

Resolution of the Demarest Governing Body

Resolution No. 052 -24

February 12, 2024

Council Member	Motion	Second	Yes	No	Abstain	Absent
Jiang						✓
Fox			✓			
Marks	✓		✓			
Slowikowski			✓			
Reiss			✓			
Collins		✓	✓			

TITLE: RESOLUTION AUTHORIZING THE ENGINEERING SERVICES FOR PINE TERRACE DRAINAGE IMPROVEMENTS

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WHEREAS, the Borough of Demarest has a need to acquire professional engineering services related to Pine Terrace drainage improvements; and

WHEREAS, the Borough received a proposal dated December 15, 2023 from Colliers Engineering & Design to provide those services, attached, for the sum of \$39,500.00; and

WHEREAS, the appointment and the contract are exempted from the competitive bidding requirements of the Local Public Contracts Law, (NJSA 40A:11-1 et. Seq.) as "Professional Services", pursuant to NJSA 40A:11-5(1)(a); and

WHEREAS, the vendor is the currently appointed 2024 Borough Engineer for the Borough of Demarest and the Mayor and Council awarded said 2024 contract pursuant to the provisions of NJSA 19:44A-20.5; and

WHEREAS, the Chief Financial Officer has certified that funds are available in account CIF 04-2250; and

NOW THEREFORE, BE IT RESOLVED, by the Borough of Demarest that the Borough Administrator is authorized to execute the agreement to authorize Colliers Engineering

& Design to perform the work described herein not to exceed \$39,500.00 a copy of which is annexed to this Resolution.

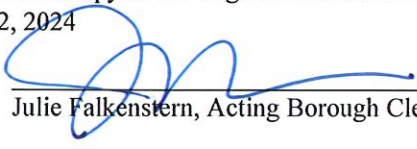
APPROVED:



Mayor Brian Bernstein

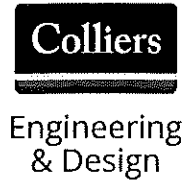
CERTIFICATION

I, Julie Falkenstern, Acting Borough Clerk, of the Borough of Demarest, in the County of Bergen and the State of New Jersey do hereby certify that the foregoing Resolution is a true copy of the original resolution duly passed and adopted by the Governing Body at the meeting on February 12, 2024



Julie Falkenstern, Acting Borough Clerk

400 Valley Road
Suite 304
Mt. Arlington, NJ 07856
Main: 877 627 3772



December 15, 2023

Mayor and Council
Borough of Demarest
118 Serpentine Road
Demarest, NJ 07627
Attn: Julie Falkenstern, Borough Administrator

Pine Terrace Drainage Improvements
Professional Engineering Services
Borough of Demarest, Bergen County
Colliers Engineering & Design Project No. DEB0047P

Dear Mayor and Council,

Colliers Engineering & Design Inc. DBA Maser Consulting (CED) is pleased to present this agreement to provide engineering services related to drainage concerns in the area of Pine Terrace. Specifically, these concerns include ponding and inundation during storm events observed along the rear yards of the residential lots on the north side of Pine Terrace to the west of Emily Court. The property (Block 84, Lot 1) to the north of these residential lots is owned by the Borough and based on ecological due diligence performed under a previous effort, wetlands are present, as well as a defined channel within the Borough-owned property. The improvements will include the extension of stormwater infrastructure from the intersection of Pine Terrace and Emily Court, within Pine Terrace in a westerly direction to an existing inlet in front of Block 84.05 Lot 8 (#68 Pine Terrace). This approach will eliminate delays associated with obtaining an NJDEP permit as the proposed improvements will be outside a regulated area. It must be noted that the pipe which will be connected to is a 15" diameter which will limit the capacity of the pipe. Specifically, improvements will include conveyance piping, stormwater structures, landscape restoration, curb replacement and pavement restoration within the trench box.

Accordingly, this engineering agreement includes Design and Bidding Services only. Ecological services are not included herein. CED will provide the following services:

SCOPE OF SERVICES

TASK 1.0 DESIGN & BIDDING SERVICES

Utilizing the survey base map previously prepared by our office under a separate effort, our office will perform a site visit and assess existing conditions in detail. The improvements will include the extension of stormwater infrastructure from the intersection of Pine Terrace and Emily Court, within Pine Terrace in a westerly direction to an existing inlet in front of #68 Pine Terrace. Specifically, improvements will include conveyance piping, stormwater structures, landscape restoration, curb replacement (as needed) and pavement restoration within the trench box. Pipes will not be sized as the downstream conveyance pipe is limited to 15" diameter. The proposed storm sewer pipe will



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serve as a relief sewer for the existing 24" sewer in the rear yards. No additional stormwater will be directed to Block 84 Lot 1 (Borough owned property).

Upon completion of the design, an Engineer's Construction Cost Estimate will be prepared. This will determine the necessary funds that will be required for the ultimate construction. As this design develops, status updates will be provided to the Borough so that alternate bid(s) can be determined as necessary, to remain within the budget established.

CED will prepare the Base Mapping, Title Sheet, General Notes and Legends, Estimate of Quantities, Construction Plans, Soil Erosion and Sediment Control Plans, and the Construction Details. CED will also prepare the Supplemental and Technical specifications for the proposed site improvement items that are specified on our construction drawings for incorporation into the overall bid package. The specifications will be prepared in the latest NJDOT format, as amended.

Regulatory Agency Approvals – CED will confirm whether permits will be required from the regulatory agencies listed below. The preparation and submittal of the applications and supporting information required to apply for the approvals and/or permits is indicated in this task.

The completed construction plans, as described below, will be packaged, along with the required applications for permit review submission, to the following agencies:

- Bergen County Soil Conservation District for Soil Erosion and Sediment Control Plan Certification.

If additional NJDEP permitting and/or submissions are required for any reason, beyond the effort described above, a separate agreement will be provided to the Borough for review and approval.

Construction Drawings – The following construction drawings will be included in the Construction documents:

- Title Sheet – A Title Sheet will be prepared that will indicate the location of the property within the Borough. This sheet will list the name of the project and the appropriate Borough officials. The Title Sheet also lists the drawings included within the design plan set.
- General Notes and Legends – A plan will be developed incorporating a list of general notes and legends that pertain to this specific project.
- Estimate of Quantities – The Total Estimate of Quantities will be tabulated and inserted onto the General Notes and Legends Plan. The breakdown of each item will be labeled on the appropriate plan; e. g. Dimension and Layout Plan or Drainage Plan.



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- Site Dimension Plan – A plan will be prepared that will indicate both the existing site conditions and the proposed site improvements to be removed and/or relocated to accommodate the proposed improvements. The topographic survey will be utilized as the existing conditions base map throughout the project. The Site Dimension Plan will indicate the horizontal location and relationship of the site improvements relative to the existing topography.
- Grading, Drainage and Utility Plan – A plan will be prepared that will include the vertical relationships between the existing conditions and proposed improvements. Proposed grading will be coordinated with the existing site conditions in order to provide positive drainage and appropriate slopes throughout the project limits. Accordingly, proposed pipe profiles and a typical cross section of any above-grade drainage features will be prepared to ensure adequate slopes are achieved while minimizing earthwork to the greatest extent possible. Existing utilities that need to be rerouted will also be depicted on the plan. Utility information that is available will be reviewed in an effort to detail utility/pipe crossings and minimize conflicts.
- Soil Erosion and Sediment Control Plan – A plan will be prepared in accordance with the County Soil Conservation District standards. The limit of disturbance and the extent of impact anticipated will be depicted. It is the intent of CED to minimize the limit of disturbance and impact to the immediate area. The plan will include applicable notes, soil erosion and sediment control measure details, as well as the sequence of construction.
- Construction Details – Plans will be provided including specific construction details applicable to the site improvements.

Drainage Design and Calculations – CED will prepare calculations demonstrating maximum conveyance capacity. The overall capacity of both the existing storm sewer and relief sewer will be compared to the calculated runoff from the contributory area. As stated previously, the design is not intended to direct additional stormwater toward the Borough owned property or the properties along Pine Terrace.

Project Presentation – At the completion of 80% design phase, CED will present this plan to representatives of the Borough of Demarest to identify the impacts to surrounding properties and identify encroachment(s), if any. Should easements be necessary, these locations will be identified and discussed with the Borough. The status of the project design will be presented to ensure it meets the needs and goals of the Borough. During the meeting, CED will describe the design philosophy and design process utilized in the development of the plans.



Specifications – CED will prepare Specifications, both Supplemental and Technical, for the site improvement items that are specified on our site plan drawings for incorporation into the overall bid package. The specifications will be prepared in the latest NJDOT format, as amended. The bid specifications will include the standard Borough front end along with the site proposal sheet and supplemental project-specific information, as required.

Construction Cost Estimate – CED will finalize the Construction Cost Estimate (CCE) based on the completed construction drawings.

Final Bid Documents – Upon completion of the final contract documents (Construction Plans, Specifications, and Construction Cost Estimate), CED will furnish the Borough with one (1) signed and sealed complete set of the bid package with full size design drawings for their use.

FEE AGREEMENT

For your convenience, we have broken down the total estimated cost of the project into the categories identified within the Scope of Services.

TASK 1.0	DESIGN & BIDDING SERVICES	\$39,500.00
	TOTAL LUMP SUM FEE	\$39,500.00

The above engineering services will be provided on a Lump Sum basis not to exceed the listed amount. This contract and fee schedule are based upon the Borough Engineering Contract, authorized by the Borough.

ANTICIPATED PROJECT SCHEDULE

The following is the anticipated project schedule:

<u>Anticipated Task</u>	<u>Anticipated Duration</u>
Borough Award of Professional Design Services	Anticipate Authorization December 2023
Preparation of Plans and Specifications	To be completed within 90 days of Authorization
Bidding of Project	30 days for bidding process
Contract Award	TBD
Construction	TBD



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PROJECT DELIVERABLES

Upon completion of the final contract documents (Construction Plans, Specifications, and Construction Cost Estimate), CED will furnish the Borough with one (1) signed and sealed complete set of the bid package with full size design drawings for their use.

PLAN REVISIONS AND EXTRA SERVICES

Any revision requested by the Borough or review agencies that is a major redesign or not an error or omission on the part of CED will be billed on an hourly basis in accordance with our current contract.

EXCLUSIONS

If any item listed herein or otherwise not specifically mentioned within this agreement or the Borough Engineering Agreement is deemed necessary, then CED may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees with regard to the extra services. Therefore, any service associated with the following items is specifically excluded from the scope of professional services within this agreement:

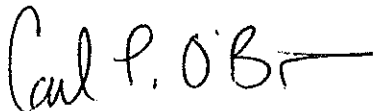
- Services not specifically outlined above;
- Setting property corners;
- Legal descriptions;
- Preparation of permit applications or submissions to any Jurisdictional Agencies beyond those listed in the agreement;
- Significant revisions to the design as a result of SCD comments;
- NJDEP Flood Hazard Area or Freshwater Wetland Permitting;
- HEC-RAS drainage modeling;
- Construction stakeout services;
- Tree Location Plan and/or surveys;
- Traffic safety costs;
- Construction Administration and Observation Services (a separate agreement will be prepared upon recommendation of award for the construction of the proposed improvements).

Unanticipated additional services shall be in accordance with the Schedule of Hourly Rates. No extra services will be performed without authorization from the Borough.

Please forward a copy of the Resolution of Approval and/or Approved Purchase Order for this agreement to this office. This will constitute approval of the proposed engineering services.

We thank you very much for the opportunity to offer our services and look forward to working with you on this and future projects. In the meantime, should you have any questions regarding this agreement, please feel free to contact me.

Sincerely,
Colliers Engineering & Design



Carl P. O'Brien, PE, PP, CME, CPWM
Principal - Geographic Discipline Leader

cc:
Nick Chelius, PE
Jamie Giurintano, PE, PP, CME
Patrick Jamieson