

RESOLUTION NO. 2024-381

A RESOLUTION AUTHORIZING THE ISSUANCE OF AN AMENDATORY SUPPLEMENTAL CHANGE ORDER NO. 2, TO CONTRACT NO. C24-0090, PURCHASE ORDER NO. 24-03311 ISSUED TO NEW ROAD CONSTRUCTION MANAGEMENT, CO., INC., CHERRY HILL, NJ, IN THE AMOUNT OF \$5,711.20.

WHEREAS, the City Council of the City of Vineland, on April 9, 2024, adopted Resolution No. 2024-135, entitled “A RESOLUTION AWARDING A CONTRACT TO NEW ROAD CONSTRUCTION MANAGEMENT CO., INC., CHERRY HILL, NJ FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE REMODELING OF THE CITY OF VINELAND SENIOR CENTER”; and

WHEREAS, N.J.A.C. 5:30-11.9 sets forth the procedures for processing change orders which exceed the 20 percent limitation; and

WHEREAS, the Director of Senior Center has requested that an amendment be made to contract awarded to New Road Construction Management, Co., Inc., Cherry Hill, NJ for the remodeling of the City of Vineland Senior Center, as authorized by Resolution No. 2024-135, COV RFP #2024-10, said amendment is necessary for architectural services required for the Senior Center project; and

WHEREAS, the City of Vineland desires to comply with said requirements of N.J.A.C. 5:30-11.9, et seq., and to that end herewith files with the governing body a report stating the facts involved and indicating that the proposed change order may be allowed under these regulations; and

WHEREAS, the Chief Financial Officer has certified the availability of funds for the amendatory supplemental change order for which authorization is requested in the amount of \$5,711.20; now, therefore,

BE IT RESOLVED by the Council of the City of Vineland that said amendatory supplemental change order #2 to Contract No. C24-0090, Purchase Order No. 24-03311, issued to New Road Construction Management, Co., Inc., Cherry Hill, NJ, in the amount of \$5,711.20, be and the same is hereby ratified and approved.

Adopted: August 27, 2024

President of Council eaa

ATTEST:

Deputy City Clerk rgf



August 20, 2024

TO THE MAYOR AND COUNCIL
OF THE CITY OF VINELAND

Amendatory Supplemental Change Order No. 2
Contract No. C24-0090
Remodeling of the City of Vineland Senior Center
New Road Construction Management, Co., Inc., Cherry Hill, NJ

We are requesting an amendatory supplemental change order to Contract No. C24-0090, issued to New Road Construction Management, Co., Inc., Cherry Hill, NJ, for the remodeling of the City of Vineland Senior Center. This contract was authorized by Resolution No. 2024-135, adopted by City Council on April 9, 2024.

The change order requested, in the amount of \$5,711.20 is needed for architectural services required for the Senior Center project. This change order, plus change order #1 (\$33,476.60) will increase the original amount from \$75,000.00 to \$114,187.80.

The amendatory supplemental change order that exceeds the 20% limitation, for which authorization is herein requested may be authorized in accordance with N.J.A.C. 5:30-11.9.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Robert E. Dickenson, Jr.", is written over the typed name.

Robert E. Dickenson, Jr.
Business Administrator

RD/wr
Encl.



REQUEST FOR CHANGE ORDER FOR
CONTRACTS

PROJECT NAME: Senior Center Renovation

CONTACT NAME: Tricia DiLisciandro DEPARTMENT: Recreation

CHANGE ORDER REQUEST NUMBER: 2 CONTRACT NUMBER: C-24-0090

PO NUMBER: 24-03311

NAME AND ADDRESS OF CONTRACTOR: New Road Construction Management
1876 Greentree Road Cherry Hill, NJ 08003

REASON FOR CHANGE ORDER (DOCUMENTATION MUST BE SUBMITTED TO SUPPORT THIS REQUEST.
USE ADDITIONAL PAGES IF NECESSARY): Additional architect services due to scope of work

ORIGINAL CONTRACT AMOUNT:	\$ <u>75,000.00</u>
AMOUNT OF THIS CHANGE ORDER REQUEST:	\$ <u>5,711.20</u>
PREVIOUS CHANGE ORDER AMOUNTS:	\$ <u>33,476.60</u>
TOTAL REVISED CONTRACT AMOUNT:	\$ <u>114,187.80</u>

ACCOUNT NUMBER FOR CHANGE ORDER: 4-01-44-905-5503-20002

TRACKING ID(S): 3108 COMMODITY CODE(S): 150

APPROVED BY: Robert E Dickerson Jr.

(PRINT NAME)

[Signature]

(SIGNATURE)

PLEASE NOTE: CHANGE ORDERS CANNOT EXCEED 20% OF THE ORIGINAL CONTRACT AMOUNT

COPY TO:
PurchasingOffice@vinelandcity.org



"YOUR PROJECT ADVOCATE SINCE 1979"

August 6, 2024

City of Vineland
640 E Wood St
Vineland, NJ 08360

Attn: Mr. Bob Dickenson
Business Administrator

RE: Construction Project Management Services
Contract Modification 2 Vineland Senior Center

Dear Bob,

We are submitting this Contract Modification for additional expenses incurred for the Vineland Senior Center renovation project as follows:

Additional Architectural Services: Architectural Services were previously approved as a pass-through to NEW ROAD's original contract in the amount of \$33,476.60, including markup. At the project update meeting on June 27, 2024, items were added that were not part of the original scope. NEW ROAD has met with OSK Architects and negotiated an additional services proposal to address these added items. The agreement between NEW ROAD Construction Management and the City allows for an 18% mark-up on consultants.

OSK Architects' proposal	\$4,840.00
NEW ROAD 18% markup.....	\$871.20

We respectfully request City of Vineland amend our contract and PO to reflect an additional \$ 5,711.20 to cover this additional expense.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Chuck Romanoli', is written over a horizontal line.

Chuck Romanoli, CCM
Principal



OSK DESIGN PARTNERS, PA

ARCHITECTS and LAND PLANNERS

- 475 White Horse Pike, Collingswood, New Jersey 08107 (Correspondence)
 - 9616 Second Avenue, Suite 201, Stone Harbor, New Jersey 08247 (By Appointment)
- Phone: (856) 854-0580 Fax: (856) 854-0993 www.oskdp.com

Founder: JOHN J. OLIVIERI (1956-1999)
Principal: PAUL A. KISS, AIA, PP (NJ 11517) *
Partner: GERALD S. BLACKMAN, JR, AIA, PP (NJ 17113)**
Partner: BRAD WAMPLER, AIA, LEED AP (NJ 20361)***

Senior Associate: DANIEL A. SHOUSKY, AIA, PP (NJ 08490)
Senior Associate: STEVEN J. BOLOGNO, AIA (NY 028461)****
Senior Associate: ALLISON RUFEBURKARD, AIA (NJ 21A102233600)*****
Senior Associate: JAMES G. ELLIOTT, AIA, LEED AP (NJ 19889)

August 5, 2024

Mr. Bruce Farrell
Senior Project Manager
New Road Construction Management
1876 Greentree Road
Cherry Hill, NJ 08003

Via E-mail: bfarrell@newroadconstruction.com

Re: Proposal for Additional Services
City of Vineland
Patrick Fiorilli Senior Center
Exterior and Interior Renovations
103 South 6th Street
Vineland, NJ 08360

Dear Bruce,

OSK Design Partners, PA (hereinafter referred to as "OSK") respectfully requests *The City of Vineland* (hereinafter referred to as "City") to consider our request for an addition to the sum of our contract. OSK submitted a "proposal for professional services," dated June 11, 2024, to *New Road Construction Management* for the above referenced project. The agreement was signed on June 12, 2024. The proposal included schematic design, design development, the preparation of construction documents, bidding/negotiation and construction administration phase professional services.

OSK's proposal did not include professional services related to the replacement of existing windows for the building. Also, OSK's proposal did not include professional services related to an enclosure for the existing, exterior stairs at the south side of the building adjacent to the parking area.

OSK received a message via email on July 3, 2024 (copy attached). The message indicated that the City would like to modify the scope of work for the project. A few different items were included in the modified project scope, but some of the items were already included in OSK's proposal dated June 11, 2024, or were not applicable to OSK's professional services for the project. The items which were not included in the scope of work of OSK's proposal dated June 11, 2024 are the replacement of existing windows and the enclosure of the existing, exterior stairs.

OSK's proposal dated June 11, 2024 indicated an "anticipated drawing list" in the construction documents phase. Additional drawings will have to be prepared to include the modified scope of work for the project. OSK anticipates that the additional drawings needed are as follows:

- A2-4 Exterior Stair Enclosure Section and Details
- A5-2 Window/Door Replacement Details

Additional details might be needed for the modified scope of work for the project, but OSK does not anticipate that the details would necessitate the addition of drawing sheets or professional services fees. OSK anticipates that (39) total additional hours will be needed to prepare additional construction documents and specifications for the project.

Delaware (* S5-0006400) and (** S5-0007857) • Florida (* AR-0014467) • Georgia (* 009817) • Maryland (* (**** RA408998) 13867)
Massachusetts (* 31760) • New York (* 028672) • Pennsylvania (* RA013354B) (** RA406016) (** RA407154) (****RA408469)
Virginia (* 0401016206) • West Virginia (* 3630) • Wisconsin (* A-9538-005)

Printed on Acid Free Recycled Paper

Patrick Fiorilli Senior Center, City of Vineland
Additional Professional Services
8/5/2024
Pg. 2

OSK respectfully requests an addition in the total amount of **\$4,840.00** to the sum of our contract for additional hours to be expended to prepare additional construction documents. The total fee amount would be increased from \$28,370.00 to \$33,210.00.

If this request is acceptable to the City, OSK will submit future invoices to *New Road Construction Management* which include the "additional services" referenced in this letter. Please do not hesitate to contact me if you have any comments or questions. If the City agrees with this letter, please sign below, and return one (1) original executed copy to our Collingswood office. If you have any questions, please do not hesitate to contact our office.

Sincerely,

Jerry Blackman

Jerry Blackman, AIA, PP
Partner
OSK Design Partners, PA

Accepted by:

Signature

Date

Printed Name and Title of Authorized Signature

RE: Vineland - Senior Center proposal-signed

Bruce Farrell <bfarrell@newroadcm.com>

Wed 7/3/2024 4:40 PM

To: Jerry Blackman <jblackman@oskdp.com>

 1 attachments (190 KB)
20240627134317292.pdf;

Hello Jerry

I wanted to get an update on your progress with the Vineland Senior Center. I also wanted to let you know the results of my discussion with the mayor last week.

- The city wants to replace the windows. I discussed what you and I talked about regarding better quality aluminum windows with mullions and they were in favor of that. Attached is a photo received from Tricia showing previous windows, but I don't know if they are the originals.
- They asked to replace all light fixtures with LED. They wanted to just change bulbs, but I explained that the one-piece drop-in lights work well for suspended ceilings. They were ok with that, but any other fixtures (interior or exterior) should be replaceable LED bulb type. I don't think we've discussed exterior lighting. They don't like the existing globe lights in the cathedral section so we will need to suggest a different fixture type. We can work with Tricia on that.
- They want to add the HCP toilet room on the main level, but I think we should keep it as an alternate as planned.
- They want to add the enclosure at the stairs coming off the parking lot as we discussed previously.
- They want to renovate the 6th street entry as you and I were discussing. Tricia also would like to renovate the Elmer Street entry near the elevator. I didn't think it was in that bad a shape but will look at it again.

Other items that were discussed:

- The mayor said we can use the city engineer for any civil design. I was given a contact to use to complete a survey.
- I believe we were going to bid restoration of the retaining wall as an alternate to the repointing. If the cost is too high, they want to remove the walls and regrade. This would also help with the drainage issues around the building. The city will sub this work out direct.
- They would like to repave or topcoat the parking lot and re-stripe.
- They would like to replace all the mini-split AC units inside and possibly relocate the condensers outside. They will do that work with in-house staff.
- They would like to add security cameras inside and outside and access control at the entrance near the elevator. We can utilize the city's IT department for design and installation of that work.
- Tricia also said she would like to renovate the two downstairs bathrooms. At minimum, she would like to have new toilet partitions and possibly fixtures. I told her that is out of scope and may be a budget issue, but we'll investigate it.

I believe that's everything. The original scope hasn't changed much but it was clear that they want to do this right. It seems like a lot extra, but I was told I can use the city's resources (IT, engineer, etc.) as necessary. We can discuss if anything is impacting your existing scope of work and address it accordingly.

In the meantime, have a safe and enjoyable holiday and we can talk next week.

Regards,

Bruce Farrell



1876 Greentree Road
Cherry Hill, New Jersey 08003
856-424-8888 Phone
856-424-1688 Fax
856-628-5399 Cell
www.NewRoadCM.com

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From: Bruce Farrell <bfarrell@newroadcm.com>
Sent: Tuesday, June 25, 2024 3:43 PM
To: Jerry Blackman <jblackman@oskdp.com>
Subject: Re: Vineland - Senior Center proposal-signed

Hello Jerry

My meeting with the Mayor is 10am this Thursday. From what I've been told so far it seems that the window replacement will be added. I will try to catch up with you on Thursday.

Regards,

Bruce Farrell



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From: Jerry Blackman <jblackman@oskdp.com>
Sent: Friday, June 21, 2024 10:03:03 AM
To: Bruce Farrell <bfarrell@newroadcm.com>

Cc: Cecilia Sparks <csparks@newroadcm.com>

Subject: RE: Vineland - Senior Center proposal-signed

Dear Bruce,

I would be there at 9:00 AM on Thursday for the survey.

Let me know if the window replacement is added. If so, I can look at the existing conditions around windows on Thursday to determine the finish work that might be needed with a window replacement.

Jerry Blackman, AIA, PP
Partner

OSK Design Partners, PA

Architects and Land Planners

- 475 White Horse Pike, Collingswood, NJ 08107

- 9616 Second Avenue, Suite 201, Stone Harbor, NJ 08247

Phone: 856-854-0580

Fax: 856-854-0993

Cellular: 609-410-1698

E-Mail: jblackman@oskdp.com

Website: www.oskdesignpartners.com

From: Bruce Farrell <bfarrell@newroadcm.com>

Sent: Friday, June 21, 2024 9:55 AM

To: Jerry Blackman <jblackman@oskdp.com>

Cc: Cecilia Sparks <csparks@newroadcm.com>

Subject: RE: Vineland - Senior Center proposal-signed

Jerry

I'll check with Trish, but that should be fine. I believe they are open daily so go ahead and schedule the survey. Do you know what time you would be there?

Also, the city has contacted me and may be adding the window replacement to the scope. I am waiting to schedule a meeting with the mayor to discuss that and if there will be any other scope changes. I did explain the limits of your current contract and that additional expenses may be incurred.

I will let you know as soon as I have more information.

Regards,

Bruce Farrell



1876 Greentree Road
Cherry Hill, New Jersey 08003
856-424-8888 Phone
856-424-1688 Fax

8/5/24, 10:13 AM

RE: Vineland - Senior Center proposal-signed - Jerry Blackman - Outlook

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From: Jerry Blackman <jblackman@oskdp.com>
Sent: Friday, June 21, 2024 9:32 AM
To: Bruce Farrell <bfarrell@newroadcm.com>
Cc: Cecilia Sparks <csparks@newroadcm.com>
Subject: RE: Vineland - Senior Center proposal-signed

Thank you Bruce. Our first step will be a field survey to obtain measurements and info needed to create drawing backgrounds. We should be able to survey this upcoming week if we can obtain access to the building. Could we gain access for the survey on Thursday, June 27th?

Jerry Blackman, AIA, PP
Partner

OSK Design Partners, PA

Architects and Land Planners

- 475 White Horse Pike, Collingswood, NJ 08107
- 9616 Second Avenue, Suite 201, Stone Harbor, NJ 08247
Phone: 856-854-0580
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Cellular: 609-410-1698
E-Mail: jblackman@oskdp.com
Website: www.oskdesignpartners.com

From: Bruce Farrell <bfarrell@newroadcm.com>
Sent: Wednesday, June 19, 2024 5:41 PM
To: Jerry Blackman <jblackman@oskdp.com>
Cc: Cecilia Sparks <csparks@newroadcm.com>
Subject: Vineland - Senior Center proposal-signed

Hello Jerry

Please see attached, signed proposal for the Vineland Senior Center project.

Please let me know your scheduling for deliverables when you can.

Regards,

Bruce Farrell



1876 Greentree Road
Cherry Hill, New Jersey 08003

8/5/24, 10:13 AM

RE: Vineland - Senior Center proposal-signed - Jerry Blackman - Outlook

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