

**RESOLUTION**  
of the  
**BOROUGH OF NEW PROVIDENCE**  
Resolution No. 2016-251

Council Meeting Date: 07-11-2016

Date Adopted: 07-11-2016

TITLE           RESOLUTION ACCEPTING THE PROPOSAL OF MASER CONSULTING, P.A., FOR PROFESSIONAL ENGINEERING AND CONSTRUCTION ADMINISTRATION SERVICES REGARDING OAKWOOD PARK ATHLETIC FIELD RENOVATIONS 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 Construction Administration 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 July 7, 2016 indicating they will provide professional engineering and professional construction administration services relating to the Oakwood Park Athletic Field Renovations project, for an amount not to exceed \$10,000.00; 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 \$69,500.00, and said funds are available from the following accounts:

15—275-915-4-42001

\$ 69,500.00

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 July 7,2016.

APPROVED, this 11<sup>th</sup> day of July, 2016.

## 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 11<sup>th</sup> day of July, 2016.

Wendi B. Barry, Borough Clerk



Engineers  
Planners  
Surveyors  
Landscape Architects  
Environmental Scientists

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July 7, 2016

**VIA REGULAR MAIL**

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

Re: Oakwood Park Improvements  
Proposal for Construction Administration Services  
Borough of New Providence  
Union County, New Jersey  
**MC Project No. NPT-555**

Dear Mr. Marvin:

Maser Consulting P.A. (Maser Consulting) is pleased to submit this proposal for professional construction administration services associated with the Oakwood Park Improvements project. It is our understanding that a construction contract will be awarded to Dakota Excavating Contractors, Inc., in the amount of \$1,297,000.30. It is also our understanding that the Borough will also be awarding a contract to FieldTurf in the amount of \$451,392.51 and Musco Lighting in the amount of \$87,929.00. The total contract for this project will be \$1,836,321.80. Accordingly, our office anticipates the following services:

- Review of shop drawings as submitted by the contractor and the two co-op vendors;
- Provide correspondence and coordination to address requests for information from the contractor and the two co-op vendors;
- Schedule and attend a preconstruction meeting with the contractor, the co-op vendors and required Borough representatives;
- Perform site inspections; and
- Process pay requests and prepare project closeout documents for the contractor and the co-op vendors.

**FEE NOT TO EXCEED**

**\$69,500.00**

The above-referenced fee for construction administration services will be billed on an hourly basis in accordance with the hourly rates set with the Borough in accordance with Maser Consulting's Borough Engineering contract.

The preconstruction meeting and construction start are anticipated for August 2016. Duration of construction is estimated at approximately four (4) months with an anticipated construction completion at the end of November 2016.



Maser Consulting will provide 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's 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 Oakwood Park Improvements. 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, appearing to read 'A. Hipolit', is written over the printed name.

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

ARH/dw