

**RESOLUTION NO. 157-2021**  
**APPROVING PROPOSAL FROM COLLIERS ENGINEERING & DESIGN**  
**FOR ENGINEERING SERVICES TO CONSTRUCT A STREET-END**  
**VIEWING PLATFORM ON CENTER STREET**

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

**WHEREAS**, the Borough of Sea Bright has a need for professional engineering and construction administration services associated with the construction of a street-end viewing platform adjacent to the Shrewsbury River at the terminus of Center Street; and

**WHEREAS**, the Borough Administrator obtained a proposal from Borough Engineer, William H.R. White III, of Colliers Engineering & Design for professional engineering services for the construction of a street-end viewing platform in the amount of \$5,900.00

**WHEREAS**, the Borough Administrator has reviewed and recommends Council approve the proposal received from Colliers Engineering & Design, 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 \$5,900.00 will be available in Bond Ordinance No. 14-2021 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 Colliers Engineering and Design dated May 18, 2021 and revised August 26, 2021 for professional engineering services associated with the construction of a street-end viewing platform adjacent to the Shrewsbury River at the terminus of Center Street, for the sum of \$5,900.00; and

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

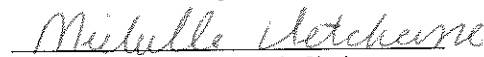
1. William White – Colliers Engineering & Design
2. Finance Manager

<b>Roll Call:</b>	Birdsall,	Booker,	Catalano,	Keeler,	Lamia,	Leckstein
	Absent	Yes	Yes	Yes	Yes	Yes

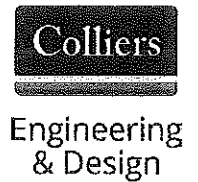
September 21, 2021

**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 September 21, 2021.

  
Christine Pfeiffer, Borough Clerk

331 Newman Springs Road  
Suite 203  
Red Bank New Jersey 07701  
Main: 877 627 3772



May 18, 2021  
**Revised August 26, 2021**

**VIA EMAIL**

Joseph Verruni, Borough Administrator  
Borough of Sea Bright  
1167 Ocean Avenue  
Sea Bright, New Jersey 07760

Proposal for Professional Services  
Street End Viewing Platform  
Borough of Sea Bright, Monmouth County, New Jersey  
Colliers Engineering & Design Proposal No.: SEA-200P

Dear Mr. Verruni,

Colliers Engineering & Design, Inc. (DBA Maser Consulting) is pleased to submit this proposal for additional professional engineering and construction administration services associated with the construction of a Street End Viewing Platform adjacent to the Shrewsbury River at the terminus of Center Street. The Platform was previously an add-alternate bid item that was not awarded with the original project.

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

The order in which the following scope of services are presented generally follows the sequence in which the project will be accomplished; however, depending on the project, the various authorized services contained in this proposal may be performed in a sequence as deemed appropriate by Colliers Engineering & Design (CED) to meet project schedules.

**Section I – Scope of Services**

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

**PHASE 1.0 BIDDING SERVICES**

During this phase, CED will:

Maser Consulting is now Colliers Engineering & Design

- 1.1 Prepare all forms required for project advertisement, bid and contract execution, review, analyze and tabulate bids, and recommend award of contract.
- 1.2 Respond to questions from prospective bidders during the review period and issue appropriate addenda to contract documents, if required.
- 1.3 Review references, qualifications and prices submitted by the low bidder, and submit a recommendation of award of contract to the Borough.

**Phase 1.0 - Lump Sum Fee**

**\$2,000.00**

**PHASE 2.0 CONSTRUCTION ADMINISTRATION**

CED will perform construction administration services during the contract period. It is anticipated that the contract will have a time period of two (2) months. CED will check on the progress of work with respect to payment requests and recommendations regarding payment applications. The following scope is included in this proposal:

- 2.1 Prepare contracts for review by the Borough Attorney.
- 2.2 Attend and chair the pre-construction meeting and prepare and distribute the minutes of that meeting.
- 2.3 Manage all submittals and develop and maintain a shop drawing log. CED shall review for approval/disapproval all shop drawings, schedules and other submittals.
- 2.4 Review and recommend for approval to the Borough, Contractor's quantities, measurements, and requests for payment on a monthly basis, based on the project duration we anticipate one interim payment along with a final payment.
- 2.5 Maintain pertinent job records including Contract Drawings, Addenda, Change Orders, and Payment Estimates.
- 2.6 Maintain copies of all files related to this project including, but not limited to, all correspondence, permits, Requests for Information, shop drawings/reviews, design modifications, payment estimates, change orders, cost estimates, record plans and specifications, etc.
- 2.7 Negotiate and prepare change orders approved by the Borough as required. Independent cost estimates will be prepared during review of the change orders in order to advise the Borough on the validity of the change orders.

- 2.8 Prepare a punch list of remaining work near completion of the project.
- 2.9 Prepare final estimate and closeout project as per the Contract Specifications.

**Phase 2.0 - Lump Sum Fee** **\$3,900.00**

**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.

Phase Name	Fee
PHASE 1.0 BIDDING SERVICES	\$2,000.00
PHASE 2.0 CONSTRUCTION ADMINISTRATION	\$3,900.00
<b>TOTAL FEE</b>	<b>\$5,900.00</b>

This Contract and Fee Schedule are based upon the acceptance of CED's Business Terms and Conditions contained in Section II of this 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.

**Exclusions and Understandings**

Services relating to the following items are not anticipated for the project or cannot be quantified at this time. Therefore, any service associated with the following items is specifically excluded from the scope of professional services within this agreement.

- Services not specifically outlined in Section I.
- Construction testing services. Expenses incurred for services, equipment, and facilities not furnished by CED are charged to the Borough at cost plus, an up-charge not to exceed 25 percent of the invoice for said work.
- Subsurface utility investigation, designating or mapping.
- Lot boundary and topographic surveys.
- Printing and reproduction costs in excess one (1) copy of the Construction Documents that will be provided to the Borough Clerk for her files. Such additional costs are not anticipated since contractors will be purchasing sets of the plans and technical specifications directly from this office.
- Permit and application fees, which are to be paid directly by the Borough.
- Design of structures not noted above.
- Geotechnical investigation and analysis.
- Meeting and site visits beyond those noted above. Any requested additional meeting and site visits will be billed on an hourly basis.
- Civil/Site elements such as but not limited to retaining walls, pavers, garden walls, pavement, etc.

- Our work does not include any work related to means and methods of construction such as shoring, bracing, sheeting, temporary framing and any other temporary or permanent stability and safety measures.
- Special inspections, reports or signoffs.
- Drawing changes or revisions after structural drawings have been issued for bid, construction and/or filing.

If an item listed herein, or otherwise not specifically mentioned within this agreement, is deemed necessary, CED may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees regarding the extra services.

## Section II – Business Terms and Conditions

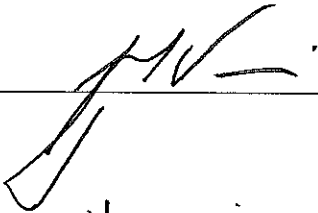
The Business Terms and Conditions are in accordance with the original contract agreement.

## Section III – Rate Schedule

The Rate Schedule is on file with the Borough.

## Section IV – 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	9/22/2021
Printed Name	Joseph Verruni	Title	Borough Administrator

If you find this proposal acceptable, please sign where indicated above in Section IV, and return one signed copy to this office. Alternatively, please provide a copy of a Municipal Resolution or Purchase Order approving this proposal, which shall constitute authorization. Invoices are due within 30 days. This proposal is valid until October 26, 2021.

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

Sincerely,

Colliers Engineering & Design, Inc.  
(DBA Maser Consulting)



William H.R. White, III, PE, PP, CME, CPWM, CFM  
Sea Bright Borough Engineer

WHW/dmm

cc: Christine Pfeiffer, RMC, Borough Clerk (via email)  
Leonardo E. Ponzio, PLS, Colliers Engineering & Design (via email)

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