

**RESOLUTION 53 -2020**

**RESOLUTION AUTHORIZING AGREEMENT FOR CERTAIN PROFESSIONAL SERVICES FOR THE 2021 NJDOT MUNICIPAL ROADWAY STATE AID APPLICATION**

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

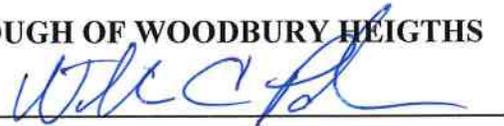
**WHEREAS**, funds are available for this purpose; and

**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 2021 NJDOT Municipal Roadway State Aid Application– Proposal Number 2020-33, for an amount not to exceed \$2,775.00.
2. The term of this contract shall be from May 21, 2020 to May 20, 2021..
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 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 20<sup>th</sup> day of May, 2020.

  
JANET PIZZI, BOROUGH CLERK

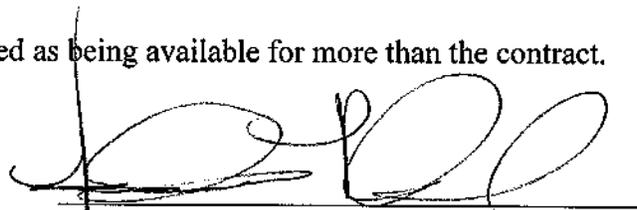
CERTIFICATION OF AVAILABILITY OF FUNDS

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 \$ 2,775.00 and upon approval of the contact, all funds expended shall be charged to the following:

0-01-20-165-000-265          \$ 2,775.00

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

  
Victoria Holmstrom, CFO

Date: May 12, 2020

May 8, 2020

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

Attention: Ms. Janet Pizzi, Administrator

**RE: PROPOSAL FOR PROFESSIONAL SERVICES  
2021 NJDOT MUNICIPAL ROADWAY STATE AID APPLICATION  
ROADWAY RECONSTRUCTION PROJECT  
WALNUT STREET FROM PARK AVENUE TO BOUNDARY ROAD  
S&A PROPOSAL NO. 2020-33**

Dear Ms. Pizzi:

In response to the Borough's request, Sickels & Associates, Inc. (herein referred to as S&A) would like to thank you for the opportunity to offer the services of our firm for the necessary engineering services on the above referenced project.

Upon your acceptance of this proposal, Sickels & Associates will develop the necessary location plans, scope of work, construction cost estimates and related documents that will be needed to submit to the NJDOT by July 1, 2020

For ease of review, the proposal is organized in the following manner: Our Understanding of the Project, Description of Services, Fee Structure, Annual Fee Schedule and Terms and Conditions.

#### **OUR UNDERSTANDING OF THE PROJECT**

The Borough proposes to submit a new application to the NJDOT for the Municipal Roadway Reconstruction Program. The scope of work for the new application will need to be clarified by Mayor and Council. We have not included a quote to prepare an application for a Bike Path. If the Borough wishes to submit a bike path application this year, we can submit another proposal for your review and approval. For the road reconstruction project, we will prepare new applications, construction cost estimates, location maps and DOT documents.

The information will be submitted on the State's SAGE Program for processing. Our staff will coordinate with you as to any issues or questions that may arise.

**RE: PROPOSAL FOR PROFESSIONAL SERVICES  
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**May 8, 2020**

**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 for the road reconstruction application is **\$2,775.00**.

Sickels & Associates is prepared to commence work immediately upon receipt of authorization to proceed. This proposal assumes that said authorization 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 and Consulting Fee, please execute one copy as our formal authorization to proceed and return same to our office.

Once again, we would like to thank you for the opportunity to offer the services of our firm and we look forward to working with you on this venture.

If you have any questions regarding this matter, please contact our office at (856) 848-6800.

Very truly yours,

**SICKELS & ASSOCIATES, INC.**



Patricia A. Owens  
Secretary & Treasurer

cc: Vikki Holmstrom, CFO

File: 2020-33

RE: **PROPOSAL FOR PROFESSIONAL SERVICES**  
**2021 NJDOT MUNICIPAL ROADWAY STATE AID APPLICATION**  
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May 8, 2020

**PROPOSAL ACCEPTANCE & NOTICE TO PROCEED**

Having reviewed the proposal for the various planning, surveying and engineering services, including the Terms and Conditions of the Service Agreement, and all sections relating to payment for services, which is a part thereof, acceptance of the proposal is hereby confirmed by the signature below. Sickels & Associates, Inc. is authorized to proceed with the work.

Accepted this 20th day of May, 2020

By: William C. Parker Mayor  
SIGNATURE TITLE  
William C. Parker  
NAME (PLEASE PRINT OR TYPE)

COMPANY

ADDRESS

PHONE NO. FAX NO.

CLIENT'S E-MAIL ADDRESS