

RESOLUTION: 203-14

**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 surveying and engineering services for the NJDOT Municipal Aid Program – Reconstruction of North New Street Proposal No. 2014-29A. in an amount not to exceed \$16,250.00.
2. The term of this contract shall be from October 9, 2014 to October 8, 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 October 9, 2014.

BOROUGH OF CLAYTON



THOMAS BIANCO, Mayor

Attest:



CHRISTINE NEWCOMB, Borough Clerk

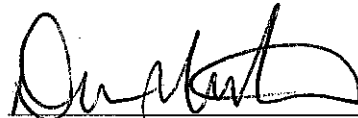
CERTIFICATE OF AVAILABILITY OF FUNDS

From: Donna Nestore, Chief Financial Officer, Borough of Clayton
To: Mayor and Council, Borough of Clayton
Re: Sickels & Associates – 2014 NJDOT Municipal Aid Application
Reconstruction of N. New Street from S. Dennis to E. Howard
Proposal No. 2014-29A,

AMOUNT OF CONTRACT: \$16,250.00

Any expenditures required for the above referred contract are properly chargeable to the 2014 NJDOT Trust Grant - \$9203.75 and 2014 Municipal Budget – Engineering O&E - \$7046.25.

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: October 9, 2014

October 7, 2014

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

Attention: Mayor and Council

Reference: *Proposal for Professional Services
NJDOT Municipal Aid Program
Reconstruction of North New Street
From South Dennis Dr. to East Howard St.
Contract Administration & Construction Observation Phase
S&A Proposal Number 2014-29A*

Dear Mayor and Council:

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

It is our understanding that the Borough wishes to proceed with the construction phase of Reconstruction of North New Street from South Dennis Drive to East Howard Street.

It appears the construction management fees will be the responsibility of the Borough unless the portion of the grant used for construction is reduced. The NJDOT permits up to 15% of the construction costs to be reimbursed by the NJDOT through the grant money.

If the Clayton Police Department determines it is necessary for their services with respect to traffic control, the associated costs are the responsibility of the Borough. The NJDOT has indicated any costs for the use of the Clayton Police Department can not be paid for by the grant funding.

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 project will involve milling of the roadway, resurfacing with hot mixed asphalt base and surface course, replace damaged curb with driveway aprons, install new handicap ramps at the intersections, installation of storm drain system to improve drainage in area and install painted crosswalks and signage. Sidewalk replacement will be limited to driveway apron areas only. Subject to available funding, we will attempt to construct handicap ramps at the intersection with Mathews Lane to meet the new ADA regulations for same.

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

**Reference: Proposal for Professional Services
NJDOT Municipal Aid Program
Reconstruction of North New Street
From South Dennis Dr. to East Howard St.
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S&A Proposal Number 2014-29A**

October 7, 2014

Our approach to this project as outlined in the Description of Services consists of the following six (6) phases.

PHASE I	Topographical Survey & Base Plan Preparation - COMPLETE
PHASE II	Construction Design - COMPLETE
PHASE III	Regulatory Permits and Approvals - COMPLETE
PHASE IV	Final Construction Plans - COMPLETE
PHASE V	Bid Administration - COMPLETE
PHASE VI	Contract Administration/Construction Observation

Phases I through V above have been completed under S&A Proposal #2014-29, dated May 23, 2014 and approved under Resolution 124-14, dated June 12, 2014.

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 assist the Borough in obtaining proposals from others 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 VI 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. Combination of Full time and part time observation and coordination during construction activities with the Borough and the Contractor.
5. Preparing observation reports identifying the progress of the project and any observed deviation from the contract documents.

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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. Close 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 contract administration and construction observation phase described herein is estimated at **\$16,250.00** plus the cost of reimbursable expenses which will be invoiced separately.

Please note the estimated cost of the NJDOT pavement core analysis is **\$1,550.00**. The cost for this service, required by the NJDOT, is part of our Phase VI in this Proposal. The Contract Administration/Observation along with pavement core analysis is reimbursable from the NJDOT if all of the grant funding is not used for construction.

Work performed under PHASE VI, Contract Administration and Construction Observation will be invoiced monthly at the hourly rates per our Annual Fee Schedule. We estimate that the construction can be substantially completed within approximately sixty (60) construction days. We anticipate that a qualified observer will be required full time during the reconstruction of the roadway and curbing, estimated five (5) days and 4 hours a day for the remainder of the construction which includes the installation of the curb, striping and restoration. If the project time goes beyond the above limits or the Borough/Contractor requires additional observation, said work will be invoiced at the hourly rates per our Annual Fee Schedule upon authorization by the Borough.

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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October 7, 2014

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 proposal #2014-29 shall remain in effect for this proposal.

If you are in agreement with our Description of Services and Consulting Fee Schedule, please execute one (1) copy as our formal authorization to proceed and return same to this 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.



Patricia A. Owens
Secretary & Treasurer

pao

Enclosures Terms and Conditions
 Annual Fee Schedule

cc: Sue Miller, Administrator (via email only)
Donna Nestore, C.F.O. (via email only)
Christine Newcomb, Borough Clerk (via email only)

File: 2014-29A

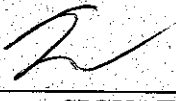
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October 7, 2014

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 9th day of October, 2014

By:  Mayor
SIGNATURE TITLE

Borough of Clayton
NAME (PLEASE PRINT OR TYPE)

COMPANY

ADDRESS

PHONE NUMBER FAX NUMBER

CLIENT'S E-MAIL ADDRESS