

Resolution of the Demarest Governing Body

Resolution No. 104-25

June 2, 2025

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

**TITLE: RESOLUTION AUTHORIZING THE CONSTRUCTION
ADMINISTRATION SERVICES FOR 2025 RIVERSIDE COOPERATIVE
PAVING PROGRAM**

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WHEREAS, the Borough of Demarest has a need for construction management services related to 2025 Riverside Cooperative Street Improvements; and

WHEREAS, the Borough received a proposal dated April 10, 2025 from Colliers Engineering & Design to provide those services, attached, for the sum of \$25,500.00; 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-04-2150-55-110-4002; 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 \$25,500.00 a copy of which is annexed to this Resolution.


APPROVED:



Brian Bernstein, Mayor

CERTIFICATION OF CFO

I, Peter Suh, do hereby certify the availability of funds for the expenditure referenced herein.



Peter Suh, CFO

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



Engineering
& Design

April 10, 2025

Julie Falkenstern, Borough Administrator
Borough of Demarest
118 Serpentine Road
Demarest, NJ 07627

2025 Riverside Cooperative Paving Program - Demarest Portion
Professional Engineering Construction Administration Services
Borough of Demarest, Bergen County, NJ
Colliers Engineering & Design Project No. DEB0074P

Dear Mayor and Council,

Colliers Engineering & Design is pleased to present the following agreement for construction observation and administration services related to the 2025 Riverside Cooperative Paving Program. Funding will be provided through current bond ordinance(s) and the anticipated capital bond ordinance for capital improvements.

Colliers Engineering & Design has been authorized by the Lead Agency (Northvale) to perform the preparation of specifications for receipt of bids (Riverside Cooperative) on this project. Bids were received on March 25, 2025, and the apparent low bidder is DLS Contracting, Inc. In working specifically with the paving needs identified for Demarest, the Borough's portion of the contract is currently \$151,729.73 based on the bid results.

This year's cooperative paving program includes the following roadways:

- Pine Terrace (From Emily Court to Western Terminus)
- Northwood Ave (From Piermont Road to Eastern Terminus)
- ADA ramps on Anderson Ave and Edward Street

Section I – Scope of Services

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

TASK I. CONSTRUCTION OBSERVATION AND ADMINISTRATION SERVICES:

Upon award of a contract under the Riverside Cooperative Bid, Colliers Engineering & Design will coordinate a Pre-Construction meeting with the contractor, Borough Officials, and the Department of Public Works (DPW). During construction, Colliers Engineering & Design will monitor the contractor's performance and enforce the adherence to the contract documents and project schedule.

Colliers Engineering & Design will provide the Borough with part-time on-site construction administration services during the concrete work and milling/paving operations. This task should last approximately six (6) weeks. In addition, Colliers Engineering & Design anticipates that there will be two (2) weeks of part-time construction administration services for the contractor to complete the punch list items. Colliers



Engineering
& Design

Engineering & Design will utilize the same construction administrator on the site for the entirety of the project in order to provide consistency for the project.

Observation reports will be retained by Colliers Engineering & Design regarding the project. Colliers Engineering & Design will 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 will be taken by Colliers Engineering & Design on behalf of the Borough. Colliers Engineering & Design will review the submittals for the projects including shop drawings and as-built drawings provided by the contractor. Prior to completion, a final punch list will be created by the construction administrator and completion deadlines will be scheduled for all open items. Upon completion of the punch list items, a final site visit will be scheduled with the contractor and the Borough to close out the project. Colliers Engineering & Design will prepare the paperwork for final payment for the contractor.

Projected Schedule:

The following is the estimated schedules for the project:

<u>Task</u>	<u>Anticipated Schedule</u>
Construction Contract Award	April 2025
Pre-Construction Meeting	May 2025
Construction Administration Services	Spring/Summer 2025
Project Closeout	Summer/Fall 2025

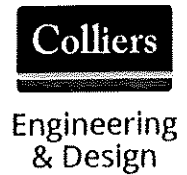
The goal is to construct the entirety of the project during the 2025 construction season. Please note that this project is weather dependent. Should inclement weather occur, the construction schedule may be altered.

Schedule of Fees

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

Task Name	Fee
Task 1 - Construction Observation & Administration Services	\$25,500.00
Total Lump Sum	\$25,500.00

The above services will be provided on a lump sum basis not to exceed the listed amount. This Contract and Fee Schedule is based upon the Borough Engineering Contract authorized by Borough of Demarest (Resolution No. 016-25).



Project Deliverables:

During the contractor payment preparation process, Colliers Engineering & Design will provide the Borough of Demarest with documentation for their review and execution for contractor payment. Certification by the Chief Financial Officer will be required for all closeout documents.

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.

Plan Revisions and Extra Services:

Any revision requested by the Borough of Demarest or review agencies that is a major redesign or not an error or omission on the part of Colliers Engineering & Design 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 Colliers Engineering & Design 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 will 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 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

A handwritten signature in black ink, appearing to read "Nick Chelius".

Nick Chelius, P.E.

Project No. DEB0074P
April 10, 2025
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& Design

Borough Engineer

A handwritten signature in black ink that reads "Carl P. O'Brien".

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

CC: Michael Greco (Deputy Borough Clerk)
Deena Rosendahl, Esq. (Borough Attorney)
Peter Suh (Borough CFO)
Jason Gangi (DPW)
Ken DeGennaro, PE (CED)
Robert Culvert (CED)
Carl O'Brien, PE (CED)

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