

RESOLUTION NO. 2017-88

A RESOLUTION AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH CONSULTING ENGINEER SERVICES, SICKLERVILLE, NJ, FOR CONSTRUCTION INSPECTION SERVICES FOR LANDIS AVENUE TRAFFIC SIGNAL UPGRADES, PHASE 1, IN AN AMOUNT NOT TO EXCEED \$69,736.00.

WHEREAS, the City of Vineland has heretofore advertised for proposals for Professional Services for Construction Inspection Services for Landis Avenue Traffic Signal Upgrades, Phase 1; and

WHEREAS, two (2) proposals were received referred to the City Engineer for evaluation and recommendation; and

WHEREAS, it has recommended that a contract for the required services be awarded to Consulting Engineer Services, Sicklerville, 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 \$69,736.00 for specified services, for a contract period of one year from Notice to Proceed; and

WHEREAS, the availability of funds for said Professional Services Contract to be awarded herein have been certified by the Chief Financial Officer; 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 for Construction Inspection Services for Landis Avenue Traffic Signal Upgrades, Phase 1, be awarded to Consulting Engineer Services, Sicklerville, NJ, based upon the proposal received, pursuant to a fair and open process, in the amount not to exceed \$69,736.00 for a contract period of one year from Notice to Proceed.

BE IT FURTHER RESOLVED that the award of contract authorized herein shall be subject to the approval of the New Jersey Department of Transportation.

Adopted:

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President of Council

ATTEST:

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City Clerk

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

1/30/17

(DATE)

1. Service (detailed description): CONSTRUCTION INSPECTION SERVICES FOR  
LANDIS AVENUE TRAFFIC SIGNAL UPGRADES, PHASE 1

2. Amount to be Awarded: \$ 69,736.00

- Encumber Total Award  
 Encumber by Supplemental Release



3. Amount Budgeted: \$ \_\_\_\_\_

4. Budgeted: By Ordinance No. 2016-38  
Or Grant: Title & Year \_\_\_\_\_

5. \*\*Account Number to be Charged: 021-0-00-00-0000-2-5518615

6. Contract Period: 1 Year - From Notice to Proceed per D. Maillet

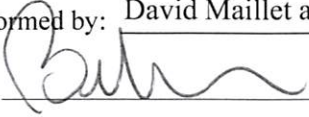
7. Date To Be Awarded: 2/14/17

8. Recommended Vendor and Address: Consulting Engineer Services  
645 Berlin-Cross Keys Road, Suite 1, Sicklerv

9. Justification for Vendor Recommendation:(attach additional information for Council review)  
Following Federal guidelines, the consultant was selected (from 2 proposers) to  
be the most technically qualified. Then the cost proposal was reviewed and  
found to be acceptable.


- Non-Fair & Open (Pay-to-Play documents required)  
 Fair & Open: How was RFP advertised? \_\_\_\_\_

10. Evaluation Performed by: David Maillet and Mike Russo

11. Approved by:   
Brian Myers, City Engineer

12. Attachments:

- Awarding Proposal  
 Other: Ranking sheets

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

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

*\* Federally Funded.  
Award must be "Contingent upon concurrence by NJDOT"*



**consulting engineer services**  
**Engineers, Planners, and Land Surveyors**

December 2, 2016

Miguel Mercado, Purchasing Agent  
 City of Vineland  
 640 E. Wood Street  
 PO Box 1508  
 Vineland, NJ 08362-1508

**Subject: COST PROPOSAL**  
**Construction Inspection Services for**  
**Landis Avenue Traffic Signal Upgrades – Phase 1**  
**Myrtle Street to Sixth Street**  
**City of Vineland, Cumberland County, NJ**

Henry J. Haley, PE, PP, CME  
 Chief Executive Officer

Norman K. Rodgers, III, PE, PLS, CME  
 President

Marie Baaden, PE, CME, Vice President  
 Municipal Services

Tony Lecane, Vice President  
 Surveying Services

Steven M. Shriver, Vice President  
 Business Development

Jay Sims, PE, PP, CME, Vice President  
 Land Development

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Michael R. Brown, PE, CME  
 Peter G. Burgess, PE, PLS, CME  
 Michael C. Dupras, MS  
 Adam R. Grant, PLS  
 Ryan Headley, PE  
 Alan J. Ippolito, PE, CME  
 William A. Ralston, PE, CME  
 John F. Witthohn, PE, CME  
 Paul A. Witthohn, PE, CME

Dear Mr. Miguel:

Consulting Engineer Services (CES) is pleased to submit one (1) original and five (5) copies of the enclosed Cost Proposal for providing construction inspection services for the Landis Avenue Traffic Signal Upgrades – Phase 1 (Myrtle Street to Sixth Street) project. Based on the services outlined in the Request for Proposals (RFP) and our Technical Proposal (submitted under separate cover), we have prepared the enclosed Cost Proposal for the requested services. The costs have been broken down and summarized by task, staff type, overhead, profit, and reimbursable expenses, as requested in the RFP.

The total proposed fee for this project is \$69,736.00. As noted on the enclosed Cost Summary, our DBE sub-consultant (KMA Consulting Engineers) has been assigned 12.74% of the project cost which exceeds the DBE goal of 12.44%.

Thank you for the time you have taken to review this proposal. If further information is required, please contact me at your earliest convenience at (856) 228-2200.

Very truly yours,

Norman K. Rodgers, III, P.E., P.L.S., C.M.E.  
 President

Enc.

**Construction Inspection Services for  
Landis Avenue Traffic Signal Upgrades, Phase I**

**Consulting Engineer Services Cost Breakdown**

Description/Tasks		Principal \$59.00	Resident Engineer \$41.70	Inspector \$32.28	Clerk \$26.34	Hours For Item	Cost For Item
<b>Construction Administration</b>							
1	Pre-Construction Meeting		4.0	4.0		8.0	\$295.92
2	Process Contractor's Requests for Payment	2.0	60.0	10.0		72.0	\$2,942.80
4	Prepare Federal Forms		40.0			40.0	\$1,668.00
4	Respond to Contractor's Questions		16.0	2.0		18.0	\$731.76
5	Prepare Change Orders (if needed)		16.0	2.0		18.0	\$731.76
4	Coord / Corresp		8.0		4.0	12.0	\$438.96
	Sub-Totals	2.0	144.0	18.0	4.0	168.0	\$6,809.20
<b>Shop Drawing Review</b>							
1	Review of Submittals/Shop Drawings		4.0	12.0		16.0	\$554.16
2	Coord / Corresp		2.0		2.0	4.0	\$136.08
	Sub-Totals	0.0	6.0	12.0	2.0	20.0	\$690.24
<b>Construction Inspection</b>							
1	Field Inspection		16.0	460.0		476.0	\$15,516.00
2	Transmit Weekly Inspection Reports			12.0		12.0	\$387.36
3	Punch List			8.0		8.0	\$258.24
	Sub-Totals	0.0	16.0	480.0	0.0	496.0	\$16,161.60
<b>Project Close-Out</b>							
1	Close-Out Documents (including Federal forms)	1.0	20.0	16.0		37.0	\$1,409.48
2	Coordination / Correspondence				4.0	4.0	\$105.36
	Sub-Totals	1.0	20.0	16.0	4.0	41.0	\$1,514.84
	Total Hours (by staff level)	3.0	186.0	526.0	10.0	725.0	
	Total Cost (by staff level)	\$177.00	\$7,756.20	\$16,979.28	\$263.40		\$25,175.88
						<b>DIRECT LABOR:</b>	<b>\$25,175.88</b>
						<b>+ OVERHEAD (123.7%):</b>	<b>\$31,142.56</b>
						<b>SUBTOTAL:</b>	<b>\$56,318.44</b>
						<b>+ FIXED FEE ON DIRECT LABOR (18%):</b>	<b>\$4,531.66</b>
						<b>SUBTOTAL:</b>	<b>\$60,850.10</b>
						<b>DIRECT EXPENSES:</b>	<b>\$0.00</b>
						<b>TOTAL:</b>	<b>\$60,850.10</b>

**Construction Inspection Services for  
Landis Avenue Traffic Signal Upgrades, Phase I**

**KMA Consulting Engineers Cost Breakdown**

Description/Tasks		Principal	Resident Engineer	Inspector \$29.96	Clerk	Hours For Item	Cost For Item	
<b>Construction Administration</b>								
1	Pre-Construction Meeting					0.0	\$0.00	
2	Process Contractor's Requests for Payment					0.0	\$0.00	
3	Respond to Contractor's Questions					0.0	\$0.00	
4	Prepare Change Orders (if needed)					0.0	\$0.00	
5	Coord / Corresp					0.0	\$0.00	
	Sub-Totals	0.0	0.0	0.0	0.0	0.0	\$0.00	
<b>Shop Drawing Review</b>								
1	Review of Submittals/Shop Drawings					0.0	\$0.00	
2	Coord / Corresp					0.0	\$0.00	
	Sub-Totals	0.0	0.0	0.0	0.0	0.0	\$0.00	
<b>Construction Inspection</b>								
1	Field Inspection			120.0		120.0	\$3,595.20	
2	Transmit Weekly Inspection Reports					0.0	\$0.00	
3	Punch List					0.0	\$0.00	
	Sub-Totals	0.0	0.0	120.0	0.0	120.0	\$3,595.20	
<b>Project Close-Out</b>								
1	Close-Out Documents (including Federal forms)					0.0	\$0.00	
2	Coordination / Correspondence					0.0	\$0.00	
	Sub-Totals	0.0	0.0	0.0	0.0	0.0	\$0.00	
	Total Hours (by staff level)	0.0	0.0	120.0	0.0	120.0		
	Total Cost (by staff level)	\$0.00	\$0.00	\$3,595.20	\$0.00		\$3,595.20	
							<b>DIRECT LABOR:</b>	<b>\$3,595.20</b>
							<b>+ OVERHEAD (129.16%):</b>	<b>\$4,643.56</b>
							<b>SUBTOTAL:</b>	<b>\$8,238.76</b>
							<b>+ FIXED FEE ON DIRECT LABOR (18%):</b>	<b>\$647.14</b>
							<b>SUBTOTAL:</b>	<b>\$8,885.90</b>
							<b>DIRECT EXPENSES:</b>	<b>\$0.00</b>
							<b>TOTAL:</b>	<b>\$8,885.90</b>

**Construction Inspection Services for  
Landis Avenue Traffic Signal Upgrades, Phase I**

**Staffing Plan with Cost**

Staff Name	Title	Direct Labor Rate	Approved Overhead Rate	Fixed Fee	HOURS PER TASK				TOTAL HOURS	TOTAL COST	PERCENT OF TOTAL COST
					Construction Administration	Shop Drawing Review	Construction Inspection	Project Close-Out			
					A	B	C	D			
<b>Consulting Engineer Services, Inc.</b>											
Norman Rodgers	Principal	\$59.00	123.7%	18%	2	0	0	1	3	\$427.81	
Michael Brown	Resident Engineer	\$41.70	123.7%	18%	144	6	16	20	186	\$18,746.74	
David Dunmyer (NICET III)	Inspector	\$32.28	123.7%	18%	18	12	480	16	526	\$41,038.92	
Darlene Pirolli	Clerk	\$26.34	123.7%	18%	4	2	0	4	10	\$636.64	
					<b>CES SUBTOTAL HOURS:</b>	168	20	496	41	725	\$60,850.10
					<b>CES SUBTOTAL COST:</b>	\$16,457.84	\$1,668.31	\$39,062.59	\$3,661.37		
									<b>CES LABOR + OVERHEAD + FIXED FEE:</b>	\$60,850.10	
									<b>CES DIRECT EXPENSES:</b>	\$0.00	
									<b>CES TOTAL:</b>	\$60,850.10	
										87.26%	
<b>KMA Consulting Engineers, Inc. (DBE Firm)</b>											
Staff	Principal	\$0.00	129.16%	18%	0	0	0	0	0	\$0.00	
Staff	Resident Engineer	\$0.00	129.16%	18%	0	0	0	0	0	\$0.00	
Yuriy Gladshsteyn	Inspector	\$29.96	129.16%	18%	0	0	120	0	120	\$8,885.90	
Staff	Clerk	\$0.00	129.16%	18%	0	0	0	0	0	\$0.00	
					<b>KMA SUBTOTAL HOURS:</b>	0	0	120	0	120	\$8,885.90
					<b>KMA SUBTOTAL COST:</b>	\$0.00	\$0.00	\$8,885.90	\$0.00		
									<b>KMA LABOR + OVERHEAD + PROFIT:</b>	\$8,885.90	
									<b>KMA DIRECT EXPENSES:</b>	\$0.00	
									<b>KMA TOTAL:</b>	\$8,885.90	
										12.74%	
					<b>TOTAL:</b>	168	20	616	41	845	\$69,736.00
										100.00%	

**Construction Inspection Services for  
Landis Avenue Traffic Signal Upgrades, Phase I**

**Cost Summary by Task**

COMPANY	TOTAL COST PER TASK				DIRECT EXPENSES	TOTAL COST	PERCENT OF TOTAL COST
	Construction Administration A	Shop Drawing Review B	Construction Inspection C	Project Close-Out D			
Consulting Engineer Services, Inc.	\$16,457.84	\$1,668.31	\$39,062.59	\$3,661.37	\$0.00	\$60,850.10	87.26%
KMA Consulting Engineers, Inc. (DBE Firm)	\$0.00	\$0.00	\$8,885.90	\$0.00	\$0.00	\$8,885.90	12.74% *
<b>TOTAL</b>	<b>\$16,457.84</b>	<b>\$1,668.31</b>	<b>\$47,948.48</b>	<b>\$3,661.37</b>	<b>\$0.00</b>	<b>\$69,736.00</b>	<b>100.00%</b>
* NOTE: DBE/ESBE goal is 12.44% and 12.74% is provided							

## FIXED FEE CALCULATION

PROJECT: Construction Inspection Services for Landis Avenue Traffic Signal Upgrades, Phase I  
CONSULTANT: Consulting Engineer Services  
AGREEMENT OR CAM NO.:

PREPARED BY: MRB  
DATE: 12/2/2016

### EVALUATE PROJECT SPECIFICS:

*Directions:*  
Prime Consultant will use Total Project Design Cost (or Task Order Design Cost) for the SIZE criteria  
Each Subconsultant will assign points for SIZE, COMPLEXITY, DURATION, & DEGREE OF RISK based on its specific project tasks.

SPECIFICS	CRITERIA	POINTS	RATING
SIZE:	SMALL - Total Fee (Project Design Cost) < \$1,250,000	15	15
	LARGE - Total Fee (Project Design Cost) > \$1,250,000	20	
COMPLEXITY:	SIMPLE - Limited Scope of Work; Deck Patching, Resurfacing, Restoration, Concept Development, Studies, Surveys, Landscape, Inspections	10	10
	STANDARD - Moderate Scope; Rehabilitation, New, or Reconstruction	15	
	COMPLEX - Multi-disciplined, Highly Specialized, or Major Unusual	20	
DURATION:	STANDARD - Appropriate Schedule	15	15
	AGGRESSIVE - Designers Schedule Reduced > 10 %	20	
DEGREE OF RISK:	LEVEL 1 - Low Risk of Claims; Limited Scope of Work, Deck Patching, Resurfacing, Restoration, Concept Development, Studies, Surveys, Landscape, Inspections	20	20
	LEVEL 2 - Average Risk of Claims; Standard Complexity or Level 1 with High Public Exposure	30	
	LEVEL 3 - High Risk of Claims; Hazardous, Experimental, or Bonus/Penalty Clauses	40	
		<b>TOTAL RATING =</b>	<b>60</b>

### CALCULATE FEE:

PROJECT SPECIFICS FACTOR (Total Rating /100) =	0.60
FEE FACTOR ( Project Specifics Factor x 0.30) =	0.18
DIRECT LABOR COSTS	\$ 25,175.88
<b>TOTAL FEE (Direct Labor Costs x Fee Factor) =</b>	<b>\$ 4,531.66</b>



15-021 RFP For Landis Avenue Signals Inspection Phase 1

FOR EACH FIRM, GIVE A RATING OF 1-10 FOR EACH CATEGORY.

CATEGORY	Technical Approach	Firm Qualifications	Staff Qualifications	DBE Utilization	Final Score
FIRM					
CES	8	10	10	10	92% 0
Remington & Vernick	8	10	10	10	92% 0

**TECHNICAL APPROACH (40%):** Understanding of the effort required. Shall address (1) discussion of approaches to resolving any problems, and (2) community involvement process.

**FIRM QUALIFICATIONS (20%):** Shall provide list of similar work including contact info for clients, full description of services provided by the firm, organizational chart and description of firm, and how subcontractors are used to supplement services.

**STAFF QUALIFICATIONS (25%):** Qualifications, experience and office address of firms and any subcontractor's staff. Resumes of the professional staff. Location of the office that will be performing the work.

**DBE UTILIZATION (15%):** The DBE Utilization goal for this project is 12.44%. Anything short of meeting the goal shall result in a rating of 1.

Scores provided by

Mike Russo

FOR EACH FIRM, GIVE A RATING OF 1-10 FOR EACH CATEGORY.

CATEGORY	Technical Approach	Firm Qualifications	Staff Qualifications	DBE Utilization	Final Score
FIRM					
CES	8	8	9	9	8.4 0
Remington & Vernick	8	8	8	9	8.15 0

**TECHNICAL APPROACH (40%):** Understanding of the effort required. Shall address (1) discussion of approaches to resolving any problems, and (2) community involvement process.

**FIRM QUALIFICATIONS (20%):** Shall provide list of similar work including contact info for clients, full description of services provided by the firm, organizational chart and description of firm, and how subcontractors are used to supplement services.

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Scores provided by

Dave Maillet