



Creative Design Associates, Inc.

Architecture • Interior Design • Site & Space Planning
Pennsylvania and New Jersey Registered Architect

June 10, 2011

Ed Berridge, Facilities
Produce Junction - Home Office
2119 Center Square Road
Swedesboro, NJ 08085

sent via email, no original to follow

Re: Hatboro Store, Storage Annex
51 South York Road, Lot 6

Basic Goals:

1. Owner purchased a masonry building shell from the Frattone estate in _____, it has remained vacant since. It is a 2-box "L-shaped" building. The property site is the "square" of the building footprint, including the paved interior corner area along the right of way from York Road. Property is 5,945.71 sq.ft. It is accessed via a perpetual right-of-way and driveway easement from York Road. Ownership includes use and access to 12 parking spaces in adjoining common parking area. Property has obligations for 23% of the maintenance and repair of this common parking area. Documents indicate there are easements on Lot 6 for neighbor maintenance. Across this common paved parking area is the storm water collection and piping system mentioned below.
2. Owner seeks approval for use as "storage." Renovated space is intended as rental, non-occupied long-term storage, with no resident population, no plumbing, no HVAC, and no demand for parking.
3. Parking: Vehicle access for the storage use is required only for loading and unloading. The paving on Lot 6 represents three (3) additional "customer parking" spaces for the Owner's primary business, Produce Junction. It should be noted that the current parking layout in the common area is not like what is shown in this deed material. Do any drawings exist that show what is current, and does this benefit the Owner to have updated?
4. ADA requirements: As storage, the entry doors will have to be replaced in full compliance.
5. Energy Conservation Code: If neither heated or cooled, no compliance required.
6. Proposed work is to "restore in-kind" the existing masonry shell, and determine best roof repair alternatives. The aesthetic ambition is to enhance the neighborhood of the Owner's primary facility, the Produce Junction store. Make it simple, clean, and presentable.
7. This is a utilitarian building, CDA to approach permit process with similar attitude. Keep it simple, minimum bureaucracy. Try to keep the building repairs separate from whatever is going to arise from solving the storm water system issues.

Site Observations and Notes from Owner supplied documents:

1. There are two old engineering reports which give us very little concrete information. One report is actually an interpretation of video camera images not even made by the report author.
2. Structural distress is visible in several locations. The most significant is the southeast building corner directly above a high volume storm drainage pipe. This is not a small pipe, and must be part of a total municipal system. Pipe is shown on survey and "record" drawings. There is a storm water inlet just adjacent to this east wall. The 2001 engineer's interpretation of the storm pipe video mentioned significant misalignments. Unknown is the condition of the building corner when the 2001 engineering report was done. It is clear now, something is failing. What is the building corner resting on? Foundations in this area will need repair.
3. The building is not protected from storm water surface flow. Parking areas flow "at" the east wall, and there is a big inlet right adjacent to this wall. The north wall has all the entrances, and the door thresholds are below adjoining grades. Water flows towards the doors. There are two area drains, but not functional. Needs to be determined where they discharge, if they are repairable, or require reconstruction.
4. Confusing language about responsibility for maintenance and repair of mentioned storm water system. This is all private property, but who owns the storm water improvements, are there easements? The mentioned pipe continues under the adjoining Gamburg building. This building has a wall in proximity also showing some distress. It is believed Gamburg is also part of the ownership of the shared parking area.
5. A non-executed document on Borough letterhead for Tony Frattone's signature implies the storm water repair work is at Borough expense. If so, why did Borough send 2008 potential condemnation letter without acknowledging the problem? Why would the Borough be part of work? However work is accomplished, Borough may require engineering documentation, review and approval.
6. The roof is in bad shape, obvious leaks, some degrading roof structure and supports. Wet insulation is hanging everywhere. The odors inside can be optimistically described as "dank."
7. Borough sent letter dated 12/11/2008 indicating unless remedial work undertaken, condemnation may be a next step. It is safe to say, if left unattended, there will be collapse some day.
8. Parts of the structure may require shoring and bracing before any work is undertaken, especially when slabs are removed, and/or drainage work is examined and repaired.

Outline of Services shows expected steps to complete building renovation project.

Dated indicates “accomplished”

Undated indicates “predicted”

As project unfolds, adjustments will be expected

Predicted Summary of Services & CDA’s Time

	Date	Outline of Services and Description	Time
1.		FEASIBILITY PHASE	0.00
2.	04/18/2011	Spoke Ed B. schedule April 27.	0.00
3.	04/27/2011	Initial Feasibility Visit: At site with Ed Berridge and Perley-Halladay engineers. Discuss structural issues and possible storage use. Possible lining of interior with insulated panels. Ed calls later with Al Gentile’s input and desire to move forward, will call to set next meeting.	2.50
4.	05/09/2011	Call Ed for update and next steps.	0.00
5.	05/31/2011	Owner clarifies objectives: At site with Al Gentile and Ed Berridge. Walk property and get direction input from Owner. Simple building goals, take simple path to permits. See goals above.	2.50
6.	06/02/2011	Email Ed B request for copies of current info. Send Code section about Classification of Work for initial permit strategy.	1.00
7.	06/03/2011	Spoke with Ed about scope of work and invoicing	0.00
8.	06/06/2011	Owner’s packet with file copies received at CDA.	1.50
9.	06/07/2011	Digest info from Owner, start preparing outline of steps to get permit.	1.25
10.	06/10/2011	Continue to review and outline project.	2.00
11.		Field Verifications: At site with Ed, review material sent, confirm measurements, Get keys. Visit borough hall to get all permit forms.	2.50
12.		Title Search Review: This is option between \$1,000 and \$2,000. If not done at time of property purchase, highly recommend a title search for this building property and the common parking area. (Question, when the main Produce Junction building was purchased, was title search done then?) A title company can do this confidentially, without alerting the Borough. This should reveal all details about the storm water system and maintenance easements. Search will turn up all the recorded engineering drawings. Besides Gamburg, do others have interest in the common parking, and to what level? Documents indicate 44 spaces, who has claim to them?	2.00
13.		Communicate with Tri-State engineers to get all surveys and drawings referenced in deeds and letters. (may be part of title search)	0.00

	Date	Outline of Services and Description	Time
14.		Recommend securing grade elevations all around building, especially at front entrance side and west side. Eastern Engineers and Surveying would be appropriate as they did work for main store and have “controls” in place. Determine surface flows. Can water be controlled with current doors and slab elevation?	0.00
15.		Submit Initial Building Permit Application: Prepare very simple plan and site plan to initiate zoning review. This should start conversation about storm water system responsibilities.	8.00
16.		For Owner’s Contractors: Prepare a simple plan indicating investigative work, and desired estimates. Describe temporary shoring and bracing. Use drawing as tool to record observations.	2.50
17.		Progress Review: Visit site with Ed Berridge after slab opened and all insulation removed.	2.50
18.		On drawing for contractor’s investigation work, update directions.	2.00
19.		Get result of storm water drainage explorations by Owner’s contractors. Determine what repairs required. Coord. only.	1.25
20.		If necessary, select Civil Engineer to design and document storm water remedial work. This is not part of CDA proposal. Recommend the two projects be kept separate.	0.00
21.		Receive municipal review and comments.	0.00
22.		Final Feasibility Review: Meeting with Owner. At this point review all findings and estimates about the work. Determine final scope of the work.	2.50
23.		CONSTRUCTION DOCUMENTS PHASE	0.00
24.		Final Construction Drawings: Adjust and complete initial permit drawings as appropriate, resubmit. Prepare demolition and bracing drawing. Repeat as required to final objective of Building Permit.	0.00
		1. Site and Location Plan	2.50
		2. Floor Plan and Roof Plan	3.00
		3. Foundation Plan and Details	3.00
		4. Four Exterior Elevations	3.50
		5. Building Section and Construction Specifications	8.00
		6. Electrical and Lighting Plan	2.50
			56.50

Architect’s fees:

Hourly Services at \$100, Services “not to exceed” \$4,750.00, plus reimbursable.

This is an architectural proposal for the building and general project coordination. Does not include any descriptions for Storm Water System.