

RESOLUTION
of the
BOROUGH OF NEW PROVIDENCE
Resolution No. 2019-238

Council Meeting Date: 10-15-2019

Date Adopted: 10-15-2019

TITLE RESOLUTION ACCEPTING THE PROPOSAL OF MASER
CONSULTING, P.A. FOR PROFESSIONAL ENGINEERING AND
CONSTRUCTION SERVICES REGARDING TENNIS COURTS 5 – 8
RECONSTRUCTION

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

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 October 9, 2019 indicating they will provide professional engineering and construction administration services relating to the project known as Tennis Court Reconstruction, for an amount not to exceed \$23,500.00; 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 \$23,500.00, and said funds are available from the following accounts:

C-04-55-978-370-404900	\$ 23,500.00
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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 October 9, 2019.

APPROVED, this 15th day of October, 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 15th day of October, 2019.

Wendi B. Barry, Borough Clerk



Engineers
Planners
Surveyors
Landscape Architects
Environmental Scientists

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October 10, 2019

VIA EMAIL

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

Re: Professional Services Proposal
Community Pool Tennis Courts 5-8
Borough of New Providence
Union County, New Jersey
MC Project No. NPT-007P

Dear Mr. Marvin:

Maser Consulting P.A. (Maser Consulting) is pleased to present the following proposal for Professional Services for the reconstruction of the Community Pool Tennis Courts 5-8. 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:

- Remove existing fencing, netting and net poles;
- Clean and prep court, including filling cracks;
- Overlay courts with stone dust and hot-mixed asphalt;
- Paint and stripe court; and
- Install new fencing, poles and netting.

Maser Consulting understands the Borough has budgeted \$300,000.00 for this project.

SCOPE OF SERVICES

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

PHASE 1.0 DESIGN, SPECIFICATIONS & BIDDING:

Maser will conduct a site visit to verify the existing site conditions and general layout to facilitate the preparation of design plans and specifications. The plans will include the removal of existing feature to facilitate the installation of a new tennis court surface along with new coloring, striping, fencing and netting. Plans will be prepared on aerial mapping and verified through field visits. Surveying of the courts is not proposed nor part of the scope of work.





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 **\$13,500.00**

PHASE 2.0 CONSTRUCTION ADMINISTRATION:

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

- Schedule and attend pre-construction meeting;
- Review Contractor’s submitted shop drawings;
- Provided onsite construction observation;
- Review and recommend approval of Contractor’s applications for payments;
- Prepare final punch list.

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 to provide consistency throughout construction.

From experience with similar sized projects, Maser Consulting estimates that the duration of construction should be approximately six (6) weeks from the start of work. In addition, Maser Consulting anticipates that there will be two (2) 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 2020 construction season. Please note that this project is weather dependent. Should inclement weather occur, the construction schedule may be altered.

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.

Phase 2.0 – Not to Exceed **\$10,000.00**



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	October 2019	
Project Design	November 2019	December 2019
Out to Bid	January 2020	February 2020
Open Bid	March 2020	
Award	April 2020	
Construction	June 2020	August 2020

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	\$13,500.00
<u>PHASE 2.0 – CONSTRUCTION ADMINISTRATION</u>	<u>\$10,000.00</u>
Total Not to Exceed	\$23,500.00

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:

- Project surveying;
- Construction stakeout services; and
- Utility mark-out coordination.

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 Community Pool Tennis Court 5-8 reconstruction. 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/ljb

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