

**TOWNSHIP OF BYRAM  
RESOLUTION NO. 073-2021**

**RESOLUTION AUTHORIZING THE NADER GROUP PROVIDE ARCHITECTURAL,  
CIVIL ENGINEERING, ENVIRONMENTAL/PERMITTING & CONSTRUCTION  
ADMINISTRATION SERVICES FOR THE NEW BYRAM TOWNSHIP MUNICIPAL  
BUILDING**

**WHEREAS**, the Byram Township Mayor and Council has determined that there is a need to authorize The Nader Group to provide architectural, civil engineers, in environmental/permitting & construction administration services for the new Byram Township municipal building; and

**WHEREAS**, The Nader Group provided a proposal dated February 11, 2021 for architectural, civil engineers, in environmental/permitting & construction administration services for the new Byram Township municipal building; and

**WHEREAS**, under Phase 1B for \$61,500 as outlined in the attached proposal; and

**WHEREAS**, funds are available in Bond Ordinance #11-2019 – Preliminary Expenses – New Municipal Building; and

**WHEREAS**, by Resolution No. 022-2021, The Nader Group has been awarded a contract for the year 1/1/2021-12/31/2021 without competitive bidding as a “Professional Service” in accordance with NJSA 40A:11-5 (1)(a) of the Local Public Contracts Law because these services are rendered or performed by a person authorized by law to practice a recognized profession.


**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council, County of Sussex, State of New Jersey that the Township of Byram hereby authorizes The Nader Group to provide architectural, civil engineers, in environmental/permitting & construction administration services for the new Byram Township municipal building not to exceed \$61,500.00.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the computer files shall be transferred to the Township at the completion of this phase of the project reusable by the Township provided the Township releases the Nader Group from liability associated with the use of these files. These files should be provided in their native format that can be imported into a CAD software package.

**BYRAM TOWNSHIP COUNCIL**

|         | Councilman<br>Bonker | Councilwoman<br>Franco | Councilman<br>Gallagher | Councilman<br>Roseff | Mayor<br>Rubenstein |
|---------|----------------------|------------------------|-------------------------|----------------------|---------------------|
| Motion  | x                    |                        |                         |                      |                     |
| 2nd     |                      | x                      |                         |                      |                     |
| Yes     | x                    | x                      |                         | x                    | x                   |
| No      |                      |                        |                         |                      |                     |
| Abstain |                      |                        |                         |                      |                     |
| Absent  |                      |                        | x                       |                      |                     |

**ATTEST:** I certify that the foregoing resolution was adopted by the Byram Township Council at a meeting held on February 16, 2021.

  
 Cynthia Church, RMC  
 Township Clerk

**TOWNSHIP OF BYRAM  
RESOLUTION NO. B-2021**

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CIVIL ENGINEERING, ENVIRONMENTAL/PERMITTING & CONSTRUCTION  
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|         | Councilman<br>Bonker | Councilwoman<br>Franco | Councilman<br>Gallagher | Councilman<br>Roseff | Mayor<br>Rubenstein |
|---------|----------------------|------------------------|-------------------------|----------------------|---------------------|
| Motion  | X                    |                        |                         |                      |                     |
| 2nd     |                      | X                      |                         |                      |                     |
| Yes     | X                    | X                      |                         | X                    | X                   |
| No      |                      |                        |                         |                      |                     |
| Abstain |                      |                        |                         |                      |                     |
| Absent  |                      |                        | X                       |                      |                     |

ATTEST: I certify that the foregoing resolution was adopted by the Byram Township Council at a meeting held on February 16, 2021.

\_\_\_\_\_  
Cynthia Church, RMC  
Township Clerk



THE  
**NADER GROUP**  
LLC

engineering / surveying / design / construction management

February 11, 2021

The Township of Byram Administrator and Municipal Clerk  
Attn: Joseph Sabatini, Administrator  
10 Mansfield Drive  
Stanhope, NJ 07874

Re: Architectural, Civil Engineering, Environmental/Permitting, &  
Construction Administration Services  
Byram Municipal Building  
TNG Proposal No.: P21011

Dear Mr. Sabatini:

The Nader Group (NADER) appreciates the confidence the Council and the Building committee has placed in us to advance the design for a new municipal complex to the next phase following review and approval of the Design Development Documents. We are pleased to move forward with this project to complete design plans as described herein.

Consequently, and as requested by Council, we are pleased to submit this proposal for professional services to prepare construction documents (CDs) for a proposed municipal complex consisting of two buildings, site improvements and environmental permits on the above referenced property. We understand that Council may wish to authorize the site plans and environmental permitting first and separate from the CDs. We wish to advise that if council choses to authorize CDs at the same time as the site plans and environmental permits, we would extend a financial savings in a form of reduction in our overall fee.

The scope of our services is outlined below. It is important to note that this proposal has been prepared in such a manner that the progress plans will require review and approval by phase prior to moving to the next phase of work.

We understand that the township plans to continue retaining MJA construction services to provide construction estimates for the proposed work based on our design plans. We will coordinate with the estimator and provide them with our site plans, CDs and future Bid Documents for review and generation of estimates. We will assess their cost estimate and look to make necessary and valuable adjustments as we move towards bid documents, in order to maintain construction cost to within the desired budget. We will coordinate with the estimator and township through 90% and 100% plans.

111 Mill Street, Hackettstown, NJ 07840 / Phone: 908.850.3500 / Fax: 908.441.5803

[www.naderhouseofdesign.com](http://www.naderhouseofdesign.com)

## SCOPE OF SERVICES

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### Phase IB – SITE PLANNING & PERMITTING

#### PRELIMINARY SITE PLANS

Following review and approval of the Concept Plan, NADER will prepare site plans for approval by the Township of Byram. Site plans will be prepared in accordance with the planning Board checklist. Waivers or variances will be identified and requested as deemed necessary. We anticipate providing a courtesy presentation of the project before the Township Planning Board. *We request to coordinate with the township engineer during this phase in order to ensure compliance with new state stormwater management requirements and their applicability or the lack of.* The documents will consist of the following:

#### A. Site Engineering and Plans

Title Sheet. The Title Sheet will depict the property location, site information, tax map with site location, list of property owners within 200 feet, list of utilities, title block and zoning information.

Existing Conditions Map. The existing conditions map will be based on the boundary and planimetric survey prepared by others as provided to us. Should the existing survey not be available, we will prepare a separate proposal for preparing a boundary survey.

Site Layout Plan. This plan will depict the location of the new addition, new building, parking and circulation plan. The plan will be prepared showing the layout of the site with dimensions for the main roadway, access drive, buildings, sidewalks, and other site features. The plan will also include a zoning summary as required by the Township. The proposed building entrances and specific features will be shown as depicted on the concept architectural plans. We will show traffic directional signs and site safety features to demarcate the building and parking along with loading relative to the remaining areas on site. Grading will be shown and so will finished floor elevations. Considering the proposed construction will partially occupy an existing impervious area, and the remaining improved impervious area is less than a quarter of an acre, we do not anticipate the need for any water quality stormwater management features on site. However, we will evaluate the impacts of the new stormwater management regulations to be adopted in March and determine if we will need to comply or not. We will coordinate with the township engineer accordingly.

Site Grading Plan. This plan will show proposed grades through the area proposed for development. Finished floor elevation for both buildings will be shown and access grades from the parking lots to the building entrances will also be shown. Spot grades in the parking lots and along the site access will be shown to depict positive drainage flow. We will take advantage of existing drainage system (if any) to direct flow and runoff to it. Otherwise, we plan on allowing runoff to flow to adjacent undisturbed areas

Utilities Plan. This plan will indicate the proposed tie-ins for utilities servicing the building and site. We do not anticipate designing a new drainage system as a result of the site development. We plan to tie to the existing sewer line located adjacent to the police building. Our surveyors will locate the sanitary sewer manhole along with invert and rim and slope of existing pipe. We will also evaluate the location of existing electric feed and generator and determine proposed tie-in to the new buildings. Other utilities will be investigated and connection shown on our plans.

Landscape and Lighting Plan. We will show proposed landscape features where needed and site lighting as required and specified by the client. Details of lights and landscaping coverage will be added to the plan. Lighting coverage will be discussed with the township to ensure extent of limits.

Soil Erosion and Sediment Control Plan. We will show Soil Erosion and Sediment Control (SESC) notes and details specific to the site such as silt fence, stabilized construction entrance and specifications for Sussex County. Other notes and details will also be added as needed.

Construction Details. Construction detail plan will be prepared to show detailed information regarding specific site construction items. This may include details of items such as curbs and curb ramp, sidewalks, pavement, trench detail and others specific to site features as needed.

- B. We will attend one Planning Board meeting to present the Site Plans for courtesy approval.
- C. Permits - Sussex County Soil Conservation District – We will submit the plans that are prepared for municipal approval to the County soil conservation district for approval.
- D. Permits – Sussex County Planning Board – We will submit the plans that are prepared for municipal approval to the Sussex County Planning Board for approval.
- E. Permits – Highlands Council – We will complete an application and submit our design plans to the highlands Council for review and approval.
- F. Permits – NJDEP Wetlands and Flood Hazard Permits – We will submit plans and reports to the NJDEP for wetlands General Permit and Flood Hazard Permit (if needed). Both will be further identified following our pre-application meeting with the NJDEP in Phase I above.

**Deliverables:**

- Complete preliminary site plan set incorporating all required details
- Permit documents and applications

**Township Action Items:**

- Approve plans

## **Phase II – Construction Documents - Final Site Plans – Bid & Award**

### **CONSTRUCTION DOCUMENTS**

Upon your approval of the project by the Township, we will proceed with the development of Construction Documents (CDs). These include all the required drawings, details, specifications, and schedules required for approval from the Department of Buildings and other governing agencies having jurisdiction, and necessary for construction of the buildings. The plans will conform to the Uniform Building Code and other Sub-Codes currently in use in the State of New Jersey. We will also conform to any local requirements. Our documents will include:

We will address comments from building department officials during permit review process.

**Deliverables:**

- Floor Plans, Elevations, Wall Sections, enlarged floor plans as required
- Reflected Ceiling Plans
- Roof Plan and details
- Interior Finishes Schedule, Doors Schedule & Window Schedule
- Construction Details
- Structural Engineering Drawings
- Mechanical, Electrical, Plumbing and Fire Protection Engineering Drawings
- Project Specifications
- Updated construction estimate

**Township Action Items:**

- Approve CDs for bid package

**FINAL SITE PLANS**

Following review and approval of the Preliminary site plans, TNG will prepare final site plans for approval by the Township of Byram and for inclusion in the final bid set. Final site plans will address any comments during the preliminary approval process and any comments or changes requested during the permit review process. Specifications will be prepared for the site to address site issues including pavement, concrete curbing and sidewalks, planting, and lighting. Estimate of quantities will be generated for bidding purposes.

**Deliverables:**

- Complete bid set incorporating above with all required details
- Specifications

**Township Action Items:**

- Approve final and bid plans

**Bid and Award**

The bidding documents will assist you in establishing a list of prospective contractors. Once the construction documents are approved and the site plans are final, we will assist in the bid and award process. We will review bids for

completeness and responsiveness. We will identify uneven bids and we will then help determine the most successful bid. We can also assist in preparation of the contract.

NADER will perform the following, as required by the Township:

- Reproduce the Bidding Documents. A fee will be assessed to bidders for acquiring the plans and specs.
- Distribute the Bidding Documents, maintaining a log of bidders and deposits, if required.
- Organize and conduct/attend a pre-bid conference
- Prepare response to questions and provide clarifications
- Organize and conduct opening of bids
- Assist Township in determining the successful bidder
- Assist Township with contracting with successful bidder

**Deliverables:**

- Advertise Bid
- Conduct Pre-Bid Meeting
- Review and rank submissions – provide recommendations

**Township Action Items:**

- Approve successful bid for contract
- Contract with successful bid

**Construction Administration Services proposal will be prepared and submitted for approval once the CDs and Site Plans are approved.**

**SCHEDULE**

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A schedule will be provided following notice to proceed and kickoff meeting. We anticipate the following schedule for each phase. Township approval is required prior to moving to next phase. Schedule contingent on outside approvals and permits:

|              |   |
|--------------|---|
| Site Concept | 2 weeks   |
| Phase IB     | 6 weeks   |
| Phase II     | 12 weeks (not including advertisement and receiving bids) |

## ITEMS NOT INCLUDED

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- Construction survey stakeout services are not included in this proposal. TNG will provide a separate proposal for construction stakeout services upon request.
- Boundary Survey
- The following consultants or services: NJDOT permits, Traffic engineer and/or study, wetlands LOI or general permits, Soils Engineer, Environmental Engineer, A/V consultant, Lighting consultant, Virtual 3D tour rendering, Historic preservation specialist, Pool consultant, cost estimator, LEED certifying professional, Building/zoning expeditor, Acoustical Engineer, Security Engineering,
- Furnishings procurement and millwork design
- Any scope of work not explicitly included in this proposal, including Interior Design Services
- Proprietary digital information and business processes, specific to The Nader Group, is confidential. Such information will not be provided.

## EXCEPTIONS AND ASSUMPTIONS

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- Access to the property will be provided to TNG for the duration of this project.
- Electric, gas, water and sewer connections and capacities exist at the site to support the new building.
- PDF and other Digital Data will be transmitted to the client at the end of each phase. Modification of the digital data and files is not permitted without written permission by TNG. To the fullest extent permitted by law, the owner shall indemnify and defend TNG against all claims arising from the modification or unlicensed use of the Digital Data.

## DIRECT EXPENSES

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This item will include compensation for miscellaneous direct expenses including plotting, reproduction, permit application fees, mailing and overnight etc. Testing fees are also part of direct expenses (i.e., concrete testing, non-destructive testing, geotechnical testing, etc.). These expenses will be billed directly to the client. Other direct expenses include testing services. For this project, we recommend a budget of approximately \$35,000.00 for direct expenses.

## REQUESTED FEES

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Our fee for Professional Services is **Lump Sum** as shown below. These fees do not include Direct Expenses, which will be billed separately.

### PHASE IB – SITE PLANNING & PERMITTING

|                          |                    |
|--------------------------|--------------------|
| Permitting               | \$7,500.00         |
| Preliminary Site Plans   | \$40,000.00        |
| <i>Subtotal Phase IB</i> | <i>\$47,500.00</i> |



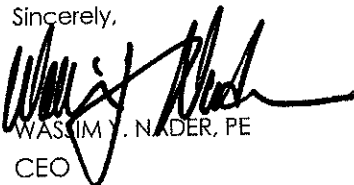
|  |                     |
|--|---------------------|
| DIRECT EXPENSES (includes \$12K for permit fees)     | \$14,000.00         |
| <b>Total Phase IB</b>                                | <b>\$61,500.00</b>  |
| PHASE II – CONSTRUCTION DOCUMENTS & FINAL SITE PLANS |                     |
| Construction Documents                               | \$105,000.00        |
| Final Site Plans                                     | \$15,000.00         |
| Competitive Bidding                                  | \$8,500.00          |
| <i>Subtotal Phase II</i>                             | <i>\$128,500.00</i> |
| DIRECT EXPENSES                                      | \$3,000.00          |
| <b>Total Phase II</b>                                | <b>\$131,500.00</b> |

## INVOICING AND PAYMENT

Invoices will be submitted monthly for a proportion of the work completed to-date, in accordance with Township requirements. All invoices are due upon receipt. Work will not commence to the next task until all payments are made for work completed for prior invoices.

We look forward to working with you to build a new municipal complex to better serve the Township and its citizens. Thank you and feel free to reach out with any questions or concerns.

Sincerely,



WASIM J. NADER, PE  
CEO