the development of the bid specs, (unless PSE&G can provide and install the design work we desire), the bid period, and administer and oversee the project during construction with T&M's assistance.

Based upon review of the above document and discussions with you, including our tour of the site with Michael Bryson, our general understanding of the scope and recommendations are as follows:

1. The existing lighting within Babbage Park parking lot is owned and maintained by PSE&G. The lighting consists of 100W High Pressure Sodium cobra-head style lighting fixtures on PSE&G utility poles installed down the center of the parking lot.



2. The intent is for PSE&G to remove these fixtures and utility poles and install new LED lighting and poles to be owned and maintained by the Township of North Brunswick.
3. T&M will conduct a comprehensive lighting analysis for the parking lot, ensuring that the design adheres to all relevant Township ordinances. The analysis will evaluate factors such as light levels, and uniformity, while minimizing light pollution and ensuring safety and security.
4. T&M's goal is to position lighting fixtures along the perimeter of the parking lot, to limit light poles in the paved areas. However, this approach will be confirmed and refined through a detailed lighting analysis. If necessary, additional fixtures may have to be placed in the center of the parking lot to ensure uniform illumination and compliance with the Township's ordinance. If, by design standards we believe this to be required, we will have a meeting with you to come up with options on how best to proceed.
5. In grass areas, the foundation design will be low profile to blend with the landscape and minimize visual impact. In paved areas, the foundations will be extended to provide added protection from incidental vehicle contact,
6. T&M will work closely with PSE&G to coordinate the installation of a new electric service to support the proposed parking lot lighting.
7. In order to assure the project is within the established budget, we have requested and T&M Associates have agreed they will prepare a construction cost estimate based on the 90% construction document submission.

#### Existing Conditions and Topographic Survey:

Prepare an existing condition survey basemap within the project limits for the parking lot at Babbage Park located between Glenridge Avenue and Clermont Avenue in North Brunswick Township. (The +/- 2.0-acre limits of the survey and base mapping shall extend to +/- 5' beyond the parking lot and run to the fronting curblines of the aforementioned streets.

T&M will dispatch a survey crew to conduct conventional on-the-ground field survey data. It is anticipated while in the field T&M will collect existing features to prepare an existing condition survey basemap within the above-mentioned project limits.

1. The existing conditions and topographic survey and mapping of the project area will be drafted to include the following:
  - a. Horizontal data base is North American Datum of 1983 (NAD 83);
  - b. Vertical data base is North American Vertical Datum of 1988 (NAVD 88);
  - c. Establishment of horizontal survey and vertical benchmark control points around the project site for future project use.
  - d. Location of any and all observable physical features within the project site including, edge of curbline and top of curb, or edges of pavement (indication of type/material), curb cuts and depressions gutters, driveways, parking areas; roadway and/or parking area pavement



- striping), sidewalks/walkways, landscaping, fences (type and material), signs, walls (top and bottom), buildings (sheds), and other planimetric features.
- e. Location of visible utilities and drainage/sanitary structures with inlet grate or (MH) rim elevations. Measure inverts, pipe sizes, types of pipe and identify sub-surface piping utilities (without entering confined space); sanitary clean-outs, valves, fire hydrants;
  - f. Location of utility mark out paint, flags or stakes (if existing).
  - g. Location of utility poles with identification numbers.
  - h. Plentiful grade/spot shots collected with generation of 1-foot interval contours (topography) with contour label and spot grade elevation points also shown as located around the site.
  - i. Preparation of a schematic site plan background based on the survey completed above. The schematic site plan is anticipated to be limited to one (1) sheet and will include depiction of minor site improvements primarily relating to the proposed curb islands and associated grading spot-shots.

#### Electrical Design Engineering:

T&M will visit the site to document the existing conditions of the electrical systems as they relate to this project.

Design of the site lighting systems, electrical power and branch circuitry. It is anticipated fixture selections and specifications will be coordinated by the Engineer with the Architect and Township during design.

Lighting control systems will be designed by our T&M Associates in accordance with energy compliance Code requirements. We will also confirm the layout provided meets the energy subcode.

If the project is not installed by PSE&G, the preparation construction documents with bid specifications will be in accordance with the standards in CSI book format.

#### 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.

Basic Services included in this proposal:

1. Phase 10 – ALL Architectural Services: General Architectural Services, including Schematic Design Phase Services, Completion of Due Diligence/Design Development Services, Construction Documents/Permitting Services, Bidding/Quoting/Assistance with PSE&G Services, Construction Contract Administration Services, as provided and in accordance with our existing Architect of Record Agreement.
2. Phase 30 – T&M Electrical Design Services. Services provided in accordance with our existing Architect of Record Agreement.



3. Phase 40 – T&M Electrical Services to assist with the bidding and or negotiations process. Services provided in accordance with our existing Architect of Record Agreement.
4. Phase 50 – T&M Electrical Services to assist with the Construction Phase of the project, including shop drawing reviews and on-site period reviews with USAA. Services provided in accordance with our existing Architect of Record Agreement.

USA Architects, Planners + Interior Designers, Ltd. 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.

Any services not checked within the matrix are Scope of Work items to be defined and are 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 or local Authority Having Jurisdiction later during the project may be considered additional services.

See Matrix of Professional Services Responsibility on next page.



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					Babbage Park Lighting Upgrades
2	Structural Basic Services		X				Pole foundation design
3	Mechanical Basic Services					X	Coord. with T&M Associates
4	Electrical Basic Services		X				Coord. with T&M Associates
5	Plumbing Basic Services					X	
6	Fire Protection Basic Services/Sprinklers					X	
7	Programming	X		X			
8	Project Development Schedule	X		X			
9	Economic Feasibility Studies					X	
10	Long Term Facility Plan					X	
11	Pre-referendum Services					X	
12	Project Budgeting	X	X	X			Confirm budget based on Ph. 30 docs.
13	Detail Construction Cost Estimates					X	
14	Existing Facility Survey/Documentation	X	X				
15	Bldg. Hazmat Investigation/Report					X	
16	Bldg. Hazmat Abatement Specifications					X	
17	Civil/Site Engineering		X				
18	Site Lighting		X				
19	Zoning/Site Agencies Applications		X				If needed, not anticipated
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		By Contractor(s)
39	Post Construction Evaluation	X	X	X	X		Punch list and project closeout.
40	Artistic Renderings					X	
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							
50							



### **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:**

The anticipated construction schedule will be developed in conjunction with the Township. Presently, we are awaiting authorization and will notify T&M Associates once we receive your approval of this proposal and they will start the survey work. The goal shall be to complete all due diligence and design work, have a review meeting with you, and finalize the procedures with PSE&G as quickly as possible to potentially bid the project later this year as directed by the Township.

### **Project Budget:**

As of the writing of this proposal, the Township has funds for the work and based upon the due diligence and scope of work reviews from T&M Associates we will revisit the budget and compare it to the scope of work required prior to beginning bid spec work. 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 professional services engineering proposal to provide Babbage Park Lighting Upgrades and; Architectural/Engineering Design Documents, to comprise the Scope of Work to provide and install this capital improvement work. as follows:

Phase 10:	USAA, all Work – all phases	\$10,000
Phase 30:	T&M Associates, Survey, Design Work, CDs	\$16,730
Phase 40:	T&M Associates, Bid Phase Assistance	\$1,500
Phase 50:	T&M Associates, Construction Phase Assistance	\$5,600
Total, All Phases		\$33,830

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. Permits and other approvals that may be required for the project.
- d. Costs for transportation, or mileage will be billed at IRS guidelines and in accordance with our existing Architect of Record Contract.
- e. Transportation, or mileage reimbursement at approved federal guidelines.

#### **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 our 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, 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.

	2/11/2025		
Peter C. Campisano, A.I.A. 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](mailto: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/2025-013-nbt-municipal-babbage-park-lighting-upgrades-01.docx](https://usaarchitects-my.sharepoint.com/personal/pcampisano_usaarchitects_com/documents/u/00-proposals-contracts/02-north-brunswick-twp/2025-013-nbt-municipal-babbage-park-lighting-upgrades-01.docx)