

**RESOLUTION**  
of the  
**BOROUGH OF NEW PROVIDENCE**  
Resolution No. 2018-159

Council Meeting Date: 06-11-2018

Date Adopted: 06-11-2018

TITLE           RESOLUTION ACCEPTING THE PROPOSAL OF MASER CONSULTING, P.A. FOR PROFESSIONAL ENGINEERING, SURVEY AND CONSTRUCTION SERVICES REGARDING THE 2018 SIDEWALK PROGRAM

Councilperson Madden 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 2017-018 provide professional engineering services; and,

WHEREAS, Maser Consulting Services has submitted a proposal dated June 6, 2018 indicating they will provide professional engineering, surveying, and construction services relating to the 2018 Sidewalk Program, for an amount not to exceed \$30,500.00; 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 \$30,500.00, and said funds are available from the following accounts:

|                        |             |
|------------------------|-------------|
| C-04-55-974-290-404900 | \$30,158.00 |
| C-04-55-76-290-40490   | \$342.00    |

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 June 6, 2018.

APPROVED, this 11<sup>th</sup> day of June, 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 11<sup>th</sup> day of June, 2018.

Wendi B. Barry, Borough Clerk



Engineers  
Planners  
Surveyors  
Landscape Architects  
Environmental Scientists

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June 6, 2018

**VIA EMAIL**

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

Re: Professional Services Proposal  
2018 Sidewalk Program  
Borough of New Providence  
Union County, New Jersey  
**MC Project No. NPT-616P**

Dear Mr. Marvin:

Maser Consulting P.A. (Maser Consulting) is pleased to present the following proposal for Professional Services for the 2018 Sidewalk Program. The proposed Scope of Services below outlines the work to be completed by Maser Consulting.

Based on our discussions, it is our understanding the following project scope is desired by New Providence for 2018:

**Project Scope:**

Miscellaneous Sidewalk Repairs: 3,000 feet of replacement sidewalks.

Floral Avenue: Complete missing sidewalk links between Chanlon Road and Spring Street. Approximately 520 feet of sidewalk with 4 ramps and 2 manholes reset to the height of sidewalk.

Central Avenue: Between Fairview and Pearl Street - approximately 600 feet of sidewalk with 2 ramps.

Union Avenue: Timothy Field Road and Martins Lane - approximately 120 feet of sidewalk with 1 ramp and 1 pipe extension

Maser estimates the cost of construction of the items cited above to be \$200,000.00.



**Proposed Schedule:**

Maser requests authorization from the Mayor & Council to bid this project based on the proposed schedule below.

| <u>Event:</u>         | <u>Start Date:</u> | <u>End Date:</u>   |
|-----------------------|--------------------|--------------------|
| Advertise for Bidding | July 9, 2018       | -                  |
| Open Bids             | July 27, 2018      | -                  |
| Award Contract        | August 13, 2018    | -                  |
| Construction          | August 20, 2018    | September 21, 2018 |

**SCOPE OF SERVICES**

Upon award of the contract, Maser Consulting shall provide the following services prior to commencement of construction:

**PHASE 1.0 SPECIFICATION & BIDDING:**

The construction specifications and bidding documents will include the replacement of sidewalks and concrete sidewalk areas that cross driveways. In addition, all ADA curb ramps will be constructed, or reconstructed, and detectable warning surfaces installed for compliance with current ADA regulations. Our office will also prepare a cost estimate detailing the scope of the proposed improvements.

As part of this phase, Maser will prepare the bid packages for sale to potential contractors, provide the Borough with the Notice to Bidders for advertisement, respond to contractor inquiries during the bid period, attend the bid opening, prepare a summary of bids, review and contact contractor references, as required, and prepare an award recommendation to the Borough. In addition, this phase includes attendance at project meetings up to the point of bid award, as required.

**PHASE 1.0 – SPECIFICATION & BIDDING (NOT TO EXCEED) \$9,500.00**

**PHASE 2.0 SURVEY:**

Maser will complete a limited topographic and structure location survey of areas where ADA ramps are being proposed. This phase DOES NOT include boundary and/or Right-of-Way survey. Maser will utilize mapping available from New Providence to provide required boundary and Right of Way information as needed.

**PHASE 2.0 – SURVEY (NOT TO EXCEED) \$6,500.00**



**PHASE 3.0 CONSTRUCTION ADMINISTRATION & OVERSIGHT:**

- 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.

Maser Consulting shall provide part-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 complete the entire 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.

**PHASE 3.0: CONSTRUCTION ADMINISTRATION & OVERSIGHT (NOT TO EXCEED) \$14,500.00**

Maser Consulting will provide the services outlined in PHASES 1.0, 2.0 and 3.0 for a **COST NOT TO EXCEED \$30,500.00.**



Douglas R. Marvin, Administrator  
MC Project No. NPT-616P  
June 6, 2018  
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If you find this proposal acceptable, please forward a copy of the Resolution of Approval for this Proposal and Authorization to Bid to this office. This will constitute approval of the proposed work.

Thank you for the opportunity to offer our services for the 2018 Sidewalk Program. 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 the printed name.

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

ARH/mo/dlp