

RESOLUTION: 242-21

**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 the necessary engineering services for the Maintenance and Rehabilitation of Well #6, for the Borough of Clayton in an amount not to exceed \$32,250.00.
2. The term of this contract shall be from December 9, 2021 to December 8, 2022.
3. Donna Nestore, CFO, for the Borough of Clayton certifies that \$32,250.00 is available through the 2021 Water/Sewer Operating Budget.
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 December 9, 2021.

BOROUGH OF CLAYTON



TOM BIANCO, Mayor

Attest:



CHRISTINE NEWCOMB, Borough Clerk



December 6, 2021

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

Attention: Mr. Greg Sawyer, CPWM

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
MAINTENANCE & REHABILITATION OF WELL #6
S&A PROPOSAL No. 2021-23**

Dear Mr. Sawyer:

In response to your request, Sickels & Associates, Inc. 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.

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 of Clayton is seeking engineering and construction services to service and redevelop their existing 350-gallon per minute production well located at the N. Delsea Drive Treatment Plant location. The well has not been serviced for over 10 years. The performance of the production well has decreased slightly over time and is limiting the capacity of the pump to provide water to the overall water distribution system. The airline in the well is not operating, which limits the Borough's ability to verify the pumping level in the well. The project will entail a preliminary well investigation to determine the current conditions of pump, well casing and screen, as well as laboratory testing and recommendation for the rehabilitation and chemical treatment process.

The down time for the well maintenance needs to be kept to a minimum as Well 6 blends with Well 4 for the potable water discharge. The shutdown of Well 6 will stop Well 4 production and the Borough will depend on Well 5 with Well 3 as an emergency backup.

This proposal includes the bid and contract specifications for the rehabilitation of the existing production well and provisions for the bid and construction phase services.

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December 6, 2021

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

PHASE I	Site and Well Investigation
PHASE II	Construction Specification and Bid Proposal
PHASE III	Bid Administration
PHASE IV	Contract Administration/Construction 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 SITE AND WELL INVESTIGATION

To facilitate our preparation of the well rehabilitation, we will review the information regarding Well #6 well pump and house such as the original design drawings, pump curves, recent operating flow rates and maintenance records for the pump equipment that may be available.

These items will aid in our preparation of the project specifications. We anticipate one (1) site visit to check the conditions of the site, site access and to review current operating conditions and procedures with the Borough staff.

PHASE II CONSTRUCTION SPECIFICATIONS & BID PROPOSAL

SECTION 1.1 CONSTRUCTION SPECIFICATIONS

Prepare both General and Technical Specifications based upon the conditions of the pump observed from our site inspection and well investigation. The bid specifications will include requirements for video inspection of the pump and well casing, preliminary pump testing and sampling the of well, laboratory testing of the water and deposit samples, procedures for recommendation of mechanical redevelopment or chemical treatment process, and repairs or replacement (if needed) of the pump and any associated equipment.

SECTION 1.2 BID PROPOSAL

Prepare bid and contract documents for public bidding purposes.

PHASE III BID ADMINISTRATION

Assist the Borough with the bidding process by:

1. Preparing Notice to Bidders.
2. Prepare addenda for clarification, interpretation and/or expansion of bid documents and forward same to bidders.
3. Attending bid opening meeting.
4. Reviewing bids for completeness.
5. Tabulate bids and recommending award, contingent upon review by Borough Solicitor and availability of funds.

**PHASE IV CONTRACT ADMINISTRATION/CONSTRUCTION
OBSERVATION**

Assist the Client during the construction process by:

1. Attending the pre-construction conference.
2. Reviewing contractor's submissions and recommending approvals.
3. Reviewing contractor's vouchers and recommending payment.
4. Daily (not full time) observation and coordination during construction activities with the Borough and the contractor.
5. Preparing observation reports identifying the progress of the project and any observed deviation from the contract documents.
6. Review chemical treatment and cleaning procedures.
7. Preparing interim and final list of quantities to reflect those actually constructed based upon observation reports and field measurements.
8. Upon substantial completion, conduct observation of the work for conformance with the contract documents and issue a punch list of any defects and/or deficiencies to the Borough.
9. Upon notification that punchlist items have been completed, conduct a final observation of the work for conformance with the contract documents and issue a recommendation of acceptance.

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.

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Our services will include the review of the contractor's well casing and screen video inspection, review of the laboratory test results, and review of the contractor's proposed well rehabilitation procedures.

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. The estimate is based on a six (6) week estimated construction schedule with resident representation for four (4) hours per day for a total of twenty (20) days with four (4) site visits by a licensed NJ Professional Engineer.

This proposal assumes the duration for the well rehabilitation will take approximately 45 days. 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. If the project is completed more quickly than anticipated, the costs of contract administration and construction observation will be reduced accordingly as well. Please note the contract period will likely be set at sixty (60) days to account for mobilization, scheduling, and laboratory testing.

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 **\$32,250.00** plus the cost of applicable reimbursable expenses which will be invoiced separately.

Said consulting fee is apportioned in accordance with the following breakdown:

PHASE I	Site and Well Investigation	\$ 2,275.00
PHASE II	Construction Specification & Bid Proposal	\$ 7,775.00
PHASE III	Bid Administration	\$ 2,675.00
PHASE IV	Contract Administration/Construction Observation	<u>\$ 19,525.00</u>
TOTAL		\$ 32,250.00

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.

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MAINTENANCE & REHABILITATION OF WELL #6
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December 6, 2021

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.

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:kc

cc: Donna Nestore, CFO (via email only)
Sue Miller, Administrator (via email only)
Christine Newcomb, Clerk (via email and regular mail)
Timothy Scaffidi, Solicitor (via email only)
Patricia Owens, S&A, Inc.

File: 2021-23

RE: **PROPOSAL FOR PROFESSIONAL SERVICES
MAINTENANCE & REHABILITATION OF WELL #6
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December 6, 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 _____ day of _____, 2021

By: _____, Mayor
SIGNATURE TITLE

Tom Bianco
NAME (PLEASE PRINT OR TYPE)

Borough of Clayton
COMPANY

ADDRESS

PHONE NUMBER

FAX NUMBER

CLIENT'S E-MAIL ADDRESS