

**RESOLUTION NO. 2016-67**

**WHEREAS**, the Township Council of the Township of Aberdeen is in need of professional engineering environmental services associated with Improvements to Lakeshore Drive (Construction Phase Services); and

**WHEREAS**, Michael McClelland, CME Associates submitted a proposal on January 24, 2014 for aforementioned engineering services.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Aberdeen that the Mayor And Clerk are authorized to execute an agreement with CME Associates for a cost not to exceed the sum of \$24,196.00, in accordance with a proposal dated January 24, 2014, 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** that this resolution is subject to the Township Manager’s certification of availability of Township of Aberdeen funds.



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January 24, 2014

Ms. Holly Reycraft  
Township Manager  
Township of Aberdeen  
One Aberdeen Square  
Aberdeen, New Jersey 07747

**Re: Proposal for Professional Services for the  
Improvements to Lakeshore Drive  
Our File No. PAB00656.01**

Dear Ms. Reycraft:

Thank you for considering our Firm for the above referenced work and allowing us to submit this proposal for Professional Services associated with the improvements to Lakeshore Drive from 150' east of Ravin Way to approximately 300' east of Greenwood Avenue.

#### INTRODUCTION

We have reviewed the scope of services for the project, and we have made multiple inspections of the roadway in order to familiarize ourselves with daily flooding which occurs during high tides rendering the roadway impassable.

We understand that the scope of the proposed improvements generally includes raising the roadway with multiple lifts of hot mix asphalt base course in order to make the roadway passable during high tides. In addition, the improvements will consist of the removal and replacement of existing concrete curb; driveway aprons where necessary; traffic striping; storm drainage improvements; HMA surface course; installation of guide rails; and maintenance and protection of traffic during the improvements.

This method of raising the roadway will limit the impacts outside the existing pavement; therefore, we do not anticipate permitting requirements from the NJ Department of Environmental Protection Division of Land Use for a Flood Hazard Individual Permit, Freshwater Wetlands Statewide General Permit, Coastal Wetlands Permit, Tidelands Conveyance, or Permits from the US Army Corps of Engineers. At best this would be a lengthy process, which would compromise our available funding from the NJDOT Discretionary Aid.

Our proposal has considered all the elements of the work outlined in your scope of services, and our Firm has the capabilities of providing the necessary land surveying and engineering services associated with the project.



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**SURVEY, BASE MAPPING, DESIGN, PERMITTING, AND BIDDING PHASE FOR THE IMPROVEMENTS TO LAKESHORE DRIVE**

We anticipate that the Professional Services associated with the Improvements to Lakeshore Drive will consist of the necessary topographic survey and base mapping, design, FSCD permitting, plan and specification preparation and bid phase services.

**DESIGN PHASE SERVICES**

**PHASE I - DESIGN**

**TASK 1 - SURVEY, BASE MAPPING, AND SUBSURFACE EVALUATION**

Concerning the survey and base mapping, we anticipate establishing a balanced control survey, traverse line with recoverable ties. Basis of the horizontal and vertical control will be the New Jersey State Plane Coordinate System, NAD 1983 U.S. Survey Foot, and North American Vertical Datum of 1988, respectively. Permanent points (Capped Rebar, PK Nails, etc.) will be set along the control line. A minimum of three horizontal and vertical control points will be established along the project limits. GPS methodology will be used to establish horizontal and vertical control in the absence of control within 1000-feet of the project limits.

Locate, horizontally and vertically, approximately 1,025 linear feet of existing Lakeshore Drive and visible utility information within the existing cart way. Limits of work will include the existing ditches adjacent to the Northwest and Southeast edges of Lakeshore drive. One sanitary manhole will be located, rim and invert elevation will be obtained for the closest sanitary manhole near intersection of Lakeshore Drive and Ravin Way. Utility mark-outs are to be performed by others. The location of utility information shall be limited to visible, at grade, utility features and/or utility mark-out by others. Drainage features will be recorded to include top of curb, grate or MH, inverts, flow direction, pipe size and pipe material where accessible.

Preparation of a Topographic Plan indicating natural and manmade features, including: existing above and, where possible, underground utilities, survey baseline (traverse line), spot elevations and contours at an interval of 1.00-foot within the project limits. Topographic plan will be compiled from field locations. The project site is defined as a portion of an existing Lakeshore Drive, approximately 1,025 linear feet. Cross sections will be taken from the easterly top of bank of the ditch (east side of Lakeshore Drive) to



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the westerly top of bank of the ditch (west side of Lakeshore Drive) at an interval of 50 feet. Plan will be drafted at a scale of 1" = 30'.

#### Exclusions

- Wetland Locations - If any, not included as part of this work scope.
- Riparian Surveys / Tideland Claim Line Surveys – Will not be conducted as part of this work.
- Title Lines - Right-of-Way, boundary or easement surveys are not included within this scope of work and will be considered an additional work item, if required.
- Tide Study - A tide study or determination of High, Median or Low water, water elevations or hydrographic/bathymetric surveys are not included within this scope of work and will be considered an additional work item, if required.

CME Associates represent that we are neither qualified nor do we accept the responsibility to identify and/or locate unwritten easements, subsurface improvements, underground storage facilities and/or hardware, and/or hazardous materials on or about this site.

#### TASK 2 - DESIGN OF ROADWAY IMPROVEMENTS, PLANS AND SPECIFICATIONS

With regard to the design phase for the project, we anticipate meeting with representatives of the Township prior to commencing the design phase in order to review the project schedule and other preliminary issues. We intend to prepare plans in plan and profile format at a scale of 1"=30'.

Concerning the acquisition of test pit data during design, we will identify the locations of utility conflicts and request that the utility companies provide test pit data for same. Where available the locations of existing utilities will be compiled and added to the plans.

In addition to the pre-design meeting, we anticipate meeting with representatives of the Township when the plans are 50% and 90% complete. The plans will be revised to comply with Township comments and preliminary cost estimates will be submitted for Township review at the 50% and 90% complete review meetings.



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### PHASE I - COST PROPOSAL

Accordingly, based upon the above outlined scope of services, we find that the necessary surveying, base map preparation, design, plan and specification preparation can be provided for the lump sum fee indicated below based upon the following breakdown:

Task 1 - Surveying and Base Map Preparation	\$13,335.00
Task 2 - Design, Plans and Specifications	\$21,467.00
<b>Phase I Total</b>	<b>\$34,802.00</b>

### PHASE II - PERMIT ACQUISITION AND PERMIT AGENCY COORDINATION

Concerning the permit acquisition phase of the project, we anticipate submitting a complete application for the permits outlined below, and our scope of services will include one (1) plan revision to comply with review agency comments. In addition we will submit the required application fees, and we understand the Township will reimburse these expenses to CME separate from this contract.

#### TASK 1 - SOIL EROSION AND SEDIMENT CONTROL PLAN CERTIFICATION

We anticipate submitting the required applications for Soil Erosion and Sediment Control Plan Certification to the Freehold Soil Conservation District (FSCD) and RFA (Request for Authorization to discharge stormwater from a construction site) to the New Jersey Department of Environmental Protection as necessary, in accordance with the above Scope of Services.

#### Task 2 – FUNDING AGENCY COORDINATION

We anticipate submitting final plans, specifications and construction cost estimates in accordance with the NJDOT State Aid guidelines for approval prior to bidding the project. In addition, during the construction phase, contractor payment estimates will be prepared for the Discretionary Aid Program requirements.



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## PHASE II - COST PROPOSAL

Accordingly, based upon the above outlined Scope of Services, we find that the necessary FSCD Certification and funding agency coordination can be provided for the lump sum fee indicated below.

**Phase II Total** \$3,311.00

Although not anticipated, if any of the following tasks are required they will be performed in accordance with our previously submitted hourly rate schedule. Any such services will not be initiated without prior authorization from the Township.

- "In-Water" individual Waterfront Development Permit
- Freshwater Wetlands Permit
- Coastal Wetlands Permit
- Tidelands Conveyance
- US Army Corps of Engineers Section 10 and Section 404 Permit

### **PHASE III - BID PHASE SERVICES**

We anticipate that Bid Phase Services will generally include the furnishing of twenty (20) sets of plans and specifications prior to advertisement for bids; coordination with prospective bidders during the bid period; issuance of any addenda required; attendance at the bid opening, and the preparation of a report recommending award of the project.

### **PHASE III - COST PROPOSAL**

Accordingly, based upon the above outlined scope of services, we find that the necessary bid phase services can be provided for the lump sum indicated below:

**Phase III Total** \$3,358.00



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### **CONSTRUCTION PHASE SERVICES**

We will provide construction phase services based on our attached hourly rate schedule and the actual time necessary to provide these services since same could vary considerably depending upon the contractor awarded the project and the final scope of work.

For budgeting purposes, we have preliminarily estimated the cost for anticipated construction phase services at \$24,196.00, based upon the required tasks and the anticipated contract completion time of 90 calendar days.

### **SUMMARY**

Our hourly rates shall be firm until January 1, 2015 after which they may be subject to re-negotiation. Invoices shall be paid within 30 days of presentation of same. In accordance with State requirements we have attached our Affirmative Action Statement and Business Registration Certificate.

Our contract documents will include wording that requires the contractor to be responsible for all applicable OSHA and other regulatory agency requirements, as well as safety, construction means and methods, and the usual other requirements that are normally included in our standard specifications.

Please note that the above estimate does not include costs associated with easement and/or right of way acquisition mapping, metes and bounds descriptions, bonding fees, or legal fees for property acquisition, if determined necessary during the design phase of the project. In addition, the above costs do not include permit fees or the acquisition of permits other than those listed.

Our proposal does not include subsurface investigations or the preparation of permits other than those listed that may be required for the proposed project.

Your return of a signed copy of this proposal indicating your acceptance to the terms and conditions presented herein will represent your authorization for us to proceed.

Thank you again for permitting our firm to submit this proposal, and we look forward to serving your municipality.



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Should you have any questions regarding this matter, do not hesitate to contact this office.

Very truly yours,  
CME ASSOCIATES

Michael J. McClelland, P.E.  
Township Engineer's Office

ACCEPTED BY: \_\_\_\_\_

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014

ATTESTED BY: \_\_\_\_\_

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014