

**RESOLUTION: 176-20**

**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., Woodbury, New Jersey is hereby hired to provide the necessary construction administration/observation in connection with the NJDOT Municipal Aid Program for the Reconstruction of Walnut Street, for a total amount not to exceed \$11,520.00.
2. The term of this contract shall be from October 8, 2020 to October 7, 2021.
3. Donna Nestore, CFO, for the Borough of Clayton certifies that \$11,520.00 is available through the NJDOT Grant – Reconstruction of Walnut Street.
4. 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.
5. A copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Borough of Clayton.
6. A notice in accordance with the Local Public Contracts Law of New Jersey shall be published in The Sentinel or South Jersey Times.
7. 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 8, 2020.

BOROUGH OF CLAYTON



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THOMAS BIANCO, Mayor

Attest:



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CHRISTINE NEWCOMB, Municipal Clerk

October 2, 2020

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 Walnut Street  
From Delsea Drive (NJSH 47) to South Broad Street  
S&A File No. C-150  
S&A Proposal No. 2020-79*

Dear Mayor and Council:

Sickels & Associates, Inc. would like to thank you for the opportunity to offer this proposal for an amendment to the construction administration/observation in connection with the above referenced project. This proposal will supplement our construction management proposal No. 2019-32A.

As you are aware the project's low bid was \$169,115.00. The NJDOT grant is for \$270,000.00. To maximize the utilization of the grant money available to the Borough, we worked with the Borough and Contractor to increase the amount of concrete curb and driveway apron installation for the project. In doing so, this increased the amount of time our staff worked in the field.

The NJDOT permits up to 15% of the construction costs to be reimbursed by the NJDOT through the grant money.

Based upon same, we have prepared the following amended proposal for the additional construction management services that we anticipate will be required for the additional work.

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.

**Reference:** *Proposal for Professional Services  
NJDOT Municipal Aid Program  
Reconstruction of Walnut Street  
Delsea Drive (NJSH 47) to South Broad Street  
S&A File No. C-150  
S&A Proposal No. 2020-79*

**October 2, 2020**

### **OUR UNDERSTANDING OF THE PROJECT**

The revised scope of work will involve installation of additional concrete curb and driveway aprons and modify roadway gutter grades for new curbing.

Our approach to this project as outlined in the Description of Services consists of the following one (1) phase.

PHASE VI Contract Administration/Construction Observation

### **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. Reviewing contractor's vouchers and recommending payment.
2. Full time observation and coordination during construction activities with the Borough and the Contractor.
3. Preparing observation reports identifying the progress of the project and any observed deviation from the contract documents.
4. Preparing interim and final list of quantities to reflect those actually constructed based upon observation reports and field measurements.
5. 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.

### **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 **\$11,520.00** plus the cost of reimbursable expenses which will be invoiced separately. The above amount will qualify for reimbursement from the NJDOT.

**Reference:    *Proposal for Professional Services  
NJDOT Municipal Aid Program  
Reconstruction of Walnut Street  
Delsea Drive (NJSH 47) to South Broad Street  
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S&A Proposal No. 2020-79***

***October 2, 2020***

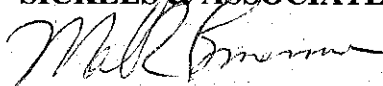
This proposal assumes that authorization to proceed will be issued within sixty (60) days from the date of this proposal. The terms and conditions of this proposal shall remain in effect for sixty (60) days.

If you concur with our Description of Services, Consulting Fee, and Terms and Conditions, please execute the Proposal Acceptance & Notice to Proceed and return same to our office. Our fee schedule is the same as that provided with the RFQ to the Municipality.

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:kc

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: 2020-79

