

RESOLUTION NO. 2014-509

A RESOLUTION AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH T&M ASSOCIATES, MOORESTOWN, NJ, TO PREPARE A FRESHWATER WETLAND DELINEATION AND PERMIT APPLICATION FOR BLOCK 7110, LOTS 1 & 31.

WHEREAS, the City Council of the City of Vineland has adopted Resolution No. 2013-120, a Resolution pre-qualifying certain firms to submit proposals for as needed Architectural and Engineering Services; and

WHEREAS, the City of Vineland requested a proposal for Professional Services to Prepare a Freshwater Wetland Delineation and Permit Application for Block 7110, Lots 1 & 31; and

WHEREAS, Director of Economic Development and City Engineer have recommended that a contract for the required services be awarded to T&M Associates, Moorestown, NJ, based upon the proposal received, pursuant to a fair and open process; and

WHEREAS this contract is awarded in an amount not to exceed \$5,406.00, for a contract period of six (6) months from date of award; and

WHEREAS, the availability of funds for said Professional Services Contract to be awarded herein have been certified by the City Comptroller; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40A:11-1, et seq) requires that the Resolution authorizing the award of contract for Professional Services without competitive bidding and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland that said contract for Professional Services to Prepare a Freshwater Wetland Delineation and Permit Application for Block 7110, Lots 1 & 31, be awarded to T&M Associates, Moorestown, NJ, based upon the proposal received, pursuant to a fair and open process, in the amount not to exceed \$5,406.00, for a contract period of six (6) months from date of award.

Adopted:

President of Council

ATTEST:

City Clerk

**REQUEST FOR RESOLUTION FOR CONTRACT AWARDS
UNDER 40A:11-5 EXCEPTIONS
(PROFESSIONAL SERVICES, EUS, SOFTWARE MAINTENANCE, ETC)**

11/14/2014

(DATE)

1. Service (detailed description): Professional Services to prepare a freshwater wetland delineation and permit application for Block 7110, Lots 1 & 31, Vineland, NJ

2. Amount to be Awarded: \$ 5,406.00

- Encumber Total Award
- Encumber by Supplemental Release

3. Amount Budgeted: \$ 5,406.00

4. Budgeted: By Ordinance No. _____
Or Grant: Title & Year _____

5. **Account Number to be Charged: 025-0-00-50-5001-2-6143654

6. Contract Period: Six months from date of award

7. Date To Be Awarded: December 9, 2014

8. Recommended Vendor and Address: T&M Associates
1256 N. Church St., Moorestown, NJ 08057

9. Justification for Vendor Recommendation:(attach additional information for Council review)
We requested quotes from three vendors and T & M Associates provided the lowest quote for the services required. T&M is also an experienced firm with wetland delineations and the NJDEP. They are also in the City's list of approved engineers.

- Non-Fair & Open (Pay-to-Play documents required)
- Fair & Open: How was RFP advertised? Used the city's approved list.

10. Evaluation Performed by: S. Forosisky & B. Myers

11. Approved by: _____

12. Attachments:

- Awarding Proposal
- Other: Quotes

- **Send copies to:**
Purchasing Division
Business Administration

** If more than one account #, provide break down



Note: The 3rd vendor did not respond to request.



YOUR GOALS. OUR MISSION.

TMOH14901

sent via email: sforosisky@vinelandcity.org

October 28, 2014

Ms. Sandra Forosisky
Director of Economic Development
City of Vineland
640 East Wood Street
Vineland, New Jersey 08360

**Re: NJDEP Division of Land Use Regulation – Wetland Permitting
Sheridan Avenue, Block 7110, Lots 1 and 31
City of Vineland, Cumberland County**

Dear Ms. Forosisky:

T&M Associates (T&M) is pleased to provide this proposal for professional services to the City of Vineland to perform land surveying services and to prepare a freshwater wetland permit application to redevelop the above referenced site.

We are in receipt of your request for proposals dated October 21, 2014 for the site. The services in this proposal include: topographic survey, Letter of Interpretation (LOI) application, and a freshwater wetland general permit and/or transition area waiver application for the redevelopment of the site.

SCOPE OF SERVICES

1.0 Freshwater Wetlands Delineation

We propose to visit the project area to delineate freshwater wetlands in accordance with the New Jersey Department of Environmental Protection, Division of Land Use Regulation (NJDEP, DLUR) requirements. We will field delineate and survey the wetland boundary on Block 7110, Lots 1 and 31. We will use the field information to obtain a wetland boundary verification from the NJDEP through a Letter of Interpretation (LOI) for the site. The LOI will contain a verification of the accuracy of the wetland boundary established by T&M and will provide a wetland resource value determination. The wetland resource value determination will designate the wetland areas as either exceptional, intermediate, or ordinary resource value and indicate the width of the transition area. The resource value determination is fundamental to the application for future environmental permits and development of the site.

Wetlands will be field identified and delineated pursuant to the Federal Manual For Identifying and Delineating Jurisdictional Wetlands (1989), the method currently accepted by the NJDEP. The wetland delineation, along with qualifying notes, will be plotted on the base plan as located by a staff environmental scientist using GPS equipment. The delineation will conform to the documentation requirements for application for a LOI to the NJDEP.



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Deliverables: Report to be included with the application under Task 3.0.

2.0 Topographic Survey and Wetland Location Plan

T&M's topographic survey will be performed using survey grade GPS equipment and conventional survey methods. The basis of the horizontal positions will be North American Datum of 1983 (NAD 1983) and elevations will be related to North American Vertical Datum of 1988 (NAVD 1988), which is a requirement of the NJDEP. Property lines will be depicted as "best fit" as obtained from the tax maps and corner markers that may be found. This proposal does not include a scope or costs related to property boundary surveys. Under this task, services will be limited to Block 7110, Lots 1 and 31.

The topography, property lines, location of the wetland boundaries, and the physical features will be shown on the Wetland Location Plan for submission with the LOI application to the NJDEP.

Deliverables: Plan to be included with the application under Task 4.0.

3.0 Letter of Interpretation Application

Information from the wetland delineation will be compiled to apply for a LOI from the NJDEP, DLUR. The LOI application will include a wetlands delineation report, NJDEP DLUR application form, proof of required legal notification, application review fee and wetland location plan. The wetland delineation report will contain soil boring logs, a vegetation inventory, site photographs, and mapping of the site. We will use the information from Task 1.0 and the location of the wetland boundary from Task 2.0 as obtained through GPS to create a Wetland Location Plan for submission with the LOI application to the NJDEP.

The LOI application will be combined with the Freshwater Wetland General Permit and Transition Area Waiver applications and will be submitted to the NJDEP DLUR for administrative and technical review. A copy of the application will be forwarded to the City of Vineland municipal clerk to be placed on file for public review. Applicable municipal and county environmental and planning officials, as well as property owners within 200 feet of the site, will receive copies of the permit application and/or written notification of the LOI submission via certified mail. Certified mailing costs are included in the Lump Sum fee schedule below.

The application review fee required by the NJDEP is the responsibility of the applicant and is not included in our fee. It is expected that the NJDEP application review fee for the LOI will be approximately \$2,196.00. This is based on a flat fee of \$600.00, plus \$84 per whole acre (based on 19 acres). The application fee is subject to final review and approval by the NJDEP.



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Deliverables: One copy of the application package to the client and additional copies to the NJDEP, as required, and will be provided under Task 4.0.

4.0 Application for Freshwater Wetland General Permit #6 and/or Transition Area Waiver

Based on the NJDEP Digital GIS Data, it appears freshwater wetlands exist along the western portion of the site. While the exact boundaries of the freshwater wetlands are yet to be delineated, it is our understanding that you believe freshwater wetlands permits and/or a transition area waiver will be required in support of the redevelopment of the site. Freshwater Wetland General Permit Number 6/6A (FWGP6/6A) covers the filling of freshwater wetlands for site activities and a Transition Area Waiver – Averaging Plan (TAW) covers the development within the transition area for activities associated with the redevelopment of the site.

We propose to prepare applications for a LOI, as noted in Task 3.0 above and the application for a FWGP6/6A and/or a TAW for submission to the NJDEP. The application for a LOI will be submitted concurrently with the GP6/6A and/or the TAW, and after we have been provided with a plan for development and associated activities by you. This proposal assumes that you will provide the scope and the extent of the activities in both narrative and mapped form (Site Plan). The application will include a Statement of Compliance, NJDEP DLUR application form, proof of required legal notification, application review fee (provided by others), and the Site Plan.

The application review fee required by the NJDEP is the responsibility of the applicant and is not included in our fee. It is expected that the NJDEP application review fee for the FWGP and TAW will be approximately \$1,848.00. This is based on a flat fee of \$600.00 per FWGP, plus \$648.00 per TAW (based on 1 acre of disturbance). The application fee is subject to final review and approval by the NJDEP.

Deliverables: One copy of the combined application, with the appropriate number of copies to be submitted to the NJDEP.

Exceptions & Limitations

- T&M will be afforded unlimited site access to the site to be arranged by you.
- The LOI will be requested for Block 7110, Lots 1 and 31. Please note that the application forms to the NJDEP will require signature by a representative of the property owner, as well as the City. T&M will provide the completed forms to you and that you will be responsible for obtaining the proper signatures prior to submission to the NJDEP.
- Preparation of plans and documents for agencies and permit approvals other than those specifically listed are not included.



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- A mitigation plan for impact to freshwater wetland (if required by the NJDEP) for proposed activities has not been established or proposed at this time.
- Additional services and costs, if required by the NJDEP, will be addressed in separate proposals on an as needed basis.
- This proposal has been prepared under the condition that the LOI and FWGP/TAW applications will be submitted concurrently.
- Services and permit applications not specifically listed are not included.
- The applicant will be responsible for all permit, certification, application, and regulatory review fees.

Schedule

Scope of Services Item 1.0 **Freshwater Wetland Delineation**, will be completed within fourteen (14) days of receipt of notice to proceed and all relevant information necessary for the task.

Scope of Services Item 2.0 **Topographic Survey and Wetland Location Plan**, will be prepared within fourteen (14) days of receipt of notice to proceed, and all relevant information necessary for the task.

Scope of Services Item 3.0 **Letter of Interpretation Application**, will be prepared within thirty (30) days of receipt of notice to proceed and receipt of all relevant information necessary for the task.

Scope of Services Item 4.0 **Application for Freshwater Wetland General Permit #6 and/or Transition Area Waiver**, will be prepared within thirty (30) days of receipt of notice to proceed, and receipt all relevant information necessary (receipt of Site Plan) for the task. The combined application will be submitted to the NJDEP for review within seven (7) days of receipt of the application fee and signed application form by the client.

Schedule of Fees

T&M proposes to provide the services outlined above for a lump sum fee of \$15,054. Services requested beyond those identified in our proposal will be negotiated based on our Standard Hourly Rates. These services will be provided in accordance with our Standard Terms & Conditions (attached). Please note that the application fees will be the responsibility of the City.

Task	Estimated Fee
Task 1.0: Freshwater Wetland Delineation	\$1,580.00
Task 2.0: Topographic Survey and Wetland Location Plan	\$9,648.00
Task 3.0: Letter of Interpretation (LOI) Application	\$1,913.00
Task 4.0: Freshwater Wetland General Permit #6/6A and/or Transition Area Waiver	\$1,913.00
TOTAL	\$15,054.00



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Terms and Conditions

This proposal is subject to the attached Standard Terms & Conditions for Professional Services.

Limitation of Liability


The provisions of Paragraph Ten, Limitations of Liability, of the Standard Terms & Conditions are applicable to this proposal. We agree that these terms are reasonable and you have particularly reviewed, understand and accept these terms.

We thank you for the opportunity to submit this proposal and look forward to assisting you on this project. If you have questions concerning this proposal or our services, please contact us.

Very truly yours

T&M ASSOCIATES


William E. Alburger, P.L.S., P.P.
Survey Group Manager


Edwin J. Steck, P.E., C.M.E.
Senior Vice President

Enclosures
/ts