

RESOLUTION: 187-21

**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 services for the NJDOT Safe Routes to School State Aid Application – Sidewalk Extension Project, for the Borough of Clayton in an amount not to exceed \$5,750.00.
2. The term of this contract shall be from September 9, 2021 to September 8, 2022.
3. Donna Nestore, CFO, for the Borough of Clayton certifies that \$5,750.00 is available through the 2021 Municipal Budget, Engineering O&E.
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 Gloucester County 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 9, 2021.

BOROUGH OF CLAYTON



TOM BIANCO, Mayor

Attest:



CHRISTINE NEWCOMB, Borough Clerk

September 3, 2021

Borough of Clayton
125 N. Delsea Drive
Clayton, N.J. 08312

Attention: Ms. Susan Miller, Administrator

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
NJDOT SAFE ROUTES TO SCHOOL STATE AID APPLICATION
SIDEWALK EXTENSION PROJECT
S&A PROPOSAL NO. 2021-83**

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 location plans, scope of work, construction cost estimates, related documents and complete the NJDOT application on their SAGE system that will be needed to submit to the NJDOT by October 14, 2021.

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 an application to the NJDOT for the Safe Routes to School Program. The scope of work has been discussed with both Borough Council, staff and Nick Koutsogiannes and his staff from the Clayton School District. The work is proposed adjacent to both the Herma S Simmons elementary school and the Clayton Middle and High School. The locations and construction of new sidewalk, crosswalks, traffic calming measures, flashing beacons will be proposed for the following locations:

1. Portion of East Academy St. (C.R # 610)
2. Portion of Pop Kramer Blvd
3. Portion of W. Chestnut St.
4. Portion of S. Broad St.
5. Portion of Erie Avenue

Sherwood Mews • 833 Kings Highway
Woodbury, New Jersey 08096-3110
(856) 848-6800 FAX (856) 848-8520
www.sickelsassoc.com

September 3, 2021

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For the project, we will prepare a new application, construction cost estimates, location maps, photographs of the project areas, coordination with the School District for pedestrian and bicycle data, letters of and resolutions of support from the Borough, School district and supporting municipal organizations, coordination with the Cross County Connection TMA organization for their Bicycle and Pedestrian Audit/Report and DOT documents.

The information will be submitted on the State's SAGE Program for processing. Our staff will continue to coordinate with the following staff in the preparation of the submission:

- Nick Koutsogiannis - Superintendent, Clayton Public Schools
- Alicia Fragoso - Assistant Principal, Herma Simmons Elementary School
- Matthew Slater - Assistant Principal, Clayton Middle School
- Lisa Twomey - Project Director, Clayton Public Schools
- Patrick Farley - Program Director, Cross County Connection TMA
- Eric Derer - Associate Transportation Specialist, Cross County Connection TMA

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 at this time.

Upon your review request, we can coordinate, correspond and attend meetings with officials from these agencies to resolve issues relating to the design of the project. Attendance at meetings has been included within this proposal. If meetings are required, they will be invoiced according to prevailing hourly rates on our Annual Fee Schedule.

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 NJDOT Safe Routes To School application is **\$5,750.00** plus the cost of applicable reimbursable expenses which will be invoiced separately.

September 3, 2021

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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.

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.

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

MRB:

cc: Patricia Owens, S&A, Inc.
Donna Nestore, CFO
Christine Newcomb, Clerk

File: 2021-83

September 3, 2021

RE: **PROPOSAL FOR PROFESSIONAL SERVICES**
NJDOT SAFE ROUTES TO SCHOOL STATE AID APPLICATION
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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 9th day of Sept., 2021

By:  Mayor
SIGNATURE TITLE

Tom Bianco
NAME (PLEASE PRINT OR TYPE)

Borough of Clayton
COMPANY

ADDRESS

PHONE NO.

FAX NO.

CLIENT'S E-MAIL ADDRESS