

RESOLUTION
of the
BOROUGH OF NEW PROVIDENCE
Resolution No. 2019-269

Council Meeting Date: 12-16-2019

Date Adopted: 12-16-2019

TITLE RESOLUTION ACCEPTING THE PROPOSAL OF MASER CONSULTING, P.A. FOR PROFESSIONAL ENGINEERING AND CONSTRUCTION SERVICES REGARDING FIREHOUSE HVAC SYSTEM REPLACEMENT

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

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 December 4, 2019 indicating they will provide professional engineering services relating to the firehouse HVAC system replacement, for an amount not to exceed \$9,000.00, Phase 1.0 – Design and Preparation of Bid Package \$5,500.00 and Phase 2.0 Construction Administration Services \$3,500.00; 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 \$9,000.00, and said funds are available from the following accounts:

C-04-55-978-265-404900

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 December 4, 2019.

APPROVED, this 16th day of December, 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 16th day of December, 2019.

Wendi B. Barry, Borough Clerk



Engineers
Planners
Surveyors
Landscape Architects
Environmental Scientists

400 Valley Road, Suite 304
Mount Arlington, NJ 07856
T: 973.398.3110
F: 973.398.3199
www.maserconsulting.com

December 4, 2019

VIA EMAIL

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

Re: Professional Services Proposal
Firehouse HVAC Replacement
Borough of New Providence, Union County
MC Project No. NPT009P

Dear Mr. Marvin:

Maser Consulting P.A. (Maser Consulting) is pleased to present this agreement for professional engineering services with regard to the Firehouse HVAC Replacement. Specifically, it is our understanding that the proposed improvements include removal, disposal and replacement of three (3) condensing units and three (3) duct furnaces at the Firehouse located at 175 Floral Avenue. It is our understanding that the project is being funded by the Borough through current bond ordinance(s) and/or the current capital budget. Below is a description of the proposed scope of services for this project.

SCOPE OF SERVICES

PHASE 1.0 – DESIGN AND PREPARATION OF BID PACKAGE

As part of our services, Maser Consulting will perform a site visit to evaluate the existing condition of the Firehouse building and the scope of proposed improvements in conjunction with the quote provided to the representative of the Firehouse by an outside vendor earlier this year. Site conditions will also be reviewed with regard to access, staging, storage of materials and potential impacts of the project. The necessary data will be collected, and the ultimate scope of the bid package will be determined. A bid package will be prepared for the complete and operable HVAC system, inclusive of associated electrical wiring, duct connections, refrigerant lines and thermostats required for the system. This will include schematic location and site maps, details, proposal form, Borough front end and contractual documents, special provisions and specifications, both supplemental and technical, for installation of the system.





An initial site visit was performed to review access to the attic space and potential modification of the existing roof truss system. Based on that visit and subsequent discussions with Borough representatives, it was determined that the trusses could not be modified and access for the proposed equipment would be through the half round gable window on the south side of the building. The removal and reinstallation of this window will be included in the bid package as part of the awarded contractor's scope.

It is our understanding that the awarded contractor will be responsible for obtaining the building permits for the construction.

PHASE 1.0 – NOT TO EXCEED

\$5,500.00

PHASE 2.0 – CONSTRUCTION ADMINISTRATION SERVICES

Maser Consulting will coordinate with the Borough regarding the Bidding Period Services; specifically, the following shall be conducted:

- Schedule the advertisement for bid with Borough Clerk;
- Development of addendum(s) to clarify or review the bid documents, as required;
- Attend bid opening and reading of bids in order to tabulate them;
- Review the proposals from the responsive bidders and make recommendations to the Borough regarding the selection and evaluation of the bids;
- 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; and
- Prepare final punch list.

As indicated above, Maser Consulting will coordinate a Pre-Construction meeting with the contractor and the Borough. During construction, Maser Consulting will monitor the contractor's performance and enforce the adherence to the contract documents and project schedule.

Observation reports will be retained by Maser Consulting regarding the project. Maser Consulting will review and prepare contractor's payments as well as change orders (if necessary). If unacceptable work or material is supplied by the contractor, immediate corrective action shall be taken by Maser Consulting on behalf of the Borough. Maser Consulting will review the submittals for the projects including shop drawings and as-built drawings provided by the contractor.

Prior to completion, a final punch list shall be created by the construction administrator and completion deadlines will be scheduled for all open items. Upon completion of the punch list items, a final site visit will be scheduled with the contractor and the Borough to close out the project. Maser Consulting will prepare the paperwork for final payment to the contractor.



PHASE 2.0 – NOT TO EXCEED **\$3,500.00**

PROJECTED SCHEDULE

The estimated schedule for the project is outlined below.

<u>Task</u>	<u>Approximate Start Date</u>	<u>Approximate End Date</u>
Approval of Design Services	December 16, 2019	
Project Design	December 17, 2019	January 15, 2020
Out to Bid	January 16, 2020	February 6, 2020
Bid Opening	February 6, 2020	
Award	February 2020	
Construction	March 2020	May 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 AND PREPARATION OF BID PACKAGE	\$5,500.00
PHASE 2.0 – CONSTRUCTION ADMINISTRATION SERVICES	\$3,500.00
TOTAL NOT TO EXCEED	\$9,000.00

The above design services will be provided on a lump sum 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

Upon completion of the bid package, Maser Consulting will provide the requested number of copies to the Borough.



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:

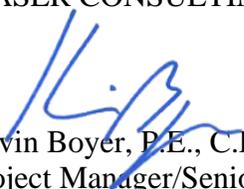
- Energy audits of the existing building;
- Sizing and supporting calculations from the proposed HVAC equipment;
- Permitting with outside agencies;
- Utility mark-out coordination; and
- Traffic Safety Control.

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 Firehouse HVAC Replacement. 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/Senior Associate

KB/ljb

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