

**North Hunterdon-Voorhees Regional High School District**  
**Annandale, NJ**  
**January 3, 2018**

Hand Carry - HCB010318-01

1. Adopt resolution F010318-01 including a withdrawal from capital reserve in the amount of \$151,500 and an agreement with DMR Architects, of Hasbrouck Heights, NJ to provide professional services for renovations of the Girls Gym at North Hunterdon High School - DMR project #4057.

**North Hunterdon-Voorhees Regional High School District  
Board of Education  
Annandale, NJ  
January 3, 2018  
Resolution F010318-01**

WHEREAS, the North Hunterdon-Voorhees Regional High School District Board of Education ("Board") desires and needs to initiate a School Facilities Project ("Project") for North Hunterdon High School, including:

Obtaining any and all required approvals and permits;

Performing construction at North Hunterdon High School Girls Gym, to perform renovations necessary to restore the space needed for the uninterrupted delivery of physical education classes and for the provision of the student food service program; and

Performing all work required by code to complete construction and finishing work in accordance with specifications required by the New Jersey Department of Education ("NJDOE"); and

WHEREAS, the Board desires to engage DMR Architects of Hasbrouck Heights, NJ to prepare appropriate designs and obtain required approvals for the Project; and

WHEREAS, pursuant to N.J.A.C. 6A:26-3.2, the Board is required to apply to the NJDOE Office of Facilities for approval of the Project; and pursuant to N.J.A.C. 6A:26-2.3(d), the Board is required to apply to NJDOE for amendment of its Long Range Facilities Plan ("LRFP") if any proposed capital project is inconsistent with its LRFP;

WHEREAS, the North Hunterdon-Voorhees Regional High School District Board of Education by resolution must approve the withdrawal of funds from capital reserve;

**NOW, THEREFORE BE IT RESOLVED** this 3<sup>rd</sup> day of January 2018, by the North Hunterdon-Voorhees Regional High School District Board of Education that \$151,500 be withdrawn from the capital reserve account and deposited into the capital outlay account for costs associated with this project as follows:

<b>Account Number</b>	<b>Project</b>	<b>Amount</b>
12-000-400-334-098	Girls Gym restoration - NHHS	\$151,500

AND, BE IT RESOLVED that the School Business Administrator and DMR Architects are hereby authorized to prepare and submit to the NJDOE Division of Finance an application for approval of the Project and as needed, an application for approval of any required amendment to the Board's LRFP.

The foregoing resolution was adopted at a meeting of the North Hunterdon-Voorhees Regional High School District Board of Education on the date set forth below by the following vote:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Abstentions: \_\_\_\_\_

Adopted: January 3, 2018

\_\_\_\_\_  
Susan Press, Board Secretary



ARCHITECTURE  
P L A N N I N G  
ENGINEERING  
INTERIORS  
CONSULTING

December 12, 2017  
Ms. Susan Press  
Business Administrator  
North Hunterdon – Voorhees Regional High School District  
1445 Route 31 South  
Annandale, New Jersey 08801

Proposal:	Renovations to Girls Gym at North Hunterdon High School
Project Type:	Non-Educational Capital Project
DMR Project No. :	4057

Dear Ms. Press:

DMR Architects' is pleased to provide this proposal for professional Architectural, Structural and MEP Engineering services in connection with the above referenced project.

**A. Project Understanding**

We understand the project to be the renovation of the existing Girl's Gymnasium at North Hunterdon High School.

On November 2, 2017 DMR received a call from NHVRHSD advising that the face of several brick tiles in the girls gym had "popped" off the wall. At the request of the District, on November 2, 2017, DMR's Structural Engineer, O'Donnell and Naccarato (O&N) visited the girls' gymnasium to observe damage in the brick tile wall at the corner of the gym nearest the boiler room. O&N prepared a report dated November 3, 2017 that stated that the gym should not be used and that it should be sounded to discover all the loose brick tiles. DMR and O&N inspected the Gymnasium after all brick tiles had been sounded and loose brick tile identified.

The existing drawings have been provided for our review and it is assumed that the drawings accurately represent the structure and the structure is in sound condition.

DMR and O&N have reviewed various options of repair with District personnel. It has been agreed that the best solution is to remove a portion of the wall identified in each corner (to be quantified by O&N) including all loose brick tile, infill the area removed with a stud framing tied into the structure and build a new 2"x6" metal stud wall with 2 sheets high impact gypsum board around the entire gym perimeter, encapsulating the remaining brick tiles.

Due to the extent of work and closure of the gymnasium, DMR has been asked to incorporate renovations to the gym, identified in the recent LRFP survey. The work is limited to the Girls gym except where the renovations affect adjacent spaces. The adjacent locker rooms are excluded from this renovation.



This project will be designed and constructed in two phases.

Phase 1

- Asbestos to be removed by district prior to start of Phase 1 work
- Required Board Resolution
- Required DOE Approval
- Required Demolition permit
- Temporary Partitions if required
- Temporarily relocate Electric Panel and surface mounted conduit as required
- Demolition of existing walls in corners as identified by O&N and infill areas of removal with 6" stud walls.
- Phase 1 will utilize the coop purchasing method

Phase 2

- Required Board Resolution (already received as part of Phase 1)
- Required DOE Approval (already received as part of Phase 1)
- Complete Construction Documents
- Remaining work identified in table below items 2 – 15
- District review and approval
- Bid and Award
- Required building permit
- Construction

This is a Non-Educational Capital Project requires NJDOE Schematic approval.

**B. Scope of Architect and Engineering Basic Services:**

DMR Architects' Basic Services are provided herein below. DMR Architects' will perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar conditions. The Architect shall cooperate with those consultants retained by the Owner and the Owner's consultants.

DMR's scope of work is based on the specific localized renovations to the North Hunterdon High School area identified as the Girl's Gym. DMR will review and analyze new and existing framing at the localized areas of renovation. We have assumed that the existing lateral resistant system will remain intact as part of the renovation. DMR has not included as part of services an evaluation or analysis of the remainder of the existing facility for conformance with governing codes.

The design proposal will address the damaged corners of the walls as well as protecting the remainder of the gym walls and gymnasium renovations as described below:



1	Cut control joints in 4 corners of gym walls; remove a portion of the wall from floor to ceiling
2	Install 6" metal stud wall with 2 layers of high impact painted gypsum board to completely encapsulate existing walls
3	Provide new wall base around new walls
4	Provide new ceiling finish over existing acoustic spray
5	Existing Lighting will be replaced with new LED lighting
6	Recess new electrical panel where existing electric panel is
7	Sand, refinish and restripe existing wood floor
8	Provide new doors and hardware; frames to remain
9	Provide 8' wall pads surrounding entire gym
10	Replace 4 side basketball backboards; 2 main backboards to remain
11	Remove existing scoreboard and prepare electric for future scoreboard
12	Reinstall existing accessories on new wall (fire alarm, clocks, etc.)
13	Provide new HVAC system with Roof top Equipment. Mechanical units will be curb mounted.
14	Remove existing bleachers and replace with new bleachers
15	Replace overhead curtain (existing curtain support to remain)

**C. Architectural Basic Services**

**Field Verification/Schematic Design Phase Services**

DMR Architects shall verify existing conditions in the field and prepare existing conditions drawings to use as the basis of our work. DMR Architects will review the program and other information furnished by the Project Owner, and will review laws, codes, and regulations applicable to the Architect's services. DMR Architects will reach an understanding with the Project Owner regarding the requirements of the Project. Based on the Project's requirements and the Project Owner's program, DMR Architects will prepare and present for the Project Owner's approval a preliminary design illustrating the scale and relationship of the Project components.

**New Jersey Department of Education Submission**

Based on the Project Owner's approval of the Schematic Design, DMR Architects shall prepare Schematic Design Documents for submission to NJDOE consisting of the following:

- Long Range Facilities Plan Amendment which requires a Resolution from the BOE
- Preparation and Submission of the Schematic Application to NJDOE



#### **Construction Document Phase Services**

Based on the Project Owner's approval of the Schematic Design Documents and on the Project Owner's authorization of any adjustments in the Project requirements and the budget for probable construction cost estimate, DMR Architects shall prepare Construction Documents for the Project Owner's approval. The Construction Documents shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the probable construction cost estimate. DMR Architects shall update the estimate for the probable construction cost estimate. DMR Architects shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the probable construction cost estimate and obtain the Project Owner's approval.

#### **Public Bidding Phase**

Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

DMR Architects shall assist the Project Owner in bidding the Project by:

1. procuring the reproduction of Bidding Documents for distribution to prospective bidders;
2. distributing the Bidding Documents to prospective bidders and maintaining a log of distribution;
3. organizing and conducting a pre-bid conference for prospective bidders;
4. preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda; and
5. organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Project Owner.
6. Legal Notice by Owner

#### **Construction Administration Phase Services**

DMR Architects shall advise and consult with the Project Owner during the Construction Phase Services. DMR Architects shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the construction Work, nor shall DMR Architects be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall not be responsible for acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

DMR Architects responsibility to provide Construction Phase services commences with the execution of Contract for Construction (not a Notice to Proceed) being fully executed by the Project Owner and the Contractor, and terminates thirty days after the issuance of temporary certificate of occupancy by the local building official / substantial completion.

DMR Architects shall visit the site at intervals appropriate to the stage of construction, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully



completed, will be in accordance with the Contract Documents. On the basis of the site visits DMR Architects shall keep the Project Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Project Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.

DMR Architects shall review and certify the Contractor's Applications for Payment for the amounts due the Contractor. The Architect's certification for payment shall constitute a representation to the Project Owner, based on DMR Architect's evaluation of the Work and on the data comprising the Contractor's Application for Payment, that, to the best of DMR Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents for Payment.

DMR Architects' review and processing of the Contractor's submittals such as Shop Drawings, Product Data and Samples, is for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

DMR Architects shall review and respond to Requests for Information regarding the Contract Documents. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. If appropriate, DMR Architects shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

DMR Architects shall conduct observations to determine the date or dates of Substantial Completion and issue a Certificate of Substantial Completion. When the Work is found to be substantially complete, DMR Architects will perform a site visit and develop a punch list. DMR Architects shall inform the Project Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

The Project Close-Out Sub-Phase Services commences with the date of Substantial Completion and runs for a total of thirty (30) days. During this time, DMR Architects shall use good faith to have the Contractor close-out the Project. DMR Architects shall forward to the Project Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; (3) any other documentation required of the Contractor under the Contract Documents; (4) written warranties and related documents required by the Contract Documents.

DMR Architects will conduct one follow-up site visit to review the completed punch-list items to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of



the punch list submitted by the Contractor of Work to be completed or corrected.

In the event that the Contractor has not fully closed out the project within thirty days of the date of Substantial Completion, DMR Architects' on-going effort will be as an Additional Service.

**D. Basic Service Fee Compensation:**

1. Professional Service Fees for Basic Services described above are as follows:

a. Phase 1:

Field Verification/Schematic Design	\$15,000.00
DOE	\$ 4,000.00
Architectural/Structural/ MEP	
Construction Documents	\$15,500.00
Co-op Procurement Coordination	\$ 7,000.00
Construction Administration	\$17,000.00
Reimbursable Expenses	\$ 4,000.00

b. Phase 2:

Field Verification/Schematic Design	\$ 17,000.00
Architectural/Structural/ MEP	
Construction Documents	\$ 39,500.00
Bid and Award	\$ 9,500.00
Construction Administration	\$ 19,000.00
Reimbursable Expenses	\$ 4,000.00

**Total Fee \$151,500.00**

Fee does not include renderings and models requested by the Client and required for public presentations and Agency fees which are to be paid directly by Owner

**E. Progress Payments:**

DMR will invoice the Project Owner on a monthly basis. Invoicing will be based on percentage of work performed. Payment is due 10 days after next Board Meeting subsequent to invoice submission upon receipt of Architects' invoice.

**F. Additional Services:**

Additional Services are professional services not expressly set forth in the Basic Services, to be performed by DMR Architects or a consultant to DMR Architects, and also include those services that are excluded / limited as set forth in the Basic Services. Additional Services may be provided if authorized by the Project Owner and agreed to by DMR Architects. Such Additional Services may include, but are not necessarily limited to those services listed below:





- Multiple Preliminary Designs
- Value Engineering / Analysis.
- Services and documentation required to seek approvals of agencies other than the local building department and NJDOE.
- Hazardous Materials Assessment, Investigation, Remediation.
- 
- Design of means and methods structures (sheeting, excavation, shoring, underpinning, scaffolding, formwork, etc.)
- Monitoring of Special inspections program
- Material testing and construction inspection will provided by an inspection and testing agency retained by others.
- Modifications to plans or specifications subsequent to same having been approved by the Project Owner or an approving agency.
- Providing services made necessary by the default of the Contractor, by major defects or deficiencies in the work of the Contractor, or by failure of performance of either the Owner or Contractor under the contract for construction.
- Providing services in evaluating an extensive number of claims submitted by the contractor or others in connection with the contractor's work.
- On-Site Project Representation / Construction management
- Inspections of brick tile outside of the Girls Gym are out of scope.

Additional Services will be performed for a mutually agreeable fixed fee set forth in a fully executed amendment to this Proposal or on a time (hourly) and expenses basis in accordance with the following schedule of rates:

#### **DMR HOURLY RATES**

Principal .....	\$195
Project Manager .....	\$180
Interior Designer .....	\$170
Project Architect .....	\$170
Draftsperson .....	\$160
Junior Draftsperson.....	\$ 120
Administrative /Clerical .....	\$ 75

#### **G. Construction Cost / Project Owner Budget**

DMR Architects cannot and does not warrant any estimated pricing or probable construction cost information developed for the Project. Any review and/or evaluation by the DMR Architects of cost data and budget estimates made by others shall not be interpreted as DMR Architects' approval and/or ramification of such cost, budgets or estimates.

#### **H. General Terms**

- DMR Architects and their consultants will be paid for actual services performed under this contract in the event of cancellation.



- Payment is a direct obligation and is not contingent upon any other schedule or other contracts or financial arrangements. Payment of invoices is not subject to unilateral discounting or set off by the Project Owner and payment for actual services rendered is due despite suspension or termination.

**I. Suspension of Services**

If the Project Owner fails to make payment when due or otherwise is in breach of this proposal, DMR Architects may suspend performance of services at any time after providing notice to the Project Owner. DMR Architects shall have no liabilities whatsoever to the Project Owner for any costs or damages as a result of such suspension caused by any breach of this Proposal by the Project Owner.

**J. Ownership and Reuse of Work Product / Photographs / Artistic Representations**

All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by DMR Architects or its consultants pursuant to this Agreement ("Documents") are and remain the property of DMR Architects as instruments of service with respect to this Agreement. The Documents are not intended or represented to be suitable for reuse by the Project Owner or others on extensions of this project or on any other project. Any reuse of the Documents without the written approval by DMR Architects will be at the Project Owner's sole risk and without liability or legal exposure to DMR Architects. The Project Owner shall indemnify, defend and hold harmless DMR Architects from and against any claims, damages or losses including attorney's fees and costs, arising out of or resulting from the unauthorized reuse and / or unauthorized changes to the Documents.

DMR Architects shall have the right to include photographic or artistic representations of the constructed project as related to the design of the Project among DMR Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project in order to obtain such representations. The Project Owner shall provide professional credit to DMR Architects in the Project Owner's promotional materials for the Project.

**K. Limitation of Liability and Indemnification / Statute of Limitations**

DMR Architects total liability to the Project Owner shall be limited to its fee for professional services for the Project for injury or loss to the Project Owner arising from an action, damage, claim, demand, judgment, loss, cost, or expense against the Project Owner as a result of the DMR Architects actions or inactions. In no event shall DMR Architects be liable for incidental or consequential damages including, without limitation, loss of use or loss of profits, incurred by Project Owner or the Project Owner's subsidiaries, successors or end users, regardless of whether such claim is based upon alleged breach of contract, breach of any statutory duty or obligation, willful misconduct or negligent act or omission, whether professional or non-professional, of DMR Architects.

Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion (i.e., issuance of a temporary certificate of occupancy or other point in time deemed to be that the project is substantially complete) for acts or failures to act prior to Substantial Completion or the date of issuance of the final Certificate of Payment to



the contractor for acts of failures to act occurring after Substantial Completion. In no event shall the statute of limitations commence to run any later than the date when DMR Architects' services are substantially complete.

**L. Agreement**

The execution of this proposal by authorized representative of the Project Owner will bind the Project Owner to the terms and conditions of this proposal and upon being fully executed, will allow DMR Architects to commence its services. The individual executing below represents and warrants that they are authorized to bind the Project Owner to the terms and conditions of this proposal. In the event that the Project Owner desires a formal AIA agreement or similar agreement, the parties shall negotiate same in good faith and upon being fully executed, shall supersede this signed proposal. Until such time, this fully executed proposal shall remain in full force and effect and bind the parties. Notwithstanding the foregoing, the basic provisions of the terms and conditions of this proposal shall not be ended in a subsequent written agreement.

Very truly yours,

Donna Coen O'Gorman, AIA

**Architect:** DMR Architects

Signature: Date: 12/12/17  
Name/Title: Donna Coen O'Gorman, Project Manager

Project Owner / Client: North Hunterdon Regional High School District

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name/Title: \_\_\_\_\_

CC: Jeffery Bender, NHVRHSD Superintendent  
Lloyd A. Rosenberg, DMR