

**RESOLUTION NO. 2021- 72**

**RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN VANNOTE-HARVEY ASSOCIATES, CAPE MAY COURT HOUSE, NEW JERSEY FOR PROFESSIONAL ENGINEERING SERVICES FOR THE FIRST PHASE OF DESIGN OF VINELAND JAKE'S PARK ALL-INCLUSIVE PLAYGROUND/SENSORY GARDEN FOR CHILDREN WITH SPECIAL NEEDS.**

**WHEREAS**, on August 23, 2018 Governor Phil Murphy signed A2187 into law known as Jakes Law which incentivizes Counties and Municipalities to build inclusive playgrounds for children and adults with disabilities; and

**WHEREAS**, all-inclusive playgrounds provide opportunities for play that are not available at most playgrounds for children and adults with disabilities. Many parks, even those that are Americans With Disabilities Act compliant do not have proper wheelchair access and equipment suitable for all visitors, and the Jakes Law Parks are joyful places where children of all backgrounds, ages, and physical abilities play together without limitations; and

**WHEREAS**, the Jakes Law encourages every New Jersey County to build at least one inclusive playground that is accessible to children with disabilities, and Cumberland County has yet to provide such a facility to its special needs individuals; and

**WHEREAS**, Vannote-Harvey Associates, Cape May Court House, New Jersey is a professional engineering firm that has expertise and experience in designing and constructing Jakes Parks in South Jersey and has submitted a proposal for engineering services for construction of the Jakes Park All-Inclusive Playground/Sensory Garden in the City of Vineland, dated December 20, 2019 of which part of the scope of services includes the preparation of a concept plan showing an All-Inclusive playground location and general layout improvements, meeting and coordinating with Green Acres to review alternatives and cost estimates, perform preliminary field surveying and prepare a base plan for the area to be improved, among other services more particularly outlined in the "Scope of Services Greenacres Application Support Services" section of the proposal dated December 20, 2019; and

**WHEREAS**, the City of Vineland is making an application for Green Acres funding for the design and construction of the Jakes Park All-Inclusive Playground/Sensory Garden which Green Acres funding is prioritized for such parks; and

**WHEREAS**, New Jersey Department of Environmental Protection, Green Acres, has indicated their willingness to provide funding for the project subject to approval and the preparation of the conceptual drawings and plans will facilitate the Green Acres funding process.

CITY OF VINELAND

**NOW, THEREFORE BE IT RESOLVED**, by the Council of the City of Vineland that the Mayor and Clerk are hereby authorized to execute a Professional Service Agreement with Vannotte-Harvey Associates, Professional Engineering for the Green Acres Application Support Services only portion as outlined in the proposal dated December 20, 2019 in an amount not to exceed \$21,500.00 with the balance of the Scope of Services to be considered upon Green Acres funding for the Jakes Park All-Inclusive Playground.

Adopted:

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk

# van note - harvey

associates, inc.

211 Bayberry Drive, Suite 2-E  
Cape May Court House, New Jersey 08210  
609-465-2600 Fax: 609-465-8028  
NJ Authorization #24GA28271300  
www.vannoteharvey.com



\*\*\*SENT VIA EMAIL TO: [bdickenson@vinelandcity.org](mailto:bdickenson@vinelandcity.org)\*\*\*

December 20, 2019  
Revised June 15, 2020

VNHA File: 44714-070-01

Mr. Robert E. Dickenson Jr.  
Business Administrator  
City of Vineland  
640 E. Wood Street  
PO Box 1508  
Vineland, NJ 08362-1508

**RE: Proposal for Engineering Services  
Jake's Park All Inclusive Playground  
City of Vineland, Cumberland County, NJ**

Dear Mr. Dickenson,

*In accordance with recent discussions with City Solicitor, Richard Tonetta I have been asked to update my December 20, 2019 proposal on the referenced project to provide a currently dated proposal as well as to add some minor scope modifications based upon feedback that Michael Zumpino of Triad received from Green Acres on this project. Specifically, based upon the Green Acres input, the Green Acres Application Support section of our proposal and the associated fee has been changed to provide coordination efforts with Green Acres including a meeting and conference calls with them as well as some additional alternatives analysis and preliminary cost estimating. I have also increased the time frame that this proposal will remain in effect to 60 days in order to allow the City time to finalize their arrangements for proceeding with the work. The balance of the proposal beyond that remains the same as previously issued.*

Thank you for taking the time to meet with us on December 16<sup>th</sup> to discuss the City's vision for a proposed Jake's Park All Inclusive Playground. As a result of that meeting, Van Note-Harvey Associates (VNHA) is pleased to submit this proposal to perform the consulting engineering services for that project. Based upon our discussion, it is my understanding that the desired location for this new playground facility is the Joseph E. Romano Youth Sports Complex located off of Maple Avenue. This facility is already extensively used for various sports activities as well as tournaments and the incorporation of an all-inclusive playground facility will greatly complement and enhance its use to make it a premier sports facility for the City. Furthermore, all-inclusive playgrounds tend to become destinations for families outside of the immediate area who

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are looking to provide all-inclusive activities for their children and loved ones, thereby potentially bringing new economic activity to the various business in town.

As we discussed there are several options that can be looked at as part of this playground project which would include not only the construction of the playground itself but also the incorporation of ADA accessible fitness stations around the existing track at the site. These fitness stations coupled with a well thought out playground facility including incorporating amenities such as Sensory Gardens would provide activities for both young and old, regardless of capabilities.

It is our understanding that while the entire concept and budget for the all-inclusive playground have not been finalized, the City is interested in pursuing Green Acres Development grant monies to fund all or at least part of the project. As part of making that application, an engineering report, schematic plan and cost estimate will be needed. This information would then be compiled with the other required application documents to request the funding from Green Acres. Should VNHA be selected to work on this project, we stand ready to work with your team to provide the necessary engineering documents and support. Should the funding be approved, the project will then require design, bidding and construction phase services as well.

In light of the above, I have prepared the following suggested scope of services and fees for your consideration.

### **SCOPE OF SERVICES**

#### **Green Acres Application Support Services**

- Attend a kickoff meeting with designated City representatives to brainstorm ideas and discuss the various options or amenities to be included in the project.
- Coordinate with equipment manufacturers to identify suggested components of the facility that might be incorporated into the design including preliminary costs to purchase the equipment.
- Utilizing available aerial photography prepare a scale able concept plan of the site showing the all-inclusive playground location and general layout of improvements. This plan would be provided to the City for review and further input.
- Meet with the City to discuss comments, concerns and any suggested changes to the concept plan.
- Meet and coordinate with Green Acres to review alternatives and cost estimates.
- Perform some preliminary field surveying and prepare a base plan for the area to be improved.
- Prepare a schematic plan of the improvements utilizing the base plan noted above and develop renderings of the components in conjunction with the equipment manufacturers. Prior to finalizing the schematic plan and cost estimates, the City would be given another opportunity at this point for input on the design.
- Finalize the schematic plan, develop final magnitude of cost estimates and prepare a summary report regarding the project and its implementation.

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The deliverables for this phase would include the following which would be used for inclusion in the full application package to Green Acres:

1. Summary report;
2. Schematic plan envisioned at this time to include the aerial overview plan, an enlarged base plan showing the improvements and renderings; and
3. A magnitude of cost Engineer's Estimate.

**Design Phase Services**

- Prepare additional field surveying to supplement the previously prepared base plan to be used for detailed design. Surveying will be limited to the areas necessary to analyze and design the final project and will be tied into physical features such as roadways, etc. for orientation. A complete outbounds survey of the entire Athletic Facility complex is not included in the scope of services.
- Prepare construction drawings and detailed specifications to be utilized for competitive public bidding of the project. The construction drawings are anticipated to include a cover sheet; existing conditions plan; site improvement dimensioning plan; equipment and foundation layout plan; drainage plan, if required; landscaping and lighting plan; soil erosion and sediment control plan; and detail sheets.
- Prepare application forms for submission to the Cumberland Salem Conservation District.
- Prepare an Engineer's Estimate of Probable Construction Cost.

The deliverables for this phase would include the following which would be used for bidding the project:

1. Application form and submission package for Cumberland Salem Conservation District Certification; and
2. Ten (10) sets of the Construction Drawings and Detailed Specifications; and
3. A signed and sealed Engineer's Estimate of Probable Construction Cost.

**Bidding Phase Services**

- Coordinate with playground equipment manufacturers and the City purchasing office to assist with the purchase of equipment covered under State Bidding Contracts.
- Assist the City purchasing office with preparation of the complete bidding package for installation of the equipment and other site amenities utilizing the City's standard bidding forms and the VNHA detailed specifications.
- Respond to requests for information (RFI's) from prospective bidders and prepare addenda's as necessary during the bid stage.
- Attend Bid Opening and prepare a tabulation of the bid results.
- Review bid results and prepare a recommendation relative to award of the project.

The deliverables for this phase would include the following:

1. Prepare responses to RFI's and issue addenda's as necessary
2. Tabulation of Bids; and

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3. Engineer's Recommendation letter relative to the award.

**Construction Phase Services**

- Attend preconstruction meeting with the selected contractor and City representatives.
- Resident Engineering services including coordination and attendance at bi-weekly jobsite meetings, preparation of jobsite meeting minutes, evaluation of change order requests, and review of monthly construction payment requests.
- Construction Observation (CO) services relative to key features of the project construction. At this point in time, only part time CO services are included in the fees to cover critical aspects of the construction. While part time, CO services are provided on a minimum 8-hour day per event.
- Project closeout services consisting of a final jobsite inspection of the work; preparation of a final punch list; verification of completion of the final punch list; and review of contractor's final payment request/closeout documents.

The deliverables for this phase would include the following:

1. Prepare and distribute meeting minutes
2. Prepare CO reports for day's spent on jobsite by the Construction Observer; and
3. Prepare and submit construction related documents including change orders, monthly construction payment requests and directives to the Contractor.
4. Prepare final punch list
5. Review closeout documents from contractor for submission to City.

**SCHEDULE**

We are prepared to begin work on this project within one (1) weeks after authorization to proceed. Preparation of the Green Acres Application Support documents are anticipated to take approximately four (4) to six (6) weeks depending on the timing of the feedback from the City.

**FEES**

We propose to provide the above outlined scope of services to you based upon the following fees for services rendered plus the cost of any reimbursable expenses incurred which will be billed at actual cost without markup:

Green Acres Application Support Services (Lump Sum Fee)	\$ 21,500.00
Design Phase Services (Lump Sum Fee)	\$ 81,000.00
Bidding Phase Services (Lump Sum Fee)	\$ 4,500.00
Construction Phase Services (Estimated Budget—T&M basis*)	\$116,000.00
Reimbursables/Out of Pocket Expenses (Budgetary)	\$ 3,500.00

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\*Since the extent of the actual construction scope is preliminary at this point, the cost of the Construction phase services is estimated. A suggested budget is included which is subject to adjustment once the exact scope of the work has been clearly defined.

**ASSUMPTIONS**

- a) The fees quoted and schedule indicated assume that this proposal will be accepted and returned within 60 days. If the proposal is accepted after this 60-day period, the fee and schedule may be subject to change.
- b) The services provided will address the regulatory requirements in effect on this date. Services required by new rules and regulations shall be considered additional services.
- c) The only services to be provided are as outlined in the Scope of Services above. Other unanticipated services including but not limited to any identification, delineation, or mapping of New Jersey Saltwater, Freshwater Wetlands or transition areas; Habitat assessments for Threatened & Endangered plant and wildlife species; NJPDES permitting services, other agency permitting; services relating to construction dispute mediation, arbitration or court claims; and traffic studies, are not included. Any additional services that may become necessary that can be provided by Van Note-Harvey Associates and are authorized by you will be provided on an hourly basis in accordance with the Billing Rate Schedule provided below.
- d) The fees assume that all correspondence, plans, etc., relative to the project will be transmitted utilizing regular postal mail or email. Express mail, airborne, overnight mail or hand deliveries will be provided as a direct charge without markup.
- e) Application fees for regulatory agency submissions or reviews are the responsibility of the client and are not included in the fees quoted in this proposal.
- f) Reimbursable expenses include but are not limited to prints, overnight mail, travel and other out of pocket expenses.
- g) Van Note-Harvey Associates cannot and does not guarantee that submission of the applications to the various reviewing agencies noted in this proposal will result in approvals, endorsements or issuance of permits.

**BILLING RATE SCHEDULE**

(Effective January 1, 2020)

<u>JOB CLASSIFICATION</u>	<u>BILLING RATE</u>
Principal	\$177.00
Sr. Project Coordinator	\$170.00
Project Coordinator	\$160.00
Sr. Project Manager	\$145.50
Project Manager	\$144.50
Sr. Project Engineer	\$141.50
Project Engineer	\$139.00
Engineer	\$115.50
Sr. Designer	\$114.00
Designer	\$108.00

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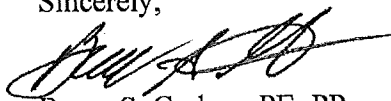
Sr. Drafter	\$104.50
Drafter	\$ 91.50
Drafting Technician	\$ 67.50
Sr. Environmental Specialist	\$116.00
Environmental Specialist	\$109.50
Environmental Technician	\$ 75.50
Sr. Construction Observer	\$101.50
Construction Observer	\$ 95.50
Survey Supervisor	\$137.00
Chief of Survey Party	\$117.00 *
Transitperson	\$ 83.50 *
Rodperson	\$ 63.90 *
Sr. Survey Technician	\$122.00
Survey Technician	\$118.50
Survey D/P Technician	\$117.00
Landscape Architect	\$101.00
Sr. Hydrogeologist	\$132.50
Hydrogeologist	\$129.50
Sr. GIS Specialist	\$137.00
GIS Specialist	\$108.50
Executive Secretary	\$ 79.50
Sr. Technical Typist/Secretary	\$ 78.50
Technical Typist/Secretary	\$ 70.50
Admin. Assistant	\$ 70.50
Data Process. Supervisor	\$ 80.00
Data Process. Tech	\$ 79.00

\*IN THE EVENT STATE/FEDERAL "PREVAILING RATE" REQUIREMENTS APPLY, ADJUSTED RATES WILL BE SUPPLIED

We appreciate the opportunity to prepare this proposal and look forward to assisting you with this project. If the terms and conditions described above meet with your approval, please indicate your acceptance by signing this proposal letter on the line provided below. Return one (1) signed copy of this proposal letter to our office.

If you have any questions or want to discuss modification of the scope of services, terms or conditions, please do not hesitate to contact me.

Sincerely,



Bruce S. Graham PE, PP  
Vice President

cc: Richard Tonetta, Esq. (rtonetta@vinelandcity.org)



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***ACCEPTED BY:***

\_\_\_\_\_

***(Client)***

\_\_\_\_\_

***(Date)***

*Please provide complete billing and contact information below.*

***(Name)*** \_\_\_\_\_

***(Address)*** \_\_\_\_\_

***(City, State, Zip Code)*** \_\_\_\_\_

***(Phone No. with area code)*** \_\_\_\_\_

***(Fax No. with area code)*** \_\_\_\_\_

***(Email address)*** \_\_\_\_\_