

RESOLUTION
of the
BOROUGH OF NEW PROVIDENCE
Resolution No. 2014-107

Council Meeting Date: 03-10-2014

Date Adopted: 03-10-2014

TITLE RESOLUTION ACCEPTING THE PROPOSAL OF MASER
CONSULTING, P.A. FOR PROFESSIONAL ENGINEERING SURVEY
AND DESIGN SERVICES REGARDING LINCOLN FIELD
IMPROVEMENTS PROJECT

Councilperson Kapner submitted the following resolution, which was duly
seconded by Councilperson Muñoz .

WHEREAS, the Borough of New Providence acquired Professional Engineering
and Professional Environmental Consulting 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 was awarded a contract with the Borough of New
Providence via Resolution 2014-023 provide professional engineering services; and,

WHEREAS, Maser Consulting Services has submitted a proposal dated March 5,
2014 indicating they will provide professional engineering survey and design and
services relating to the Lincoln Field Improvements project, for an amount not to exceed
\$31,000.00; and

WHEREAS, the fees assessed with this proposal are contained in said contract;
and

WHEREAS, the Chief Financial Officer has determined and certified in writing that
the value of the service will not exceed \$31,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the
Borough of New Providence that they hereby approve and authorize the professional
services included in the Maser Consulting Services proposal dated March 5, 2014.

APPROVED, this 10th day of March, 2014.

RECORD OF VOTE

	AYE	NAY	ABSENT	NOT VOTING
GALLUCCIO	X			
GENNARO			X	
KAPNER	X			
MADDEN	X			
MUÑOZ	X			
ROBINSON	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 10th day of March, 2014.

Wendi B. Barry, Borough Clerk



Engineers
Planners
Surveyors
Landscape Architects
Environmental Scientists

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March 5, 2014

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

Re: Lincoln Field Improvements
Engineering Survey and Design Services
Borough of New Providence
Union County, New Jersey
MC Project No. NPT-411P

Dear Mr. Marvin:

Maser Consulting P.A. (Maser Consulting) is pleased to present the following proposal for professional engineering services for proposed improvements to Lincoln Field. The proposed Scope of Services below outlines the work Maser Consulting anticipates completing.

Design drawings and bid specifications will be prepared to include the following improvements:

- Two (2) 40/60 natural grass baseball infields to replace the two (2) existing clay infields,
- Associated sideline fencing and backstop fabric,
- One (1) rectangular natural grass field,
- Field irrigation,
- Renovation of existing basketball court and associated equipment,
- One (1) 40' x 40' playground area, and;
- A natural landscape barrier along Elkwood Avenue.

The anticipated construction cost is approximately \$350,000. The layout of the baseball infields will serve to maximize the size of the rectangular field. The design will include new bases, perimeter chain-link fence, dugouts and a batting warm-up area. Alternates to the base bid will include replacement of one (1) 40/60 baseball infield with synthetic turf and associated drainage as well as replacement of chain-link fencing along the Salt Brook. NJDEP permits are not anticipated for this project.

Accordingly, the Scope of Services outlined below includes all of the work necessary to prepare a bid package.



SCOPE OF SERVICES

PHASE 1.0 FIELD SURVEY/BASE MAP

Maser Consulting will perform a topographic survey of the existing Lincoln Field. The survey will be utilized as a base map for the preparation of design drawings and bid specifications. More specifically, the topographic survey limits will include the existing field areas, basketball court, the area to be utilized for the playground, and the area along the roadway frontage. Maser Consulting will locate the following information as part of our data and field investigation collection:

- Drainage structures (including inverts)
- Fences
- Structures
- Light poles
- Bleachers
- Pavement limits
- Isolated trees and tree line limits

Maser Consulting will use laser-scanning technology for compilation of the contouring information. For the purpose of this project, the topographical mapping will be on 30 scale mapping and one foot contours. Vertical data will be tied into New Jersey Geodetic Control and will be relative to NAVD 1988.

Maser Consulting will contact New Jersey One Call System and have underground utilities marked out. We will then locate any utilities that are visible above the ground. The Borough will be responsible for providing Maser Consulting with any available on-site utility mapping including, but not limited to, mapping of water lines, electric lines, storm sewer lines and sanitary sewer lines, etc. We will also establish a baseline and benchmarks for future use by the contractor during the construction stakeout phase.

PHASE 1.0 FIELD SURVEY/INVESTIGATION/BASE MAP ***\$6,500.00**
***Cost not to exceed**

PHASE 2.0 DESIGN AND PREPARATION OF BID DOCUMENTS

Utilizing the base map prepared under Phase 1.0 above, Maser Consulting will prepare a detailed concept of the proposed improvements at Lincoln Field. The concept will depict the layout of athletic fields and associated site items with respect to existing conditions and site constraints. The concept will be presented to the Recreation Department and New Providence Recreation Capital Improvement Committee for review and comment. The concept will be revised to incorporate minor comments and resubmitted to the Recreation Department and New Providence



Recreation Capital Improvement Committee for final review and approval prior to commencement of full design drawings.

Upon our receipt of approval of the concept plan, Maser Consulting will initiate preparation of full design drawings and the bid specifications. When the design phase has reached 80% completion, Maser Consulting will provide the Borough with two (2) check sets for review. Project design concepts will be sufficiently defined so that a detailed cost breakdown construction estimate can be provided during the review. The documents will consist of drawings and specifications that will be based on the approved 80% submission package. No deviations from the approved 80% submission package will be permitted without the approval of the Borough. Any required minor revisions will be incorporated into the final construction documents. The final construction documents will then be submitted when 100% complete, inclusive of Specifications and the Construction Cost Estimate.

At the 80% design milestone, the construction plans, along with ancillary and aesthetic features, will be discussed and analyzed with the Borough prior to inclusion into the final design. This may include, but is not limited to, perimeter fencing, site furnishings and other options for Lincoln Field.

Maser Consulting will submit the required number of completed Construction Document sets, including the necessary applications to initiate the process of plan review, to the appropriate approval agencies having jurisdiction. All permit fees shall be the responsibility of the Borough.

Data Collection – Maser Consulting shall collect the data necessary to complete the proposed project, including, but not limited to acquiring information from the Borough staff, previous design documents, as well as coordinating meetings and interview sessions with pertinent Borough employees. Maser Consulting assumes that adequate utility facilities exist on or adjacent to the site so the required services can be provided for the proposed site improvements.

Regulatory Agency Approvals – Maser Consulting will contact the regulatory agencies listed below to confirm whether permits will be required. The preparation and submittal of the applications and supporting information required to apply for the approvals and/or permits is included in this phase.

The completed construction plans as described below will be packaged, along with the required applications, for permit review submission to the following agencies:

- County Soil Conservation District for Soil Erosion and Sediment Control Plan Certification and NJPDES Stormwater Discharge Permit (RFA);

Depending on the progress of the project, the above application may be submitted during the Construction Document Phase if sufficient design elements/design documents have been finalized for a complete application.



Construction Drawings – The following construction drawings will be included in the Construction Documents:

- **Title Sheet** – A Title Sheet will be prepared that will indicate the location of the field within the Borough. This sheet will list the name of the project and the appropriate Borough officials. The Title Sheet also lists the drawings contained in the construction drawings.
- **General Notes and Legend** – A plan shall be developed incorporating a list of general notes and legends that pertain to this specific project.
- **Estimate of Quantities** – The Total Estimate of Quantities shall be tabulated and provided on the General Notes and Legend Plan. The breakdown of each item will be labeled on the appropriate plan.
- **Site Dimension Plan** – A plan will be prepared that will depict both the existing site conditions and the site improvements to be removed and/or relocated to accommodate the new site and athletic field improvements. The topographic survey prepared in Phase 1.0 will be utilized as the existing conditions base map throughout the project. The site dimension plan will indicate the horizontal location and relationship of the athletic fields and site improvements relative to the existing topography.
- **Grading, Drainage, Irrigation and Utility Plan** – A plan will be prepared that will include the vertical relationships between the existing conditions and proposed improvements. Proposed grading will be coordinated with the existing site conditions at Lincoln Field in order to provide positive drainage throughout the site and athletic fields. The existing drainage patterns and any stormwater management components in and around the project area will be studied, reviewed, and improved as part of the design efforts of Maser Consulting. Recommendations will be provided for improvements, if any, to the drainage system as part of the bid package as previously discussed. Maser Consulting will design a stormwater management system for the synthetic turf baseball infield to accompany this alternate if it is ultimately awarded.

Earthwork calculations will be prepared to determine the extent of grading and cut/fill required to reconstruct and renovate the overall project area at Lincoln Field. Existing utilities that need to be rerouted, as well as water service to feed the proposed irrigation system, will also be depicted on the plan. The limit of disturbance and the amount of impact that will be incurred on the site will also be depicted.



Maser Consulting will contact the agencies with jurisdiction over the project to determine the regulatory requirements for stormwater management. The supporting stormwater calculations will be prepared and compiled in report form to accompany the design documents for submission to the agencies.

- **Soil Erosion and Sediment Control Plan** – A plan will be prepared in accordance with the Somerset-Union Soil Conservation District standards. The plan will include applicable notes, soil erosion control measure details, limit of disturbance and sequence of construction for the improvements at Lincoln Field.
- **Construction Detail Plan** – A plan sheet depicting the construction details for site items, as well as the athletic field details, will be included within the set of design drawings.

Drainage Design and Calculations – Maser Consulting will prepare the drainage design and required calculations for the project in accordance with the NJDEP Storm Water Management Regulations. The proposed drainage improvements will be designed in such a manner so as to connect the proposed drain pipes into the existing drainage system, if feasible, in an effort to minimize downstream erosion as required by the Somerset-Union Soil Conservation District.

Project Presentation – At the completion of the 80% Design Phase, Maser Consulting will present our design for the proposed improvements to the Recreation Department and New Providence Recreation Capital Improvement Committee in order to familiarize the staff and appropriate parties with the project design and status. This will provide an opportunity for these entities to confirm that the project meets their needs. During the meeting, Maser Consulting will describe the design philosophy and design process utilized in the development of the plans. The submitted color rendering of the Concept will reflect the 80% layout plan. It is understood that throughout the project, Maser Consulting will meet with the Borough a total of two (2) times for presentation and review purposes to ensure that the project is consistent with the Borough's goals.

Specifications – Maser Consulting will prepare specifications, both supplemental and technical, for all site improvement items that are detailed on our site plan drawings for incorporation into the overall bid specifications. The specifications will be prepared in the latest NJDOT format, as amended. Based on recent notifications from the NJ Department of Health, the specifications developed for the synthetic turf will require that the synthetic turf be lead free.

Construction Cost Estimate – Maser Consulting will finalize the Construction Cost Estimate (CCE) based on the completed 80% site plan drawings and review with the New Providence Recreation Capital Improvement Committee.



Final Bid Documents – Upon completion of the final contract documents (construction plans, specifications and construction cost estimate), Maser Consulting will furnish the Borough with three (3) signed and sealed complete sets of full size bid documents for the Borough's use in bidding the project. Additional copies can be provided on a time and material basis in accordance with the rate schedule currently on file with the Borough.

PHASE 2.0 DESIGN AND PREPARATION OF BID DOCUMENTS *\$24,500.00
*Cost not to exceed

PROJECTED SCHEDULE:

The estimated schedule for the project is outlined below. Please note that the schedule is based on receiving all information, including survey data, within four (4) weeks of the date of this proposal.

	<u>Approximate Start Date</u>	<u>Approximate End Date</u>
Approval of Engineering Proposal	March 10, 2014	March 10, 2014
Prepare Design Plans	April 2014	April 2014
Bidding Period Services	May 5, 2014	June 18, 2014
Project Award	June 23, 2014	
Pre-Construction Meeting	June 30, 2014	
Anticipated Construction Start	August 15, 2014	October 31, 2014

FEE PROPOSAL

For your convenience, we have broken down the total estimated cost of the project into the categories identified within the Scope of Services. Maser Consulting will invoice the project at the hourly rates established in our 2014 Borough Engineering contract.

PERMIT FEES

Fees for applications and permits are the obligation of and are to be paid by the Borough.

EXCLUSIONS

If any item listed herein, or otherwise not specifically mentioned within this agreement or the Borough Engineering Agreement, is deemed necessary, Maser Consulting may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees regarding the extra work. All unanticipated additional work shall be in accordance with the Schedule of Hourly Rates for the number of hours performed. No extra work will be performed without authorization from the Borough.



Douglas R. Marvin, Administrator
NPT-411P
March 5, 2014
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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.

Thank you for the opportunity to offer our services for the Lincoln Field Improvements. We 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.

A handwritten signature in blue ink that reads 'Patrick Jamieson' followed by the word 'FOR' in a larger, bold, blue font.

Andrew R. Hipolit, P.E., P.P., C.M.E.
Borough Engineer

ARH/dtr

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