

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**Monday, October 4, 2021 at 5:00 p.m.
400 68th Street, Guttenberg, NJ**

1. Call to Order
2. Reading of the Open Public Meetings Act Notice
3. Roll Call
4. Pledge of Allegiance
5. Executive Director's Report
6. Financial Report and Bill List
7. Approval of Minutes

September 20, 2021 Board Meeting

8. Old Business
9. New Business
10. Resolutions

Resolution 2021-27 RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT TO REMINGTON & VERNICK FOR PROFESSIONAL ENGINEERING SERVICES FOR ELEVATOR REPLACEMENT IN THE AMOUNT NOT TO EXCEED \$277,726.00

11. Public Comment
12. Adjournment

(THE BOARD MAY CONVENE TO CLOSED SESSION DURING THE MEETING)

HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

MEETING MINUTES

This regular meeting of the Board of Commissioners was held on September 20, 2021 at 7005 Boulevard East, Guttenberg, New Jersey. The meeting was opened at 5:14 p.m. and the Open Public Meeting Act Notice was recited.

Adequate notice of this Meeting of the Board of Commissioners of the Housing Authority of the Town of Guttenberg was given in accordance with Chapter 231 of the Laws of New Jersey by publishing the meeting date in the El Especialito and the Bergen Record on May 16, 2019 and May 17, 2019, by posting the meeting date at the Guttenberg Town Hall on October 4, 2019, and by posting the meeting date on the Bulletin Board at the main office of the Housing Authority at 6900 Broadway, Guttenberg, New Jersey 07093 on May 13, 2019 and by posting the meeting date on the official website of the Housing Authority of the Town of Guttenberg on April 1, 2021.

Following the Pledge of Allegiance, roll call was taken.

ROLL CALL:

<u>X</u> Chairperson Habermann-Ward	A_ Vice Chairperson Montanez	<u>X</u> Commissioner Perez
<u>X</u> Commissioner Mantineo	X_ Commissioner Acosta	<u>X</u> Commissioner Popiel
<u>X</u> Commissioner Torres		

Also attending the meeting were Executive Director Ruddys E. Andrade and Anthony J. Arnone, Esq. of DeCotiis, FitzPatrick, Cole & Giblin, LLP (General Counsel).

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director briefed the Board on the suspension of the streamline process. The Authority is expecting money from the infrastructure bill but must remain in PHA status to remain eligible. The Senior for Seniors graduated its first class. They will work in Guttenberg. The Heart to Heart graduation/wellness event will be held on October 13th from 5-8 pm at Anna Klein School with Heart to Heart and North Hudson Community Action Corporation present. We will be scheduling another training class in the future. A meet and greet will held with Section 8 landlords both current and prospective at Rumba Cubano on October 7th from 5-7 pm. Hurricane Ida caused some damage on Authority property. At 7005, the roof was damaged. An assessment is being done whether to patch it or do the entire roof and the Authority is getting quotes for replacement. At 6900, there was water in the hallway and elevators and all water has been removed. The Authority will attempt to secure FEMA funding for these costs. The elevator replacement will be put out to bid beginning with 136th, 400, 6900, and then 7005. The audit is beginning next week and the Authority is ready and prepared.

FINANCIAL REPORT / PAYMENT OF BILLS:

A motion was made to approve the Financial Report and to accept and pay all bills. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICE CHAIR					X
DR. GONZALO PEREZ		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			
BLANCA POPIEL	2	X			
LUZ TORRES		X			

The motion is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the July 12, 2021 meeting of the Board of Commissioners. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR		X			
MARISOL MONTANEZ, VICE CHAIR					X
DR. GONZALO PEREZ	2	X			
JOLENE MANTINEO	1	X			
REBECCA ACOSTA		X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The motion is adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

RESOLUTIONS:

Resolution 2021-23 authorizing the establishment of a 401K or equivalent retirement plan for employees not eligible under the New Jersey State Retirement Plan. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	2	X			
MARISOL MONTANEZ, VICE CHAIR					X
DR. GONZALO PEREZ		X			
JOLENE MANTINEO	1	X			
REBECCA ACOSTA		X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The resolution is adopted.

Resolution 2021-24 authorizing and approving the Certificate of Incorporation of Guttenberg Housing and Community Development Corporation. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR		X			
MARISOL MONTANEZ, VICE CHAIR					X
DR. GONZALO PEREZ		X			
JOLENE MANTINEO	1	X			
REBECCA ACOSTA		X			
BLANCA POPIEL		X			
LUZ TORRES	2	X			

The resolution is adopted.

Resolution 2021-25 adopting the bylaws of Guttenberg Housing and Community Development Corporation. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	2	X			
MARISOL MONTANEZ, VICE CHAIR					X
DR. GONZALO PEREZ		X			

JOLENE MANTINEO		X			
REBECCA ACOSTA		X			
BLANCA POPIEL	1	X			
LUZ TORRES		X			

The resolution is adopted.

Resolution 2021-26 approving and authorizing the Public Housing waiting list to be opened to Guttenberg residents. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICE CHAIR					X
DR. GONZALO PEREZ		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			
BLANCA POPIEL	2	X			
LUZ TORRES		X			

The resolution is adopted.

PUBLIC COMMENT:

None.

ADJOURNMENT:

A motion was made to adjourn the meeting. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICE CHAIR					X
DR. GONZALO PEREZ		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			
BLANCA POPIEL	2	X			

LUZ TORRES		X			
------------	--	---	--	--	--

The meeting was adjourned at 5: 36 p.m.

Ruddys E. Andrade, Executive Director/Secretary

Linda Habermann-Ward, Chairperson

**RESOLUTION
of the
HOUSING AUTHORITY OF THE
TOWN OF GUTTENBERG**

Resolution No. 2021-27

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO REMINGTON & VERNICK FOR PROFESSIONAL ENGINEERING SERVICES
FOR ELEVATOR REPLACEMENT IN THE AMOUNT NOT TO EXCEED \$277,726.00**

Date Introduced: October 4, 2021

Date Adopted: October 4, 2021

WHEREAS, the Housing Authority of the Town of Guttenberg (“Housing Authority”), a public entity organized and existing pursuant to the Code of Federal Regulations, the Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, has determined that it is in need of professional engineering services for elevator replacement; and

WHEREAS, the Housing Authority of the Town of Guttenberg previously awarded a contract to Remington & Vernick by way of Resolution Number 2020-10 to perform a Physical Needs Assessment in the amount of \$47,000.00; and

WHEREAS, the Housing Authority of the Town of Guttenberg previously awarded a contract to Remington & Vernick by way of Resolution Number 2021-09 to perform General Engineering Services in the amount of \$10,000.00; and

WHEREAS, the Housing Authority of the Town of Guttenberg wants to replace its elevators at all of its facilities; and

WHEREAS, the Housing Authority of the Town of Guttenberg is satisfied with the services provided by Remington & Vernick; and

WHEREAS, the proposal submitted by Remington & Vernick has been reviewed and deemed by the Housing Authority’s Executive Director to provide for the professional engineering services for elevator replacement required by the Authority; and

WHEREAS, the Housing Authority has certified that sufficient funds have been appropriated for the above-mentioned service; and

WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to approve and authorize the award of a contract to Remington & Vernick to provide professional engineering services for elevator replacements,

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the award of a contract to Remington & Vernick to conduct a professional engineering services for elevator replacements in an amount not to exceed \$277,726.00; and

BE IT FURTHER RESOLVED that the Board hereby authorizes and directs the Executive Director of the Housing Authority of the Town of Guttenberg to take any and all necessary administrative actions to implement this resolution.

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR		X			
MARISOL MONTANEZ, VICECHAIR	1	X			
DR. GONZALO PEREZ		X			
REBECCA ACOSTA					X
JOLENE MANTINEO	2	X			
LUZ TORRES		X			
BLANCA POPIEL		X			

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary



REMINGTON
& VERNICK
ENGINEERS

One Harmon Plaza, Suite 210
Secaucus, NJ 07094
O: (201) 624-2137
F: (201) 624-2136

September 29, 2021
Revised October 1, 2021

Mr. Ruddys Andrade, Executive Director
Guttenberg Housing Authority
6900 Broadway
Guttenberg, New Jersey 07093

**Re: Proposal for Professional Engineering Services for
Elevator Replacements at
Centennial Towers, Golden Gardens, Herman Klein, and Macaluso Towers - Revised**

Dear Mr. Andrade:

REMINGTON & VERNICK ENGINEERS (RVE) is pleased to submit our Proposal to provide Professional Architectural and Engineering Services for the above referenced project. Our engineering staff is fully trained in the required professional disciplines and has all the skills necessary to complete this project. A description of the services to be provided for this project is as outlined below.

Project Scope

In general, the project scope consists of the replacement of the existing geared traction elevators with new modernized elevators and associated equipment at the follow locations:

1. **Centennial Towers (6900 Broadway) – 10 stories:** Replace two (2) existing geared traction elevators in kind with new modern elevators.
2. **Golden Gardens (136 69th) – 6 Stories:** Replace one (1) geared traction elevator in kind with new modern elevator.
3. **Macaluso Towers (400 68th) – 7 stories:** Replace one (1) existing geared traction elevator with a new modern elevator.
4. **Herman Klein Towers (7005 Boulevard East) – 10 stories:** Replace two (2) existing geared traction elevators with new modern elevators.

The existing elevators will be replaced in kind with modernized equipment. The new elevator system will consist of new controllers, new machines, new door operating equipment, new cabs, and all associated fixtures and accessories, as well as all supporting infrastructure. All design work will meet applicable local and national code requirements as required.

Our office will complete the design and prepare construction documents for the replacement of the elevators at all of the above listed locations. However, per the request of your office, this proposal only includes the provision of one (1) bid package that will include the proposed improvements at 136 69th only. The design documents for the remaining three (3) sites will be

shelved with the intention of advertising these projects in the near future. This proposal includes bidding and construction administration services for the improvements at 136 69th location only.

Please note that some of the existing elevators are not ADA compliant. It is our understanding that the GHA has received legal advice indicating that the project is not required to pursue ADA compliance with the proposed improvements due to the limitations of the existing construction and the anticipated high construction costs that are associated with the provision of ADA compliant elevators. Therefore, we will not be pursuing ADA compliance with this project where the existing elevator system does not allow for a direct replacement with an ADA compliant elevator system.

Our office will team with Netta Architects for this project. Netta Architects will provide all Architectural related professional services including the requirements for the elevator replacement. RVE will provide all structural, mechanical, electrical, and plumbing related engineering services to support the proposed improvements. The structural design will include foundation and masonry design for modifications to the existing shafts to support the new elevators as necessary, as well as steel design to support the proposed elevator hoists, lintels, and associated components as required. This proposal does not include any environmental services for hazardous material testing or abatement, however our office can provide these services for an additional fee if required.

Description of Phasing

Our design team will complete each of the above tasks in three (3) distinct phases: Design Phase, Bidding & Negotiation Phase, and Construction Administration Phase. A description of the services to be provided in each of these phases is as follows:

I. Design Phase

When authorized by the Owner, RVE will proceed with the preparation of drawings and specifications detailing the requirements for the construction of the project as approved by the Owner. Our office will visit the site to obtain information on the existing conditions as required. The final drawings will include floor plans, schematic diagrams, and details showing the installation the new equipment. Drawings will be prepared in AutoCAD 2019 compatible format or another reasonable form as required. Technical specifications will be prepared in Microsoft Word format. Our office will prepare a final construction cost estimate for the proposed work. The final bid package will consist of drawings and specifications for 136 69th only.

II. Bidding & Negotiation Phase

RVE will prepare and issue the bid documents as necessary. Our office will attend a pre-bid meeting, answer contractor questions during the advertisement period, and review contractor bids to assist the Owner in making an award recommendation. We will issue any addenda to the bid documents as required during the advertisement period. Work in this phase will be provided for 136 69th only.

III. Construction Administration Services

Contract administration services will commence at the award of the initial construction contract and terminate at the issuance of the final certificate for payment. However, RVE is entitled to a change in services, including additional engineering fees, should the

contract administration services extend 60 days past the date of substantial completion of work.

Construction administration services will include attendance at a pre-construction meeting; perform site visits during the construction process to monitor the contractor's performance; attendance at virtual progress meetings on an as needed basis; review of contractor shop drawings, submittals, and requests for information (RFIs); and one (1) punch list inspection and one (1) final reinspection at the completion of the project. Work in this phase will be provided for 136 69th only.

Pricing

For the scope of work described above, RVE requests a not-to-exceed fee as follows:

	Netta Architects	RVE	Total
I. Design Phase	\$153,000.00	\$72,014.00	\$225,014.00
II. Bidding & Negotiation	\$7,500.00	\$6,470.00	\$13,970.00
III. Construction Admin. Services	\$12,000.00	\$21,742.00	\$33,742.00
Reimbursables	\$2,500.00	\$2,500.00	\$5,000.00
TOTAL			\$277,726.00

Exceptions and Notations

1. RVE will require any and all available site plans, structural plans, and HVAC, electrical, and plumbing plans showing equipment, layout, line sizes, available pressures, capacities and locations of all utilities (water, sewer, gas and electric) required for the proposed work.
2. This proposal does not include any construction inspection services. Our office can provide these services for an additional fee.
3. This proposal does not include any other engineering services that are not directly related to the proposed scope of work or replacement of equipment or systems that are not the systems or equipment identified in this proposal.
4. This proposal does not include hazardous material (asbestos, lead based paint, etc.) testing or preparation of abatement plans. Our office can provide these services if required for an additional fee.
5. *Changes in Services:* Should any of the following circumstances occur and affect RVE services for this project, we will be entitled to an appropriate adjustment in the schedule of compensation:
 - A. Change in the instructions or approvals given by the Owner that necessitate revisions in the drawings, specifications and other instruments of service, prepared by RVE for this project.
 - B. Enactment or revisions of codes, laws or regulations or official interpretations that necessitate changes to drawings, specifications and other instruments of service, previously prepared by RVE for this project.
 - C. Decisions of the Owner not rendered in a timely manner.
 - D. Significant changes in the project, including but not limited to size, quality, complexity, the Owner's schedule, budget, or procurement method.
 - E. Evaluation of the Owner's or Contractor's proposals, including preparation or revision of drawings, specifications and other instruments of service, previously

- prepared by RVE for this project, as well as provision of other services in connection with Construction Change Directives issued by the Owner.
- F. Providing consultation concerning replacement of work resulting from fire, flood or other causes during construction.
 - G. Evaluation of an extensive number of claims submitted by the Owner, the Owner's consultant, the Contractor or others in connection with the work on this project unless RVE is responsible.
 - H. Preparation for and attendance at a public hearing, a dispute resolution proceeding or a legal proceeding except where RVE is a party thereto.
 - I. Evaluation of substitutions proposed by the Owner, the Owner's consultant, the Contractor or Others after award of the Contract for Construction.
 - J. Preparation of design and documentation for alternate bids or proposal requests proposed by the Owner, the Owner's consultant, the Contractor or Others.
 - K. Changes in the preliminary project information contained in the Agreement between the Owner and RVE Engineers.
 - L. Contract administration services provided 60 days after the substantial date of completion of the work on this project.
6. RVE will notify the Owner in writing if A through L above affects our services. If the Owner deems that all or part of our request for a change in services is not required, the Owner will give prompt written notice to RVE, and RVE will have no obligation to provide those services.

We look forward to assisting your office with this project, and trust the information provided meets your requirements. Should you have any questions or require additional information, please contact our Secaucus office at (201) 624-2137.

Sincerely,

REMINGTON & VERNICK ENGINEERS



Paul D. Cray, PE, PP, CME
Regional Manager

cc: Richard G. Arango, PE, PP
Christopher Saponaro, PE, PP
Timothy Kolody, PE