

Resolution of the Demarest Governing Body

Resolution No. 102-25

June 2, 2025

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

**TITLE: RESOLUTION AUTHORIZING ENGINEERING SERVICES FOR FY2025
NJDOT BRENNER PLACE & EVERGREEN PLACE**

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WHEREAS, the Borough of Demarest has a need for engineering design and bidding services related to FY202 Paving of Brenner and Evergreen Places; and

WHEREAS, the Borough received a proposal dated May 5, 2025 from Colliers Engineering & Design to provide those services, attached, for the sum of \$37,500.00; 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-04-2150-55-106-5008;

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 \$37,500.00 a copy of which is annexed to this Resolution.

APPROVED:



Brian Bernstein, Mayor

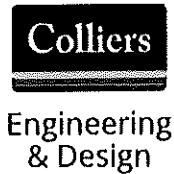
CERTIFICATION

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 June 2, 2025.



Julie Falkenstern, Acting Borough Clerk

400 Valley Road
Suite 304
Mt. Arlington New Jersey 07856
Main: 877 627 3772



May 5, 2025

Julie Falkenstern, Borough Administrator
Mayor and Council
Borough of Demarest
118 Serpentine Road
Demarest, New Jersey 07627

Professional Design and Bidding Engineering Services
NJDOT FY2025 - Northwood Avenue, Brenner Place & Evergreen Place Reconstruction
Borough of Demarest, Bergen County
Colliers Engineering & Design Proposal No.: DEB0080P

Dear Ms. Falkenstern,

Colliers Engineering & Design Inc. (CED) is pleased to present this agreement to provide design and grant administration services relating to the NJDOT FY2025 - Northwood Avenue, Brenner Place & Evergreen Place Reconstruction project. Specifically, the limits are:

- Northwood Avenue – from Piermont Road to the terminus;
- Brenner Place – from Duane Lane to the Municipal border;
- Evergreen Place – from County Road to the terminus.

We understand that the Borough has been awarded a Fiscal Year 2025 Municipal Aid grant from the New Jersey Department of Transportation (NJDOT) in the amount of \$152,040.00. The preliminary cost estimate included in the grant application for the roadway improvements is approximately \$465,183.00. The grant award is intended to assist the Borough with funding of improvements outlined in the Municipal Aid grant application.

It is our understanding that the Borough intends to advance the improvements to Brenner Place and Evergreen Place only under this project, and as a result, Northwood Avenue is being removed from the project and is not included in this agreement. Please note that this change in scope from what was outlined in the grant application will require a Scope Modification to the NJDOT. The Scope Modification will be prepared and submitted as part of the grant administration efforts included in this agreement.

Accordingly, the work will include milling, base repair, spot curb repair, replacement of ADA curb ramps, replacement of inlet curb pieces and grates, minor drainage improvements, as needed, paving, striping, and restoration. In consideration of the discrepancy between the grant amount and preliminary construction cost estimate, alternate bids can be prepared, if requested, to match the desired Borough funding contribution to the project.

In order to comply with the grant requirements, the Borough is obligated to award a construction contract within 24 months of the grant award (by November 2026).

CED will provide the following services:

SCOPE OF SERVICES

TASK 1.0 DESIGN AND BIDDING

CED will develop construction drawings and specifications to be utilized for public bid. Bid documents will be prepared in accordance with NJDOT requirements. The scope of improvements expressed in the bid documents shall be as specified in the grant application.

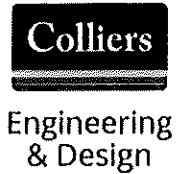
The existing site conditions will be investigated during the design; more specifically, the conditions of the curbing, sidewalk, driveway, roadway, and drainage structures. CED will prepare base mapping utilizing available tax maps and GIS, aerial imagery, and field measurements. Once base mapping is completed, we will prepare plan drawings depicting the proposed areas of milling, spot curb repair and installation of curbing, where none exists (as required), reconstruction of driveway aprons, resetting of structures, accessible curb ramps, and striping. The drawings will be prepared in accordance with the following design criteria and standards:

- a. NJDOT Design Manual for Roadways.
- b. NJDOT Design Manual for Bridges and Structures.
- c. Standard Specifications for Roadways – AASHTO.
- d. NJDOT Standard Specifications for Road and Bridge Construction.
- e. Manual on Uniform Traffic Control Devices.

CED will prepare the base mapping, title sheet, general notes and legend, estimate of quantities, construction plans and the construction details. CED will also prepare the supplemental and technical specifications for the site improvement items that are specified on our construction drawings for incorporation into the overall bid specifications. The specifications will be prepared in the latest NJDOT format, as amended. As this project develops, and the Construction Cost Estimate (CCE) is closer to completion during the design phase, the Borough will be updated with the status of design and whether alternate bids are recommended.

The construction plans will callout the curb ramp types in accordance with Public Right-of-Way Guidelines (PROWAG) for ADA accessibility. It will be the responsibility of the contractor to construct ADA-compliant curb ramps. Upon construction of curb ramps, CED will inspect the ramps for compliance with ADA requirements. Curb ramps determined to be non-compliant with the ADA requirements will be reconstructed by the contractor at no additional cost to the Owner.

The project limits may be adjusted by utilizing alternate bids based upon the budget approved by the Borough. CED will prepare the CCE based on the quantity required for each alternate bid and finalize



the design in order for the project to remain within the construction budget. Bidding services will be coordinated through our Mount Arlington office.

Specifications will be developed in accordance with NJDOT Standard Specifications for Road and Bridge Construction, as currently amended. An Engineer's Estimate will be prepared and submitted to NJDOT Bureau of Local Aid along with an Engineer's Design Certification, plans, and specifications. Upon receiving authorization to bid from NJDOT, we will coordinate with the Borough regarding public advertisement of the bid documents.

CED will coordinate with the Borough regarding the Bidding Period Services, specifically the following shall be conducted:

- Order the advertisement for bid.
- Development of addendum(s) to clarify or review the bid documents, as required.
- Attend bid opening and reading of bids in order to tabulate them.
- Review the proposals from the responsive bidders and make recommendations to the Borough regarding the selection and evaluation of the bids.

Throughout the design and construction services, CED will prepare submittals to NJDOT Bureau of Local Aid in accordance with the Municipal Aid program requirements. Submittals will include final plans, specifications, Engineer's Estimate, Engineer's Design Certifications, Resolution of Award, Bid Tabulation, Pre-Construction Meeting Minutes, 75% Initial Payment Voucher, Construction Start and End Notices, Final Change Order Form, and Reimbursement Vouchers. CED will also coordinate with a separate asphalt testing company to perform material testing per NJDOT Local Aid special provisions. This agreement does not include material testing to be completed by a third-party testing company. This will be recommended to be funded separately and invoiced directly to the Borough.

To facilitate the final grant reimbursements, CED will coordinate with the Borough to obtain the necessary signatures by the Borough personnel, as needed, for the Final Change Order, Chief Financial Officer Certification and Final Payment Voucher.

FEE AGREEMENT

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

TASK 1.0	DESIGN AND BIDDING	\$37,500.00
TOTAL LUMP SUM FEE		\$37,500.00

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. Please note, Construction Administration and Observation Services are



Engineering
& Design

not included in this agreement. A separate agreement for said services will be prepared and provided to the Borough upon opening of contractor bids.

PROJECT SCHEDULE

The following is the anticipated project schedule:

	Anticipated Duration
Mayor & Council Award of Professional Design Services	Anticipate Authorization May 2025
Preparation of Design Plans and Specifications	To be completed within 60 days of Authorization
NJDOT Concurrence	Anticipate 30 days from submission
Bidding of Project	Anticipate 30 days for bidding process
Contractor Award	Fall 2025
Construction (Anticipated)	TBD – Anticipate Fall 2025
Project Closeout (Anticipated)	To occur post construction – Anticipate Fall 2025

PROJECT DELIVERABLES

During the design process, CED will provide the Borough with one (1) set of drawings for review. Bid packages will be distributed and coordinated through our Mount Arlington office. Two (2) final bid documents will be provided prior to bidding.

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. Please note that a separate agreement will be provided prior to the pre-construction meeting specific to Construction Administration Services.

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 work. Unanticipated additional services shall be in accordance with the Schedule of Hourly Rates for the number of hours that the Construction Administrator or Engineer is on-site. No extra engineering 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 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



Nick Chelius, P.E.
Borough Engineer Representative

cc: Michael Greco, Deputy Borough Clerk (mgreco@demarestnj.org)
Deena Rosendahl, Esq. Borough Attorney (drosendahl@decotilslaw.com)
Peter Suh, Borough CFO (psuh@demarestnj.org)
Patrick Jamieson, (CED via email)
Ken DeGennaro, PE (CED via email)