

**RESOLUTION: 159-22**

**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 surveying and engineering services in connection with the Water Main Extension – North Delsea Drive for a total amount not to exceed \$124,200.00.
2. The term of this contract shall be from July 14, 2022 to July 13, 2023.
3. Donna Nestore, CFO, for the Borough of Clayton certifies that \$124,200.00 is available through the 2022 Water/Sewer Capital Budget – Replacing Water Main Delsea Drive.
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 July 14, 2022.

BOROUGH OF CLAYTON



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THOMAS BIANCO, Mayor

Attest:



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CHRISTINE NEWCOMB, Municipal Clerk

May 26, 2022

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

Attention: Greg Sawyer, CPWM

**Reference:** *Proposal for Professional Services  
Water Main Extension  
North Delsea Drive NJSH Rt. 47  
S&A Proposal No. 2022-18*

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 8" cement-tin water main in North Delsea Drive from the Glassboro Municipal Boundary to Academy Street. The existing main is along the eastern paved shoulder of NJSH Rt. 47. The intent is to construct the new main in the earthen area behind the existing utility pole or in the paved shoulder if insufficient ROW is there.

Therefore, we have prepared the following proposal for the various surveying and engineering services that we anticipate will be required on the above referenced project which will encompass approximately 7,000 linear feet of water main replacement. The work will begin at the Glassboro/Clayton Municipal Boundary and extend to Academy Street. Said services are based upon Sickels & Associates, Inc.'s understanding of the project as described herein.

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 project will involve reconnecting the new water main to the existing 10" main near the Glassboro boundary, extend the new main in the earthen area behind the existing utility poles or paved shoulder on the east side of the roadway, provide interconnection with local street and mains, extend new water services to replace the existing services, extend a new sleeve and main beneath NJSH Rt. 47 to extend to the North Delsea Drive Treatment Plant and complete earthen, concrete and pavement restoration.

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Water Main Extension  
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**May 26, 2022**

The extension of water services across Rt. 47 will require topographic surveying of both sides of the road for the construction plans. The water services will need to be marked out at the time of field survey to determine the crossing locations and potential underground conflicts where feasible.

Our approach to this project as outlined in the Description of Services consists of the following four (4) phases.

- PHASE I Topographical Survey & Base Plan Preparation
- PHASE II Preliminary Construction Design
- PHASE III Regulatory Permits and Approvals
- PHASE IV Final Construction Plans

For the purpose of defining the extent of services which may be required for completion of the surveying, engineering and design of this project, this proposal assumes that all necessary construction will be let out to public bid. As such, contract documents and technical specifications required for public bidding purposes will be prepared.

Our proposal does not include performing test pits to verify locations of utilities and services, nor does it include a soil investigation program to identify subsurface soil conditions and groundwater levels. Sickels & Associates, Inc. will assist the Borough in obtaining proposals from others if such services are deemed necessary.

### **DESCRIPTION OF SERVICES:**

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

#### **PHASE I TOPOGRAPHICAL SURVEY & BASE PLAN**

##### **SECTION 1.0**

##### **AVAILABLE INFORMATION**

- 1.1 Request and obtain available information from Municipal agencies such as as-built plans and tax maps for use in preparing base plans.
- 1.2 Call for utility markout of area in question prior to initiation of field work. We will require the Borough Public Works Department to field markout the existing water and sewer mains and services prior to the field survey being complete.

**SECTION 2.0**

**TOPOGRAPHIC SURVEY**

- 2.1 Establish horizontal and vertical ground controls for survey of the project area by establishing four GPS points along the project. Provide a minimum of seven (7) bench marks for the construction stake out of the project.
- 2.2 Establish approximate location of right-of-way (ROW) and property boundaries within and adjacent to the project area based upon available tax map information. Monumentation, if present, will be field located and identified to clarify limits between utility poles and the ROW.
- 2.3 Obtain topographic information by field survey to locate and identify pertinent features within and immediately adjacent to the right-of-way, where required.
- 2.4 Obtain spot elevations at fifty (50) foot intervals to define the topography of the existing centerline, curb line, sidewalk and right-of-way.
- 2.5 Investigate and identify by field survey the location, elevation, size and type of all visible and/or accessible utilities, water mains, sanitary and storm drainage facilities within the project limits.
- 2.6 Coordinate with NJDOT for plan infrastructure for ROW width along the entire scope of work.

**SECTION 3.0 PREPARATION OF BASE PLANS**

- 3.1 Prepare base plans using Auto CAD Software showing the overall project limits, Right-of-Way and property line locations and elevations to develop plans and profiles.
- 3.2 The plans and profiles shall be prepared at a minimum scale of 1" = 30' (horizontal scale) and 1" = 2' (vertical scale).
- 3.3 Submit utility base plans to respective Municipal and Utility agencies for review and verification of information shown thereon.
- 3.4 Based upon field mark out by Borough, determine location and size of replacement water services for both sides of the road.
- 3.5 Design crossing details for water services and mains.

**PHASE II PRELIMINARY CONSTRUCTION PLANS**

The scope of this Phase includes preparation of preliminary design plans and technical documents.

**SECTION 1.0 PRELIMINARY DESIGN**

- 1.1 Complete field visit with Borough staff to review any issues with water service replacement and locations of services and valves on both sides of the roadway.
- 1.2 Coordinate with Utility companies for locations and depth of underground facilities that may conflict with the water main or services.
- 1.3 Based upon comments generated in Item 1.1, design new water main and services locations; including horizontal alignment and identification of potential conflicts with new installation work requiring offsets.
- 1.4 Design details for water main, services, NJDOT trench and sidewalk restoration. The pavement restoration work will require the contractor to saw cut and pave back to existing grade. Subject to final location of water main, limits of NJDOT asphalt restoration will be determined.
- 1.5 Design the metered interconnection between Glassboro and Clayton. Determine details necessary for construction and road. (note the size and type of the flow meter with both Municipalities).
- 1.6 Design road crossing details for water services and mains.
- 1.7 The local roadways will have only local minor detour requirements during water main crossings. The current scope of work is to place the new main in the earthen shoulder and abandon the existing water main in place. Shoulder closing and lane shift traffic control details are anticipated. Detour plans and typical details will be developed under this scope of work. The contractor will be required to coordinate with the Police Department for all temporary road closures.
- 1.8 Verify field quantities for work items.
- 1.9 Design soil erosion and sediment control measures and prepare necessary narrative.
- 1.10 Determine limits for phasing of project length.

**SECTION 2.0 CONSTRUCTION DESIGN PLANS & SPECIFICATIONS**

- 2.1 Prepare necessary preliminary construction documents. Drawings which may be required on this project are:
- a. Cover Sheet with Project Title and Key Map.
  - b. Construction Plans.
  - c. Construction Profiles and Sections (where potential conflicts are determined.)
  - d. Construction Detail Sheets.
  - e. Soil Erosion and Sediment Control Plans.
  - f. Detail Sheets for Soil Erosion and Sediment Control.
  - g. Traffic Control Plan and Details.
- 2.2 Prepare standard and technical specifications for bidding.

**SECTION 3.0 CONSTRUCTION DESIGN SUBMISSION**

- 3.1 Upon completion of preliminary design, submit one (1) set of preliminary plans to the Borough for review and comment. Arrange and attend meeting with Borough staff to review proposed design. Revise plans as required to address review comments and resubmit for Borough's acceptance.
- 3.2 Prepare general and technical bid specifications for the project scope and public bidding after receipt of governmental improvements.
- 3.3 Determine limits of multiple phases for construction bid purposes to facilitate Borough budget parameters. Update construction plans based on estimated costs.
- 3.4 Prepare estimate of bid quantities and construction costs.
- 3.5 Based on review comments, confirm the general scope, extent and character of the project with the Borough prior to proceeding with the Phase III.

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**May 26, 2022**

**PHASE      III                    REGULATORY PERMITS AND APPROVALS**

The scope of this Phase includes preparation and submission of applications and support documents.

**SECTION    1.0        APPLICATIONS AND SUBMISSIONS**

- 1.1 Prepare and submit necessary applications and support documents prepared herein, and assist in procuring required permits and approvals relating to the design and implementation of the project. The Borough is responsible for any application and review fees. Permits and/or approvals which may be required are:
  - a. Certification from Soil Conservation District.
  - b. New Jersey Department of Transportation (Utility Opening Permit)
  - c. NJDEP Bureau of Water System Engineering
- 1.2 Based on review comments, confirm the general scope, extent and character of the project with the Borough prior to proceeding with Phase IV.

**PHASE      IV                    FINAL CONSTRUCTION PLANS**

The scope of this Phase includes preparation of final plans for construction purposes:

**SECTION    1.0        DESIGN FINALIZATION AND SUBMISSION**

- 1.1 Based on preliminary and governmental review comments, revise and finalize construction drawings listed in Phase II and finalize design documents for public bidding purposes.
- 1.2 Submit final construction plans to respective Municipal and Utility agencies.
- 1.3 Prepare Contract Documents consisting of Notice to Bidders, Bid Form, Contract Forms and General and Supplemental Conditions.
- 1.4 Address issues raised by contractor or unforeseen conditions during construction.

**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 **\$124,200.00** plus the cost of reimbursable expenses which will be invoiced separately.



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*North Delsea Drive NJSH Rt. 47*  
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**May 26, 2022**

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

Phase I	Topographical Survey & Base Plan Preparation	\$ 21,100.00
Phase II	Preliminary Construction Plans	\$ 78,900.00
Phase III	Regulatory Permits & Approvals	\$ 19,250.00
Phase IV	Final Construction Plans	\$ <u>4,950.00</u>
<b>TOTAL</b>		<b>\$124,200.00</b>

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.

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***May 26, 2022***

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

File: 2022-18

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**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 14<sup>th</sup> day of July, 2022

By: \_\_\_\_\_  
SIGNATURE TITLE

Tom Branco  
NAME (PLEASE PRINT OR TYPE)

Borough of Clayton  
COMPANY

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
CLIENT'S E-MAIL ADDRESS