

SOUTH ORANGE VILLAGE
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New Jersey 07079

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RESOLUTION #2021-212

July 26, 2021

RESOLUTION ACCEPTING PROPOSAL OF VAN CLEEF ENGINEERING ASSOCIATES, LLC FOR CONSTRUCTION ADMINISTRATION AND OBSERVATION SERVICES FOR GROVE ROAD IMPROVEMENTS IN AN AMOUNT NOT TO EXCEED \$29,300

WHEREAS, the Township of South Orange Village (the "Village") has a need for professional engineering services; and

WHEREAS, Van Cleef Engineering Associates, LLC is experienced and qualified in providing the needed engineering services and was previously contracted by the Village to provide consulting services; and

WHEREAS, the Village has received the attached proposal for additional services by Van Cleef for the Construction administration and Observation Services for Grove Road; and

WHEREAS, as a result of the prior consulting services the Van Cleef services in the attached proposal constitute Additional Professional Services pursuant to §27-23.B. of the Village Code as amended; and

WHEREAS, the Village Treasurer has certified below that funds are available for this contract.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Township of South Orange Village that it hereby accepts the attached proposal of and awards a contract to Van Cleef in an amount not to exceed \$29,300.00; and

BE IT FURTHER RESOLVED that the Village President or Village Administrator and Village Clerk are hereby authorized to execute a contract for said services in a form to be approved by Village Counsel.



CERTIFICATION OF AVAILABLE FUNDS

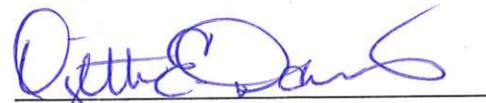
As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:34-5.1 et seq. and any other applicable requirement, I, Gregory Bock, Village Treasurer of the Township of South Orange Village, have ascertained that there are available sufficient uncommitted funds in the line item specified below to award the contract specified in the above resolution, in the amount specified below. I further certify that I will encumber these funds upon the passage of this resolution.

04-2150-21-1001-000 Grove Road NTE \$ 29,300.⁰⁰
 Line Item Description Amount
 Gregory Bock, Village Treasurer Date 7/26/21

Trustee Member	Motion	Second	Ayes	Nays	Abstain	Absent
Brown			X			
Coallier	X		X			
Haskins			X			
Hartshorn Hilton		X	X			
Jones			X			
Zuckerman			X			

CERTIFICATION

I, Ojetti E. Davis, Acting Village Clerk of the Township of South Orange Village, County of Essex, State of New Jersey, do hereby certify that this is a true and correct copy of the Resolution adopted by the Board of Trustees at their regular meeting held on Monday, July 26, 2021.


 Ojetti E. Davis
 Acting Village Clerk



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Neil I. Van Cleef, P.E., L.S. & P.P.
Robert J. Clerico, P.E., P.P., CME, CPWM
Samuel D. Costanzo, P.E. & P.P.
Cynthia V. Norfleet, COO
Mark A. Bahnick, P.E.
Lawrence M. Duffley, P.E., PTOE
Michael K. Ford, P.E., P.P.
Jeffrey W. Munzing, P.E.
Stanley J. Schrek, P.E., A.I.A., P.P., CME, LEED AP
Herbert J. Seeburger, Jr., P.E., CME, CPWM

July 16, 2021

Mr. Adam Loehner (via email – aloehner@southorange.org)
Village Administrator
76 South Orange Ave, Suite 302
Township of South Orange Village, NJ 07079

Reference: Proposal for Construction Administration and Observation Services for
Grove Road Improvements
Township of South Orange Village, Essex County, NJ
VCEA Project No. P-SOV-1003.001

Dear Mr. Loehner:

As you are aware, the Village has awarded a construction contract for the referenced project designed by the previous Village Engineer. In the wake of his retirement, it is necessary to engage Construction Administration and Observation services to ensure the design plans and specifications are properly implemented, to administer contractor submittals and invoices, and coordinate with the NJDOT Local Aid for project closeout and grant reimbursement.

The previous Village Engineer held a preconstruction meeting June 6, 2021 and authorized the contractor to start on an unspecified date in July. The contractor is now anticipated to begin work July 19, 2021. The executed construction contract stipulates project completion in 75 calendar days, which is 55 weekdays from 07/19/2021 until 10/01/2021. As per our discussion, our proposal will be based upon part-time inspection in the initial stages of the project, with full-time inspection during the milling and paving operations.

The following is our detailed proposal for construction administration and observation services:

A. CONSTRUCTION ADMINISTRATION AND OBSERVATION

Perform all field and office engineering services during the construction of the project, which shall include, but not be limited to:

1. Coordinate construction progress and job meetings as necessary.
2. Review Contractor's request for payment and prepare monthly payment estimates for execution by the Borough.
3. Evaluate request for change orders and prepare recommendations.
4. Address resident concerns.
5. Provide resident inspection services for the project which will consist of a combination of full and part-time inspection as necessitated by the work being performed.
6. Prepare punch list and follow-up for project completion and closeout.

VanCleefEngineering.com

Please Reply To:

NORTHERN NJ OFFICE
111 Howard Boulevard, Suite 110 • Mt. Arlington NJ 07856
862.284.1100 • Fax: 862.284.2033

With Other Offices In:

Hillsborough NJ • Lebanon NJ • Freehold NJ • Phillipsburg NJ
Toms River NJ • Hamilton NJ • Doylestown PA • Bethlehem PA
Mechanicsburg PA • Leesport PA • Newark DE



July 16, 2021

Reference: Proposal for Construction Administration and Observation Services for Grove Road Improvements Township of South Orange Village, Essex County, NJ VCEA Project No. P-SOV-1003.001

7. Preparation of paperwork and coordination as required for reimbursement by the NJDOT.

Van Cleef Engineering Associates, LLC (VCEA) services during the construction phase are intended to provide the Client a greater degree of confidence that the completed work of the Contractor will conform in general to the approved plans and related documents. VCEA shall not, during visits to the project site or as a result of observation of Contractor's work in progress, supervise, direct or have control over Contractor's work nor shall VCEA have authority over or responsibility for the means, for safety precautions and programs incident to the work of Contractor or for any failure of Contractor to comply with laws, rules, regulations, Ordinances, codes or orders applicable to Contractor's furnishing and performing the work. Contractor is solely responsible for the safety of Contractor's workers and for construction site safety. VCEA neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

B. BITUMINOUS CONCRETE CORE SAMPLING AND TESTING (As Required)

Sampling and testing will be performed in accordance with the requirements of the NJDOT. Our Proposal is based upon core sampling for one (1) lot (five cores).

Our **Not-To-Exceed Fee** required to perform the above-referenced Scope of Services in conformance with our approved 2021 South Orange Rate Schedule is as follows:

A. CONSTRUCTION ADMINISTRATION AND OBSERVATION	<u>\$ 26,800</u>
B. BITUMINOUS CONCRETE CORE SAMPLING AND TESTING	<u>\$ 2,500</u>
ANTICIPATED NOT-TO-EXCEED FEE	<u>\$ 29,300</u>

We shall bill for actual hourly services rendered up to the stated fee. In the event the construction duration or other factors appear to indicate exceedance of the above we shall seek additional authorization before proceeding. Van Cleef Engineering Associates, LLC will proceed immediately upon receipt of written authorization to proceed. Given the urgency of the services Mr. Battaglia has scheduled himself and a construction inspector to be onsite July 19 to meet with the contractor within the scope of the general services authorization to ensure the contractor begins with the proper control in place.

Please me know if you should have any questions or require any additional information,

Very truly yours,

David C. Battaglia, PE, CME, CFM, CPWM
Senior Professional Engineer
Village Engineer

DCB/mv