

RESOLUTION
of the
BOROUGH OF NEW PROVIDENCE
Resolution No. 2020-178

Council Meeting Date: 08-17-2020

Date Adopted: 08-17-2020

TITLE RESOLUTION ACCEPTING THE PROPOSAL OF MASER CONSULTING, P.A. FOR PROFESSIONAL ENGINEERING SERVICES REGARDING BROOKSIDE DRIVE AND GLENBROOK ROAD ROADWAY IMPROVEMENTS

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

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 2020-021 to provide professional engineering services; and

WHEREAS, Maser Consulting Services has submitted a proposal dated August 12, 2020 indicating they will provide professional engineering services relating to Brookside Drive and Glenbrook Road Roadway Improvements, for an amount not to exceed \$30,000.00; 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 \$30,000.00, and said funds are available from the following accounts:

C-04-55-977-290-404900	\$ 16,520.88
C-04-55-978-290-404900	\$ 13,479.12

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 12, 2020.

APPROVED, this 17th day of August, 2020.

RECORD OF VOTE

	AYE	NAY	ABSENT	NOT VOTING
CUMISKEY	X			
DESARNO	X			
GEOFFROY	X			
MATSIKLOUDIS	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 17th day of August, 2020.

Wendi B. Barry, Borough Clerk



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Planners
Surveyors
Landscape Architects
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August 12, 2020

VIA EMAIL

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

Re: NJDOT Municipal Aid Various Streets Improvements (FY2020)
Brookside Drive and Glenbrook Road
Proposal for Engineering Services
Borough of New Providence, Union County
MC Project No. NPT-014P

Dear Mr. Marvin:

As you are aware, the Borough of New Providence has received a grant from the New Jersey Department of Transportation (NJDOT), totaling \$322,000.00, for the improvements to Brookside Drive (Maple Street to Hickson Drive) and Glenbrook Road (Brookside Drive to Hickson Drive). The FY2020 grant is part of the NJDOT Municipal Aid Program and funding is made available from the Transportation Trust Fund (TTF). The conditions of the grant require the Borough to award a construction contract within eighteen (18) months from the date of execution of the agreement with NJDOT. These portions of roadway improvements are estimated at approximately \$386,963.50, as submitted to the NJDOT. It is our understanding the Borough intends to supplement the NJDOT FY2020 funding with Borough funds.

Specifically, this project includes full width milling and paving, base repair as needed, select replacement of curbing, sidewalk and driveway repairs, resetting of manholes and structures, installation of bicycle safe inlet grates and NJDEP approved curb pieces, striping and ADA compliant ramps.

Therefore, this agreement includes Design, Grant Administration and Bidding services for the project. Accordingly, our office anticipates the following services:

TASK 1.0 – DESIGN SERVICES

As the project is utilizing NJDOT funding, Maser Consulting will prepare construction specifications/design drawings for roadway improvements to Brookside Drive (Maple Street to Hickson Drive) and Glenbrook Road (Brookside Drive to Hickson Drive). Design documents will be prepared in accordance with NJDOT requirements and specifications, and upon completion, will be submitted to NJDOT for approval and authorization to commence construction.



The construction specifications/design documents will include: the replacement of curbs, sidewalks, concrete driveway aprons (as necessary), and the milling/resurfacing Brookside Drive and Glenbrook Road. In addition, ADA curb ramps will be reconstructed as necessary, and detectable warning surfaces installed for compliance with current ADA regulations. Finally, additional items will include roadway base repair (as necessary), resetting of various structures, installation of bicycle safe grates, installation of NJDEP approved curb pieces, reconstruction of drainage structures (as necessary) and roadway striping. Our office will also prepare a comprehensive cost estimate detailing the scope of the proposed improvements.

TASK 2.0 - NJDOT GRANT ADMINISTRATION

This task includes the efforts required to administer the NJDOT Local Aid process for all milestones throughout the project. In addition to the required updates in the NJDOT SAGE (System for Administering Grants Electronically) system, our office will submit the design documents to the NJDOT and provide continued correspondence and coordination with NJDOT representatives to confirm the project approach and obtain their concurrence. Maser Consulting will also coordinate and prepare the required documentation for the NJDOT grant at the required milestones throughout the project to ensure the funding reimbursement to the Borough.

TASK 3.0 - BIDDING SERVICES & MEETINGS

As part of this task, Maser 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.

PROJECT SCHEDULE

The following is the anticipated project schedule:

	<u>Approx. Start Date</u>	<u>Approx. End Date</u>
Mayor & Council Approval of this proposal	August 17, 2020	N/A
Preparation of Construction Specifications/Design Documents ***	September 2020	November 2020
NJDOT Concurrence	December 2020	January 2021
Authorization to Bid	January 2021	N/A
Bid Opening	March 2021	N/A
Council Award	April 2021	N/A
Preconstruction Meeting	April 2021	N/A
Construction	May 2021	August 2021

***Please note that field work is weather dependent and could be delayed due to inclement weather.



FEE AGREEMENT

Maser Consulting will provide the services outlined in Tasks 1.0, 2.0, and 3.0 **COST NOT TO EXCEED \$30,000.00**. For your convenience, we have broken down the total estimated cost of the project into the categories identified within the Scope of Services.

TASK 1.0 – DESIGN SERVICES	\$24,500.00
TASK 2.0 – NJDOT GRANT ADMINISTRATION	\$ 2,750.00
<u>TASK 3.0 – BIDDING SERVICES & MEETINGS</u>	<u>\$ 2,750.00</u>
TOTAL COST NOT TO EXCEED	\$30,000.00

This Contract and Fee Schedule is based upon the Borough Engineering Contract Authorized by the Borough of New Providence. Please note, Construction Administration and Inspection are NOT included in this proposal. A proposal for those services will be prepared and provided to the Borough upon opening of contractor bids. The hourly rates utilized for the project will be in accordance with the Borough Engineering Contract previously approved by Mayor and Council.

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:

- Boundary and Topographic Surveying;
- Underground utility investigations;
- Construction stakeout services;
- Preparation of easements and/or metes and bounds documents;
- ALTA surveys;



- Property title search;
- Permitting with outside agencies other than submission to NJDOT for concurrence;
- Wetland and FHA delineation or reports;
- Utility mark-out coordination;
- Construction Administration; and
- Traffic Safety Control.

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 NJDOT FY2020 Brookside Drive and Glenbrook Road 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

A handwritten signature in blue ink, appearing to read 'K. Boyer', is written over the printed name.

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

KEB/ljb