



Memorandum

3/11/2020

To: Steve Giesbrecht, Borough Manager
Cc: Mayor Jensen and Members of the Borough Assembly
From: Chris Cotta, Public Works Director
Re: Motor Pool Shop Repair Design Contract

After last year's Motor Pool shop fire, we have been working with the Borough's insurer to determine the amount of the loss and move forward with repairs. The repair of the building is currently estimated at \$1.4M which is less than the \$2.3M cost of completely replacing the damaged structure. It was decided to move forward with the repair option to minimize the Borough's out-of-pocket costs to get the Motor Pool shop operational once again.

The Borough's insurance carrier (APEI) and the adjustment firm they are utilizing (Sedgewick) have a preferred architectural and engineering firm that does the type of design work needed – Wiss, Janney, Elstner Associates Inc. (WJE). Although we requested that APEI/Sedgewick engage WJE directly to implement the repair design work, it was their preference that the Borough engage WJE instead.

Although the Borough did not have funds allocated for this purpose, APEI has now begun disbursements to cover the loss and has provide enough cash to perform design work and partially finance construction, with more funds expected soon. A supplemental budget item is being presented to the Assembly at their regular meeting on March 16th to establish the capital project fund for the Motor Pool shop rebuild and receive the present and future fund disbursements from the insurance carrier.

Since we now have funds to move forward, it is desired to proceed with design work as soon as possible. WJE has provided a proposal for this work, which is attached along with a breakdown of the costs included within their proposal. They are ready to start work right away once a contract is in place, which could be within a few days of the contract award, should the Assembly approve the proposed contract amount.

If we do not move forward with award of WJE's proposal, a solicitation for professional service would need to be made and proposals gathered from any respondents, after which these would be evaluated, and a proposed award presented to the Borough Assembly. This would result in significant additional delays to what has already been something of a slow process.

For the reasons outlined above, Public Works recommends award of the Motor Pool Shop Repair design work to WJE Associates, Inc. in an amount not to exceed \$50,000. If you agree with this recommendation, please forward it to the Borough Assembly for consideration at their next regular meeting on March 16, 2020. I'll be present at the meeting to answer any questions that you or the Assembly may have in considering this matter. Thank you.

Attachments: WJE proposal (6 pages)

Public Works Department

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