



UNION COUNTY IMPROVEMENT AUTHORITY

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

Resolution No. 53-2020

Date: September 11, 2020

RESOLUTION OF THE UNION COUNTY IMPROVEMENT AUTHORITY AUTHORIZING PROFESSIONAL SERVICES CONTRACT FOR THE PREPARATION OF DESIGN BRIDGING DOCUMENTS FOR THE PROPOSED NEW UNION COUNTY GOVERNMENT 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

	PRESENT	ABSENT	AYE	NAY	ABSTAIN	MOTION	SECOND
<i>Barnett</i>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
<i>Hockaday, Treasurer</i>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
<i>Kolibas</i>		<input checked="" type="checkbox"/>					
<i>Marshall</i>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				
<i>Mojica, Secretary</i>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				
<i>Shehata</i>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				
<i>Huff, Vice Chairman</i>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				
<i>D'Elia, Chairman</i>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				
<i>Vacancy</i>							

**RESOLUTION OF THE UNION COUNTY IMPROVEMENT AUTHORITY
AUTHORIZING PROFESSIONAL SERVICES CONTRACT FOR THE
PREPARATION OF DESIGN BRIDGING DOCUMENTS FOR THE
PROPOSED NEW UNION COUNTY GOVERNMENT COMPLEX**

WHEREAS, a special meeting of the Union County Improvement Authority (the "Authority") was held on September 11, 2020; and

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, N.J.S.A. 40: 37A-44 et seq.; and

WHEREAS, pursuant to N.J.S.A. 40:37A-55(t), the Authority is empowered to enter into any and all agreements or contracts, execute any and all instruments, and do and perform any and all acts and things necessary, convenient or desirable for the purposes of the Authority, subject to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.; and

WHEREAS, the County and the UCIA entered into a Memorandum of Agreement for the UCIA to undertake a redevelopment project in order to meet the County's long -term occupancy requirements, specialized space and security needs for County owned properties for a new Union County Government Complex (the "Project"); and

WHEREAS, pursuant to Resolution # 2020-632 the Union County Board of Chosen Freeholders deemed it necessary and appropriate to provide additional funding to the Authority for the purpose of aiding the Authority and co-operating in the planning and undertaking of the new Union County Government Complex; and

WHEREAS, the Board authorized the County Manager to provide financial assistance to the Authority in the amount of \$2,000,000.00 for the planning, design and undertakings for the new Union County Government Complex; and

WHEREAS, it is necessary for the Authority to obtain design bridging document services from an architect (the "Services") to convey the design intent, scope and other performance-based requirements of the Project; and

WHEREAS, the Services are an exception to the public bidding requirements of the Local Public Contracts Law as a professional service; and

WHEREAS, the Authority has a need to acquire the Services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, DIGroup Architecture has completed and submitted a Business Entity Disclosure Certification which certified that DIGroup Architecture has not made any reportable contributions to a political or candidate committee as prohibited by the law in the previous year, and that the contract will prohibit DIGroup Architecture from making any reportable contribution through the term of the contract; and

WHEREAS, the Authority would like to authorize a contract with DIGroup Architecture for the provision of the Services in accordance with this Resolution.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE MEMBERS OF THE UNION COUNTY IMPROVEMENT AUTHORITY AS FOLLOWS:

1. The Authority hereby authorizes DIGroup Architecture to prepare design Bridging Documents pursuant to their September 1, 2020 proposal at a cost not to exceed \$1,800,000.00 and reimbursable items in an amount not to exceed \$10,500.00;

2. The Authority authorizes the Chairman of the Authority to approve and execute a contract with DIGroup Architecture setting forth the terms of the provision of the Services in substantially the form attached with such changes as shall be approved by the Chairman on advice of counsel. Such approval and execution by the Chairman shall be deemed approval by the Authority and no further action or approval shall be required.

3. The Clerk of the Authority is directed to cause a brief notice of the above qualification to be published as required by N.J.S.A. 40A:11-5(1)(a)(i).

4. The Certifying Finance Officer has certified that the funds for the contract are available from and can be obtained from the funds of the Authority.

AND BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

AGREEMENT

FOR THE PREPARATION OF DESIGN BRIDGING DOCUMENTS FOR THE PROPOSED NEW UNION COUNTY GOVERNMENT COMPLEX

THIS AGREEMENT made and entered into this 11th day of September, 2020, by and between the **UNION COUNTY IMPROVEMENT AUTHORITY**, 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"), with offices located at 1499 U.S. Highway 1 North, Rahway, New Jersey hereinafter referred to as **Authority** and **DIGroup Architecture** having its principal place of business at 15 Bethany Street, New Brunswick, NJ 08901, hereinafter referred to as **Vendor** for the preparation of design bridging document Services for the proposed new Union County Government Complex to convey the design intent, scope and other performance-based requirements of the project.

WITNESSETH that the **Authority** and the **Vendor**, for the consideration hereinafter mentioned, mutually covenant and agree as follows:

1. SCOPE OF WORK

The Authority shall enter into an Agreement with **Vendor** for the sum not to exceed (\$1,800,000.00) One Million Eight Hundred Thousand Dollars and reimbursable items in an amount not to exceed (\$10,500.00) Ten Thousand Five Hundred Dollars and **Vendor** shall furnish all of the services and where applicable, all material, equipment and supplies and perform all of the labor, in a good and workmanlike manner, in accordance with their September 1, 2020 project proposal which is annexed hereto as Appendix A, and incorporated herein as part of this Agreement and collectively with this Agreement referred to as the "contract documents". **Vendor** shall do everything required by such contract documents.

Further, the **Vendor** agrees to comply with all Federal and State and local laws applicable to this Agreement.

2. DATES OF AGREEMENT

This Agreement shall commence upon execution of said contract and shall terminate upon completion of project as determined by the **Authority**.

3. CONFIDENTIALITY OF DOCUMENTS

All data and documentation arising out of the performance of this Agreement are the property of the Authority and Union County. Any data or documentation whose premature disclosure would be detrimental to the Authority shall remain confidential and shall only be released to authorized personnel, in accordance with the Open Public Records Act.

4. INSURANCE

On or before commencing the work the **Vendor** shall file with the **Authority** evidence of insurance coverage. The policy shall state "All bodily injury and property damage arising out of continuous or repeated exposure to substantially the same general conditions is to be considered as arising out of one occurrence". Coverage shall be effective and continuous for the entire term of the Agreement. The **Authority** shall be named as additional insured on the policy.

The **Authority** requires all **Vendors** to be able to comply with the following insurance requirements. The **Vendor** must accept the applicable insurance requirements, as set forth below, as part of any contract awarded to it by the **Authority**.

INSURANCE REQUIREMENTS APPLICABLE TO ALL VENDORS:

A Certificate of Insurance shall be filed with the **Authority** prior to commencement of the work. This Certificate shall contain a provision that insurance afforded under the policies will not be canceled without at least 30 days prior written notice being given to the **Authority** and name the **Authority** as additional insured.

1. Automobile Liability Insurance in an amount of not less than \$1,000,000.00

combined single limit for bodily injury and property damage liability. A certificate of such current insurance shall be provided to the **Authority** and shall reflect the provision of at least 30 days notice to the **Authority** before any major cancellation or major change may be made in the policy.

2. Workers Compensation Insurance insuring the obligation of the Contractors and all subcontractors under the New Jersey Workers Compensation and Occupational Disease Laws as respects work performed under this Contract. Insurance shall be extended to include any obligations under “the United States Longshoremen's and Harbor Workers Act” or any maritime Act, when applicable.

3. General Liability Insurance shall be provided on a Comprehensive General Liability Form with a Combined Single Limit of \$1,000,000.00 per Occurrence for Bodily Injury Liability and Property Damage Liability and shall include the interest of the **Authority** with Respect to work emanating from the Contract with the **Authority**.

This instance shall include the following:

(a) Personal Injury Liability,

(b) Blanket Contractual Liability applying to assumption of liability under any written, Contract,

(c) Products and/or Completed Operations Liability

5. **INDEMNIFICATION**

The **Vendor's** liability to the **Authority** and its employees in third party suits shall be as follows:

a. Indemnification for Third Party Claims - The **Vendor** shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the **Authority** and its employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith which shall arise from or result directly or indirectly from the work and/or

materials supplied under this **Agreement**.

- b. The **Vendor** further agrees that this indemnification includes: claims and damage to property and bodily injury, sickness, disease or death to persons or injury to or destruction of tangible property, including the work itself, and the loss of use resulting therefrom, or the loss of use of tangible property which has not been physically injured or destroyed, which may arise out of or be caused by the actions, activities or omissions of the **Vendor's** employees, subcontractors and agents in connection with the performance of the work as outlined in this Agreement.
- c. The **Vendor's** indemnification and liability under subsection (a) is not limited by, but is in addition to the insurance obligations herein.

6. INDEPENDENT VENDOR STATUS

The **Vendor** and its employees, vendors, subcontractors, agents and representatives are, for all purposes arising out of the Agreement, independent contractors and not employees of the Authority. It is expressly understood and agreed that the **Vendor** and its employees, vendors, subcontractors, agents and representatives shall in no event, as a result of the Agreement, be entitled to any benefit to which **Authority** employees are entitled, including but not limited to, overtime, retirement benefits, worker's compensation benefits and injury leave or other leave benefits.

7. TERMINATION OF AGREEMENT FOR CAUSE

The **Authority** may, by written notice of default to the **Vendor**, and without prejudice to any other right or remedy, terminate this Agreement under any one of the following circumstances if the **Vendor** does not cure such default within a period of ten (10) days (or such longer periods as the County may authorize in writing) after providing notice to the Vendor specifying such failure:

- a. If the **Vendor** refuses or fails to supply services called for in this Agreement or fails to meet any criteria defined in the Agreement;
- b. If the **Vendor** disregards laws, ordinances, rules, regulations or orders;
- c. If the **Vendor** fails to perform any of the other provisions of this Agreement, or so fails to make progress as to endanger performance of this Agreement in accordance with its terms;

- d. If the **Vendor** files a petition in bankruptcy, becomes insolvent, ceases its operation, makes an Assignment for the Benefit of Creditors or any similar action that affects the rights, affairs or property of the County.

In the event, the Agreement is terminated, all finished and unfinished documents, data, studies and reports prepared by the **Vendor** under this Agreement shall, at the option of the **Authority**, become the **Authority's** property and the **Vendor** shall be entitled to reimbursement for any satisfactory work completed.

8. TERMINATION OF AGREEMENT WITHOUT CAUSE

This Agreement may be terminated without cause at any time upon thirty (30) days prior written notice from the **Authority**. In no event, however, shall the **Vendor** be paid for loss of anticipated profits or consequential damages.

In the event the Agreement is terminated all finished and unfinished documents, data, studies and reports prepared by the **Vendor** under this Agreement shall, at the option of the **Authority**, become the **Authority's** property and the **Vendor** shall be entitled to reimbursement for any satisfactory work completed.

9. CHANGES AND MODIFICATIONS

The parties may from time to time during the term of the Agreement make changes, extensions of time or other modifications to the Agreement. Such modifications shall only be made in writing and by mutual agreement. Any such changes shall be agreed to by the Director of the applicable department. Change Orders shall comply with N.J.A.C. 5:30-11 titled Change Orders and Open-End Agreements and subsequent articles of the New Jersey Administrative Code.

10. SEVERABILITY

If any provision of this Agreement or application thereof to any person or circumstance, is held invalid or unenforceable, such invalidity will not void the entire Agreement or affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application; rather, the entire agreement shall be construed as if not containing the particular invalid or unenforceable

provision(s), and the rights and obligations of the parties shall be construed and enforced accordingly.

Notwithstanding the above, the **Vendor** shall not be relieved of liability to the **Authority** for damages sustained by the **Authority** by virtue of any breach of the Agreement.

11. PAYMENT

The **Authority** shall pay this **Vendor** for the work specified by the Agreement a sum not to exceed (\$1,800,000.00) One Million Eight Hundred Thousand Dollars. Unless otherwise stated in the specifications, payment requests shall be submitted to the respective Authority every thirty (30) days. The payment request shall sufficiently detail the work performed, services provided or goods delivered and provide the necessary documentation of same.

Payment to the Vendor is to be made within forty-five (45) days after the receipt of Vendor's invoice and properly executed **Authority** voucher.

12. FORCE MAJEURE

Neither party shall be liable for any damages for failure to perform its obligations under this Agreement if such failure arises out of causes beyond the control and without the fault or negligence of either party. Such causes may include, but are not restricted to terroristic acts, acts of God, acts of the **Authority** solely in its sovereign or contractual capacity, fires, floods, war, riot, insurrection, accidents, epidemics, quarantine restrictions, freight embargoes, industrial disturbances and unusually severe weather; but in every case the failure to perform must be beyond the control and without fault or negligence of either the **Vendor** or its subcontractor(s). When such a cause arises, either party shall notify the other immediately in writing of its failure to perform, describing the cause of failure and how it affects performance, and the anticipated duration of the inability to perform.

13. DISCRIMINATION

This **Vendor** acknowledges that he has a copy of the New Jersey Law Against Discrimination and of the Rules and Regulations thereon issued by the Division of Civil Rights, and shall fully comply therewith as applicable.

14. AFFIRMATIVE ACTION

(REVISED 4/10)
EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C.17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27 5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such intonation as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter IO of the Administrative Code at N.J.A.C. 17:27.

15. BUSINESS REGISTRATION CERTIFICATE

In accordance with P.L. 2004, Chapter 2004, no contract shall be entered into by the **Authority** unless the **Vendor** provides a copy of its business registration in accordance with the following schedule:

(1) In response to a request for bids or a request for proposals, at the time a bid or proposal is submitted;

or

(2) For all other transactions, before the issuance of a purchase order or other contracting document. In its sole discretion, the contracting unit may waive this requirement if a business registration has been previously provided to the contracting agency.

Further, a subcontractor shall provide a copy of its business registration to the **Vendor** who shall forward it to the contracting agency. No agreement with a subcontractor shall be entered into by any contractor under any agreement with a contracting agency unless the contractor first provides proof of valid

business registration. The contracting agency shall file all business registrations received by the contracting agency with other procurement documents related to the Agreement.

The **Vendor** shall maintain and submit to the **Authority** a list of subcontractors and their addresses that may be updated from time to time during the course of the contract performance. A complete and accurate list shall be submitted before final payment is made for goods provided or services rendered or for construction of a construction project under the contract.

16. COMPLIANCE WITH STATUTE

It is understood and agreed that should N.J.S.A. 10:2-1 et seq; N.J.S.A. 24:10-57.1 and N.J.S.A. 57.2; 34:11-56.25; N.J.S.A. 40A:11-18 or N.J.S.A. 52:33-1, together with any amendment or supplement thereto, be applicable to this Agreement and should said statute not be complied with, then this Agreement shall be voidable at the option of the **Authority**.

17. OPEN PUBLIC RECORDS ACT ("OPRA")

Pursuant to the Open Publics Record Act, N.J.S.A. 47:A-1.1 et seq. ("OPRA"), all information and documentation received in response to this Request for Quotations documents will become the property of the **Authority**. As such, your contract documents will be considered public information and will be available for review by individuals or agencies who request same from the **Authority** unless you affirmatively allege an exception to OPRA applies. It will be your responsibility to defend your position in the appropriate agency or court. Redaction, as a means of preventing disclosure of sensitive information may be available if your contract documents are requested pursuant to OPRA.

18. INSPECTIONS AND RECORDS

The **Vendor** shall maintain accounting records in a manner so as to enable the **Authority** to easily audit and examine any books, documents, papers, and records maintained in support of the Agreement. Such records shall consist of sufficient documentation to support all invoices and shall adhere to customary and accepted accounting practices. The **Vendor** agrees that the **Authority** shall have the right to examine any of the **Vendor's** records that are directly related to this Agreement. All such documents shall be made available to the **Authority** for inspection and/or copying at its request and upon not less than three (3)

business days and shall be clearly identifiable as pertaining to this Agreement. The **Authority** may, at its option, retain at its expense, a certified public accounting firm of its own choice to conduct periodic audits.

Pursuant to N.J.A.C. 17:44-2.2, "the **Vendor** shall maintain all documentation related to products, transactions or services under this Agreement for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller or the County upon request."

If requested, the **Vendor** shall deliver to the **Authority** all background material prepared or obtained by the **Vendor** relating to the performance of this Agreement. Background material is defined as original work papers, notes and drafts prepared by the **Vendor** and all, data related to the services being rendered, including electronic data processing forms, computer programs, computer files, pamphlets, and other literature.

19. GENERAL NOTICE

All notices required pursuant to this Agreement shall be in writing and addressed to the parties at their respective addresses as set forth below. All such notices shall be deemed duly given if personally delivered or if deposited in the United States mail, registered or certified, return receipt requested. Notices as provided herein do not waive service of summons or process.

UNION COUNTY IMPROVEMENT AUTHORITY:

UCIA
Office of the Executive Director
1499 U.S. Highway 1 North
Rahway, New Jersey

VENDOR

DIGroup Architecture, LLC
15 Bethany Street
New Brunswick, NJ 08901

20. GOVERNING LAWS AND JURISDICTION

This Agreement shall be governed by and construed under the laws of the State of New Jersey. The **Vendor** irrevocably agrees that, subject to the **Authority's** sole and absolute election, any action or proceeding in any way, manner or respect arising out of the Agreement, or arising from any dispute or controversy arising in connection with or related to the Agreement, shall be litigated only in the courts having status within the State of New Jersey, and the **Vendor** consents and submits to the jurisdiction of

any local, state or federal court located within such City, County and State.

21. WAIVER

No term or provision hereof shall be deemed waived and no breach excused by the **Authority** unless such waivers shall be in writing and signed by the party claimed to have waived or consented to the term or provision.

Any consent by the **Authority** to, or waiver by the **Authority** of, a breach by the Vendor, whether express or implied, shall not constitute a consent to, waiver of, or excuse for any different or subsequent breach.

22. ENTIRE AGREEMENT

It is expressly agreed that the terms and conditions of this agreement shall constitute the full and complete understanding of the parties hereto and supersedes any prior understandings, representations or oral or written agreements between the parties.

23. ASSIGNMENT

The **Vendor** is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of any of its responsibilities under this Agreement, in whole or in part, to any other person, company or corporation, and this Agreement may not be involuntarily assigned or assigned by operation of law without prior written consent of the **Authority**, which consent shall not be unreasonably withheld. If such a transfer without consent occurs, the **Authority** may refuse to carry out its Agreement with either the Assignor or Assignee, and reserves all rights of action for breach of the Agreement.

The **Authority** reserves the right to assign or transfer the Agreement to any person, office or entity as it deems appropriate.

24. SUBCONTRACTING

Unless otherwise specified in the **Authority's** specifications the subcontracting of any of **Vendor's** responsibilities under this Agreement is not permitted without the expressed written consent of the **Authority**.

25. PRICE CHANGES

All prices shall be firm and not subject to increase during the period of this Agreement.

26. COOPERATION WITH OTHER VENDORS

The **Vendor** shall fully cooperate with other vendors and contractors of the **Authority**, the **Authority's** employees, and/or the employees of others as may be required by circumstances or directed by the **Authority**.

27. LICENSES AND PERMITS

Vendor shall be responsible to apply for and obtain all necessary permits and licenses unless the specifications provide for the **Authority** to obtain such permits and licenses.

IN WITNESS WHEREOF, the parties hereto have, either individually or by their duly authorized representative, set their hands and seals the day and year first above written.

ATTEST:

UNION COUNTY IMPROVEMENT AUTHORITY

LISA M. DA SILVA, Clerk
UCIA

BY: _____
DANIEL P. SULLIVAN
Executive Director

APPROVED AS TO FORM:

DAVID MINCHELLO, ESQ.
UCIA General Counsel

DIGROUP ARCHITECTURE, LLC

ATTEST:

Corporate Secretary / Notary Public

Authorized Signatory

Print Name

Print Title

APPENDIX A

SCOPE OF WORK AND PROPOSAL FOR DESIGNING BRIDGING DOCUMENTS FOR NEW GOVERNMENT COMPLEX

September 1, 2020

Union County Improvement Authority
Administrative Office
1499 Routes 1 & 9 North
Rahway, New Jersey 07065
Attn: Bibi Taylor, Project Manager

**Re: Union County Government Complex
Proposal for Professional Services
Design Ideas Group Architecture & Planning, LLC (dba DIGroupArchitecture, LLC)**

Dear Ms. Taylor,

DIGroup Architecture is pleased to present our proposal for the preparation of design Bridging Documents (BD) for the Proposed New Union County Government Complex to convey the design intent, scope and other performance-based requirements of the project. The Union County Improvement Authority released an RFQ/P on August 17, 2020 soliciting proposals from Redevelopers for the Planning, Design and Construction of the project, with the goal to enter into a Redevelopment Agreement with the selected Redeveloper based on a Guaranteed Maximum Price. DIG's Bridging Documents are required for the selected Redeveloper to estimate and finalize their GMP. This proposal is based on the project information and scope contained in the RFQ/P and the Union County Real Estate Strategic Plan dated March 24, 2017 and discussions between DIG and representatives of Union County Improvement Authority.

If you should have any questions, please reach out to me. We thank you for the opportunity and look forward to working with you.

Sincerely,



Vincent A. Myers, AIA, LEED AP, NCARB
DIGroup Architecture, LLC

1.0 SERVICES

DIGroup will prepare bridging documents consisting of drawings and performance-based specifications suitable for establishing the Redeveloper 's GMP. These documents are not, nor are they intended to be, drawings for obtaining permits or for construction purposes. Our work as further described below represents approximately 30% of the total design effort. The Redeveloper will engage their own design and engineering team to complete the drawings in conformance with the design intent and standards that we will work with you to solidify over the next several months. Our services will include the following:

General

- Assisting the owner throughout the RFQ/P process as requested
- Meeting with the client as necessary to obtain information and convey the progress of our work
- Meeting with department heads as necessary to validate space needs and layouts
- Final confirmation of the building program and overall building size
- Participate in meetings with the owner and provide guidance in answering RFQ/P questions
- Answering Redeveloper s Requests for Information related to our Bridging Documents
- Assistance in evaluating the RFQ/P respondents – establishing criteria for Redeveloper selected
- Assisting the owner in evaluating the Redevelopment Agreement
- Preparing recommendation letter

Architectural Drawings

- Building floor plan layouts identifying department locations and adjacencies/office sizes and support spaces/furniture layouts
- Location of building core elements such as elevators/fire stairs/bathrooms and equipment rooms
- Roof plan showing proposed roofing materials and accessories
- Reflected ceiling plans showing ceiling materials, lighting fixtures and locations
- Interior finish drawings
- Building elevations including heights and material specifications
- Building sections identifying finished ceiling and floor to floor heights
- Large scale floor plans or interior elevations as necessary to convey more sensitive areas of the design
- Typical building wall sections

Site Plans

- Survey and existing Topography Plan
- Building demolition plan
- Proposed grading plan
- Landscape/Hardscape plans

Performance Specifications

DIGroup will prepare a Performance Specification Manual. This manual will cover, in written form, acceptable material standard ranges; performance requirements of all building and system components, furniture and equipment, including Mechanical, Electrical, Plumbing, Fire Protection, IT and kitchen equipment. The performance specifications will also cover agreed upon sustainable design features and/or LEED certification requirements if determined to be part of the project.

Note: Bridging Documents produced by the team will be consistent with the requirements of the Union County Redevelopment plan.

2.0 DELIVERABLES

We will present/submit progress drawings and performance specifications during the course of our work to the client in digital form. If requested, we will provide hard copies. Once the BD package has been completed and approved for distribution by the client, we will transmit it digitally to the selected Redeveloper for them to initiate and ultimately finalize the GMP. We will also prepare a third-party construction cost estimate for your use in evaluating the Redeveloper's proposal.

3.0 CONSULTANTS

DIGroup will engage the following consultants through our contract to assist in the preparation of the Performance Specifications, advise on other components of the BD package and prepare existing conditions drawings (civil).

- Structural Engineering
- Civil Engineering (Survey and Topography Plan)
- Mechanical, Electrical, Plumbing and Fire Protection Engineering
- Geotechnical Engineering
- Information/Technology/Data/Telecom/Audio Visual Engineering
- Security
- Kitchen Equipment
- LEED/Sustainability
- Cost Estimating
- Acoustical Engineering

4.0 SCHEDULE

Assuming notification to proceed no later than August 24, 2020 our schedule for the production of the BD package will coincide with the schedule contained on page 13 of the Redeveloper RFQ/P.

- 12/4/2020 Preliminary BD package submitted in conjunction with the notification to the selected Redeveloper
- 01/08/2021 Final BD package submittal to Redeveloper for preparation of their final GMP by 2/10/2021

In order for DIGroup to meet the deadlines identified, the owner must be prepared to provide information requested by DIGroup in a timely manner; coordinate and provide access to department heads and key staff members and make decisions needed to keep the project on schedule.

Our services for this proposal conclude on or about February 10, 2021 upon finalization of the Redevelopment Agreement as indicated in the RFQ/P schedule.

5.0 FEE

Our fee for our work and the consultants listed above to provide the services identified, and produce the Bridging Documents package, is a lump sum of \$1,800,000. The fee represents the anticipated effort associated with the project size, scope of services, schedule and deliverables described here.

The line item for design services on the Redeveloper's proposal should reflect savings due to work you will have paid for in the preparation of the BD package.

We will invoice monthly for this work including reimbursable expenses.

6.0 REIMBURSABLE EXPENSES

We recommend that a budget of \$10,500.00 be carried for reimbursable expenses. These expenses will include the following:

- Printing & Reproduction
- Courier & Express Delivery Service
- Bulk/Special Mailings

Such expenses will be added to each monthly invoice with the appropriate back-up information.

7.0 EXCLUSIONS

- Work the RFQ/P delegates to the Redeveloper

End of Proposal

Sincerely,



Vincent A. Myers, AIA, LEED AP, NCARB
DIGroup Architecture, LLC

Approved by:

Union County Improvement Authority

Date: _____

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
 Required Pursuant To N.J.S.A. 19:44A-20.8
 <NAME OF CONTRACTING AGENCY>

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the vendor Design Ideas Group Architecture & Planning, LLC (dba DIGroupArchitecture, LLC) has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding September 10, 2020 (date of award scheduled for approval of the contract by the governing body) to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the County of Union as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Alexander Mirabella	Kimberly Palmieri-Mouded
Angel G. Estrada	Andrea Staten
Angela R. Garretson	Rebecca Williams
Sergio Granados	Union County Democratic Committee/Organization
Christopher Hudak	Union County Republican Committee/Organization
Bette Jane Kowalski	

Part II – Ownership Disclosure Certification

☐ I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

☐ Partnership
 ☐ Corporation
 ☐ Sole Proprietorship
 ☐ Subchapter S Corporation
☐ Limited Partnership
 ☒ Limited Liability Corporation
 ☐ Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Vincent A. Myers	11 Mansion Hill Drive, Ewing NJ 08628
Jeffrey Venezia	11 Wakefield Ln, Piscataway NJ 08854
Richard Alderiso	1 Hillside Terrace, Ocean NJ 07712

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Design Ideas Group Architecture & Planning, LLC

Signature of Affiant: [Signature] Title: CFO

Printed Name of Affiant: Vincent Myers Date: September 1, 2020

Subscribed and sworn before me this 1 day of

September, 2020

My Commission expires:

DEBRA M. KOEHLER
NOTARY PUBLIC OF NEW JERSEY
 My Commission Expires March 14, 2021

(Witnessed or attested by)

(Seal)

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:	Design Ideas Group Architecture & Planning, LLC (dba DIGroupArchitecture, LLC)		
Address:	15 Bethany Street		
City:	New Brunswick	State:	NJ
		Zip:	08901

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature _____

Vincent Myers
Printed Name

CFO
Title

Part II – Contribution Disclosure - **NONE**

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

[illegible]

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: Design Ideas Group Architecture & Planning, LLC (dba DIGroupArchitecture, LLC)

Organization Address: 15 Bethany Street, New Brunswick NJ 08901

Part I Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☒ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

Part II

- ☒ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address
Vincent Myers	11 Mansion Hill Drive, Ewing NJ 08628
Jeffrey Venezia	11 Wakefield Ln, Piscataway NJ 08854
Richard Alderiso	1 Hillside Terrace, Ocean NJ 07712

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II N

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the *Union County Improvement Authority* is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with *<Union County Improvement Authority>* to notify the *<type of contracting unit>* in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the *<type of contracting unit>* to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Vincent Myers	Title:	CFO
Signature:		Date:	9/1/2020