

**RESOLUTION NO. 201-2020**  
**APPROVING MASER CONSULTING PROPOSAL**  
**FOR ENGINEERING SERVICES**  
**GIS STORMWATER OUTFALL MAPPING**

Councilmember Leckstein introduced and offered for adoption the following Resolution; seconded by Councilmember Keeler:

**WHEREAS**, as part of the NJDEP MS4 Tier A Permit, the Borough of Sea Bright is required to provide the GPS location of each stormwater outfall in the Borough; and

**WHEREAS**, in connection therewith, the Borough received two proposals for professional engineering, GIS stormwater outfall mapping from 1) Maser Consulting, Red Bank, New Jersey in the amount of \$11,640.00, and 2) T&M Associates, Middletown, New Jersey in the amount of \$13,050.00; and

**WHEREAS**, the Borough Administrator has reviewed the proposals and recommends Council approve the proposal received from Maser Consulting, attached hereto.

**CERTIFICATION OF FUNDS:** I, Michael J. Bascom, Chief Financial Officer of the Borough of Sea Bright, do hereby certify that funds in the amount of \$11,640.00 will be available in General Engineering #0-01-20-165-228 for the purposes stated herein.

  
\_\_\_\_\_  
**MICHAEL J. BASCOM, CFO**

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Sea Bright, in the County of Monmouth, State of New Jersey, that the Borough Council hereby approves the proposal submitted by Maser Consulting dated September 28, 2020 for professional engineering services associated with GIS stormwater outfall mapping, for the sum of \$11,640.00; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to the following:

1. William White – Maser Consulting
2. Department of Public Works

**Roll Call:** Birdsall, Catalano, Keeler, Leckstein, Rooney, Schwartz  
Yes Yes Yes Yes Yes Yes

December 15, 2020

**Certification**

I, Christine Pfeiffer, Borough Clerk, do hereby certify the foregoing is a Resolution adopted by the Borough of Sea Bright, in the County of Monmouth, State of New Jersey, at a Council Meeting held on December 15, 2020.

  
\_\_\_\_\_  
Christine Pfeiffer, Borough Clerk



Engineers  
Planners  
Surveyors  
Landscape Architects  
Environmental Scientists

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September 28, 2020

**VIA E-MAIL**

Joseph Verunni, Borough Administrator  
Borough of Sea Bright  
1099 Ocean Avenue  
Sea Bright, NJ 07760

Re: Proposal for Professional Services  
Stormwater Outfall Inventory and Inspection  
Borough of Sea Bright, Monmouth County, New Jersey  
MC Proposal No. SEA-203P

Dear Mr. Verunni:

Maser Consulting is pleased to submit this proposal to provide professional services for Global Positioning System (GPS) and Geographic Information Systems (GIS) mapping of the Borough's stormwater outfall structures. Our team will utilize drone and GIS/GPS technology to locate and inspect the Borough's stormwater outfall assets. The project deliverable will satisfy the NJDEP requirement of having your outfalls map by means of GPS data collection and inspection.

Utilizing drone technology our team will be able to access the outfalls that are along waterbodies that are not accessible by foot.

This proposal is divided into four sections as follows:

- Section I – Scope of Services
- Section II – Business Terms and Conditions
- Section III – Technical Staff Hourly Rate Schedule and Reimbursable Expenses
- Section IV – Client Contract Authorization

### **SECTION I – SCOPE OF SERVICES**

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

#### **TASK 1.0 STORMWATER OUTFALL MAPPING AND INSPECTIONS**

To ensure compliance with mapping requirements, Maser Consulting will complete a field inventory and inspection of stormwater outfalls and prepare a GIS dataset and digital map that will meet the NJDEP stormwater outfall mapping requirements. In lieu of watercraft, an Unmanned Aerial System (drone) bearing a 20MP camera will be employed to support the collection of location data. The aircraft will employ photography to visually identify outfalls obscured by docks



or other structures preventing direct observation. If the surface is inaccessible by foot, the aircraft's geolocation capabilities will be used to aid in the capture of the x,y location of the outfall.

Each outfall will be inspected and documented with an inspection form and accompanying pictures. The purpose of this inspection will be to document current conditions at the outfall structure and the surrounding area to determine if stream scouring or erosion are occurring. All inspections will be completed after a minimum of 72-hours of dry weather in order to observe any evidence of dry weather flow.

We understand that most of the Borough's outfall structures are tidally influenced and that they may be full of water. We will schedule the field work to be completed during optimal tidal range conditions to the best extent possible to limit the potential that an outfall will be filled with water upon inspection. If an outfall is filled with water upon the initial inspection attempt, we will attempt to revisit those outfalls one additional time. If those outfalls are found to be full of water upon the second inspection attempt, we will note "Unable to inspect due to water present" within the database deliverable. If partially visible we will acquire the x,y location and photograph the structure.

We anticipate mapping up to 65 outfall locations based on the current available mapping "Stormwater Outfall Map" prepared by T&M Associates (2019). The outfall inspection report will contain the following information:

- What is the type of outfall?
- Where does the outfall discharge?
- Is the outfall suspended?
- What is the outfall cover?
- What is the type of protection at the outfall?
- What is the shape of the pipe?
- What is the material?
- Measured pipe height
- Measured pipe width
- Is there flow during dry conditions?
- Is there intermittent flow?
- Is there an odor emanating from the outfall?
- What color is the discharge?
- What is the turbidity?
- What kind of floatables are found in the discharge?
- Has the discharge stained the discharge point?
- What is the amount of vegetation?
- Is there any damage?
- Does the outfall have possible illicit connections?
- What is the overall condition of the outfall?
- Photo of outfall
- Outfall ID

We will prepare a large format map showing the location of the outfalls with ID labels. Available GIS datasets from Monmouth County and New Jersey Office of GIS, such as parcels, roads, streams, lakes, and municipal boundaries, will be used as the base map.



We will provide the Borough with a digital PDF file of the outfall map, a GIS file geodatabase of outfall locations, an Excel file of inspection results, and digital inspection photos.

**PROJECT DELIVERABLES**

- GIS file geodatabase of outfall locations, and upload to NJDEP site
- PDF map booklet of outfall locations
- Excel file of inspection results and outfall ID
- Digital inspection photos

**SCHEDULE OF FEES**

This Contract Fee Schedule and Business Terms and Conditions are based upon the Maser Consulting Engineering services contract. Delivery, mileage, printing and reproduction, overnight mail service and postage costs are not included in the lump sum fees and will be added to each monthly invoice.

**Task 1.0 Lump Sum Fee** **\$11,640.00**

**EXCLUSIONS AND UNDERSTANDINGS**

Maser Consulting has prepared this proposal and cost estimate based on the following assumptions:

- Submerged outfalls and outfalls originating from surrounding towns are not included in this proposal.
- Outfalls on private property will require the Borough to notify the private owners of our need for accessing outfalls prior to our visit.
- This proposal does not include traffic control fees if required in high traffic locations of the project site.

**SECTION II – CLIENT CONTRACT AUTHORIZATION**

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



If you find this proposal acceptable, **please sign where indicated above in Section II, and return one signed copy to this office.** Invoices are due within 30 days. This proposal is valid until November 30, 2020.

We very much appreciate the opportunity of submitting this proposal and look forward to performing these services for you.

Very truly yours,

MASER CONSULTING, INC.

A handwritten signature in black ink, appearing to read 'Suzanne M. Zitzman'.

Suzanne M. Zitzman, GISP  
Manager of Asset Management Services

SZ/clf

cc: David Bahrle, Director of Public Works, Borough of Seabright (via e-mail)  
Leonardo E. Ponzio, PLS, Maser Consulting (via e-mail)

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