

Resolution #2016 - 183

**RESOLUTION OF THE MAYOR AND BOROUGH COUNCIL
OF THE BOROUGH OF MOUNT ARLINGTON, IN THE COUNTY
OF MORRIS, NEW JERSEY, AUTHORIZING A RESERVE FOR
PRELIMINARY EXPENSES FOR THE PROFESSIONAL
ARCHITECTURAL/ENGINEERING SERVICES FOR THE
BOROUGH HALL SPACE PLANNING PROJECT**

WHEREAS, the Borough of Mount Arlington has received a proposal for professional services from CP Professional Services, Borough appointed Engineers, dated October 18, 2016, a copy of which is incorporated herein and,

WHEREAS, the proposal is for the professional architectural/engineering services for the Borough Hall Space Planning Project; and,

NOW THEREFORE BE IT FURTHER RESOLVED, that the amount of \$14,500.00 from Capital Improvement Fund be utilized to set up a Reserve for preliminary expenses for the professional architectural/engineering services for the Borough Hall Space Planning Project.

I hereby certify this to be a true and correct Resolution of the Mayor and Borough Council of the Borough of Mount Arlington, adopted on December 6, 2016.



Linda DeSantis, RMC
Borough Clerk



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October 18, 2016

Carolyn Rinaldi
Municipal Administrator
Borough of Mt. Arlington
419 Howard Boulevard
Mt. Arlington, New Jersey 07856

Re: Proposal for Professional Architectural/Engineering Services
Borough Hall Space Planning
Mt. Arlington Borough, Morris County, New Jersey

CP Proposal No. 16-169

Dear Ms. Rinaldi:

CP Engineers, LLC (CP) is pleased to provide this proposal for professional architectural/engineering services to the Borough of Mount Arlington for the Borough Hall Space Planning Project. We thank you for this opportunity to submit this proposal and for allowing CP to provide our services to you.

Background

The current Borough Hall was originally designed and constructed to be utilized as a local bank. The Borough of Mount Arlington now utilizes the space as the main administrative offices and Council Chambers. Over the years, the borough has shifted office space, moved walls and made individual adjustments to the internal configuration of the building to meet its needs at the time. Currently, Borough Hall houses the administrative functions of the Borough clerk, the tax department, the construction department, the finance department, and the governing body (mayor's office, Borough Administrator, & the Council Chambers and Land Use Board).

The intent of this project is to illustrate the existing configuration and develop a space plan to provide the Borough with a choice of schemes for the layout and use of Borough Hall that will meet the current and near future needs of the Boroughs administrative and governing functions.

Scope of Services

CP proposes to deliver this project to the Borough through the following three phase process:
Phase 1 - Development of Existing Schematic:

CP will scan the original bank maps and current evacuation plan sheets to establish a foot print and base model from which to formulate the existing structural configuration of the upper two floors of Borough Hall.

Following the establishment of the basic footprint and existing structural configuration, CP will perform a field survey of the utilization of the existing space documenting large furniture and equipment such as desks, filing cabinets and high volume copiers/printers.

Utilizing the scans and field survey information, CP will develop an existing floor plan of Borough Hall in its current configuration. This base model will provide a reference to assist with envisioning the changes that will be reflected in the proposed layouts.

Phase 2 – Preparation of Three Potential Layouts:

Using the base model of the existing Borough Hall configuration, CP will develop three potential layouts as described below:

1. The first layout will involve minimal to no construction. This scheme will work within the confines of the existing walls inside the building to modify the current layout and workspace to allow for better functionality providing for additional customer and private meeting spaces.
2. The second layout will involve some construction to reconfigure the current layout within the confines of the building. This scheme will work within the confines of the building footprint, while adjusting or removing the internal walls to develop a space planning model maximizing the uses of each individual floor to best suit the Borough's administrative functions.
3. The third layout will involve a more comprehensive approach to not only maximize each floor's use, but will include the elements of an elevator and secondary egress from the second floor to make this level fully open and accessible to the public.
4. Upon completion of the three schemes, CP will submit and present the layouts to the Borough Administrator and selected stakeholders for review and comment. We anticipate a maximum of three (3) rounds of comments from the Borough.
5. Upon receipt of the comments from the each submittal, CP will revise the layouts accordingly and submit the updated schemes to the Borough.

Phase 3 – Develop Budgetary Construction Cost Estimates for Each Layout:

Upon completion of the final layouts, CP will prepare a budgetary construction cost estimate for the Borough to utilize in determining the necessary cost to be allocated to design and complete the scheme selected for implementation. The cost estimates will be updated as necessary with each submittal.

Changes to the scope of work or unanticipated conditions may require additional investigation. We agree not to proceed with additional work without your approval, and not to exceed this proposed fee without your authorization.



Clarification

The proposal assumes the schemes developed for the project be limited to three variations with three rounds of review and comment. CP can provide additional layouts as requested for an agreed upon additional cost.

Cost

Based on the foregoing, CP proposes to perform this work for a Lump Sum Cost of \$14,500. CP will bill the Borough once a month on a percent complete basis.

Schedule

CP is prepared to begin work immediately upon your authorization. We anticipate submitting the first set of proposed layouts to the Borough within approximately four (4) weeks of your authorization to proceed.

Authorization

CP proposes to perform these services under the terms and conditions of our current agreement. If this proposal meets with your approval, kindly indicate your acceptance by providing a resolution incorporating this proposal as reference or by signing and returning a copy of this document to our office.

Please feel free to call me with any questions or comments.

Very truly yours,

CP ENGINEERS, LLC

A handwritten signature in blue ink, appearing to read 'James Landry'.

James Landry, P.E.
Senior Project Manager

A handwritten signature in blue ink, appearing to read 'Stanley G. Puszcz'.

Stanley G. Puszcz, P.E.
Managing Member

Accepted this 7th day of December, 2016

By (Signature): Carolyn Rinaldi

By (Printed): Carolyn Rinaldi

Title: Municipal Administrator

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