

CITY COUNCIL

The City of Orange Township, New Jersey

DATE September 19, 2023

NUMBER 372-2023

TITLE: A RESOLUTION AUTHORIZING THE EXTENSION OF THE AWARDED CONTRACT WITH PENNONI ASSOCIATES, INC., 1085 RAYMOND BLVD, SUITE 2102, NEWARK, NEW JERSEY 07102 TO PROVIDE PROFESSIONAL ENGINEERING CONSTRUCTION ADMINISTRATION SERVICES FOR THE NJDOT'22 ROADWAY IMPROVEMENTS IN THE AMOUNT NOT TO EXCEED \$34,390.00.

WHEREAS, the Award of Professional Engineering, Construction Administration and Inspection Services, Resolution 226-2022, expired on May 2, 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. G-02-00-701-202-200.

NOW, THEREFORE, BE IT RESOLVED, that the Municipal Council of the City of Orange Township does authorize the extension of Awarded Contract with Pennoni Associates, Inc., in the amount not to exceed \$34,390.00.

Adopted: September 19, 2023

Joyce L. Lanier
City Clerk

Tency A. Eason
Council President



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CITY OF ORANGE
FINANCE DEPARTMENT

CERTIFICATION OF FUNDS
GRANT TRUST ACCOUNT

I, Nile Clements, Chief Financial Officer for the City of Orange, do hereby certify to the best of my knowledge and belief that there are now sufficient funds in the following Grant account(s) to Contract with:

Vendor Name: Pennoni Associates, Inc.
Address#1: 24 Commerce Street
Suite 300

City: Newark
State: NJ
Zip Code: 07102

Purpose: Professional Engineering Construction Admin. svcs.
for NJDOT'22 Roadway Improvements

Fund: Current Fund - Grants
Account Name NJDOT Various Streets Grant - 2022

Account Numbers(s):	G-02-00-701-202-200
Balance Before	188,373.50
Requested	<u>34,390.00</u>
Balance After	153,983.50

Vendor ID: PENNO010

Purchase Order #: 22-00876

Amount not to exceed: \$34,390.00

Division Head

Date

Nile Clements

9/13/2023

Chief Financial Officer

Date

CITY COUNCIL**The City of Orange Township, New Jersey**DATE May 3, 2022NUMBER 226-2022

TITLE: A RESOLUTION AUTHORIZING PENNONI ASSOCIATES, 24 COMMERCE STREET, SUITE 300, NEWARK, NEW JERSEY 07102 TO PROVIDE PROFESSIONAL ENGINEERING, DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE NJDOT 2022 ROADWAY IMPROVEMENTS IN AN AMOUNT NOT TO EXCEED \$93,000.00.

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) bidders 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 for NJDOT 2022 Roadway Improvements; and

WHEREAS, the Director of Public Works & Engineering agreed to select Pennoni Associates from the approved list of qualified professionals to provide engineering services for the NJDOT 2022 Roadway Improvements for Parkinson Terrace (between Mt. Vernon Ave to High St), Elm Street (between Park St to Hillyer St) and Glenwood Avenue (between Main St to East Orange Border); 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. G-02-00-701-202-200.

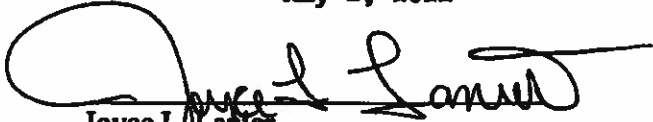
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Orange Township, New Jersey as follows:


1. The Mayor is hereby authorized to execute the attached Agreement with Pennoni Associates in an amount not to exceed \$93,000.00.


A. W. Smith

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: May 3, 2022


Joyce L. Lanier
City Clerk


Kerry J. Coley
Council President

Administrative Documents

NJ Business Registration Certificate



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: PENNONI ASSOCIATES INC.
Trade Name:
Address: 1900 MARKET STREET STE 300
PHILADELPHIA, PA 19103
Certificate Number: 0089235
Effective Date: January 13, 1971
Date of Issuance: August 11, 2022

For Office Use Only:
20220811111031764

NJ Certificate of Employee Information Report

Certification 2919

CERTIFICATE OF EMPLOYEE INFORMATION REPORT RENEWAL

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-2021 to 15-OCT-2024

PENNONI
1900 MARKET STREET, SUITE 300
PHILADELPHIA PA 19103



Elizabeth Maher Muoio
ELIZABETH MAHER MUOIO
State Treasurer



Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

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.

1 Name (as shown on your income tax return). Name is required on this line, do not leave this line blank
Pennoni Associates Inc.

2 Business name/disregarded entity name, if different from above

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:
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=S corporation, S=S corporation, P=Partnership) ▶ _____
 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.
 Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals, see instructions on page 3):
 Exempt payee codes (if any): _____
 Exemption from FATCA reporting code (if any): _____
 (Always to accounts furnished pursuant to a U.S. Registrar's name and address, look only)

5 Address (number, street, apt. or suite no.) See instructions
1900 Market Street, Suite 300

6 City, state, and ZIP code
Philadelphia, PA 19103

7 List account numbers here (optional)
**PO Box 827328
Philadelphia, PA 19182**

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.

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.

Social security number

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Or

Employer identification number

2	3	-	1	6	8	3	4	2	9
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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 a) 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 ▶ *[Signature]* Date ▶ **5/19/23**

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.



CITY COUNCIL

The City of Orange Township, New Jersey

DATE May 3, 2022

NUMBER 226-2022

TITLE: **A RESOLUTION AUTHORIZING PENNONI ASSOCIATES, 24 COMMERCE STREET, SUITE 300, NEWARK, NEW JERSEY 07102 TO PROVIDE PROFESSIONAL ENGINEERING, DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE NJDOT 2022 ROADWAY IMPROVMENTS IN AN AMOUNT NOT TO EXCEED \$93,000.00.**

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) bidders 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 for NJDOT 2022 Roadway Improvements; and

WHEREAS, the Director of Public Works & Engineering agreed to select Pennoni Associates from the approved list of qualified professionals to provide engineering services for the NJDOT 2022 Roadway Improvements for Parkinson Terrace (between Mt. Vernon Ave to High St), Elm Street (between Park St to Hillyer St) and Glenwood Avenue (between Main St to East Orange Border); 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. G-02-00-701-202-200.

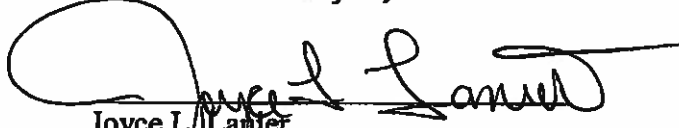
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Orange Township, New Jersey as follows:

1. The Mayor is hereby authorized to execute the attached Agreement with Pennoni Associates in an amount not to exceed \$93,000.00.

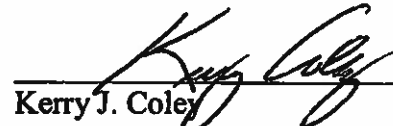
 A. W. [unclear]

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: May 3, 2022



Joyce L. Lanier
City Clerk



Kerry J. Coley
Council President

RESOLUTION NO. 226-2022

ON CONSENT AGENDA

REGULAR COUNCIL MEETING – May 3, 2022

MOTION TO ADOPT: Montague, III

SECOND: Summers-Johnson

YEAS: Eason, Johnson, Jr., Montague, III, Ross, Summers-Johnson, Wooten & Council President Coley

NAYS: None

ABSTENTIONS: None

ABSENCES: None

CITY OF ORANGE
FINANCE DEPARTMENT

CERTIFICATION OF FUNDS
GRANT TRUST ACCOUNT

I, Nile Clements, Chief Financial Officer for the City of Orange, do hereby certify to the best of my knowledge and belief that there are now sufficient funds in the following Grant account(s) to Contract with:

Vendor Name: Pennoni Associates Inc.

Address#1: 24 Commerce Street
Suite 300

City: Newark
State: NJ

Zip Code: 07102

Purpose: Engineering, design and construction administration
services for 2022 NJDOT roadway improvements

Fund: Current Fund - Grants
Account Name 2022 NJDOT Various Streets Grant
Account Numbers(s): G-02-00-701-202-200
Balance Before 782,700.00
Requested 93,000.00
Balance After 689,700.00

Vendor ID: PENNO010

Purchase Order #: 22-00876

Amount not to exceed: \$93,000.00

Division Head

Date

Nile Clements

4/19/2022

Chief Financial Officer

Date

AGREEMENT

This is an agreement, made on _____ 2022 between the City of Orange Township, "City" with an address at 29 North Day Street, Orange, New Jersey 07050, and Pennoni Associates, Inc., 24 Commerce Street, Suite 300, Newark, New Jersey 07102.

RECITALS

WHEREAS, the City of Orange is a municipal corporation of the State of New Jersey, and has its principal place of business at 29 North Day Street, Orange, New Jersey 07050.

WHEREAS, the City hereby retains and employs the services of Pennoni Associates, Inc. to provide professional engineering, surveying, design and construction inspection services for the 2022 NJDOT Roadway Improvements to Parkinson Terrace (between Mt. Vernon Ave to High St), Elm Street (between Park St to Hillyer St) and Glenwood Avenue (between Main St to East Orange Border).

WHEREAS, the "Consultant" is duly licensed to practice in the State of New Jersey and desires to render architectural services for the City as provided in the agreement.

NOW, THEREFORE, the City engages the services of the Consultant", and in consideration of the recitals and the mutual promises contained in this agreement, the parties agree as follows:

1. This agreement shall be effective commencing on the date approved by Resolution No. _____ of the City Council of the City of Orange Township, and shall continue in effect until completion of the project, unless sooner terminated by the City by giving ten (10) days written notice to the other

party.

SERVICES

2. The **“Consultant”** shall render professional engineering services in accordance with its qualification proposal, dated March 25, 2022 a copy of which is attached here to.

USE OF AGENTS OR ASSISTANTS

3. To the extent reasonably necessary for the **“Consultant”** to perform the duties under this contract, the **“Consultant”** is authorized to engage the services of any agents or assistants that it deems reasonably necessary. Further, the **“Consultant”** may employ, engage, or retain the services of any other person or corporation to aid or assist in the proper performance of **“Consultant”** duties. The cost of services of these agents or assistances will be borne by the **“Consultant”** and any expenses incurred by the **“Consultant”** in engaging any agents or assistants shall be borne by the **“Consultant”**.

THE COST OF SUPPLIES AND EQUIPMENT

4. The cost of supplies, equipment and facilities necessary for the **“Consultant”** to meet its obligations under the term of this agreement shall be solely borne by the Consultant.

FEE

5. For services to be rendered under this agreement, the **Consultant”** shall be entitled to a fee of \$93,000.00.

DEVOTION OF TIME

6. The **“Consultant”** shall devote sufficient time to the performance of the duties under this agreement as is reasonably necessary for a satisfactory performance. Should the City require additional services not included in this agreement, the **“Consultant”**, shall subject to Paragraph 5, make a reasonable effort to perform these additional services without decreasing the effectiveness of the performance of the duties requires by this agreement.

INSURANCE

7. The **“Consultant”** (1) shall be an independent contractor and not an employee of the City under this agreement; (2) shall maintain a policy of liability insurance in the minimum amount of \$1,000,000.00 to cover any claims arising out of the performance of the services under this agreement; and (3) shall further indemnify, save harmless, and defend the City from any claims arising from any act or omission of the **“Consultant”** of the agents.

NON-DISCRIMINATION AND AFFIRMATIVE ACTION

8. Non-Discrimination and Affirmative Action – The Consultant shall comply with the requirements of all statutes, laws and regulations regarding non-discrimination and affirmative action in the employment of workers. In particular, the Consultant will be required to comply with the requirements of New Jersey P.L. 1975, c. 127. (N.J.A.C.17:27).

PRIOR AGREEMENT SUPERSEDED

9. This agreement constitutes the sole agreement of the parties and supersedes any and all prior understandings or written or oral agreements between the parties to this

agreement with respect to its subject matter. No other agreement, statement, or promise relating to the subject matter of this agreement that is not contained in it shall be valid or binding.

ASSIGNMENT

10. Neither this agreement nor any duties or obligations under this agreement shall be assigned or delegated by the “Consultant” without the prior written consent of the City except provided in Paragraph 3. In the event of an assignment and/or delegation by the “Consultant” to which the City has consented, the assignee or the assignee’s legal representative shall agree in writing with the City personally to assume, perform, and be bound by the covenants, obligations, and agreements contained in this agreement.

PARTIES BOUND

11. This agreement shall be binding on and inure to the benefit of the parties to this agreement and their respective heirs, executors, administrators, legal representatives, successors, and assigns unless expressly prohibited by this agreement.

INDEMNIFICATION/HOLD HARMLESS

12. The “Consultant” agrees to defend (including attorney’s Fees), pay on behalf of, indemnify, and hold harmless the City of Orange Township, New Jersey, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Orange Township, New Jersey, against any and all claims, actions, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Orange Township, New

Jersey, which arises out of or is in any way connected or associated with this contract. This indemnification includes, the Contract, including, without limitation, expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with any liability, suit, action, loss, or damage arising or resulting from the “Consultant’s” participation in the Contract.

ATTORNEY’S FEES

13. If any action at law or in equity is brought to enforce or interpret the provisions of this agreement, the prevailing party shall be entitled to reasonable attorney’s fees in addition to any other relief that may be available.

GOVERNING LAW

14. The validity of this agreement and of any of its terms or provisions, as well as the rights and duties of the parties to this agreement, shall be governed by and construed in accordance with the laws of the State of New Jersey.

AMENDMENT

15. This agreement only be amended or modified by writing executed by both parties to this agreement.

LEGAL CONSTRUCTION

16. In case any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, the invalidity, illegality, or unenforceability shall not effect any other provision of this agreement and this agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

NOTICE

17. All notices and other communications shall be sent by certified mail, return receipt requested, and shall be deemed to have been given when sent to the parties at their respective addresses as set forth above, unless a different address has been selected after the execution of this agreement and has been duly communicated to the party giving notice.

IN WITNESSED WHEREOF, the parties execute this agreement on the day and year first written above.

Attest:

City of Orange Township

Joyce L. Lanier
City Clerk

Dwayne D. Warren, Esq.
Mayor

Attest:

Pennoni Associates, Inc.
24 Commerce Street, Suite 300
Newark, New Jersey 07102

Approved as to Form and Sufficiency

Gracia R. Montilus, City Attorney

Rec'd 3.30.22

COORT21003P
March 25, 2022

Mr. Marty Mayes, Director
Department of Public Works and Economic
Development City of Orange Township
29 Day Street
Orange, NJ 07050

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
NJDOT 2022 STREET PAVING
CITY OF ORANGE TOWNSHIP
ESSEX COUNTY, NEW JERSEY**

Dear Director Mayes:

Pennoni Associates Inc. ("Pennoni") is pleased to present this proposal to provide survey, civil engineering design, bid, and construction inspection support services as they relate to the 2022 NJDOT VARIOUS STREETS PAVING project. The Township received approval of a grant from the New Jersey Department of Transportation for the funding of improvements, in the amount of \$782,700.00 for the following streets:

2022 NJDOT GRANT APPLICATION – ORIGINAL PROJECT LIMITS

STREET NAME with Limits	LENGTH	ESTIMATED COST
BERKLEY AVENUE (FROM TREMONT AVENUE TO SOUTH ORANGE BORDER)	1650	\$526,074.25
PARKINSON TERRACE (FROM MT. VERNON AVENUE TO HIGH STREET)	490 ft	\$366,276.50
ELM STREET (FROM PARK STREET TO HILLYER STREET)	922 ft	\$390,656.25
GLENWOOD AVENUE (FROM MAIN STREET TO EAST ORANGE BORDER)	750 ft	\$322,254.50
TOTAL	3812	\$ 1,605,261.50

Since the estimated total cost of the project exceeds the grant amount at the request of the Township, we have modified the project limits to align with the amount of funding available from the grant without additional capital funds.

2022 NJDOT GRANT APPLICATION – MODIFIED LIMITS

STREET NAME with Limits	LENGTH	ESTIMATED COST
PARKINSON TERRACE (FROM MT. VERNON AVENUE TO HIGH STREET)	490 ft	\$ 230,000.00
ELM STREET (FROM PARK STREET TO HILLYER STREET)	922 ft	\$300,000.00
GLENWOOD AVENUE (FROM MAIN STREET TO EAST ORANGE BORDER)	750 ft	\$ 260,000.00
TOTAL	2,162 Feet	\$ 790,000.00

The proposed improvements include the design and construction of new curbing, driveway aprons and sidewalks along the defined limits of each street, new handicap ramps at all locations required, determined by Pennoni in accordance with ADA requirements, milling and resurfacing of the roadways with an asphalt surface course, selective base repair and limited full depth reconstruction in areas determined through engineering evaluation, replacement of all inlets, manholes and valve castings in areas determined through engineering evaluation, the installation of New Jersey Department of Environmental Protection (NJDEP) storm water compliant catch basin castings, selective replacement of street signs and other above grade appurtenances where necessary. Also included is tree removal and pruning where needed, installation of a uniform grass landscape strip with top-soil, seed, and fertilizing of the curb side grass strip and new street trees will be added where needed or as requested.

It is anticipated the project design will commence in spring 2022 and all construction to be completed by end of Fall 2022.

We are pleased to present the following Scope of Services:

SCOPE OF SERVICES

I. SURVEY SERVICES

A. **Topographic Survey** – A Topographic survey will be performed within the project area within the right of way lines of Parkinson Terrace between Mt Vernon Avenue and High Street, Elm Street between Park Street and Hillyer Street, and Glenwood Avenue from Main Street to East Orange Border . A topographic survey will be performed on the above referenced streets. Our vertical datum will be based on the North American Vertical Datum (NAVD 88) and tied into an Acceptable Published Benchmark. Spot elevations will be taken along roads, gutters, curbs, sidewalks, and other significant land features. Our topography will overlap the existing curb lines by ten (10) feet, where accessible. Spot elevations will be taken to the nearest hundredth of a foot (0.01') on hard surfaces and to the nearest one-tenth of a foot (0.1') on grass or earth surfaces.

1. Topography shall be 1 foot contour intervals.

2. Establishment of Project Center Line (CL). Project CL should be ROW CL, when possible. Project CL shall be tied to ROW through station/offsets or State Plane coordinates.
3. Base mapping will be prepared to depict existing site conditions and limits of work. Field survey will be performed detailing planimetric features and right-of-way pertinent to the preparation of base mapping and right-of-way plans for the proposed project.
4. Perform a survey of existing features, including existing roadway elements, utility poles, drainage structures, fences, signs, and limits of existing improvements within 25' of the edge of pavement and 50' into intersecting roads, as measured from the gutter line of the road.
5. All existing underground utilities must be shown on the survey. Type of structure, type of casting, size and types of pipes entering each structure, and Inverts on accessible pipes shall be recovered by field survey.

LUMP SUM FEE: \$ 11,000.00

II. ENGINEERING SERVICES

- A. We will prepare a NJDOT Re-Evaluation of Project Limits form and submit it to the NJDOT for approval.
- B. Pennoni will send the existing conditions map to the local utility authorities for review and comment. Upon receiving comments, we will revise the map to proceed with preliminary design and consultation with the City Engineer.
- C. We will prepare technical specifications for public bidding in accordance with the 2019 NJDOT Standard Specifications for Road and Bridge Construction and current Supplemental Specifications.
- D. We will prepare the following plans for the bid package:
 - Title Sheet
 - Estimate of Quantities/General Notes
 - Construction Plans
 - Soil Erosion Plan, Notes and Details
 - Maintenance and Traffic Control Plan and Details
 - Construction Details
- E. We will forward the design package to the City of Orange and the New Jersey Department of Transportation for approval in accordance with the Grant Requirements and make necessary corrections as recommended to us by them.
- F. We will prepare an estimated final cost of construction based on the final design for review and approval.

LUMP SUM FEE: \$ 40,000.00

III. BID SERVICES

- A. Pennoni will prepare a notice of advertisement for bidders and coordinate with the City Clerk, and the NJDOT.
- B. We will issue bid packages to prospective bidders.
- C. We will answer bidder questions, and issue addenda as necessary during the bid period. We will attend the bid opening.
- D. We will make a recommendation to the City of Orange of award of contract in conjunction with review by the City Attorney. We will notify NJDOT Local Aid of the bid tabulation, bid recommendation and award of contract through resolution and/or authorization to proceed.

LUMP SUM FEE: \$ 5,000.00

IV. CONSTRUCTION INSPECTION AND MATERIALS TESTING SERVICES

- A. We will prepare engineering notifications and correspondence to comply with NJDOT Procedures and in accordance with the Grant requirements.
- B. Pennoni will conduct a pre-construction meeting with the City and the selected contractor(s).
- C. We will review the contractor's maintenance and protection of traffic plans, as reviewed and approved by the City Police Department. Pennoni is not responsible for the Contractor's traffic control during construction, cost and responsibility will fall to the Contractor and will be paid for with the appropriate payment item.
- D. We will review shop drawing submittals and coordinate with the contractor to meet the required NJDOT standards.
- E. We will conduct part time construction observation for approximately 20 hours per week a construction period not-to-exceed 12 working weeks. In the event that the construction inspection exceeds 12 working weeks this office will submit a proposal for additional services based on the projected extended work schedule.
- F. We will document the inspections and provide the City with a report outlining the inspections and the Contractor's work progress. We will respond to Contractor's RFI's.
- G. We will process payment vouchers and change orders as applicable throughout the period of construction.
- H. We will provide a final inspection and certify completion as required by NJDOT and in accordance with the Grant requirements.

- I. We will notify the NJDOT and City of inspections and prepare a final punch list of items for the contractor to implement. We will provide a final inspection and certify completion.
- J. We will process payment applications and closeout documents to secure the funding in a conformance to the Grant requirements. We will process final payment application and closeout of the project.
- K. Material testing and inspection (pavement coring, etc.) as required by the NJDOT and pursuant to the Grant requirements are included in this proposal.

LUMP SUM FEE: \$ 37,000.00

SCHEDULE

Pennoni is prepared to begin work on this project with four weeks upon receipt of Notice-to-Proceed and will endeavor to complete all work in accordance with the Client's scheduling needs. Assuming our proposal is authorized in April / May 2022, the intended design and construction schedule is as follows:

- Surveying to be completed within 6 weeks from authorization to proceed.
- Engineering Documents to be completed within 6 weeks from completion of survey.
- Bid Solicitation and Construction Contract Award by July 2021
- Completion of Construction Work by October 2021

FEE

The following represents the costs to perform the scope of work contained in this proposal all of which are eligible for reimbursement through the NJDOT current year grant.

I. Survey	\$ 11,000.00
II. Engineering Services	\$ 40,000.00
III. Bid Services	\$ 5,000.00
IV. Construction Inspection and Testing	\$ 37,000.00
TOTAL FEE	\$ 93,000.00

REIMBURSABLE EXPENSES

Reproduction costs for submissions, and Client and project team use (along with overnight mail), are included in the various scope items of this proposal. Extraordinary expenses identifiable to the specific project will be discussed in detail and a proposal will be submitted to cover these expenses in addition to the above stated fee.

BILLING, PAYMENT, TERMS AND CONDITIONS

Pennoni will invoice for these services in accordance with our professional service contract with the City. Work will be performed in accordance with the terms of our existing contract.

Thank you for the opportunity to provide these professional services. If you have any questions, or if you would like to discuss any of the above, please do not hesitate to contact us.

Very truly yours,

PENNONI ASSOCIATES INC.



Jerry K. Prevete
Associate Vice President



Robert N. Beringer, P.E., C.M.E.
Project Manager

cc: File
Accounting

Accepted by: _____
Signature Date

Print Name and Title

Company Name

CITY COUNCIL

The City of Orange Township, New Jersey

DATE January 4, 2021

NUMBER 23-2022

TITLE: A RESOLUTION APPROVING QUALIFIED CONSULTANT ENGINEERS TO PROVIDE CONSULTING ENGINEERING ON AN "AS NEEDED" BASIS FOR ONE (1) YEAR COMMENCING JANUARY 1, 2022 THROUGH DECEMBER 31, 2022.

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 by the City of Orange Township; and

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

WHEREAS; this is not a contract and is only a list of qualified professionals. Another resolution shall be needed to enter a contract setting forth the rates and terms.

NOW, THEREFORE, BE IT RESOLVED that the Municipal Council of the City of Orange Township does hereby approve those listed below 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:

1. Remington & Vernick Engineers
One Harmon Plaza, Suite 210
Secaucus, New Jersey 07094
2. Pennoni Associates
24 Commerce Street, Suite 300
Newark, New Jersey 07102
3. Lewis Consulting Group
2604 Atlantic Avenue, Suite 600
Wall, New Jersey 07719
4. T&M Associates
1455 Broad Street, Suite 250
Bloomfield, New Jersey 07003

5. **Boswell Engineering**
330 Phillips Avenue
South Hackensack, New Jersey 07606

6. **Neglia Engineering**
34 Park Avenue
Lyndhurst, New Jersey 07071

7. **Mott MacDonald**
412 Mt Kemble Avenue Suite G22
Morristown, New Jersey 07960

8. **Brightview Engineering**
651 Old Mount Pleasant Avenue, Suite 100
Livingston, New Jersey 07039

9. **American Forensic Engineering**
7 Hilltop Road
Kinnelon, New Jersey 07405

10. **Matrix New World Engineering**
26 Columbia Turnpike
Florham Park, New Jersey 07932

BE IT FURTHER RESOLVED that a copy of this resolution shall remain on file in the Office of the Municipal Clerk of the City of Orange Township:

Adopted: January 4, 2022



Joyce L. Lanier
City Clerk



Kerry J. Coley
Council President

Administrative Requirements

NJ Business Registration Certificate



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: PENNONI ASSOCIATES INC.
Trade Name:
Address: 1900 MARKET STREET STE 300
PHILADELPHIA, PA 19103
Certificate Number: 0089235
Effective Date: January 13, 1971
Date of Issuance: March 23, 2021

For Office Use Only:
20210323105352182

NJ Certificate of Employee Information Report

Certification 2919

CERTIFICATE OF EMPLOYEE INFORMATION REPORT RENEWAL

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-2021 to 15-OCT-2024.

PENNONI
1900 MARKET STREET, SUITE 300
PHILADELPHIA PA 19103



Elizabeth Maher Mucko
ELIZABETH MAHER MUCKO
State Treasurer

W-9

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

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

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Pennoni Associates Inc.

2 Business name/disregarded entity name, if different from above

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.
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C-Corporation, S-S corporation, P-Partnership) ►
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.
 Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) 5
Exemption from FATCA reporting code (if any) _____
(Apply to accounts established outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
1900 Market Street, Suite 300

6 City, state, and ZIP code
Philadelphia, PA 19103

7 List account number(s) here (optional)

Requester's name and address (optional)
**Remit To Address:
PO Box 827328
Philadelphia, PA 19182-7328**

Print or type.
See Specific Instructions on page 3.

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.

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.

Social security number

			-						
--	--	--	---	--	--	--	--	--	--

or

Employer identification number

2	3	-	1	0	8	3	4	2	9
---	---	---	---	---	---	---	---	---	---

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 *Bridget J. Ahane*
Signature of U.S. person

Date ► **May 1, 2020**

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 1099 (home mortgage interest), 1099-E (student loan interest), 1099-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.



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

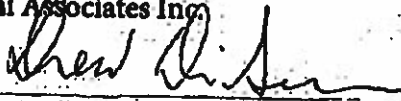
Certificate of Employee Information Report

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: Pennoni Associates Inc.

Vendor Signature:



Date: December 6, 2021

Drew M. Di Sessa, PE, PP, CME | Associate Vice President

**REQUIRED EVIDENCE
AFFIRMATIVE ACTION REGULATIONS
P.L. 1975, C. 127 (N.J.A.C. 17:27-3.2)**

Before being awarded a contract, bidders are required to comply with the requirements of P.L. 1975, C.127, (N.J.A.C. 17:27-3.2). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Purchasing Agent:

1. A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally-approved or sanctioned Affirmative Action Plan (good for one year from the date of the letter);
OR
2. A photocopy of approved Certificate of Employee Information Report issued in accordance with N.J.A.C. 17:24-4;
OR
3. An initial Employee Information Report (Form AA302) provided by the Affirmative Action Office and completed by the bidder in accordance with N.J.A.C. 17:27-4;
OR
4. All successful construction contractors must submit within three days of the signing of the contract an Initial Project Workforce Report (AA201) for any contract award that meets or exceeds the Public Agency bidding threshold (available upon request) in accordance with N.J.A.C. 17:27-7.

**NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE
AFFIRMATIVE ACTION REGULATIONS OF P.L. 1975, C.127.**

The following questions must be answered by all bidders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?

Yes _____ No X

If yes, please submit a copy of such approval

2. Do you have a Certificate of Employee Information Report Approval?

Yes X No _____

If yes, please submit a copy of such certificate

The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of P.L. 1975, C.127 and agrees to furnish the required documentation pursuant to the law.

Company: Pennoni Associates Inc.

Signature: *Drew M. Di Sessa*

Drew M. Di Sessa, PE, PP, CME

Title: Associate Vice President

