

CARNEYS POINT TOWNSHIP SEWERAGE AUTHORITY

RESOLUTION 2023-25

Resolution Authorizing Sickels and Associates Proposal for Lafayette Road Sanitary Sewer Improvements

WHEREAS, The Carneys Point Township Sewerage Authority (“CPTSA”) is in need of replacing the aging Lafayette Road Pump Station which has a downstream main that is at risk of collapse; and

WHEREAS, this project proposes to demolish and abandon the existing pump station and collection system, which will be replaced with a new collection system to convey the existing flow by gravity through the Laurel Avenue collection system; and

WHEREAS, Sickels and Associates has submitted a proposal in the estimated amount of \$122,225.00 plus reimbursable costs for the bid administration, contract administration/construction observation and NJEIT Construction Process; and

WHEREAS, the CPTSA has reviewed the proposal set forth in the engineer’s letter dated March 13, 2023 and approves it.

NOW THEREFORE, BE IT RESOLVED by the CPTSA that the proposal submitted by Sickels and Associates is hereby approved in the estimated amount of \$122,225.00 plus reimbursable costs.



Kenneth Brown, Authority Chairman

Date of Adoption: March 21, 2023

Committee	Moved	Seconded	Y	N	Abstain	Absent
Mr. Bomba	✓		✓			
Mr. Basile		✓	✓			
Mr. Brown			✓			
Mr. Newton			✓			
Dr. Racite			✓			

OUR UNDERSTANDING OF THE PROJECT

The scope of work consists of the construction of approximately 1,720 lineal feet (LF) of PVC gravity sewer main along with nine (9) new manholes to convey sanitary sewer flow to the existing collection system on Laurel Street. The existing pump station and collection system will be demolished and abandoned with flowable fill. Full-width mill and hot mix asphalt overlay is proposed for areas that are impacted by trenching within the roadway, including Georgetown Road (Salem County Route 629).

Our approach to this project as outlined in the Description of Services consists of the following three (3) phases. Phases I thru V were previously approved under Proposal 2018-06.

- PHASE VI Bid Administration
- PHASE VII Contract Administration/Construction Observation
- PHASE VIII NJEIT Construction Process

For the purpose of defining the extent of services which may be required for completion of the surveying, engineering and design of this project, this proposal assumes that all necessary construction will be advertised for public bid. As such, contract documents and technical specifications required for public bidding purposes will be prepared.

Our proposal does not include performing test pits to verify locations of utilities and services, nor does it include a soil investigation program to identify subsurface soil conditions and groundwater levels. Sickels & Associates, Inc. will assist the Authority and provide supplemental proposals if such services are deemed necessary.

The specifications will require the contractor to facilitate local traffic. However, if the Municipal Police Department is required to serve as traffic control officers, the costs associated with said services, by state law, must be paid by the Authority directly, above this proposal and the construction bid costs.

DESCRIPTION OF SERVICES:

Based on the above project description, our scope of services will include the following activities:

PHASE VI BID ADMINISTRATION

Assist the Authority with the bidding process by:

1. Addressing Bidder Inquiries.
2. Attending Bid-Opening Meeting.
3. Reviewing bids for completeness.
4. Tabulate bids and recommending award.

**PHASE VII CONTRACT ADMINISTRATION/CONSTRUCTION
OBSERVATION**

Assist the Authority during the construction process by:

1. Attending the pre-construction conference.
2. Reviewing contractor's submissions and recommending approvals.
3. Reviewing contractor's vouchers and recommending payment to Authority.
4. Full and part time observation and coordination during construction activities with the Authority and the Contractor.
5. Preparing observation reports identifying the progress of the project and any observed deviation from the contract documents.
6. Preparing interim and final list of quantities to reflect those actually constructed based upon observation reports and field measurements.
7. Upon substantial completion, conduct an inspection of the work for conformance with the contract documents and issue a punch list of any defects and/or deficiencies to the Contractor.
8. Upon notification that punch list items have been completed, conduct a final inspection for conformance with the contract documents and issue a recommendation of acceptance.
9. Prepare and submit final as-built plans.
10. Close out project and submit final change order to Authority for final release of remaining payments.

PHASE VIII NJEIT CONSTRUCTION PROCESS

The scope of this Phase includes additional requirements included as a result of the NJEIT process. These supplemental items are generally not required as part of a typical publicly bid project. The scope of work for this phase is as follows:

1. S&A will assist the Owner with the preparation of initial reimbursement requests to the NJEIT. After the initial submission, we will support the Authority with future reimbursement requests by providing supplemental information on an as needed basis.

Reference: *Proposal for Professional Services
Lafayette Road Sanitary Sewer Improvements
Construction Phase Services
S&A Proposal No. 2023-20*

March 13, 2023

2. S&A will review material submittals for compliance with American Iron and Steel (AIS) and/or Build America, Buy America (BABA) requirements.
3. S&A will prepare correspondence and communicate with the NJEIT / NJDEP during the construction process.
4. Files will be maintained as necessary for periodic inspections by the NJDEP.
5. Upon receipt of as-built drawings by the contractor, S&A will prepare record drawings as required.
6. During the first year of operation, directing the operation of the treatment works, revising the O&M Manual to reflect actual operating problems and experience, advising the owner as to whether the treatment works is meeting the project performance standards, certifying project performance standards after one year of operation of the treatment works and undertake corrective actions, if the applicant fails to achieve compliance with the project performance standards.
7. S&A will work with the Authority to close out the project with the NJEIT / NJDEP. We anticipate meeting with the Department twice toward the end of the project for the purposes of finalizing the project completion requirements.

CONSULTING FEE FOR SERVICES RENDERED

Based on the understanding of the project and description of service, our total consulting fee to complete the various activities described herein is estimated at **\$122,225.00** plus the cost of reimbursable expenses which will be invoiced separately.

Said consulting fee is apportioned in accordance with the following breakdown:

Phase VI	Bid Administration	\$ 3,325.00
Phase VII	Contract Admin./Construction Observation	\$ 97,250.00
Phase VIII	NJEIT Construction Process	\$ 21,650.00
TOTAL		\$ 122,225.00

Work performed under Phase VII, Contract Administration & Construction Observation will be invoiced monthly at the hourly rates per our Annual Fee Schedule. We estimate that the construction can be substantially completed within approximately sixty-three (63) days of active construction (varies from contract period). If the project time goes beyond the above limits or the Authority/Contractor requires additional observation, said work will be invoiced at the hourly rates per our Annual Fee Schedule upon authorization by the Authority.

Reference: *Proposal for Professional Services
Lafayette Road Sanitary Sewer Improvements
Construction Phase Services
S&A Proposal No. 2023-20*

March 13, 2023

The above fee is our estimate of the normal services necessary to complete the project based upon the cost estimate and scope of work. However, should the need arise for additional work by virtue of major revisions or redesign as required by the reviewing agencies, or should additional services beyond those outlined in the Description of Services be required, then said work will be considered as extra and invoiced as Additional Services at the hourly rates per our Annual Fee Schedule.

Sickels & Associates is prepared to commence and/or continue work immediately upon receipt of authorization. This proposal assumes that authorization to proceed will be issued within sixty (60) days from the date of this proposal. The terms and conditions of this proposal shall remain in effect for sixty (60) days.

We have enclosed one (1) signed original and two (2) signed copies of this proposal. If you are in agreement with our Description of Services, Consulting Fee Schedule, Terms and Conditions, please execute one (1) copy as our formal authorization to proceed and return same to this office.

We would like to thank you for the opportunity to offer the services of our firm and we look forward to working with you. Should you have any questions or require further information, please contact us at (856) 848-6800.

Very truly yours,

SICKELS & ASSOCIATES, INC.



Patricia A. Owens
Secretary & Treasurer

SEO/ekb

cc: Erik K. Biermann, P.E., C.M.E., S&A, Inc.
Sean-Erik O'Donnell, P.E., C.M.E., S&A, Inc.

File: 2023-20

Reference: Proposal for Professional Services
Lafayette Road Sanitary Sewer Improvements
Construction Phase Services
S&A Proposal No. 2023-20

March 13, 2023

PROPOSAL ACCEPTANCE & NOTICE TO PROCEED

Having reviewed the proposal for the various planning, surveying and engineering services, including the Terms and Conditions of the Service Agreement, and all sections relating to payment for services, which is a part thereof, acceptance of the proposal is hereby confirmed by the signature below. Sickels & Associates, Inc. is authorized to proceed with the work.

Accepted this 21st day of March, 2023

By:  Chairman CPTSA
SIGNATURE TITLE

Ken Brown
NAME (PLEASE PRINT OR TYPE)

Carneys Point Township Sewerage Authority
COMPANY

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