

April 22, 2022

Borough of Woodbury Heights
500 Elm Avenue
Woodbury Heights, NJ 08097

Attention: Ms. Vikki Holmstrom, CFO

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
2022 CDBG PROJECT – VANDERBILT AVENUE
& MOORE STREET INTERSECTION,
MOORE STREET AND TEMPLE AVENUE
HANDICAP RAMP SIDEWALK REPLACEMENT
S&A PROPOSAL NO. 2022-30**

Dear Ms. Holmstrom:

In response to your request, Sickels & Associates, Inc. is pleased to submit this proposal for the necessary engineering services and inspection on the above referenced project. Upon your acceptance of this proposal, Sickels & Associates will develop the necessary documents that will be needed to seek public bids for the reconstruction of the handicap ramps at the above referenced intersections based upon the Gloucester County Commissioners approval for 2022 Community Development Block Grant (CDBG) construction funding in the amount of \$34,925.00 and \$26,125.00 respectively.

For ease of review, the proposal is organized in the following manner: Our Understanding of the Project, Description of Services, Fee Structure, Annual Fee Schedule and Terms and Conditions.

OUR UNDERSTANDING OF THE PROJECT

We understand the County will require the preparation of construction bid specifications and details for the reconstruction of the handicap sidewalk, ramps, curb, roadway milling, pavement restoration, and placement of crosswalk striping at the above referenced intersections.

The intersections do have handicap ramps and curb returns that do not comply with current ADA and NJDOT standards. The ramps and associated sidewalks need to be replaced along with the curbing at each location. The work will include saw cutting the existing asphalt surface, constructing, removal and replacement of concrete handicap aprons, sidewalks and curb, hot mix asphalt surface pavement repair, new striping and signage where new signs are needed. Public bid specifications will be prepared to let the contract out to public bid.

Due to the limited scope of work, no construction plans will be prepared. The Applicable location map and construction details will be included within the specifications.

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Our approach to this project consists of the following phases which are outlined in detail under the Description of Services:

PHASE	I	Topographic Survey
PHASE	II	Construction Specifications
PHASE	III	Bid Administration
PHASE	IV	Contract Administration/Construction Observation

Our proposal does not include completing and processing the applications through the municipal and county planning boards/review agencies.

Upon your request, we can coordinate, correspond and attend meetings with officials from governmental review agencies to resolve issues relating to the design of the development. Attendance at meetings have not been included within this proposal. If additional meetings are required, they will be invoiced according to prevailing hourly rates on our Annual Fee Schedule.

DESCRIPTION OF SERVICES

Based on the above project description, the scope of our services will be limited to the following activities:

PHASE I TOPOGRAPHIC SURVEY

No topographic plan will be developed for this scope of work. The locations of the intersection and limits of the sidewalk/curb replacement will be included in the bid specification.

PHASE II CONSTRUCTION SPECIFICATIONS

SECTION 1.0 CONSTRUCTION GRADING PLANS

- 1.1 Utilize information collected in CDBG Application to define limits of work.
- 1.2 Verify field dimensions of existing conditions to define scope of work and quantities to be used for bid proposal.
- 1.3 Determine limits of sidewalk/curb replacement to construct handicap ramps in accordance with NJDOT Standards and details.
- 1.4 Prepare location plan for proposed improvements.
- 1.5 Prepare construction details.
- 1.6 Prepare Construction Cost Estimate.

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SECTION 2.0 PREPARATION OF BID SPECIFICATIONS

- 2.1 Prepare standard and technical specifications in accordance with NJDOT and CDBG specifications.
- 2.2 Prepare bid proposal and notice to bidders. Each project will be a separate bid.
- 2.3 Prepare a bid proposal for quantities to be used for public bidding process.

SECTION 3.0 SUBMISSIONS TO REVIEW AGENCIES

- 3.1 Preparation and submission of applications for plans and bid specification for applicable review agencies will be completed by the applicant and/or the applicant's attorney.
- 3.2 Submission is anticipated to be forwarded to the Gloucester County Improvement Authority – Community Development and Block Grant Program. The Gloucester Soil Conservation District (GSCD) application will not be prepared as the proposed disturbance being less than 5,000 sf.
- 3.3 Complete any modifications to documents from CDBG review.

PHASE III BID ADMINISTRATION

Assist the Borough with the bidding process by:

1. Address any bidder inquiries regarding the bid specifications and bid proposal.
2. Attending bid opening meeting.
3. Reviewing bids for completeness.
4. Tabulate bids and recommending award to Borough Council and CDBG.

**PHASE IV CONTRACT ADMINISTRATION/CONSTRUCTION
OBSERVATION**

Assist the Client/Borough during the construction process by:

1. Coordinate with CDBG for approval of contract award.
2. Attending the pre-construction conference.
3. Reviewing contractor's submissions and recommending approvals.
4. Completing contractor wage rate information in the field.
5. Reviewing contractor's vouchers and recommending payment.
6. Periodic observation and coordination during construction activities with the Borough and the contractor.

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7. Preparing observation reports identifying the progress of the project and any observed deviation from the contract documents.
8. Preparing interim and final list of quantities to reflect those actually constructed based upon observation reports and field measurements.
9. Upon substantial completion, conduct an inspection of the work for conformance with the contract documents and issue a punch list of any defects and/or deficiencies to the Borough and Contractor.
10. Upon notification that punchlist items have been completed, conduct a final inspection for conformance with the contract documents and issue a recommendation of acceptance.
11. Process final payments to close project out with Borough and CDBG Program.

SUPPLEMENTAL SERVICES

We believe our proposal as presented is comprehensive to satisfy the requirements of the project. However, if deemed necessary by the client or regulatory agencies, we will offer an addendum to perform these specialized services and/or will assist in obtaining proposals from qualified consultants:

- a. Permits required under the New Jersey Realty Improvement Act.
- b. Floodplain Determination and Delineation (Stream Encroachment Plan) General and Individual Freshwater Wetlands Permits other than the LOI.
- c. Environmental Site Assessment/Audit.
- d. Archaeological or Historical Investigation & Natural Resource Inventory Report.
- e. Subsurface investigation to locate/verify facilities, utilities and/or services. Soil borings for any purpose other than those stated herein.
- f. Preparation of bidding and contracting document other than the site development plans specifically indicated in the description of services.
- g. Applications for permits, approvals, interpretations or exemptions from Federal, State, County and Municipal agencies other than those specifically indicated in the Description of Services, including, but not limited to wetlands permits of any type and stream encroachment permit, modifications and/or permits to fill flood plains.

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- h. Preparation of design of special site features such as retaining walls. Depending on height and extent of said walls, special structural boring and engineering expertise may be required. Our design will attempt to eliminate or limit the need for said retaining walls, the need for which cannot be determined until design is commenced.
- i. Geotechnical/Subsurface Investigation to identify, locate and evaluate soil conditions for building design purposes and utilities and/or service locations.
- j. Design of modifications to off-site infrastructure which may be required by reviewing agencies to accommodate the proposed development.
- k. Design and coordination of utilities other than those included within this proposal.
- l. Traffic Impact Report or Air Quality Assessment.
- m. Cultural Resource Survey or Economic Impact Report.
- n. Cut and fill site analysis and corresponding cost estimates for improvements.
- o. Landscape irrigation/sprinkler system design.
- p. CBR or other soils testing to request paving reduction.
- q. Does not include legal descriptions and drawings for any easements required by the County, Borough or the Borough.

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 at **\$12,600.00** plus the cost of applicable reimbursable expenses which will be invoiced separately.

Said consulting fee is apportioned in accordance with the following breakdown:

PHASE	II	Construction Specifications	\$ 2,700.00
PHASE	III	Bid Administration	\$ 1,500.00
PHASE	IV	Contract Administration/Construction Observation	<u>\$ 8,400.00</u>
Total			\$12,600.00

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Sickels & Associates is prepared to commence work immediately upon receipt of authorization to proceed. This proposal assumes that said authorization 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.

If you concur with our Description of Services and Consulting Fee, please execute the Proposal Acceptance & Notice to Proceed and return same to our office. The Terms and Conditions are on file with the Borough.

Based upon our past work experiences, no retainer will be required with the return of the signed proposal.

Once again, we would like to thank you for the opportunity to offer the services of our firm and we look forward to working with you on this venture.

If you have any questions regarding this matter, please contact our office at (856) 848-6800.

Very truly yours,

SICKELS & ASSOCIATES, INC.



Mark R. Brunermer, P.E., C.M.E.
President

cc: Shannon Elton, Borough Clerk (via email and regular mail)
Brian Lozuke, Esq., Solicitor (via email only)
Patricia A. Owens, S&A, Inc. (via email only)

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PROPOSAL ACCEPTANCE & NOTICE TO PROCEED

Having reviewed the proposal for the various planning, surveying and engineering services, including the Terms and Conditions of the Service Agreement which is on file at the Borough, acceptance of the proposal is hereby confirmed. Sickels & Associates, Inc. is authorized to proceed with the work.

Accepted this _____ day of _____, 2022

By: _____
SIGNATURE TITLE

NAME (PLEASE PRINT OR TYPE)

COMPANY

ADDRESS

PHONE NO.

FAX NO.

CLIENT'S E-MAIL ADDRESS