

**RESOLUTION: 113-21**

**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 and construction management services in connection with the CDBG Projects – Reconstruction of Erie Avenue and Novack Drive for a total amount not to exceed \$13,750.00.
2. The term of this contract shall be from May 27, 2021 to May 26, 2022.
3. Donna Nestore, CFO, for the Borough of Clayton certifies that \$13,750.00 is available through the 2021 CDBG Grant – Reconstruction of Erie Avenue and 2021 CDBG Grant – Reconstruction of Novack Drive.
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 May 27, 2021.

BOROUGH OF CLAYTON



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THOMAS BIANCO, Mayor

Attest:



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CHRISTINE NEWCOMB, Municipal Clerk

May 21, 2021

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

Attention: Mr. Greg Sawyer, CPWM

**Reference:** *Proposal for Professional Services  
Reconstruction of Erie Avenue & Novack Drive – CDBG Project  
S&A Proposal No. 2021-49*

Dear Mr. Sawyer:

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

It is our understanding that the Borough wishes to proceed with the handicap ramp replacement at Novack Drive and Erie Avenue and road resurfacing work for the above roadways. We understand the work will be funded through a CDBG grant and the Borough staff will complete the handicap ramp installation. We further understand the milling and resurfacing of the roadway will be contracted through a County Public Works Department Co-op agreement.

We understand our scope of work will include inspection of the handicap ramp construction, verification of wage rates for the milling and resurfacing contractors observation of the milling and resurfacing work obtaining pre and post photographs of both roadways and the close out documents for the CDBG Program.

Erie Avenue will be paved from S. Broad Street to the entrance to the elementary school. Novack Drive will be paved from S. Broad Street to Jerry's Avenue pavement improvement from 2016.

Due to the nature of the shared County contract, we are aware additional roadways may be added to the resurfacing program to provide sufficient volume of work for the County Contractor. Unless otherwise notified, we understand the Public Works Department will provide the construction observation of the additional roadways.

We have prepared the following proposal for the various engineering and inspection services that we anticipate will be required on the above referenced project. Said services are based upon Sickels & Associates, Inc.'s understanding of the project as described above.

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

For the purpose of defining the extent of services which may be required for completion of the engineering and construction management, this proposal assumes that all necessary construction will be performed by the Clayton Public Works Department or through the County Public Works Department Co-op program. As such, contract documents and technical specifications required for public bidding purposes are not included within this scope of approval. It is our understanding no construction plans will be proposed for this project.

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 provide a proposal 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 I                      CONSTRUCTION MANAGEMENT**

The project will involve inspecting the Borough's sidewalk and pavement improvements for the areas constructed.

- 1.1    Take photographs of both streets before and after resurfacing work.
- 1.2    Our staff will meet with the Public Works Dept. staff at the site to verify the sidewalk and handicap improvements have been installed in compliance with the Borough, NJDOT and Federal ADA requirements. Any discrepancies will be reviewed with the Borough staff so they can be addressed. Follow up inspections will be scheduled accordingly.
- 1.3    Our staff will coordinate with the roadway milling and paving contractors to verify wage rates and document same for the CDBG program.
- 1.4    Our staff will be present for the milling and resurfacing of the roadways.
- 1.5    Complete the remaining construction management services.
  - a.    Reviewing contractor's vouchers and recommending payment.
  - b.    Observation and coordination during construction activities with the Borough and the contractor.
  - c.    Completing contractor wage rate information in the field.

- d. Preparing observation reports indentifying the progress of the project and any observed deviation from the contract documents.
  - e. Preparing interim and final list of quantities to reflect those actually constructed based upon observation reports and field measurements.
  - f. 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 and Contractor.
  - g. Upon notification that punchlist items have been completed, conduct a final inspection for conformance with the contract documents and issue a recommendation of acceptance.
  - h. Complete close-out paperwork with County.
- 1.4 Our office will also complete the necessary paper work, documentation and reports with the County to document the construction work. We will also coordinate with the Borough Finance office to submit closeout documentation to the County.

### **SUPPLEMENTAL SERVICES**

We believe our proposal as presented is comprehensive to satisfy the requirements of the project. However, if deemed necessary by the client, we will offer an addendum to perform any additional services and submit a proposal for your consideration.

### **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 **\$13,750.00** plus the cost of reimbursable expenses which will be invoiced separately.

|                                |            |
|--------------------------------|------------|
| Reconstruction of Erie Avenue  | \$6,875.00 |
| Reconstruction of Novack Drive | \$6,875.00 |

The above fee is our estimate of the normal services necessary to complete the project based upon the scope of work. 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 per a proposal provided to the Borough for approval.

**Reference:    *Proposal for Professional Services*  
*Reconstruction of Erie Avenue & Novack Drive - CDBG Project*  
*S&A Proposal No. 2021-49A***

***May 21, 2021***

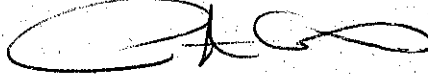
Sickels & Associates is prepared to commence work immediately upon receipt of authorization. This proposal assumes that authorization to proceed will be issued within sixty (60) days from the date of this proposal. The terms and conditions of this proposal shall remain in effect for sixty (60) days.

Our Terms and Conditions and Annual Fee Schedule have been previously approved and are on file with the clerk's office. If you concur with our Description of Services and Consulting Fee, please execute one copy as our formal authorization to proceed and return same to our 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

MRB:kc

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

File: 2021-49A

Reference: **Proposal for Professional Services**  
**Reconstruction of Erie Avenue & Novack Drive - CDBG Project**  
**S&A Proposal No. 2021-49A**

**May 21, 2021**

**PROPOSAL ACCEPTANCE & NOTICE TO PROCEED**

Having reviewed the proposal for the various engineering and/or surveying services, including the Terms and Conditions of the Service Agreement which is on file with the Borough, acceptance of the proposal is hereby confirmed. Sickels & Associates, Inc. is authorized to proceed with the work.

Accepted this 27<sup>th</sup> day of May, 2021

By:

  
SIGNATURE

Mayor  
TITLE

Tom Bianco  
NAME (PLEASE PRINT OR TYPE)

Borough of Clayton  
COMPANY

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

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CLIENT'S E-MAIL ADDRESS