

RESOLUTION
of the
BOROUGH OF NEW PROVIDENCE
Resolution No. 2019-228

Council Meeting Date: 09-23-2019

Date Adopted: 09-23-2019

TITLE RESOLUTION ACCEPTING THE PROPOSAL OF MASER CONSULTING, P.A. FOR PROFESSIONAL ENGINEERING, SURVEY AND CONSTRUCTION ADMINISTRATION SERVICES REGARDING THE 2019 SIDEWALK PROGRAM

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

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 September 17, 2019 indicating they will provide professional engineering, survey and construction administration services relating to the 2019 Sidewalk Program, for an amount not to exceed \$26,500.00; 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 \$26,500.00, and said funds are available from the following accounts:

C-04-55-978-290-404900 \$26,500.00

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 September 17, 2019.

APPROVED, this 23rd day of September, 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 23rd day of September, 2019.

Wendi B. Barry, Borough Clerk



Engineers
Planners
Surveyors
Landscape Architects
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September 17, 2019

VIA EMAIL

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

Re: Professional Services Proposal
2019 Sidewalk Program
Borough of New Providence
Union County, New Jersey
MC Project No. NPT-005P

Dear Mr. Marvin:

Maser Consulting P.A. (Maser Consulting) is pleased to present the following proposal for Professional Services for the 2019 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 2019:

Project Scope:

The following is the proposed limits of construction:

Central Avenue: South side of roadway, Fairview to Fairmont – approximately 400 feet of sidewalk with two (2) ramps.

Veterans Harmony Park: Miscellaneous sidewalk within park – approximately 600 feet.

Miscellaneous Sidewalk Repairs: 800 feet of replacement sidewalks.

Maser Consulting estimates the cost of construction of the items cited above to be \$100,000.00.





SCOPE OF SERVICES

Upon award of the contract, Maser Consulting shall provide the following services:

PHASE 1.0 DESIGN, SPECIFICATIONS & 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 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 project meetings up to the point of bid award, as required.

Phase 1.0 – Not to Exceed **\$14,500.00**

PHASE 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; and
- 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 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.

Phase 2.0 – Not to Exceed **\$12,000.00**

PROJECTED SCHEDULE:

The estimated schedule for the project is outlined below.

	Approximate Start Date	Approximate End Date
Approval of Design Services	August 2019	
Project Design	August 1, 2019	August 15, 2019
Out to Bid	August 15, 2019	August 29, 2019
Open Bid	August 29, 2019	
Award	September 9, 2019	
Construction	October 2019	November 2019

FEE AGREEMENT:

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 – DESIGN, SPECIFICATIONS AND BIDDING	\$14,500.00
PHASE 2.0 – CONSTRUCTION ADMINISTRATION	\$12,000.00
Total Not to Exceed	\$26,500.00



The above Engineering Services will be provided on an incremental basis not to exceed the listed amount. This Contract and Fee Schedule is based upon the Borough Engineering Contract Authorized by the Borough of New Providence.

The Borough CFO should also review and discuss this agreement with the appropriate Borough staff regarding allocation of the appropriate funding and/or bond ordinance for said Engineering Services.

PROJECT DELIVERABLES

Construction Drawings and Design Specification for bidding purposes as well as construction administration throughout construction.

REIMBURSABLE EXPENSES

Reimbursable expenses including delivery, printing, copying, postage and other reproducible costs for the above-mentioned deliverables are not included within this agreement and will be billed based on the Contract and Fee Schedule for the Borough Engineering Contract Authorized by the Borough of New Providence.

EXCLUSIONS

Any service associated with the following items is specifically excluded from the scope of professional services within this agreement:

- Permitting with outside agencies;
- Project surveying;
- Construction stakeout services;
- Utility mark-out coordination; and
- Traffic Safety Control.

Note:

Maser Consulting is committed to safety and wellbeing of its employees and complies with highway safety standards while working on State, County and main Borough roads. Coordinating with the local police department, Maser Consulting will arrange for a police detail during our field work to access the utility manholes. Each municipality determines their hourly rates for the traffic control and is usually required in increments of four (4) hours. Our office assumes the Borough will provide police traffic control as needed, for our survey and design work, at no cost to Maser Consulting.



Mr. Douglas R. Marvin, Administrator
MC Project No. NPT-005P
September 17, 2019
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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 2019 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 'K. Boyer', is written over the typed name below.

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

KEB/ljb

cc: Andy Hipolit (ahipolit@maserconsulting.com)
Wendi Barry (WBARRY@newprov.org)
Debbie Wood (dwood@maserconsulting.com)
Diana Pizzulli (dpizzulli@maserconsulting.com)