

**RESOLUTION**  
of the  
**BOROUGH OF NEW PROVIDENCE**  
Resolution No. 2015-080

Council Meeting Date: 02-09-2015

Date Adopted: 02-09-2015

TITLE           RESOLUTION ACCEPTING THE PROPOSAL OF MASER  
CONSULTING, P.A. FOR PROFESSIONAL CONSTRUCTION  
ADMINISTRATION SERVICES REGARDING STORMWATER  
OUTFALLS

Councilperson     Gennaro     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 construction administration  
services; and,

WHEREAS, Maser Consulting Services has submitted a proposal dated February  
4, 2015 indicating they will provide professional construction administration services  
relating to the repair of two (2) stormwater outfalls, for an amount not to exceed  
\$19,500.00; and

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

WHEREAS, the maximum amount of the contract is not to exceed \$19,500.00,  
and said funds are available from the following accounts:

15—268-968-4-42001

and have been certified by the Chief Financial Officer; and

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 February 4, 2014.

APPROVED, this 9<sup>th</sup> day of February, 2015.

## RECORD OF VOTE

	AYE	NAY	ABSENT	NOT VOTING
GALLUCCIO			X	
GENNARO	X			
KAPNER	X			
MADDEN	X			
MUÑOZ	X			
ROBINSON	X			
MORGAN			TO BREAK COUNCIL TIE VOTE	

I hereby certify that the above resolution was adopted at a meeting of the Borough Council held on the 9<sup>th</sup> day of February, 2015.

Wendi B. Barry, Borough Clerk



Engineers  
Planners  
Surveyors  
Landscape Architects  
Environmental Scientists

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February 4, 2015

**VIA REGULAR MAIL**

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

Re: Stormwater Outfall and Stream Bank Repairs (Pine Way & Ashwood Road)  
Proposal for Construction Administration Services  
Borough of New Providence  
Union County, New Jersey  
**MC Project No. NPT-254E**

Dear Mr. Marvin:

Maser Consulting P.A. (Maser Consulting) is pleased to present the following proposal for professional construction administration services associated with the repair/replacement of two (2) stormwater outfalls. Specifically, the outfalls are located at the terminus of Pine Way and the terminus of Ashwood Road. Both outfalls discharge to the Passaic River. These outfalls were impacted by Hurricane Irene, resulting in the loss of stormwater piping and severe erosion. As you are aware, these two outfalls are part of a larger effort that includes the re-stabilization of the stream at the terminus of Brook Hollow Lane and the repair of a channel associated with Clearwater Detention Basin. The overall project has been awarded a FEMA Reimbursement Grant in the amount of \$391,210.00.

As part of the construction administration efforts, our office anticipates the following services:

- Respond to bidder requests for information during the bid period;
- Attendance at the bid opening and preparation of a bid summary;
- Review of shop drawings as submitted by the awarded contractor;
- Provide correspondence and coordination to address requests for information from the awarded contractor;
- Schedule and attend a preconstruction meeting with the awarded contractor and required Borough representatives;
- Perform site observations and prepare associated reports during construction activities;
- Process pay requests and prepare project closeout documents and;
- Coordinate the FEMA process toward reimbursement at the completion of the project.



**FEE NOT TO EXCEED**

**\$19,500.00**

**Please note this proposal is for construction administration services associated with Pine Way and Ashwood Road only. Any further work associated with Brook Hollow Lane and/or Clearwater Detention Basin will be the subject of a separate proposal.**

The preconstruction meeting and construction start are anticipated for early April 2015. Duration of construction is estimated at approximately six (6) weeks with an anticipated construction completion at the end of May 2015.

Maser Consulting will provide part-time construction management services on an as-needed basis depending on the complexity of construction for any given day. We will utilize an on-site field manager for the duration of the project in order to provide consistency throughout construction. Daily inspection reports will be retained by Maser Consulting regarding the project. Maser Consulting will review and prepare contractor payments, as well as change orders. If unacceptable work or material is supplied by the contractor, immediate corrective action shall be taken by Maser Consulting on behalf of the Borough.

Prior to completion, a final punch list shall be created by the inspector and completion deadlines shall be scheduled for all open items. Upon completion of the punch list items, a final site inspection shall be scheduled with the contractor and the Borough in order to close out the project. Maser Consulting will prepare the paperwork for final inspection and final payment to the contractor. Should additional construction administration services be required, Maser Consulting will coordinate with the Borough and inform the appropriate personnel of the status of construction.

**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.

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.



Douglas Marvin, Borough Administrator  
MC Project No. NPT-254E  
February 4, 2015  
Page 3 of 3

Thank you for the opportunity to offer our services for the Stormwater Outfall Repairs Project. 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 black ink, appearing to be 'A. Hipolit', written over a faint, circular watermark or stamp.

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