

RESOLUTION
of the
BOROUGH OF NEW PROVIDENCE
Resolution No. 2017-054

Council Meeting Date: 01-23-2017

Date Adopted: 01-23-2017

TITLE RESOLUTION ACCEPTING THE PROPOSAL OF KAPUSCINSKI
LUONGO ARCHITECTS OR PROFESSIONAL ARCHITECTURAL
SERVICES FOR THE MUNICIPAL CHAMBERS AND COURT ROOM
RENOVATION PROJECT

Councilperson Muñoz submitted the following resolution, which was duly seconded by Councilperson Galluccio.

WHEREAS, the Borough of New Providence has a need to acquire Professional Architectural Services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19-44A-20.5; and

WHEREAS, Kapuscinski Luongo Architects have submitted a proposal dated January 9, 2017 indicating they will provide professional architectural services relating to the Municipal Chambers and Court Room Renovation Project, for an amount of \$27,860.00; and

WHEREAS Kapuscinski Luongo Architects have completed and submitted a Business Entity Disclosure Certificate which certifies that Kapuscinski Luongo Architects have not made any reportable contributions to a political or candidate committee in the Borough of New Providence in the previous one year, and that the contract will prohibit Kapuscinski Luongo Architects from making any reportable contributions through the term of the contract, and

WHEREAS, the maximum amount of the contract is not to exceed \$30,000.00, and said funds are available from the following accounts:

C-04-55-971-315-404900

and have been certified by the Chief Financial Officer; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-5) requires that the resolution authorizing and awarding of contracts for "professional services" without competitive bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of New Providence that they hereby agree as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute the attached proposal with Kapuscinski Luongo Architects for Professional Architectural.
2. Such contract is awarded without competitive bids as a "professional service" in accordance with N.J.S.A. 40A:11-5(1) (a) of the Local Public Contracts Law, because the services to be rendered are professional in nature and are unspecifiable as to requirements for performance. Such services must be rendered by a person particularly trained and licensed in this area, which requires extensive specific education and long experience in both the Federal and State procedural requirements.
3. A notice of this action shall be published once in the Courier News.

APPROVED, this 23rd day of January, 2017.

RECORD OF VOTE

	AYE	NAY	ABSENT	NOT VOTING
GALLUCCIO	X			
GENNARO			X	
KAPNER	X			
MADDEN	X			
MUÑOZ	X			
ROBINSON	X			
MORGAN			TO BREAK COUNCIL TIE VOTE	

I hereby certify that the above resolution was adopted at a meeting of the Borough Council held on the 23rd day of January, 2017

Wendi B. Barry, Borough Clerk

Memorandum

To: Wendi Barry, Borough Clerk
From: Keith J. Lynch, Director Planning & Development
CC: Mayor & Council
Date: January 18, 2017
Re: Architectural Services – Municipal Court Renovations

In December of 2016 I had reached out to four professional architects seeking qualifications for the proposed alteration of the municipal court room. The professionals were chosen either for their prior experience working with the Borough or for their project specific experience. The RFQ's were due on January 9th. All four of the professionals took the time to visit the project area in order to discuss the expected scope.

Responses were received from all four of the invitees prior to the prescribed deadline. A review was performed of these proposals and qualifications from these professionals. At this time I would recommend that Council approve a contract with Kapuscinski and Luongo Architects of New Providence as the most suitable for our project. This firm has submitted a competitive bid backed by highly qualified design professionals. They understood the prescribed scope and the importance of designing within our means.

There were other qualified proposals submitted but they each wanted to be left to design without limitation. Understandably there are different means by which we could achieve or create a very desirable space, but practicality must rule. Two of the estimated build-out costs came in at close to 1 million dollars, four times the budget that was shared during preliminary walk-thru meetings.

- Kapuscinski Luongo Architects of New Providence \$27,860
- The Goldstein Partnership of Maplewood \$29,250
- USA Architects of Somerville \$64,300
- RSC Architects of Hackensack \$73,000

Thank you for your consideration in this matter.

Hand Delivered

January 9th, 2017

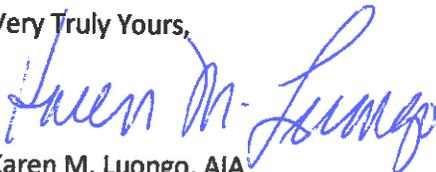
**OFFICE OF THE BOROUGH CLERK
Municipal Building
360 Elkwood Avenue
New Providence, NJ 07974**

**Re: Request for Qualifications for Architectural Services
Municipal Court Renovations**

Kapuscinski Luongo Architects is pleased to participate in the Request for Qualifications for Architectural Services for the New Providence Borough Municipal Court Renovations. We are pleased to submit our qualifications for your consideration. If awarded the project we confirm our willingness and availability to perform the services included herein.

Thank you for the opportunity. Please contact us if you have any questions or require any additional information or clarification.

Very Truly Yours,



**Karen M. Luongo, AIA
Kapuscinski Luongo Architects**

FIRM HISTORY:

KAPUSCINSKI LUONGO ARCHITECTS is an award-winning firm that provides architectural, site planning and contract interior design services for commercial, institutional, educational and residential clients in the public and private sector. The firm is a Women Owned Business.

The firm, founded in 1989, is a partnership of Theodore B. Kapuscinski, RA and Karen M. Luongo, AIA. The firm's offices are located at 66 Floral Avenue, Murray Hill, New Jersey. Our staff includes highly skilled professionals, holding either Registration or accredited degrees in Architecture.

As the originating partner, Ms. Luongo has provided architectural services and project management for numerous renovations and new construction of all types and is highly experienced in the site plan development and approval process. In addition to her specific experience in the adaptive re-use of older, historic structures and her work with non-profit organizations, Ms. Luongo is also accomplished in the planning and design of commercial, educational, medical and technology facilities and the specialized equipment used in these settings. She is an experienced hands-on project manager.

Mr. Kapuscinski has extensive experience in the design and management of numerous, diverse commercial projects and building types. He has provided architectural services to corporate, governmental, institutional and educational clients and is particularly skilled in the design and management of complex projects requiring highly technical systems and equipment.

PHILOSOPHY:

The partnership of **KAPUSCINSKI LUONGO ARCHITECTS** is dedicated to quality service and client satisfaction. The firm's consistent growth over the last twenty-four years is largely attributed to the referrals of its broad array of clients. The partners take personal responsibility for each project to ensure that the client receives well-conceived design together with personal attention, thorough and action-oriented documentation, and coordination and follow through until the project is completed. We take deadlines seriously; meet client schedules and work to facilitate the economic and performance goals of the project.

We are a mid-size firm by choice and design; however our size belies the broad breadth of our experience. Our services are delivered through Principal-based Project Management. A principal of the firm is the project manager/team leader and client contact throughout all phases of a project. KLA is committed to this method of project delivery. The most experienced members of our firm - the Principals - lead our project team. We are not figure heads, but the actual designers and project managers. We set the schedules and design every project. We supervise the staff in the execution of their work, attend the meetings and make the presentations. We are intimately involved with the evolution of each project in our office.

Our firm excels in its ability to work as a team with our clients, their vendors and other allied professionals in developing a project from beginning to end.

We strive to have the team process result in a completed project where all members of the team share an ownership in the successful outcome. We continually work towards that goal one project and client at a time.

We are fully staffed and able to address the project needs of the New Providence Municipal Court Renovations. We are experienced in working with government agencies and funding programs of all types; municipal, county, state and federal. We have particular skill at coordinating the documentation required for phased construction. We are knowledgeable and experienced in the programming required for this type of project and the technical aspects anticipated, and this effort is a key component to properly define the scope of work. We know what to ask and what to look for. This is a critical path item to setting the project off to a secure and well-defined start which allows all subsequent phases of the project to proceed smoothly and efficiently.

A/E PROJECT TEAM:

Our A/E project team for the New Providence Municipal Court Renovations will consist of the following firms.

Architect: **Kapuscinski Luongo Architects**
Karen M. Luongo, AIA, *Partner and Project Manager*
Theodore B. Kapuscinski, RA, *Partner and Project Manager*
66 Floral Avenue
Murray Hill, NJ 07974
908-464-8148

MEP/FP/IT: **MEP Services, LLC**
Howard Jester, Principal
18 Lenape Trail
Oak Ridge, NJ 07438
973-714-9816

Structural: **PBA Engineering, P.C.**
Paul Beck, P.E., *President*
12 Kulick Road
Fairfield, NJ 07004-3363
973-276-1700

A/E PROJECT TEAM QUALIFICATIONS AND EXPERIENCE:

The assembled A/E team is highly experienced in the design, technology, specification and coordination required to successfully implement the proposed facility. The professional team assembled for this facility has specific experience in the design and documentation of the systems required for this project.

In addition to the specific facility experience, the proposed project team is highly experienced in the coordination and documentation required to integrate the technology, communication systems, security systems and IT requirements along with the infrastructure services required to deliver, maintain and back-up systems in the event of unexpected service interruptions.

Along with the specific project experience, the A/E team has completed several of these critical systems for several bank merger projects. Investors Bank acquired the branch systems of several regional banks with facilities throughout Brooklyn, Manhattan, Long Island and New Jersey. The A/E project team was responsible for the integration of the Brooklyn Federal branch system into the Investors Bank brand. This project required the renovation of all facilities (multiple sites), which were operating branch banks and regional corporate offices, to the Investors Bank standard and included the conversion and coordination of all new IT, Security and communication systems. This fast-track project was successfully completed within six months without disruption to branch operations and included maintaining customer access to 24 hour banking equipment. This project included the coordination of multiple systems, contractors, bank vendors and other associated parties for multiples sites, all on concurrent project schedules. KLA was responsible for the lead project management and coordination of all scope of work for all phases of the project: initial programming through construction administration. We make further note that this was accomplished with a construction schedule that was significantly impacted by post-hurricane disruptions.

KLA PROJECT TEAM AND OTHER EXPERIENCE:

The Kapuscinski Luongo Project Team will consist of the following personnel:

Karen M. Luongo, AIA, *Principal – Project Manager*

Ms. Luongo's responsibilities include programming phase, conceptual design, project scheduling, and site analysis and budget development. She also assists with design development and construction documents phases and coordinates interior design and finish selection for projects. She provides all services in connection with applications to either Planning Boards or Boards of Adjustment, and any other public presentations required. In addition to the above, Ms. Luongo will be the primary client contact for this project. She will assist with Bidding and Negotiating and will provide construction administration services.

Theodore B. Kapuscinski, RA, *Principal*

Mr. Kapuscinski's project responsibilities include programming, project scheduling, building code review, site analysis, conceptual design, development of preliminary construction budget, and A/E team supervision and coordination. Additional responsibilities include evaluation of existing facility and infrastructure and documentation of existing conditions. He participates in formulating the recommendations for conceptual structural design and HVAC/MEP systems with the consultants. He supervises the construction documentation and technical specifications. He also participates in the tasks of the Bidding and Negotiations Phase and the Construction Administration Phase.

Project Associate: Bruce Kappel, R.A.

Responsibilities include evaluation of existing facility and infrastructure, building code review, design and detail development, consultant coordination, supervision of construction documentation and technical specifications. He assists Mr. Kapuscinski with the responsibilities of the Bidding and Negotiating Phase and the Construction Administration Phase, including site observations and shop drawing and submittal review.

Project Architect: Brian Trachta

Responsibilities include CAD documentation of existing conditions, design development proposals and the preparation of construction documents. Additional responsibilities include performance of energy calculations and coordination with consultants along with shop drawing and submittal review.

The three senior members of KAPUSCINSKI LUONGO ARCHITECTS have worked together for more than twenty years and they have acquired significant experience in the design of both new buildings, renovations of existing structures and additions to older structures of character. The range of building type experience accumulated by Mr. Kapuscinski, Ms. Luongo and Mr. Kappel over their careers is varied and extensive.

Project experience within the past five years includes multiple projects for the Borough of New Providence including park and recreation facilities; over 40 projects for Investors Bank throughout New York, New Jersey and Pennsylvania; and the design and documentation for Foley Square at Murray Hill, a 23-unit housing project. Current projects in the local area which are in progress include renovations to Murray Hill Tennis & Fitness, the addition and expansion of Barth's Market and renovations to the Runnells Hospital Facility.

The firm completed a new 18,000 SF building for Family Service of Morris County which is located on Elm Street in Morristown. The building consists of office and program spaces for the agency and serves a population that ranges from children through seniors.

The principals successfully worked with the Board, staff and contractors to develop a building that represents the first new facility the agency has constructed in its 200-year history. The agency receives funding from County, State, Federal and private sources.

Ms. Luongo designed the renovation and 20,000 SF additions to Jersey Battered Women's Service Inc. This project was the recipient of the Presidential Award for Private Sector Initiative, given by President George H.W. Bush. It represented the first facility of its kind in the nation and is now a shelter modeled by other agencies nationwide to provide a safe haven for battered women and their children.

Other project experience includes multiple laboratory renovations for Schering Plough Corporation (now Merck) encompassing nearly 100,000 SF and projects for Celgene Inc. Each of the laboratory projects designed by KLA were renovations that required careful documentation of existing conditions and inventory of equipment and services for different divisions. Many of these projects involved phased construction schedules to allow for the continuous use of the facilities. The firm was requested by Schering to develop scope design and documentation standards for use on all projects as a result of the successful execution of these renovations. These projects all required the integration and coordination of IT, security and strictly controlled HVAC environments.

The firm has also designed multiple projects for the medical community, including clinical, diagnostic and support office functions.

Additional project experience by the principals include a 30,000 SF addition to the Summit YMCA and multiple manufacturing and food service facilities, including dining hall facilities at Rutgers University and the United States Coast Guard Academy. The firm has completed many historic and adaptive re-use projects, as well as office and tenant fit-up renovations, and many retail project renovations with a focus on Downtown Design. In all of these projects, whether for the firm of KAPUSCINSKI LUONGO ARCHITECTS or under previous work experience, the principals served as senior team members with primary responsibility for project design and management. Specific relevant project references are attached.

The firm has significant experience working with many state and municipal agencies including NJ Department of Health, NJ DEP, DCA, and others. Our firm also has experience in the preparation of applications to Planning Boards and Zoning Boards of Adjustment. Our principals have provided expert testimony in many New Jersey municipalities. The firm is knowledgeable about the Municipal Building and the surrounding site conditions. KLA has established working relationships with the administration, Building and Engineering Departments. As both New Providence residents and local business owners, the principals have a vested interest in the successful outcome of this project.

Our firm practices a design philosophy of contextual design that is respectful of its larger environment. We are experienced at designing highly functional and efficient projects that satisfy current needs yet provide adaptability for the future.

SCOPE OF SERVICES:

KAPUSCINSKI LUONGO ARCHITECTS proposes to provide architectural and engineering services to the Borough of New Providence for the design and construction of the New Providence Municipal Court Renovations. We have reviewed the documentation provided in the RFQ.

The services will include architectural, HVAC, electric, plumbing, fire protection, information technology, security engineering and structural engineering. The specific scope of work to be provided by each consultant is provided in subsequent sections of this document.

Services include:

1. Confirmation of project program to meet municipal court requirements
2. Field verification of existing conditions and production of as-built documents for pertinent areas.
3. Finalization of schematic design layout for approval.
4. Attendance at progress meetings with stakeholders and consultants.
5. Progress construction estimates.
6. Coordination of telecommunication requirements with L.R. Kimball or other project consultant.
7. Development of construction documents.
8. Production of CAD bases for use by consultants.
9. Coordination of consulting engineering disciplines.
10. Assistance with acquiring approvals as required.
11. Attendance at regular, special or other meetings of the Council(s), if required.
12. Assistance with Bidding and Negotiating Phases. Respond to RFI from bidders.
13. Construction administration services including RFI responses, review of shop drawings, site observation to ascertain that project is being constructed in accordance with the documents. Review of contractor payment requisitions.
14. Project survey at substantial completion for development of punch list. Review of final close-out documents from contractor.

PROFESSIONAL FEES:

A/E fees for the project are summarized below. Please see subsequent sections for the detailed fee proposals for each participant.

• Architectural:	\$ 17,000.00
• HVAC/MEP Engineering:	\$ 8,860.00
• Structural Engineering:	\$ 2,000.00
 Total A/E fee:	 \$ 27,860.00

Clarifications and Exclusions:

- Attendance at a total of six progress meetings by KLA is included from the Schematic Design Phase through the Bidding and Negotiating Phase. These include an initial project kick-off meeting, two review meetings during schematic design phase, two CD progress review meetings, and one B/N phase meeting. A total of six site visits have been included during CA phase. Attendance at additional meetings, if required, will be billed in accordance with the hourly fee schedule attached.
- The fee proposal excludes the cost of renderings or BIM models.
- Geotechnical data will be required from the Owner for design of footings and foundations.
- This proposal has been developed with the expectation that as-built construction documents for the Municipal Building are available.
- It is assumed that a site survey of the property is available.

CONCLUSION:

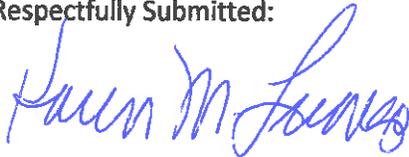
KAPUSCINSKI LUONGO ARCHITECTS and our consultant partners are pleased to participate in this qualification process. We feel that our firm and the A/E team we have assembled for this project is uniquely poised to assist with the realization of this facility. Our team has significant experience in the design and planning of this type of project and as a local firm we feel we have a unique ability to provide a responsiveness to this project that few would be able to match. We are a firm committed to client satisfaction, through quality design and thorough and efficient project management. We believe our size facilitates each of these goals and enables us to deliver a completed result that the entire project team – Client, Architect, Consultants and Contractors- will be proud to have been a part of.

Any questions may be directed to the following:

Karen M. Luongo, AIA *Partner*
Kapuscinski Luongo Architects
66 Floral Avenue
Murray Hill, NJ 07974
Tel: 908-464-8148
Fax: 908-464-0308
Email: kluongo@klarchitects.com

We would welcome the opportunity to meet with the review team and their representatives to discuss our qualifications further, if required. Thank you for your consideration.

Respectfully Submitted:



Karen M. Luongo, AIA, *Partner*
Kapuscinski Luongo Architects
January 9th, 2017