

CITY OF PLAINFIELD

OFFICE OF COMMUNITY DEVELOPMENT
515 WATCHUNG AVENUE
PLAINFIELD, NEW JERSEY 07060
(908) 753-3233 - FAX (908) 753-3535



Alfred R. Restaino
DIRECTOR

MEMORANDUM

To: Jennifer Wenson-Maier, Director, Dept. of Public Works & Urban Development
From: Al Restaino, Director, Office of Community Development *AR*
Date: August 3, 2007
Subj: Resolution – Professional Services Contract Amendment
Schoor DePalma Engineers and Consultants

Attached please find a resolution and support documentation authorizing the amendment of a Professional Services Contract with Schoor DePalma Engineers and Consultants relating to increased professional engineering consultant services on the Community Development Block Grant (CDBG) funded Madison Playground. The original contract for professional services was \$10,000. This amendment will increase that contract by \$7,806 to an amount not to exceed \$17,806.

This action has been reviewed and approved by the Union County CDBG Administrative Sub-Committee and the funds have been certified by Mr. Peter Sepelya, Chief Financial Officer.

It is the request of this office to have this resolution heard at the August 20, 2007 City Council Agenda Fixing Session and August 22, 2007 City Council Regular Meeting for consideration.

Should you have any questions or require additional information please contact me at extension 3233.

Thank you.

**I HAVE REVIEWED THE
ACCOMPANYING RESOLUTION AND
ATTEST TO ITS ACCURACY**

**APPROVED FOR PLACEMENT
ON COUNCIL AGENDA**

Jennifer Wenson-Maier, Director
Dept. of Public Works & Urban Development

Marc Dashield
City Administrator

**RESOLUTION AUTHORIZING AN AMENDMENT TO A
PROFESSIONAL SERVICES CONTRACT FOR
IMPROVEMENTS AT MADISON AVENUE PLAYGROUND
PURSUANT TO A NON-FAIR AND OPEN PROCESS FOR
ENGINEERING SERVICES
BY
SCHOOR DEPALMA ENGINEERS AND CONSULTANTS**

WHEREAS, the City of Plainfield has a need for continuing engineering services as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.5* for the continued improvements and modifications to the park design required at the Madison Avenue Playground; and

WHEREAS, the City of Plainfield, through the Office of Community Development received a Community Development Block Grant for renovation to the Madison Avenue Playground in the amount of \$105,000.00 in Program Year 31 and \$105,000.00 in Program year 32; and

WHEREAS, the amount of this contract needs to be amended from \$10,000.00 which originated in Program Year 31 and an additional \$7,806.00 which originated in Program Year 32 for a total contract amount of \$17,806.00 and there is sufficient funding available within Grant Account Number U-05-41-154-207-475 in the amount of \$7,806.00, as evidenced by the City's Chief Financial Officer Certification attached hereto; and

WHEREAS, the City has received approval from the Union County CDBG Administrative Sub-Committee for the manner in which these funds will be utilized as evidenced by the attached correspondence; and

WHEREAS, the contract period associated with this grant is September 1, 2006 through August 31, 2007; and

WHEREAS, Schoor Depalma Engineers and Consultants, have submitted a proposal dated May 14, 2007, indicating it will provide the engineering services indicated therein for an amount not to exceed \$7,806.00 as follows:

- A. The consultant, Schoor Depalma Engineers and Consultants shall provide engineering services to the City including, but not limited to:
 - i. The revision of contract drawings and to provide specifications for re-bid as required and resulting from new quantities for the various site improvements to accommodate a larger parking lot layout built as a part Phase I.
 - ii. Advertisement and bidding services which include by may not be limited to, providing assistance in answering inquiries during the advertisement period, preparation of necessary addenda, if any during the advertisement period, attendance at bid opening, preparation of bid tally and assistance in the review and evaluation of bids, including recommendation(s) concerning the award of a contract pursuant thereto

and

WHEREAS, Schoor DePalma Engineers and Consultants has completed and submitted a Business Entity Disclosure Certification which certifies that Schoor DePalma Engineers and Consultants has not made any reportable contributions to a political or candidate committee in the City of Plainfield and/or the County of Union in the previous one year, and that the contract will prohibit the Schoor DePalma Engineers and Consultants from making any reportable contributions through the term of the contract; Now, therefore, be it,

RESOLVED, that the City Council of the City of Plainfield authorizes the Mayor and City Clerk to execute a professional services agreement with Schoor DePalma Engineers and Consultants as described herein; be it,

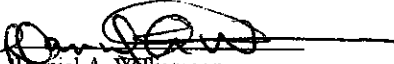
FURTHER RESOLVED, that the Business Disclosure Entity Certification and the Certification of Funding be placed on file with this resolution.

Adopted by the City Council

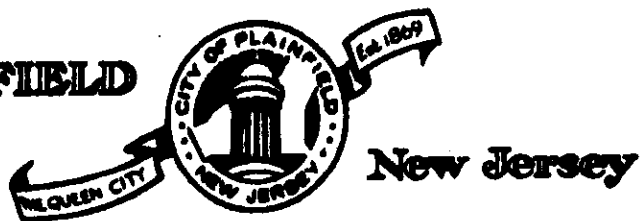
August 22, 2007

Approved as to form

Laddie Wyatt, City Clerk


Daniel A. Williamson
Corporation Counsel

CITY OF PLAINFIELD



P.O. Box 431
515 Watchung Avenue
Plainfield, N.J. 07061

CERTIFICATION AS TO AVAILABLE FUNDING

I, Peter P. Sepelya, Jr., Chief Financial Officer of the City of Plainfield, do hereby certify that funds are available from the City of Plainfield Community Development Block Grant account number U-05-41-154-207-475 \$7,806.00 for a change order with Schoor DePalma.

Date: 7-6-07

Certified: *Peter Sepelya Jr.*



COUNTY OF UNION

DEPARTMENT OF ECONOMIC DEVELOPMENT
Alfred J. Faella, Director

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CHOSEN FREEHOLDERS**

June 19, 2007

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Division Director

Mr. Al Restaino, Director
City of Plainfield
515 Watchung Avenue
Plainfield, NJ 07060

Re: Plainfield – Madison Avenue Playground Reconstruction
CD Year XXXII (Acct. # 006-154) \$105,000.00

Dear Mr. Restaino:

Please be advised that at a regular meeting of the Administrative Subcommittee held on June 13, 2007, your request for a Budget Modification for the Madison Avenue Playground Reconstruction to subtract \$7,806.00 from Project Cost to Architect/ Engineering was approved.

If you have any questions, please do not hesitate to contact Thomas E. Connell at (908) 527-4023.

Very truly yours,


Steven H. Merman, Esq.
Director, Planning & C.D.

SHM:te
cc: Fiscal Officer

DIVISION OF PLANNING & COMMUNITY DEVELOPMENT

Elizabethtown Plaza

Administration Building
Elizabeth, NJ 07207 (908)527-4086 fax(908)527-4715

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We're Connected to You!

SCHOOR DEPALMA
Engineers and Consultants

May 14, 2007

Ms. Jennifer Wenson-Maier
Director of Public Works and Urban Development
City of Plainfield
515 Watchung Avenue
Plainfield, NJ 07060

**RE: Madison Avenue Playground Improvements – Phase 2
City of Plainfield, Union County, New Jersey
Proposal for Re-Bid
Our Project Number: 060270602**

Dear Ms. Maier:

In accordance with your request, we are pleased to furnish our proposal for professional services in connection with the above-mentioned project. It is our understanding that the City would like to re-bid the remaining improvements proposed for the site. In addition, it is our understanding that the parking lot that was enlarged during the phase 1 improvements be paved with asphalt as part of phase 2 improvements.

We shall perform the following scope of services necessary for phase 2 of the project:

Task 1 – Revision of Contract Drawings & Specifications for Re-Bid

In order to re-bid the project we shall revise the contract drawings and specifications to reflect the new quantities for the various site improvements that were revised in order to accommodate the larger parking lot layout, built as part of phase 1. In addition, in accordance with Schoor DePalma's recent presentation to the Planning Board, a recommendation was made by the board that the steel picket fence originally proposed for the project be revised to have a straight top rail without any protruding pickets. If the Department of Public Works and Division of Engineering are in agreement with this recommendation, we shall revise the contract details accordingly. We shall prepare a revised engineers estimate for a base bid and alternate bid items based on the City's available budget for construction of phase 2.

Task 2 – Advertisement and Bidding Services

The following services will be provided during the advertisement and bidding phase:

- Assistance in answering inquiries during the advertisement period.
- The preparation of any necessary addenda during the advertisement period.

QualityFirst®

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tel 973.299.7970 | fax 973.334.5588 | www.schoordepalma.com

New Jersey Pennsylvania New York Florida Arizona Maryland Nevada

Advantage Engineering - A division of Schoor DePalma | CMX Inc. - A subsidiary of Schoor DePalma | Damiano Long - A division of Schoor DePalma

Ms. Jennifer Wenson-Maier
May 14, 2007
Our Project No. 060270602
Page 2

- Attendance at Bid Opening
- Preparation of Bid Tally
- Assistance in review and evaluation of the bids, including recommendation concerning the award of contract.

FEE SCHEDULE

The Fee Schedule includes all of the tasks and associated expenses to complete work as outlined in the Scope of Services. Based upon the foregoing scope of services, we offer the following lump sum fees.

Task 1 – Revision of Contract Drawings & Specifications for Re-Bid	Lump Sum Fee	\$ 4,743.00
Task 2 – Advertisement and Bidding Services	Lump Sum Fee	\$ 3,063.00
	TOTAL Lump Sum Fee	\$ 7,806.00

This work will be performed on a Lump Sum basis. Schoor DePalma proposes to invoice the City on a monthly percentage complete basis. The fees above include the completion of work as outlined in the scope of services. All other work not mentioned or described herein is not included within the fee proposed. The fees quoted above are in affect for a period of sixty days from the date of preparation of this proposal and include the completion of work as outlined in this scope of services.

This scope of services and proposed fees are based on the assumption that work shall begin within sixty days of the date of this proposal, and that the project will be designed and bid during the year 2007. In the event that the City requires Schoor DePalma's services beyond the anticipated completion date specified in this Scope of Services, Schoor DePalma's Lump Sum Fees shall be subject to an equitable adjustment to reflect changes in the various elements that comprise the fees. All adjustments will be pursuant to an agreement reached between the City and Schoor DePalma reduced to writing and deemed a modification of this Agreement.

Should you find this proposal acceptable, please sign below indicating your concurrence with this agreement and return an original to our office at your earliest convenience along with any appropriate resolutions or agreements. We look forward to continuing our work with

Ms. Jennifer Wenson-Maier
May 14, 2007
Our Project No. 060270602
Page 3

the City of Plainfield, and we wish to thank you very much for this opportunity and your consideration of Schoor DePalma. Should you have any questions or comments pertaining to this matter, please feel free to contact me.

Very truly yours,

SCHOOR DEPALMA INC.

Eric Mattes, CLA

ACCEPTED THIS _____ day of _____, 2007

BY: _____

TITLE: _____
As Authorized Representative of the City of Plainfield

N:\PROJECT\2006\0602706\01\02\PROPOSAL\LETTER FOR PHASE 2 RE-BID 5-14-07.DOC

C: Jeff Marsden, PE, Schoor DePalma
Joseph D. Perello, CLA, PP, Schoor DePalma