

RESOLUTION: 163-15

**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 2016 NJDOT Municipal Roadway Reconstruction Project State Aid Application, Proposal 2015-63 in an amount not to exceed \$2,450.00.
2. The term of this contract shall be from September 10, 2015 to September 9, 2016.
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 September 10, 2015.

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

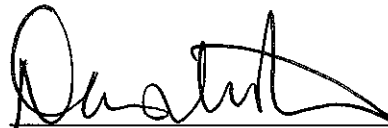
To: Mayor and Council, Borough of Clayton

Re: Sickels & Associates – 2016 NJDOT Municipal Aid Application
Proposal No. 2015-63,

AMOUNT OF CONTRACT: \$2,450.00

Any expenditures required for the above referred contract are properly chargeable to the 2015 Municipal Budget – Engineering O&E.

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: September 10, 2015

September 2, 2015

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

Attention: Ms. Susan Miller, Administrator

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
2016 NJDOT MUNICIPAL ROADWAY STATE AID APPLICATION
BIKE PATH AND ROADWAY RECONSTRUCTION PROJECT
S&A PROPOSAL NO. 2015-63**

Dear Ms. Miller:

In response to the Borough's 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, scope of work, construction cost estimates and related documents that will be needed to submit to the NJDOT by October 20, 2015.

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

The Borough proposes to submit a new application to the NJDOT for the Municipal Roadway Reconstruction Program. The road and scope of work for the new application has not been determined yet. The Borough may wish to submit a new Bike Path Application. For the road reconstruction project, we will prepare new applications, construction cost estimates, location maps and DOT documents. For the bike path, the applications, construction cost estimates, location maps and DOT documents will be prepared by our staff.

The information will be submitted on the State's SAGE Program for processing. Our staff will coordinate with you as to any issues or questions that may arise.

It will be beneficial if the Council can determine its preferences by September 25, 2015. This will allow sufficient time to field verify the project quantities and costs to prepare and submit the Application in October.

Our proposal does not include completing and processing the applications through the municipal and county planning boards/review agencies. We do not anticipate this task being required for the project. Attendance at meetings have not been included within this proposal. If meetings are required, they will be invoiced according to prevailing hourly rates on our Annual Fee Schedule.

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
2016 NJDOT MUNICIPAL ROADWAY STATE AID APPLICATION
BIKE PATH AND ROADWAY RECONSTRUCTION PROJECT
S&A PROPOSAL NO. 2015-63**

September 2, 2015

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 for the road reconstruction application is **\$2,450.00** and the bike path is **\$1,150.00** plus the cost of applicable reimbursable expenses which will be invoiced separately.


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. 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 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.

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

Enclosure: Terms and Conditions
Annual Fee Schedule

cc: Donna Nestore, CFO
Christine Newcomb, Clerk

File: 2015-63

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
2016 NJDOT MUNICIPAL ROADWAY STATE AID APPLICATION
BIKE PATH AND ROADWAY RECONSTRUCTION PROJECT
S&A PROPOSAL NO. 2015-63**

September 2, 2015

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, and all sections relating to payment for services, which is a part thereof, acceptance of the proposal is hereby confirmed by the signature below. Sickels & Associates, Inc. is authorized to proceed with the work.

Accepted this 10th day of Sept., 2015

By: _____


SIGNATURE

Mayor
TITLE

NAME (PLEASE PRINT OR TYPE)

COMPANY

ADDRESS

PHONE NO.

FAX NO.

CLIENT'S E-MAIL ADDRESS