

RESOLUTION NO. 2017-261

A RESOLUTION AUTHORIZING AN AGREEMENT FOR PROFESSIONAL ARCHITECTURAL SERVICES WITH J.W. PEDERSEN, VINELAND, NJ, IN CONNECTION WITH RENOVATIONS FOR WINDOW REPLACEMENT FOR THE VINELAND PUBLIC LIBRARY.

WHEREAS, there exists a need for professional architectural services in connection with Renovation for Window Replacement for the Vineland Public Library; and

WHEREAS, the City of Vineland has a need to acquire such professional services as a Non-Fair and Open Contract pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, J.W. Pedersen Architect, Vineland, NJ, has submitted a proposal indicating they will provide the professional services for a Fee of \$7,000.00, plus reimbursable expenses not to exceed \$1,500.00 for a period of one year from notice to proceed; and

WHEREAS, J.W. Pedersen has completed and submitted a Business Entity Disclosure Certification for Non-Fair and Open Contract which certifies that J.W. Pedersen has not made any reportable contributions to a political or candidate committee in the City of Vineland in the previous one year and that the contract will prohibit J.W. Pedersen from making any reportable contributions through the term of the contract to a political or candidate committee in the City of Vineland; and

WHEREAS, the availability of funds for said Professional Services Contract to be awarded herein have been certified by the Chief Financial Officer; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40A:11-1, et seq) requires that the Resolution authorizing the award of contract for Professional Services without competitive bidding and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland as follows:

1. That the Mayor and Clerk are hereby authorized and directed to execute a Non-Fair and Open Agreement pursuant to N.J.S.A. 19:44A-20.5 with J.W. Pedersen Architect, Vineland, NJ, for professional architectural services in connection with Renovation for Window Replacement for the Vineland Public Library, for a Fee of \$7,000.00, plus reimbursable expenses not to exceed \$1,500.00.
2. That this Agreement is awarded without competitive bidding as a Professional Services in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because said services to be rendered or performed require knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction distinguished from general academic instruction or apprenticeship and training.
3. That the Business Disclosure Entity Certification and the Political Contribution Disclosure Form be placed on file with the Resolution.
4. That a Notice of this action shall be printed once in the Daily Journal.

Adopted:

President of Council

ATTEST:

City Clerk

REQUEST FOR RESOLUTION FOR CONTRACT AWARDS
UNDER 40A:11-5 EXCEPTIONS
(PROFESSIONAL SERVICES, EUS, SOFTWARE MAINTENANCE, ETC)

RECEIVED
MAY 22 2017
CITY OF VINELAND
BUSINESS ADMIN.

5-8-17
(DATE)

- 1. Service (detailed description): provide detailed drawings and specifications for window replacement in the Vineland public library to be used for RFPs.
- 2. Amount to be Awarded: \$ _____

- Encumber Total Award
- Encumber by Supplemental Release

- 3. Amount Budgeted: \$ _____
- 4. Budgeted: By Ordinance No. _____
Or Grant: Title & Year _____

5. **Account Number to be Charged: Library Foundation Fund

6. Contract Period: _____

7. Date To Be Awarded: June 13, 2017

8. Recommended Vendor and Address: J.W. Pedersen Architect
1199 E. Park Ave. Vineland, NJ 08360

9. Justification for Vendor Recommendation:(attach add'l information for Council review)
J.W. Pedersen was awarded and completed the library roof replacement in 2013. John Pedersen frequently consults the library regarding matters of building maintenance including roof, windows, drainage landscaping and does so without compensation. Pedersen is well versed in the library's building history.

- Non-Fair & Open (Pay-to-Play documents required)
- Fair & Open: How was RFP advertised? _____

10. Evaluation Performed by: _____

11. Approved by: _____

- 12. Attachments:
 - Awarding Proposal
 - Other: _____

- Send copies to:
Purchasing Department
Business Administration

** If more than one account #, provide break down



May 19, 2017

Ms. Brandi Grosso, Director
Vineland Public Library
1058 E. Landis Ave.
Vineland, NJ 08360
Sent Via E-mail: bgrosso@vinelandlibrary.org

RE: Renovations for Window Replacement – Vineland Public Library

Dear Ms. Grosso,

Thank you for the opportunity to submit this proposal for services in connection with the above noted project.

PROJECT DESCRIPTION:

The Vineland Public Library intends replace the existing upper level windows at the original portion of the building. The goal of the project is to eliminate water infiltration issues.

SCOPE OF SERVICES:

To help the owner properly scope and budget the project we propose the following multistep approach to the project:

Existing Conditions Documentation – This would include field measuring the proposed renovation area and drawing the existing conditions utilizing CADD documentation. These record drawings would be utilized through the schematic design phase.

Basic Schematic Design - The goal of this phase would be to define the scope for the construction work. Proposed options for window replacement would be recommended and reviewed.

Basic Construction Documentation - Services will primarily include the information required to obtain building permits. These will include demolition plan, floor plans, plan details, code plans.

Bidding & Negotiation -It is assumed the project will be competitively bid. During this phase we will assist the owner in soliciting and evaluating construction bids for the project.

Construction Administration – Basic construction administration phase services would include answering contractor questions, basic shop drawing review, and weekly site visits. Additional services can be provided on an hourly basis if required.

ESTIMATED FEE PROPOSAL:

Our fees are based upon our estimated time to complete the work. If additional time is required, it may be added to the fee. Barring a significant change in services scope our fee would be fixed as follows:

Existing Conditions Documentation: \$ 1,000.00 (One thousand dollars)

Basic Schematic: \$ 1,500.00 (One thousand five hundred dollars)

Basic Construction Documentation: \$ 3,000.00 (Three thousand dollars)

Bidding and Negotiation : \$ 500.00 (Five hundred dollars)

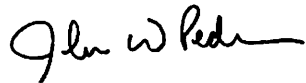
Construction Administration: \$ 1,000.00 (One thousand dollars)

Total Fee: \$ 7,000.00 (Seven thousand dollars)

*Please refer to page 3 for additional proposal related items.

Thank you for the opportunity to submit this proposal for your review. Please feel free to call me with any questions you may have concerning this proposal. We look forward to serving you on this project and we thank you for your consideration.

Sincerely yours,



John W. Pedersen, R.A.

ADDITIONAL PROPOSAL ITEMS:

Should additional services be required, these would either be negotiated beforehand or would be charged at the following hourly rates:

2017 FEE SCHEDULE:

Office Staff/Hourly Rates

Principal	\$175.00
Project Manager	\$150.00
Project Architect	\$85.00
Draftsman	\$65.00
Clerical	\$50.00

REIMBURSABLE EXPENSES:

Large size drawing (30x42 or 24x36) reproduction and expedited mailings will be a reimbursable expense at a cost plus 20% basis. Application/Permit fees are to be paid for by the owner. You will be provided with (3) sets of signed and sealed drawings to be included in the fees above. Additionally, PDF's of the completed documents will be provided to you for your use for additional copying.

EXCLUSIONS:

Any work not specifically mentioned above is not included in our proposal. This includes but is not limited to:

- MEP, Civil, Structural, Geotechnical engineering or related services.
- Fire Suppression systems.
- Security and/or alarm design
- Changes (significant) to the design after the approval of the various phases.
- Hazardous Materials – detection or remediation
- Private water, sewer or septic design
- Special Studies – energy usage, sewer calculations, cost/benefit analysis, etc.
- Special electrical systems – generator, lightning protection, energy management, fire alarm, etc
- Special HVAC systems
- Preparation of as-Built drawings

Note that services to design some of the above noted items may be desired and may be able to be provided by this office.

TERMS AND CONDITIONS/PROFESSIONAL ARCHITECTURAL SERVICES:

This proposal assumes that work will begin within (30) days from date of signed proposal. The terms and conditions of this proposal shall remain in effect and may be accepted for thirty days from this date. Services will be invoiced monthly based on the percentage completion of contract phase being worked on during the month. Payment shall be made upon receipt of invoice. The balance of the fee would be due upon delivery of completed drawings. Additional Services and Reimbursable Expenses will be invoiced in accordance with the above Fee Schedule.