

Resolution of the Demarest Governing Body

Resolution No. 051-25

February 10, 2025

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

TITLE: RESOLUTION AUTHORIZING THE CONSTRUCTION ADMINISTRATION SERVICES FOR 2024 UNIMPROVED ROADS PROJECT – PRESCOTT ST. & FOREST RD.

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WHEREAS, the Borough of Demarest has a need for construction management services related to 2024 Unimproved Roads Project – Prescott St. & Forest Rd.; and

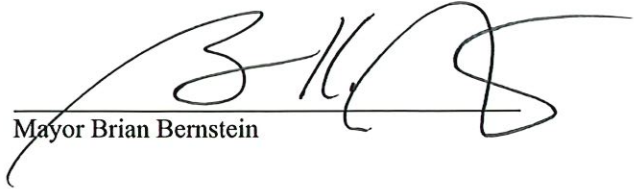
WHEREAS, the Borough received a proposal dated February 3, 2025 from Colliers Engineering & Design to provide those services, attached, for the sum of \$42,500.00; and

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 2025 Borough Engineer for the Borough of Demarest and the Mayor and Council awarded said 2025 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 C-04-2150-55-106-5007; and

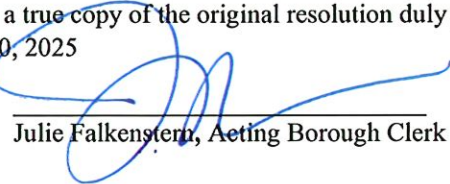
NOW THEREFORE, BE IT RESOLVED, by the Borough of Demarest that the Borough Administrator is authorized to execute the agreement to authorize Colliers Engineering & Design to perform the work described herein not to exceed \$42,500.00 a copy of which is annexed to this Resolution.



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 10, 2025



Julie Falkenstern, Acting Borough Clerk

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



February 3, 2025

Julie Falkenstein, Borough Administrator
Mayor and Council
Borough of Demarest
118 Serpentine Road
Demarest, NJ 07627

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Proposal for Professional Services
2024 Unimproved Roads Project – Prescott Street & Forest Road
Professional Engineering Construction Administration Services
Borough of Demarest, Bergen County, NJ
Colliers Engineering & Design Proposal No.: DEB0067p

Dear Ms. Falkenstern,

Colliers Engineering & Design Inc. DBA Maser Consulting (CED) is pleased to present this agreement to provide survey, design and bidding services for the 2024 Unimproved Roads Project – Prescott Street & Forest Road. Specifically, the limits are:

- **Prescott Street** - from Lenox Avenue to the northern Terminus – approximately 225 linear feet; and
- **Forest Road** – from Hardenburgh Avenue to Orchard Road - approximately 450 linear feet.

It is our understanding that both streets are under the Borough's jurisdiction. It is also our understanding that these roadways are currently unimproved, consisting of compacted gravel driving surfaces, and are generally in poor condition. We have completed a final design for both roadways which includes regrading, curbing, a full asphalt pavement section, striping, and other related improvements. Both Prescott Street and Forest Road will be widened to 24-foot curb-to-curb.

CED has previously been authorized to design the project. This engineering agreement shall be utilized for construction oversight.

Scope of Services

Based on our conversations and information noted above, we propose to complete the following:

TASK 1.0 – CONSTRUCTION OBSERVATION AND ADMINISTRATION SERVICES

Upon award of the construction contract to the lowest responsive and responsible bidder, CED shall coordinate a Pre-Construction meeting with the contractor and the Borough. During construction, CED shall monitor the contractor's performance and enforce the adherence to the contract documents and project schedule.

CED shall provide the Borough with on-site construction administration services during roadway construction operations. CED will also supervise any ancillary work such as striping, curb installation, tree removal, and ADA ramp reconstruction. In addition, CED will prepare and supervise the completion of punch list items. We anticipate this to last approximately sixty (60) calendar days. CED will utilize the same construction administrator on the site for the entirety of the project mentioned above in order to provide consistency for the project.

Daily observation reports will be retained by CED regarding the project. CED shall review and prepare contractor's payments as well as change orders (if necessary). If unacceptable work or material is supplied by the contractor, immediate corrective action shall be taken by CED on behalf of the Borough. CED will review the submittals for the projects including shop drawings and as-built drawings provided by the contractor.

It should be noted that dependent upon the construction activity, one week may require additional site observations services while another week may require less observation. This is strictly dependent upon the contractor's course of action. Construction Administration Services shall commence prior to the actual construction due to the review and approval of Shop Drawings. Should additional time and effort be necessary for on-site inspection services, CED will prepare an addendum outlining the amount of time and effort that is required to complete the tasks and inform the Borough accordingly. CED will review shop drawings as submitted by the contractor. We will make the necessary recommendations specific to final roadway striping and layout. We will also assist with the review of pay requests and preparation of closeout documents as it relates to the project.

Prior to completion, a final punch list shall be created by the construction administrator and completion deadlines shall be scheduled for all open items. Upon completion of the punch list items, a final site visit shall be scheduled with the contractor and the Borough to close out the project. CED will prepare the paperwork for final payment for the contractor.

PROJECTED SCHEDULE

<u>Task</u>	<u>Anticipated Schedule</u>
Design Services	Completed
Bidding Services	February 2025
Construction Contract Award	February 2025
Construction Administration	Spring 2025
Project Closeout	Summer/Fall 2025

The goal is to construct the entirety of the project during the 2025 construction season. Please note that this project is weather dependent. Should inclement weather occur, the construction schedule may need to be altered.

Schedule of Fees

Task Name	Fee
TASK 1.0 – CONSTRUCTION OBSERVATION AND ADMINISTRATION SERVICES	\$42,500.00
TOTAL LUMP SUM FEE	\$42,500.00

The above design services will be provided on a lump sum basis not to exceed the listed amount unless otherwise authorized. This Contract and Fee Schedule is based upon the Borough Engineering Contract authorized by Borough of Demarest.

Project Deliverables

During the reimbursement preparation process, CED will provide the Borough of Demarest with documentation for their review and execution on an as-needed basis or as requested.

Reimbursable expenses

Reimbursable expenses including delivery, printing, copying, postage, and other reproducible costs for the above-mentioned deliverables are included within this agreement and are included in the project cost.

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

Please forward a copy of the Resolution of Approval or approved Purchase Order 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 us.

Sincerely,

Colliers Engineering & Design, Inc.



Carl O'Brien, P.E.
Geographic Discipline Leader



Nick Chelius, P.E.
Borough Engineer

CPO/nhc/mt

cc: Michael Greco, Deputy Borough Clerk (via email)
Deena Rosendahl, Esq., Borough Attorney (via email)
Peter Suh, Borough CFO (via email)
Robert Culvert, COLLIERS ENGINEERING & DESIGN (via email)
Jamie Giurintano, COLLIERS ENGINEERING & DESIGN (via email)
James Priolo, COLLIERS ENGINEERING & DESIGN (via email)