

**RESOLUTION: 98-19**

**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 and construction management services for the Costill Avenue / N. Dennis Drive Drainage Project for a total amount not to exceed \$14,200.00.
2. The term of this contract shall be from April 11, 2019 to April 10, 2020.
3. Donna Nestore, CFO, for the Borough of Clayton certifies that \$14,200.00 is available through the 2019 Municipal Budget. Engineering O&E.
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 April 11, 2019

BOROUGH OF CLAYTON



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THOMAS BIANCO, Mayor

Attest:



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CHRISTINE NEWCOMB, Municipal Clerk

# SICKELS & ASSOCIATES, INC.

Engineers • Planners • Surveyors

**Revised April 10, 2019**  
April 9, 2019

Borough of Clayton  
125 N. Delsea Drive  
Clayton, New Jersey 08312

Attention: Mr. Joseph Hunt, CPWM

**Reference: *Proposal for Professional Services***  
***Costill Avenue/N. Dennis Drive Drainage Project***  
***S&A Proposal No. 2019-21***

Dear Mr. Hunt:

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

It is our understanding that the Borough wishes to proceed with drainage improvements at the intersection of Costill Avenue and North Dennis Drive. We understand the work will be funded through a CDBG grant and the Borough staff will complete the construction tasks. The work will include installation of a new drainage system to collect and transport stormwater runoff. Our scope of work will include survey field work, stormwater extension plans and details to address construction requirements.

We understand the County did not provide the full funding requested in the Borough's Application. Our office will complete the full design for the project to allow the Borough staff to complete as much work as possible.

The scope of work will include connection to the existing 24" storm pipe on Costill Avenue, extending new storm pipe to N. Dennis Drive, and verifying the underground utility locations at the intersection of the aforementioned streets.

Based upon the existing condition plan, utilities and services location, determine a route for the new storm sewer on N. Dennis Drive to Smith Street. Prepare plan and profile with available utility information to show construction issues for Borough staff's use in field.

We have prepared the following proposal for the various surveying, engineering and inspection 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 above.

Sherwood Mews • 833 Kings Highway  
Woodbury, New Jersey 08096-3110  
(856) 848-6800 FAX (856) 848-8520  
[www.sickelsassoc.com](http://www.sickelsassoc.com)

**Reference: Proposal for Professional Services  
Costill Avenue/N. Dennis Drive Drainage Project  
S&A Proposal No. 2019-21**

**Rev. April 10, 2019  
April 9, 2019**

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**

Our approach to this project as outlined in the Description of Services consists of the following two (2) phases.

- |           |  |
|-----------|--|
| PHASE I   | Topographical Survey & Base Plan Preparation |
| PHASE II  | Storm Sewer Extension Plans                  |
| PHASE III | Construction Management Services             |

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 performed by the Clayton Public Works Department. As such, contract documents and technical specifications required for public bidding purposes are not included within this scope of approval.

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 provide a proposal 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 Clayton Water & Sewer Department to field mark out the existing water and sewer mains, force main and services.
- 1.3 Our office will forward a copy of the base field plan to SJ Gas to obtain their markout of the gas mains.

**SECTION 2.0 TOPOGRAPHIC SURVEY**

- 2.1 Establish horizontal and vertical ground controls for survey of the project area by establishing two GPS points along the project. Provide a minimum of two (2) bench marks for the construction purposes.
- 2.2 Establish approximate location of right-of-way and property boundaries within and adjacent to the project area based upon available tax map information. Monumentation, if present, will be field located and identified but will not be verified since the storm pipe will be installed in the roadway or sidewalk area.
- 2.3 Obtain topographic information by field survey to locate and identify pertinent features within and immediately adjacent to the right-of-way, where required.
- 2.4 Obtain spot elevations at fifty (50) foot intervals on tangent length of road and 25' section on curves to define the profile of the existing centerline, curb line, gutter line, sidewalk and right-of-way.
- 2.5 Investigate and identify by field survey the location, elevation, size and type of all visible and/or accessible utilities, water mains, sanitary and storm drainage facilities within the project limits. Verify depths of sewer cleanouts and water curbstops where Borough staff have made them accessible.

**SECTION 3.0 PREPARATION OF BASE PLANS**

- 3.1 Prepare base plans using Auto CAD Software 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 minimum 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 STORMWATER EXTENSION PLANS**

The scope of this Phase includes preparation of construction and technical documents.

**SECTION 1.0      CONSTRUCTION DESIGN**

- 1.1 Obtain current information such as lot and block designations, names and addresses of property owners.
- 1.2 Prepare stormwater inlet on manhole locations to collect the stormwater runoff. The system will connect to the existing stormwater system at N. Dennis Drive and Smith Street.
- 1.3 Verify potential conflicts with existing underground utilities. Determine route of storm pipes and verify sufficient depth/cover with road and existing utilities.
- 1.4 Upon completion of the base plans in Phase I, determine the proposed stormwater collection system along Costill Ave. and N. Dennis Dr.
- 1.5 Coordinate with your office for the means to collect sump pump discharges. Add that information to construction plans.
- 1.6 Design details for proposed stormwater installation.
- 1.7 Design soil erosion and sediment control measures and prepare necessary narrative for basic site construction issues.
- 1.8 Forward draft plan to your office for review and comment.
- 1.9 Review comments with your office and make final edits to construction plans.
- 1.10 Forward five (5) sets of plans to your office for your use.

**PHASE III      CONSTRUCTION MANAGEMENT**

The project will involve inspecting the Borough's pipe installation, sidewalk and pavement improvements for the areas constructed.

- 1.1 Our staff will meet with the Public Works Dept. staff at the site to verify the storm pipe, pavement, sidewalk and handicap improvements have been installed in compliance with the Borough and Federal ADA requirements. Any discrepancies will be reviewed with the Borough staff so they can be addressed. Follow up inspections will be scheduled accordingly.
- 1.2 Our office will also complete the necessary paper work with the County to document the construction work. We will also coordinate with the Borough Finance office to submit closeout documentation to the County.

**Reference:** *Proposal for Professional Services  
Costill Avenue/N. Dennis Drive Drainage Project  
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*Rev. April 10, 2019  
April 9, 2019*

### **SUPPLEMENTAL SERVICES**

We believe our proposal as presented is comprehensive to satisfy the requirements of the project. However, if deemed necessary by the client, we will offer an addendum to perform any additional services and submit a proposal for your consideration.

### **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 **\$14,200.00** plus the cost of reimbursable expenses which will be invoiced separately.

The above fee is our estimate of the normal services necessary to complete the project based upon the 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, then said work will be considered as extra and invoiced as Additional Services at the hourly rates per our Annual Fee Schedule per a proposal provided to the Borough for approval.


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

MRB:kc

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.

File: 2019-21


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*Rev. April 10, 2019  
April 9, 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 11<sup>th</sup> day of April, 2019

By:  Mayor  
SIGNATURE TITLE

NAME (PLEASE PRINT OR TYPE)

COMPANY

ADDRESS

PHONE NUMBER

FAX NUMBER

CLIENT'S E-MAIL ADDRESS