

RESOLUTION 83-2019

RESOLUTION AUTHORIZING AGREEMENT FOR CERTAIN PROFESSIONAL SERVICES FOR THE 2019 NJDOT MUNICIPAL AID PROGRAM RECONSTRUCTION OF CENTRAL AVENUE PHASE I FROM ALLIANCE STREET TO LINDEN AVENUE

WHEREAS, there exists a need for specialized service on behalf of the Borough of Woodbury Heights; and

WHEREAS, funds are available for this purpose; and

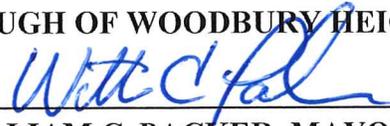
WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 requires that notice with respect to contracts for Professional Services without competitive bids must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Woodbury Heights, with the Mayor concurring, the following:

1. Sickels and Associates, Inc. of Woodbury, New Jersey is hereby hired to provide engineering services for the 2019 NJDOT Municipal Aid Program Reconstruction of Central Avenue Phase I from Alliance Street to Linden Avenue – Proposal Number 2019-31
2. The term of this contract shall be from July 18, 2019 to July 17, 2020.
3. This Contract is awarded without competitive bidding as a “Professional Service” in accordance the Local Public Contracts Law, N.J.S.A. 40A:11-11-5(1)(a), and the Fair and Open Process because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Borough of Woodbury Heights
5. A notice in accordance with the Local Public Contracts Law of New Jersey shall be published in the South Jersey Times.
6. The Mayor and Clerk of the Borough of Woodbury Heights are hereby authorized to execute a Contract outlining the above on behalf of the Borough of Woodbury Heights.

BOROUGH OF WOODBURY HEIGHTS

BY: _____


WILLIAM C. PACKER, MAYOR

ATTEST:

JANET PIZZI, BOROUGH CLERK

The foregoing Resolution was duly adopted by the Borough Council of the Borough of Woodbury Heights at a regular meeting held on the 17TH day of July, 2019.

JANET PIZZI, BOROUGH CLERK

CERTIFICATION OF AVAILABILITY OF FUNDS

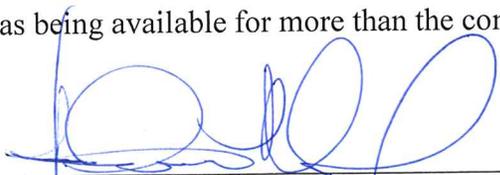
I, Victoria Holmstrom, being the Chief Financial Officer of the Borough of Woodbury Heights, do hereby certify, pursuant to the rules of the Local Finance Board of the State of New Jersey and in accordance with N.J.S.A. 40A:4-57, that there are available adequate funds for the proposed contract between the Mayor and Borough Council of the Borough of Woodbury Heights and Sickels and Associates, Inc.

The money necessary to fund said contract is in the maximum amount of \$ 32,220.00 and upon approval of the contact, all funds expended shall be charged to the following:

X-06-56-074-000-101 \$ 19,332.00

X-04-55-113-000-101 \$ 12,888.00

These funds are not being certified as being available for more than the contract.



Victoria Holmstrom, CFO

Date: July 11, 2019

July 11, 2019

Borough of Woodbury Heights
500 Elm Avenue
Woodbury Heights, New Jersey 08097

Attention: Mayor and Council

**Reference: Proposal for Professional Services
2019 NJDOT Municipal Aid Program
Reconstruction of Central Avenue Phase I
From Alliance Street to Linden Avenue
S&A Proposal Number 2019-31**

Dear Mayor and Council:

Sickels & Associates, Inc. would like to thank you for the opportunity to offer this proposal for surveying and engineering services in connection with the above referenced project.

It is our understanding that the Borough wishes to proceed with the Reconstruction of Central Avenue Alliance Street to Linden Avenue per the NJDOT approval of \$245,000.00 for the reconstruction of same. Commissioner Diane Gutierrez-Scaccetti's letter, dated March 25, 2019, to Mayor Packer confirmed the approval of said amount. The Borough's application requested \$245,390.00 for construction and \$36,808.50 for construction inspection and material testing for the project. Within the latter amount, this office's construction management fees were included in accordance with NJDOT regulations.

As reflected in the NJDOT's allocation, the construction management fees were not funded. Therefore, the Borough will be responsible for the construction management fees.

The Borough also wishes to extend their 12" water main from the intersection of Alliance Street to Linden Avenue. The main will interconnect with the Borough's 6" main at Beech and Linden Avenues for looping purposes. We have also included time to replace the sanitary sewer liner in the sewer main. The Borough has previously bonded for the water and sewer alignment work.

We have prepared the following proposal for the various surveying and engineering services that we anticipate will be required on the above referenced project. Said services are based upon Sickels & Associates, Inc.'s understanding of the project as described herein.

The NJDOT has indicated any costs for the use of the Woodbury Heights Police Department can not be paid for by the grant funding. If the Department determines it is necessary for their services with respect to traffic control, the associated costs are the responsibility of the Borough.

For ease of review, the proposal is organized in the following manner; Our Understanding of the Project, Description of Services, Consulting Fee and Terms and Conditions.

**Reference: Proposal for Professional Services
NJDOT Municipal Aid Program
Reconstruction of Central Avenue Phase I
From Alliance Street to Linden Avenue
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OUR UNDERSTANDING OF THE PROJECT

The existing roadway will be reconstructed from Alliance Street through Linden Avenue and restore the roadway after the watermain installation and sanitary sewer slip lining. The scope of work shall include installing a new 12" watermain, connect existing water services, installation of 12 storm water inlets and associated 24" storm pipe, removing and installing the 8" sanitary sewer slip lining, replace fire hydrants, removing and replacing isolated deteriorated curb and driveway aprons; milling existing roadway; subbase repairs; paving with hot mix asphalt base course and surface course; topsoiling, seeding and striping. The plans will include phases to maximize the funding provided by the NJDOT.

The 12" watermain will replace the 6" water main to improve fire flow conditions as part of the Borough's water main replacement program.

Our approach to this project as outlined in the Description of Services consists of the following six (6) phases.

- PHASE I Topographical Survey & Base Plan Preparation
- PHASE II Preliminary Road Design Plans & Specifications
- PHASE III Potable Water Main Extension Plans and Specifications
- PHASE IV Sanitary Sewer Lining Plans and Specifications
- PHASE V Regulatory Permits and Approvals
- PHASE VI Final Construction Plans

For the purpose of defining the extent of services which may be required for completion of the surveying, engineering and design of this project, this proposal assumes that all necessary construction will be let out for public bid. As such, contract documents and technical specifications required for public bidding purposes will be prepared. The project will be bid to one contractor to complete both the watermain replacement, sanitary sewer sliplining, installation storm water collection system extension and road reconstruction. The bid proposal will break those phases of construction into three parts for the Borough's accounting purpose. The NJDOT will require same as they will not pay for any utility installation.

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Our proposal does not include performing test pits to verify locations of utilities and services, nor does it include a soil investigation program to identify subsurface soil conditions and groundwater levels. Sickels & Associates, Inc. will assist the Borough in obtaining proposals from others if such services are deemed necessary.

DESCRIPTION OF SERVICES:

Based on the above project description, our scope of services will include the following activities:

PHASE I TOPOGRAPHICAL SURVEY & BASE PLAN

SECTION 1.0 AVAILABLE INFORMATION

- 1.1 Request and obtain available information from Municipal agencies such as as-built plans and tax maps for use in preparing base plans.
- 1.2 Call for utility markout of area in question prior to initiation of field work. We will request the Borough Public Works Department to field markout the existing water and sewer mains and services.

SECTION 2.0 TOPOGRAPHIC SURVEY

- 2.1 Utilize vertical ground control established by GPS system and provide a minimum of two benchmarks for the project. The project will utilize the NGVD.'88 datum for the project.
- 2.2 The horizontal control will be based on tax maps. We will establish and show the right-of-way for the roadway. However, the intent is to reconstruct the roadway in the same location. Therefore R.O.W. and property line issues are not anticipated.
- 2.3 Obtain cross sections at every fifty (50') feet intervals to define the profile of the roadway. The cross sections will include centerline, gutterline, top of curb, sidewalk, R.O.W. line and additional shots as field conditions warrant.
- 2.4 Investigate and identify by field survey the locations, elevations, size and type of all visible and/or accessible utilities, water, sanitary and storm pipes within project limit.

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- 2.5 Coordinate with the Public Works Department to locate existing sewer cleanout and water services to verify depth of same for storm water design purposes.

SECTION 3.0 PREPARATION OF BASE PLANS

- 3.1 Prepare base plans using Auto CAD showing the overall project limits, Right-of-Way and property line locations and elevations to develop plans and profiles.
- 3.2 The plans and profiles shall be prepared at a scale of 1" = 20' (horizontal scale) and 1" = 2' (vertical scale).
- 3.3 Submit utility base plans to respective Municipal and Utility agencies for review and verification of information shown thereon.

PHASE II PRELIMINARY ROAD PLANS

The scope of this Phase includes preparation of preliminary design plans and technical documents.

SECTION 1.0 PRELIMINARY DESIGN

- 1.1 Obtain current information such as lot and block designations, names and addresses of property owners.
- 1.2 Design horizontal and vertical alignment of the proposed roadway. Verify existing drainage system and adjust to new alignment.
- 1.3 Design new locations for additional storm water inlets and piping on Central, Beech and Linden Avenues.
- 1.4 Complete field visit to determine locations of curb and driveway apron replacement.
- 1.5 Review and design handicap ramps at intersections in accordance with Federal and State ADA regulations. Prepare applicable grading and details for intersections and handicap ramps. Design details for typical road and curb construction and restoration.
- 1.6 Design soil erosion and sediment control measures and prepare necessary narrative.

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SECTION 2.0 PRELIMINARY DESIGN PLANS

- 2.1 Prepare necessary preliminary construction documents. Drawings which may be required on this project are:
 - a. Cover Sheet with Project Title and Key Map.
 - b. Construction Plans and Profiles.
 - c. Detour Plan.
 - d. Construction Detail Sheets.
 - e. Soil Erosion and Sediment Control Plans.
 - f. Detail Sheet for Soil Erosion and Sediment Control.
 - g. Traffic Detour Plans.
- 2.2 Prepare standard and technical specifications - incorporate NJDOT documentation into specifications.

SECTION 3.0 PRELIMINARY DESIGN SUBMISSION

- 3.1 Upon completion of preliminary design, submit one (1) set of preliminary plans to the Public Works Department Superintendent for review and comment. Revise plans as required to address review comments and resubmit for Borough's acceptance.
- 3.2 Prepare estimate of bid quantities and construction costs.
- 3.3 Based on review comments, confirm the general scope, extent and character of the project with the Borough prior to proceeding with the Phase III.

PHASE III POTABLE WATER MAIN EXTENSION PLAN

The scope of this Phase includes preparation and submission of applications and support documents.

SECTION 1.0 WATER MAIN DESIGN

- 1.1 Meet with Public Works Department Superintendent as to the connections and route of the new 12" main.

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- 1.2 Design horizontal and vertical alignment of the proposed 12" water main. Verify any potential conflicts.
- 1.3 Design details for proposed water main and service construction and restoration.
- 1.4 Complete field visit to determine locations of connections and potential conflict for construction equipment.

SECTION 2.0 PRELIMINARY DESIGN PLANS

- 2.1 Prepare necessary preliminary construction documents. Drawings which may be required on this project are:
 - a. Water Main Construction Plans and Profiles.
 - b. Construction Detail Sheets.
- 2.2 Prepare standard and technical specifications and incorporate into the overall bid document.

SECTION 3.0 PRELIMINARY DESIGN SUBMISSION

- 3.1 Upon completion of preliminary design, submit one (1) set of preliminary plans to the Public Works Department Superintendent for review and comment. Revise plans as required to address review comments and resubmit for Borough's acceptance.
- 3.2 Prepare estimate of bid quantities and construction costs.
- 3.3 Based on review comments, confirm the general scope, extent and character of the project with the Borough prior to proceeding with the Phase V.
- 3.4 No NJDEP permits are anticipated with this limited amount of water main replacement.

PHASE IV SANITARY SEWER SLIP LINING PLAN

The scope of this Phase includes preparation of construction plans and specifications for the removal of an existing sewer liner and installation of a new liner in the existing sewer main and laterals within the Right of Way.

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SECTION 1.0 SANITARY SEWER LINING

- 1.1 Meet with Public Works Department Superintendent to confirm limits of slip lining and any performance issues with the main.
- 1.2 Verify with slip line manufacturers for the field conditions and requirements for removal and reinstallation of sewer slip liner.
- 1.3 Design details for slip liner removal and installation.
- 1.4 Complete field visit to determine locations of connections and potential conflict for construction equipment.

SECTION 2.0 PRELIMINARY DESIGN PLANS

- 2.1 Prepare necessary preliminary construction documents. Drawings which may be required on this project are:
 - a. Sewer Main Slip Lining Construction Plans and Profiles.
 - b. Construction Detail Sheets.
- 2.2 Prepare standard and technical specifications and incorporate into the overall bid document.
- 2.3 Review plans with Superintendent for review and comment. Make revisions as necessary to address review comments.
- 2.4 Prepare estimate of bid quantities and construction costs.
- 2.5 Based on review comments, confirm the general scope, extent and character of the project with the Borough prior to proceeding with the Phase V.

PHASE V REGULATORY PERMITS AND APPROVALS

The scope of this Phase includes preparation and submission of applications and support documents for NJDOT approval.

Reference: **Proposal for Professional Services
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SECTION 1.0 APPLICATIONS AND SUBMISSIONS

- 1.1 Prepare and submit necessary applications and support documents prepared herein, and assist in procuring required permits and approvals relating to the design and implementation of the project. Permits and/or approvals which may be required are:
 - a Certification from Soil Conservation District.
 - b. New Jersey Department of Transportation.
- 1.2 The Application and Review fees are the responsibility of the Borough.
- 1.3 Based on review comments, confirm the general scope, extent and character of the project with the Borough prior to proceeding with Phase IV.

PHASE VI FINAL CONSTRUCTION PLANS

The scope of this Phase includes preparation of final plans for construction purposes:

SECTION 1.0 DESIGN FINALIZATION AND SUBMISSION

- 1.1 Based on preliminary and governmental review comments, revise and finalize construction drawings listed in Phase II and finalize design documents for public bidding purposes.
- 1.2 Submit final construction plans to respective Municipal and Utility agencies.
- 1.3 Prepare Contract Documents consisting of Notice to Bidders, Bid Form, Contract Forms and General and Supplemental Conditions.

PHASE VII BID ADMINISTRATION

Will be provided under separate proposal.

PHASE VIII CONTRACT ADMINISTRATION/CONSTRUCTION OBSERVATION

Will be provided under separate proposal.

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CONSULTING FEE FOR SERVICES RENDERED

Based on the understanding of the project and description of service, our total consulting fee to complete the various activities described herein is estimated at **\$32,220.00** plus the cost of reimbursable expenses which will be invoiced separately.

Said consulting fee is apportioned in accordance with the following breakdown:

Phase I	Topographical Survey & Base Plan Preparation	\$ 3,550.00
Phase II	Preliminary Design Plans & Specifications	\$12,500.00
Phase III	Potable Water Main Extension Plans	\$ 4,235.00
Phase IV	Sanitary Sewer Slip Lining	\$ 8,335.00
Phase V	Regulatory Permits & Approvals	\$ 1,350.00
Phase VI	Final Construction Plans	<u>\$ 2,250.00</u>
TOTAL		\$32,220.00

The above fee is our estimate of the normal services necessary to complete the project based upon the cost estimate and scope of work the NJDOT. However, should the need arise for additional work by virtue of major revisions or redesign as required by the reviewing agencies, or should additional services beyond those outlined in the Description of Services be required, then said work will be considered as extra and invoiced as Additional Services at the hourly rates per our Annual Fee Schedule.

Sickels & Associates is prepared to commence work immediately upon receipt of authorization. This proposal assumes that authorization to proceed will be issued within sixty (60) days from the date of this proposal. The terms and conditions of this proposal shall remain in effect for sixty (60) days.

If you concur with our Description of Services, Consulting Fee, and Terms and Conditions, please execute the Proposal Acceptance & Notice to Proceed and return same to our office. Our fee schedule is the same as that provided with the RFQ to the Municipality.

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We would like to thank you for the opportunity to offer the services of our firm and we look forward to working with you. Should you have any questions or require further information, please contact us at (856) 848-6800.

Very truly yours,

SICKELS & ASSOCIATES, INC.


Mark R. Brunermer, PE, CME
President

MRB:kc

cc: Patricia Owens, S&A, Inc.
Janet Pizzi, Borough Clerk
Vikki Holmstrom, CFO, Borough of Woodbury Heights

File: 2019-31

Reference: Proposal for Professional Services
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Reconstruction of Central Avenue Phase I
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July 2, 2019

PROPOSAL ACCEPTANCE & NOTICE TO PROCEED

Having reviewed the proposal for the various surveying services, including the Terms and Conditions of the Service Agreement which is on file with the Municipality, acceptance of the proposal is hereby confirmed. Sickels & Associates, Inc. is authorized to proceed with the work.

Accepted this 17 day of July, 2019

By: W. C. Packer Mayor
SIGNATURE TITLE

William C Packer
NAME (PLEASE PRINT OR TYPE)

Borough of Woodbury
COMPANY

500 Elm Ave
ADDRESS

856.848-8200
PHONE NUMBER FAX NUMBER

w.packer@BWHNJ.com
CLIENT'S E-MAIL ADDRESS