

**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 ENGINEERING SERVICES FOR
2018 CAPITAL PROJECTS**

WHEREAS, the Borough of Mount Arlington has received a proposal for preliminary engineering services for 2018 capital projects from CP Professional Services, Borough Engineers, dated February 28, 2018, a copy of which is incorporated herein and,

WHEREAS, the proposal is for the preliminary engineering services for 2018 capital projects, which includes \$63,400 for preliminary investigations and \$49,500 for preliminary design.

NOW THEREFORE BE IT FURTHER RESOLVED, that the amount of \$112,900 from Capital Improvement Fund be utilized to set up a Reserve for preliminary expenses for engineering services for 2018 capital projects.

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 April 3, 2018.



Linda DeSantis, RMC
Borough Clerk



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February 28, 2018

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

Re: Proposal for Professional Engineering Services
Windemere, Altenbrand, North Glen, and Park Avenue Water Main Extensions
Mt. Arlington Borough, Morris County, New Jersey

CP Proposal No. 18-014

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 Windemere, Altenbrand, North Glen, and Park Avenue Water Main Extension Project. We thank you for this opportunity to submit this proposal and for allowing CP to provide our services to you.

Background

The Borough is seeking to make improvements to the Arthur J. Ondish Memorial Beach, including the construction of a pavilion with restrooms and potable water. A water main extension is necessary to provide service to the area, since there is currently no public water distribution system piping within the vicinity. CP performed an analysis of water main extension alternatives that considered factors including water quality, system flow, and the potential number of service connections to allow the Borough to make an informed decision on location and extent of the water system expansion project.

Based on the analysis, the Borough (through the Water/Sewer subcommittee of the DPW Committee) has selected this alternative which includes the construction of approximately 3,100 linear feet of eight (8") inch water main at the following locations:

- Interconnection of a new water main in Altenbrand Avenue with the existing stub at the intersection of Howard Boulevard and Altenbrand Avenue;
- Interconnection of the existing water mains in Windemere Avenue and Fern Place via installation of a water main on North Glen Avenue; and,
- Installation of a new water main along Park Avenue.



This alternative also result in up to 47 new service connections, while also maximizing water quality and improving flow in the area by eliminating two (2) existing dead end water mains.

The following sections of this proposal outline the services required to proceed with this work.

Scope of Services

1. Task 1: Preliminary Investigations
 - a. CP personnel and subcontractors will conduct on-site investigations to examine and confirm the current conditions of existing water mains at proposed interconnection locations.
 - b. A site survey will be conducted including topography, existing utilities, easements, and right-of-ways to confirm present conditions and allow for proper location of the new proposed water mains.
 - c. A geotechnical investigation will be performed, including soil borings in the area of the proposed water main installation and a resulting geotechnical report, to determine the soil strata characteristics for the installation of the new water main.
 - d. CP will serve as a liaison to the property owners receiving new water service connections. Easements may be required for this work. If so, we will coordinate with the property owners and the municipal attorney to prepare and obtain same.
 - e. Coordination with the County for installation of the new water main in the County-roadways on Altenbrand and Windemere Avenues.
 - f. Coordination with regulatory agencies regarding permitting requirements.
 - g. Coordination with New Jersey Natural Gas regarding placement of utilities and restoration of disturbed areas during the next phase of gas main installation to avoid the duplication of restoration efforts.
 - h. Subsurface site investigations, including pipe locations, test pits, etc., as required to confirm existing conditions, will be performed.
 - i. Meetings with the Borough to confirm the scope of the design based upon the results of the preliminary investigations completed under this task.
2. Task 2: Preliminary Design
 - a. CP will provide 60 percent design drawings and specifications to obtain approval to allow for review and confirmation of the design concept by the Borough and regulatory agencies.
 - b. CP will complete and submit applications for the following permits. The associated application fees will be determined prior to submittal and will be the responsibility of the Borough.
 - i. NJDEP Bureau of Water System Engineering for a water main construction



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- permit for over 3,000 feet of water main;
 - ii. Morris County Soil Conservation District (MCSCD) Soil Erosion and Sediment Control Certification;
 - iii. Morris County Road Opening Permit; and,
 - iv. Coordination of local road openings as appropriate.
- c. CP will continue detailed coordination with property owners receiving new water service connections.
3. Task 3: Detailed Design
- a. CP will implement any comments from the 60 percent design phase to prepare a complete set of Contract Documents (detailed design drawings and specifications) suitable for solicitation of bids.
 - b. CP will determine and provide plans for coordination of any required utility shutdowns for installation of the new water mains.
 - c. A Final Construction Cost Estimate will be provided based on the final design.
 - d. CP will continue coordination with the County for work on the County roads.
4. Task 4: Bid Phase
- a. Coordination of the reproduction of Contract Documents and distribution of Contract Documents to prospective bidders (cost of reproduction not included).
 - b. Receipt, logging and response to bidder questions.
 - c. Conduct Pre-Bid Meeting and prepare minutes thereof.
 - d. Prepare and distribute addenda, as necessary.
 - e. Conduct bid opening and canvass all bids to ensure all bidding laws and requirements have been satisfied.
 - f. Review bids, conduct qualification and experience reviews, and recommend award of the Contract.
 - g. Issuing of the Notice of Award, review of all bonds and insurances, and issuing of the Notice to Proceed.
5. Task 5: Construction Services
- a. Coordinate and conduct the preconstruction meeting, prepare and distribute minutes thereof.
 - b. Review and comment on or approve Contractor's construction progress schedule, schedule of shop drawings, warranty and sample submittal schedules, and the contract schedule of values and cost breakdowns.



- c. Review and comment on Contractor's proposed construction sequencing plan to insure the best interests of the Borough are met.
- d. Review and comment on or approve proposed subcontractors, materials, and equipment to be utilized by Contractor.
- e. Provide Contractor with paper copies and/or AutoCAD files of the Contract Drawings for the Contractor's use in maintaining a set of Record Drawings, to be turned over to the Engineer, as required in the Contract Documents. Maintain record of all field changes for incorporation into Record Drawings.
- f. Provide detailed review of shop drawings and submissions; issue comments on and/or approval of all submissions.
- g. Review and analyze material test results for compliance with contract acceptance values.
- h. Review all product warranties, supplier's certificates, and laboratory test results to determine conformance with the Contract Documents.
- i. Review and comment on Contractor's proposed method for maintaining facilities and site access during construction.
- j. Review Contractor's proposed excavation and dewatering procedures.
- k. Prepare Final Record Drawings which reflect actual construction under the contract.
- l. Coordinate with the NJDEP and other regulatory agencies, as necessary, during construction. Attend meetings and site visits by regulatory agencies.
- m. Provide daily inspection to properly observe all activities associated with the construction. Prepare daily inspection reports and maintain a filing system for all reports.
- n. Conduct construction progress meetings, prepare and distribute minutes of meetings.
- o. Review and comment on all requests by Contractor.
- p. Witness all field tests.
- q. Coordinate and resolve unacceptable work with the Contractor and Borough, as allowed for in the Contract Documents.
- r. Review and certify Payment Requisitions and provide recommendations for payment.
- s. Coordinate issuance of all required project change orders, assist in determining the value of the change in work and the negotiating of the associated changes in contract time and costs, and certification of change order as applicable.



- t. Provide all required recommendations, inspections, reports and certifications associated with the Contract general conditions; e.g. partial utilization, substantial completion, final acceptance, suspension or termination of work, dispute resolution.
- u. Certify to the Borough that the Contractor has completed the work in accordance with the Contract Documents.

Clarification

1. The scope of services does not include required regulatory application fees which will be the responsibility of the Borough.
2. The scope excludes historic or archeological assessments, surveys, or coordination with the New Jersey Register of Historic Places.
3. CP does not anticipate requiring coordination with Green Acres.
4. It is anticipated that this work will be funded by the Borough and therefore no coordination with NJEIFP is required.

Cost

Based on the foregoing, CP proposes to perform this work for a time and expense basis with a not to exceed budget of \$228,000. CP will bill the Borough once a month on a percent complete basis. The overall fee is derived from the following breakdown of cost per task:

1. Preliminary Investigations	\$63,400
2. Preliminary Design	\$49,500
3. Detailed Design	\$24,700
4. Bid Phase	\$ 7,100
5. Construction Services	\$83,300

Schedule

CP is prepared to begin work immediately upon your authorization. The following is an estimated schedule for the duration of the project:

Authorization	3/6/2018
Preliminary Investigation	4/3/2018
Preliminary Design (60% Drawings)	5/1/2018
90% Drawings for Review	6/12/2018
Authorization to Bid	7/3/2018
Bid Advertisement	7/5/2018
Receive Bids	8/2/2018
Award of Contract	8/7/2018
Contract Execution	9/4/2018



Notice to Proceed	9/15/2018
Substantial Construction Completion	12/15/2018

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 call me with any questions or comments.

Very truly yours,

CP ENGINEERS, LLC

A handwritten signature in black ink, appearing to read 'Stanley G. Puszcz', written over a horizontal line.

Stanley G. Puszcz, P.E., BCEE, C.M.E.
Managing Partner

Accepted this _____ day of _____, 2018

By (Signature): _____

By (Printed): _____

Title: _____