

Resolution 2016 - 100

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF MOUNT ARLINGTON, COUNTY OF MORRIS, STATE OF NEW JERSEY, AUTHORIZING A RESERVE FOR PRELIMINARY EXPENSES FOR HENRY COURT AND SCHMITZ TERRACE WATER PROJECT**

**WHEREAS**, the Borough of Mount Arlington has received a proposal for professional services from H2M Architects and Engineers, Borough appointed Water and Sewer Engineers, dated May 10, 2016; a copy of which is incorporated herein and,

**WHEREAS**, the proposal is for replacement of Borough owned water mains and improvements to water service connections and metering not in accordance with the Borough water utility standards and,

**WHEREAS**, the Water Sewer Committee has recommended the preliminary expenses as outlined by H2M Architects and Engineers as stated in the proposal dated May 10, 2016 to the Mayor and Borough Council.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Mount Arlington, County of Morris, State of New Jersey, that the Borough is authorized to set a reserve for preliminary expenses for Henry Court and Schmitz Terrace Water Project.

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the amount of \$37,000.00 from Capital Improvement Fund be utilized to set up a Reserve for preliminary expenses for the Henry Court and Schmitz Terrace Water Project.

I hereby certify this to be a true and correct Resolution of the Mayor and Borough Council of the Borough of Mount Arlington, adopted on June 14, 2016.

  
Linda DeSantis, RMC  
Borough Clerk



architects + engineers

119 Cherry Hill Road, Ste 110 Parsippany, NJ 07054  
862.207.5900  
973.334.0507

May 10, 2016

Carolyn Rinaldi, Municipal Administrator  
Borough of Mount Arlington  
419 Howard Boulevard  
Mt. Arlington, NJ 07856

**Re: Proposal for Professional Services  
Water Supply Kadel Drive Apartment Complex  
Borough of Mt. Arlington, Morris County, New Jersey  
Our Proposal Number: LPS 15-0808**

Dear Ms. Rinaldi:

H2M Associates, Inc. (H2M) is pleased to resubmit this proposal for professional services to resolve water supply distribution issues affecting the Kadel Drive apartment complex. We wish to thank Paul Nelson the borough of Mount Arlington Department of Public Works Supervisor for meeting with our representatives to explain the current conditions and lend his insights and experiences concerning the project issues. Mr. Nelson's assistance was invaluable in enabling H2M to submit this proposal.

#### **Project Background**

Kadel Drive contains Borough owned water mains which provide service to apartment complexes on both Schmitz Terrace and Henry Court. The Schmitz Terrace main is approximately 1,100 linear feet long. The Henry Court water main is approximately 300 linear feet long; however it does not extend the full 600 linear feet to reach the northern service connections. Water service connections and metering are not in accordance with the Borough water utility standards.

H2M estimates that 1,700 linear feet of water main are in need of replacement and the service connections need to be brought up to the Borough standards. This project will extend the water main approximately another 300 linear feet along Henry Court where a new fire hydrant will be installed to provide for fire protection as well as flushing of the water main.

#### **Scope of Services**

The general intent of our design and construction program will be to replace distribution mains, service connections and abandon existing mains in-place. All existing residential, commercial, and industrial services will be re-connected to new water mains, with line valving and hydrants. Construction detailing for services, utility crossings, and pipe trench backfill/compaction will be provided according to Borough standards.

#### **Task 1: Design Phase Services**

H2M proposes a comprehensive engineering design in accordance with industry practices, and in conformance with the regulatory requirements outlined at NJAC 7:10-11. H2M will deliver design drawings in



AutoCAD format, and all additional documentation (such as but not limited to contract specifications) in MS Word and/or Excel format. Deliverables will be provided as per the following:

30% Design – Survey of existing conditions, site visit, preliminary construction layout, preliminary list of technical specification sections, review of Borough design and construction standards. Draft construction details, order-of-magnitude cost estimate, and preliminary schedule review.

60% Design – Full draft of civil layouts and mechanical detailing, and technical specifications. Draft of permit applications and permit fees associated with submittal of application to Morris County Soil Conservation District. Discussion of traffic control, detouring (if required), Borough typical construction logistics, staging locations. Upon completion of last internal review with the Borough, incorporation of final revisions, signature/seal and transmittal to permitting agencies. Draft of permit applications to the NJDEP for construction and operation permits.

100% Design (Bid Set) – Meeting with the Borough to review comments received from permitting agencies, before final update of plans and specifications in anticipation of formatting for bid.

We will prepare opinions with each design iteration. The final cost opinion will be prepared after receipt of permitting comments and may be used by the Borough as the basis of project budget estimating for the bidding process.

In addition, we will prepare technical specifications which will be appended to the Borough's standard front end and contract sections. The overall intent of the bid documents will be to create a rigorous contractual framework for the delivery of the project, in compliance with all relevant statutory requirements on or before cited in-service dates.

#### **Task 2: Bidding Services**

During the Bid Phase of the project, we will provide the following:

- Pre- Bid Meeting attendance
- Bid Phase RFI's – Logging and responses
- Evaluation of Bids, Issuance of Bid Report

#### **Task 3: Construction Phase Services**

During the construction phase, H2M will support the Borough as follows:

- Attend Pre-Construction Meeting
- Shop Drawing Review – review shop drawings for compliance with project documentation
- Daily construction observation, including daily report with photographs
- Coordination with municipalities and affected utilities
- Customer Complaints – Logging and coordination with Borough and Contractor
- Construction Phase RFI's – Logging and responses
- Contractor Invoices – Logging, review, and coordination with Borough
- Generation of punchlist, review of pressure and bacteriological testing
- As-Built Drawings (Provided by contractor)



### Fees

H2M will provide the above scope of services on a fixed fee basis as outlined below:

<u>Task</u>	<u>Fee</u>
Task 1: Design Phase Services	Lump Sum \$12,900.00
Task 2: Bid Phase Services	Lump Sum \$3,100.00
Task 3: Construction Phase Services	Lump Sum \$4,100.00
Construction Administration	Lump Sum \$4,100.00
Construction Observation (1)	Hourly: \$11,800.00
Reimbursable Expenses (2)	Allowance: \$1,000.00

- (1) Our estimated budget is based on providing approximately 120 hours of periodic construction observation for the work at a rate of \$95.00 per hour. If the additional improvements beyond those noted in the technical approach are required, we will provide the Borough an estimate of the additional hours and request your authorization prior to providing the additional effort.
- (2) Reimbursable expenses will be billed for all mileage and mailings. Costs associated with the reproduction of project documents are not included herein.

### Limitations and Assumptions

The following limitations and/or assumptions are the basis for our scope and fee:

1. The client shall provide all as-built and title information for the subject properties;
2. This scope of services does not include any wetland studies/delineations/verifications;
3. Permit/Application fees will be provided by the client;
4. Client shall provide all signatures necessary for permit application filing;
5. Environmental services including determination of any potential toxic or radioactive contamination, preparation of Phase 1/2 Environmental assessments, Preliminary Assessments and LSRP services can be provided but will be subject to a separate scope and fee;
6. All bid sets will be sold out of our Parsippany office;
7. Any services not explicitly identified in our scope of services will be considered out of scope.

H2M will provide invoices monthly based on the percentage of work completed. Monthly invoices are payable in full within 30 days. Any additional fees for consultants or changes in the scope of work will be identified in writing and agreed upon, prior to the commencement of additional work.

The offer to perform the proposed services shall remain open for ninety (90) days from the date of the proposal shown above. Extensions of this proposal shall be in writing only.

Any amendments to this contract must be in writing and signed by both parties.



If the above services are found acceptable, please sign below. This contract shall be subject to the conditions outlined in a master agreement between the client and H2M dated January 1, 2015.

We appreciate the opportunity to work with the Borough and look forward to working on this important project. If you have any question, require further clarification, or would like to set up a meeting date to discuss our proposal in greater detail, please feel free to contact the undersigned at extension 2217.

Very truly yours,

**H2M ASSOCIATES, INC.**

A handwritten signature in black ink, appearing to read 'William F. Selders'.

William F. Selders, P.E.  
Senior Water Engineer

**PROPOSAL AGREED & ACCEPTED BY:**

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Client: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date: \_\_\_\_\_