

RESOLUTION NO. 2016-143

WHEREAS, the Township Council of the Township of Aberdeen is in need of professional engineering services associated with Township Parks and Recreation Master Plan Update; and

WHEREAS, T&M Associates submitted a proposal on November 9, 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 \$24,000.00, in accordance with a proposal dated November 9, 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.

ABDN 01790

October 14, 2016
Rev. November 9, 2016

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

RE: Professional Services Proposal for preparation of
Township Parks and Recreation Master Plan Update (Phase A&B)

Dear Mr. Reycraft:

We are pleased to assist the Township with the preparation of an update to the 2008 Recreation Capital Improvement Plan prepared by CME Associates, dated July 2008. We understand the Mayor and Council desire to prepare and implement a Township wide master plan that comprehensively addresses the rehabilitation, development and maintenance of the Township's fourteen (14) neighborhood parks. The plan will have a five year horizon to the year 2022 to identify and address the needs of the parks and recommend a capital improvement plan for the park system to address the needs. The project team will work directly with the Township Staff to develop the plan.

The plan will coordinate with the plans of the State, Aberdeen Township and Monmouth County, to achieve a consistent approach to public open space and recreation planning and to position the Township to better leverage the resources and available funding at all levels of government to achieve a shared vision for the Township's public parks and open spaces. Our work will be divided into three (3) distinct but interrelated phases: A) Facilities Analysis, B) Findings, and C) Report.

As requested, this proposal only covers Phases A & B. Phase C services will be authorized separately after Phases A & B are complete.

We thank you for the opportunity to submit this proposal, and look forward to working with you on the successful completion of this project. Should you have any questions or require any additional information, please do not hesitate to contact our office.

Very truly yours,
T&M Associates Consulting Engineers

Evan J. Stone, PLA, CPSI, ASLA
Practice Leader Landscape Architecture

Donald J. Norbut, PE CME
Associate



SCOPE OF WORK

PHASE A – BACKGROUND RESEARCH, TOWNSHIP AND COMMUNITY INPUT, AND NEEDS ANALYSIS

We will review the prior 2008 Recreation Capital Improvement Plan and undertake field investigations within the Township parks to establish the baseline conditions of the Township park system. It will also identify recently completed and scheduled park system improvements and visually assess ADA compliance.

Phase A will be organized into the following tasks and deliverables:

1.0 Parks and Recreation Facilities Inventory

T&M will utilize the 2008 plan as well as visit each of the Township's 14 parks to determine and document available recreation amenities. Our work will utilize available Township supplied CAD/GIS files and aerial photography to establish base maps and relative exhibits. A combination of written and graphic narrative for each park will be produced and tabulated in a color coded matrix.

We will review the existing maintenance schedules and procedures of the Township Park Department. T&M will also conduct field investigations to assess the condition of the infrastructure of the Township facilities in each park. T&M will develop recommendations for the improved maintenance of park facilities.

PHASE B – STUDY FINDINGS

T&M will utilize the deliverables, and information gained from Phase A to draft findings of the evaluations and needs analyses. The Master Plan Update will be a detailed document that presents the technical findings, inventories, data, and recommendations for the future of the Aberdeen Township Park System.

A Capital Improvement Project List will be generated and organized into short term and long term projects to upgrade existing facilities or construct new facilities. Short term recommendations will focus on projects that can be completed with a one to two year time frame to address maintenance issues or provide minor expansion of needed facilities. Long term projects will involve major construction to address identified needs. The Capital Improvement Projects will include cost estimates for individual projects and a capital budget for the five years of the plan.

PHASE C – REPORT – PREPARATION OF MASTER PLAN UPDATE

T&M will prepare a draft final plan document. We will then meet with Township staff and elected officials as required, up to a maximum of three (3) meetings to present findings and review the Master Plan Update. The Township will provide written comments to T&M who will compile the comments. Working with the Township staff, T&M will revise the documents to address the comments and make the agreed upon changes to the plan documents.



EXCLUSIONS

This scope and fee estimate excludes PHASE C REPORT services as outlined above. The scope and fee for Phase C services will be submitted under separate cover once Phase A&B services are complete.

FEE and SCHEDULE

The fees for the scope of services listed herein are summarized below and are exclusive of standard reimbursable expenses. We propose to provide the services for an estimated cost not to exceed \$24,000 to be billed monthly in accordance with our current contract rate schedule.

Phase A - Inventory & Analysis	\$12,750
Phase B - Study Findings	\$11,250
Total Fee	\$24,000

Upon authorization, we will initiate the design services for this project immediately. Park assessments and base mapping will be completed within 30 days, weather permitting. The preliminary master plan update document will be completed within 30 days after the assessments and base mapping.

The undersigned, having power to bind the client, has read, understood and hereby accepts this proposal.

(Signature)

Holly Reycraft, Township Manager

(Date)