

Resolution of the City of Atlantic City

No. 393

Approved as to Form and Legality on Basis of Facts Set Forth

Factual contents certified to by

Deputy City Solicitor /s/ Michael J. Perugini

Director/s/ Michael P. Stinson, Revenue & Finance

Prepared by City Solicitor's Office

Council Members SHABAZZ & MARSH present the following Resolution:

RESOLUTION TO ENTER INTO A SHARED SERVICES AGREEMENT WITH THE ATLANTIC COUNTY IMPROVEMENT AUTHORITY FOR THE INSTALLATION OF SECURITY CAMERAS IN BROWN'S PARK

WHEREAS, the Atlantic County Improvement Authority (ACIA) serves as Atlantic County's multi-purpose financing, development and project management agency; and

WHEREAS, the City of Atlantic City wishes to enter into a shared services agreement with the Authority for the installation of security cameras in Brown's Park; and

WHEREAS, the Local Public Contracts law, N.J.S.A. 40A:11-5(2), and all other provisions of the revised statutes of the State of New Jersey allows for a contract to be negotiated and awarded without public advertising for bids if said contract is entered into with the County or an agency hereof; and

WHEREAS, the Uniform Shared Services Consolidation Act, N.J.S.A. 40:A65-1 et seq. authorizes such legal entities to enter into a shared services agreement with each other to subcontract a service which the parties to an agreement are empowered to render within a certain jurisdiction;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Atlantic City that the Mayor is hereby authorized to execute and the City Clerk to attest an shared services agreement with the **ATLANTIC COUNTY IMPROVEMENT AUTHORITY** for the installation of security cameras at Brown's Park for a total sum not to exceed **TWENTY-THREE THOUSAND DOLLARS (\$23,000.00)** to be approved as to form and execution by the City Solicitor, which contract shall set forth more specifically the services to be performed; and

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**SHARED SERVICES AGREEMENT PROPOSAL FOR THE PROJECT MANAGEMENT SERVICES FOR
THE INSTALLATION OF SAFETY AND SECURITY CAMERAS IN BROWN'S PARK
BETWEEN THE CITY OF ATLANTIC CITY AND THE ATLANTIC COUNTY IMPROVEMENT
AUTHORITY (ACIA)**

BACKGROUND

The City recently completed a renovation to Brown's Park which included the installation of playground equipment and a play area for children as well as other amenities to accommodate residents. In an effort to increase security and public safety the City's Police Department desires to incorporate Brown's Park into the Video Surveillance project recently completed by the Authority.

The proposal contemplates that ACIA will manage and implement the project for the design and installation of Safety and Security Cameras in the Park which will be connected to the Command Center in the City's Public Safety Building . The scope of services to be provided by the Authority include procurement of a design professional, oversight of the design/development process, procurement of a construction contractor, on-site project monitoring and oversight of the construction contractor, coordination with the contractor and design professional, processing payment requisitions and project closeout. Under this Shared Services Agreement the fees to be paid to the Authority will initially include the Authority's Project Management Fee and the cost of the Professional Services Agreement for the Design Professional.

PROJECT SUMMARY

I. **PHASE ONE DESIGN DEVELOPMENT**

A) Procurement of a design professional:

The required Scope of Services includes the preparation of plans, specifications and bid documents for the public bidding of the construction project. Also included will be bidding coordination, assistance in bid review and recommendation of award. The Design Professional will also be expected to be available for engineering consulting as needed throughout the project, including review and approval of payment applications.

Since this is essentially an extension of the recently completed Boardwalk Corridor Improvement Project and the Public Safety Building Command Center Improvements Project, staff and the City feel that it would be advantageous to engage the firm that designed the original project, Dixon Associates, to provide the required scope of services.

ACIA has determined, based on discussions with Dixon Associates that the firm can provide the requisite services including the development of Bid Ready Specifications and through project closeout on an hourly basis for an amount not to exceed \$17,000.

B) Coordination and Oversight of the Design Development Process:

The Improvement Authority will oversee the efforts of the Design Professional and coordinate with the ACPD to ensure that the design meets the project goals.

Site work is anticipated to include the erection of new camera poles at five locations within the park. Fixed and pan-tilt-zoom (PTZ) cameras are proposed to be mounted on these poles and the existing traffic signal pole at Arctic and Kentucky Avenues for the video security monitoring of activities within the park. The fixed cameras which are presently owned by the City will be modified to include speakers to allow audio communication from the ACPD Public Safety Building Command Center. The PTZ cameras will be a new purchase.

Site Improvements will require the extension of fiber optic service in new conduit from the corner of Arctic and Kentucky Avenues to the proposed camera pole in the park. The project scope will also include the extension of fiber optic cable in existing conduit in Iowa Avenue from Arctic Avenue to the Public Safety Building on Atlantic Avenue.

Anticipated tasks during this phase include:

Program, Schematic Design, and Design Development

- Attend, Participate in and Provide Input to Design Development Meetings
- Distribute Design Development Documents for Review by Owner, to include A/E generated cost estimates
- Compile Comments and Forward to A/E
- Review and Suggest Revisions to Design Schedule
- Review and Evaluate A/E cost estimate
- Attend and Participate in A/E Presentations to the Owner
- Process and Recommend on Disposition of A/E Invoices
- Maintain Detailed Project Files Related to this Phase

Construction Documents

- Attend Construction Documents Meetings
- Receive and Review (with owner) the A/E Generated Cost Estimates
- Monitor Code Review Submittals
- Identify Long Lead Items
- Review and Track Construction Documents
- Provide CD Progress
- Attend and Participate in A/E Presentations to Owner
- Maintain Detailed Project Files Related to this Phase

II. PHASE TWO – CONTRACTOR PROCUREMENT

Upon completion of the Technical Specifications ACIA will execute the procurement process for a construction contractor in accordance with the Local Public Contracts Law. It is anticipated that ACIA will hold the construction contract and the cost of that contract will be reimbursed by the City to ACIA under an amendment to this agreement. Included activities in this phase are:

Bid

- Develop Project manual “Front End “ Documents
- Advertise Bid Documents
- Schedule and Chair Pre-Bid Conference if required
- Prepare and Distribute Pre – Bid minutes if required
- Coordinate Responses for Requests for Clarification
- Assist in Preparation of Addenda
- Distribute Addenda
- Coordinate Receipt of Bids
- Determination of Award(s)*

Award

At this point, prior to proceeding, ACIA will request an amendment to the agreement to include the cost of the construction contract so that we may engage the contractor. Once the amendment is executed the following activities will be undertaken:

- Contract(s) Preparation and Distribution
- Preparation of Notice(s) to Proceed-
- Maintain Detailed Project Files Related to this Phase

III. PHASE THREE CONSTRUCTION ADMINISTRATION

This proposal contemplates that ACIA will provide the following Project Management Services through the construction phase.

Construction Administration

- Schedule and Chair Pre-Construction Meeting
- Prepare and Distribute Minutes of Pre-Construction Meeting
- Schedule and Chair Job Progress Meetings (JPM)
- Prepare and Distribute JPM minutes
- Verify Subcontractors List
- Review Contractors’ Schedule of Values
- Evaluate Contractors’ Application for Payment, coordinate with A/E, RE: Certification of Applications
- Review and Evaluate Contractors’ Progress Schedule
- Review and Recommend A/E Invoices to owner

- Track Contractors' Submittals to and from A/E
- Distribute Contractor
- Maintain Field Observation Reports
- Assist in Scheduling Inspections, Construction Photographs, and the Implementation of Site Safety Plan and Site Security Plan
- Maintain Detailed Project Files Related to this Phase

IV. PHASE FOUR CONSTRUCTION CLOSEOUT

The final phase of the project is Construction Closeout. ACIA will continue to provide the necessary service through this phase to ensure the completion of a successful project. Activities will include:

Construction Close Out

- Monitor and Report to Owner RE: Closeout Operations
- Schedule, Chair, and Generate Minutes of Close Out Meeting
- Assist in "Punch List" Development
- Coordinate, Schedule and Monitor Completion of "Punch List" Items
- Coordinate Equipment Operation Training
- Assist in Determination of Final Completion
- Obtain and Distribute all Close-out Documents
- Maintain Detailed Project Files Related to this Phase

V. FEE PROPOSAL

ACIA proposes to an initial fee of an amount not to exceed \$23,000.00 which covers the agreement with the Design Professional (Dixon Associates) in an amount not to exceed \$17,000.00 and ACIA's Project Management Fee from inception to close-out for an amount not to exceed \$6,000.00. Billings will be based on actual hours.

For Dixon Associates the hourly rate is \$150.00/ hour

ACIA's Hourly rate breaks down as follows:

Project Manager (Chares Pfrommer):	\$60.00/hour
Administrative Assistant (Lisa Duffner):	\$36.00/hour
Director of Projects (Tim Edmunds):	\$75.00/hour

In addition the ACIA would anticipate reimbursement for the actual expense incurred in advertising in accordance with the Public Bidding Requirements.

Please note that in order for the ACIA to engage a contractor after determination of the bids, we will be required to amend this Shared Services agreement for the cost of the Construction Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the 18th day of Aug, 2017.

ATTEST:

Paula Geletei
PAULA GELETEI, CITY CLERK

CITY OF ATLANTIC CITY

BY: Donald A. Guardian
DONALD A. GUARDIAN, MAYOR

The within Agreement approved as to form and execution by the City of Atlantic City Solicitor's Office.

Date: 8-11-2017

BY: Michael J. Perugini
MICHAEL J. PERUGINI, DEPUTY CITY SOLICITOR
KARL Timber, Esq. Asst. City Solicitor

WITNESS:

Donald A. Lamey, Jr.

ATLANTIC COUNTY IMPROVEMENT AUTHORITY

BY: John C. Lamey, Jr.
JOHN C. LAMEY, JR.
EXECUTIVE DIRECTOR

The within Agreement approved as to form and execution by the Atlantic County Improvement Authority's Law Department.

Date: August 8, 2017

By: Boyd