

RESOLUTION
of the
BOROUGH OF NEW PROVIDENCE
Resolution No. 2019-144

Council Meeting Date: 05-20-2019

Date Adopted: 05-20-2019

TITLE RESOLUTION ACCEPTING THE PROPOSAL OF MASER
CONSULTING, P.A. FOR PROFESSIONAL ENGINEERING SERVICES
REGARDING GROVE FIELD RENOVATIONS

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

WHEREAS, the Borough of New Providence acquired Professional Engineering
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 May 14,
2019 indicating they will provide professional engineering services relating to the project
known as Grove Field Renovations, for an amount not to exceed \$26,000.00; 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 \$26,000.00,
and said funds are available from the following accounts:

| | |
|------------------------|-------------|
| C-04-55-967-370-404900 | \$ 3,516.49 |
| C-04-55-974-370-404900 | \$11,250.00 |
| C-04-55-975-370-404900 | \$11,233.51 |

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 May 14, 2019.

APPROVED, this 20th day of May, 2019.

RECORD OF VOTE

| | AYE | NAY | ABSENT | NOT VOTING |
|----------|-----|-----|---------------------------|------------|
| CUMISKEY | X | | | |
| DESARNO | X | | | |
| GENNARO | X | | | |
| GEOFFROY | 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 20th day of May, 2019.

Wendi B. Barry, Borough Clerk



Engineers
Planners
Surveyors
Landscape Architects
Environmental Scientists

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May 16, 2019

VIA EMAIL

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

Re: Proposal for Professional Engineering Services
Proposed Athletic Field Renovation – Grove Field
Borough of New Providence, Bergen County, NJ
MC Proposal No. NPT-004P

Dear Mr. Marvin:

Maser Consulting P.A. (Maser Consulting) is pleased to submit this Proposal for Professional Engineering Services associated with the proposed athletic field renovation at Grove Field. Specifically, the renovation will include minor regrading, replacement of the existing natural grass with sod, an all clay infield to accommodate 40/60 play, as well as 50/70 play, fencing and irrigation. At this time, it is our understanding that the Borough wishes to move forward with design and preparation of a bid package. Therefore, this Proposal includes preparation of design, construction drawings, utility coordination, cost estimate, bid specifications, submission to the Somerset-Union Soil Conservation District (SCD) and bidding services. It should be noted that the utility coordination required is for the extension of water service from Grove Terrace to serve the proposed irrigation system. The preliminary total project construction cost estimate is approximately \$145,000.00 based on discussions with the Capital Review Committee to date. Accordingly, the anticipated scope of services is outlined below.

SCOPE OF SERVICES

TASK 1.0 - DESIGN & BIDDING SERVICES

Utilizing the previously-prepared survey under a separate contract, Maser Consulting will prepare complete construction drawings, specifications, a cost estimate and the application package for submission to the Somerset-Union SCD. In addition, a bid package will be prepared and bidding services through project award is included.

The construction drawings will include a Cover Sheet, Existing Conditions & Demolition Plan, General Notes & Legend, Site Dimension Plan, Grading, Drainage & Utility Plan, Soil Erosion & Sediment Control Plan and Construction Details. Coordination with utility providers will continue to ensure the necessary information is obtained for a complete bid package.





The construction cost estimate will be prepared to reflect the final design and quantities. Maser Consulting will prepare specifications, both supplemental and technical, for all site improvement items that are specified within the design drawings for incorporation into the bid package. The specifications will be prepared in the latest NJDOT format, as amended.

This phase includes the preparation of an application package for submission to the Somerset-Union Soil Conservation District (SCD) for Soil Erosion and Sediment Control Certification. The application, required supplemental information and fee schedule will be prepared and submitted with the completed construction plans and application fee for review by the SCD. Upon issuance of the Certification, the New Jersey Pollutant Discharge Elimination System (NJPDES) Stormwater Discharge Permit Request for Authorization (RFA) can be submitted. Depending on the progress of the project, the above application may be submitted during the Construction Document Phase, if sufficient design elements/design documents have been finalized for a complete application.

As part of this phase, Maser Consulting 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 additional project meetings up to the point of bid award, as required.

Task 1.0 Not to Exceed Fee **\$14,000.00**

TASK 2.0 - 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 eight (8) weeks from the start of work. In addition, Maser Consulting anticipates that there will be six (6) weeks of part-time construction administration



services for the Contractor to complete the punch list items. The goal is to complete the entire project during the 2019 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.

Task 2.0 Not to Exceed Fee

\$12,000.00

PROJECTED SCHEDULE:

The estimated schedule for the project is outlined below.

| | <u>Approximate Start Date</u> | <u>Approximate End Date</u> |
|---|--------------------------------------|------------------------------------|
| Approval of Design Services | May 28, 2019 | |
| Preparation of Design Documents And Utility Coordination | May 29, 2019 | July 8, 2019 |
| SCD Submission & Review | July 9, 2019 | July 31, 2019 |
| Authorization to Bid | July 2019 | |
| Bidding Period Services | July 2019 | August 2019 |
| Project Award | August 2019 | |
| Pre-Construction Meeting | August 2019 | |
| Anticipated Construction Period | September 2019 | November 2019 |



FEE PROPOSAL

For your convenience, we have broken down the total estimated cost of the project into the categories identified within the Scope of Services. Maser Consulting will invoice the project at the hourly rates established in our 2019 Borough Engineering contract.

| | |
|--|---------------------------|
| TASK 1.0 – DESIGN & BIDDING SERVICES | \$14,000.00 |
| <u>TASK 2.0 – CONSTRUCTION ADMINISTRATION</u> | <u>\$12,000.00</u> |
| Total Not to Exceed | \$ 26,000.00 |

Maser will perform the above-referenced services for a **total cost not to exceed \$26,000.00**. A Proposal for construction administration services will be submitted under separate cover at the time of bid award.

PERMIT FEES

Fees for applications and permits are the obligation of, and are to be paid by, the Borough.

EXCLUSIONS

If any item listed herein, or otherwise not specifically mentioned within this Agreement or the Borough Engineering 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 regarding the extra work. All unanticipated additional work shall be in accordance with the Schedule of Hourly Rates for the number of hours performed. No extra work will be performed without authorization from the Borough.

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 proposed Grove Field 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.


Kevin Boyer, P.E., C.F.M.
Project Manager/Associate

KEB/dlp

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