

RESOLUTION
of the
BOROUGH OF NEW PROVIDENCE
Resolution No. 2015-218

Council Meeting Date: 06-08-2015

Date Adopted: 06-08-2015

TITLE RESOLUTION ACCEPTING THE PROPOSAL OF MASER CONSULTING, P.A. FOR PROFESSIONAL ENGINEERING AND CONSTRUCTION ADMINISTRATION SERVICES REGARDING STREAM BANK REPAIRS (BROOK HOLLOW LANE)

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 construction administration services; and,

WHEREAS, Maser Consulting Services has submitted a proposal dated June 2, 2015 indicating they will provide professional engineering and construction administration services relating to stream bank repairs (Brook Hollow Lane), for an amount not to exceed \$8,500.00; 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 \$8,500.00, 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 June 2, 2015.

APPROVED, this 8th 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 8th day of June, 2015.

Wendi B. Barry, Borough Clerk



Engineers
Planners
Surveyors
Landscape Architects
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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: Stream Bank Repairs (Brook Hollow Lane)
Proposal for Engineering and Construction Administration Services
Borough of New Providence
Union County, New Jersey
MC Project No. NPT-254F

Dear Mr. Marvin:

Maser Consulting P.A. (Maser Consulting) is pleased to present the following proposal for Professional Engineering and Construction Administration Services associated with the stream bank repairs at the terminus of Brook Hollow Lane. Specifically, the portion of the stream to be improved is located between the properties at 35 Brook Hollow Lane and 41 Brook Hollow Lane. This waterway is ultimately tributary to the Salt Brook and was impacted by Hurricane Irene, resulting in severe bank erosion. As you are aware, this stabilization project is part of a larger effort that includes the repair/replacement of stormwater outfalls located at the terminus of Pine Way and the terminus of Ashwood Road, as well as the potential 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.

In addition, to the construction administration efforts detailed below, this portion of the project has required separate New Jersey Department of Environmental Protection (NJDEP) permitting, easement preparation, resident meetings, metes & bounds preparation, coordination with the Borough Attorney and coordination with a Resident (McPoland) Attorney. Specifically, efforts have included preparation of the easement mapping to incorporate the proposed improvements as required for reimbursement by FEMA, revisions to the easements based on comments from the Borough Attorney and Resident Attorney, preparation of two (2) metes & bounds legal descriptions (one for the McPoland property and one for the Browning property), review of easement documentation and agreement between the Borough and McPolands, multiple resident meetings to discuss the scope of the project, timing and necessary endorsements on the NJDEP permit applications, minor revisions to the scope of restoration on the McPoland property based on comments from their Attorney and continued coordination of the NJDEP approval process.



As you are aware, a contractor was awarded the project as part of the larger effort detailed above. Therefore, portions of the typical construction administration efforts have been completed. Our office anticipates the following services:

- Review of shop drawings as submitted by the awarded contractor;
- Provide correspondence and coordination to address requests for information from the awarded contractor;
- 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

\$8,500.00

Please note this proposal is for Engineering and Construction Administration Services associated with Brook Hollow Lane only. A contract for construction administration services associated with Pine Way and Ashwood Road was previously prepared and approved. Any further work associated with Clearwater Detention Basin will be the subject of a separate proposal.

The preconstruction meeting was held on April 16, 2015 and construction has commenced for the outfalls located at the terminus of Pine Way and the terminus of Ashwood Road. Duration of the Brook Hollow Lane portion of construction is estimated at approximately three (3) weeks with an anticipated construction completion in mid-July 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.

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 read 'A. Hipolit', is written over the printed name below.

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

ARH/cb

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