

RESOLUTION NO. 138-2023
APPROVING PROPOSAL FOR ADDITIONAL ENGINEERING SERVICES
FOR SHREWSBURY RIVERFRONT PARK – PHASE II IMPROVEMENTS
COLLIERS ENGINEERING & DESIGN

Councilmember Bieber introduced and offered for adoption the following Resolution; seconded by Councilmember Booker:

WHEREAS, by way of Resolution No. 192-2021, approved on December 21, 2021, the Borough approved a proposal from Borough Engineer, William H.R. White III, of Colliers Engineering & Design for professional engineering services, which included the submission of a CAFRA application and the preparation and execution of bid documents for the Shrewsbury Riverfront Park Phase II Improvements project in the amount of \$11,560.00; and

WHEREAS, in connection therewith, two bids were received which exceeded budget expectations and were rejected by way of Resolution No. 89-2023 on May 2, 2023; and

WHEREAS, the Borough of Sea Bright has altered the scope of the project and is in need of additional professional engineering services associated with the Shrewsbury Riverfront Park Phase II Improvements project; and

WHEREAS, the Borough Administrator obtained a proposal from Consulting Engineer, William H.R. White III, of Colliers Engineering & Design for additional engineering services, attached hereto, in an amount not to exceed \$10,620.00; and

WHEREAS, the Borough Administrator has reviewed and recommends Council approve the proposal received from Colliers Engineering & Design.

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 2,500.00 are available in Bond Ordinance No. 03-2021 and the balance of \$8,120.00 is available in the engineering budget line (3-01-20-165-228) 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 does hereby approve the proposal submitted by Colliers Engineering & Design, dated August 2, 2023, for additional professional engineering services associated with the Shrewsbury Riverfront Park – Phase II Improvements project, for the sum of \$10,620.00; and

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to advertise for bids for Phase II of the Shrewsbury Riverfront Park Improvements, per specifications filed in the office of the Borough Clerk, to be received at a date and time to be determined; and

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

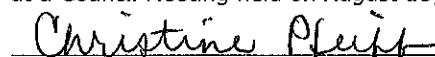
1. William White – Colliers Engineering
2. Finance Manager
3. Department of Public Works
4. Frank Lawrence

Roll Call:	Bieber,	Booker,	Catalano,	Gorman,	Keeler,	Lamia
	Yes	Yes	Yes	Yes	Absent	Yes

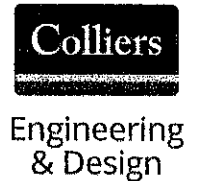
August 15, 2023

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 August 15, 2023.


Christine Pfeiffer, Borough Clerk

101 Crawford's Corner Road
Suite 3400
Holmdel, New Jersey 07733
Main: 877 627 3772



August 2, 2023

VIA EMAIL

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

Proposal for Additional Professional Services
Shrewsbury Riverfront Park – Additional Services
Borough of Sea Bright, Monmouth County, New Jersey
Colliers Engineering & Design Proposal No.: SEA-0210P

Dear Mr. Verruni,

Colliers Engineering & Design, Inc. (DBA Maser Consulting) is pleased to submit this proposal for additional professional engineering services associated with the preparation of bid specifications and permitting for the construction of Shrewsbury River Riverfront Park Phase 2. This phase of the project proposes to purchase a pre-engineered gazebo.

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 DESIGN EXPLORATION MEETINGS

CED will meet with the design team consisting of Borough representatives and the Borough's Landscape Architect to discuss design concepts and potential manufacturers of a prefabricated gazebo package that would be representative of the Borough history.

It is anticipated that there will be up to two (2) meetings and preparation time for a total of six (6) hours.

Phase 1.0 Hourly/Estimated Budget **\$1,140.00**

PHASE 2.0 PERMITTING SERVICES

The Borough received an Individual CAFRA Permit for the original 20' x 20' Gazebo as the property is located within the State's Coastal Zone and is subject to the provisions of the Coastal Zone Management Rules. Specifically, the property is located within the Coastal Area Facility Review Act (CAFRA) area. The construction of recreational facilities at public parks located within the CAFRA Zone require a CAFRA permit. Gazebos that are less than 200 SF in size are eligible for authorization under Coastal General Permit No. 13. The original Gazebo was 400 SF, and the currently proposed gazebo will be increased to 600 SF.

CED will prepare an application for an Amended CAFRA Permit to the DLRP to construct the proposed 600 SF gazebo on Block 24, Lot 1.01 in the Borough of Sea Bright, Monmouth County, New Jersey. The application will be prepared in accordance with the standards described in the State's Coastal Zone Management Rules and will include the preparation of an Environmental Impact Statement/Compliance Statement (EIS/CS) in accordance with Section N.J.A.C. 7:7-23.1-23.6 of the Coastal Zone Management Rules. The EIS/CS will include environmental assessment and compliance with those applicable policies contained within the Coastal Zone Management Rules (N.J.A.C. 7:7-1.1, et seq.). The application will include a LURP No. 2 application form, public notifications, and site photographs.

In addition to the information required as part of the EIS/CS, the DLUR requires three (3) copies of a site plan showing the locations and dimensions of all existing and proposed structures, existing site conditions (wetlands, waters, beaches, dunes, mean high water line, coastal wetland boundary, etc.), all existing and proposed accessways to tidal waterways and their shores on site, and all proposed filling, grading, excavation and clearing.

The "Endangered or Threatened Wildlife or Vegetation Species Habitat" and "Critical Wildlife Habitats" and cultural resource policies will be addressed with the results of a Natural Heritage Database search as performed by the NJDEP and by accessing available State and local databases.

Phase 2.0 Lump Sum Fee **\$3,200.00**



Engineering & Design

The scope of work above does not include public notice (postage) and newspaper fees ranging from \$800.00 to \$1,000.00 that will be invoiced under the Reimbursable Phase.

PHASE 3.0 PREPARATION OF BID DOCUMENTS

CED will assist Borough Representatives and the retained Landscape Architect, Steven Krog, with the preparation of bid specifications for the purchase and delivery of a prefabricated Gazebo. No assembly is included as volunteers will assemble the structure. The original Construction Plans were prepared by Mr. Krog. We will collaborate on the preparation of technical specifications and bid documents as required by the Public Contracts Law. The Gazebo will be a pre-engineered structure. The foundations were designed by others and partially installed with the Phase 1 Improvements. It is anticipated that there will be one (1) virtual coordination meeting. It is estimated that it will take approximately 12 staff hours and two (2) management hours for QA/QC and oversight.

Plan revisions will be done by others as CED did not prepare the original plans.

Phase 3.0 Lump Sum Fee **\$2,480.00**

PHASE 4.0 BIDDING SERVICES

During this phase, CED will:

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

Phase 4.0 Lump Sum Fee **\$2,600.00**

PHASE 5.0 REIMBURSABLES

Printing and reproduction, newspaper advertisement, overnight mail service and postage costs are not included in the fees above and will be added to each monthly invoice.

Phase 5.0 Cost Plus/Budget **\$1,200.00**

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 DESIGN EXPLORATION MEETINGS (Hourly/Estimated)	\$ 1,140.00
PHASE 2.0 PERMITTING SERVICES	\$ 3,200.00
PHASE 3.0 PREPARATION OF BID DOCUMENTS	\$ 2,480.00
PHASE 4.0 BIDDING SERVICES	\$ 2,600.00
PHASE 5.0 REIMBURSABLES (Cost Plus)	\$ 1,200.00
TOTAL FEE	\$10,620.00

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.
- CAFRA Application Plan preparation by others.
- Structural design services
- Subsurface utility investigation, designating or mapping.
- Printing and reproduction costs.
- Permit and application fees, which are to be paid directly by the Borough.
- Design of structures and foundations.
- 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.
- Special inspections, reports or signoffs.

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

Printed Name

Title

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 2, 2023.

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
Principal

WHW/dmm

cc: Christine Pfeiffer, RMC, Borough Clerk (via email)
Frank Lawrence (via email)

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