

TOWNSHIP OF MAPLEWOOD



RESOLUTION NO. 166-14

AWARD OF CONTRACT PROFESSIONAL DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR SAFE STREETS TO SCHOOLS – CLINTON SCHOOL

WHEREAS, the Engineering Department of the Township of Maplewood (“the Township”) has a need to retain Professional Design Services by means of a non-fair and open contract pursuant to the provisions of N.J.S.A 19:44A-20.7 in order to complete engineering design and construction administration services for the Safe Streets to Schools – Clinton School; and

WHEREAS, the value of these services will exceed \$17,500; and

WHEREAS, these services must be performed by a firm who is experienced in the preparation of construction drawings and in construction administration; and

WHEREAS, Keller & Kirkpatrick was selected based on the basis of their revised July 28, 2014 proposal and the quality of their prior work; and

WHEREAS, these services are necessary to maintain grant funding schedules; and

WHEREAS, the firm of Keller & Kirkpatrick has completed and submitted a Business Entity Disclosure Certification which certifies that Keller & Kirkpatrick has not made any reportable contributions to a political or candidate committee in the Township of Maplewood and this resolution prohibits the firm of Keller & Kirkpatrick from making any contributions through the term of its contract; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey that:

1. Pursuant to N.J.S.A. 40A:11-5(1)(a)(i) Keller & Kirkpatrick is hereby authorized to perform this work, as set forth in their proposal dated July 28, 2014, a copy of which is attached, for a lump sum fee in the amount of \$51,000.00; and
2. The firm of Keller & Kirkpatrick is prohibited from making any contributions to a political or candidate committee during the term of its agreement;
3. The Business Administrator and the Township Clerk be and are hereby authorized to sign the services contract on behalf of the Township;
4. A copy of this resolution shall be printed once in the News Record of Maplewood and South Orange and is to be retained on file in the office of the Township Clerk;
5. The Business Entity Disclosure Certification, copy attached, be placed on file with this resolution.

I, Elizabeth J. Fritzen, Township Clerk of the Township of Maplewood, in the County of Essex and State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Township Committee at a regular meeting of said Committee held **September 2, 2014**.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Township of Maplewood, in the County of Essex and State of New Jersey, this **2nd day of September, 2014**.

Elizabeth J. Fritzen, R.M.C.
Township Clerk

July 10, 2014

Revised July 28, 2014

Mr. Thomas Malavasi, P.E., P.P., C.M.E.
Township Engineer
Township of Maplewood
574 Valley Street
Maplewood, NJ 07040

RE: Proposal for Professional Services
Safe Streets to Schools – Clinton School
Township of Maplewood

Dear Mr. Malavasi:

As requested, we have prepared the following proposal. We understand you are seeking a Safe Streets to Schools grant from the NJDOT to perform various improvements.

We offer the following:

Project Description

In an effort to improve circulation and safety in the vicinity of the Clinton School, various areas of improvements have been selected. These areas are approximately ¼ mile from the school to and within the borders of Maplewood. The proposed work includes the following:

- Handicap Ramps at approximately 30 intersections
- Additional crosswalk signage along critical routes to the school
- Additional striping at crosswalks, as needed
- Flashing crosswalk signs, as necessary
- Improvements to traffic flow
- Implementation of striping and signage measures to enhance bicycle access
- Reconfiguration of the front of the school to possibly include a circular driveway

Professional services will include base map preparation, traffic study, engineering design, and the preparation of construction plans, technical specifications, and bid documents suitable for the public bid. We have also provided a fee for construction administration and inspection services.

We are familiar with the project area and we believe we have a clear understanding of the goals of this project.

TASK I – TRAFFIC CIRCULATION & SIGNAGE STUDY

We will conduct a school / neighborhood traffic circulation assessment to address issues associated with school-related traffic and pedestrian activity. This assessment will be general in nature and will not involve the conduct of any traffic counts or level of service analysis. It will be based on observations to be conducted on a typical single weekday when school is in session. Observations, notations, and photographs will be conducted/performed during the morning period when teachers and children are arriving, during the lunchtime period when children may walk home for lunch and then return back to school, and during the afternoon period when the school is dismissed.

Observations will be performed to document/quantify interaction between:

- Children walking/biking to/from school
- Parents dropping off in morning and parking/waiting to pick up in afternoon
- Buses dropping off in morning and queuing/waiting to pick up kids in afternoon
- Locations where crossing guards are positioned and how their actions impact traffic
- School related signage
- Travel speeds in signed school zones (based on observations only - no formal speed study will be performed)

Prior to performing the field observations, we request the opportunity to obtain information from appropriate Clinton School staff, as follows:

- 1) Conduct telephone interview with Principal and/or other school representative before scheduling field view/observations to gather information on school starting and dismissal times, known issues/problems, suggestions for improvement, etc.
- 2) Follow-up meeting with Principal and/or other school representative to confirm observations and potential recommendations.

Recommendations will be provided based on observed conditions to the extent possible. These recommendations will be in the form of a short letter report accompanied by a photo log and sketches, as appropriate.

TASK II – BASE MAPS

1. We anticipate utilizing Township tax maps and aerial mapping supplemented by field measurements, a base map of existing conditions will be prepared to assure adequate data for design of the required improvements.
2. However, we have included one (1) day of time to perform a field survey in the area where the circular driveway is contemplated.

TASK III – ENGINEERING DESIGN

1. We will prepare construction drawings and specifications, which will depict construction items suitable for public bidding, consistent with the requirements of the NJDOT. The preparation of documents will cover a complete specification package, including bidding documents and contract.
2. While some of the contemplated improvements, such as the design of the accessible curb ramps are defined, most of the proposed work will not be fully known until the completion of our initial study.

3. The completed plans, specifications, cost estimate and Engineer's Certificate will be forwarded to the NJDOT for approval prior to bidding the project.
3. All design criteria and specifications will comply with the current NJDOT and AASHTO requirements.

TASK IV – CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES

Construction coordination and inspection services will consist of the following:

1. Attend the bid opening, review the bids, check contractor references, prepare a bid summary and letter of recommendation to the governing body.
2. Conduct a preconstruction meeting; follow-up as required.
3. Perform full-time site inspection services, following the protocol for Federal Aid projects. An inspection report will be prepared each day time is spent on the project.
4. Engineering coordination, including preparation of partial estimates, change orders, vouchers, plan interpretation if necessary, and periodic site visits. This includes keeping the NJDOT informed at the various stages of construction.
5. Upon completion of the project, we will prepare the necessary documentation required by the NJDOT in order for the Borough to obtain the final reimbursement.

We estimate the construction coordination costs associated with this project to be approximately \$3,500.00 and the inspection costs to be approximately \$13,800.00.

PROJECT COST SUMMARY

<u>ITEM</u>	<u>COST</u>
TASK I – Traffic Circulation & Signage Study	\$ 7,500.00
TASK II – Base Maps	\$ 9,700.00
TASK III – Engineering Design	\$16,500.00
TASK IV – Construction Administration and Inspection Services	\$17,300.00
TOTAL LUMP SUM FEE:	\$51,000.00

We can adjust the fee for Task IV, Construction Administration and Inspection Services, to accommodate the use of your staff for some of the inspection and administration work.

Thank you for giving Keller & Kirkpatrick this opportunity to work with the Township of Maplewood again. Should you have any questions, please contact me at my direct line at 973-434-8345.

Very truly yours,

Arthur J. Elias, P.E., P.P., C.M.E.
Director of Engineering