

**RESOLUTION DIRECTING WORK TO MOTT MACDONALD
FOR ENGINEERING SERVICES DURING CONSTRUCTION FOR THE
29TH STREET AREA COMBINED SEWER IMPROVEMENTS PROJECT**

MOTIONED BY:

SECONDED BY:

WHEREAS, the North Hudson Sewerage Authority (hereinafter "Authority") is a public body, duly formed under the Sewerage Authorities law, constituting Chapter 138 of the Laws of New Jersey of 1946, as amended (Chapter 14A of Title 40 of the New Jersey Statutes Annotated) and possesses the powers set forth therein; and

WHEREAS, Mott MacDonald has been selected under resolution 22-113 to provide engineering services for various capital projects required throughout its service area that must be performed in order to maximize the performance of its waste water treatment facility, the capacity of its combined sewer system and/or to comply with its New Jersey Pollution Discharge Elimination System (NJPDES) permit; and

WHEREAS, Hatch Mott MacDonald has submitted a proposal (Exhibit "A") to provide Engineering Services during construction for the 29th Street Area Combined Sewer Improvements Project; and

WHEREAS, the Facilities Review Board has considered this request and recommends the approval of the full Board.

NOW THEREFORE, BE IT RESOLVED that the Authority, as recommended by the Facilities Review Board, directs Mott MacDonald to provide Engineering Services during construction for the 29th Street Area Combined Sewer Improvements Project as outlined in Exhibit "A" and shall be compensated in an amount not to exceed \$22,500.00.

DATED: MARCH 16, 2023

RECORD OF COMMISSIONERS' VOTE

YES NO ABSTAIN

Commissioner Kappock
Commissioner Marotta
Commissioner Gardiner
Commissioner Friedrich
Commissioner Guzman
Commissioner Velazquez
Commissioner Barrera
Commissioner Zuconi
Commissioner Assadourian

**THIS IS TO CERTIFY THAT THIS RESOLUTION WAS DULY ADOPTED BY THE
NORTH HUDSON BOARD OF COMMISSIONERS ON MARCH 16, 2023.**

SECRETARY



Mr. Fredric J. Pocci, PE Authority Engineer
North Hudson Sewerage Authority
1600 Adams Street
Hoboken, New Jersey 07030

**Re: North Hudson Sewerage Authority
Proposal for Services During Construction
29th Street Combined Sewer Improvements**

Our Project No. 507101715

February 1, 2023

Dear Mr. Pocci

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Mott MacDonald is pleased to have been afforded this opportunity to provide the North Hudson Sewerage Authority (NHSA) with our proposal for Services During Construction for the 29th Street Combined Sewer Improvements.

The project includes the installation of approximately 240-linear feet of combined sewer via open cut and the associated restoration including milling and paving. The work will be performed at the intersection of 29th Street and Bergenline Avenue and 25th Street in the City of Union City.

Mott MacDonald will provide the following services as outlined below.

SCOPE OF SERVICES

Mott MacDonald proposes the following scope of services under this proposal:

Task 1: Bid Phase Services

Mott MacDonald will assist the Authority during the bid phase as described below:

- Prepare the bid advertisement for publication. The Authority will advertise the project and pay any advertisement costs.
- Reproduce the Bid Documents and forward the documents to the Authority's Purchasing Agent for distribution. The Engineer will also coordinate the posting of electronic copies of the Bid Document with the Purchasing Agent. Engineer will also provide copies of Contract Documents for use by the Authority and the Authority's Operations Firm. Assume for reproduction purposes that the following paper copies will be required:
 - 10 sets of specifications,
 - 10 sets of full-size contract drawings,
 - 10 sets of half-size contract drawings.
- Coordinate with Authority's Purchasing Agent regarding the Plan Holders list and their contact information.



- Keep a record of all inquiries for information requested by, and clarifications made to Plan Holders during the Bid Phase.
- Prepare all clarifications and up to a maximum of two addenda as required to clarify or modify the Contract Documents.
- Distribute up to a maximum of two addenda to all plan holders via fax or overnight mail and keep copies of all distribution records.
- Conduct and attend a pre-bid conference and site tour for Plan Holders and prospective bidders. Engineer will perform all coordination required for the pre-bid conference, including but not limited to; NJDEP notification, stakeholder notification, utility notification, City notification and property owner notification.
- Conduct the public bid opening at the offices of the Authority. Engineer will provide two attendees at the bid opening.
- Evaluate the bids and provide a detailed written recommendation of award to the Authority.
- Present the bid report to the Authority Board at two separate meetings.

Task 2: Construction Phase Services

Mott MacDonald will perform services during construction as described below.

- Prepare and distribute all necessary paperwork required for execution of the Contract between the Contractor and the Authority.
- Provide five paper copies of the Contract for execution.
- Prepare minutes of the pre-construction conference and distribute same.
- Prepare and issue a Notice to Proceed to the Contractor.

Task 2.1: Inspection

Mott MacDonald will provide a Full Time Inspector to perform the services described below:

- Observe the on-site construction work when the Contractor's field activities are in progress to ensure that the work is being completed in accordance with the Contract Documents. This includes, but is not limited to, the removal of excavated materials, installation of support of excavation systems, construction dewatering, installation of structures and combined sewer pipe and final restoration.
- Coordinate with the Contractor and City of Union City regarding street closures and maintenance of traffic control and access to the recreational facility.
- Maintain project records, diaries, daily inspection reports/pictures and documents.
- Conduct inspections and develop punch lists.
- Witness and record the results of all functional and performance tests.
- Respond to public complaints, including contacting complainants, determining solutions; prepare letters, etc. in accordance with the Authority's policies, which requires timely action by the Engineer.

Task 3 - Construction Administration

Mott MacDonald will provide administration of the Contract and represent the Authority in observing the Contractor's compliance with the Contract Documents. The

Engineer will perform the following:

- Review the Contractor's Health and Safety plan.
- Coordinate with the various utility companies.
- Meet with the Contractor's representatives and the Authority to assist in implementing the construction progress. Engineer will act as initial interpreter of the requirements of the Contract Documents and judge the acceptability of the work and make decisions on all claims of the Authority and Contractor relating to the acceptability of the work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the work.
- Provide construction specialists to observe the on-site construction work as necessary for specialized work.
- Review, certify and process the Contractor's payment requests on a monthly basis. Prepare a payment application cover letter, engineer's summary payment certificate, Authority payment voucher and submit with recommendations and supporting documentation to the Authority for processing.
- Submit a monthly progress report prepared in accordance with the Authority's format outlining all pertinent activities during the month, including but not limited to work performed, milestones, problems, pending change orders and claims, and time delays. The monthly progress report will contain a financial summary of the Construction contract as well as a financial summary of the Engineer's contract with the Authority. Submit the monthly progress report to the Authority one week prior to the Board meeting.
- Be present at the Authority's Facility Committee meetings on an as needed basis to discuss problems with the project, present construction change orders and answer questions from the Authority on the project.
- Provide Construction Management supervision and control of the resident inspection team to ensure quality control and assist with all problems.
- Provide technical interpretations of the Contract Documents and evaluate requested deviations from the approved design or specifications per the Division of Work responsibilities for the Engineer and Design Engineer.
- Maintain project records, diaries and documents.
- Respond to all Contractor Requests for Information (RFI's) and provide written responses to the Contractor.
- Provide technical review of shop drawings, diagrams, illustrations, catalog data, schedules and samples, the results of tests and inspections, and other data which the Contractor is required to submit. Submitted material will be reviewed for general conformance with the design concept of the project and general compliance with the information given in the Contract Documents. Such review is not intended as an approval of the submittals if they deviate from the Contract Documents or contain errors, omissions, and inconsistencies, nor is it intended to relieve the Contractor of his full responsibility for Contract performance, nor is the review intended to ensure or guarantee lack of inconsistencies, errors, and/or omissions between the submittals and the Contract requirements.
- Prepare and administer all necessary Field Orders.
- Prepare and administer all necessary Work Change Directives.
- Assist in negotiating, with the Contractor, the scope and cost of a reasonable and customary number of change orders. Prepare such change orders as may be required and submit them to the Authority for approval.



Following approval by the Authority and the Contractor, administer same with the Contractor. Submit all change orders to the NJDEP Municipal Finance and Construction Element for their review and approval.

- Administer all allowance items in the Contract.
- Recommend the acceptability of the work and issue a Certificate of Substantial Completion along with a punch-list upon the Contractor achieving the project milestones.
- Prepare routine letters, memorandum, reports, change orders and miscellaneous paperwork as directed by the Authority for signature by the Authority.
- Respond to public complaints, including contacting complainants, determining solutions, prepare letters, etc. in accordance with the Authority's policies and procedures, which requires timely action by the Engineer.
- Make a final review of the construction to determine if the Work has been completed in conformance with the intent of the Contract Documents. Facilitate a final inspection of the Work by the Contractor, Authority and other appropriate regulatory agencies so they may make the final observation of the construction.
- Review record drawings provided by the Contractor of changes to the work.
- Prepare a final set of record drawings in electronic format.
- Assist in negotiating final payment for construction and submit a final letter report upon which final settlement and termination of the Construction Contract can be based. Document proceedings of all final settlement negotiations and record basis for final payment.
- Prior to recommending release of Final Payment, ensure the Contractor has furnished all administrative items required by the Contract Documents, and verify there are no outstanding liens, or claims.
- Prepare and submit all required close-out documentation required for each permit which has been, or will be, necessary for the project. These include but are not limited to; local construction permits.
- Engineer will provide the Authority with a complete electronic file in PDF format of all documents that they prepared on behalf of the Authority that is included in this RFP.

Fee Proposal

As requested by the NHSA, Mott MacDonald proposes to undertake the above scope of work on a time and material basis for actual time and expenses applied to the project as outlined above and in accordance with our prevailing fee schedule. A copy of our 2023 rate schedule. Services will be invoiced monthly, with payments due in 30 days. We request an engineering budget of not to exceed \$22,500.00 to perform the above listed scope of work billed on a time and material basis as listed below:

Task	Description	Cost
1	Bid Phase Services	\$6,000.00
2	Inspection	\$7,000.00
3	Construction Administration	\$9,500.00
	Total	\$22,500.00

The above listed budget fee does not include permit fees.



This proposal does not include any additional engineering services beyond those specified. Additional services beyond those specified will not be conducted unless requested and authorized by the Authority.

Mr. Kevin P. Wynn, PE will serve as the Project Managers for this project.

We trust that this proposal fulfills the Authority's requirements and appreciate this opportunity to be of continued service to the Authority. Should you wish to discuss details of this proposal, do not hesitate to contact us.

Very Truly Yours,
Mott MacDonald

Kevin P. Wynn

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