



**TOWNSHIP OF DOWNE  
CUMBERLAND COUNTY, NEW JERSEY**

	YES	NO	ABSTAIN	ABSENT
Jordan, L.				X
Byrne, S.	X			
Rothman, M.	X			
Bart, E.	X			
Campbell, R.	X			

Resolution Number: R-118-2024  
Dated: October 14, 2024  
Offered By: CAMPBELL  
Seconded By: BART

**RESOLUTION APPROVING THE ENGINEERS PROPOSAL FOR OLD BEAVER DAM  
ROAD SURVEY, DESIGN CONSTRUCTION INSPECTION AND CONTRACT  
ADMINISTRATION SERVICES**

**WHEREAS**, the Township of Downe requires services to further its intent to make needed improvements to Old Beaver Dam Road including modification of grant application via the NJDOT PMRS System, surveying of the location to establish existing parameters, prepare design plans for public bidding and administration services for such contract award as may be achieved, and

**WHEREAS**, Township Engineer, Joseph Maffei, P.E., C.M.E, P.P. of Engineering Design Associates, P.A. has submitted a proposal to provide these services and related services to manage the project from bid specification to contract completion and processing contractor payment requests per its proposal dated October 1, 2024, and

**WHEREAS**, the Committee having considered the proposal and recognizing the qualifications of Joseph Maffei and his firm, Engineering Design Associates, P.A.,

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Downe Committee to accept the proposal from Engineering Design Associates dated October 1, 2024 and award a contract not to exceed \$15,000.00 for the Survey, Design, Construction Inspection and Contract Administration of Old Beaver Dam Road.

**THIS RESOLUTION** was adopted by the Township Committee of the Township of Downe on October 14, 2024.

ATTEST:

  
Nadine E. Lockley, Municipal Clerk

  
Michael L. Rothman, Mayor

C E R T I F I C A T I O N

I, **NADINE E. LOCKLEY, RMC, CMR**, Municipal Clerk of the Township of Downe, County of Cumberland, State of New Jersey do hereby certify the foregoing to be a true and accurate copy of the Resolution adopted by the Township Committee of the Township of Downe, County of Cumberland, State of New Jersey, at their Regular Meeting held on October 14, 2024 at 7:00 pm at the Municipal Complex.

\_\_\_\_\_  
Date

\_\_\_\_\_  
**NADINE E. LOCKLEY, RMC, CMR**  
Municipal Clerk



October 1, 2024

*Via E-mail ([downnetwpclerk@comcast.net](mailto:downnetwpclerk@comcast.net))*

Downe Township  
288 Main Street  
Newport, NJ 08345

ATTN: Nadine Lockley, RMC, Municipal Clerk

**Re: NJDOT LA-2023  
Old Beaver Dam Road & Blizzard Road Improvements  
Downe Township, Cumberland County, NJ**

Dear Ms. Lockley:

As you are aware, the grant amount awarded was less than the estimated project costs. Therefore, the Township intends to modify the grant application to include Old Beaver Dam Road only.

As such, we are pleased to offer the following proposal for Survey, Design, Construction Inspection and Contract Administration for Old Beaver Dam Road.

**SCOPE OF SERVICES**

- I. Modify the grant application via the NJDOT PMRS System.
- II. Perform a survey of Old Beaver Dam Road to be reconstructed to provide location of existing pavement, driveways, storm inlets, storm pipe, utility poles, etc.
- III. Prepare Design Plans and Specifications for public bidding.
- IV. Submissions to NJDOT via PMRS for approvals to advertise for construction bids.
- V. Coordinate with the Township to publicly advertise the project for bids.
- VI. Attend Bid Opening, prepare bid tabulation and provide recommendation of award of contract.
- VII. Provide various contract administrative submissions to NJDOT via PMRS, including bid tabulation, request for Township reimbursement, etc.
- VIII. Coordinate and attend a Preconstruction Meeting.
- IX. Inspection of Contractor's work in conformance with the Design Plans and Specifications.
- X. Review Contractor's material submittals.
- XI. Process Contractor's Payment Requests.

- XII. Evaluate and process Contractor's Change Order Requests (if required).
- XIII. Submission of NJDOT close-out documents via PMRS.

**ESTIMATED COST TO PERFORM ABOVE SERVICES** **\$15,000.00**

**NOTE: THESE FEES DO NOT INCLUDE REIMBURSABLE EXPENSES SUCH AS APPLICATION FEES, PRINTING COSTS NOR POSTAGE CHARGES FOR CERTIFIED MAILINGS.**

**FEE**

The estimated fee for the above items is **\$15,000.00** for the Engineering Services, Construction Inspection and Contract Administration Services. These amounts are Engineering Design Associates best estimate of professional fees required to complete the project as defined

You will be billed monthly, which will be directly related to the hours spent on the project utilizing billing rates as outlined in our Municipal Engineer's Contract.


All photocopying and blueprints shall be a reimbursable expense as noted on the attached Fee Schedule and are not included in the estimated cost.

All application fees or escrow accounts required by any reviewing agency or their consultants shall be the sole responsibility of the client and are not included as part of this proposal.

Engineering Design Associates will perform all work in accordance with generally accepted professional practices. It is not the intention of Engineering Design Associates to provide services inconsistent with or contrary to such practices, or to make any warranty or guarantee, expressed or implied, nor to have any agreement or contract for services subject to the provisions of the Uniform Commercial or Specialty Code.

Thank you for giving Engineering Design Associates this opportunity to offer our services. If you have any questions or would like to discuss any aspect of this proposal, please do not hesitate to contact our office.

Respectfully submitted,



Joseph H. Maffei, P.E., C.M.E., P.P.

**TOWNSHIP ENGINEER**

For **ENGINEERING DESIGN ASSOCIATES**

JHM/km