

RESOLUTION NO. 2025- 132

A RESOLUTION AUTHORIZING THE ISSUANCE OF AN AMENDATORY SUPPLEMENTAL CHANGE ORDER NO. 3, IN THE AMOUNT OF \$4,900.00 TO PROFESSIONAL SERVICES CONTRACT NO. C23-0011, PURCHASE ORDER NO. 23-04551, ISSUED TO MANDERS MERIGHI PORTADIN FARRELL ARCHITECTS, LLC, VINELAND, NJ.

WHEREAS, the City Council of the City of Vineland, on June 27, 2023, adopted Resolution No. 2023-292, entitled "A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH MANDERS MERIGHI PORTADIN FARRELL ARCHITECTS, LLC, VINELAND, NJ FOR ARCHITECTURAL/ENGINEERING WORK IN CONNECTION WITH THE 4TH FLOOR RENOVATION PROJECT, IN AN AMOUNT NOT TO EXCEED \$75,375.00;

WHEREAS, there exists a need to amend and supplement the Professional Services contract awarded to Manders Merighi Portadin Farrell Architects, LLC, in connection with the Architectural/Engineering Services for the 4th Floor Renovation Project, as authorized by Resolution No. 2023-292, said amendment is necessary to provide for structural engineering design services to analyze the structural capability of the existing building with respect to the High-Density Filing System; and

WHEREAS, the Chief Financial Officer has certified that funds for the amendment requested herein are available; now, therefore,

BE IT RESOLVED by the Council of the City of Vineland as follows:

1. THAT said amendatory supplemental change order #3 to Contract No. C23-0011, Purchase Order No. 23-04551, issued to Manders Merighi Portadin Farrell Architects, LLC, Vineland, NJ, in the amount of \$4,900.00, be and the same is hereby ratified and approved.
2. THAT the Purchasing Agent be and the same is hereby authorized to issue an amendatory supplemental change order to Contract No. C23-0011, Purchase Order No. 23-04551, in the amount of \$4,900.00.

Adopted: March 11, 2025

President of Council pfs

ATTEST:

City Clerk rgf



March 6, 2025

REPORT

TO: THE MAYOR AND COUNCIL

RE: Amendatory Supplemental Change Order No. 3
Contract No. C23-0011
Architectural/Engineering Services for the 4th Floor Renovation Project
Manders Merighi Portadin Farrell Architects LLC, Vineland, NJ

Dear Mayor and Member of Council:

We are requesting an amendatory supplemental change order to Contract No. C23-0011, Purchase Order No. 23-04551, issued to Manders Merighi Portadin Farrell Architects LLC, Vineland, NJ for Architectural/Engineering Services for the 4th Floor Renovation Project. This contract was authorized by Resolution No. 2023-292, adopted by City Council on June 27, 2023.

The change order requested in the amount of \$4,900.00 will provide for structural engineering design services to analyze the structural capability of the existing building with respect to the High-Density Filing System.

This change order, plus change #1 (\$10,125.00) and change #2 (111.04) will increase the original contract amount from \$75,375.00 to \$90,511.04.

The amendatory supplemental change order for which authorization is herein requested may be authorized in accordance with N.J.A.C. 5:30-11.1 et seq.

Sincerely,

Robert E. Dickenson, Jr.
Business Administrator

RD/rl



REQUEST FOR CHANGE ORDER FOR
CONTRACTS

PROJECT NAME: 4th Floor Renovation Project

CONTACT NAME: Ryan Headley DEPARTMENT: Planning/Eco Dev

CHANGE ORDER REQUEST NUMBER: 23 CONTRACT NUMBER: C23-0011

PO NUMBER: 23-04551

NAME AND ADDRESS OF CONTRACTOR: Manders Merighi Portadin Farrell Architects LLC;
1138 E. Chestnut Ave #4, Vineland, NJ, 08360

REASON FOR CHANGE ORDER (DOCUMENTATION MUST BE SUBMITTED TO SUPPORT THIS REQUEST.
USE ADDITIONAL PAGES IF NECESSARY): Addition of Structural Engineering Design Services
to analyze the structural capability of the existing building with respect to the High-Density
Filing System.

ORIGINAL CONTRACT AMOUNT: \$ 75,375.00

AMOUNT OF THIS CHANGE ORDER REQUEST: \$ 4,900.00

PREVIOUS CHANGE ORDER AMOUNTS: \$ 10,125.00 + 111.04 = 10,236.04

TOTAL REVISED CONTRACT AMOUNT: \$ 90,500.00 \$90,511.04 3-7-25 Rmx

ACCOUNT NUMBER FOR CHANGE ORDER: 5-01-44-905-5503-20002

TRACKING ID(S): _____ COMMODITY CODE(S): 906

APPROVED BY: Ryan Headley

[Signature] (PRINT NAME)
[Signature] (SIGNATURE)

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

COPY TO:
PurchasingOffice@vinelandcity.org



manders merighi portadin farrell



March 4, 2025

Mr. Ryan Headley, PE, PP, AICP, CME
Supervising Engineer
City of Vineland
640 East Wood Street
PO Box 1508
Vineland, NJ 08360-1508

**Re: City of Vineland
City Hall 4th Floor Renovations
Project Number 22.099**

Dear Ryan:

On behalf of Manders Merighi Portadin Farrell Architects, I am pleased to present the following revised fee proposal for structural engineering services in relation to renovations to the 4th Floor of the Vineland City Hall located at 640 East Wood Street in Vineland, NJ.

This proposal is for a structural analysis of the existing fourth floor framing system to determine if the proposed high density file system can be supported by what is currently in place. This fee proposal does not include the design of any structural modifications that might be required based on the results of the analysis.

For the work described above we are proposing a fixed fee of four thousand nine hundred (**\$4,900.00**) dollars. If this is acceptable, please let us know and provide a PO for this adjustment to our original project fee.

I would like to thank you for giving us the opportunity to provide you with this proposal. As always, please do not hesitate to contact me with any questions or concerns you might have.

Very Truly Yours,

A handwritten signature in blue ink, appearing to read "Ron Portadin", with a long horizontal line extending to the right.

Ron Portadin, AIA
RPP/clh

RESOLUTION NO. 2023- 292

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH MANDERS MERIGHI PORTADIN FARRELL ARCHITECTS, LLC, VINELAND, NJ FOR ARCHITECTURAL/ENGINEERING WORK IN CONNECTION WITH THE 4TH FLOOR RENOVATION PROJECT, IN AN AMOUNT NOT TO EXCEED \$75,375.00.

WHEREAS, the City Council of the City of Vineland has adopted Resolution No. 2023-37, a Resolution pre-qualifying certain firms to submit proposals for as needed Architectural and Engineering Consulting Services; and

WHEREAS, the City of Vineland is in need of Architectural/Engineering Work in connection with the 4th Floor Renovation Project; and

WHEREAS, the Chief Financial Officer has recommended that a contract for the required services be awarded to Manders Merighi Portadin Farrell (MMPF) Architects, LLC, Vineland, NJ, in accordance with Professional Services Contract No. C23-0011 and the MMPF proposal, pursuant to a fair and open process; and

WHEREAS this contract is awarded in an amount not to exceed \$75,375.00; and

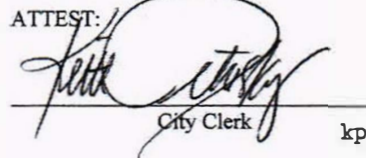
WHEREAS, the availability of funds for said Professional Services Contract to be awarded herein have been certified by the Chief Financial Officer; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40A:11-1, et seq) requires that the Resolution authorizing the award of contract for Professional Services without competitive bidding and the contract itself must be available for public inspection.

1. NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland that said contract be awarded to Manders Merighi Portadin Farrell (MMPF) Architects, LLC, Vineland, NJ, for Architectural/Engineering Work in connection with the 4th Floor Renovation Project in accordance with Professional Services Contract No. C23-0011 and in accordance with the MMPF proposal, pursuant to a fair and open process, in an amount not to exceed \$75,375.00.

Adopted: June 27, 2023


President of Council eaa

ATTEST:

City Clerk kp



CITY OF VINELAND
 P.O. BOX 1508
 VINELAND, NJ 08362-1508
 Purchasing: (856) 794-4040

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.

NO. 23-04551

SHIP TO

PLANNING DEPARTMENT
 FOURTH FLOOR EAST
 640 E WOOD ST
 VINELAND NJ 08360

VENDOR

Vendor #: PORTA005

MANDERS MERIGHI PORTADIN
 FARRELL ARCHITECTS LLC
 1138 E CHESTNUT AVE #4
 VINELAND, NJ 08360

ORDER DATE: 07/10/23

DELIVERY DATE:

STATE CONTRACT: C23-0011

F.O.B. TERMS:

VENDOR ACCT NUM:

VENDOR PHONE #: (856)696-9155

VENDOR FAX #:

REQUISITION #: R2304379

CLAIMANT'S CERTIFICATION & DECLARATION BELOW MUST BE SIGNED AND RETURNED WITH INVOICE FOR ANY PURCHASE ORDERS EXCEEDING \$17,500 OR IF VENDOR IS AN INDIVIDUAL (e.g. sole proprietors)

The City of Vineland is Exempt from NJ Sales Tax - Federal Id: 21-6001670

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
2565.00/DOL	4TH FLOOR RENO ARCH/ENG SVS ARCHITECTURAL AND ENGINEERING WORK IN CONNECTION WITH THE 4TH FLOOR RENOVATION PROJECT. RES 2023-292	C-04-00-000-2323-78002	1.0000	2,565.00
1710.00/DCL	4TH FLOOR RENO ARCH/ENG SVS ARCHITECTURAL AND ENGINEERING WORK IN CONNECTION WITH THE 4TH FLOOR RENOVATION PROJECT. RES 2023-292	C-04-00-000-2323-78002	1.0000	1,710.00
4275.00/DOL	4TH FLOOR RENO ARCH/ENG SVS ARCHITECTURAL AND ENGINEERING WORK IN CONNECTION WITH THE 4TH FLOOR RENOVATION PROJECT. RES 2023-292	C-04-00-000-2323-78002	1.0000	4,275.00
25650.00/DOL	4TH FLOOR RENO ARCH/ENG SVS ARCHITECTURAL AND ENGINEERING WORK IN CONNECTION WITH THE 4TH FLOOR RENOVATION PROJECT. RES 2023-292	C-04-00-000-2323-78002	1.0000	25,650.00
6840.00/EA	4TH FLOOR RENOVATION	C-04-00-000-2323-78002	1.0000	6,840.00
20520.00/DCL	4TH FLOOR RENO ARCH/ENG SVS	C-04-00-000-2323-78002	1.0000	20,520.00

CHANGE ORDER

CLAIMANT'S CERTIFICATION, DECLARATION AND DISCLOSURE OF ACTIVITIES

I do solemnly declare and certify under penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one. I further certify that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is engaged in prohibited activities or appears on the NJ Dept of Treasury's list of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022 c.3 or in investment activities in Iran pursuant to P.L. 2012 c.25.

OFFICER'S CERTIFICATION

AUDITED & APPROVED FOR PAYMENT

Administration _____ Comptroller _____

Certification

I certify, based on documentation provided to me by an authorized employee of the receiving department that the goods have been received or services rendered as herein described, that this invoice complies with City of Vineland criteria for processing for payment.

SEE SYSTEM

APPROVAL TO PURCHASE

DO NOT ACCEPT THIS ORDER UNLESS IT IS SIGNED BELOW

I certified that the goods and services requested above are valid and legally authorized; are reasonable and necessary for department making this request; and funds are currently available.

Jessica N. Meneghini
 Purchasing Agent

VENDOR SIGN HERE OFFICIAL POSITION DATE

Partner 9.5.24

26-3918895

TAX ID NO. OR SOCIAL SECURITY NO.



CITY OF VINELAND
 P.O. BOX 1508
 VINELAND, NJ 08362-1508
 Purchasing: (856) 794-4040

Purchase Order
THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.
NO. 23-04551

Page # 2

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
	ARCHITECTURAL AND ENGINEERING WORK IN CONNECTION WITH THE 4TH FLOOR RENOVATION PROJECT.			
3285.00/EA	RES 2023-292 C/O FOR ADDITIONAL COSTS	C-04-00-000-2323-78002	1.0000	3,285.00
6840.00/DOL	4TH FLOOR RENO ARCH/ENG SVS	C-04-00-000-2323-78002	1.0000	6,840.00
	ARCHITECTURAL AND ENGINEERING WORK IN CONNECTION WITH THE 4TH FLOOR RENOVATION PROJECT.			
2137.50/DOL	RES 2023-292 4TH FLOOR RENO ARCH/ENG SVS	C-04-00-000-2323-78002	1.0000	2,137.50
	ARCHITECTURAL AND ENGINEERING WORK IN CONNECTION WITH THE 4TH FLOOR RENOVATION PROJECT.			
2137.50/DOL	RES 2023-292 4TH FLOOR RENO ARCH/ENG SVS	C-04-00-000-2323-78002	1.0000	2,137.50
	ARCHITECTURAL AND ENGINEERING WORK IN CONNECTION WITH THE 4TH FLOOR RENOVATION PROJECT.			
9540.00/DOL	RES 2023-292 4TH FLOOR RENO ARCH/ENG SVS	C-04-00-000-2323-78002	1.0000	9,540.00
	ARCHITECTURAL AND ENGINEERING WORK IN CONNECTION WITH THE 4TH FLOOR RENOVATION PROJECT.			
111.04/DOL	RES 2023-292 CHANGE ORDER #2 TO ADD AN ADDITIONAL \$111.04	C-04-00-000-2323-78002	1.0000	111.04
			TOTAL	85,611.04

CHANGE ORDER



PURCHASE ORDER CHANGE ORDER REQUEST FORM
(\$100.00 TO \$17,500.00)

IMPORTANT REMINDER: CHANGE ORDER REQUESTS MUST NOT CAUSE A PURCHASE ORDER TO EXCEED THE PAY-TO-PLAY THRESHOLD AMOUNT OF \$17,500.00.

DATE: 11/28/2023

TO: FINANCE AND PURCHASING DEPTS. FROM: Christa Dickenson (Requesting Department)

PURCHASE ORDER NUMBER: 23-04551

VENDOR NAME: Manders Merighi Portadin Farrell Architects LLC

REQUIRED CHANGES: Due to price increases since original estimate (13 months prior to project beginning) and due to asbestos abatement being built into the specs (asbestos abatement was not part of orig estimate) we need to add \$10,125.00 to the PO.

TOTAL AMOUNT OF INCREASE REQUEST: \$ 10,125.00

(Email the Purchasing Dept. at Purchasingoffice@vinelandcity.org for a decrease request)

ACCOUNT NUMBER(S)/AMOUNT(S): C-04-00-000-2323-78002

C-03-0011 Can process change order to PO, since this proj. was not awarded by resolution.

TRACKING NUMBER(S): na Manders is on our authorized list of A+E's gm

DEPARTMENT HEAD APPROVAL: [Signature] (Signature)

FINANCE HEAD APPROVAL: [Signature] (Signature)



My
9/15/24

PURCHASE ORDER CHANGE ORDER REQUEST FORM
(\$100.00 TO \$17,500.00)

IMPORTANT REMINDER: CHANGE ORDER REQUESTS MUST NOT CAUSE A PURCHASE ORDER TO EXCEED THE PAY-TO-PLAY THRESHOLD AMOUNT OF \$17,500.00.

CONTACT NAME: CHRISTA DICKENSON DEPARTMENT: FINANCE

PURCHASE ORDER NUMBER: 23-04551

VENDOR NAME: MANDERS MERIGHI PORTADIN FARRELL ARCHITECTS LLC

EXPLANATION OF CHANGES: RECEIVED AN INVOICE FOR INCIDENTALS. INCLUDES PERMIT MAILINGS AND SPEC BOOK

TOTAL AMOUNT OF INCREASE: \$ 111.04

TOTAL AMOUNT OF DECREASE: \$ _____

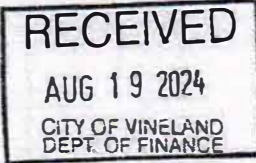
ACCOUNT NUMBER(S)/AMOUNT(S): _____
C-04-00-000-2323-78002

TRACKING ID(S): _____ COMMODITY CODE(S): 906

DIRECTOR/DEPARTMENT HEAD APPROVAL: *Kristen M. Hicks*
(SIGNATURE)

FINANCE DIRECTOR APPROVAL: *[Signature]*
(SIGNATURE)

COPY TO:
PurchasingOffice@vinelandcity.org



manders merighi portadin farrell



DATE 8/15/2024
 TO City of Vineland
 640 East Wood Street
 Vineland, NJ 08360

PROJECT NAME City of Vineland 4th Floor Renovation
 PROJECT NUMBER 22.099
 INVOICE 10
 PROFESSIONAL SERVICES July - 2024

BASIC SERVICES:

Contract Amount \$85,500.00
 Change Orders \$0.00
 Adjusted Contract \$85,500.00

	Total Amount	Percent Complete	Earned to Date
Schematic Design	\$17,100.00	100	\$17,100.00
Design Development	\$17,100.00	100	\$17,100.00
Contract Documents	\$34,200.00	100	\$34,200.00
Bidding & Negotiations	\$4,275.00	100	\$4,275.00
Construction Administration	\$12,825.00	0	\$0.00
Total Earned to Date			\$72,675.00
Less Previously Billed			<u>\$72,675.00</u>
Amount Due			\$0.00

HOURLY SERVICES/ADDITIONAL SERVICES

Total Services to Date \$0.00
 Less Previous Services \$0.00
 Current Services \$0.00

Itemization of Current Charges:

Partner / Architect	0	Hours @ \$225.00 /hour	\$0.00
Principal Architect	0	Hours @ \$175.00 /hour	\$0.00
Project Manager	0	Hours @ \$150.00 /hour	\$0.00
Project Designer	0	Hours @ \$125.00 /hour	\$0.00
Cad Technician - Level III	0	Hours @ \$100.00 /hour	\$0.00
Cad Technician - Level II	0	Hours @ \$80.00 /hour	\$0.00
Cad Technician - Level I	0	Hours @ \$60.00 /hour	\$0.00
Clerical	0	Hours @ \$75.00 /hour	\$0.00
Subtotal			\$0.00
Consultant			<u>\$0.00</u>
Total			\$0.00

REIMBURSABLES

Total Services to Date \$111.04
 Less Previous Services \$0.00
 Current Services \$111.04

Total Due this Billing \$111.04
 Outstanding Balance \$0.00
 Total Amount Due \$111.04