



# UNION COUNTY IMPROVEMENT AUTHORITY

1499 US Highway One, North, 3<sup>rd</sup> Floor  
 Rahway, New Jersey, 07065  
 www.ucimprovementauthority.org  
 (732) 382-9400 (732) 382-5862 fax

Resolution No. 76-2015

Date: November 4, 2015

**AUTHORIZING THE EXECUTIVE DIRECTOR TO AWARD A PROFESSIONAL SERVICES CONTRACT TO CUMMINGS CONSTRUCTION MANAGEMENT INC FOR IN CONNECTION WITH THE CONSTRUCTION OF A NEW COMMUNITY CENTER, LIBRARY AND SCHOOL COMPLEX.**

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

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

*Lisa M. da Silva*

*[Signature]*

|                             | PRESENT | ABSENT | AYE | NAY | ABSTAIN | MOTION | SECOND |
|-----------------------------|---------|--------|-----|-----|---------|--------|--------|
| <i>Bornstad</i>             | ✓       |        | ✓   |     |         |        |        |
| <i>D'Elia</i>               | ✓       |        | ✓   |     |         |        | ✓      |
| <i>Hines</i>                | ✓       |        | ✓   |     |         |        |        |
| <i>Hockaday</i>             | ✓       |        | ✓   |     |         |        |        |
| <i>Salerno, Secretary</i>   |         | ✓      |     |     |         |        |        |
| <i>Tomko, Treasurer</i>     |         | ✓      |     |     |         |        |        |
| <i>Vollero</i>              |         | ✓      |     |     |         |        |        |
| <i>Rountree, Vice Chair</i> | ✓       |        | ✓   |     |         | ✓      |        |
| <i>Scutari, Chairman</i>    | ✓       |        | ✓   |     |         |        |        |

**RESOLUTION OF THE UNION COUNTY IMPROVEMENT AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO AWARD A PROFESSIONAL SERVICES CONTRACT TO CUMMINGS CONSTRUCTION MANAGEMENT INC FOR IN CONNECTION WITH THE CONSTRUCTION OF A NEW COMMUNITY CENTER, LIBRARY AND SCHOOL COMPLEX.**

**WHEREAS**, the Union County Improvement Authority (the "Authority") has been duly created by ordinance of the Union County Board of Chosen Freeholders 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, as amended and supplemented from time to time (the "Act"); and

**WHEREAS**, the Borough of Roselle (the "Borough"), the Board of Education of the Borough of Roselle (the "Board") and the Union County Improvement Authority (the "Authority") entered into a Shared Service Agreement on May 14, 2014 ("Agreement") pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq.; and

**WHEREAS**, the Agreement set forth the rights and obligations of the Parties with regards to the construction a new Community Center and Library for the Borough and the construction of a new Early Childhood Learning Center for the Board on a 4.6 acre site located at Block 1105, Lot 10 [Chandler Avenue Lot] within the Borough (the "Project"), said property to be the subject of a ground lease between the Board and the Borough; and

**WHEREAS**, the Borough has subsequently determined that the assistance with the Project by the Authority would be more efficient and effective if the Authority is designated by the Borough as redevelopment entity of the Project pursuant and in accordance with the Redevelopment Law and County Improvement Authorities Law; and

**WHEREAS**, Borough Council designated the Authority as redevelopment entity of the Project pursuant and in accordance with the Redevelopment Law and County Improvement Authorities Law; and

**WHEREAS**, in accordance with the Redevelopment Law and County Improvement Authorities Law, the Authority requires Construction Management Services in connection with the Project; 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, the Authority received a proposal from Cumming Construction Management, Inc. ("Cummings") 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, Cummings was one of the firms prequalified to perform Professional Services; and

**WHEREAS**, Cummings has submitted and the Authority has reviewed Cumming's Proposal to perform professional services in connection with the Project, a copy of which is attached hereto as **Exhibit A**; and

**WHEREAS**, the Authority desires to authorize the Executive Director to take any and all actions necessary to award a Professional Services Contract to Cummings for professional services in connection with the Project for an amount not to exceed \$59,276.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Authority that:

1. The Executive Director is hereby formally authorized to execute and award a Professional Services Contract to Cummings for professional services in connection with the Project in a form which is substantially similar to the proposal, attached hereto as **Exhibit A**.
2. This resolution shall take effect immediately.

October 30, 2015

Mr. Daniel P. Sullivan  
Executive Director  
Union County Improvement Authority  
1499 Routes 1 & 9 North  
Rahway, NJ 07065

Re: Project Management Pre Development Services for the Roselle Mind & Body Complex  
CUMMING CONSTRUCTION MANAGEMENT Proposal C012

Dear Mr. Sullivan,

CUMMING is pleased to submit this proposal to provide professional project management services for the new Roselle Mind & Body Complex (RMBC) on behalf of the UCIA.

We are confident that we will be an asset in providing the Improvement Authority with the necessary resources to make this ambitious project a success for the Community.

We offer our services in order to drive this project to success for you. As you are aware, CUMMING, an international professional services firm offers project management services nationwide, with our 22nd office in Cranford, New Jersey. Our team offers experienced project and cost managers; some of our team members are licensed architects, licensed engineers and Certified Members of the Royal Institution of Chartered Surveyors (MRICS) as well as Certified National Institute for Certification in Engineering Technologies Level IV (072814), and LEED Accredited Professionals.

CUMMING was founded in 1996 as a small, independent consulting firm that focused on providing owners with unparalleled service in the areas of project and construction management, cost management and estimating, and scheduling. Today, we are much the same firm. Our business revolved around placing local experts on projects, who then manage those projects in a way that meets and exceeds client expectations. We are not a huge firm that does everything under the sun; we are a consulting firm comprised of engineers, accountants, architects, chartered surveyors and other specialists with redevelopment, design and construction expertise. Our team focuses on project, cost, and schedule management, and we always puts the needs of our clients first. Included in our proposal are the following sections:

- I. Project Understanding
  - II. Proposed Services
  - III. Project Fee & Schedule
  - IV. Authorization
-

I. **PROJECT UNDERSTANDING**

This new Complex will be approximately 125,000 SF comprised of two 2-story buildings. One building will stand at approximately 50,000 SF and provide for both Pre-K and Kindergarten for the Borough of Roselle. The second building will be approximately 70,000 SF and serve as a Library (Media Center) and Community Center.

The Authority and the Borough have embarked on the route of a Public Private Partnership, and as such there has been a determination to solicit RFP/Qs from Developers. We will work as an extension of the Authority, to oversee and manage this process.

II. **PROPOSED SERVICES**

Outlined below is our proposed scope of services:

A. PREDEVELOPMENT SERVICES (4 MONTHS)

1. Kick off Meeting - We will immediately meet with representatives of the Improvement Authority to reconfirm project objectives, including the program and schedule requirements. At this meeting we will establish a forum for ensuring clear, timely communication and effective decision making.
  2. We will chair all necessary meetings.
  3. We will provide an organizational chart with lines of communication for draft and approval.
  4. We will develop and disseminate meeting minutes. We will follow up on all open action items identified during each meeting.
  5. We will review, comment, and edit the RFP/Q document that is being developed by the Authority.
  6. We will work with the Authority to establish evaluation criteria and process.
  7. Once RFP/Qs are received, we will review each one in accordance with the set evaluation criteria.
  8. Once the Authority selects/designates the best qualified developer for this project, we will work with them on reviewing and/or developing the agreement.
  9. The agreement is of vital importance as it relates to achieving the goals of the Authority, and achieving a successful project completion. We will assist in negotiating terms in order to best serve the needs of the UCIA and the Community;
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this includes but is not limited to items such as schedule, trigger dates, other contributing factors as it relates to design and construction in a timely and quality manner.

10. We will review and comment on the project schedule for the design and build out of the mind and body complex.
11. We will develop a plan to manage and drive the schedule.
12. We will provide a draft report for discussion and finalization.

**III. FEE SCHEDULE**

PHASE I: PRE DEVELOPMENT SERVICES

| PHASE           | DURATION | PRICE PER MONTH | TOTAL    |
|-----------------|----------|-----------------|----------|
| PRE DEVELOPMENT | 4 months | \$14,819        | \$59,276 |

**IV. AUTHORIZATION**

Written authorization is necessary for commencement of this work. Signing below will signify your acceptance of all the terms in this proposal agreement.

I trust that the above meets with your favor, and we look forward to working with the UCIA along with the Designated Team on this project. Please call me at 908.868.5114 with any questions you may have.

Sincerely,



Susan DiGiacomo  
Vice President

Accepted By:  
Union County Improvement Authority



Daniel P. Sullivan  
Union County Improvement Authority

11/5/15  
Date