

# PROPERTY EVALUATION & FACILITIES PROGRAMMING



PROFESSIONAL  
SERVICES  
LETTER OF  
AGREEMENT

**TOWNSHIP OF VERONA**



**SOLUTIONS**  
ARCHITECTURE

April 24th, 2023

Mr. Joseph D'Arco, MPA, IPMA-SCP, Township Administrator  
Mr. Brian Aloia, Township Attorney  
Township of Verona  
Bloomfield Ave, Verona, NJ 07044

**Re: Professional Services Letter of Agreement -  
Proposed Township Property & Facilities Evaluation**

Mr. D'Arco:

Pursuant to our recent meetings regarding the need to upgrade the existing Police Building programming to bring it up to current operational and safety standards, **Solutions Architecture** is providing our proposal to provide Architectural + Engineering evaluation and programming associated with a new Public Safety Complex. Solutions Architecture has already spent conceptual time analyzing properties at 820 Bloomfield Avenue and the Henry's Deli Site and have since determined that our efforts should be focused on properties located on 217-225 Pompton Avenue.

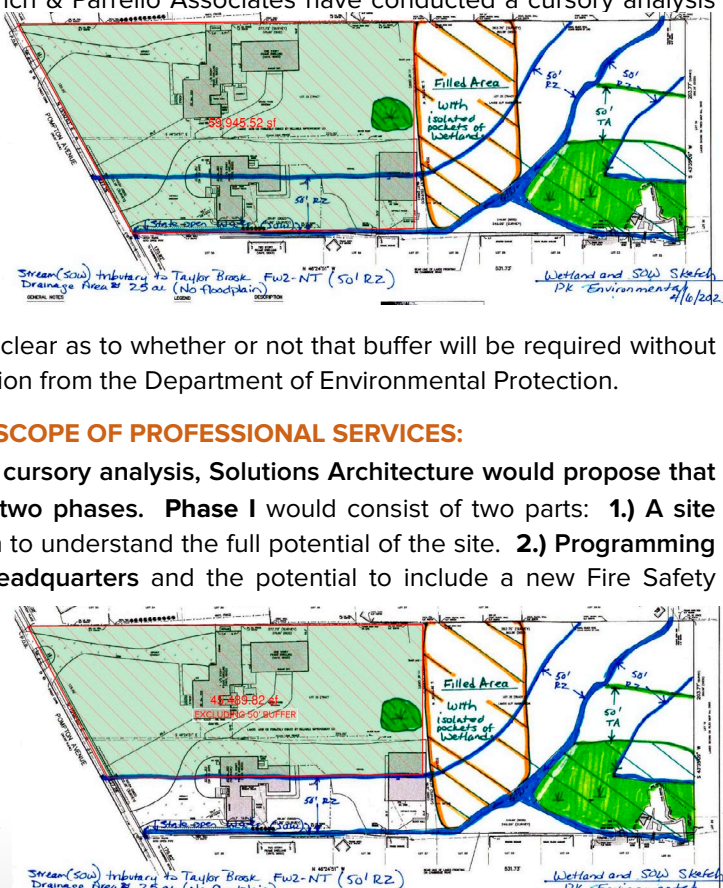
**AN OPPORTUNITY FOR SOLUTION:**

It is clear that there has been much discussion regarding the need to upgrade the existing police department and many options have already been explored; either via renovating the existing facility; evaluating and potentially consolidating other Township Services including the Fire Department and Rescue Squad, relocating the Police HQ to an alternative facility; and finally, evaluating an alternate site with the potential for a new Township Complex.

Based upon our most recent discussions and the availability of approximately 60,000 sf of potential usable site located at 217-225 Pompton Avenue, Solutions Architecture Corp. and our Consultant Engineer, French & Parrello Associates have conducted a cursory analysis of the property. From the information provided by the Township, it appears that, in spite of the fact that the property is currently developed, that there are areas of wetlands on the property along with the potential need for a 50' Riparian Zone buffer. It is unclear as to whether or not that buffer will be required without receiving a formal determination from the Department of Environmental Protection.

**FINDING THE SOLUTION ... SCOPE OF PROFESSIONAL SERVICES:**

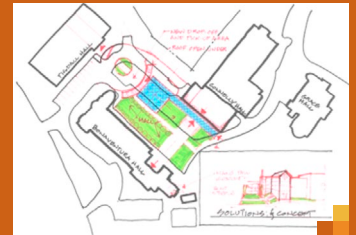
As such based upon the our cursory analysis, **Solutions Architecture** would propose that this project is conducted in two phases. **Phase I** would consist of two parts: **1.) A site analysis / DEP Determination** to understand the full potential of the site. **2.) Programming Analysis of a New Police Headquarters** and the potential to include a new Fire Safety component on the same site. For this exercise we would first assume that only the area outside of the 50' buffer zone is usable (see image at right). Should, after DEP determination, it be ruled that the Riparian Zone buffer is unnecessary, we would move to an option that considers the entire site shown above.



**PROPERTY  
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**PROJECT PLANNING**



## PHASE I - SCOPE OF PROFESSIONAL SERVICES:

### Constraints Evaluation / DEP Determination -

Our Engineering Consultant, French & Parrello Associates FPA will use the Boundary Survey prepared by Pronesti Surveying to establish the property limits and will conduct the site analysis and necessary applications to the Department of Environmental Protection for a Wetlands Determination for the site.

» **Topographic Survey and Wetland Survey Plan** -FPA will prepare a topographic survey of the property and the adjacent area within 25 feet of the property limits. FPA will also locate the freshwater wetland flags set by our freshwater wetlands delineator and create a freshwater wetlands map for use in applying for the Freshwater Wetland Permits.

» **Freshwater Wetland Delineation** - FPA will perform a field delineation of the freshwater wetlands based on the ACOE methodology accepted by the NJDEP based on Vegetation, Depth to seasonal High Water and hydrology of the area. Flags will be set identifying the delineated limits of the freshwater wetlands which will be located by the surveyor. ***It is important to note that only the DEP can establish the formal location of the freshwater wetlands and they may adjust the flagging once they perform their site inspection.*** FPA will determine the anticipated resource value classification for the freshwater wetlands based on our site inspection and will assign an anticipated buffer based on the wetland classification. State Open Waters do not have a wetland buffer, Ordinary resource value wetlands such as roadside ditches also typically have no buffer, and intermediate resource value wetlands in a non-trout area typically have a 50 foot buffer. It appears that there may be pockets of isolated wetlands on the site. These will be identified and located during the survey.

» **Freshwater Wetland LOI and General Permit #6 Application-** FPA will prepare supporting documents to file for a Freshwater Wetlands Letter of Interpretation (LOI) which is the DEP's formal approval of the wetlands limits and type and establishes the resource value and buffers for the wetlands. FPA will also prepare the documents to apply for a freshwater wetlands general permit #6 to fill isolated wetlands where they or the 4ir associated buffers are in conflict with the proposed development. General Permits including GP#6 will require a proposed Building Plan to document the need to fill the isolated wetland areas. It is anticipated that at a minimum, a conceptual building footprint will be provided for our use.

» **Flood Hazard Area Jurisdictional Determination** – NJDEP regulates sites which have an upstream contributing Drainage Area of 50 acres and have a Flood Hazard Area. A review of the available flood mapping suggests that a flood hazard area is not on the property and the Wetland and SOW sketch indicates that the drainage area is about 25 acres which is less than the 50 acre threshold. However, if the ditch is determined to be state open waters, a 50 foot riparian zone buffer is applied and a NJDEP Flood Hazard Area Individual Permit (IP) will be required to construct the stormwater basin outfall pipe through the riparian buffer zone. Should it be determined under the Freshwater Wetland LOI effort that the ditch is a man made ditch and not SOW and therefore does not have a riparian zone buffer, FPA will prepare supporting documents to file for a DEP Flood Hazard Area Jurisdictional Determination to obtain formal confirmation that no Riparian Zone is present in the non wetland area. This would allow for development within the 50 foot area adjacent to the drainage ditch. In the event that either, the ditch is natural or the wetlands in this portion of the ditch are state open waters as demonstrated by standing water, this effort will not be necessary.

» **Geotechnical Investigation** – FPA will perform a geotechnical investigation of the site to develop recommendations relative to foundations, and stormwater management design. These services will include the advancement of up to 4 soil borings to a depth of 20 feet below the existing grade and advancing 2 test pits at the site to a depth of 10 feet to determine the elevation of the estimated seasonal high-water table and the permeability of the onsite soils for use in the design of the stormwater management system.

## PROPERTY EVALUATION + FACILITIES PROGRAMMING

### PROFESSIONAL SERVICES LETTER OF AGREEMENT

We have focused upon providing solutions for the Educational Arena for nearly twenty years. Our objective has always been to bridge the gap between your goals and the complicated process necessary for achieving them.

Solutions Architecture becomes your partner, your ally and your "expert resource" for all of your facility needs.

– Frank Messineo, AIA  
Principal, Solutions Architecture

## Programming Analysis of a New Police Headquarters - (Simultaneously with Site Analysis)

Solutions Architecture will lead the team as it pertains to understanding the needs of the Verona Police Headquarters. It is understood that the Department is looking to plan for the future and to accommodate up to 50 officers (there are currently 32) and to plan for cutting edge technologies for the department. Our analysis will also include the detailed needs of both the Verona Fire Department and the Verona Rescue Squad so that we may be able to determine the feasibility of creating a unified Emergency Services Complex.

TOWNSHIP FACILITY	SQUARE FOOTAGE
Police Headquarters (broken out of Municipal Building)	4,500
Fire House Company No. 2	12,600
Verona Rescue Squad	+/- 4,700
<b>SQUARE FOOTAGE OF ALL FACILITIES</b>	<b>+/- 21,800 sq.ft.</b>

### Existing Conditions Review / Concept Design / Budget Review:

It is important that we evaluate the existing 4,500 sq.ft. Police Facility's Program to determine where it falls short of DOC Requirements; our meetings will consist of discussions with the Chief of Police and Department Personnel as well as review of their checklist of needs against the "Police Facilities Planning Guidelines" published by the IACP and determine the list of needs to be addressed by the development of appropriate concepts.

We recognize already that the following inadequacies exist

- » No sallyport
- » No separation of perpetrators and staff or public
- » No space for Emergency Operations Command Center
- » No space for training / conferencing / roll call
- » Inadequate locker room facilities for both men and women officers
- » No gymnasium / fitness center

### Continued Program Development and Detailed Design:

Team Solutions will continue to work with the Chief and Administration to refine the scope and develop schematic design concepts to demonstrate various options for the particular use of the site. Team Solutions clearly understands that our meetings may uncover additional needs or requirements that will need to be satisfied under this plan.

### Schematic Drawings and DOC Coordination:

Once the scope of work is understood and mapped out, the next step in the process will be to take the final scope of work and translate it into Schematic Computer Aided Design Drawings (CADD). Schematic Drawings would be presented in concept to the State Department of Corrections. Solutions Architecture prefers the involvement of the DOC at the earliest stages of the project in order to minimize any pitfalls that could arise; especially with a brand new facility. The Schematic Drawings show not only the items to be included in the project but their size, location and adjacencies as well as necessary equipment, connections and finishes needed.

Solutions Architecture has developed sound relationships with the **Department of Corrections** and based upon our experience working with this agency we know what is expected and required and can ensure that the **submissions are submitted accurately the first time.**

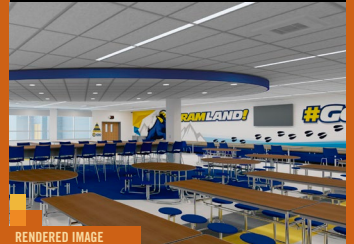
### Team structure:

Solutions Architecture will provide the single source responsibility for all services of the project and all consultants will work through SA toward the successful completion of the project.

## PROPERTY EVALUATION + FACILITIES PROGRAMMING

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#### MANAGING EXPECTATIONS



The assembled Solutions Team will provide complete Architectural and Engineering Services as necessary for the completion of the Programming and Concept Development Phases. Led by Principal Frank Messineo, Solutions Architecture will provide complete Architectural Design, Code Analysis, and Interior Layout & Concept services included under the Programming and Facilities Planning. French & Parrello Associates will provide Site / Civil and Environmental Services necessary for the evaluation of the site and creation of site planning elements based upon the required programming information.

#### Budgetary Cost Estimating:

Once the programming phase is completed and all of the necessary spaces have been identified, the Solutions Team will prepare an opinion of budgetary costs associated with the facility; these costs will continue to be updated as more detailed information of scope is put together throughout the process.

#### TIME-LINE

It is understood that the Township wishes to move along quickly with this site evaluation and Public Safety Complex Design. It is expected that the site mapping and schematic design portion of the work could take approximately 8-10 weeks after approval. Of course, we cannot control the schedule once documents are submitted to the DEP, but typically this could be a 4-6 month approval process - possibly longer. We would be working on the Police HQ's concepts simultaneous to the DEP Submission and would schedule appointments with the Administrator and Chief of Police to review the necessary program spaces to be included. We would work on the preparation of concepts, compilation of the program data, and the beginning of budgetary cost estimates. It is expected that the schematic design phase could take as little as 3 months but it could be as much as 4 months or longer depending upon the decision making process.

#### COMPENSATION FOR PROFESSIONAL SERVICES - PHASE I ONLY

The cost of conducting the site analysis and program assessment for a new public safety complex focused on the Pompton Avenue site is based upon the scope of services explained above. **Our Site/Civil Engineer has provided the Lump-sum fees below for their portion of the analysis.** Solutions Architecture will provide the above services for a **Not-to-exceed Fee** plus deliverable costs. (Not-to-exceed fees mean that we will bill the job hourly against the noted Fee - should we spend less, the bill will be less; should we spend more hours, which is often the case, for this type of work, the fee will remain as noted)

SCOPE OF PHASE I SERVICES - ENGINEERING	TOTAL COST	LUMP SUM FEE
Topographic Survey and Wetland Survey Plan	\$9,500.00	L.S.
Freshwater Wetland Delineation	\$4,200.00	L.S.
Freshwater Wetland LOI and GP#6 Application Submission including concept plan for GP#6 – (Application and permit fees are not included)	\$11,500.00	L.S.
Flood Hazard Area Jurisdictional Determination (If applicable) (Application and permit fees are not included)	\$6,400.00	L.S.
Geotechnical Investigation – Borings, Test pits and report	\$10,800.00	L.S.
Conceptual / Schematic Site Plan Design	\$18,600.00	L.S.
<b>TOTAL - ENGINEERING PHASE I - CONSTRAINTS EVALUATION</b>	<b>\$61,000.00</b>	L.S.
SCOPE OF PHASE I SERVICES - ARCHITECTURAL (not to exceed)	N.T.E. COST	AVG HRS BILLED
Existing Conditions Review / Concept Design / Budget Review:	\$29,500.00	145
Continued Program Development and Detailed Design:	\$38,500.00	210
Schematic Drawings, Budget Updates and DOC Coordination:	\$48,000.00	240
Direct Expenses	\$8,500.00	*
<b>TOTAL - ARCHITECTURAL PHASE I - CONSTRAINTS EVALUATION</b>	<b>\$124,500.00</b>	595
**DEP APPLICATIONS & PERMIT FEES ARE NOT INCLUDED IN THE ABOVE FEES		

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#### POINTS OF NOTE

Solutions Architecture is sensitive to the current economic climate in which we find ourselves. As such, our goal is to:

» Arrive at the most suitable and cost effective of solutions that support your needs.

» Take full advantage of the early planning stages to prioritize the needs of the Project and review alternative measures that may result in a reduction of costs.

## DIRECT EXPENSES

Unlike most Architectural Firms who provide you with a bill for additional reimbursable expenses, many of which are arguably excessive, Solutions Architecture has integrated any such costs into our basic fee for project related services.

The only costs considered chargeable to the Township would be for project related deliverables and postage or overnight delivery. Deliverables would include additional sets of full size drawings, renderings or mounted images for the concepts requested. Such costs are chargeable to the Township at cost plus 10%.

**PHASE II - SCOPE OF PROFESSIONAL SERVICES:** *(for description only - will be provided under a separate professional services proposal subsequent to determination of program needs).*

Solutions Architecture has provided a list of services that would be conducted upon conclusion of the Site Planning and Programming Phase. These services include the **Design Development and Bidding Documents Phases** under which the current, Township approved schematic documents are further developed and translated into Bidding Documents or Construction Documents. During the course of completing these drawings, a design schedule is established, budgetary cost estimates are refined, and preparations are made for final submission to DOC and the Department of Community Affairs (DCA) (as necessary) for approval.

The **Bidding Phase** includes a phased bid and construction schedule with milestones and project procedures, pre-bid meetings to assist contractors in understanding the scope, and bid evaluations and recommendations. SA and our engineer will assist the Owner, during contractor bidding and will make the appropriate recommendations for contract award. Services will include solicitation and distribution of bidding documents through our proprietary bidding software, BidBox™, preside over the pre-bid meeting, answering all contractor questions during bidding, conducting a bid verification meeting with the apparent low bidder and provide recommendation of the lowest qualified bidder.

Finally the **Construction Phase** is inclusive of services necessary to assist the Township in developing the construction contract, establishing and implementing submittal, and documentation procedures; and providing Construction Services including on-site observation (frequency and duration to be determined), project meetings and project and schedule coordination. Solutions Architecture's Project Managers will provide monthly reports on project progress, cost and schedule and will administer the project closeout; keeping ties on the necessary paperwork and warranty information that is necessary for record.

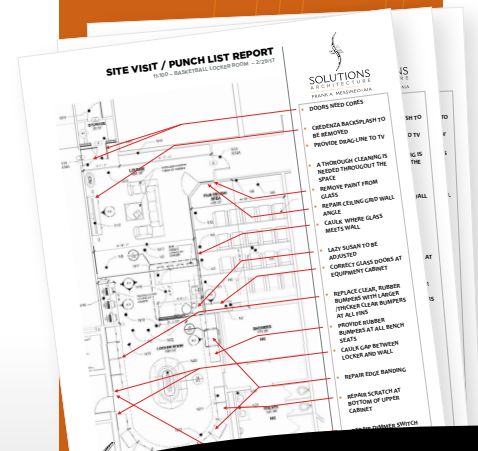
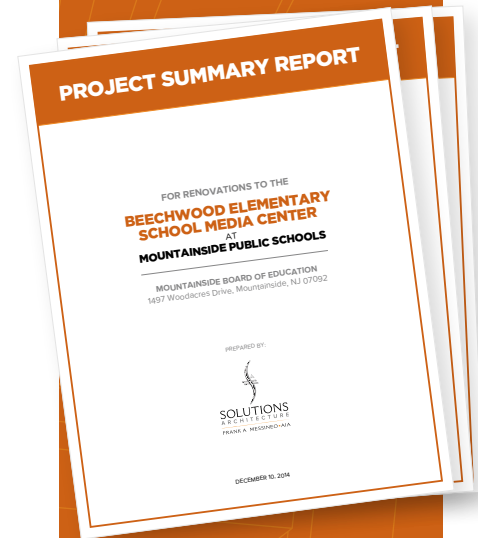
All of these Post Programming Services can be discussed in more specific detail, but rest assured, that the SA Team is a full-service organization that will work from start to finish to ensure that your project is completed on-time and on-budget and further, addresses the needs of today and the growth of tomorrow.

## Method of Expediting Construction:

Solutions Architecture has worked under several different scenarios, including General Contractor with and without a Construction Manager. Solutions has also worked to coordinate project completions with an owner's representative or clerk of the works; and on some projects SA has provided extended, on-site construction administration services to assist the course of construction. Regardless of the choice, we have developed a very thorough and detailed system of Administering Construction and managing the day-to-day documentation that is generated by a construction project. Our system of logging submittals, requests for information, payment applications, and shop drawings is effective at keeping the dissemination of information moving. SA has also developed a monthly status report that is effective at informing the Township Administration of the progress of the project.

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## INVOICING

Invoices will be submitted during the progress of the evaluation and programming and billing will be based on the percentage of work completed. Invoices are payable within 45 days of the date of the invoice. Solutions Architecture will not be responsible for any damages or time delays that may result from nonpayment. If an invoice is disputed, Solutions Architecture will expect payment of any undisputed portion while the disputed items are evaluated. Payments to Solutions Architecture are not subject to third party payments (i.e. grant funding or reimbursement) or any other finance arrangements.

## EXCEPTIONS

The Solutions Team is available to provide upon request, the following services. The preceding fee and scope specifically excludes these services:

- » Identification and/or coordination or abatement of asbestos, asbestos containing materials, toxic waste, environmental pollution or any other hazardous materials.
- » Detailed Cost Estimates or line item estimating services.
- » Owner requested changes to substantially completed documents.
- » Services of "Specialty Engineering", or engineering disciplines not otherwise noted.

## ADDITIONAL SERVICES (SOLUTIONS BY THE HOUR...)

All services requested that fall outside of the Professional Services, described above, will be considered Additional to the Contract. Services deemed additional will be documented by an Additional Service Order (ASO) and submitted to the Owner when possible in advance of said work being performed. Owner authorized Additional Services, will be invoiced on a Time and Material basis in accordance with the Rate Schedule itemized below or as otherwise requested as a mutually agreeable Lump Sum.

SOLUTIONS BY THE HOUR (2023-2024)	
PROBLEM RESOLUTION EXPERTS	HOURLY RATE
Project Principal	\$200
Associate Principal	\$175
Project Manager	\$145
Engineering Principal	\$185
Engineering Project Manager	\$135
Project Coordinator	\$125
Production / CAD	\$105
Technical Support	\$85
Administrative Support	INCLUDED

\* Engineering Consultants will be billed at cost plus a 10% administrative markup. Rate schedule is subject to change annually due to inflationary and cost of living increases

## ADDITIONAL PROVISIONS

If, through no fault of Solutions Architecture, the Basic Services covered by this agreement have not been completed within four (4) months of the date hereof, an extension of services, beyond that period, may be subject to re-evaluation for compensation, either through increase in Rate Schedule or a mutually agreed upon increase in Lump Sum. Solutions Architecture thanks you for your consideration and looks forward to continuing a successful, long-term relationship and supporting the Township of Verona. If you require additional information, please call me at (973) 484-4800 or e-mail me at [fm@solutions-arch.com](mailto:fm@solutions-arch.com)

Sincerely,



**Frank A. Messineo, AIA**

*Principal*

CC: Marketing, Bookkeeping

Chief Christopher Kiernan, Chief of Police

# PROPERTY EVALUATION + FACILITIES PROGRAMMING

## PROFESSIONAL SERVICES LETTER OF AGREEMENT

Much of what you, the client, are looking for when it comes to the completion of your project, besides a solution for your objective needs, is to have your EXPECTATIONS met.

Since there is often times a fine line between what you "expect" and what you ultimately receive, Solutions Architecture works with you to bridge any gaps so that the vision and the end result are closely aligned.

— Frank Messineo, AIA  
Principal, Solutions Architecture