

RESOLUTION NO. 2020-63

WHEREAS, the Township Council of the Township of Aberdeen is in need of professional engineering services associated with the Joseph Booket Park Improvements; and

WHEREAS, T&M Associates submitted a proposal on February 14, 2020 for aforementioned engineering services for a cost not to exceed the sum of \$20,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Aberdeen that the Manager and Clerk are authorized to execute an agreement with T&M Associates for a cost not to exceed the sum of \$20,000.00, in accordance with a proposal dated February 14, 2020, attached hereto and made part of this resolution.

This agreement is made without competitive bidding as a “professional service” under the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)a(I).

BE IT FURTHER RESOLVED the Director of Finance has certified to the Township Manager that there are available sufficient funds for the purpose of award of this contract in the Operating Budget under the following line item appropriation of said budget to which this contract will be properly charged: X-03-6-200-201 - \$16,500; X-03-6-200-202 - \$\$3,500.



YOUR GOALS. OUR MISSION.

ABDNOH-16002

February 14, 2020

Mayor & Township Committee
c/o Brian Russell, Aberdeen Township Manager
Township of Aberdeen
1 Aberdeen Square
Aberdeen, New Jersey 07747

**Re: Professional Services for Engineering Design and Contract Administration and Construction
Inspection Services – Joseph Booket Park Improvements**

Dear Mr. Russell:

We are pleased to submit this scope and fee estimate to provide professional engineering services for Engineering Design and Contract Administration & Construction Inspection services for the Joseph Booket Park Improvements. The proposed park improvements are listed below and are generally as shown on the concept park plan and included in the Township Comprehensive Parks and Recreation Master Plan, prepared by T&M Associates.

- 1 play structure
- Swing set with ADA and parent swing
- Curb edging and engineered wood fiber safety surface
- Benches, 1 bike rack
- New chain link fence boundary
- Alternate for bonded rubber mulch safety surface

The preliminary construction estimate is \$205,000

PROPOSED ENGINEERING DESIGN SERVICES

The following is a request for authorization to perform the engineering for this project, including engineering design, preparation of construction plans, technical specifications, advertisement, receipt of bids, and recommendation of award of the project.

The contract plans, and specifications will be prepared in accordance with the 2019 New Jersey Department of Transportation Specifications for Road and Bridge Construction.

Design Services

- Field survey as necessary and preparation of base maps. Field inspections and measurements.
- Coordination with all utility companies if needed.
- Preparation of construction plans and details, and technical specifications in accordance with the NJDOT standards.



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- Presentation of the design plans to the Township representatives. Subject to any changes recommended by the Township, we will prepare final plans and specifications for advertisement.
- We will work with the Township to advertise the project for bids. We will provide assistance during the bidding process and answer any questions from contractors that arise during the bid process.
- We will attend the receipt of bids, review the contractor's credentials, review the bid documents, check references for the low bidder, and recommend award of the construction contract.
- We will prepare a fiscal analysis of the overall project funding to be included with that recommendation of award to determine that the project is within the funds that are available.

We propose to bill the project monthly in accordance with our current approved rates. Any outside agency fees (Freehold Soil Conservation Service, etc.) will be the responsibility of the Township.

T&M Associates will prepare final construction plans which will include, but may not be limited to:

- Cover Sheet, Legend and General Construction Notes, Existing Condition Plans, Construction Plans (Grading and Layout), Soil Erosion and Sediment Control Plans, Construction Details

T&M Associates will also prepare construction cost estimates detailing the proposed improvements.

Bidding Services

T&M Associates will assist the Township in soliciting bids for the construction of the park improvements. This task will include the following services:

- Printing and preparing bid documents for prospective bidders
- Attendance at a pre-bid site meeting, if determined necessary during design
- Attendance at the public bid opening
- Preparation of a bid tabulation Sheet
- Review of bids and associated documents for compliance with project requirements
- Preparation of a Recommendation of Award Letter
- Coordination of a legal review of bids received by the Township Attorney

Bid packages will be sold to prospective bidders by T&M for a predetermined fee. The fee will be retained by T&M to cover reproduction costs,



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ENGINEERING DESIGN FEE

In order to complete the work tasks outlined above, we are requesting a not-to-exceed fee of \$10,500 to be billed in accordance with our current approved rates.

CONTRACT ADMINISTRATION AND CONSTRUCTION INSPECTION

Construction Phase Services

These services will include construction contract administration and part-time field observation of the construction activity to assure general adherence to the contract documents and standard construction practice. The following is our scope of services for the construction phase services:

- Prepare a Notice of Award and the contract documents and send to the contractor.
- Conduct a pre-construction meeting among the project participants, including the contractor, Township officials, Recreation Department, Department of Public Works, the Police Department and Traffic Safety Officer, and utility representatives, and produce minutes of this meeting.
- Coordination and notification with the affected residents within the project area.
- Coordination with all utility companies including any utility upgrades that are planned.
- Coordination with all emergency services and school transportation representatives to ensure all parties are kept apprised of each stage of construction and the associated traffic detour plan.
- Consistent communication with the residents, the Police Department and Traffic Safety Officer, the Department of Public Works, the Township, the utilities and the contractor via meetings, telephone calls, emails and letters.
- Perform part-time construction observation for the duration of the construction contract to determine general conformance to the contract plans and specifications.
- Prepare project observation reports indicating weather, equipment, personnel and work accomplished on the project. Copies of the reports will be furnished to the Township upon request.
- Perform contract administration services including but not limited to review of contractor submittals, including schedules, shop drawings, product data and samples and material certifications for general conformance with contract documents.
- Review contractor's monthly estimates of work performed, and invoices submitted for payment and make recommendations to the Township for payment. Prepare monthly certificates of payment to the contractor.
- Perform final inspection and prepare a corrective action list and prepare final closeout documents, including a final payment certificate and change order.

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- Prepare final closeout package, including maintenance bond, releases, final payment certificate and change order, coordinate Engineer's and Owner's execution of closeout documents.

In order to complete the work tasks outlined above, we are requesting a not-to-exceed fee of \$9,500 to be billed in accordance with our current contracted rates.

Exclusions

The following services are specifically excluded from this scope of services and fee estimate:

1. Preparation of NJDEP Permit Applications
2. Wildlife, Endangered Species, Cultural Resource Studies
3. Property Boundary Survey and setting of corner markers or monuments
4. LSRP (Licensed Site Remediation Professional) Services
5. Permit Fees
6. No improvements to basketball court are proposed

Summary of Fees and Schedule

The fees for the scope of services listed herein are summarized below. We propose to provide the above outlined services for an estimated cost not to exceed \$20,000 to be billed monthly in accordance with our current approved rate schedule.

Engineering Design Services, Field Survey\ &	\$10,500
Bidding Services	
Construction Administration & Construction Inspection	\$ 9,500
Total Fee	\$ 20,000

Upon authorization, we will initiate professional services for this project immediately. On behalf of the firm, I would like to thank you and the governing body for the opportunity to submit this proposal.

Very truly yours,

T&M ASSOCIATES



JULIE E. NASTASI
PROJECT MANAGER



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APPROVED BY THE TOWNSHIP OF ABERDEEN

Brian Russell, Township Manager

Date

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cc: Karen Ventura, Clerk
Jackie Struble, RPPS, QPA

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