

RESOLUTION: 213-14

**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.

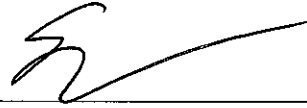
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Clayton, County of Gloucester, and State of New Jersey as follows:

1. That Sickels & Associates, Inc., of Woodbury, New Jersey is hereby hired to provide engineering services for the Water Allocation Permit Renewal Proposal No. 2014-77 in an amount not to exceed \$6,310.00.
2. The term of this contract shall be from November 13, 2014 to November 12, 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 November 13, 2014.

BOROUGH OF CLAYTON

A handwritten signature in black ink, appearing to read 'TB', written over a horizontal line.

THOMAS BIANCO, Mayor

Attest:

A handwritten signature in black ink, appearing to read 'Christine Newcomb', written over a horizontal line.

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 – Water Allocation Permit Renewal
Proposal No. 2014-77

AMOUNT OF CONTRACT: \$6,130.00

Any expenditures required for the above referred contract are properly chargeable to the 2014 Water and 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.

A handwritten signature in black ink, appearing to read 'Donna Nestore', is written over a horizontal line.

DONNA NESTORE
Chief Financial Officer
Borough of Clayton

Dated: November 13, 2014

November 3, 2014

Borough of Clayton
125 N. Delsea Drive
Clayton, NJ 08312
Attn: Paul Pheasant, CPWM, Superintendent

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
WATER ALLOCATION PERMIT RENEWAL
S&A PROPOSAL NO. 2014-77**

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.

As you are aware, the current water allocation permit for the Borough of Clayton is a 10-year permit and will expire on March 31, 2015. Pursuant to the Permit Extension Act of 2008, the Water Allocation Permit meets the criteria to be extended. The new expiration date is June 30, 2015. However, the Bureau of Water Allocation and Well Permitting is encouraging permittees to submit a renewal application as soon as possible. Our office proposes to prepare and submit the Water Allocation Permit Renewal application for review, comment, and approval by the NJDEP Bureau of Water Allocation and Well Permitting. The scheduling for the work is imperative since the renewal application is to be submitted three months prior to the expiration of the existing permit, in accordance with NJAC 7:19-2.4.

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 is required to prepare and submit a water allocation permit application, prior to the expiration date of their current permit.

The scope of work for preparing the submission includes completing the application form and supplemental information. This will include working with the Borough to update the Water Conservation and Drought Management Plan and developing future demand growth projections. The future demand growth projections will start with a determination of where the Borough is currently with firm source capacity and water usage.

We will then assess the water demand and growth over the past 5 to 10 years based on information that the Borough has available. This will entail a review of the water production from the wells and water treatment plant. Then starting with the historic and present water demand, we will prepare future projections to cover a 20-year period. Based on our assessment of the current peak demand and the projected future demand we will determine the additional water that may be required in the future. In addition, an evaluation of unaccounted for water and leak detection programs will be incorporated into the application.

While we have most of the information on the Borough's water system, there may be additional information that we need to supplement that from your files, such as detailed information on the wells, specifics on NJAW/Glassboro interconnection, the number and type of service taps and meters, or meter reading data. In addition to our efforts to prepare the required forms and documentation, the Borough will need to provide proof that the meter for each water source (all wells and the water treatment plant) has been calibrated within the last five years. If any of the meters need to be recalibrated, the Borough could schedule to have an instrumentation company complete that work prior to be submission.

During this process we will assemble all of the information our office has and then prepare an initial draft of the application. From this draft we will identify remaining information to be obtained or discussed and we will then coordinate with the Borough to review those informational needs. We also plan to meet with the Borough to evaluate the historic, present and future water demands. Upon completion of the application we will provide a copy to the Borough for review and submit the application to NJDEP for their review and approval.

The above application and associated supporting information will be prepared and submitted in accordance with the NJDEP regulations. We typically expect some minor coordination with NJDEP following a submission, however, we do not anticipate having to meeting with the NJDEP during the process or making any major revisions based on DEP comments. Any comments that would require significant revisions and information being prepared and submitted to the DEP would be invoiced according to prevailing hourly rates on our Annual Fee Schedule. Follow up questions by the NJDEP regarding clarifications of data and projections submitted with the application are included within this proposal.

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 **\$12,620.00** plus 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. Upon your acceptance of this proposal, Sickels & Associates will initiate the preparation of the Water Allocation Permit Renewal for submission by December 2014.

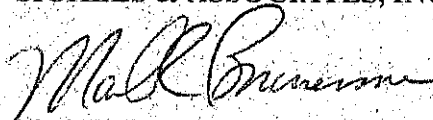
We have enclosed two (2) signed copies of this proposal. If you concur with our Description of Services, Consulting Fee, Terms and Conditions and Annual Fee Schedule, please execute one copy as our formal authorization to proceed and return same. No retainer is required to be included with the return of the signed proposal.

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, P.E., C.M.E.
President

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