

SPECIAL MEETING OF COUNCIL  
Monday, September 29, 2003 at 7:00 P.M.

A Special Meeting of Mayor and Council was held Monday, September 29, 2003 at Town Hall, 100 Central Avenue, Hammonton, New Jersey, the 7:00 p.m., Mayor Ingemi presiding.

ROLL CALL

Members of Council answering roll call were Councilpersons Bertino, Chiofalo, Clark, Morano, Olivo, S. Lewis.

PRESENT ALSO

Frank G. Olivo, Town Solicitor  
Mr. Robert Garrison Sr.  
Mr. Robert Garrison Jr.  
of Garrison Architects

PLEDGE OF ALLEGIANCE

MAYOR'S STATEMENT

This meeting has been properly posted on the bulletin board reserved for such notices on the first floor of the Town Hall and mailed to two newspapers pursuant to law. Please familiarize yourselves with the fire exit drawing to the rear of the Council Chambers. Also, there is to be no smoking in the Town Hall at any time.

REASON FOR MEETING

Presentation by Mr. Garrison of Garrison Architects for architectural services for new Municipal Complex.

Presentation-Mr. Garrison Jr.

Mr. Garrison Jr. thanked Mayor and Council for the opportunity of this presentation. He stated he has with him tonight the preliminary conceptual drawings which is the footprint for the proposed town hall. He advised that Garrison Architects is a family business founded in 1969 and has offices in Mt. Laurel, NJ and Bala Cynwood, PA. They staff 25 professional and have a longstanding relationship with many Engineering firms including ARH. They work primarily with public buildings including schools and municipalities. All their plans are reviewed by the Department of Corrections. They gather information from clients and utilize experience with other municipalities. They perform work according to budget. Their track record with change orders is 1-2%. Their rates are competitive. They have been paid for Hammonton's new town hall feasibility study already and that work will carry forward into this next phase. They are not perfect. However, if a mistake is made on their part, they will carry the cost of correcting same.

Frank Olivo, Solicitor, questioned Mr. Garrison's rate?

Mr. Garrison Jr. responded Garrison Architects will be paid 6.5 percent of total cost of project.

The Solicitor questioned what work will be provided to the Town of Hammonton for the 6.5 percent rate?

Mr. Garrison Jr. advised Mayor and Council the scope of the work to be provided by Garrison Architects for the 6.5 percent rate as follows: feasibility study (completed), building interview of department heads, elevation and engineering of building, power point presentation that will show exactly how the building will look, introduction of electrical, plumbing, experts, construction documents, instructions to bidders, final phase (which requires Mayor and Council's approval), bidding of complete project (interior/exterior), conduct pre-bid meeting, walk site, answer questions, receive bids, recommend award of bid to Mayor and Council, handle problems with contractors, make sure work is completed in accordance with bid and billing, punchlist at end of job, handle change orders, assist employees in learning how to use various mechanical tools within building (such as heater/air, court recording, PA system, etc.), they will have a Clerk in the works or Construction Manager go over job with them, they will be available in case of emergencies, and they will provide architect.

Mr. Garrison Jr. further stated that everyone at Garrison Architects is involved in every project.

Mr. Garrison Jr. went over the Construction Manager vs. the Clerk in the Works. He stated the Clerk in the works is usually a retired employee hired to be on site at project and inspect same at a cheaper rate. The Construction Manager is usually a firm which is hired to do the same thing, however, their rate would be 2-3 percent of the cost of the project which is more costly. He is prepared to work in either setting this Mayor and Council chooses.

Mayor Ingemi questioned will Construction Manager be here daily?

Mr. Garrison Jr. stated the Construction Manager will do whatever Mayor and Council requires of him.

The Solicitor questioned, when a representative comes to the job site, what do they look at?

Mr. Garrison responded they will do a review of means and methods. More so make sure that PEOSHEA requirements are being met and other similar matters. The Construction Manager does a daily detailed review of project.

Councilperson Olivo questioned who is responsible for each person (architect, construction manager, engineer) and who insures same?

Mr. Garrison responded each individual is responsible for their job and are individually insured. He advised everything must be to code.

The Solicitor questioned at what part of the project will you start questioning Mayor and Council about what type of floors they will want in the new town hall?

Mr. Garrison responded in the design and development phase. He encourages Mayor and Council to visit other buildings they have created. Further, this phase may be bid as alternates that can be fit into budget later.

Mr. Garrison Sr. stated Garrison Architects is basically the quarter back that gets everyone together. He suggested Mayor and Council appoint a building committee to meet and decide on specifics and report back to Mayor and Council rather than meeting with 8-9 people at a public meeting for each and every decision.

Mayor and Council concurred that they all wish to participate in every aspect of project.

Mr. Garrison Sr. further stated, referring to plans displayed, the rooms can be moved or changed in size, but Mayor and Council must first approve the general structure of the building.

Councilperson Bertino questioned will Garrison Architect be involved with the plan on the inside such as carpet?

Mr. Garrison Sr. responded, yes. They will present a board with recommendations of colors they feel are appropriate and Mayor and Council may chose from same.

Mr. Garrison Sr. then reviewed the plan displayed in detail for everyone. He reminded everyone that this plan is not the final plan but just a preliminary to give Mayor and Council and idea of what they will be needing. He further advised he prefers a one story with no cellar plan as a less costly plan and more accessible to the public. He further advised that with a two story plan there is a need for two stairwells, elevators and more rest rooms which is more costly to the public.

Mr. Garrison Jr. advised that they are capable of moving historical buildings and restoring same. However, since Hammonton's Historical Buildings are not registered with the State, they will not fall under the same stringent criteria and Hammonton will be allowed to have more flexibility with same.

Councilperson Bertino questioned preliminary construction costs?

Mr. Garrison Jr. advised approximately \$130 per square foot.

Mr. Garrison Sr. further advised that the building will be fully handicap accessible even to the smallest detail.

Councilperson Bertino questioned how will room size be determined?

Mr. Garrison Sr. stated, if hired this evening, the next step will be for him to meet with various department heads to ascertain their personal departmental needs. He further advised it is preferable to begin construction in March rather than at the onset of winter.

Councilperson Bertino questioned how are change orders billed?

Mr. Garrison Sr. stated there is no charge for change orders. He further stated change orders are normally issued because the Mayor and Council find they have the necessary funds to upgrade or make a change to project at a later date.

A big issue for Garrison Architects is to thoroughly review history of area before any digging occurs as to curtail any unforeseen problems arising.

The Solicitor questioned will you assist town in finding/hiring a Construction Manager?

Mr. Garrison Sr. responded, yes.

Councilperson Bertino stated he has names and telephone numbers of Construction Manager firms which he will give to the Deputy Clerk to contact and ascertain their "Statements of Qualifications".

The Deputy was so advised.

Councilperson Bertino brought up the subject of the current mold remediation and questioned what, if anything, can be done to prevent the same problem in a new building?

Mr. Garrison Sr. responded that mold is a big problem in new buildings as well as old buildings. The reason being is that if an air conditioning system is built to handle a room of 100 people, normally that room does not contain 100 people. The subject of de-humidification is going to be a great issue in the future.

The Solicitor questioned does Garrison Architect get involved with Council/Court Room sound system, televising of same, etc. and is that worked into their price?

Mr. Garrison Sr. responded, yes to both.

Public Heard

John Woods - Mainstreet Hammonton

Mr. Woods questioned if Mr. Garrison and/or Mayor and Council would have any objections to Mainstreets input into exterior of new town hall building prior to same being chosen?

Mr. Garrison Sr. responded, if Mayor and Council have no objections, he would be happy to listen to Mainstreets point of view.

Gabriel Donio - Hammonton Gazette

Mr. Donio questioned if Mayor and Council would have any objections to Mainstreets input in the exterior of the new town hall?

Councilperson Olivo stated he believes in public input and that's why Mayor and Council wish to have public meetings and have everyone involved in the planning of the new town hall. He feels he can answer for everyone that Mayor and Council will not object to Mainstreets input into the exterior of the new town hall.

Councilperson Chiofalo concurred with Councilperson Olivo and stated he too welcomes Mainstreets input but wishes to express to everyone that Mayor and Council are the ultimate decision makers and he does not wish to have arguments occur over same.

#R 138-2003 Professional Services Agreement-Garrison Architects

A RESOLUTION AWARDING A PROFESSIONAL SERVICES  
CONTRACT TO GARRISON ARCHITECTS

**WHEREAS**, the Town of Hammonton desires to retain the services of an architect for the design of a new municipal complex; and

**WHEREAS**, Garrison Architects qualifies as a professional providing the services requested by the Town of Hammonton; and

**WHEREAS**, N.J.S.A. 40A:11-1 et seq. requires that the resolution authorizing the awarding of the contract for professional services without competitive bidding and the contract itself must be available for public inspection.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF HAMMONTON, COUNTY OF ATLANTIC, STATE OF NEW JERSEY**, that a professional services contract be entered into with Garrison Architects with offices located at 130 Presidential Blvd., Bala Cynwyd, PA consistent with the form of contract which is annexed hereto and made a part hereof for a total compensation of 6.50 % of the final construction cost; and

**BE IT FURTHER RESOLVED** that the contract is awarded without competitive bidding as a professional services contract in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Laws as Garrison Architects does maintain the required knowledge and expertise as required under the statutes of the State of New Jersey; and

**BE IT FURTHER RESOLVED** that the Mayor of the Town of Hammonton is authorized to execute a contract with Garrison Architects on behalf of the Town of Hammonton; and

**BE IT FURTHER RESOLVED** that a notice of this action taken by Mayor and Council shall be printed once in the designated newspaper for legal publications for the Town of Hammonton.

Motion by Councilperson Olivo, seconded by Councilperson Chiofalo, the resolution be adopted.

ON THE QUESTION:

Councilperson Chiofalo stated he has no objections to hiring Garrison Architects as he understands they did the feasibility study for the new town hall. However he questioned how the previous Mayor and Council came to the decision of hiring this firm?

Councilperson Bertino stated he and other Town representatives interviewed several architects approximately four years ago and were very happy with the services provided by Garrison Architects.

Councilperson Olivo questioned do any architectural firms have a Clerk of the works or Construction Managers on staff?

Mr. Garrison Sr. stated no. The reason being is it is better to have an independent person for this job.

ROLL CALL - Yeas: Bertino, Chiofalo, Clark, Morano, Olivo,  
S. Lewis and Mayor Ingemi.  
Nays: None.

Mayor Ingemi declared the motion carried.

At this time Mayor and Council concurred to Mr. Garrison that a one story town hall with no cellar would be preferable.

Mr. Garrison to meet with department heads and report back to Mayor and Council in approximately eight weeks time.

ADJOURN

Motion by Councilperson Morano, seconded by Councilperson S. Lewis, the meeting be adjourned. Motion carried.

April Boyer Maimone, Deputy Clerk