

RESOLUTION: 156-19

**RESOLUTION AUTHORIZING AGREEMENT FOR CERTAIN
PROFESSIONAL SERVICES ADOPTED BY THE BOROUGH OF
CLAYTON**

WHEREAS, there exists a need for specialized services on behalf of the Borough of Clayton; and

WHEREAS, funds are or will be 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 awarded without competitive bids must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Clayton, County of Gloucester, and State of New Jersey as follows:

1. That Sickels & Associates, Inc., of Woodbury, New Jersey is hereby hired to provide necessary engineering services associated with Coyle Road Preliminary Drainage Design for a total amount not to exceed \$9,250.00.
2. The term of this contract shall be from July 11, 2019 to July 10, 2020.
3. Donna Nestore, CFO, for the Borough of Clayton certifies that \$9,250.00 is available through 2019 Capital Budget – Purchase of Land and Drainage – Carvin Street.
4. The Contract is awarded without competitive bidding as a "Professional Service" in accordance with 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.
5. A copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Borough of Clayton.
6. A notice in accordance with the Local Public Contracts Law of New Jersey shall be published in The Sentinel or South Jersey Times.
7. The Mayor and Clerk of the Borough of Clayton are hereby authorized to execute a Contract outlining the above on behalf of the Borough of Clayton.

ADOPTED at a meeting of the Mayor and Council of the Borough of

Clayton, County of Gloucester, and State of New Jersey on July 11, 2019

BOROUGH OF CLAYTON



THOMAS BIANCO, Mayor

Attest:



CHRISTINE NEWCOMB, Municipal Clerk

July 3, 2019

Borough of Clayton
125 N. Delsea Drive
Clayton, New Jersey 08312
Attention: Mayor and Council

Reference: *Proposal for Professional Services
Coyle Road Preliminary Drainage Design
S&A Proposal No. 2019-69*

Dear Mayor and Council:

In response to your request, Sickels & Associates, Inc. is pleased to submit this proposal for the necessary engineering services for the above referenced project. Upon your acceptance of this proposal, Sickels & Associates will develop a drainage design for the proposed Coyle Road construction.

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

We understand that the Borough of Clayton wishes to reconstruct Coyle Road from the limit of the existing pavement in the Borough of Clayton, near Carvin Road, to the municipal boundary with Elk Township. Coyle Road is unimproved. It is about 500 feet long and extends from Carvin Street to Elk Township. Due to the varied conditions of the road system in the project area, the future roadway project will require design for horizontal and vertical roadway geometry, full-depth roadway construction for the unimproved road areas, resurfacing of the public sections of Coyle Road, and a drainage system.

We will provide a preliminary stormwater management design for Coyle Road. The design will include a detailed analysis of the flow rate and volume of stormwater runoff at the intersection of Coyle Road and Carvin Street. The analysis will include runoff from the proposed Coyle Road construction as well as the surrounding area. The conceptual design will also include a preliminary grading and drainage plan. The stormwater design that will be prepared under this proposal will be used if and when the Borough moves forward with full roadway construction plans for Coyle Road.

The intersection of Coyle Road and Carvin Street has a history of flooding. The intersection does not have any drainage facilities such as inlets or pipes. The surrounding topography is higher than the elevation of the road surface which prevents stormwater runoff from flowing away from the intersection. The Borough constructed a stormwater basin at 448 Carvin Street which alleviated a large portion of the historic flooding in the intersection. However, the basin did not provide enough storage volume, the parcel was not large enough, to manage all of the stormwater runoff that will flow from the improved Coyle Road. Additional drainage system construction will be required which will include underground storage structures and pipes. The stormwater design will likely require an outlet pipe on Block 502, Lot 7 (Dessin farm property). This is the location the runoff drains through currently.

Our approach to this project as outlined in the Description of Services consists of the following phase.

PHASE I Conceptual Drainage Design

DESCRIPTION OF SERVICES:

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

PHASE I PRELIMINARY DRAINAGE DESIGN

SECTION 1.0 PRELIMINARY DESIGN

- 1.1 Prepare an updated sketch plan for the Coyle Road construction to verify the road alignment and the proposed asphalt coverage.
- 1.2 Prepare a preliminary grading and drainage plan showing stormwater facilities. Prepare preliminary construction details for drainage facilities.
- 1.3 Conduct a site visit to observe existing conditions and utility locations, if visible.

SECTION 2.0 STORMWATER MANAGEMENT

- 2.1 Delineate drainage patterns to define immediate shed area based on available topographic information. Determine runoff coefficient of shed areas, pre and post development runoff rates and drainage pipe calculations.
- 2.2. Compute runoff rates and volumes calculations for the 2- through 100-year storm events. Analyze pre- and post-development drainage areas.
- 2.3 Determine feasibility of underground storage and discharge on Block 502, Lot 7. Develop the optimal drainage system based on constraints.
- 2.4 Design conceptual storage system to manage increase in stormwater runoff.
- 2.5 Design erosion control features.
- 2.6 Prepare summary and recommendation letter based on stormwater calculations and conceptual design.

SECTION 3.0 MEETINGS

- 3.1 Our proposal includes attendance at two meetings with Borough staff to review the project design and status.

SUPPLEMENTAL SERVICES

We believe our proposal as presented is comprehensive to satisfy the requirements of the design study. However, if deemed necessary by the client or regulatory agencies, we will offer an addendum to perform these specialized services.

- a. Permits required under the New Jersey Realty Improvement Act.
- b. Flood Hazard Area Determination and Delineation (LOI) General and Individual Freshwater Wetlands Permits.
- c. Environmental Site Assessment/Audit.
- d. Archaeological or Historical Investigation & Natural Resource Inventory Report.
- e. Subsurface investigation to locate/verify facilities, utilities and/or services. Soil borings for any purpose other than those stated herein.
- f. Preparation of bidding and contracting document other than the site development plans specifically indicated in the description of services.
- g. Applications for permits, approvals, interpretations or exemptions from Federal, State, County and Municipal agencies other than those specifically indicated in the Description of Services.
- h. Preparation of design of special site features such as retaining walls. Depending on height and extent of said walls, special structural boring and engineering expertise may be required. Our design will attempt to minimize or limit the need for said retaining walls, the overall need for which cannot be determined until design is commenced.
- i. Geotechnical/Subsurface Investigation to identify, locate and evaluate soil conditions for building design purposes and utilities and/or service locations.
- j. Design of modifications to off-site infrastructure which may be required by reviewing agencies to accommodate the proposed development.
- k. Design and coordination of utilities other than those included within this proposal.
- l. Traffic Impact Report or Air Quality Assessment.
- m. Cultural Resource Survey or Economic Impact Report.
- n. Cut and fill site analysis and corresponding cost estimates for improvements.
- o. Landscape irrigation/sprinkler system design.
- p. CBR or other soils testing to request paving reduction.

July 3, 2019

- q. Permits required by the Army Corps of Engineers.
- r. Design of sanitary sewer lift or pump stations.

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 **\$9,250.00**, plus the cost of reimbursable expenses which will be invoiced separately.

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

Phase I Supplemental Survey and Site Investigation \$ 9,250.00

The above fee is our estimate of the normal services necessary to complete the project based upon the cost estimate and scope of work. 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, we will provide a proposal for your review. The proposal for 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.

Our Terms and Conditions and Annual Fee Schedule have been previously approved and are on file with the clerk's office. 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.

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

cc: Sue Miller, Administrator (*via email only*)
Donna Nestore, C.F.O. (*via email only*)
Christine Newcomb, Borough Clerk (*via email only*)
Patricia Owens, S&A, Inc.

July 3, 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 a part thereof, acceptance of the proposal is hereby confirmed. Sickels & Associates, Inc. is authorized to proceed with the work.

Accepted this 11th day of July, 2019

By:


SIGNATURE

Mayor
TITLE

Tom Bianco
NAME (PLEASE PRINT OR TYPE)

Borough of Clayton
COMPANY

ADDRESS

PHONE NUMBER

FAX NUMBER

CLIENT'S E-MAIL ADDRESS