

CITY COUNCIL

The City of Orange Township, New Jersey

DATE September 19, 2023

NUMBER 366-2023

TITLE: A RESOLUTION AUTHORIZING THE EXTENSION OF THE AWARDED CONTRACT WITH REMINGTON & VERNICK ENGINEERS, 2059 SPRINGDALE ROAD, CHERRY HILL, NEW JERSEY 08003 TO PROVIDE PROFESSIONAL ENGINEERING CONSTRUCTION ADMINISTRATION SERVICES FOR THE METCALF PARK IMPROVEMENTS IN THE AMOUNT NOT TO EXCEED \$9,484.63.

WHEREAS, the Award of Professional Engineering, Construction Administration and Inspection Services, Resolution 204-2022, expired on April 18, 2023; and

WHEREAS, the project is continuous, ongoing, and still being completed; and

WHEREAS, as a result, the Award needs to be extended so the Services can be completed; and

WHEREAS, the Chief Financial Officer, of the City of Orange Township has prepared the necessary Certificate of Availability of Funds, a copy of which is attached hereto, certifying that monies are available in Account No. T-11-00-000-000-000.

NOW, THEREFORE, BE IT RESOLVED, that the Municipal Council of the City of Orange Township does authorize the extension of Awarded Contract with Remington & Vernick Engineers, in the amount not to exceed \$9,484.63.

Adopted: September 19, 2023

Joyce L. Lanier
City Clerk

Tency A. Eason
Council President


Tency A. Eason

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CITY COUNCIL**The City of Orange Township, New Jersey**DATE April 19, 2022NUMBER 204-2022

TITLE: A RESOLUTION AUTHORIZING REMINGTON & VERNICK ENGINEERS, 2059 SPRINGDALE ROAD, CHERRY HILL, NEW JERSEY 08003 TO PROVIDE PROFESSIONAL SERVICES OF THE METCALF PARK IMPROVEMENTS IN AN AMOUNT NOT TO EXCEED \$66,000.00

WHEREAS, the City of Orange Township did duly advertise on November 19, 2021, for Request for Qualifications for Consulting Engineering Services; and

WHEREAS, on December 7, 2021, the City of Orange Township received ten (10) qualification proposals; and

WHEREAS, pursuant to the fair and open process, and based upon review of the qualifications and recommendations therefore, certain professionals are qualified to provide consulting engineering services on an "as needed" basis for the City of Orange Township; and

WHEREAS, the Director of Public Works & Engineering evaluated all proposal submitted based upon qualifications, experience with similar projects, and project understanding; and

WHEREAS, Municipal Council of the City of Orange Township did approve by Resolution #23-2022 the ten (10) to provide professional consulting engineering services to the City of Orange Township on an "as needed" basis for the period of January 1, 2022, through December 31, 2022; and

WHEREAS, Resolution #23-2022 did not establish a contract and only listed qualified professionals for consideration on future projects; and

WHEREAS, a separate resolution is needed to enter into a contract to provide professional engineering and construction administration services; and

WHEREAS, the Director of Public Works & Engineering agreed to select Remington & Vernick Engineers from the approved list of qualified professionals to provide engineering services for the Metcalf Park Improvements (resurfacing of tennis courts, repairs to the asphalt circulation path, resurfacing of basketball courts, rehabilitation and expansion of the concrete pool deck and rehabilitation of the Pavilion area); and

WHEREAS, the Chief Financial Officer of the City of Orange Township has prepared the necessary Certificate of Availability of Funds, a copy of which is attached hereto, certifying that funds are available for this purpose in Account No. T-11-00-000-000-000 contingent upon Council approval and inclusion of said item in the Temporary Budget and adopted 2022 Budget, there will be sufficient funds to contract with Remington & Vernick Engineers.


NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Orange Township, New Jersey as follows:

1. The Mayor is hereby authorized and directed to execute the attached Agreement with Remington & Vernick Engineers in an amount not to exceed \$66,000.00.

 A. McBRATH

2. Notice of this action shall be printed in the Orange Transcript as required by law within ten (10) days of its passage.
3. The agreement herein and this resolution are contingent upon certification of funds appropriate funding to render payment for services provided within.

Adopted: April 19, 2022



Joyce L. Lanier
City Clerk



Kerry J. Coley
Council President



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: REMINGTON & VERNICK ENGINEERS II, INC.

Trade Name:

Address: 2059 SPRINGDALE ROAD
CHERRY HILL, NJ 08003

Certificate Number: 2076851

Effective Date: September 30, 2016

Date of Issuance: September 13, 2021

For Office Use Only:

20210913085407367

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Remington & Vernick Engineers II, Inc.</p> <p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. 2059 Springdale Road</p> <p>6 City, state, and ZIP code Cherry Hill, NJ 08003</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
			-			-			

or

Employer identification number									
8	1	-	3	3	5	1	8	3	4

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

- Under penalties of perjury, I certify that:
- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
 - I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
 - I am a U.S. citizen or other U.S. person (defined below); and
 - The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ <u>7/31/2023</u>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (Interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



**REMINGTON
& VERNICK
ENGINEERS**

RVE HQ:
2059 Springdale Road
Cherry Hill, NJ 08003
O: (856) 795-9595
F: (856) 795-1882

March 24, 2022

Mr. Marty Mayes, Director, Director of Public Works & Engineering
City of Orange Township
29 N. Day Street
Orange, New Jersey 07050

**Re: City of Orange Township
Scope of Services & Cost Proposal for Professional Services Related to
Improvements to Metcalf Park
M2022-057**

Dear Mr. Mayes:

REMINGTON & VERNICK ENGINEERS is pleased to provide the following scope of services and associated cost proposal for the field surveying / base plan preparation, engineering & design, bid documents / specifications, contract administration, and construction observation services for various improvements to Metcalf Park. These improvements include, but are not necessarily limited to, the following:

- Resurfacing of Tennis Courts
- Repairs to the Asphalt Circulation Path
- Resurfacing of Basketball Courts
- Rehabilitation & Expansion of the Concrete Pool Deck
- Rehabilitation of the Pavilion Area

It is our offices understanding that the improvements to the basketball courts will be partially funded JEHH Memorial Fund. Additionally, the JEHH Memorial Fund will be utilizing its own professionals to complete the design of the improvements. Therefore, the costs for design services related to the basketball courts have been excluded from this proposal. However, at the request of the City, the cost(s) for surveying and construction observations for the courts has been included.

Our office proposes the following four (4) phase approach for the professional services required for the proposed improvements:

PHASES I: FIELD SURVEY & BASE PLAN PREPARATION

Field Survey & Base Plan Preparation

Remington & Vernick Engineers will perform topographic surveying & prepare initial base plans. Our survey staff will perform all necessary field and topographic surveying tasks to accurately locate and identify all existing features on the portions of the property that are to be improved.

When necessary, all field survey information will be obtained by collecting existing data utilizing an electronic total station instrument. Topographic survey information will be obtained at fifty-foot (50') intervals to adequately locate, describe, and obtain the vertical and horizontal characteristics for design purposes.

This information may include, but not necessarily be limited to:

- Existing top of curb, edge of pavement / gutter, and sidewalk as needed.
- Storm inlet grates, manhole rims, vent/valve boxes. Inverts and as-built information will be obtained for any storm sewer systems that are visible.
- Above-ground utilities.
- Signs, fences, and any other structures within the property.
- Location of all existing trees and shrubs.

Base maps with plan and profile views will be prepared in 2019 Civil 3D Auto-Cad, format at an appropriate scale.

Utility Organization / Agency Coordination

Remington & Vernick Engineers will submit the base plan to local utilities to confirm the approximate location and type of all above and below ground utilities within the project limits. Additionally, the respective utilities will be notified of the City's intent to improve the facility, and that they should check their proposed capital improvements or maintenance operation schedule to avoid potential disturbance of the site after the project is constructed. These utility organizations include:

- Gas Utilities
- Electric Utilities
- Sewer / Municipal Utilities Authorities
- Water Utilities
- Telephone Utilities
- Cable Utilities

Remington & Vernick Engineers will coordinate with Federal, State, County, or Local Agencies that may need to be notified of the proposed improvements in which coordination / notification will be required.

PHASES II: ENGINEERING & DESIGN

This phase of the project will consist of the preparation and development of the proposed improvements, plans, specifications, bid documents, and engineer's estimate of cost.

Engineering & Design Standards

All designs shall be in conformance with current Federal, State, County, and Local Agency standards.

Bid Documents & Specifications

Remington & Vernick Engineers will provide all documents necessary for bidding in accordance with the standards of the City of Orange.

Specifications in the appropriate format will be used.

A detailed Engineer's Estimate of cost for the project will be prepared and provided.

Plans Format / Layout

In general, the plans for the project will consist of the following pages:

- Title Page with Project Location Map.
- Standard Legend, General Notes & Distribution of Quantities.
- Site Plan(s)
- Grading & Drainage Plan(s)
- Soil Erosion & Sediment Control Plan(s) & Details
- Construction Detail(s)

Permitting

Our office anticipates a County Soil Conservation District Certification will be required since disturbance will be over five thousand square feet (5,000 SF). Remington & Vernick Engineers will perform all reasonable work and coordination services required to obtain the soil conservation district certification.

The City of Orange will be responsible for the payment of the permit fees required by the agency.

Project Coordination

Remington & Vernick Engineers anticipates at least two (2) meetings in some instances for the purposes of project coordination, obtaining input, design and improvement comments or preparing presentations to the following municipal officials and departments:

- Mayor and /or their Administration Representatives
- Department of Public Works

Remington & Vernick Engineers will forward our plans, specifications, and bid documents to the City for review and approval.

Additionally, Remington & Vernick Engineers will submit second utility notification and accompanying plans of the improvements to the utility organizations. This will give the utility organizations a second opportunity to check their proposed capital improvement plans or maintenance operation schedule to avoid disturbance of the proposed improvements after construction.

Upon receipt of all comments from the City and / or review agencies, Remington & Vernick Engineers will make minor revisions to the plans, specifications, and bid documents as reasonably necessary and/or required.

PHASES III: ADVERTISEMENT BIDDING SUPPORT

This phase consists of the following tasks:

- Provide fifteen (15) sets of contract documents for bidding purposes.
- Provide one (1) copy of contract documents on CD-ROM.
- Perform all work necessary to coordinate advertisement and bid receipt date with the City.
- Answer and respond to all perspective bidder question during the advertisement period.
- Prepare written clarification and / or issue formal addendums, as necessary.
- Attendance at bid opening, review bid submissions, prepare bid tabulation, and prepare a recommendation of award.

PHASES IV: CONTRACT ADMINISTRATION & CONSTRUCTION OBSERVATION

This phase consists of the professional services and tasks required after the project is formally awarded by the City for the construction phase of the project. Work efforts during this phase shall include, but are not necessarily limited to, the following major work items/tasks:

- Prepare and coordinate the execution and distribution of the construction contract documents to the successful bidder, and the City.
- Coordinate and conduct the pre-construction meeting and prepare and distribute meeting minutes.
- Issue the "Notice to Proceed", review construction schedule and review all required shop drawings and submittals.
- Perform field observation / inspection services on a part-time basis. Remington & Vernick Engineers will provide qualified construction observer(s) during normal working hours for all critical aspects of construction.
- Review, prepare and submit payment recommendations for the contractor to the City.
- Perform project coordination and "close out" work efforts.

SPECIFIC EXCLUSIONS

The following work items are specifically excluded, and it is our opinion that they will not be required:

- Engineering and design services for the basketball courts
- Advertisement & bidding support services for the basketball courts.
- Preparation of applications for review / regulatory agencies not specifically indicated.
- Application fees for review and/or permits from regulatory agencies as these will be paid directly by the City.
- Right-of-way acquisition & construction easement documents.
- NJDEP Permitting
- Outbound survey(s)
- Setting of property corners.
- Contract administration & construction observation services required that exceed the estimated construction contract time of ninety (90) calendar days.

If unforeseen and/or unanticipated work items arise, our office can provide a separate scope of services and cost proposal for consideration and approval by the City.

COST OF SERVICES


Our fee shall not exceed the costs indicated, which will be billed on a time & materials basis, specifically detailed as follows:

- | | |
|--|---------------------|
| • Phase I: Field Survey & Base Plan Preparation: | \$ 10,925.00 |
| • Phase II: Engineering & Design: | \$ 15,965.00 |
| • Phase III: Advertisement & Bidding Support: | \$ 2,240.00 |
| • Phase IV: Contract Administration & Construction Observation Services: | \$ <u>37,570.00</u> |
| Total Professional Services Cost: | \$ 66,700.00 |

Should you have any questions, please do not hesitate to contact Mr. Joe Barbadoro at (201) 624-2137.

Sincerely,

REMINGTON & VERNICK ENGINEERS, INC.



K. Wendell Bibbs, P.E., C.M.E.
Executive Vice President

cc: Ellie Serrano, Department of Public Works; Joe Barbadoro, RVE

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:


Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Vendor Signature: _____


Leonard A. Faiola, PE, PP, CME
President & CEO

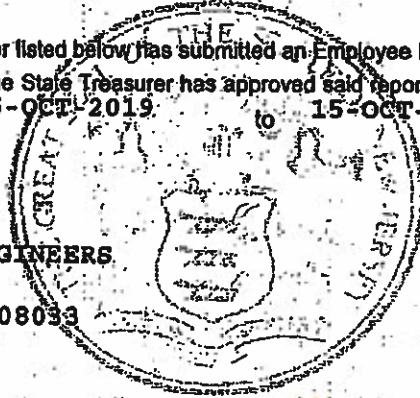
Date: 12/2/2021

Certification 61809

**CERTIFICATE OF EMPLOYEE INFORMATION REPORT
INITIAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-OCT-2019** to **15-OCT-2022**

**REMINGTON & VERNICK ENGINEERS
232 KINGS HIGHWAY EAST
HADDONFIELD NJ 08033**



Elizabeth Maher Muñoz
ELIZABETH MAHER MUÑOZ
State Treasurer