

RESOLUTION 72-2020

RESOLUTION AUTHORIZING AGREEMENT FOR CERTAIN PROFESSIONAL SERVICES FOR SURVEYING OF THE STORM WATER COLLECTION SYSTEM IN THE SUMMIT NEIGHBORHOOD OF WOODBURY HEIGHTS

WHEREAS, there exists a need for specialized service on behalf of the Borough of Woodbury Heights; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 requires that notice with respect to contracts for Professional Services without competitive bids must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Woodbury Heights, with the Mayor concurring, the following:

1. Sickels and Associates, Inc. of Woodbury, New Jersey is hereby hired to provide engineering services for Surveying of the Storm Water Collection System in the Summit Neighborhood – Proposal Number 2020-56, for an amount not to exceed \$4,600.00.
2. The term of this contract shall be from August 19, 2020 to August 18, 2021.
3. This Contract is awarded without competitive bidding as a “Professional Service” in accordance the Local Public Contracts Law, N.J.S.A. 40A:11-11-5(1)(a), and the Fair and Open Process because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Borough of Woodbury Heights
5. A notice in accordance with the Local Public Contracts Law of New Jersey shall be published in the South Jersey Times.
6. The Mayor and Clerk of the Borough of Woodbury Heights are hereby authorized to execute a Contract outlining the above on behalf of the Borough of Woodbury Heights.

BOROUGH OF WOODBURY HEIGHTS

BY:



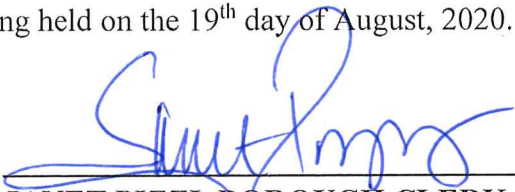
WILLIAM PACKER, MAYOR

ATTEST:



JANET PIZZI, BOROUGH CLERK

The foregoing Resolution was duly adopted by the Borough Council of the Borough of Woodbury Heights at a regular meeting held on the 19th day of August, 2020.



JANET PIZZI, BOROUGH CLERK

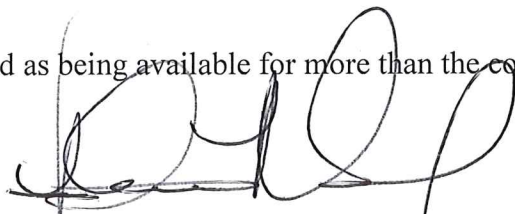
CERTIFICATION OF AVAILABILITY OF FUNDS

I, Victoria Holmstrom, being the Chief Financial Officer of the Borough of Woodbury Heights, do hereby certify, pursuant to the rules of the Local Finance Board of the State of New Jersey and in accordance with N.J.S.A. 40A:4-57, that there are available adequate funds for the proposed contract between the Mayor and Borough Council of the Borough of Woodbury Heights and Sickels and Associates, Inc.

The money necessary to fund said contract is in the maximum amount of \$ 4,600.00 and upon approval of the contract, all funds expended shall be charged to the following:

0-01-20-165-000-265	\$ 4,600.00
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These funds are not being certified as being available for more than the contract.



Victoria Holmstrom, CFO

Date: August 17, 2020

August 17, 2020

Borough of Woodbury Heights
500 Elm Avenue
Woodbury Heights, New Jersey 08097

Attention: Mayor & Council

Reference: *Proposal for Professional Services
Location of Storm Water Collection System in Summit Neighborhood
S&A Proposal No. 2020-56*

Dear Mayor:

Sickels & Associates, Inc. would like to thank you for the opportunity to offer this proposal for surveying services in connection with the above referenced project.

Per our past discussion, you are looking for a proposal to locate the existing storm water inlets and manholes within the local streets of the Summit Neighborhood to create an overall digital as-built GIS map.

The project will include locating all the inlets and manholes on the following Streets:

Vanderbilt Ave	Moore Street	Temple Avenue & Court
Auburn Street	Fordham Road	Alliance Street
Beech Avenue	Linden Avenue	Central Court
Second Street	Central Ave	

Our survey staff will field located the inlets and manholes with the storm system on the roads shown above. We may need the assistance of the Public works Department for removal of manhole lids or cleaning on storm inlets. The map will be based upon the N.J. State Coordinate system. It will be prepared in AutoCAD 2020 format and can be converted to an ArcView GIS Shape file to send to the NJDEP if required by same as part of the Publics Works Department. The plan will depict the storm system locations, pipe sizes and slopes.

Our staff will coordinate with the Public Works Department for any location information they may have to verify the field work. Our survey staff will locate the inlets and manholes, the pipe sizes and inverts of same. The overall plan will display this information with the pipe slopes to determine allocation of same.

Reference: Proposal for Professional Services

August 17, 2020

**Location of Storm Water Collection System in Summit Neighborhood
S&A Proposal No. 2020-56**

A print of the draft plan will be provided to the Public Works Dept. for their review and comment. So that you can establish and mark up the numbering system required by the aforementioned Act. The numbering system will be added to the plans prior to finalizing same.

The plan can be used to develop an overall drainage study for this area to determine capacities of the pipes, overall runoff and possible solutions to provide storm water storage facilities to offset the low areas in the neighborhood. The drainage shed study will be included under a separate proposal.

Copies of the map will be forwarded to your office for use by the Department. We can also provide you with a pdf copy of the plan so you can access same via the Borough's computer system.

CONSULTING FEE FOR SERVICES RENDERED

Based on the understanding of the project and description of service, our total consulting fee to complete the various activities described herein is estimated as shown below plus the cost of reimbursable expenses which will be invoiced separately. The cost break down per Phases described above are as follows:

Phase 1	\$ 4,600.00
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The above fee is our estimate of the normal services necessary to complete the project based upon the scope of work. However, should the need arise for additional services beyond those outlined in the proposal be required, then said work will be considered as extra and a separate proposal can be provided for Additional Services at the hourly rates per our Annual Fee Schedule within our current Municipal Contract on record at the Borough Clerk's office.

Sickels & Associates is prepared to commence work immediately upon receipt of authorization. This proposal assumes that authorization to proceed will be issued within sixty (60) days from the date of this proposal. The terms and conditions of this proposal shall remain in effect for sixty (60) days.

Our Terms and Conditions and Annual Fee Schedule have been previously approved and are on file with the clerk's office. If you concur with our Description of Services and Consulting Fee, please execute one copy as our formal authorization to proceed and return same to our office.

August 17, 2020

Very truly yours,

Malk Brenner

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Reference: *Proposal for Professional Services*

August 17, 2020

Location of Storm Water Collection System in Summit Neighborhood

S&A Proposal No. 2020-56

PROPOSAL ACCEPTANCE & NOTICE TO PROCEED

Having reviewed the proposal for the various surveying services, including the Terms and Conditions of the Service Agreement which is a part thereof, acceptance of the proposal is hereby confirmed. Sickels & Associates, Inc. is authorized to proceed with the work.

Accepted this 19 day of Aug, 2020

By: William C. Packer Mayor
SIGNATURE TITLE

William C. Packer
NAME (PLEASE PRINT OR TYPE)

Bowth

COMPANY

500 Elm Wdley Hts

ADDRESS

856-848-2832

PHONE NUMBER

FAX NUMBER

CLIENT'S E-MAIL ADDRESS