

RESOLUTION: 188-21

**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 surveying and engineering services for Well No. 5 Generator Replacement, Construction Observation Phase for the Borough of Clayton in an amount not to exceed \$12,975.00.
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 \$12,975.00 is available through Ordinance 14-2021.
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 2, 2021

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

Attention: Greg Sawyer, CPWM

Reference: *Proposal for Professional Services
Well No.5 Generator Replacement
Construction Observation Phase
S&A Proposal No. 2021-81*

Dear Mr. Sawyer:

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

It is our understanding that the Borough Water Department wishes to proceed with the replacement of the existing diesel generator located on the site that contains Well No.5 and Well No.3. This generator is located within the originally constructed Well No.5 building and supplies standby power for both potable water wells. The existing generator is in disrepair and in need of replacement. The intent is to remove the existing indoor generator and replace it with a new indoor generator that is capable of providing the same performance levels.

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.

OUR UNDERSTANDING OF THE PROJECT

The Borough of Clayton is seeking engineering and construction services to oversee the replacement of their existing diesel generator and related electrical and mechanical infrastructure at potable water Well No.5.

The Borough is in the process of procuring the services of a generator service company to perform the necessary replacement. Therefore, we have prepared the following proposal for the various engineering and construction phase 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 herein.

The project will entail a preliminary investigation to determine the current conditions of generator, evaluating options for replacing the generator with an indoor unit, sizing the generator to ensure sufficient power will be provided to match the existing system as well as oversight of the installation of the equipment.

Our approach to this project consists of the following phases, which are outlined, in detail under the Description of Services:

PHASE I Construction Phase Administration / Observation

DESCRIPTION OF SERVICES

Based on the above project description and understanding, the scope of our services will be limited to the following activities:

PHASE I CONSTRUCTION PHASE ADMINISTRATION / OBSERVATION

To facilitate the evaluation of the existing conditions and sizing of the generator, we will meet with the generator service company to review site conditions and potential options for replacing the generator with either an indoor and outdoor unit. Upon selection of the service provider by the Borough, S&A will assist the Borough with the following tasks during the construction phase of the project:

1. Preliminary evaluation of conduit routing, fuel storage and configuration of electrical system will be performed.
2. Research and review of electrical system loads will be performed in an effort to identify equipment to be powered by the standby power system.
3. Coordination with vendor regarding the preparation of a sizing report for the generator. Review report, revise and /or comment accordingly.
4. Review Contractor's preliminary layout of conduit routing, fuel piping, fuel storage and configuration of electrical system will be performed. Review and comment accordingly.
5. Reviewing contractor's equipment submissions, shop drawings and recommending approvals.
6. Attending the pre-construction conferences.
7. During onsite construction, (not full time) observation and coordination during construction activities with the Borough and the contractor.
8. Preparing observation reports identifying the progress of the project and any observed deviation from the contract documents.
9. Reviewing contractor's vouchers and request for payment.
10. Witness complete startup, load testing and power transfer of new standby power system.
11. Upon substantial completion, conduct observation of the work for conformance with the scope of work and issue a punch list of any defects and/or deficiencies to the Borough.
12. Upon notification that punch-list items have been completed, conduct a final observation of the work for conformance with the contract documents and issue a recommendation of acceptance.

**Reference: Proposal for Professional Services
Well No.5 Generator Replacement
Construction Observation Phase
S&A Proposal No. 2021-81**

September 2, 2021

Our office will maintain communication with the Borough and report on the progress during the construction phase of this project. Our office will coordinate with the Contractor during this phase and work to provide guidance and resolve any difficulties that may arise during the construction process.

Our office will provide onsite construction observation services. We anticipate that this will be on a part-time basis during the length of the contract. **This proposal assumes the duration for the generator replacement will be completed over a period of 3 weeks.** If the Borough for any reason requires additional representation, including, weather that slows the project, or the inability of the contractor to proficiently run the project, this amount will be adjusted accordingly. Please note the contract period will likely be set at sixty (60) days to account for mobilization, scheduling, and laboratory testing.

We understand the Borough's code office will also complete the necessary inspection as part of the contractor's building permits.

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 additional services.

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 **\$12,975.00** plus the cost of applicable reimbursable expenses which will be invoiced separately.

The above fee is our estimate of the normal services necessary to complete the project based upon the aforementioned 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.

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.

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. The Terms and Conditions and Annual Fee Schedule for this proposal are the same as is on file with the Borough Clerk's office.

**Reference: Proposal for Professional Services
Well No.5 Generator Replacement
Construction Observation Phase
S&A Proposal No. 2021-81**

September 2, 2021

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)*
Timothy Scaffidi, Solicitor *(via email only)*
Christine Newcomb, Borough Clerk *(via email & regular mail)*
Patricia Owens, S&A, Inc.

File: 2021-81

Reference: *Proposal for Professional Services
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September 2, 2021

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 on file with the Municipality, acceptance of the proposal is hereby confirmed. Sickels & Associates, Inc. is authorized to proceed with the work.

Accepted this 9th day of Sept., 2021

By:

SIGNATURE

TITLE

Tom Bianco
NAME (PLEASE PRINT OR TYPE)

Borough of Clayton
COMPANY

ADDRESS

PHONE NUMBER

FAX NUMBER

CLIENT'S E-MAIL ADDRESS