

RESOLUTION: 198-16

**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 Additional Construction Observation for Reconstruction of Jerrys Avenue-- Proposal No. 2015-30B, for an amount not to exceed \$2,000.00.
2. The term of this contract shall be from November 10, 2016 to November 9, 2017.
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 10, 2016.

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

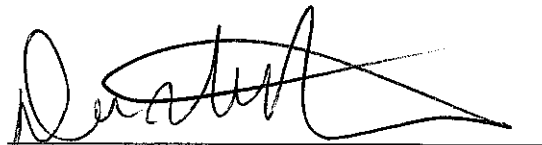
Re: Sickels & Associates – Additional Construction Observation for
Reconstruction of Jerrys Avenue

Proposal No. 2015-30B

AMOUNT OF CONTRACT: \$2,000.00

Any expenditures required for the above referred contract are properly chargeable to
2016 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: November 10, 2016

Res. 198-16

Engineers • Planners • Surveyors

SICKELS & ASSOCIATES, INC.

November 4, 2015

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

Attention: Mayor and Council

Reference: *Proposal for Professional Services
NJDOT Municipal Aid Program
Additional Construction Observation for Reconstruction of Jerrys Avenue
S&A Proposal No. 2015-30B*

Dear Mayor and Council:

Sickels & Associates, Inc. would like to thank you for the opportunity to offer this proposal for additional construction observation and management services in connection with the above referenced project. We have completed the bidding and construction phases of the project for the Base bid and alternate bid #1. This proposal is to supplement Proposal 2015-30B, dated October 12, 2015, which was previously approved by the Borough.

It is our understanding that the Borough wishes to proceed with the construction for Alternates #2 and portions of #3, from the original bid since there is remaining DOT grant funds left for the original project. The contractor has agreed to honor their bid prices and not charge a remobilization fee. The additional construction work will require onsite construction observation and management for the next phases of construction. The additional scope of work will be finalized with the contractor and Borough along with submitting the applicable forms to NJDOT to utilize the remaining grant funds in addition to the original award of funding.

The new scope will extend the improvements to the intersection with Lynne Ave. The Borough Public Works Department will complete the remaining paving, storm water and striping work on Lynne Avenue.

For ease of review, the proposal is organized in the following manner; Description of Services, Consulting Fee and Terms and Conditions.

DESCRIPTION OF SERVICES:

Based on the above project description, our scope of services will supplement the aforementioned proposal 2015-30B and include the following activities:

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
Additional Construction Observation for Reconstruction of Jerrys Avenue
S&A Proposal Number 2016-70*

November 4, 2015

**PHASE VI CONTRACT ADMINISTRATION/CONSTRUCTION
OBSERVATION**

Assist the Borough during the construction process by:

1. Complete NJDOT Applications and coordination with NJDOT for modification of grant/contract award .
2. Reviewing contractor's vouchers and recommending payment.
3. Combination of Full time and part time observation and coordination during construction activities with the Borough and the Contractor.
4. Preparing observation reports identifying the progress of the project and any observed deviation from the contract documents.
5. Preparing interim and final list of quantities to reflect those actually constructed based upon observation reports and field measurements.
6. 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.
7. 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.
8. 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 various activities described herein is estimated at **\$2,000.00** plus the cost of reimbursable expenses and pavement core analysis which will be invoiced separately.

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 forty-five (45) construction days. We anticipate that a qualified observer will be required full time during the reconstruction of the roadway and any curbing, estimated five (5) days, and 4 hours a day for the remainder of the construction which includes grading, striping and restoration. If the project time goes beyond

**Reference: Proposal for Professional Services
NJDOT Municipal Aid Program
Additional Construction Observation for Reconstruction of Jerrys Avenue
S&A Proposal Number 2016-70**

November 4, 2015

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 additional services necessary to complete the construction work based upon the original bid/contract and scope of work approved by 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.

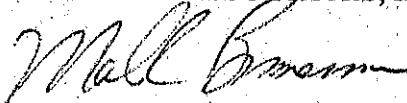
Sickels & Associates is prepared to commence work immediately upon receipt of authorization. This proposal assumes that authorization to proceed will be issued within sixty (60) days from the date of this proposal. The same terms and conditions of our original proposal dated May 19, 2015 shall remain in effect for this proposal.

We have enclosed one (1) signed original and two (2) signed copies of this proposal. If you are in agreement with our Description of Services, Consulting Fee Schedule, Terms and Conditions, 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.



Mark R. Brunermer PE, CME
President

MRB:mrh

cc: Sue Miller, Administrator (via email only)
Donna Nestore, C.F.O. (via email only)
Christine Newcomb, Borough Clerk (via email & regular mail)
Patricia Owens, S&A, Inc.

File: 2016-70

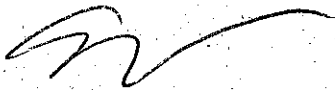
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S&A Proposal Number 2016-70

November 4, 2015

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 10th day of November, 2016

By:  Mayor
SIGNATURE TITLE

Tom Bianco
NAME (PLEASE PRINT OR TYPE)

Borough of Clayton
COMPANY

125 N. Delsea Drive
ADDRESS

PHONE NUMBER

FAX NUMBER

CLIENT'S E-MAIL ADDRESS