



**RESOLUTION NO. 2018-168**

**City of Asbury Park  
County of Monmouth  
State of New Jersey**

**AUTHORIZING A PROFESSIONAL SERVICES CONTRACT TO T&M ASSOCIATES  
TO PERFORM SERVICES FOR INTERSECTION IMPROVEMENTS AT GRAND AND  
FIFTH AVENUE**

**WHEREAS**, on April 19, 2018 the City of Asbury Park received a proposal to provide design and construction administration for intersection improvements for Grand and Fifth Avenues from T&M Associates; and

**WHEREAS**, the improvements include, but are not limited to, a new traffic signal, ADA ramps and other amenities as needed; and

**WHEREAS**, the not-to-exceed cost for design and construction administration shall not exceed \$83,500.00; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available in the Capital Fund C-04-55-998-169-006; and the maximum dollar value of the contract is as set forth in the resolution

**WHEREAS**, the City Manager is hereby authorized to sign any contracts or documents associated with this activity.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Asbury Park, County of Monmouth, State of New Jersey, awards T&M Associates to design and construction management services for Springwood and Atkins Avenue in a not-to-exceed amount of \$83,500.00.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that a copy of this Resolution be provided to the CFO, Superintendent of Public Works, Transportation Manager, City Engineer and City Manager.

I, CINDY A. DYE, City Clerk of the City of Asbury Park, Monmouth County, New Jersey, DO HEREBY CERTIFY the foregoing to be a true and exact copy of RESOLUTION NO. 2018-168 which was finally adopted by the City Council at a meeting held on the 25th day of April, 2018

CERTIFIED BY ME THIS 26th DAY OF April, 2017.

CINDY A. DYE  
CITY CLERK



ASPK-G1801

April 19, 2018  
Via Email

Michael N. Capabianco, City Manager  
City of Asbury Park  
1 Municipal Plaza  
Asbury Park, NJ 07712

**Re: Grand Avenue & Fifth Avenue Traffic Signal Improvements  
Scope and Fee Proposal for Design, Contract Administration, and Inspection**

Dear Mr. Capabianco:

T&M Associates is pleased to submit this Scope and Fee Proposal for Surveying, Design, Contract Administration and Inspection Services associated with the Grand Avenue and Fifth Avenue traffic signal improvement project. Based on discussions with City representatives, it is understood the existing signal will be fully upgraded to meet current MUTCD requirements, ADA curb ramps will be reconstructed to meet current regulations, and limited milling/paving will be performed within the intersection to the stop bars.

T&M will provide the professional engineering services to prepare construction drawings, contract documents and technical specifications suitable for public bid, assist the City during the public bid process, and provide contract administration and construction observation while the improvements are being constructed in accordance with the following Scope of Services:

**A. PRE-DESIGN PHASE**

1. We will provide field survey to obtain the necessary topographic information and prepare base maps for the bid documents. For the purpose of this proposal, we anticipate survey will extend 100' past the intersection PCs. In addition, the bandwidth along each approach to the intersection will extend 5' beyond the existing sidewalk/ROW or to the adjacent building face. Aerial utility lines will be surveyed to obtain facility elevations so that potential conflicts with the proposed traffic signal equipment can be identified and avoided.
2. Base maps will be prepared at a scale of 1" = 20'. Tax map accuracy right-of-way lines will be shown on the base maps.
3. Copies of the base maps will be forwarded to each utility company (and the City Department of Public Works) so they can verify the location and sizes of their facilities. We will also inquire whether they have plans for future relocation or expansion.
4. Turning Movement Counts will be conducted at the intersection, that will include vehicular, pedestrian, bicycle, and heavy truck volumes. These counts will be conducted during a typical weekday from 7AM-6PM. It is expected that these



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City Manager

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counts will be performed prior to Memorial Day. These counts will be utilized to perform LOS analysis and will form the basis for determining the traffic signal timing and operation. If it is determined that the City would like additional counts during the summer season, T&M will provide a separate proposal for the expanded scope.

5. Crash reports covering the most recent 3-year period will be obtained from the City police records to assess existing safety issues at the intersection. If necessary, the implementation of countermeasures to reduce crash rates at the intersection will be incorporated as they pertain to the scope of this project (traffic signal improvements).

#### **B. DESIGN PHASE**

1. Once field survey has been completed and base maps are prepared at a scale of 1"=20', a preliminary design for the intersection will be prepared. This preliminary plan will include the traffic signal layout, ADA curb ramp & sidewalk improvements, limits of paving, new striping, and the traffic signal timing/operation. This plan will be provided to the City for comment prior to moving forward with the final design/bidding documents.
2. Final construction plans will be prepared in AutoCAD and consist of the following:
  - a. Title Sheet with Key Map;
  - b. Standard Legend Sheet;
  - c. Construction and Layout Plan Sheets (1"=20');
  - d. ADA Curb Ramp Grading Sheet (1"=-5');
  - e. Traffic Signal, Signing, and Striping Plan (1"=20');
  - f. Traffic Signal Electrical Plan (1"=20');
  - g. Maintenance and Protection of Traffic Plan; and
  - h. Construction/Electrical Details Sheet.
3. Quantities will be estimated by item, and a final construction cost estimate will be provided.



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4. Specifications will be prepared in book form, in T&M Associates' format, based on the 2007 New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction.
5. Project Specifications will be prepared in accordance with the City front end and supplemental technical specifications will be in accordance with NJDOT standards.
6. No permits are anticipated. We anticipate that there will be less than 5,000 square feet of disturbance related to sewer construction, and therefore an application for Soil Erosion and Sediment Control Certification will not be required.
7. We will submit final plans and specifications to the City for final review prior to the preparation of bid documents. Our proposal includes one project review meeting with City staff.

**C. BIDDING PHASE**

1. Upon completion of the plans and specifications, we will present the project to the City requesting approval and authorization to advertise the project for bids. T&M Associates will print and distribute the contract documents, including final plans and specifications, to prospective contractors. The cost of the printing will be offset by the purchase price of the plans and specifications.
2. T&M Associates will answer questions that arise during the bidding phase of the project, either from City officials or prospective bidders.
3. We will attend the receipt of bids with the appropriate municipal officials.
4. T&M Associates' representatives will assist City officials with the bid review process including an evaluation of the contractors' bid submissions. As part of this effort, T&M Associates will prepare a bid tabulation sheet comparing the various bids received, review the credentials of the low bidder, and prepare a recommendation for award.

**D. CONSTRUCTION PHASE – CONTRACT ADMINISTRATION & INSPECTIONS**

We will provide a part-time Project Manager and a part-time Inspector with additional support services from our office staff, as directed by the Project Manager.

Attachment: Capabianco\_CAB\_Design Inspection Proposal-Grand-5th Traffic Signal (2018-168 : Authorizing T&M to perform services for



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In addition, the Project Manager and Inspector will coordinate with the City, Contractor, Municipal Agencies, etc. The Inspector will be responsible to observe construction in an effort to determine if the work is installed in general accordance with the contract documents and standard construction practices. The following is a description of the services we will provide and the anticipated performance period for these services.

The specific scope of services includes the following:

1. Conduct a pre-construction meeting among the project participants, including the contractor, City officials, police, DPW, and utility representatives, and produce minutes of this meeting. Coordinate and review initial project submittals, including contract package, performance bond, insurance certificate, baseline project schedule, emergency contact lists, etc. Prepare for contractor mobilization. Pre-construction phase assumed to last one month.
2. Provide an inspector to conduct part-time (20 hrs/wk average) onsite construction observation during the construction contract to determine general conformance to the contract plans and specifications. Provide a Project Manager to conduct contract administration services. Based upon the City's needs, we have budgeted for 50 working days (10 weeks) of construction from start of on-site work to substantial completion. In addition, we anticipate an additional two weeks at the completion of the construction effort wherein closeout punchlist work, final vouchers and final change order will be accomplished. The total contract duration is expected to be no longer that 120 days.
3. Prepare job reports indicating weather, equipment, personnel and work accomplished on the project. Reports will be furnished to the City upon request.
4. Conduct periodic job meetings with representatives of the contractor, subcontractor, and utility companies, as determined by the Project Manager, to review progress, performance and to address any questions or problems that may arise. City representatives will be invited to attend these meetings. We will generate and distribute meeting minutes.
5. Administrate and review contractor submittals, including schedules, shop drawings, product data and samples and material certifications for general conformance with Contract Documents.



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6. Review Contractor's monthly estimates of work performed, and invoices submitted for payment and make recommendations to the City for payment. Prepare monthly estimates of payment to the Contractor.
7. Perform final inspection. Prepare and administer corrective action lists and prepare final closeout documents, including Final Payment Certificate and Change Order.
8. Review and issue written recommendation to the City following receipt of a written claim or dispute from Contractor.
9. Prepare final closeout package, including Maintenance Bond, Releases, Final Payment Certificate and Change Order and coordinate Engineer's and Owner's execution of closeout documents.

Unforeseen conditions or change in design or scope that require additional inspection, coordination or contract administration effort are specifically excluded from this proposal. Should such conditions arise (i.e., unforeseen utility conflicts, utility damage as a result of the contractor's work, client requests, etc.) we will immediately assess the situation and provide the City with a supplemental services proposal which must be authorized in writing prior to incurring any additional time charges.

Our fee for contract administration and inspection services is based on the contractor meeting its contract completion dates as set forth in the contract documents and within the time indicated in section D.2. If the contractor is not substantially complete by that time and the delay is not excusable, and if our budget for contract administration and inspection services prior to substantial completion for that contract is fully expended, we will ask the City to either provide additional funding for the necessary engineering beyond the original authorization, or enforce the section of the contract allowing the City to deduct payment to the contractor in order to pay for continued engineering services.

Similarly, should our services be required beyond 8 hours on any day or any weekend time, we will also ask the City to enforce the section of the contract allowing the City to deduct payment to the contractor in order to pay for the excess hours. Should any or all of the delay be excusable, and our budget is depleted for that contract, we will prepare a proposal for our anticipated additional services. No additional work will commence without written authorization from the City.



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City Manager

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We are prepared to initiate survey and design services immediately upon your authorization and based on this scope of services, we suggest the following fee breakdown to be billed monthly in accordance with our current contract with the City.

I.	<b>Pre-Design, Design and Bidding Services (Items A thru C)</b>	<b>\$ 37,750.00</b>
II.	<b><u>Construction Administration &amp; Inspections (Item D)</u></b>	<b><u>\$ 45,750.00</u></b>
	<b>Total Design and CA&amp;I</b>	<b>\$83,500.00</b>

On behalf of T&M Associates, I would like to thank you and the Governing Body for the opportunity to submit this proposal, and we look forward to working with you and members of your staff in the future.

Should you have any questions, or require additional information, please do not hesitate to call me directly.

Very truly yours,  
T&M ASSOCIATES

JASON D. HARZOLD  
*On behalf of:*  
CHRISTINE A. BALLARD, P.E.  
ASBURY PARK CITY ENGINEER

CAB:BPK:JDH:jdh

cc: Cindy Dye, City Clerk  
JoAnn Boos, Asbury Park CFO

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Attachment: Capabianco\_CAB\_Design Inspection Proposal-Grand-5th Traffic Signal (2018-168 : Authorizing T&M to perform services for