

**RESOLUTION 61-2020**

**RESOLUTION AUTHORIZING AGREEMENT FOR CERTAIN PROFESSIONAL SERVICES FOR THE 2020 NJDOT MUNICIPAL AID PROGRAM**

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

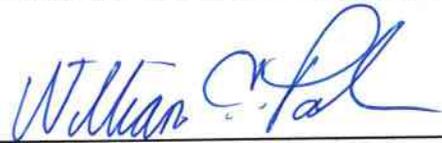
**WHEREAS**, funds are available for this purpose; and

**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 2019 NJDOT Municipal Aid Program– Proposal Number 2020-41, for an amount not to exceed \$48,550.00
2. The term of this contract shall be from June 17, 2020 to June 16, 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 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 June, 2020.

  
**JANET PIZZI, BOROUGH CLERK**

CERTIFICATION OF AVAILABILITY OF FUNDS

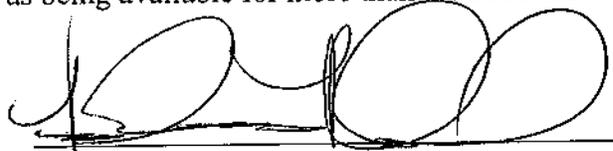
I, Victoria Holmstrom, being the Chief Financial Officer of the Borough of Woodbury Heights, do hereby certify, pursuant to the rules of the Local Finance Board of the State of New Jersey and in accordance with N.J.S.A. 40A:4-57, that there are available adequate funds for the proposed contract between 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 \$ 48,550.00 and upon approval of the contact, all funds expended shall be charged to the following:

X-04-55-113-000-101

\$ 48,550.00

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



Victoria Holmstrom, CFO

Date: June 15, 2020

May 26, 2020

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 No. 2020-41***

Dear Mayor and Council:

Sickels & Associates, Inc. would like to thank you for the opportunity to offer this proposal for construction observation and management 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 lateral connections in the sewer main. An underdrain system will also be installed to collect ground water and direct it to the storm water collection system to reduce inflow into the sanitary sewer collection system. The Borough has previously bonded for the water and sewer installation work.

We have prepared the following proposal for the various 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.**

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*May 26, 2020*

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.

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

The existing roadway will be reconstructed from Alliance Street through Linden Avenue and restore the roadway after the storm water installation, water main installation and sanitary sewer lateral repair . The scope of work shall include installing a new 12" water main, connect existing water services, installation of new storm water inlets and associated storm pipe, removing and installing the 4" sanitary sewer laterals and sealing the sewer main connection, 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; top soiling, seeding and striping. The plans will include phases to maximize the funding provided by the NJDOT.

PHASE I Bid Administration

PHASE II Construction Management and Observation

#### **PHASE I BID ADMINISTRATION**

Assist the Borough with the bidding process by:

1. Prepare and Submit Notice to Bidder to designated Newspaper.
2. Attending Bid-Opening Meeting.
3. Reviewing bids for completeness.
4. Tabulate bids and recommending award.

#### **PHASE II CONTRACT ADMINISTRATION/CONSTRUCTION OBSERVATION**

Assist the Borough during the construction process by:

1. Attending the pre-construction conference.
2. Complete NJDOT Applications for initial 75% grant disbursement.
3. Reviewing contractor's vouchers and recommending payment.
4. Full time observation and coordination during construction activities with the Borough and the Contractor.

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*May 26, 2020*

5. Preparing observation reports identifying the progress of the project and any observed deviation from the contract documents.
6. Preparing interim and final list of quantities to reflect those actually constructed based upon observation reports and field measurements.
7. Upon substantial completion, conduct an inspection of the work for conformance with the contract documents and issue a punch list of any defects and/or deficiencies to the Borough.
8. Upon notification that punch list items have been completed, conduct a final inspection for conformance with the contract documents and issue a recommendation of acceptance.
9. Closing out project and submit final change order to NJDOT for final release of remaining grant funding.

**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 **\$48,550.00** plus the cost of reimbursable expenses which will be invoiced separately.

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

Phase I	Bid Administration	\$ 1,650.00
Phase VII	Contract Administration/Construction Observation	\$ 46,900.00
<b>TOTAL</b>		<b>\$48,550.00</b>

Please note the estimated cost of the NJDOT pavement core analysis is **\$1,850.00**. The cost for this service, required by the NJDOT for release of the last 25% of the grant, will be in addition to the costs included within Phase VI of this Proposal.

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.

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**May 26, 2020**

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 and Consulting Fee please execute one copy as our formal authorization to proceed and return same to our office. The terms and conditions and Annual Fee Schedule for this proposal are the same as is on file with the Borough Clerk's office.

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:pao

cc: Janet Pizzi, Borough Clerk, *(via regular mail and email)*  
Vikki Holmstrom, CFO, Borough of Woodbury Heights, *(via email only)*  
Patricia A. Owens, S&A, Inc.

File: 2020-41

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**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 \_\_\_\_\_ day of \_\_\_\_\_, 2020

By: William C. Packer Mayor  
SIGNATURE TITLE

William C. Packer

NAME (PLEASE PRINT OR TYPE)

Borough of Woodbury Heights

COMPANY

500 Elm Ave Woodbury Heights NJ

ADDRESS

856-848-2832

PHONE NUMBER

08009

FAX NUMBER

wpacker@bwhnj.com

CLIENT'S E-MAIL ADDRESS