

**RESOLUTION NO. 2016-142**

**WHEREAS**, the Township Council of the Township of Aberdeen is in need of professional engineering services associated with Veteran's Memorial Park Improvements Contract Administration and Inspection Services; and

**WHEREAS**, T&M Associates submitted a proposal on December 6, 2016 for aforementioned engineering services.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Aberdeen that the Township Manager is authorized to execute an agreement with T&M Associates for a cost not to exceed the sum of \$247,750.00, in accordance with a proposal dated December 6, 2016, attached hereto and made part of this resolution.

This agreement is made without competitive bidding as a "professional service" under the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)a(I).

**BE IT FURTHER RESOLVED** that this resolution is subject to the Township Manager's certification of availability of Township of Aberdeen funds.



**YOUR GOALS. OUR MISSION.**

**ABDNOH-16002**

December 6, 2016

Holly Reycraft, Township Manager  
Township of Aberdeen  
1 Aberdeen Square  
Aberdeen, New Jersey 07747

**Re: Contract Administration and Inspection Services for  
Veteran's Memorial Park Improvements**

Dear Ms. Reycraft:

The Township has awarded a construction contract for the Veteran's Memorial Park Improvements to Precise Construction, Inc. in the amount of \$1,897,281. Further, with the purchase and installation of the playground equipment and safety surface from Game Time, Inc. through the State Purchase Contract the total value of the construction work is estimated to be \$2,230,000.

As you are aware, the scope of work includes removal of existing play equipment, park furniture, concrete roller rink, and other items which interfere with the construction; import of clean soil to raise site elevations; construction of a Tot Lot equipment and safety surfaces; Water Spray Park and associated features; Restroom / Pump House Building; Little League Baseball Field; Gazebo and Park Furniture, Site Lighting and Security Cameras; expanded Parking Lot; Walkways; various drainage, electrical, water supply line and sanitary sewer improvements; earthen berms and plantings; and associated amenities.

As requested, T&M Associates is prepared to provide contract administration and field inspection services for the project. Our Construction Manager and I will coordinate project construction inspection activities. The following is a description of the services we will provide, the anticipated performance period for these services, and the budget for the cost of same. We have also included the cost of extraordinary environmental permit acquisition and Monmouth County Open Space Program environmental conditions documentation costs.

**Scope of Work**

The construction inspection effort will be accomplished in three phases – Pre-Construction, Construction and Post Construction.

**Pre-Construction Phase**

T&M will request the contractor prepare and submit its proposed baseline project. Included in the project schedule will be the contractor's submittal schedule outlining the submission of shop drawings and submittal documents.

Upon receipt of contract documents and prior to the start of any site activity, we will conduct a pre-construction meeting. All participants of the project team will be invited to this kick-off meeting – Borough personnel involved in day-to-day operations that interface with the work; contractor; utility reps, as required, and our construction team. At this meeting, among other topics, there will be an exchange of



**Le: Holly Reycraft, Township Manager**  
**Re: Veteran's Memorial Park Improvements**

requirements, needs and protocols necessary for the project. A police representative will be invited; and a procedure for notifying local residents will be determined.

### Construction

Our construction team, under my overall guidance, consists of individuals each with a specific role and responsibility in carrying out the construction management plan. The Project Manager (PM) has day-to-day responsibility for contract administration. He and his inspection team will monitor performance with the baseline schedule and contracted costs. The team will perform the required inspection and conduct bi-weekly job meetings as necessary to discuss performance to-date, any design and contract issues and upcoming tasks and plans for their implementation. We will produce and distribute minutes of all meetings.

Our staff will provide part-time construction coverage Monday through Friday. As necessitated by the contractor's work schedule, on-site inspection will be provided, as required, beyond an eight-hour workday and Saturdays. In the field, our staff will oversee the construction activity including performing and documenting inspections to determine if the work is done in general conformance with the contract plans and specifications. We will notify the contractor in writing of any unacceptable work or material, track the deficient condition and inspect the work until it is corrected.

We will address surrounding property and general public concerns that may arise during the construction phase. We will work closely with the neighboring property owners to achieve timely and efficient completion of the work with minimal disruption and inconvenience to the residents, while maintaining a safe work zone.

Monthly contractor payment requisitions will be processed by our office. Pay items will be checked for accuracy with field measurements taken during the month.

### Post-Construction

During this phase, we will perform a final inspection of work with involvement from the Borough as desired, issue a punchlist to the contractor, as necessary, and expedite corrections. Particular attention will be given to the restoration of adjacent property.

We will manage the contract closeout process, including execution of any affidavits, release of liens, production of maintenance bond, warranties/guarantees, operations and maintenance manuals and other technical data, as required; and prepare paperwork and documentation needed for final closeout.

We will prepare and submit required as-built plans of the final project to the Monmouth County Open Space Program (MCOSP) office and assist the Township staff with MCOSP grant reimbursement.

It is anticipated that the final NJDEP Waterfront Development Permit and associated wetlands permits will be issued with the condition that the on-site wetlands buffer is to be monumented and restricted from



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disturbance. It is also expected that the buffer will need to be mapped and a metes and bounds description prepared. Therefore, we will provide the required mapping and legal description for the buffer.

### **Schedule**

The contract performance period for the contractor is expected to be approximately 180 calendar days from Notice of Award. Although the construction schedule outcome is influenced by many factors, including the contractor's relative ability/management acumen, weather, material availability, and the design's constructability, we find the 180 calendar day schedule to be reasonable. This proposal is based on providing inspection and contract administration services for a period of six (6) months from the Notice of Award.

A two (2) month winter weather shutdown is anticipated during the project time period. The 180 calendar day contract period excludes the winter shutdown.

### **Fee**

Compensation for our services as set forth above is proposed on an hourly basis, to be invoiced monthly. Fees are based on the rate schedule in our municipal engineering contract. Any independent testing laboratory costs or permit fees will be billed directly to the Township. Based on the scope of work described above, the assigned performance period (180 calendar days) and the applicable rates, I estimate a budget cost of \$247,750 for our services on this project.

If you have any questions or require additional information, please advise.

Very truly yours,

T&M ASSOCIATES

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DONALD J. NORBUT, P.E., C.M.E.  
TOWNSHIP PARK & RECREATION  
ENGINEER

DJN:sp

cc: Mayor & Township Council Members  
Angela Morin, CFO



**Le: Holly Reycraft, Township Manager**  
**Re: Veteran's Memorial Park Improvements**

**APPROVED BY THE TOWNSHIP OF ABERDEEN**

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**Holly Reycraft, Township Manager**

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**Date**