

**RESOLUTION**  
of the  
**BOROUGH OF NEW PROVIDENCE**  
Resolution No. 2018-078

Council Meeting Date: 03-12-2018

Date Adopted: 03-12-2018

TITLE           RESOLUTION ACCEPTING THE PROPOSAL OF MASER  
CONSULTING, P.A. FOR PROFESSIONAL ENGINEERING SERVICES  
REGARDING SIDEWALK IMPROVEMENTS – SAFE ROUTES TO  
SCHOOL GRANT

Councilperson Muñoz submitted the following resolution, which was duly seconded by  
Councilperson Geoffroy.

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 2017-018 to provide professional engineering services; and

WHEREAS, Maser Consulting Services has submitted a proposal dated February  
26, 2018 indicating they will provide professional engineering services specific to the  
NJDOT Safe Routes to School Grant SRS-2016-Various Sidewalk Improvements  
SRTS-0052 project, for an amount not to exceed \$5,000.00; and

WHEREAS, the fees assessed with this proposal are contained in said contract;  
and

WHEREAS, the maximum amount of the proposal is not to exceed \$5,000.00,  
and said funds are available from the following accounts:

C-04-55-976-290-404900

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 February 26, 2018.

APPROVED, this 12<sup>th</sup> day of March, 2018.

RECORD OF VOTE

	AYE	NAY	ABSENT	NOT VOTING
GENNARO	X			
GEOFFROY	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 12<sup>th</sup> day of March, 2018.

Wendi B. Barry, Borough Clerk



Engineers  
Planners  
Surveyors  
Landscape Architects  
Environmental Scientists

Perryville III Corporate Park  
53 Frontage Road, Suite 110  
Hampton, NJ 08827  
T: 908.238.0900  
F: 908.238.0901  
www.maserconsulting.com

February 26, 2018

**VIA E-MAIL**

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

Re: Proposal for Professional Services - **Revised**  
Various Sidewalk Improvements SRTS 2016  
2016 FHWA/ NJDOT Safe Routes to School Grant  
SRS-2016-Variou Sidewalk Improvements SRTS-00052  
Borough of New Providence, Union County, New Jersey  
MC Proposal No. NPT-567P

Dear Mr. Marvin:

Maser Consulting P.A. is pleased to submit this proposal to provide professional services for implementing the Borough's 2016 FHWA/NJDOT Safe Routes to School grant award in the amount of \$462,000.

Our scope of work will include assisting the Borough with obtaining NJDOT Federal Eligibility to receive Federal Aid funding. These services are not eligible to be reimbursed through the grant.

According to the grant application that was submitted in June of 2016, improvements are proposed along five (5) project areas:

1. Hawthorne Drive from Cameron Road to Central Avenue: New sidewalk; ADA-compliant curb ramps; curb; crosswalk; and two (2) push-button, solar-powered pedestrian crossing aids and signs will be installed and will primarily serve the east side of the road.
2. Crane Circle from Jones Drive to Morris Avenue: New sidewalk, ADA-compliant curb ramps, curb, and crosswalk will be installed on the north side of the road.
3. Central Avenue from Livingston Avenue to Verona Road: New sidewalk, ADA-compliant curb ramps, curb, and crosswalk will be installed on the south side of the road throughout this area.
4. Central Avenue from east of Salem Road to Maple Street: New sidewalk, ADA-compliant curb ramps, curb, and crosswalk will be installed on the south side of the road throughout this area. Two (2) push button, solar-powered pedestrian crossing aids and signs will also be installed.



5. Willow St from Springfield Ave to the southern terminus: New sidewalk, ADA-compliant curb ramps, curb, and crosswalk will be installed on both sides of the road throughout this area.

This is a reimbursement program; the Borough will be reimbursed only for costs actually incurred.

This proposal is divided into four sections as follows:

- Section I – Scope of Services
- Section II – Business Terms and Conditions
- Section III – Technical Staff Hourly Rate Schedule and Reimbursable Expenses
- Section IV – Client Contract Authorization

The following scope of services has been separated into phases so that it may be more easily reviewed. The order in which the phases are presented generally follows the sequence in which the project will be accomplished. However, depending on the project, the various authorized services contained in this proposal may be performed in a sequence as deemed appropriate by Maser Consulting to meet project schedules.

## **SECTION I – SCOPE OF SERVICES**

Based on our conversations and information noted above, we propose to complete the following:

### **PHASE 1.0 FEDERAL AID ELIGIBILITY PROCESS**

Maser Consulting P.A. will review the NJDOT Federal Aid Eligibility procedures and requirements and assist the Borough in fulfilling the requirements.

A person in responsible charge shall be named who must be a full-time employee at the Borough with day-to-day knowledge of the project.

Our team will revise New Providence's existing Policies and Procedures document for managing Federal Aid projects. The draft document will be submitted to the Borough for review and one round of revisions will be made, if necessary. The document will cover procedures for procurement of professional services, contract administration, project management and construction inspection, contract changes, project schedules, progress, and contract completion. The document will address topics and questions posed in the NJDOT Federal Aid Highway Program Eligibility Assessment Interview Form. We will draft a resolution for the Borough to pass to approve and adopt the Policies and Procedures document.

We will coordinate the Borough's completion of the NJDOT Division of Local Aid and Economic Development Federal Aid Highway Program Administrative Questionnaire.



An Eligibility Assessment Interview will be held with NJDOT Division of Local Aid and Economic Development, which will be attended by a Maser Consulting representative knowledgeable with the program.

**Phase 1.0 Lump Sum Fee** **\$ 3,000.00**

**PHASE 2.0 MEETINGS**

NJDOT Project Kickoff Meeting \$825.00

Federal Aid Eligibility Assessment Interview \$550.00

Attendance at agency, project coordination, and teleconference (including with client and other consultants) meetings will be billed hourly in accordance with the Schedule of Hourly Rates in effect at the time the meeting is held. Time spent preparing for meetings will be billed hourly in accordance with the Schedule of Hourly Rates in effect at the time the service is completed.

**Phase 2.0 Fee** **\$1,375.00 + Hourly**

**SCHEDULE OF FEES**

For your convenience, we have broken down the total estimated cost of the project into the categories identified within the scope of services.

PHASE 1.0	FEDERAL AID ELIGIBILITY PROCESS	\$ 3,000.00
PHASE 2.0	MEETINGS	
	- NJDOT Project Kickoff Meeting	\$ 825.00
	- Federal Aid Eligibility Assessment Interview	\$ 550.00
	- Additional Agency/Coordination Meetings	HOURLY

This Contract and Fee Schedule is based upon the acceptance of Maser Consulting's Business Terms and Conditions contained in Section II of this Contract. Delivery, mileage, printing and reproduction, overnight mail service, and postage costs are not included in the lump sum fees and will be added to each monthly invoice.

**EXCLUSIONS AND UNDERSTANDINGS**

Services relating to the following items are not anticipated for the project or cannot be quantified at this time. Therefore, any service associated with the following items is specifically excluded from the scope of professional services within this agreement.

- Services not specifically outlined above in Section I;
- NEPA Categorical Exclusion Document (CED) or other environmental review services;
- Survey services;



- Design services;
- Permitting services;
- Grant compliance, management, administration, or reimbursement services;
- Bidding and contract award services;
- Construction Administration services;
- Construction Inspection and Observation services.

If an item listed herein or otherwise not specifically mentioned within this agreement is deemed necessary, Maser Consulting may prepare a supplemental proposal outlining the scope of additional services and associated professional fees with regard to the extra services. No work will commence until authorization is received from the Borough.

### **SECTION II – 2018 RATE SCHEDULE**

The 2018 Rate Schedule is on file with the Borough.

### **SECTION III – CLIENT CONTRACT AUTHORIZATION**

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.

Should you have any questions or require additional information, please contact my office.

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/kh/dlp

cc: Wendi Barry, Borough Clerk (via e-mail [wbarry@newprov.org](mailto:wbarry@newprov.org))  
Keith Lynch, Construction Official (via e-mail [klynch@newprov.org](mailto:klynch@newprov.org))  
Jim Johnston, Public Works Manager (via e-mail [jjohnston@newprov.org](mailto:jjohnston@newprov.org))