

Resolution #2016 - 182

**RESOLUTION OF THE MAYOR AND BOROUGH COUNCIL
OF THE BOROUGH OF MOUNT ARLINGTON, IN THE COUNTY
OF MORRIS, NEW JERSEY, AUTHORIZING A RESERVE FOR
PRELIMINARY EXPENSES FOR THE DEVELOPMENT OF A
COMMUNITY INFRASTRUCTURE DEVELOPMENT PLAN**

WHEREAS, the Borough of Mount Arlington has received a proposal for professional services from CP Professional Services, Borough appointed Engineers, dated October 28, 2016, a copy of which is incorporated herein and,

WHEREAS, the proposal is for the development of a Community Infrastructure Development Plan; and,

NOW THEREFORE BE IT FURTHER RESOLVED, that the amount of \$46,000.00 from Capital Improvement Fund be utilized to set up a Reserve for preliminary expenses for the development of a Community Infrastructure Development Plan.

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 December 6, 2016.



Linda DeSantis, RMC
Borough Clerk



handed out at
mtg -

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Sparta, New Jersey 07871
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October 28, 2016

Carolyn Rinaldi
Municipal Administrator
Borough of Mt. Arlington
419 Howard Boulevard
Mt. Arlington, New Jersey 07856

Linda DeSantis, RMC, CI
Borough Clerk

NOV - 1 2016

Re: Proposal for Professional Engineering Services
Community Infrastructure Development Plan
Mt. Arlington Borough, Morris County, New Jersey

Borough of
Mount Arlington

CP Proposal No. 16-174

Dear Ms. Rinaldi:

CP Engineers, LLC (CP) is pleased to provide this proposal for professional engineering services to the Borough of Mount Arlington for the development of a Community Infrastructure Development Plan. We thank you for this opportunity to submit this proposal and for allowing CP to provide our services to you.

Background

The Borough has had internal discussions regarding community infrastructure, economic development and recreational facilities. Improvements to Firemen's Field, the municipal beach, 404 Howard Boulevard and other associated infrastructure development projects have been topics of discussion. These types of improvements will benefit the recreational needs of the Borough, improve aesthetics, enhance economic development potential and provide improved pedestrian connectivity between multiple facilities.

In evaluating large scale improvements that span multiple locations within the Borough, it is important to formulate and follow a process for establishing a comprehensive vision and a plan to execute that vision. It is imperative that the Mayor and Council leadership play an integral role in the process for the developing and implementing the plan.

We propose to facilitate the formation and implementation of the Community Infrastructure Development (CID) Plan and jointly develop the process for multiple infrastructure, recreational and economic development opportunities in the Borough.

Scope of Services

CP proposes to facilitate the development of the plan with the Borough through the following multi-phase process:

Phase 1 – Plan Goals Charrettes Planning:

We will work with the Economic Development Committee designated to engage in this project. CP will coordinate a kick-off meeting with the Economic Development Committee to outline the process and gather input for establishing goals and objectives for the CID Plan. In conjunction with the Borough Planner, CP will develop the process and protocol for two (2) charrettes with the public. This recommended protocol will be reviewed by the committee.

A charrette refers to any collaborative session in which a group drafts ideas and solutions to defined challenges. Many municipalities utilize both communal and professional charrettes as a powerful tool to develop long term plans or visions. The goal of a charrette is to bring together the design and planning expertise with a diverse segment of the community to address the desires, challenges and needs of the community.

A charrette is effective because it integrates the local community's knowledge, concerns and desires with the planning, engineering and regulatory expertise of others. The community, and the overall leadership and direction provided by the Mayor and Council, drives the design with the guidance of the professionals.

CP will coordinate with the Borough Administrator and the Economic Development Committee to schedule the charrettes in accordance with the process plan.

Phase 2 – Conducting Charrettes:

CP and the Borough Planner, will facilitate both charrettes. Exhibits depicting existing conditions and aerial maps will be developed along with a description of the goals and background information necessary to focus the discussion on the topics, challenges and suggestions relating to the establishment of the CID plan.

It is anticipated that both charrettes will include the Mayor, Council, the Economic Development Committee and the public. The charrettes will allow the general public to provide input and affect the decisions the Borough needs to make.

Following each charrette, CP will prepare exhibits, and document the ideas, suggestions and comments provided by the participants. CP will meet with the Economic Development Committee prior to the second charrette to provide a summary from the first charrette.

Phase 3 – Formulation of the CID Plan:

Information and ideas developed through this process will be summarized in a report. A draft of the report will be presented to the Economic Development Committee and or Mayor and Council. Based on the report, potential projects will be identified for preliminary evaluation and costing.

Budget

Insofar as much of this scope is speculative, at this time we recommend the Borough establish an initial budget of \$46,000 for the Borough Engineer (\$36,000) and Borough Planner (\$10,000) to engage in this process.

Schedule

CP is prepared to begin work immediately upon your authorization. We anticipate the first charrette to occur in early 2017, with the final report to be completed by mid-2017.

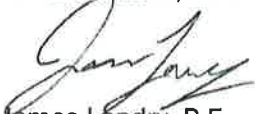
Authorization

CP proposes to perform these services under the terms and conditions of our current agreement. If this proposal meets with your approval, kindly indicate your acceptance by providing a resolution incorporating this proposal as reference or by signing and returning a copy of this document to our office.

Please feel free to contact me with any questions or comments.


Very truly yours,

CP ENGINEERS, LLC



James Landry, P.E.

Senior Project Manager



Stanley G. Puszcz, P.E.
Managing Member

Accepted this 7th day of December, 2016

By (Signature): Carolyn Rinaldi

By (Printed): Carolyn Rinaldi

Title: Municipal Administrator

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