

RESOLUTION
of the
BOROUGH OF NEW PROVIDENCE
Resolution No. 2018-245

Council Meeting Date: 09-11-2018

Date Adopted: 09-11-2018

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

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

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 August 31, 2018 indicating they will provide professional engineering and construction administration services relating to the 2018 Sidewalk Program, for an amount not to exceed \$16,500.00; 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 \$16,500.00, and said funds are available from the following accounts:

C-04-55-977-290-404900 \$16,500.00

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 August 31, 2018.

APPROVED, this 11th day of September, 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 11th day of September, 2018.

Wendi B. Barry, Borough Clerk



Engineers
Planners
Surveyors
Landscape Architects
Environmental Scientists

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August 31, 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
2018 Sidewalk Program
Borough of New Providence
Union County, New Jersey
MC Project No. NPT-616

Dear Mr. Marvin:

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

Based on the above, Maser Consulting will provide the following construction administration for the project:

SCOPE OF SERVICES

PHASE 1.0 CONSTRUCTION ADMINISTRATION:

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

- 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

Customer Loyalty through Client Satisfaction



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 1.0 CONSTRUCTION ADMINISTRATION **\$16,500.00**

Maser Consulting will provide the services outlined in Phase 1 for a cost not to exceed \$16,500.00. 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 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 'A. Hipolit', is written over the printed name.

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

ARH/mt