

RESOLUTION: 35-21

**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., Woodbury, New Jersey is hereby hired to provide the necessary engineering services in connection with the Update to the Municipal Stormwater Management Plan, for a total amount not to exceed \$10,698.00.
2. The term of this contract shall be from January 14, 2021 to January 13, 2022.
3. Donna Nestore, CFO, for the Borough of Clayton certifies that \$10,698.00 is available through the 2021 Municipal Budget – Engineering O&E.
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 January 14, 2021.

BOROUGH OF CLAYTON

A handwritten signature in black ink, appearing to read 'Thomas Bianco', written above a horizontal line.

THOMAS BIANCO, Mayor

Attest:

A handwritten signature in black ink, appearing to read 'Christine Newcomb', written above a horizontal line.

CHRISTINE NEWCOMB, Municipal Clerk

January 8, 2021

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

Attention: Mayor and Council

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
UPDATE TO MUNICIPAL STORMWATER MANAGEMENT PLAN
S&A PROPOSAL NO. 2020-85**

Dear Mayor and Council:

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 assist the Borough with the preparation and adoption of an updated Municipal Stormwater Management Plan (MSMP), which is required by the New Jersey Department of Environmental Protection.

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

We understand that the New Jersey Department of Environmental Protection (NJDEP) has directed the Borough to update its Municipal Stormwater Management Plan (MSMP). The current version of the Municipal Stormwater Management Plan is dated February 2006 and was prepared by the County on behalf of the Borough. NJDEP checks on the status of the MSMP as part of its annual stormwater certification which is completed by the Water and Sewer Department in March or April each year. Our office has a Word document of the report and PDF copies of the eighteen (18) maps that are part of the appendices. We will utilize the electronic files as a basis to create the revised plan.

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

PHASE I Municipal Stormwater Management Plan

January 8, 2021

DESCRIPTION OF SERVICES

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

PHASE I UPDATE MUNICIPAL STORMWATER MANAGEMENT PLAN (MSMP)

Assist the Borough with the adoption of the new plan by:

- 1.1 Reviewing data for Clayton and one watershed (Maurice River) for information including census data, total maximum daily load (TMDL) data, maximum build-out, threatened & endangered species, and mitigation.
- 1.2 Preparing updated maps including but not limited to zoning, land cover, soil, wellheads, aerial imagery, waterways, and water quality for each watershed. (Estimated 18 total maps required.)
- 1.3 Preparing a new MSMP based on research and mapping, including summary tables and analysis of impairments to waterways. The scope of this proposal includes drafting a new MSMP document based on the files that were prepared by the County in 2006.
- 1.4 Reviewing with Borough staff.
- 1.5 Submitting MSMP to Gloucester County Planning Division for review and comment. Make minor revisions (if any) to address comments from the County.
- 1.6 Coordinating with Borough Council and staff for adoption of new plan.

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 not to exceed **\$10,698.00**. If the above referenced scope of work changes, we will forward an addendum to this proposal.

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

Phase I	Update Municipal Stormwater Management Plan	\$10,698.00
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**RE: PROPOSAL FOR PROFESSIONAL SERVICES
UPDATE TO MUNICIPAL STORMWATER MANAGEMENT PLAN
S&A PROPOSAL NO. 2020-85**

January 8, 2021

The update to the Municipal Stormwater Management Plan should be completed around March or April of 2021 as part of the annual stormwater certification. The MSMP is required to be updated approximately every 10 years along with the Municipal Master Plan.

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.

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 project.

If you have any questions regarding this matter, please contact our office at (856) 848-6800.

Very truly yours,

SICKELS & ASSOCIATES, INC.



Patricia A. Owens
Secretary/Treasurer

cc: Sue Miller, Administrator (via email only)
Donna Nestore, C.F.O. (via email only)
Christine Newcomb, Borough Clerk (via email and original)
Greg Sawyer, Director of Public Works (via email only)

File: 2020-85

RE: **PROPOSAL FOR PROFESSIONAL SERVICES**

January 8, 2021

UPDATE TO MUNICIPAL STORMWATER MANAGEMENT PLAN

S&A PROPOSAL NO. 2020-85

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 14th day of January, 2021

By: _____

SIGNATURE

TITLE

Tom Bianco
NAME (PLEASE PRINT OR TYPE)

Borough of Clayton
COMPANY

ADDRESS

PHONE NO.

FAX NO.

CLIENT'S E-MAIL ADDRESS