

RESOLUTION
of the
BOROUGH OF NEW PROVIDENCE
Resolution No. 2016-370

Council Meeting Date: 12-19-2016

Date Adopted: 12-19-2016

TITLE RESOLUTION ACCEPTING THE PROPOSAL OF MASER CONSULTING, P.A., FOR PROFESSIONAL ENGINEERING AND CONSTRUCTION ADMINISTRATION SERVICES REGARDING CLEARWATER DETENTION BASIN REPAIRS 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 December 2, 2016 indicating they will provide professional engineering and professional construction administration services relating to the Clearwater Detention Basin Repairs project, for an amount not to exceed \$22,500.00; 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 22,500.00, and said funds are available from the following accounts:

C-04-55-968-290-306000	\$ 22,500.00
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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 December 2, 2016.

APPROVED, this 19th day of December, 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 19th day of December, 2016.

Wendi B. Barry, Borough Clerk



Engineers
Planners
Surveyors
Landscape Architects
Environmental Scientists

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December 2, 2016

VIA E-MAIL

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

Re: Clearwater Detention Basin Repairs
Proposal for Construction Administration Services
Borough of New Providence
Union County, New Jersey
MC Project No. NPT-537

Dear Mr. Marvin:

Maser Consulting P.A. (Maser Consulting) is pleased to present the following proposal for professional engineering services associated with the repair of the Clearwater Detention Basin. Specifically, this area accepts overflow drainage from the Salt Brook during significant storm events. This corridor was impacted by Hurricane Irene, resulting in the loss of gabion basket lining and severe erosion. As you are aware, this stabilization project is the last part of a larger effort that included the repair/replacement of stormwater outfalls located at the terminus of Pine Way (completed) and the terminus of Ashwood Road (completed), as well as the stream bank stabilization of the stream between properties on Brook Hollow Lane (completed). The overall project has been awarded a FEMA Reimbursement Grant for an amount of \$391,210.00. It is our understanding that a construction contract will be awarded to Hutton Construction in the amount of \$266,264.20. Accordingly, our office anticipates the following Construction Administration 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;
- Process pay requests and prepare project closeout documents for the contractor; and
- Process change orders and additional inspection services related to the outfall repairs that were not a part of the bid.

FEE NOT TO EXCEED

\$22,500.00

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 was already held, but the contractor was told to not start construction until we received all the required permits. Construction is estimated to start on 12/13/16 and the duration of construction is estimated at approximately three (3) months with an anticipated construction completion at the end of February 2017.

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 'Andrew R. Hipolit', is written over a horizontal line.

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

ARH/mo

cc: Wendi B. Barry, Borough Clerk
Michael O'Krepky