



# New Jersey School Boards Association

413 West State Street • P.O. Box 909 • Trenton, NJ 08605-0909 • Phone: 609.695.7600 • Fax: 609.695.0413

## Ad Hoc Facilities Committee

### Report and Recommendations to the Board of Directors

#### Headquarters Building for the NJSBA

March 13, 2009

#### **BACKGROUND AND CHARGE TO THE COMMITTEE**

On March 14, 2008 the Board of Directors placed a moratorium in the construction of the new headquarters/conference center (see Attachment A). On November 7, 2008, President Harry J. Delgado appointed the Ad Hoc Facilities Committee, consisting of four Board of Directors members, representing the northeast, northwest, central, and southern regions of the state; three resource members – individuals who had served on a previous facilities committee; and the officers. The charge to the committee was:

The Ad Hoc Facilities Committee was established to review the current training and service needs of the members and recommend the type and location of a facility to meet those needs.

#### **CHRONOLOGY OF COMMITTEE ACTIVITY**

##### November 15, 2008

The committee held its first meeting. Chair Ray Wiss summarized of the work and recommendations of the Phase I and Phase II committees and the March 2008 board of directors decision to place a moratorium on the building project. The reasons for selecting the site in Hamilton (Mercer) were reviewed. They included having a state-of-the-art training and conference center in an accessible location, as well as office space.

Wiss reviewed the charge to the committee. With the new travel regulations and especially the restrictions on overnight stays, it was felt that the Association would have to spend more time going out to the members via regional programs and the Web, rather than bringing the members to a more central location. Therefore, it was agreed that a new facility should not have a conference center but still have training space to support our business plan of providing training for not-for-profit organizations. It should be a place for staff, a central office facility.

It was agreed that the location in Hamilton location is not our only option, as the need for an easily assessable training center has diminished. The executive director raised the issue of remaining in Trenton to enhance the Association's presence and advocacy efforts. First two committee reports addressed the Association needs but not in the Trenton area.

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The committee asked staff to have the following information sent on November 20, so it could discuss it after the BOD meeting on November 21:

- An appraisal of the Hamilton Site and its marketability.
- A list of viable sites for purchase or lease in Trenton or in the surrounding townships.
- A list of the pros and cons of staying in or leaving Trenton.
- The current financial picture vis-à-vis this project including the listing price of 413 and the viability of sale or lease.

The meeting was adjourned to November 21, 2008, at the conclusion of the BOD meeting.

#### November 21, 2008

The materials requested by the committee were reviewed and discussed. Copies of the brochure the realtor produced, showing 12 sites in and around Trenton, was passed around. It was decided that none of these sites would meet the Association's needs.

The committee reached the following decisions:

- Governmental Relations Department needs a presence in Trenton. This could either be in a headquarters owned by the Association, or in office space leased for them as close to the State House as possible.
- Continue to explore the possibility of an existing site in Trenton to purchase or land to build on. Work with the Mayor's office or the Trenton Economic Development Authority to discuss potential sites and possible assistance from the city.
- If no suitable site or parcel of land becomes available in Trenton, build on the existing Hamilton site, using the same footprint, but not build the conference center as originally envisioned.
- If a site becomes available in Trenton, do not sell the Hamilton property until the Association can cover the purchase price and improvements.
- Do not look to purchase any other parcel of land, with or without a building on it, outside of the City of Trenton.

Staff was directed to reach out to the construction management and/or architect firms that were previously engaged, as appropriate, to get a budget, hard and soft costs, timelines, and an estimate of "greening up" the existing plans, and to our realtor for listings of other potential sites in Trenton.

#### December 13, 2008

At this meeting, representatives of Cambridge, the construction management firm, provided a revised project outline, based on removing the 5,879 square foot (SF) conference/training facility from the planned 51,714 SF structure but leaving the same footprint. The cost of the revised 45,835 SF structure would result in reducing the cost of construction from \$18,000,000 to approximately \$16,000,000. There were three projected costs, which were questioned by the committee. If those costs did not materialize, they could reduce the projection by as much as \$1,700,000.

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The “greening” of the building and the four levels of LEED certification was discussed. However, to reach the first level of certification might raise the construction costs by 10%.

The general consensus was that the project was still too costly and that 45,000 SF was much more room than was needed. After a discussion, it was concluded that the Association needed between 28,000 and 32,000 SF in order to meet its staff housing needs and to provide space for training, both in-person and through the use of technology.

Staff reported that, on November 24, 2008, a site visit was conducted at 400 River View Plaza, a 31,000 SF site, located near the Department of Education, and felt that it was a worthwhile option to pursue, even though one tenant had a lease that expired in 2010 and another in February 2011. A site visit was arranged for the committee.

Staff also reported on a December 5 meeting with Anthony Carabelli, Jr, director of Trenton’s Division of Economic Development, concerning property the city would like NJSBA to consider. One, Cass Street and Route 129, currently being used as a parking lot, had easy access from major arteries for staff and members, while two others did not. Staff also discussed a building in Trenton that could be demolished.

The committee dismissed the two sites that did not have easy access from major roadways. One of the two was also ruled out because the current owner preferred to lease rather than sell it.

The committee left headquarters to meet with the realtor and a representative of the management company, at 400 River View Plaza. The committee took an extensive tour of the two floors and the surrounding property. Issues of accessibility between floors without going outside were raised. The drawings the realtor brought seemed to indicate that a solution was possible.

The group then visited the Cass Street and Route 129 property, located on the east side of Route 129, across from the state prison.

The committee reached the following decisions:

- Reassess our needs going forward.
- Contact SNS Architects obtain a copy of our space needs/allocation study and to get cost estimates on reviewing the programming report previously completed, redesigning Hamilton, and designing a “fit-up” for 400 River View.
- Follow up with the City of Trenton and the Mercer County Improvement Authority on potential assistance for Cass Street and the availability of other sites.

January 23, 2009

The committee received an update on the properties the Association currently owns.

- 413 West State was toured by a potential buyer who was interested in converting it into a residential condo. It could be purchased and leased back to us until we could move.
- The realtor informed us that the market value of 413 was \$1,800,000.
- The asking price on the Voorhees office was dropped to \$340,000.

An update on efforts to explore other Trenton properties was provided.

- Staff members met with Phillip Miller, executive director, and Allan Collins, deputy executive director of the Mercer County Improvement Authority (MCIA), on January 7, and were told that MCIA would want to be held harmless on the number of parking spaces on the site. That would require a 200 space parking structure be erected. The cost would be approximately \$15,000 per space.
- Trenton's director of the Division of Economic Development informed staff that a tour of the proposed demolition site was going to be held on January 21. There were four interested parties. However, Trenton's Economic Development director stated he doubted that anything would happen with the property for several years.

It was decided that neither location would be viable.

The proposal for architectural services, received from SNS Architects and Engineers, PC, was discussed. It was felt that the costs, especially those for Program Report Re-evaluation (\$18,000) and to modify the drawings for the Hamilton site (\$325,000) were too expensive, and staff was directed to explore other service providers. Committee members were urged to refer architectural firms to Association staff.

An updated Facility Space Needs analysis, which was developed from SNS's previous submission, was discussed. Based on current and projected staff needs, the basic square footage requirement would be 23,197 SF. When adding the standard 35% for circulation, the total came to 31,292 SF. It was noted that the square footage in some offices could be reduced by up to 30 square feet, if necessary.

Staff was directed to

- Do a complete vetting of Trenton properties and sites outside of Trenton that might have a Trenton address.
- Obtain more accurate figures on building on the Hamilton site vs. a fit-out of River View.

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Based on a referral by committee member Everett Jennings, Ronald "Chip" Vaughn, Managing Principal of The Vaughn Collaborative, a Trenton-based architectural and planning firm, met NJSBA staff. In addition to discussing Hamilton vs. a fit-out of River View, a retrofit of 413 was raised. Vaughn had actually worked on one of the projects at headquarters and was familiar with the building. He felt that it was a viable option.

On February 24, he provided staff with cost comparisons for building in Hamilton, retrofitting 400 River View, and retrofitting 413 West State. On February 26, he returned to Headquarters to participate in a telephone conference with committee chair Ray Wiss.

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February 28, 2009

Staff reported that, per the committee's direction, two properties in Trenton were assessed. One property did not have sufficient parking, was larger than we needed, and would have required a complete air conditioning system. The other property, recommended by MCIA, did not have sufficient square footage.

The committee then discussed the materials prepared by Vaughn (Attachment B), which showed a clear economic advantage to retrofitting 413 West State, and developed a list of questions to pose to him, about all three options.

Vaughn arrived, as scheduled, at 10:00 a.m. An extensive, in-depth discussion was held. Issues of LEED certification, the health of the boiler, the condition of the roof, and asbestos removal were explored.

The nine members present and voting unanimously approved the recommendation below.

### **ANALYSIS OF THE THREE ALTERNATIVES**

At the meeting of February 28, the committee conducted a critical analysis of three alternative sites: 1) the undeveloped site purchased by NJSBA in Hamilton Township; 2) 400 River View Plaza; and 3) the current NJSBA Headquarters located at 413 West State street.

As such, it was a more expansive assessment of facility options than that undertaken by prior Association committees. Such options were scrutinized in light of 1) the current needs of the Association; 2) the projected/future needs of the Association; 3) economic considerations/costs; and 4) "political"/pragmatic considerations.

Given the determination that the physical facility needs of the Association approximate 31,000 square feet on a present and foreseeable basis (criteria 1 and 2 above), all three site options were considered to be viable by the committee.

To compare costs (criteria 3 above), the committee used the projections provided by Chip Vaughn (see Attachment B). The cost differences among the sites were as follows:

- Hamilton Township (HT)
  - Construction costs: \$9-10,900,000
  - Recovery from sale of 413: \$2,000,000
  - Net cost: \$7-8,900,000
- 400 River View
  - Asking price: \$6,300,000
  - Construction costs: \$4,335,848
  - Recovery from sale of 413: \$2,000,000
  - Recovery from sale of HT: \$2,100,000
  - Net cost: \$6,535,848

- 413 West State
  - o Construction costs: \$4,381,398
  - o 12 month displacement: \$ 250,000
  - o Recovery from sale of HT: \$2,100,000
  - o Net cost: \$2,531,398

It was clear that new construction in Hamilton Township would be the most costly option and would put the Association in debt. While Hamilton was the best option when the previous committee envisioned an easily-accessible headquarters and training center, the location and scope of the project were changed by the implementation of the School District Accountability Act and the travel regulations.

Given the "political"/pragmatic considerations (criteria 4 above), and particularly the perceived benefit of maintaining a presence in Trenton, the committee focused its evaluation on the existing Headquarters site and the site located at 400 River View.

River View presents certain aesthetic and design benefits. However, while it was believed that acquisition costs could be as much as \$1,000,000 less than the asking price, when rehabilitation costs are factored in, the project costs would likely be twice as expensive as rehabilitation of the existing Headquarters site (criteria 3 above).

There were two other factors that were considered in evaluating River View. First, there are currently two tenants in the building. One's lease expires in 2010 and the other's in 2011. Retrofit would have to work around them, unless arrangements could be made for them to move out earlier. The second issue was parking space. While the current and former tenants had designated have had designated parking spaces in the lot across from the building, a check of the condo documents was that they were silent on dedicated or licensed spaces for 400 River View, as opposed to 100, 200, and 300 River View. It could cost the Association time and money only to find out that staff and visitors would have to drive to the public parking structure to park.

Based on the above considerations, the committee unanimously makes the following recommendations.

## **RECOMMENDATIONS**

1. That the Board of Directors approves the redevelopment of the current NJSBA Headquarters, located at 413 West State Street, Trenton, NJ, to serve as the permanent headquarters of the Association.
2. That the President appoint a new committee, named the Ad Hoc Headquarters Redevelopment Committee, with the charge as appears in Attachment C.
3. That the Board of Directors approves the roles *Roles and Responsibilities for the Redevelopment of the New Jersey School Boards Association's Headquarters* as appears in Attachment D.
4. That the Board of Directors suspends paragraph three of GO/3323, as recommended by the Executive Director and contained in Attachment E.

## **AD HOC FACILITIES COMMITTEE**

Raymond R. Wiss, Chair, BOD Northeast; Northern Valley Regional Board  
Elizabeth Ames, BOD Northwest; Franklin Township Board (Warren)  
Kim Law-Jackson, BOD Central; Burlington City Board  
Michael E. Stargell, BOD South; Pennsauken Board  
Robert Iannacone, Resource Member; Galloway Township Board  
Everett Jennings, Resource Member; East Orange Board  
Patrick D. McGuinness, Resource Member; Alexandria Township Board  
Harry J. Delgado, President, NJSBA; South Brunswick Board  
John Bulina, Vice President for Finance; Tabernacle Board  
Peter J. Calvo, Vice President for County Activities; Glassboro Board  
Eva M. Nagy, Vice President for Legislation/Resolutions; Franklin Township Board  
(Somerset)  
Kevin E. Ciak, Immediate Past President; Sayreville Board

### **Staff**

Walter A. Meyer, Director, Association and Business Development  
Charlene A. Hendrix, Administrative Assistant, Association and Business Development

### **NJSBA Resources**

Marie S. Bilik, Executive Director  
Cynthia J. Jahn, Assistant Executive Director/General Counsel  
Francis J. Pullo, Director, Finance and Operational Services

**ATTACHMENT A**

**BOARD OF DIRECTORS MORATORIUM ACTION OF  
MARCH 14, 2008**



# New Jersey School Boards Association

413 West State Street • P.O. Box 909 • Trenton, NJ 08605-0909 • Telephone: 609.695.7600 • Toll-Free: 888.88NJSBA • Fax: 609.695.0413

## AGENDA ITEM NO. 5

### BOARD OF DIRECTORS

For Meeting of March 14, 2008

**FOR:**             **ACTION**  
                       **DISCUSSION**

**FROM:**         **MARIE S. BILIK, EXECUTIVE DIRECTOR**

**SUBJECT:**      **MORATORIUM ON CONSTRUCTION OF HEADQUARTERS/CONFERENCE CENTER**

In May 2007, the Board of Directors acted favorably on the Construction Review Committee's recommendation to approve construction of a new headquarters building, which would include a conference center, for a cost of approximately \$18 million, excluding land. The facility would be constructed on a site acquired in November 2006 for \$1.6 million. The vote was the culmination of a four-year process to assess the adequacy of Association facilities to meet member service needs.

The new building would be financed through \$6.5 million in capital reserve, anticipated revenue of \$4 million from the sale of four buildings (the sales of two of those sites – the northern and central field offices – have closed), and a \$7.5 million mortgage. The annual carrying cost on the mortgage was estimated at \$500,000. In May 2007, the board was also presented with a plan to cover the mortgage payments, which relied heavily on growth in non-dues revenue.

Recent political and economic developments, however, bring into question the appropriateness of the facility's design and the advisability of going forward with the project as planned.

**Impact of Accountability Act** The most significant change involves new direction in the training of school board members. The 2007 School District Accountability Act is having a dramatic impact on how, when and where school board members are trained. It has resulted in reduced demand for statewide conferences, which were to be a major function of the proposed NJSBA Conference Center. Additionally, the law has set a new direction in how board member training is formatted and delivered. The act focuses on regional, Web-based and electronic training.

Since the fall, NJSBA has used regional and Web-based formats to provide the advanced training, and has done so with great success. Going forward, we anticipate the need for more – not less – Web-based training. Moreover, NJSBA's 2007 member survey, released last fall, indicated a preference for county-based, regional and Web-based training.

In addition, the Accountability Act might have an impact on future years' Workshops, which have been a major source of non-dues revenue for NJSBA.

**Impact of Economy** Unlike the situation nine months ago when the building plans were approved, today it is clear that New Jersey and the nation are experiencing an economic downturn. This business climate could affect the ability of NJSBA to sell the Trenton headquarters and the southern field office and, therefore, could require additional borrowing beyond the \$7.5 million mortgage.

**Reports/Information** Because of economic and political forces, the Executive Director secured the following reports and information to provide a clearer understanding of the Association's financial position and other relevant factors related to the construction of a new headquarters:

- An independent analysis of the Association's finances by Craig Consulting. The analysis includes possible situations concerning future revenue, debt encumbrances and the cost of constructing the new building.
- Various scenarios from Cambridge Associates, the construction management firm, concerning the financial impact of delaying construction should the Board of Directors decide to go forward with the plans after a moratorium.
- President Kevin E. Ciak's financial analysis of the impact of additional financing that would be needed if the Trenton headquarters and southern field office are not sold by the completion date of the new building. The analysis looks at two scenarios: a one-year bridge loan with existing levels of dues; and a two-year bridge loan with a reduction in dues income that might result from consolidation of school districts.
- A report from Fran Pullo, director of finance and operations, concerning the Association's expenditures for the project to date.
- An accounting of all activity within the Capital Fund for FY 06-08.
- A memo from Michael Vrancik, NJSBA director of governmental relations, concerning the state's political and economic climate.

These documents are attached. Also attached are "talking points," which describe in more detail the developments to date, the economic and political forces that warrant reconsideration of the construction plans, and the future direction for NJSBA facilities should the Board of Directors authorize a moratorium on construction.

On Monday, the Officers and the Executive Director consulted with the Construction Review Committee and shared these documents with the committee members.

The Officers and Executive Director have considered the financial reports and related information, as well as the state of the economy and external developments affecting training. Based on their analysis, they believe it is prudent for the Board of Directors to place a moratorium on the construction of the new headquarters and conference center.

**Future Direction** Approval of the moratorium would not mean that the Association has abandoned plans to relocate its headquarters. In 2005, after extensive study, the ad hoc Facilities Committee reported that the renovations necessary to keep the Trenton headquarters in operation would not be cost-effective. That situation has not changed.

If the board approves the moratorium, the following actions would take place:

1. The President would form a committee to explore alternatives to construction of the currently rendered plans.
2. NJSBA's two remaining properties – the headquarters in Trenton and the southern field office in Voorhees Township – would remain on the market.
3. All professional firms, whose services NJSBA has secured for construction of the new building, would be dismissed.
4. The Association, which owns the rendering and plans for the proposed facility, would continue to secure necessary permits for its construction. Such action would (a) expedite construction should the Board of Directors end the moratorium and go forward with the existing plans, or (b) add value to the property and make its sale more attractive as a "construction ready" site.

**Recommendation:** The Executive Committee recommends that the Board of Directors place a moratorium on the construction of a new headquarters/conference center for the New Jersey School Boards Association.

**ATTACHMENT B**

**REPORT PREPARED BY  
THE VAUGHN COLLABORATIVE**

# THE VAUGHN COLLABORATIVE

ARCHITECTURE AND PLANNING

Ronald E. Vaughn, Jr., Assoc., A.I.A.  
Louis J. DeLosso, A.I.A., P.P.  
Ronald E. Vaughn, Sr., A.I.A., P.P. (1924-2004)

Jerome H. Taylor, A.I.A.  
Josef P. Bruder, R. A.

February 25, 2009

N.J. School Boards Association  
413 West State Street  
Trenton, NJ 08605-0909

The New Jersey School Boards Association is considering a facilities program that will address complete physical improvements to their operation and assist in better serving the "Associations" membership. The Vaughn Collaborative has been requested to review a previously developed space allocation and provide a comparison budget for three options.

- ◆ Option "A" would be to develop a complete new 32,000 s.f. building on property currently owned by the Association in Hamilton Township.
- ◆ Option "B" is to purchase 400 Riverview Plaza adjacent to the Thunder Baseball Stadium in Trenton and complete a 30,427 s.f. renovation to meet the program requirements of the Association.
- ◆ Option "C" is for the Association to temporarily vacate the existing 30,874 s.f. headquarters located on 413 West State Street in Trenton and to complete a total renovation of the existing space to meet the program needs of the Association.

Through previous analysis, Options "B" and "C" are feasible, with limits placed on the original conference objective. At this time, it is an understanding that these spaces are ancillary and a portion of the conferencing will be met under a reduced scope of work, possibly by shared space or efficiencies developed in design.

Budgets for scenario Options A, B C:

**Option A Build New**

New 32,000 s.f. facility	=	\$ 8,000,000.
Site Improvements	=	\$ 1,000,000.
Soft Costs	=	<u>\$ 1,980,000.</u>
		\$10,980,000.

Note: Cost does not account for any unforeseen environment or site conditions.

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**Option B:**

400 Riverview Plaza Building	30,427 GSF	
Architectural Interior Improvements @ \$85.00/sf =		\$2,586,295.00
Mechanical upgrades (equipment replacement) @ \$19.00/sf =		\$578,113.00
Electrical, IT, communications @ \$10.00/sf =		\$304,270.00
		<u>\$3,468,678.00</u>
Soft costs: moving fees, professional cost, permits, design and construction contingency, F.F.&E. @ 25%		\$867,169.50
		<u>\$4,335,847.50</u>
Solar energy to carry approximately 40% of the electrical load		\$485,000.00
Property Acquisition Cost (asking price)		\$6,300,000.00

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**Option C:**

413 West State Street	30,874 GSF	
Architectural interior improvements @ \$85.00/sf =		\$2,624,290.00
Mechanical/Plumbing Upgrades @ \$12.00/sf =		\$370,488.00
Electrical, IT, communications @ \$10.00/sf =		\$308,740.00
		<u>\$3,303,518.00</u>
Soft costs: moving fees, professional cost, permits, design and construction contingency, F.F.&E. @ 25%		\$825,879.50
		<u>\$4,129,397.50</u>
Building Envelope Improvements		\$ 252,000.00
Solar energy to carry approximately 20% of the electrical load		\$285,000.00
12 months displacement @ \$250,000.00		\$250,000.00

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**NJSBA**  
**EXTERIOR IMPROVEMENTS**

**The Vaughn Collaborative made a brief site visitation to look at possible exterior improvements to the existing building.**

**The existing building has stucco on masonry base with a cantilevered steel and glass structure above.**

**The site needs re-landscaping and the overgrown shrubs in the front need to be removed. This will greatly enhance the front of the building.**

**The stucco has cracks and needs to be refinished and possibly brightened.**

**The windows are steel frames with a “zip rib” insulated glass glazing system. This is a good system and should need minimal maintenance.**

**The steel ribs should be sanded and repainted. ( an on-going process)**

**We make the assumption the roof should be replaced.**

**We propose the first floor windows be enlarged to brighten up these spaces.**

**Possible solar screening could be added where the solar heat gain is intolerable.**

**We propose a glass box vestibule be extended into the driveway area to create a visible entrance into the building. Keep the lines simple in order to not detract from the clean building lines. Add a curb and sidewalk to the vestibule. The existing foyer should be brightened and opened up if possible to make the space more inviting.**

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**NEW JERSEY SCHOOL BOARDS ASSOCIATION**  
West State Street, Trenton, NJ

**EXISTING BUILDING ANALYSIS**  
Tuesday, February 24, 2009

<b>DEPARTMENT</b>	<b>AREA</b>	
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<b>THIRD FLOOR</b>	<b>8300 SF</b>	
Executive Director	900	
Human Resources	480	
Financial Operational Services	900	
Governmental Relations	1110	
Labor Relations	1283	
<b>Total Program Area</b>	<b>4673 sf</b>	<b>56%</b>
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<b>SECOND FLOOR</b>	<b>8300 SF</b>	
Communications	1439	
Business Development	1764	
Legal and Policy Services	1408	
IT Offices	780	Server in Basement
<b>Total Program Area</b>	<b>5391 sf</b>	<b>65%</b>
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<b>FIRST FLOOR</b>	<b>5200 SF</b>	
Member Services	1690	
Mail Room	1000	
Receiving	150	
Lunch Room	750	
Reception/Waiting/Security	400	
<b>Total Program Area</b>	<b>3990 sf</b>	<b>77%</b>
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<b>BASEMENT</b>	<b>5200 SF</b>	
IT Server	1125	
Boiler/Mechanical	1508	
Maintenance/Storage	1200	
<b>Total Program Area</b>	<b>3833 sf</b>	<b>74%</b>
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**CONFERRING CENTER**

200 Person Training Room	3000	15sf/person
Training Room Storage	400	
Prefunction Space	600	3sf/person
2- Video Conference Rooms	750	375sf ea.
8 Breakout Rooms	3200	400sf ea.
Breakout Room Storage	800	25sf ea.
Pantry/Food Servery	400	
Coffee Bar		incl. in space
Public Access/Reception	1200	
Toilet Rms	800	
Coats	100	
<b>Sub-total</b>	<b>11250 sf</b>	

**Conferring needs for Labor Relations**      see above

<b>GROSS BUILDING AREA</b>	<b>30,874 SF</b>	
<b>NET BUILDING AREA</b>	<b>27,000 SF</b>	
<b>PROGRAM AREA LESS CONF.</b>	<b>17,887 SF</b>	<b>66%</b>
<b>PROGRAM AREA w/ CONF.</b>	<b>29,137 SF</b>	<b>108%</b>

1. Conference Center requires considerable area. The existing conference room is 1100 sf and could hold 60-75 persons for meeting and training. By using the existing Building, additional conferencing space would need to be rented. A cost benefit analysis is required.

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**NEW JERSEY SCHOOL BOARDS ASSOCIATION**  
West State Street, Trenton, NJ

**RIVER VIEW PLAZA BUILDING ANALYSIS**

Tuesday, February 24, 2009

<b>DEPARTMENT</b>	<b>AREA</b>	
<b>SECOND FLOOR</b>	<b>15,061 SF</b>	
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Executive Director	900	
Human Resources	480	
Financial Operational Services	900	
Governmental Relations	1110	
Labor Relations	1283	
Communications	1439	
Business Development	1764	
Legal and Policy Services	1408	
IT Offices	780	
IT Server	1125	
<b>Total Program Area</b>	<b>11189 sf</b>	<b>74%</b>
<b>FIRST FLOOR</b>	<b>12,205 SF</b>	
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Member Services	1690	
Mail Room	1000	
Receiving	150	
Lunch Room	750	
Reception/Waiting/Security	400	
Maintenance/Storage	1200	
<b>Total Program Area</b>	<b>5190 sf</b>	<b>43%</b>

# THE VAUGHN COLLABORATIVE

ARCHITECTURE AND PLANNING

## CONFERRING CENTER

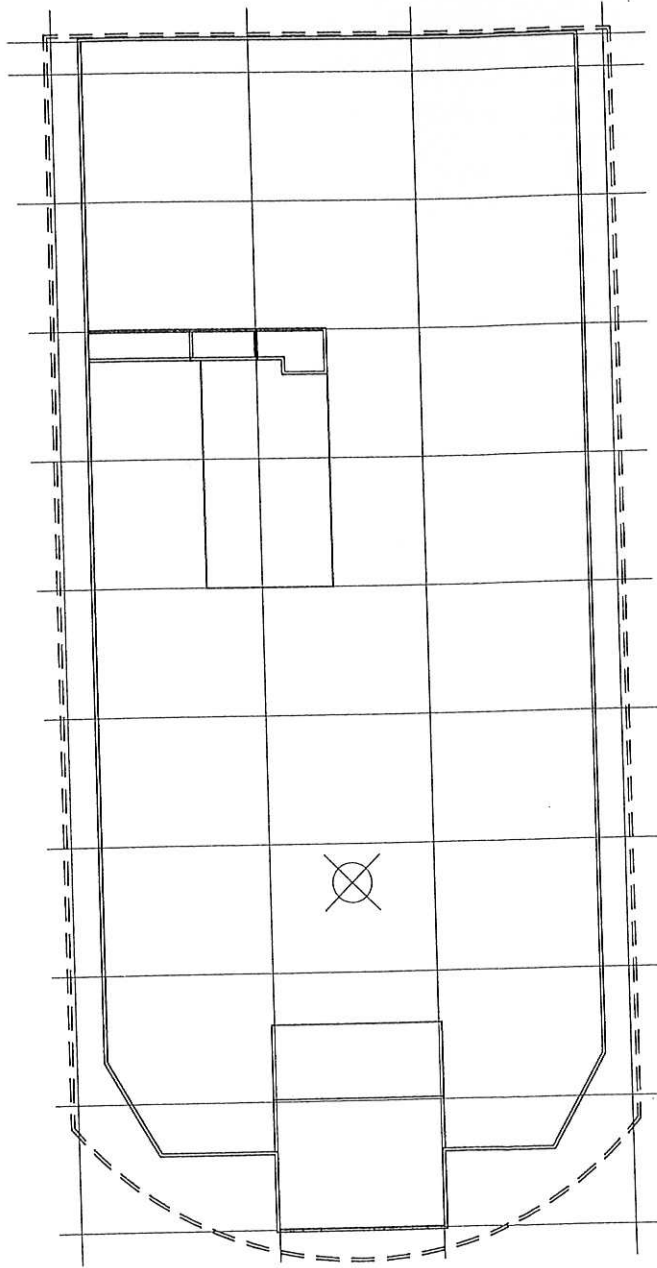
200 Person Training Room	3000	15sf/person
Training Room Storage	400	
Prefunction Space	600	3sf/person
2- Video Conference Rooms	750	375sf ea.
8 Breakout Rooms	3200	400sf ea.
Breakout Room Storage	800	25sf ea.
Pantry/Food Servery	400	
Coffee Bar		incl. in space
Public Access/Reception	1200	
Toilet Rms	800	
Coats	100	
<b>Sub-total</b>	<b>11250 sf</b>	

Conferencing needs for Labor Relations see above

<b>GROSS BUILDING AREA</b>	<b>30,427 SF</b>	
<b>NET BUILDING AREA</b>	<b>27,266 SF</b>	
<b>PROGRAM AREA LESS CONF.</b>	<b>16379 SF</b>	<b>60%</b>
<b>PROGRAM AREA w/ CONF.</b>	<b>27629 SF</b>	<b>99%</b>

### NOTES

1. Gross building area includes outside walls, net building area less support spaces.
2. Program area is shown without Conferencing Center (comparable to the existing building). Conference Center requires considerable area. It doesn't appear the total Conferencing Center can be accommodated into this building. Using a 70% net to gross building ratio, approximately 5000 sf of space can be used for conferencing.



FIRST FLOOR:  
 GROSS AREA: 14,100 SF  
 NET AREA: 12,205 SF

SECOND FLOOR:  
 GROSS AREA: 16,809 SF  
 NET AREA: 15,061 SF

NEW JERSEY SCHOOL BOARD ASSOCIATION  
 RIVER VIEW PLAZA  
 AREA ANALYSIS

ARCHITECTURE - PLANNING - INTERIOR DESIGN  
 PHONE (609)-695-7411 FAX (609)-695-2867  
 42 WEST LAFAYETTE STREET, TRENTON, NEW JERSEY 08608

**THE VAUGHN COLLABORATIVE**

SCALE:  
 1"=30'-0"

DATE:  
 02-24-09

BY:  
 JHT

PROJECT NO.  
 MARKET

DWG. NO.  
 SK10

## **ATTACHMENT C**

### **CHARGE TO THE AD HOC HEADQUARTERS REDEVELOPMENT COMMITTEE**

The Ad Hoc Headquarters Redevelopment Committee is charged to provide oversight over all aspects of the design, cost estimation, and renovation of the current headquarters building at 413 West State Street; consult with the executive director on the selection of any person or entity required for the successful completion of the project headquarters for the Association; approve estimated costs for each phase, monitor progress in meeting each phase and approve variations from the estimated cost if in excess of 5%; and provide regular reports to the Board of Directors at each of its meetings throughout the construction project.

## **ATTACHMENT D**

# **ROLES AND RESPONSIBILITIES FOR THE REDEVELOPMENT OF THE NEW JERSEY SCHOOL BOARDS ASSOCIATION'S HEADQUARTERS**

# **ROLES AND RESPONSIBILITIES FOR THE REDEVELOPMENT OF THE NEW JERSEY SCHOOL BOARDS ASSOCIATION'S HEADQUARTERS**

## **Board of Directors**

1. Authorize the renovations of a 413 West State Street.
2. Authorize moving of Association staff to temporary quarters during renovations.
3. Approve basic renovation design concepts.
4. Authorize the expenditure funds necessary for construction renovations.
5. Approve resolution of roles and responsibilities.
6. Suspend third paragraph Policy 3323.
7. Review ongoing reports from the Ad Hoc Headquarters Redevelopment Committee.

## **Ad Hoc Headquarters Redevelopment Committee**

1. Provide oversight of all aspects of the facility renovations project.
2. Consult with the Executive Director on the selection of any person or entity required for the successful completion of the project.
3. Approve overall design plans and specifications.
4. Approve estimated costs for each phase, monitor progress and approve variations from specifications if in excess of 5% of the budget.
5. Provide reports to the Board of Directors at each of the Board of Directors meetings throughout construction.

## **Executive Director and Staff Facilities Committee**

1. Engage all professionals to complete the project.
2. Execute the contracts necessary for the completion of the project.
3. Meet with the contractor, architect and others concerning details of the construction project, providing all the necessary information on all related matters needed for the completion of the construction project.
4. Make specific design decisions within budget parameters.
5. Provide close oversight of the project.
6. Provide regular reports to the Ad Hoc Headquarters Redevelopment Committee.

## **General Counsel/Outside Legal Counsel**

1. Review and approve all contracts and agreements executed in connection with the construction project.
2. Respond to inquires as necessary.

## **ATTACHMENT E**

### **RECOMMENDATION OF THE EXECUTIVE DIRECTOR TO SUSPEND THE THIRD PARAGRAPH OF GO/3323 SOLICITING PRICES (BIDS AND QUOTATIONS)**



## MEMORANDUM

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**TO:** BOARD OF DIRECTORS

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**FROM:** MARIE S. BILIK, EXECUTIVE DIRECTOR

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**DATE:** MARCH 13, 2009

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**RE:** WAIVER OF GO/3323, SOLICITING PRICES (BIDS and QUOTATIONS)

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Background: The NJSBA, while not subject to any public contracts law, has nonetheless adopted a policy which states that it will publicly advertise any competitive bid purchase over the threshold amount. GO/3323 (attached).

The NJSBA Ad Hoc Facilities Committee has raised a concern that to require competitive advertising and bidding for the construction of the new facility will unduly limit the Association's ability to choose the contractor the committee believes is best suited to construct the new facility.

The committee proposes to seek competitive prices through the Request for Proposals process, wherein no less than three quotes would be obtained for each service. The committee is proposing that the third paragraph of GO/3323 be waived for purposes of the facility construction/renovation only. The paragraph reads as follows:

While not subject to the Schools Public Contracts Law, nonetheless, NJSBA will publicly advertise any competitive bid purchases over the "threshold" amount, set annually by the Commissioner of Education. Interested vendors will respond to NJSBA public bidding advertisements on the "NJSBA Requests for Proposals" form. Specific areas where advertising for bids is not required will be followed in accordance with N.J.S.A. 18A:18A-5.

If the committee recommendation is approved, the referenced paragraph will remain in full force and effect for all other purchases and will only affect the selection of contractors for the construction/renovation of a new or renovated facility. (Note in November 2006 the Board of Directors approved the same recommendation made by the Construction Review Committee.)

Recommendation: I recommend that the Board of Directors approve waiver of the third paragraph of GO/3323 as it applies to the construction/renovation of a new or renovated facility.

# N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

## GOVERNANCE & OPERATIONS

FILE CODE: GO/3323

### BUSINESS OPERATIONS SOLICITING PRICES (BIDS AND QUOTATIONS)

#### Purchasing Procedures

The Executive Director shall seek competitive prices in the exercise of his/her purchasing authority.

All purchases shall be subject to competitive pricing guidelines. Staff responsible for each program area are expected to conduct the purchasing process so that actual funds expended are equal to or less than budgeted amounts. Each staff person responsible for or assigned to a particular program area, or any part of a program, shall seek competitive prices in securing goods and services for the Association. Any purchase over \$2,500 requires a minimum of three quotes. Acceptable methods include telephone quotes, written quotes, and formal "Requests for Proposals." Results of the competitive pricing will be summarized on the NJSBA quotation sheet. A copy of the quotation sheet should be forwarded to the Business Office along with the purchase order.

While not subject to the Schools Public Contracts Law, nonetheless, NJSBA will publicly advertise any competitive bid purchases over the "threshold" amount, set annually by the Commissioner of Education. Interested vendors will respond to NJSBA public bidding advertisements on the "NJSBA Requests for Proposals" form. Specific areas where advertising for bids is not required will be followed in accordance with N.J.S.A. 18A:18A-5.

Goods and services purchased regularly throughout the year (e.g., office supplies, publication production services) may be competitively priced on an annual basis. A purchase order should be completed, approved and forwarded to the Business Office which summarizes the rates and/or unit costs agreed upon and an estimated yearly amount for such purchases with the vendor chosen, along with an annual quotation sheet. Subsequent payments to the vendor will be processed against the yearly purchase order.

The Association is entitled to State of New Jersey contract prices, and is a member of the State of New Jersey, Department of Treasury, Cooperative Purchasing Program.

In certain instances, competitive pricing guidelines may not be utilized:

- A. Emergency situations;
- B. Existing equipment compatibility;
- C. Only source--where only one quotation was received, but at least three bona fide vendors were contacted;
- D. Contract/purchase from government agency;
- E. Technical/professional services;
- F. Inability to obtain three quotes.

**N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N**

**GOVERNANCE & OPERATIONS**

**FILE CODE: GO/3323**

BUSINESS OPERATIONS  
SOLICITING PRICES (BIDS AND QUOTATIONS)

Purchasing Procedures (continued)

In such cases, the reasons for noncompetition will be noted on a quotation sheet. Such instances require the approval of the Executive Director or his/her designee.

Purchases of specific publication and costs related to attendance of specific conferences or seminars, will not require a quotation sheet to be completed.

Authority: BD 3/76  
BD 5/76  
BD 10/89  
BD 1/91  
BD 1/03