

RESOLUTION: 170-22

**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 completing an outbound and topographic survey for Block 1101, Lot 8 for a total amount not to exceed \$2,030.00.
2. The term of this contract shall be from August 11, 2022 to August 10, 2023.
3. Donna Nestore, CFO, for the Borough of Clayton certifies that \$2,030.00 is available through the 2022 Municipal Budget – General Administration 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 August 11, 2022.

BOROUGH OF CLAYTON



THOMAS BIANCO, Mayor

Attest:



CHRISTINE NEWCOMB, Municipal Clerk

SICKELS & ASSOCIATES, INC.

Engineers • Planners • Surveyors

July 27, 2022

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

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
TOPOGRAPHIC & OUTBOUND SURVEY
BLOCK 1101, LOT 8
S&A PROPOSAL No. 2022-68**

Dear Mayor & Council:

The consulting firm of Sickels & Associates, Inc. would like to thank you for the opportunity to offer this proposal. Our proposal includes surveying and completing an outbound and topographic survey for the above referenced parcel. Upon your acceptance of this proposal, Sickels & Associates will coordinate with you to complete the work.

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 you wish to have Block 1101, Lot 8, located on East Clayton Avenue, surveyed prior to the Borough placing the parcel out to public bid. We understand the Borough will be acquiring the title report for the project.

We will prepare a topographic and outbound survey for the parcel reflecting any survey monumentations that can be field located. The topographic survey will show the mounds of backfill that are contained on them along with the wooded portion of the site.

Our proposal does not include attending meetings, completing and processing applications nor does it include obtaining approvals or permits through any governmental agencies.

DESCRIPTION OF SERVICES

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

PHASE I **OUTBOUND SURVEY**

- 1.1 Outbound of the tract will be based on the Deeds/Title Report provided to our office. The report shall include all deeds for the adjoining properties. No field

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

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work or office calculations will begin without receipt of the above referenced items.

- 1.2 The client will supply to this office the title report needed for the Survey Certificate. The title report shall include the deeds for all adjacent properties. This will assist in verifying whether there are any property line conflicts with the property owners adjacent to your parcel.
- 1.3 If adjacent property deeds are not supplied, this office will research deeds on a time and material basis. This cost will be in addition to our fee.
- 1.4 Perform an outbound survey of the property in accordance with the technical standards for property boundary surveys adopted by the Board of Directors of the New Jersey Society of Professional Land Surveyors. Identify the location of any pertinent structures and/or features on the property. Prepare certified outbound plan and legal description.
- 1.5 Our proposal does not include provisions for setting monumentation or resetting property corners.
- 1.6 If the review of the Deeds and field work reflect a disagreement between property lines, this office will issue a proposal clarifying the additional scope of work (if any) necessary to address the disagreement.
- 1.7 All work to be completed on Auto CAD Version 2000.

PHASE II TOPOGRAPHIC SURVEY

- 1.1 Outbound of the property will be based on the work in Phase I.
- 1.2 Establish elevations on the site based upon GPS observations and NJ State Plane coordinate system.
- 1.3 Verify and supplement available information by field survey to locate and identify pertinent features within the project limits, including the soil mounds on the parcel.
- 1.4 All fieldwork will be based on NAD 83 and NAVD 88.
- 1.5 Prepare a plan of topographic survey and base map for use in developing the grading plan.
- 1.6 Provide four (4) signed and sealed copies of the plan.

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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 these specialized services and/or will assist in obtaining proposals from qualified consultants. The following services are not included in our quote:

- a. Permits required under the New Jersey Realty Improvement Act.
- b. Flood Hazard Area Determination, Wetlands Delineation (LOI), General and Individual Freshwater Wetlands Permits.
- c. Environmental Site Assessment/Audit.
- d. Archaeological or Historical Investigation & Natural Resource Inventory Report.
- e. Subsurface investigation to locate/verify facilities, utilities and/or services. Soil borings for any purpose other than those stated herein.
- f. Preparation of bidding and contracting document other than the site development plans specifically indicated in the description of services.
- g. Applications for permits, approvals, interpretations or exemptions from Federal, State, County and Municipal agencies other than those specifically indicated in the Description of Services.
- h. Preparation of design of special site features such as retaining walls. Depending on height and extent of said walls, special structural boring and engineering expertise may be required.
- i. Geotechnical/Subsurface Investigation to identify, locate and evaluate soil conditions for building design purposes and utilities and/or service locations.
- j. Design of modifications to off-site infrastructure which may be required by reviewing agencies to accommodate the proposed development.
- k. Design and coordination of utilities.
- l. Traffic Impact Report or Air Quality Assessment.
- m. Cultural Resource Survey or Economic Impact Report.
- n. Cut and fill site analysis and corresponding cost estimates for improvements.
- o. Landscape irrigation/sprinkler system design.
- p. CBR or other soils testing to request paving reduction.
- q. Permits required by the Army Corps of Engineers.
- r. Design of sanitary sewer lift or pump stations.
- s. Septic or well design.
- t. Does not include legal descriptions and drawings for any easements required by the County, Township or the State.

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- u. Revisions per Gloucester County Engineering Department
- v. Stormwater management design (ie. detention basin)

CONSULTING FEE FOR SERVICES RENDERED

Based on the understanding of the project and description of service, our estimated consulting fee to complete the various activities described herein plus the cost of applicable reimbursable expenses which will be invoiced separately is **\$2,030.00**.

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: Sue Miller, Administrator (via email only)
Christine Newcomb, Clerk (via email only)
Donna Nestore, CFO (via email only)
Patricia A. Owens, S&A, Inc.

File: 2022-68


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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 11th day of August, 2022

By:  Mayor
SIGNATURE TITLE

Tom Blanco
NAME (PLEASE PRINT OR TYPE)

Borough of Clayton
COMPANY

ADDRESS

PHONE NO. FAX NO.

CLIENT'S E-MAIL ADDRESS