RESOLUTION 90-2018

RESOLUTION AUTHORIZING AGREEMENT FOR CERTAIN PROFESSIONAL SERVICES FOR POTABLE WATER FIRE HYDRANT AND WATER VALVES MAPPING

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 Potable Water Fire Hydrant and Water Valves Mapping – Proposal 2018-66
2. The term of this contract shall be from August 15, 2018 to August 14, 2019.
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 HEIGTHS

BY: _____

HAROLD PYE, COUNCIL PRESIDENT

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 15th day of August, 2018.

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 $ 10,370.00 and upon approval of the contact, all funds expended shall be charged to the following:

8-09-55-502-000-264 $ 10,370.00

These funds are not being certified as being available for more than the contract.

Victoria Holmstrom, CFO

Date: August 13, 2018

SICKELS & ASSOCIATES, INC.

Engineers • Planners • Surveyors

July 11, 2018

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

Attention: Mr. Paul Pheasant, CPWM

Reference: ***Proposal for Professional Services***
Potable Water Fire Hydrant and Water Valves Mapping
S&A Proposal No. 2018-66

Dear Mr. Pheasant:

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 fire hydrants and water main valves within the local streets to create an overall digital as-built GIS map.

The map will be based upon the N.J. State Coordinate system. It will be prepared in AutoCAD 2018 format and converted to an ArcView GIS Shape file to send to the NJDEP to comply with the NJ Water Accountability Act.

The project will be completed in two phases. The first phase will include locating the fire hydrants and hydrant valves (85+/-) within the Borough and prepare the mapping for same. Any location information your office may have to provide to our field personnel to locate any hydrants not on public streets would be helpful.

A print of the draft plan will be provided to your office 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.

Four (4) copies of the color coded 24" x 36" map will be forwarded to your office for use by the Water Department staff. We can also provide you with a pdf copy of the plan so you can access same via the Borough's computer system. If you wish to reduce the map into 11" x 17" booklets, that work can be completed under a separate scope of work and proposal.

The second phase will locate all the water valves (285+/-) in the street and update the GIS map with same. The map will also be edited to have all the current water lines shown on the GIS map shifted so they align with the newly located valves. A print of the draft plan will be provided to your office so that you can establish and mark up the valve numbering system for your Department's coordination purposes.

Upon completion of any markups of the Phase 2 plan, our office will print out four (4) copies of the color coded 24" x 36" maps for the Water Department's use. Wed will also forward a copy of the plan in pdf for use on your computer system. If you wish to reduce the map into 11" x 17" booklets, that work can be completed under a separate scope of work and proposal.

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	**$ 3,925.00**
Phase 2	**$ 6,445.00**

The above fee is our estimate of the normal services necessary to complete the project based upon the scope of work. The work can be completed at separate times if the Borough wishes to approve the work on a phase-by-phase basis. 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.

Reference: ***Proposal for Professional Services***
Potable Water Fire Hydrant and Water Valves Mapping
S&A Proposal No. 2018-66

July 11, 2018

We would like to thank you for the opportunity to offer the services of our firm and we look forward to working with you. Should you have any questions or require further information, please contact us at (856) 848-6800.

Very truly yours,

SICKELS & ASSOCIATES, INC.

Mark R. Brunermer, PE, CME
President

MRB:kc

cc: Janet Pizzi, Clerk *(via email only)*
Vikki Holmstrom, C.F.O. *(via email only)*
Patricia Owens, S&A, Inc.

File: 2018-66

Reference: ***Proposal for Professional Services***
Potable Water Fire Hydrant and Water Valves Mapping
S&A Proposal No. 2018-66

July 11, 2018

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 15th day of August, 2018

By: _____ Council President
SIGNATURE TITLE

Harold Re
NAME (PLEASE PRINT OR TYPE)

Borough of Woodbury Heights
COMPANY

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ADDRESS

856-848-2832 856-848-2381
PHONE NUMBER FAX NUMBER

janetpz@bwhnj.com
CLIENT'S E-MAIL ADDRESS