

RESOLUTION NO. 2021-90

WHEREAS, the Township Council of the Township of Aberdeen is in need of professional engineering services associated with the Cambridge Park Phase II Improvements; and

WHEREAS, T&M Associates submitted a proposal on May 28, 2021 for aforementioned engineering services for a cost not to exceed the sum of \$9,600.00.

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 \$9,600.00, in accordance with a proposal dated May 28, 2021, 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-03-8-200-105

Aberdeen Township
Certification of Availability of Funds

Date: _____

To: Karen Ventura, Township Clerk

From: Angela Morin

Re: Certification of Funds

Vendor: T + M Associates

Project: Engineering Design Cambridge Pk

Amount: # 9,600

Account #: X-03-8-200-105

Name of Account: Cambridge Pk

Resolution #: _____

Is this a change order? Yes

No

Is this for

Capital

Operating

Submitted by:

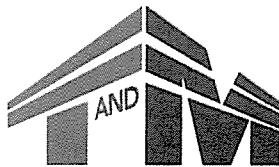
Angela Morin 6/7/21
Department Head Date
6/7/21

Pursuant to N.J.S.A. 40A:4-57, N.J.A.C. 5:30-1.10,14.5, I hereby certify that as of 6/7/21 there are adequate funds available for the proposed expenditure. The balance in the above appropriation account will be encumbered for the proposed expenditure.

Angela Morin 6/7/21
Angela Morin, CFO Date
6/7/21

This is to certify that the required funds needed in connection with the above are available in the budget.

Bryan A. Russell 6/15/21
Bryan A. Russell, Twp. Mgr. Date
6/15/21



ABDN-G2101

YOUR GOALS. OUR MISSION.

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

May 28, 2021

**Re: Engineering Design and Contract Administration and Construction Inspection Services
Cambridge Park Phase II 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 Cambridge Park Phase I Park Improvements. The proposed park improvements are listed below;

Replacement of the concrete stairs and railings from Cambridge Park to the school parking area.

Drainage improvements as required.

Replacement of existing fencing in between the ball fields and the school drive aisle, new fencing between the basketball court and the school drive aisle.

The preliminary construction estimate is \$80,000

PROPOSED ENGINEERING SERVICES

The following is a request for authorization to perform the engineering for this project, including engineering design, preparation of construction plans, and technical specifications. This work will be added by change order to the existing construction contract for Ivy Hill Park and Storyland Park Phase II.

Design Services

- Field survey as necessary and preparation of base maps. Field inspections and measurements.
- Design of the improvements indicated above.
- We will prepare a fiscal analysis of the overall project funding and ensure that the change order to the existing project is within the allowable range. We will prepare the change order documents and coordinate with the contactor for the additional work.

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.

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:



May 28, 2021
page 2 of 3

Le: Mayor & Township Council

Re: **Engineering Design and Contract Administration and Construction Inspection Service-Cambridge Park Improvements**

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

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 to be billed monthly in accordance with our current approved rate schedule.

| | |
|---|-----------------------|
| Engineering Design Services, Field Survey, | |
| Soil Erosion & Sediment Control Certifications | |
| Construction Administration & Construction Inspection | <u>\$9,600</u> |



Le: **Mayor & Township Council**

Re: **Engineering Design and Contract Administration and
Construction Inspection Service-Cambridge Park Improvements**

**May 28, 2021
page 3 of 3**

Total Fee \$ 9,600

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

APPROVED BY THE TOWNSHIP OF ABERDEEN

Brian Russell, Township Manager

Date

JEN:lkc

G:\Projects\ABDN\G2101\Admin\Russell_JEN_Cambridge Park Improvements Proposal.docx

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