

**RESOLUTION**  
of the  
**BOROUGH OF NEW PROVIDENCE**  
Resolution No. 2015-217

Council Meeting Date: 06-08-2015

Date Adopted: 06-08-2015

TITLE           RESOLUTION ACCEPTING THE PROPOSAL OF MASER  
CONSULTING, P.A. FOR SURVEY, DESIGN AND CONSTRUCTION  
ADMINISTRATION SERVICES REGARDING MUNICIPAL PARKING  
LOT IMPROVEMENTS

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 June 2, 2015 indicating they will provide professional engineering survey, design and construction administration services relating to the Municipal Parking Lot Improvement project, for an amount not to exceed \$18,800.00; 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 \$18,800.00, and said funds are available from the following accounts:

15-273-919-4-42001

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 June 2, 2015.

APPROVED, this 8<sup>th</sup> day of June, 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 8<sup>th</sup> day of June, 2015.

Wendi B. Barry, Borough Clerk



Engineers  
Planners  
Surveyors  
Landscape Architects  
Environmental Scientists

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June 2, 2015

**VIA EMAIL & REGULAR MAIL**

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

Re: Municipal Parking Lot Improvements  
Proposal for Survey, Design & Construction Administration Services  
Borough of New Providence  
Union County, New Jersey  
**MC Project No. NPT-531P**

Dear Mr. Marvin:

Maser Consulting P.A. (Maser Consulting) is pleased to present the following proposal for professional services associated with the expansion and renovation of the Municipal Parking Lot. Previously, plans and specifications were prepared for the expansion of the lot, as well as milling and paving of the existing lot. The project was bid, but never awarded. Subsequently, the amount of wear along the parking area and drive aisle at the front (north) of the building, due to the shared dispatch center construction, was identified. It was determined that survey should be obtained in this area to ensure that the accessible route for ADA parking is compliant and storm water runoff will discharge to the storm sewer system. It is our understanding that the Borough wishes to complete this project in the 2015 construction season. Therefore, this proposal is for the required survey, minor design and revisions to the bid package, and construction administration services.

**PHASE 1.0 - SURVEY**

As stated above, it was identified that survey should be obtained within the parking area and drive aisle along the front (north) of the building to ensure that the accessible route for ADA parking is compliant and storm water runoff will discharge to the storm sewer system. Accordingly, this effort includes field work to obtain topography and location of site items from Academy Street to the main drive aisle from Elkwood Avenue within the parking lot. The field work will be compiled for use as a base map to confirm design grades and striping layout for ADA parking along the front of the building.



### **PHASE 2.0 - DESIGN & BID PACKAGE REVISIONS**

The base map prepared under Phase 1.0 above will be utilized to confirm that proposed milling/paving along the front of the building will result in compliant grades for the ADA accessible route and proper drainage to the storm sewer system. In addition, the required number of ADA parking stalls will be determined and the plan will detail the appropriate striping and signage. This plan will be provided in the appendix of the specification to supplement the plans previously prepared. Minor plan updates, as well as specification updates, will be prepared to reflect the scope of the current project. The project will be rebid toward construction in the summer months.

### **PHASE 3.0 - CONSTRUCTION ADMINISTRATION SERVICES**

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 and;
- Process pay requests and prepare project closeout documents.

The preconstruction meeting and construction start are anticipated for late July/early August 2015. Duration of construction is estimated at approximately eight (8) weeks with an anticipated construction completion at the beginning of October 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.

**FEE NOT TO EXCEED**

**\$18,800.00**

**PROJECTED SCHEDULE:**

The anticipated schedule for the project is outlined below.

	<b><u>Approximate Start Date</u></b>	<b><u>Approximate End Date</u></b>
Approval of Engineering Proposal	June 8, 201	June 8, 2015
Prepare Design Plans	June 8, 2015	June 19, 2015
Authorization to Bid	June 22, 2015	June 22, 2015
Bid Period	June 26, 2015	July 16, 2015
Project Award	July 27, 2015	
Pre-Construction Meeting	August 3, 2015	
Anticipated Construction	August 10, 2015	October 5, 2015

**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-531P  
June 2, 2015  
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Thank you for the opportunity to offer our services for the Municipal Parking Lot Improvements 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 the company name.

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

ARH/pj

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