

RESOLUTION: 104 -14

**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

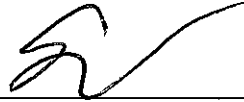
WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 requires that notice with respect to contracts for Professional Services awarded without competitive bids must be publicly advertised.

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 assistance with development of necessary plans and related documents for treatment plan modification application – Proposal No. 2014-35, for the Borough of Clayton in an amount not to exceed \$4,575.00.
2. The term of this contract shall be from May 22, 2014 to May 21, 2015.
3. 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.
4. A copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Borough of Clayton.
5. A notice in accordance with the Local Public Contracts Law of New Jersey shall be published in The Sentinel or South Jersey Times.
6. 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 May 22, 2014.

BOROUGH OF CLAYTON



THOMAS BIANCO, Mayor

Attest:



CHRISTINE NEWCOMB, Borough Clerk

CERTIFICATE OF AVAILABILITY OF FUNDS

From: Donna Nestore, Chief Financial Officer, Borough of Clayton

To: Mayor and Council, Borough of Clayton


Re: Professional Services –Sickels & Associates
Treatment Plan Modification Application

Proposal No. 2014-35

AMOUNT OF CONTRACT: \$4,575.00

Any expenditure required for the above referred contract are properly chargeable to the 2014 Water/Sewer Operating Budget.

I hereby certify that, as of this date, adequate funds have been appropriated in said line and are available to satisfy the expenditure required for the above referenced contract.



DONNA NESTORE
Chief Financial Officer
Borough of Clayton

Dated: May 22, 2014

w/s oper budget

SICKELS & ASSOCIATES, INC.

Engineers • Planners • Surveyors

May 14, 2014

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

Attn: Paul Pheasant, CPWM, Superintendent

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
TREATMENT PLAN MODIFICATION APPLICATION
S&A PROPOSAL NO. 2014-35**

Dear Mr. Pheasant:

In response to your 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 plans and related documents that will be needed to seek approvals from the NJDEP for the installation of a tablet system to replace the chlorine gas disinfection system at the well 4 & 6 treatment plant.

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

It is our understanding the Borough needs to submit a Permit Modification Application with respect to the disinfection system at the treatment plant.

The following information will be prepared and submitted and reviewed by the Department for consideration of the modification.

1. Application to modify existing permit with applicable fee from the Borough.
2. Engineers Report
3. Technical specifications for equipment to be installed.
4. Preparation of plans to identify the following:
 - a. An overall site location plan indicating the location of Well #6, Water Treatment Facility, sampling tap/hydrant after the contact tank and prior to entering the distribution system.
 - b. A plan of the proposed modifications to the chlorine room with schematic diagram.

The above application and plans will be prepared and submitted based on the current configuration of the existing system as well as the size and capacity of related infrastructure. It should be noted that the DEP has reviewed previous applications where chlorine gas has been converted to a tablet system and determined that additional chlorine contact time was warranted. If

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
TREATMENT PLAN MODIFICATION APPLICATION
S&A PROPOSAL NO. 2014-35**

May 14, 2014

the DEP makes a similar determination with this application, then a larger chlorine contact tank may be required.

Our proposal does not include completing and processing the applications through the municipal and county planning boards/review agencies, as this is not anticipated to be required. Our office will assist in the completion of plan information required on the DEP application. The plans and related documents will be submitted with these applications to the aforementioned agencies. Any comments that would require supplemental information being prepared and submitted to the DEP would be invoiced according to prevailing hourly rates on our Annual Fee Schedule.

Upon your request, we can coordinate, correspond and attend meetings with officials from the DEP to resolve issues relating to the design of the project. Attendance at meetings has not been included within this proposal. If additional meetings are required, they will be invoiced according to prevailing hourly rates on our Annual Fee Schedule.

SUPPLEMENTAL SERVICES

We believe our proposal as presented is comprehensive to satisfy the requirements of the project. However, if deemed necessary by the client or regulatory agencies, we will offer an addendum to perform these specialized services and/or will assist in obtaining proposals from qualified consultant.

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 **\$4,575.00** including the cost of applicable reimbursable expenses for governmental agency review.

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.

We have enclosed two (2) signed copies of this proposal. If you concur with our Description of Services, Consulting Fee, Terms and Conditions and Annual Fee Schedule, please execute one copy as our formal authorization to proceed and return same with the retainer to our office.

No retainer is required to be included with the return of the signed proposal.

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
TREATMENT PLAN MODIFICATION APPLICATION
S&A PROPOSAL NO. 2014-35**

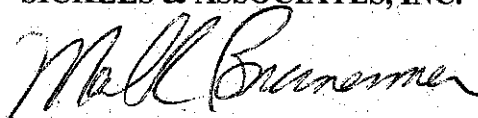
May 14, 2014

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.



Mark R. Brunermer, PE, CME
President

MRB:kc

Enclosures: Terms and Conditions
Annual Fee Schedule

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

File: 2014-35