

**RESOLUTION: 117-22**

**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 in connection with the Coyle Road Concept Plan for a total amount not to exceed \$7,525.00.
2. The term of this contract shall be from May 12, 2022 to May 11, 2023.
3. Donna Nestore, CFO, for the Borough of Clayton certifies that \$7,525.00 is available through the 2022 Municipal Budget – Roadway & Drainage Improvements (Coyle Road).
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 12, 2022.

BOROUGH OF CLAYTON



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THOMAS BIANCO, Mayor

Attest:



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CHRISTINE NEWCOMB, Municipal Clerk

May 6, 2022

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

Attention: Mayor and Council

**Reference:** *Proposal for Professional Services  
Coyle Road Concept Plan  
S&A Proposal No. 2022-39*

Dear Mayor and Council:

In response to your request, Sickels & Associates, Inc. is pleased to submit this proposal for the necessary engineering services for the above referenced project. Upon your acceptance of this proposal, Sickels & Associates will develop a concept plan to reconstruct Coyle Road in two (2) phases.

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 Borough of Clayton wishes to reconstruct Coyle Road from the limit of the existing pavement, near Carvin Road, to the municipal boundary with Elk Township. Our office previously performed a preliminary review and drainage design for the project. Based on discussions with the Borough about the prior work, it may be beneficial to construct the project in two (2) phases.

Phase 1 will be reconstruction of the partially-improved, gravel road at the end of Carvin Road along Coyle Road toward West Academy Street. This section of road provides access to two residential properties. Phase 2 will be reconstruction of the unimproved section of the former road which extends about 550 feet from Carvin Street to Elk Township. Due to the condition of the unimproved section of former road, the reconstruction project will require design for horizontal and vertical roadway geometry, full-depth roadway construction and a drainage system.

Based on our prior work, the total cost of the project would likely exceed \$700,000, not including property acquisition. A large portion of the cost would be for Phase 2 (unimproved road). The Phase 2 construction would include tree removal, utility pole relocation, and construction of a new road base which contribute to the cost.

We will continue the work based on recent input from the Borough. We will prepare a Concept Plan for the reconstruction of the road in two (2) phases. The concept design will include the optimal limits of phasing as well as an updated stormwater management calculation to determine the necessary drainage construction for each phase. We will also update the construction cost estimate. The Concept Plan will depict the limits of a proposed drainage easement and property acquisition.

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

If the Borough wishes to move forward with the project, we will prepare a supplement proposal for the full design for your review. The full design would include updated topographic survey, a soil study for stormwater management, road construction plans for two phases, final drainage design, approvals & permitting, and bid & technical specifications for the phase 1 construction.

Attendance at several meeting has been included in this proposal. Any meetings beyond the time allotted in this proposal will be billed in accordance with our Terms and Conditions, subject to review and approval by the Borough.

### **DESCRIPTION OF SERVICES:**

Based on the above project description, our scope of services will include the following activities:

#### **SECTION 1.0 CONCEPT PLAN AND DRAINAGE**

- 1.1 Prepare a concept plan for the construction in two (2) phases. The plan will be based on existing conditions from a prior survey. The plan will depict the limits of phasing, preliminary drainage, easements, and right-of-way acquisition.
- 1.2 Review and analyze grading, drainage, and stormwater management for feasibility for two phases.
- 1.3 Prepare an updated estimate of quantities and construction cost estimate.
- 1.4 Attend meeting with Borough officials and staff to review concept plan.

#### **SECTION 2.0 MEETINGS AND PRESENTATION**

- 2.1 Prepare exhibit for presentation to Borough and local Veterans group.
- 2.2 Attend meeting with local Veterans group and assist in the presentation of proposed road design.

### **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 **\$7,525.00** plus the cost of 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 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 a separate proposal for Additional Services will be issued to the Borough.

***Proposal for Professional Services  
Coyle Road Concept Plan  
S&A Proposal No. 2022-39***

***May 6, 2022***

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.

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

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

File: 2022-39

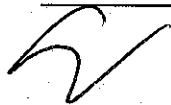
**May 6, 2022**

**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 a part thereof, acceptance of the proposal is hereby confirmed. Sickels & Associates, Inc. is authorized to proceed with the work.

Accepted this 12<sup>th</sup> day of May, 2022

By:



SIGNATURE

Mayor

TITLE

Tom Bianco

NAME (PLEASE PRINT OR TYPE)

Borough of Clayton

COMPANY

ADDRESS

PHONE NUMBER

FAX NUMBER

CLIENT'S E-MAIL ADDRESS