RESOLUTION
of the
BOROUGH OF NEW PROVIDENCE
Resolution No. 2011-308

Council Meeting Date: 11-28-2011 Date Adopted: 11-28-2011

TITLE RESOLUTION ACCEPTING THE PROPOSAL OF MASER CONSULTING, P.A. FOR PROFESSIONAL ENGINEERING DESIGN SERVICES FOR ROADWAY IMPROVEMENTS PEARL STREET – SECTION 2

Councilperson Galluccio submitted the following resolution, which was duly seconded by Councilperson Vyzas.

WHEREAS, the Borough of New Providence has a need to acquire Professional Engineering Design Services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19-44A-20.5; and

WHEREAS, Maser Consulting Services has submitted a proposal dated November 22, 2011 indicating they will provide professional engineering design services relating to roadway improvements to Pearl Street, section 2, for an amount not to exceed $10,000.00; and

WHEREAS, Maser Consulting was awarded a contract with the Borough of New Providence via Resolution 2011-23, and fees assessed with this project are contained in said contract; and

WHEREAS, the Borough of New Providence awarded said contract to Maser Consulting in accordance with a fair and open process; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the service will not exceed $10,000.00; and

WHEREAS, the anticipated term of this contract is one (1) year; and

WHEREAS Maser Consulting has completed and submitted a Business Entity Disclosure Certificate which certifies that Maser Consulting has not made any reportable contributions to a political or candidate committee in the Borough of New Providence in the previous one year, and that the contract will prohibit Maser Consulting from making any reportable contributions through the term of the contract, and

WHEREAS, the maximum amount of the agreement is not to exceed $10,000.00, and said funds are available and have been certified by the Chief Financial Officer; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-5) requires that the resolution authorizing and awarding of agreement for "professional services" without competitive bids and the agreement itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of New Providence that they hereby agree as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute the attached agreement with Maser Consulting for Professional Engineering Design Services.

2. Such agreement is awarded without competitive bids as a "professional service" in accordance with N.J.S.A. 40A:11-5(1) (a) of the Local Public Contracts Law, because the services to be rendered are professional in nature and are unspecifiable as to requirements for performance. Such services must be rendered by a person particularly trained and licensed in this area, which requires extensive specific education and long experience in both the Federal and State procedural requirements.

3. A notice of this action shall be published once in the Courier News.

APPROVED, this 28th day of November, 2011.

RECORD OF VOTE

	AYE	NAY	ABSENT	NOT VOTING
CUCCO	X			
GALLUCCIO	X			
GENNARO	X			
LESNEWICH	X			
MUÑOZ			X	
VYZAS	X			
HERN			TO BREAK COUNCIL TIE VOTE	

I hereby certify that the above resolution was adopted at a meeting of the Borough Council held on the 28th day of November, 2011

Wendi B. Barry, Borough Clerk

MASER CONSULTING P.A.
Consulting, Municipal & Environmental Engineers
Planners ▪ Surveyors ▪ Landscape Architects

200 Valley Road, Suite 400
Mt. Arlington, NJ 07856
Tel: 973.398.3110 ▪ Fax: 973.398.3199

November 22, 2011

Douglas R. Marvin, Borough Administrator
Borough of New Providence
360 Elkwood Avenue
New Providence, NJ 07974

Re: Proposal for Professional Services
Roadway Improvements Pearl Street-Section 2
NJDOT Local Aid Project
Borough of New Providence, Union County, New Jersey
MC Proposal No. NPT-318P

Dear Mr. Marvin:

Maser Consulting P.A. (Maser Consulting) is pleased to present this proposal for engineering design services regarding the Roadway Improvements to Pearl Street-Section 2, NJDOT Local Aid Project. Maser Consulting will provide the following services:

PHASE I CONCEPT DESIGN – PUBLIC SAFETY:

The concept design for the improvements to the intersection of Pearl Street with Central Avenue and Union Avenue has been previously presented to the Mayor and Council. Maser Consulting will coordinate with the Police Department and the adjacent residents to incorporate the concept design into the final design. This phase will include meeting with the residents and the Police Department prior to the preparation of the final plans and specifications.

PHASE II SCOPE OF WORK AND SERVICES - DESIGN:

Maser Consulting will provide design services for the Borough of New Providence Local Aid Project known as Pearl Street-Section 2. The project shall begin at Central Avenue and extend to Union Avenue. The project limits shall be adjusted in order to remain within the project budget. Maser Consulting shall prepare the base mapping, title sheet, general notes and legend, estimate of quantities, construction plans, soil erosion and sediment control plans and the construction details. A check against the existing tax maps will be made to ensure the road map contains the most recent road data, based on recent subdivisions and road alignment data.

Maser Consulting shall also prepare the supplemental and technical specifications for the proposed improvements that are specified on our construction drawings for incorporation into the overall bid specifications. The specifications will be prepared in the latest NJDOT format, as amended.

Please note that alternate bids shall be utilized in order for the project to remain within the Borough's budget. Maser Consulting will finalize the Construction Cost Estimate (CCE) based on the quantity required for each alternate bid. On behalf of the Borough, Maser Consulting shall submit all plans and specifications to the NJDOT Local Aid offices and the Union County Soil Conservation District for review and approval.

Upon acceptance of the project by NJDOT Local Aid and the Union County Soil Conservation District, Maser Consulting will furnish the Borough with four (4) signed and sealed complete sets of bid documents.

It is our understanding that the project is funded jointly by the NJDOT Local Aid grant of $190,000 and the Borough. Of the grant amount received, $171,100 will be earmarked for the construction of NJDOT approved pay items and the remaining $19,000 shall be utilized for construction inspection services and material testing.

PHASE III BIDDING SERVICES:

Maser Consulting will coordinate with the Borough regarding the Bidding Services; specifically the following shall be conducted:

- Schedule the advertisement for bid (Notice to Bidder)
- Attend a Pre-Bid Conference to discuss Construction Documents with perspective bidders, as required.
- Development of addendum(s) to clarify or review the bid documents, as required.
- Attend bid opening and reading of bids in order to tabulate them.
- Review the proposals from the responsive bidders and make recommendations to the Borough regarding the selection and evaluation of the bids.

The following is the estimated schedule for the project:

Task	Approximate Start Date	Approximate End Date
Design Services	Jan 16, 2012	March 2, 2012
NJDOT Submittal and Review Period	Feb 20, 2012	March 2, 2012
Bidding Services	March 15, 2012	April 20, 2012
Award Contract	May 7, 2012	May 7, 2012
Construction	May 21, 2012	July 27, 2012

(Upon receipt of bids, a separate proposal for inspection services shall be submitted to the Borough for their review and approval.)

To: Douglas R. Marvin, Borough Administrator
Re: Proposal for Professional Services
Roadway Improvements Pearl Street Section 2
NJDOT Local Aid Project
Borough of New Providence, Union County, New Jersey
MC Proposal No. NPT-318P

FEE PROPOSAL

Based on the above referenced information, Maser Consulting will provide the above referenced services for a cost not to exceed $ 10,000.00.

The above design services will be provided on a cost basis not to exceed the listed amount. The hourly rate schedule and services required will be performed in accordance with the Borough Engineering Contract authorized by the Borough of New Providence.

EXCLUSIONS

If any item listed herein, or otherwise not specifically mentioned within this agreement or the Borough Engineering Agreement, is deemed necessary, then Maser Consulting may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees with regard to the extra work. All unanticipated additional work shall be in accordance with the Schedule of Hourly Rates that has been previously approved by the Borough. Maser Consulting shall provide a separate proposal for on-site inspection and coordination with the NJDOT for project closeout. No extra work will be performed without authorization from the Borough.

If you find this proposal acceptable, please forward a copy of the Resolution of Approval for this proposal to this office. This will constitute approval of the proposed work.

We thank you very much for the opportunity to offer our services and look forward to working with you on this and future projects. In the meantime, should you have any questions regarding this proposal, please feel free to contact me.

Very truly yours,

MASER CONSULTING P.A.

Andrew R. Hipolit, P.E.
Borough Engineer

ARH/egm

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