

RESOLUTION: 63-19

**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 surveying and engineering services for the Sanitary Sewer, Storm Sewer and Potable Water GIS asbuilt Plan for a total amount not to exceed \$8,885.00.
2. The term of this contract shall be from February 14, 2019 to February 13, 2020.
3. Donna Nestore, CFO, for the Borough of Clayton certifies that \$8,885.00 is available through the 2019 Water/Sewer Budget.
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.

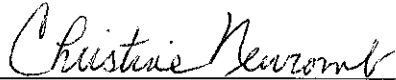
ADOPTED at a meeting of the Mayor and Council of the Borough of
Clayton, County of Gloucester, and State of New Jersey on February 14, 2019

BOROUGH OF CLAYTON



THOMAS BIANCO, Mayor

Attest:



CHRISTINE NEWCOMB, Municipal Clerk

January 29, 2019

Borough of Clayton
125 N. Delsea Drive
Clayton, NJ 08312

Attention: Joe Hunt, Director of Public Works

**RE: *PROPOSAL FOR PROFESSIONAL SERVICES
SANITARY SEWER, STORM SEWER AND
POTABLE WATER GIS ASBUILT PLAN
S&A PROPOSAL NO. 2019-03***

Dear Mr. Hunt,

As a result of discussions with you, Sickels & Associates, Inc. is pleased to submit this proposal for the necessary surveying and engineering services on the above referenced project.

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

Our office will work with the Department's staff to assemble the water, sewer and storm water information located in the field by Borough staff. Our office will transfer the new data to work under our proposal 2018-01, dated November 14, 2018, once approved by the Borough, along with downloading and converting the field location work into a CAD map for potable water, sanitary and storm sewer facilities.

Our office will work to set up the GIS units with the Borough staff and resolve issues as they arise with the Department's staff. Our staff will continue to address questions with the Department's staff while they collect the water and sewer system using their GPS unit.

The goal of the Department is to update their asbuilt map with accurate locations of their facilities for future maintenance/operation purposes and complying with the NJDEP Asset Management Program. The field located items will be added to create a digital asbuilt map and allow the department staff to accurately locate the water, sanitary sewer and storm water facilities in the Borough for future repairs and maintenance.

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We understand you also wish to locate the existing storm collection system while collecting data with the GPS equipment. This data will be added to the overall GIS asbuilt map on a separate layer from the potable water and sanitary sewer information. The vertical data for manhole inverts and pipe sizes/direction will be obtained in a future phase of work.

We anticipate approximately twenty-five downloads of field data for our scope of work. If there is a need for additional trips, downloading and map preparation, we can prepare an additional proposal for that scope of work.

Our staff will continue to assist the Department's staff in the use of the GPS equipment and update the mapping with the information collected by your personnel. Our anticipated scope of work is as follows:

1. Meet with your staff to review and set up the operation of the GPS equipment to allow for the accurate location of the water and sewer facilities. Our staff will be available by phone and office visit to answer any questions that may arise in the field to assist your staff's utilization of the equipment in the field.
2. The data collected by the GPS equipment will be delivered to our office so it can be formatted and added to the GIS base mapping. The base mapping will be the County parcel maps which are on the NJ State Plane Coordinate System. Our office will work weekly, bi-weekly or monthly or as data becomes available with your staff to download into the asbuilt map.
3. The new data will be added to the GIS plan and incorporated with the data and drawings currently on file.
4. The data collected for the storm water collection system will be added as another layer to the overall GIS plan. The Borough will be provided plans of the sanitary sewer, potable water or storm water collection systems separately or as a combined drawing. At a point in the future, the pipe sizes and inverts of same can be collected and added to the GIS map.
5. Our office will utilize the GPS location of the Borough's storm water discharge points and prepare an overall Borough wide map depicting the Borough's storm water discharge locations. The plan will be sent to the Borough for their use and coordination with NJDEP storm water inspections.
6. As needed, our office will print out the overall drawing for the Department's review and use in the field.

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7. The metadata/attribute list associated with the fire hydrants, water mains, valves and services, sewer and storm mains and manholes has been determined and is being used in the field as part of the data collection.
8. The time necessary to draw the pipes connection the GPS located valves, inlets and manholes will be included under future work. Discussions will also be scheduled in the future as a means to provide a digital copy of the asbuilt plan for the Department's use.

Upon the completion of the base map work, elevations for the sanitary/storm water systems and inverts will need to be acquired. A future phase of work can incorporate populating the attributes or data tables for all the facilities under the GIS.

The above scope of work will help create a substantial part of the GIS system to reflect the facility's actual field locations. At the completion of the field location work, we will meet with the Department to determine what other work you remains or you wish to have us assist the Department with. Per past discussions, the collection of the elevations for the sanitary and storm sewer systems inverts will need to be collected. This task can be discussed as to how it can be completed and phased to economically be incorporated into the budget.

CONSULTING FEE FOR SERVICES RENDERED

Based on the understanding of the project and description of service, our consulting fee to complete the various activities (excluding the alternate items) described herein is estimated at **\$8,885.00**.

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.

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.

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.

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

Very truly yours,

SICKELS & ASSOCIATES, INC.



Mark R. Brunermer, P.E., C.M.E.
President

MRB:kac

cc: Sue Miller, Administrator
Donna Nestore, CFO
Patricia Owens, S&A, Inc.

File 2019-03

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

Accepted this 14th day of February, 2019

By:



SIGNATURE

Mayor

TITLE

Tom Bianco

NAME (PLEASE PRINT OR TYPE)

Borough of Clayton

COMPANY

ADDRESS

PHONE NO.

FAX NO.

CLIENT'S E-MAIL ADDRESS