

PATERSON PUBLIC SCHOOL DISTRICT RESOLUTION FORM

1. All Board resolutions must clearly state how that program/initiative relates to or is specifically connected to the Priorities and Goals contained in the Strategic Plan.
2. This resolution must be in the Superintendent's office according to cutoff date before the meeting of the Board of Education.

Recommendation/Resolution: Approve professional services contract with DMR Architects, 77 Terrace Avenue, 6th Floor, Suite 607, Hasbrouck Heights, NJ 07604

WHEREAS, at the Board of Education meeting of June 17, 2020, Resolution #54 was approved to award a contract for professional services to produce a Redistricting Plan, DMR Architects, of Hasbrouck Heights, NJ; and

WHEREAS, at the Board of Education meeting of November 12, 2020, Resolution #2 was approved for additional professional services to complete and submit a Major Amendment to the District's Long-Range Facility Plan (LRFP) to; and

WHEREAS, Paterson Public Schools (the "District") has a need for additional professional services, to produce a district-wide plan that creates Middle Schools zones with sending Elementary Schools and to update to the approved LRFP that was approved on August 25, 2021; and

WHEREAS, the term "professional services" is defined in N.J.S.A. 18A:18A-2 to mean services performed by a person lawfully practicing a regulated profession that requires advanced knowledge which is acquired through a formal course of specialized instruction, other than general academic instruction or apprenticeship and training, or services necessary to provide original and creative goods or services in a recognized field of artistic endeavor;

WHEREAS, the District has determined to acquire such services through a non-fair and open contract in accordance with N.J.S.A. 19:44A-20.4 and 20.5, and without public advertising for bids pursuant to N.J.S.A. 18A:18A-5;

WHEREAS, the anticipated term of this contract will not exceed 12 consecutive months, pursuant to N.J.S.A. 18A:18A-42;

WHEREAS, DMR Architects has submitted a proposal offering to provide such services for a total price that will not exceed \$19,760; and

WHEREAS, the awarding of this contract is in line with the "A Promising Tomorrow Strategic Plan 2019-2024". Goal Area #2: Facilities, Objective 1.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education authorizes the Superintendent to enter into a contract with DMR Architects for professional services, in an amount not to exceed \$19,760 for the 2021-2022 school year; and

BE IT FURTHER RESOLVED, that notice of the award will be published within 20 days in an official newspaper stating the nature, duration, service, and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the board of education, pursuant to N.J.S.A. 18A:18A-5(a)(1) and N.J.A.C. 5:34-9.5.

APPROVALS REQUIRED

1. Submitted by  02/08/2022
(Neil Mariani, Chief Officer of Facilities and Custodial Services) Date

2. Approval by Divisional Administrator _____
Superintendent, Deputy, Assistant Superintendent, or Business Administrator, etc. Date

LEGAL DEPARTMENT USE ONLY	Requires Board Approval	X	Does Not Require Board Approval
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3. Verification by Legal Department  2/8/22
Date

Funds Available	Funds Not Available	Funds Not Needed	Non-Budget Item
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Account No. _____

4. Certification of Funds – Business Administrator  2/8/22
Signature Date

5. Approval by Superintendent  2/9/22
Date

6. Board Adoption Date February 9, 2022 Resolution Number 4



PATERSON PUBLIC SCHOOLS



Office of the Superintendent of Schools
90 Delaware Avenue, Paterson, NJ 07503
Office: (973) 321-0980 Fax: (973) 321-0470

Ms. Eileen F. Shafer
Superintendent of Schools

INTERNAL MEMORANDUM

To: Paterson School Board
From: Eileen F. Shafer, M.Ed.
Subject: Untimely Submission of Board Resolution

Board Resolution Number: _____

All resolutions submitted to the School Board must be submitted in accordance with the established Board of Education workshop and regular meeting schedule, and timely in relation to the execution of the activity, purchase, or contract included therein. All untimely items submitted for Board support must include this form or a letter/memorandum explaining the reason for the untimely submission.

_____ Receipt of information from the NJDOE or USDOE required to prepare this resolution was untimely.

_____ Receipt of information from the vendor, consultant or other contractor necessary to prepare this resolution was untimely.

_____ Initial submission of this resolution was timely. However, revisions and edits required/requested by the School Board or the Superintendent resulted in an untimely re-submission of this item.

_____ Circumstances involving staff (illness, family emergencies, etc.) resulted in an untimely submission of the resolution.

Explanation: Unaware that a board action was required to extend the professional services for the update to the LRF.

Other: _____

Approval Signature of Cabinet Member

Revised 1/22/19

[Handwritten Signature]
for Neil Madd



January 4, 2022

Mr. Neil Mapp
Executive Director of Facilities Management
Paterson Public Schools
200 Sheridan Avenue, 2nd Floor
Paterson, NJ 07502
via email to: nmapp@paterson.k12.nj.us

**Re: Paterson Public Schools
Long Range Facility Plan Update
Additional services
DMR Project No. 4744**

Dear Neil:

Kindly accept this correspondence as an additional services proposal regarding the above project.

On November 6, 2020, DMR Architects submitted a proposal to update the Long-Range Facility Plan for the Paterson school District.

A. Project Understanding

This proposal is for additional services to Paterson Schools to create a template for developing middle school attendance zones, establishing feeder patterns for K-5 schools to each of the middle schools and adjusting elementary attendance zones. Although this project is viewed as a K-5 and 6-8 model there may be some instances, based upon building capacity of some schools being paired either as K-2, 3-5 or K-3, 4-5.

This project will comprise:

- Geocoding the current PreK -8 in district students (matching them to the map).
- Calculating the number of middle school students in specified areas (in the previous study we did rough out seven distinct areas, these will be the first test areas).
- Calculate the number of K-5 students in each area and total the capacity (based upon available classroom space) in the proposed middle school catchment areas.
- Provide maps and utilization tables for each of the schools.
- Three virtual presentations to the Stakeholders:
 - Meeting 1- Review proposed redistricting plans
 - Meeting 2- Acquire feedback, discussion
 - Meeting 3- Final presentation
- Exclusion: Modifications to the existing school building required to support the approved redistricting are considered additional services.



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B. Responsibilities of the Client

Paterson Public Schools shall schedule all stakeholder meetings within three weeks of DMR's award, in order for DMR to complete recommendations and revisions within the desired schedule.

C. Compensation

Professional Service Fee for Basic Services described above is Not to Exceed Nineteen Thousand, Seven Hundred and Sixty Dollars (\$19,760.00) Hourly fees are as approved in RFP. Staff and hours listed below are for budgeting purposes. Actual time spent in each phase may vary and any unused budget line item in whole or in part may be carried into subsequent phases.

TITLE	RATE/ HOUR	HOURS	AMOUNT
Principal	\$195.00	4	\$ 780.00
Sr. PM / Associate	\$175.00	48	\$ 8,400.00
Marketing / Presentations	\$160.00	8	\$ 1,280.00
Administrative Support	\$75.00	4	\$ 300.00
Consultant – Ross Haber Associates (attendance at up to three virtual presentations to stakeholders)			\$ 9,000.00
Additional Services Total			\$19,760.00

D. Schedule

Additional Services will begin upon acceptance of this Agreement. It is DMR's understanding that the district would like to start this work on or about January 2022 and anticipate presentations to the stakeholders starting in February and final presentation in March 2022.

E. Agreement

All terms and conditions of the proposal agreement dated November 6, 2020 remain in effect. Signing this proposal authorizes DMR to proceed with the agreed additional services and shall bind the parties to the terms and conditions hereof. Fees and conditions represented in this proposal are applicable for 60 days from date of proposal.

F. Other Conditions

This Agreement assumes that approving agencies are limited to the Paterson Board of Education and includes meetings and preparation of documents needed for approvals by same. Meetings and coordination required to seek approvals of any



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other agencies are not included as Basic Services but can be provided at Owner's request as Additional Services.

Regards,

Donna Coen O'Gorman

Donna Coen O'Gorman, AIA
Senior Project Manager

DMR #4744 Paterson LRFP Update Additional Services

Architect: DMR Architects

Signature: *Donna Coen O'Gorman* Date: January 4, 2022

Name/Title: Donna Coen O'Gorman, Sr. Project Manager

Client: Paterson Public Schools

Signature: *Eileen Hofer* Date: 2/10/22
Name/Title:

Cc: Tracyann Williams - Paterson School District
Pradeep Kapoor- DMR

EH