

**RESOLUTION**  
of the  
**BOROUGH OF NEW PROVIDENCE**  
Resolution No. 2017-103

Council Meeting Date: 04-09-2018

Date Adopted: 04-09-2018

TITLE           RESOLUTION ACCEPTING THE PROPOSAL OF MASER CONSULTING, P.A. FOR PROFESSIONAL ENGINEERING AND CONSTRUCTION ADMINISTRATION SERVICES REGARDING ELKWOOD AVENUE (SECTION 2) ROADWAY IMPROVEMENTS

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

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 2017-018 to provide professional engineering services; and,

WHEREAS, Maser Consulting Services has submitted a proposal dated April 2, 2018 indicating they will provide professional engineering and professional construction administration services relating to the Elkwood Avenue (Section 2) Roadway Improvements, for an amount not to exceed \$15,500.00; 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 \$15,500.00, and said funds are available from the following accounts:

C-04-55-974-290-404900

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 April 2, 2018.

APPROVED, this 9th day of April, 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 9<sup>th</sup> day of April, 2018.

Wendi B. Barry, Borough Clerk



Engineers  
Planners  
Surveyors  
Landscape Architects  
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April 2, 2018

**VIA EMAIL**

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

Re: Proposal for Construction Administration Services  
Elkwood Avenue Section 2 - Passaic St to mid-block btw Wellings Rd & Clinton Ave  
FY2017 NJDOT Local Aid Project  
Borough of New Providence, Union County, New Jersey  
**MC Proposal No. NPT-589**

Dear Mr. Marvin:

Maser Consulting P.A. (Maser Consulting) is pleased to present the following proposal for Construction Administration services for proposed improvements to Elkwood Avenue (Section 2). The proposed Scope of Services below outlines the work to be completed by Maser Consulting.

As you are aware, the Borough of New Providence received a Grant from the New Jersey Department of Transportation (NJDOT) totaling \$195,000.00 for the improvements to Elkwood Avenue (Section 2). Please note the roadway improvements were awarded to American Asphalt and Milling Services in the amount of \$148,246.65.

In order to maximize the use of the NJDOT Grant of \$195,000, on March 21, 2018 Maser recommended expanding the project with Change Order No. 1 in the amount of \$29,180.93, which was approved by Mayor & Council Resolution No. 2018-098 on March 26, 2018. The change order extended the project to approximately mid-block between Wellings Road & Clinton Avenue. This change order adjusts the contract amount to \$177,427.58.

Based on the above, Maser Consulting will provide the following Construction Administration for the project:

### **SCOPE OF SERVICES**

#### **PHASE 1.0 CONSTRUCTION ADMINISTRATION:**

Work to be completed under Section 2 (Passaic Street to mid-block between Wellings Road & Clinton Avenue) includes: new sidewalk installation, removal and replacement of existing sidewalk, removal and replacement of curbing, installation of handicap ramps, roadway base repairs, roadway milling, roadway paving and striping. Upon award of the contract, Maser Consulting shall provide the following services:



- Schedule and attend pre-construction meeting;
- Review and recommend approval of Contractor's applications for payments;
- Review and recommend approval of Contractor's change orders, if any;
- Prepare final punch list;
- Review final as-built drawings provided by Contractor;
- Provide final completion certificate; and
- NJDOT Grant Administration.

Maser Consulting shall provide part-time/full-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.

From experience with similar sized projects, Maser Consulting estimates that the duration of construction should be approximately four (4) weeks from the start of work. In addition, Maser Consulting anticipates that there will be three (3) weeks of part-time construction administration services for the Contractors to complete the punch list items. The goal is to construct the entirety of the project during the 2018 construction season. Please note that this project is weather dependent. Should inclement weather occur, the construction schedule may be altered. Should any additional work be awarded for construction, the construction administration portion of the contract shall be amended to reflect the additional effort of inspection services.

Daily inspection reports will be retained by Maser Consulting regarding the project. Maser Consulting shall 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 for the Contractor. Should additional construction administration services be required, Maser Consulting shall coordinate with the Borough and inform the appropriate personnel of the status of construction. Maser Consulting will prepare the paperwork for payments for the Contractor and submittal to NJDOT for funding reimbursement.

**PHASE 1.0 CONSTRUCTION ADMINISTRATION \$11,500.00**

Maser Consulting will provide the services outlined in Phase 1 for Passaic Street to mid-block between Wellings Road & Clinton Avenue for a cost not to exceed \$11,500.00. The hourly rates utilized for the project will be in accordance with the Borough Engineering Contract previously approved by Mayor and Council.



**PHASE 2.0 (NJDOT Coordination for Reimbursement) \$4,000.00**

Maser Consulting will provide services to coordinate and complete all paperwork with the NJDOT for the Borough to receive reimbursement for the Section 2 NJDOT Grant. Maser Consulting will provide these services for a cost not to exceed \$4,000.00. The hourly rates utilized for the project

will be in accordance with the Borough Engineering Contract previously approved by Mayor and Council.

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 Elkwood Avenue (Section 2) Roadway 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/kh/dlp