

**RESOLUTION**  
of the  
**BOROUGH OF NEW PROVIDENCE**  
Resolution No. 2018-219

Council Meeting Date: 08-13-2018

Date Adopted: 08-13-2018

TITLE           RESOLUTION ACCEPTING THE PROPOSAL OF MASER CONSULTING, P.A. FOR GRANT APPLICATION AND CONSULTING SERVICES REGARDING SAFE ROUTES TO SCHOOL GRANT APPLICATION.

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

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 August 8, 2018 indicating they will provide grant application and consulting services specific to the NJDOT Safe Routes to School Grant due by September 18, 2018, for an amount not to exceed \$3,800.00; 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 \$3,800.00, 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 August 8, 2018.

APPROVED, this 13<sup>th</sup> day of August, 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 13<sup>th</sup> day of August, 2018.

Wendi B. Barry, Borough Clerk



Engineers  
Planners  
Surveyors  
Landscape Architects  
Environmental Scientists

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August 8, 2018

**VIA E-MAIL & U.S. MAIL**

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

Re: Proposal for Professional Services  
2018 NJDOT Safe Routes to School Grant  
Borough of New Providence, Union County, New Jersey  
MC Project No. NPT-620P

Dear Mr. Marvin:

Maser Consulting P.A. is pleased to present this proposal for preparation of an application to the New Jersey Department of Transportation (NJDOT) for the Safe Routes to School (SRTS) grant program.

The proposed project is anticipated to include installation of new sidewalk, and associated pedestrian safety improvements, including crosswalks, signage, and ADA-compliant curb ramps and detectable warning surfaces. The project area is anticipated to be Laurel Drive from Springfield Avenue (CR 512) to Inwood Road, Brookside Dr from Glenbrook Road to Hickson Drive, and South Street (CR 647) from Oakwood Drive to Woodland Road.

The SRTS program is funded through the Federal Highway Administration's Federal Aid Program and is jointly administered by the NJDOT and the North Jersey Transportation Planning Authority (NJTPA). If the Borough is awarded a grant, this program requires that a full-time employee of the Borough be designated as the responsible person in charge with an oversight of day-to-day project activities. This is a reimbursement grant and awardees are required to demonstrate their ability to comply with Federal Financial Management, project implementation, and oversight regulations through development of a Policies and Procedures document for managing Federal Aid funds.

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 GRANT APPLICATION**

Our office will prepare and submit an application by the deadline through the NJDOT SAGE grant application portal. The current deadline is August 23, 2018; however, we anticipate this deadline being extended to September 18, 2018. We will work closely with the Borough in preparation of all documentation required for this submission.

In a coordinated effort with the Borough, we will obtain required information from the New Providence School District. The District will need to provide information on schools within a 2-mile radius of the project area. These schools include:

1. Salt Brook Elementary School
2. Allen W. Roberts Elementary School
3. New Providence Middle School

For submission of this grant application, we will:

1. Complete the SAGE application forms;
2. Draft resolutions and/or letters of support for the Borough, School District and County;
3. Prepare two (2) location maps showing the project's location in relation to K-8 schools within a 2-mile radius and showing the project's location in relation to school walking and biking routes, problem safety areas, and points of interest;
4. Coordinate with the School District and Schools to obtain SRTS Student Arrival and Departure Tallies;
5. Obtain and complete information on each school's lead coordinator, method of student travel, and busing provision;
6. Upload the School District's School Travel Plan and Wellness Policy;
7. Provide narrative on past or current walking and biking to school programs;
8. Provide narrative on Borough projects that promote walking and biking to school;
9. Upload the Borough's Complete Streets Policy;
10. Provide narrative on the project's connectivity to points of interest, including open space;
11. Provide narrative on the project scope;
12. Prepare a cost estimate;
13. Prepare a project schedule; and,
14. Solicit letters of support.

**Phase 1.0 – Lump Sum Fee**

**\$3,800.00**



**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	GRANT APPLICATION	<u>\$ 3,800.00</u>
	<b>TOTAL LUMP SUM FEE</b>	<b>\$ 3,800.00</b>

This Contract and Fee Schedule are 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.

If an item not listed herein, or otherwise not specifically mentioned within this 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 with regard to the extra services.

**SECTION II – BUSINESS TERMS AND CONDITIONS**

The Business Terms and Conditions are on file with the Borough.

**SECTION III – 2018 RATE SCHEDULE**

The Rate Schedule is on file with the Borough.

**SECTION IV – CLIENT CONTRACT AUTHORIZATION**

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



If you find this proposal acceptable, **please sign where indicated above in Section IV, and return one signed copy to this office.** Invoices are due within 30 days. This proposal is valid until October 8, 2018. *We request authorization of this proposal as soon as possible, or by August 13, 2018, to meet the schedule.*

We very much appreciate the opportunity of submitting this proposal and look forward to performing these services for you.

If you have any questions or require additional information, please do not hesitate 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/KAH/dw

cc: Wendi Barry, Borough Clerk (via e-mail)  
Michael O'Krepky (via e-mail)  
Kelsey Howard (via e-mail)

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