

**RESOLUTION**  
of the  
**BOROUGH OF NEW PROVIDENCE**  
Resolution No. 2015-164

Council Meeting Date: 04-13-2015

Date Adopted: 04-13-2015

TITLE           RESOLUTION ACCEPTING THE PROPOSAL OF MASER  
CONSULTING, P.A. FOR PROFESSIONAL ENGINEERING, SURVEY  
AND CONSTRUCTION SERVICES REGARDING THE 2015 SIDEWALK  
PROGRAM

Councilperson           Galluccio           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 April 7,  
2015 indicating they will provide professional engineering, surveying, and construction  
services relating to the 2015 sidewalk Program, for an amount not to exceed \$3,000.00;  
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 \$23,000.00,  
and said funds are available from the following accounts:

15—265-908-4-42001

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 April 7, 2015.

APPROVED, this 13<sup>th</sup> day of April, 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 13<sup>th</sup> day of April, 2015.

Wendi B. Barry, Borough Clerk



Engineers  
Planners  
Surveyors  
Landscape Architects  
Environmental Scientists

400 Valley Road, Suite 304  
Mount Arlington, NJ 07856  
T: 973.398.3110  
F: 973.398.3199  
www.maserconsulting.com

April 7, 2015

**VIA EMAIL**

Douglas Marvin, Borough Administrator  
Borough of New Providence  
Municipal Center  
360 Elkwood Avenue  
New Providence, New Jersey 07974

Re: 2015 Sidewalk Program  
Proposal for Engineering, Survey and Construction Services  
Borough of New Providence  
Union County, New Jersey  
**MC Project No. NPT-525P**

Dear Mr. Marvin:

Maser Consulting P.A. (Maser Consulting) is pleased to submit this proposal for professional engineering services associated with the 2015 Sidewalk Program. As you are aware, a target list of sidewalk improvements has been established based on coordination between our office and the Department of Public Works (DPW). The project includes the installation of new sidewalk, as well as the replacement of existing sidewalk, at various locations throughout the Borough. The estimated construction cost for the project is \$125,000. The portions for new sidewalk are comprised of three (3) separate locations along South Street and two (2) locations along Floral Avenue to fill in gaps in the connectivity of the sidewalk network:

- 1) South Street - a portion on the west side, at the intersection of South Street and High Street. This will include a small retaining wall and a curb ramp;
- 2) South Street - a portion on the west side of South Street, between High Street and Marion Avenue;
- 3) South Street - a portion on the west side between the Erikson Living – Lantern Hill driveway on South Street and Candlewood Drive;
- 4) Floral Avenue – a portion on the south side approaching the intersection with Spring Street;
- 5) Floral Avenue – a portion on the south side to the west of Chanlon Road;

Please note that Locations (1), (2) & (3) above require survey work in an effort to locate the Right-Of-Way (ROW) line and properly design the improvements, as the topography in these areas is significantly challenging behind the curb line and certain improvements may encroach onto neighboring property. This cost is included in the Survey, Design Documents and Bidding phase below.

The portions of replacement sidewalk are spread throughout the Borough and have been assigned a quality rating based on the assessment prepared by the DPW. The program is targeting



sidewalk in the poorest condition in several areas, with the largest quantities along Springfield Avenue, Union Avenue, Mountain Avenue, Central Avenue and South Street.

Accordingly, our office anticipates the following services:

**PHASE 1.0 – SURVEY, DESIGN DOCUMENTS AND BIDDING**

The subject areas for new and replacement sidewalk will be reviewed in the field with the DPW Director in an effort to identify any ancillary items that should be captured in the bid package for the project. This may include, but is not limited to, additional grading or excavation, tree or vegetation removal, sign removal and replacement, curb repair and driveway repair. The field observations will be utilized to prepare the bid package.

As stated above, Locations (1), (2) & (3) above will require survey work to properly design the improvements due to the significant grade change behind the curb and proximity to the ROW. At Location (1), improvements anticipated to facilitate sidewalk construction include a small retaining wall and reconstruction of the stairs. At all three (3) of these Locations, survey is also required to establish the ROW line so that proposed improvements are contained within the ROW. If it is not feasible to contain the improvements within the ROW once the proposed design is reviewed against the survey obtained, the approach to move forward will be discussed with the Borough. The survey obtained can be utilized for any easement work if it becomes necessary, however the preparation of an easement boundary, along with associated Metes & Bounds, is not included as part of this proposal.

Appropriate plans and mapping will be prepared to identify the locations and limits of proposed improvements. The construction specifications will utilize the NJDOT format and include all items anticipated. Upon completion of the design, the construction cost estimate will be refined to establish the base bid and alternates for bidding purposes.

Our office will address bidder questions during the bid period, attend the bid opening and prepare a Recommendation of Award upon review of the bids submitted.

**PHASE 1.0 - SURVEY, DESIGN DOCUMENTS AND BIDDING (NOT TO EXCEED)  
\$13,500**

**PHASE 2.0 – CONSTRUCTION ADMINISTRATION AND SITE OBSERVATION**

This Phase includes construction administration services associated with the 2015 Sidewalk Program. Accordingly, our office anticipates the following services:

- Review of shop drawings as submitted by the contractor;
- Provide correspondence and coordination to address requests for information from the contractor;
- Schedule and attend a preconstruction meeting with the contractor and required Borough representatives;
- Perform site inspections; and



- Process pay requests and prepare project closeout documents.

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 will be created by the inspector and completion deadlines will 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.

**PHASE 2.0 – CONSTRUCTION ADMINISTRATION AND SITE OBSERVATION (NOT TO EXCEED) \$9,500**

Maser Consulting will provide the services outlined in PHASE 1.0 and PHASE 2.0 for a **COST NOT TO EXCEED 23,000.00**. The hourly rates utilized for the project will be in accordance with the Borough Engineering Contract previously approved by Mayor and Council.

**PROJECT SCHEDULE**

The following is the anticipated project schedule:

Advertise	April 23, 2015
Opening of Bids	May 12, 2015
Council Award	May 18, 2015
Construction Start and Completion	May - July 2015

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-525P  
April 7, 2015  
Page 4 of 4

Thank you for the opportunity to offer our services for the 2015 Sidewalk Improvement Program. 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 'Andrew R. Hipolit' followed by the initials 'for' in a stylized, cursive script.

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

ARH/PJ/cb  
\\MTCAD01\Projects\NPT\NPT-525P\Proposals\150407\_Arh\_Marvin.Docx