

UNION COUNTY IMPROVEMENT AUTHORITY

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 (732) 382-9400 (732) 382-5862 fax

Resolution No. 42-2016

Date: May 4, 2016

**RESOLUTION OF THE UNION COUNTY IMPROVEMENT AUTHORITY
 INCREASING THE CAP FOR CME ASSOCIATES PROFESSIONAL SERVICES
 AGREEMENT FOR SERVICES RELATED TO THE PROCUREMENT OF CAPITAL
 IMPROVEMENTS TO THE UNION COUNTY JUVENILE DETENTION CENTER.**

APPROVED AS TO FORM:
 Lisa M. da Silva
 Clerk of the Authority

Lisa M. da Silva

APPROVED AS TO SUFFICIENCY OF FUNDS
 YES [] NO [] NONE REQUIRED
 UNION COUNTY IMPROVEMENT AUTHORITY

[Signature]

	PRESENT	ABSENT	AYE	NAY	ABSTAIN	MOTION	SECOND
<i>Bornstad</i>	1		1				
<i>D'Elia</i>		1					
<i>Hockaday</i>	1		1				1
<i>Lattimore</i>	1		1				
<i>Salerno, Secretary</i>	1		1				
<i>Szpond</i>	1		1				
<i>Tomko, Treasurer</i>	1		1				
<i>Rountree, Vice Chair</i>	1		1			1	
<i>Scutari, Chairman</i>	1		1				

RESOLUTION OF THE UNION COUNTY IMPROVEMENT AUTHORITY INCREASING THE CAP FOR CME ASSOCIATES PROFESSIONAL SERVICES AGREEMENT FOR SERVICES RELATED TO THE PROCUREMENT OF CAPITAL IMPROVEMENTS TO THE UNION COUNTY JUVENILE DETENTION CENTER.

WHEREAS, the Union County Improvement Authority (the "Authority") has been duly created by an Ordinance of the Board of Chosen Freeholders (the "Freeholders") of the County of Union, State of New Jersey (the "County") duly adopted as a public body corporate and politic of the State of New Jersey pursuant to and in accordance with the County Improvement Authorities Law, constituting Chapter 183 of the Pamphlet Laws of 1960 of the State, and the acts amendatory thereof and supplemental thereto (the "Act"); and

WHEREAS, previously, in or about January 2015 the Authority issued Requests for Qualifications through a fair and open process for various consulting and professional services and, on January 23, 2015, the Authority received a proposal from CME Associates ("CME") in response to the RFQ; and

WHEREAS, after evaluation, the Authority prequalified various firms to perform consulting and professional services for the Authority on an as-needed basis; and

WHEREAS, by resolution adopted by the Authority on February 4, 2015, CME was one of the firms prequalified to perform Professional Services; and

WHEREAS, by resolution, on September 2, 2015, the Authority awarded a Professional Services Agreement between the Authority and CME Associates for an amount not to exceed \$121,500 (the "Contract"); and

WHEREAS, the Authority continues to require the services of CME Associates under the Contract; and

WHEREAS, CME Associates has requested an increase in their cap in accordance with their May 2, 2016 Proposal, a copy of which is attached hereto as **Exhibit A**; and

WHEREAS, the Authority has reviewed CME Associates' request and desires to implement the same,

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Authority as follows:

1. The aforesaid recitals are incorporated herein as if set forth at length; and
2. The Authority hereby authorizes an increase in the cap in the amount of \$138,550.00 with respect to CME Associates' existing Contract with the Authority, in accordance with CME Associates' May 2, 2016 Proposal, a copy of which is attached hereto as **Exhibit A**.
3. The Executive Director is hereby authorized and directed to take any and all actions necessary to implement the contract;
4. This resolution shall be published in accordance with law.



JOHN H. ALLGAIR, PE, PP, LS (1983-2001)
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TREVOR J. TAYLOR, PE, PP, CME
BEHRAM TURAN, PE, LSRP

May 2, 2016

Union County Improvement Authority
1075 Edward Street
Linden, NJ 07036

Att.: Mr. Daniel Sullivan
Executive Director

**Re: Proposal of PROFESSIONAL SERVICES PROPOSAL FOR UNION COUNTY JUVENILE
DETENTION CENTER ACCESS CONTROL DESIGN & CONSTRUCTION ADMINISTRATION**

Dear MR. Sullivan:

CME Associates (CME) is pleased to be provided with the opportunity to submit our proposal for preparing design and construction documents and construction administration services for the Union County Juvenile Detention Center access control system in Linden, NJ. CME has teamed with Concord Engineering to provide the County with a very competent and experienced team for the required services.

1. Project Description

The Project Team (PT) was previously contracted to perform an analysis of the facility including the existing access control system. Based on the Team's recommendations, the county is looking to replace the existing system thus requiring construction bid documents detailing the scope of work for bidding purposes.

2. Scope of Work

The PT will provide Professional Services to the County related to Access Control System engineering of the above referenced building at 1075 Edward St., Linden, NJ 07036.

Based on this approved scope of work and a provided approved floor plan in AutoCAD, PT will proceed to the Construction Document (CD) phase, and provide the following design services:

2.1. Construction Documents (CD)

- 2.1.1. Review existing base building construction documentation as necessary to confirm existing system conditions, dimensions and coordinate tie-in connection points.
- 2.1.2. Conduct final code analysis.
- 2.1.3. Develop Construction Documents at 1/8" = 1'-0" or other convenient scale, including:



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- Access Control Devices to be located on floor plans with critical locations and working points detailed.
 - Equipment schedules, details, riser diagrams.
 - Code required calculations shown as necessary.
- 2.1.4. Present final design at design meeting and gather feedback from project stakeholders.
- 2.1.5. Incorporate comments into CD submission set to be submitted for review and approval.
- 2.1.6. Submission of NJ Professional Engineer signed and sealed construction documents to authorities having jurisdiction over plan reviews and permitting.

2.2. Assistance in Bidding

The PT will work with the UCIA staff and the UCIA Counsel on preparing bid documents for the proposed works that incorporates the County's bid requirements, assist in responding to questions from potential bidders during the bid process, and provide the UCIA with a bid summary and recommendation for award.

2.3. Construction Administration

At this time, we understand that the Authority requires the following services:

- Assist the Authority in arranging and conducting a pre-construction meeting with the Contractor, utility companies, and Authority and Detention Center representatives.
- Receive, review, and approve as applicable, shop drawings and other submittals from the Contractor
- Perform on-site observation and verify the Contractor is providing all labor, materials, and equipment necessary to construct the new facilities in accordance with the plans and specifications and approved shop drawings.
- Provide coordination with the Contractor and Detention Center for scheduling, specific work sequences, and coordination of utilities and interface of the new equipment into the existing system.



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- Measure pay items of work for the Contractor's monthly estimates. Prepare monthly estimates of payment to the Contractor and determine the amount owed to the Contractor, including the measurement and/or calculation of quantities involved and review Contractor requests for payment in such amounts on the basis that work has progressed to the point indicated and that the quality of work is in accordance with the construction contract documents.
- Participate in the final observation of the completed work. Measure pay items of work, and prepare the final estimate of payment to the Contractor and closeout documents.

3. Client's Responsibilities

- 3.1. The client and/or their representatives shall provide the PT with the following approvals typically required for a project of this type:
- Timely review and approval of all submitted documentation
- 3.2. The client shall assign an authorized representative who shall serve as a single source for any required information and/or decisions which may be required of the client.

4. Project Schedule

- 4.1. The project schedule will vary based on numerous factors including accessibility to the space and review periods. We offer the following schedule as a best guess based on our experience for similar projects.

Phase/Task	Duration
Design & Construction Documents	6 Weeks
Bid Phase	8 Weeks
Award of Contract	4 Weeks
Installation of Proposed Systems	16 Weeks



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5. Assumptions/Exclusions

The following engineering services are not included in this proposal:

- 5.1. Construction means and methods are not the responsibility of the PT and will be the sole responsibility of the installing Contractor.
- 5.2. Construction site safety regulations and inspections are by others and are excluded from this proposal.
- 5.3. The PT and its employees will strive to exercise the degree of skill and care expected by customarily accepted good engineering practices and procedures. No other warranties, expressed or implied, are made with respect to performance. The PT is not a guarantor of the project to which its services are directed, and its responsibility is limited to work performed for the Client. The PT is not responsible for acts or omissions of the Client, nor third parties not under its direct control.
- 5.4. The PT will assist the UCIA and its Counsel in assembling the construction bid documents and will be administering the bid/award phase of the project with the County.
- 5.5. The following engineering services are not included in this proposal:
 - o Structural Engineering.
 - o Civil / Site related engineering (including site lighting), site surveys, soil erosion, storm water design, grading etc. It is assumed that the access control system is limited to works within the building envelop
 - o Acoustical Design and Engineering.
 - o Environmental Engineering.

Tasks	Professional Fees	
I	Preparation of Design and Construction Documents	\$75,300
II	Assistance in Bidding	\$8,500
III	Construction Administration Services	\$54,750
	Total	\$138,550



Mr. Sullivan

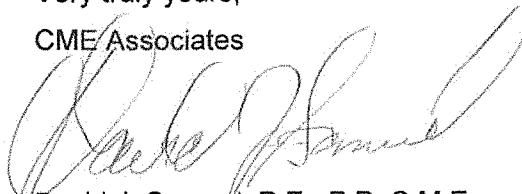
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- Fees stated above shall be performed on a fixed fee basis and invoiced monthly commensurate with services completed for the design and construction documents preparation task. Reimbursable expenses such as travel, express mailing, and reproduction of documentation are included in the above fees.
- Fees stated above shall be performed on a time and material basis, and invoiced monthly commensurate with services completed for the bid assistance and construction administration tasks.
- Should additional services be required or requested, we propose that our fees be adjusted accordingly and by mutual agreement.

Should you have any questions, please do not hesitate to contact this office.

Very truly yours,
CME Associates



David J. Samuel, P.E., P.P. C.M.E.
Managing Partner

DJS/BA