

**RESOLUTION**  
of the  
**BOROUGH OF NEW PROVIDENCE**  
Resolution No. 2015-294

Council Meeting Date: 08-10-2015

Date Adopted: 08-10-2015

TITLE           RESOLUTION ACCEPTING A PROPOSAL FROM MASER  
CONSULTING, P.A. FOR PROFESSIONAL ENGINEERING SERVICES  
FOR THE 2014 HMGP GENERATOR PROJECT.

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 August  
5, 2015 indicating they will provide professional engineering services relating to the  
2014 HMGP Generator Project at any amount not to exceed \$4,500; 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 \$4,500 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 August 5, 2015.

APPROVED, this 10<sup>th</sup> day of August, 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 10<sup>th</sup> day of August, 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

August 5, 2015

**VIA EMAIL**

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

Re: 2014 HMGP – Generator Project  
Proposal for Professional Engineering Services  
Borough of New Providence  
Union County, New Jersey  
**MC Project No. NPT-545P**

Dear Mr. Marvin:

As you are aware, the Borough of New Providence has received a grant from the Federal Emergency Management Agency (FEMA) through the Hazard Mitigation Grant Program (HMGP) in the amount of \$100,000.00. The grant is specifically for the purchase and installation of a mobile emergency generator for the shared dispatch center at the municipal complex. The conditions of the grant require the Borough to complete the project within 3 years from the date of award determination, which places the deadline at May 19, 2018.

Maser Consulting P.A. (Maser Consulting) is pleased to submit this proposal for professional engineering services associated with the HMGP Generator Project, inclusive of preparation of bid documents, attendance at meetings, coordination with the generator vendor, bid services and the administration of the HMGP process for the project funding. Accordingly, our office anticipates the following services:

### **Design and Preparation of Bid Documents**

The scope of the project includes the installation of one (1) 290 kW mobile emergency generator powered by diesel fuel for the shared dispatch center at the municipal complex. The generator will be mounted to a trailer. The project will include associated items necessary.

Maser Consulting will coordinate with the generator vendor to finalize the specific requirements for the generator to be included as part of the bid package. All necessary items to deliver the generator complete and operable will be detailed within the project specifications.

During the bid review period, our office will respond to questions from prospective bidders and issue clarifications and/or addenda, when required. The issuance of additional information to perspective bidders will be coordinated by this office, utilizing the list of bidders who previously



purchased the bid documents. Maser Consulting will attend the public bid opening for the project. A bid summary will be prepared upon the review of the submitted bids. This office will review the references of the bidders, and will contact the references of the apparent lowest and second lowest bidder. Upon review of the bid documents and the references, this office will prepare a recommendation for award of the contract for consideration by the Borough.

Maser will attend meetings as necessary, including the FEMA Kickoff and a meeting with the awarded contractor, process the pay application and coordinate project close out.

Maser Consulting will coordinate and prepare the required documentation for the HMGP at the required milestones throughout the project to ensure the funding reimbursement to the Borough.

It is our understanding that the Automatic Transfer Switch (ATS) and docking station were installed as part of the shared Dispatch Center project. Therefore, construction observation is not anticipated or included in this proposal.

**Fee Not to Exceed** **\$4,500.00**

Maser Consulting will invoice the project at the hourly rates established in our 2015 Borough Engineering Contract.

### **PROJECT SCHEDULE**

The following is the anticipated project schedule:

	<b><u>Approximate Start Date</u></b>	<b><u>Approximate End Date</u></b>
Preparation of Bid Package	August, 2015	September, 2015
Award	September 28, 2015	September 28, 2015
Construction	October, 2015	December, 2015

### **ADDITIONAL SERVICES**

If additional services beyond the scope presented herein are required and authorized, then such work shall be provided. Additional services may include, but are not limited to, preparation of permit applications, reproduction costs for plans, additional specifications, reports, etc. Additional services may also include special studies not indicated herein as well as revisions and/or supplemental work, if required after review of the prepared documents by the Borough and review agencies.



All fees for additional work will be based on our current Schedule of Hourly Rates or a negotiated fee basis after specific scope of work for additional services has been defined.

### **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.

We thank you for the opportunity to submit this proposal and look forward to providing the services required. If you have any questions regarding this proposal, or if additional information is required, please do not hesitate to contact me.

Very truly yours,

MASER CONSULTING P.A.

A handwritten signature in blue ink, appearing to read 'A. Hipolit', is written over the printed name.

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

ARH/pj