

REQUEST FOR PROPOSAL FOR
PROFESSIONAL ENGINEERING & SURVEYING SERVICES FOR IMPROVEMENTS TO

DOGWOOD DRIVE AND DOGWOOD ROAD

TOWNSHIP OF WEST ORANGE, ESSEX COUNTY, NEW JERSEY



Submitted to:

Leonard R. Lepore, Municipal Engineer
Director of Public Works
Township of West Orange
25 Lakeside Avenue
West Orange, NJ 07052

Submitted by:

Keller & Kirkpatrick, Inc.
Civil/Structural Engineering & Surveying
301 Gibraltar Drive, Suite 2A
Morris Plains, NJ 07950

April 22, 2019

Original



Civil / Structural Engineering • Surveying • Land Planning • Landscape Architecture

Keller & Kirkpatrick, Inc.

Matthew L. Martini, PLS, PP, President

Muhammed Assal, PE, CME
Thomas J. Aslanian, PE
Kevin S. Bogerman, PLS
Cheryl Campbell, PLS
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Arthur J. Elias, PE, PP, CME
Edward J. Formichella, PLS, PP
Andrew D. Henderson, PLS
Frederick J. Henkel, Jr., PLS
Chas. Holloway, PE, PP, CME

Stanley Pilny, PLS
Paul M. Szmaida, LLA
William E. Thomas, PLS, PP
Michael A. Wallo, PE, CME

April 22, 2019

Leonard R. Lepore, Municipal Engineer
Director of Public Works
Township of West Orange
25 Lakeside Avenue
West Orange, NJ 07052

RE: Response to Request for Proposals for Professional Engineering and Surveying Services
Improvement of Dogwood Drive and Dogwood Road

Dear Mr. Lepore:

Keller & Kirkpatrick, Inc. is very interested in performing Professional Engineering, Surveying, and Construction Management Services as outlined in your March 26, 2019 Request for Proposals.

We have performed similar services for the Township of West Orange and are cognizant of the need for the Township's satisfaction with the technical quality of this project, while considering budget constraints. Keller & Kirkpatrick has also performed numerous projects which received grants under the New Jersey Transportation Trust Fund (NJTTF) program, and we are quite familiar with their requirements. We satisfactorily completed the 2018 Street Improvements, Phase IIA, which was performed under an expedited schedule.

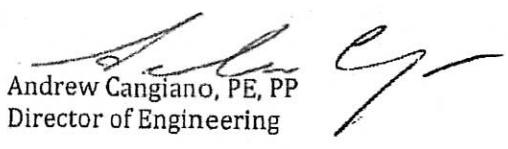
We understand the Township intends to advertise for bids on this project in late summer or early fall 2019, pending NJDOT Local Aid approval.

Our December 4, 2018 Qualifications Statement submitted to the Township demonstrates that our experienced staff have the expertise necessary to accomplish the project.

Enclosed please find our Proposal to Provide Professional Engineering and Surveying Services for your review, dated April 22, 2019.

We are pleased to have this opportunity to be of continued service to the Township of West Orange and hope you will find our proposal favorable. We would be happy to provide additional information or assistance as your needs dictate. My direct line is (973) 434-8349.

Very truly yours,


Andrew Cangiano, PE, PP
Director of Engineering

AC/rem



Scope of Services

SCOPE OF SERVICES

Keller & Kirkpatrick, Inc. understands that the Township of West Orange requires engineering, surveying, and construction management services necessary for the **Improvement of Dogwood Drive and Dogwood Road**. Throughout the firm's 47-year history, we have provided capital improvement project design to dozens of New Jersey municipalities. We have also served as the municipal engineer for various municipalities throughout the firm's existence. We are very experienced in providing road reconstruction design, plans, specifications and contract documents of a professional nature in a cost effective and timely manner.

We recommend commencing our work with a start-up meeting. This will allow us to understand your concerns and can advance the project in an expeditious manner.

Professional services will include base map preparation, engineering design, and the preparation of construction plans suitable for the public bid.

We have reviewed the proposed tasks contained in the RFP, visited the site, and we believe we have a clear understanding of the goals of this project.

The RFP specifies the following improvements:

SURVEY SERVICES

1. Stakeout centerline at 25' intervals
2. Provide cross sections every 25' and at all driveways, walks, and steps, and for a distance of fifty feet beyond the ROW into all intersecting streets. Extend beyond the right-of-way line as necessary for the design.
3. Centerline profile and fifty feet beyond the right-of-way into intersecting streets.
4. Locate all trees, shrubs, utilities, walks, driveways, structures - 30' each side of the centerline and farther where needed for design purposes where there are significant breaks in grade.
5. Rim and invert elevations of all storm and sanitary sewers, locations of utilities.

DESIGN

1. Possible widening of cartway of sections of each street to provide consistent width.
2. New concrete sidewalks and driveway aprons where they are existing and possibly filling in gaps on the even numbered side of Dogwood Drive.
3. Granite block curbs - 6" face, concrete curbs at HC ramps, entire length.
4. Mill existing pavement & construct new 2" surface course of HMA.
5. Construct full depth asphalt pavement where required.
6. Retaining walls if required.

7. Provide new manhole castings for sanitary sewer manholes, repair manholes as required.
8. New catch basin frames, grates, curb piece, rebuild inlets as required.
9. Provide turnaround or hammerhead at end of Dogwood Road on Township-owned property.
10. Provide cover sheet with estimate of quantities, plan and profile, cross sections cut sheets, provide twenty copies of plans and specifications including bid documents and contract agreements

The total length of roads is approximately 3,500 L.F., within a fifty-foot (50'±) right-of-way.

SCOPE OF WORK

A. Surveying & Base Mapping

Keller & Kirkpatrick, Inc. will provide a field survey of Dogwood Drive and Dogwood Road, which will include, but will not be limited to, the following items:

1. Establishment of centerline of existing street;
2. Stakeout of centerline at 25' intervals;
3. Cross sections every 25' and at all driveways, walks, and steps, and for a distance of fifty feet beyond the right-of-way into all intersecting streets. All sections will extend a sufficient distance beyond the right-of-way, as necessary to design the roadway and improvements and to provide a grade transition;
4. Centerline profile and fifty feet beyond the right-of-way into intersecting streets;
5. Location of all trees, shrubs, utilities, walks, driveways, structures - 30' each side of the centerline and farther where needed for design purposes where there are significant breaks in grade;
6. Rim, all storm and sanitary sewers and utility locations, and invert elevations as required for design purposes; and
7. Right of way will be shown from available Township Tax Map information.

B. Design and Bid Documents

1. Before commencing the design, we will meet with you to review the specific requirements, including reviewing each street in the field. We will coordinate our efforts with your Department throughout the project.
2. We will prepare engineering plans for each street at an anticipated scale of 1" = 20' utilizing the base mapping prepared under Task A.
3. Curb ramp design will detail the construction of ADA compliant curb ramps utilizing NJDOT curb ramp standards and details. Curb will be granite 6" face.

4. Construct full depth asphalt pavement and new curb where required.
5. Milling of existing pavement and construction of new 2" surface course of Hot Mix Asphalt
6. New manhole castings for sanitary sewer manholes, repair manholes as required and new catch basin frames, grates, curb piece, rebuild inlets as required.
7. We will prepare suitable detour plans for each roadway closure. Detour plans will depict detour routes with signage on to local and or County roadways as required for the roadway milling and resurfacing operations.
8. All design criteria will comply with the current NJDOT and MUTCD specifications.
9. We will prepare a complete set of specifications.
10. A final Engineer's Estimate of Construction will also be prepared.
11. All plans and specifications will be in accordance with the New Jersey Transportation Trust Fund (NJTTF) Standard Specifications and we will submit them for review by the NJDOT Local Aid Office.
12. We will prepare and submit twenty (20) sets of Contract Documents.



Personnel Assignments

ANTICIPATED PERSONNEL FOR PROJECT

For this project, Keller & Kirkpatrick will perform the work in its entirety. No sub-consultants will be needed. All work will be done entirely within Keller & Kirkpatrick's Engineering and Surveying Departments. **Andrew Cangiano, P.E., P.P., C.M.E.**, Principal Engineer, will be responsible for the overall design, contract adherence, overall project supervision and Quality Assurance-Quality Control (QAQC). He will be assisted by Engineering Department staff members **Muhammed Assal, P.E., C.M.E.**, and **Michael E. Pirog, E.I.T.**



Keller & Kirkpatrick

Project Schedule

PROJECT SCHEDULE

We are committed to adhering to the Township's goal to advertise for bids in the **Fall of 2019**. We anticipate work will proceed within one (1) week after the award of contract. Keller & Kirkpatrick has the resources to complete the project in a timely fashion, and we are confident that we can achieve the Township's goal.

We have assumed a May 14, 2019 contract award and have prepared the following Project Schedule.

		Project Schedule			
		May 2019	June 2019	July 2019	August 2019
May 14, 2019 (Assumed Contract Award)					
1	Surveying Services				
2	Design of Preliminary Plans/Specs				
3	Township Review and Comment				
4	Final Plans and Specifications				



Keller & Kirkpatrick

Fee Schedule

Township of West Orange

IMPROVEMENTS OF DOGWOOD DRIVE AND DOGWOOD ROAD

FEE SCHEDULE - DESIGN

Design Services:

	<u>Fee:</u>
Task 1: Field Survey Work/Base Maps	\$11,500.00
Task 2: Preparation of Contract Documents	\$16,800.00
TOTAL DESIGN SERVICES FEE:	\$28,300.00

Construction Stakeout (if Required)

	<u>Fee:</u>
Stakeout of New Storm Structures and Curbs	\$5,600.00
TOTAL CONSTRUCTION STAKEOUT FEE:	\$5,600.00

FEE SCHEDULE - CONSTRUCTION

Construction Administration and Inspection Services:

	<u>Fee Range:</u>
Task 1: Construction Administration & Construction Inspection	\$9,000 - \$12,000
TOTAL CONSTRUCTION INSPECTION FEE:	\$9,000 - \$12,000

NOTES:

1. The fee ranges provided are for budgeting purposes.
2. We can adjust our fees to fit with the Township's needs. This includes performing only inspection services, or working on an hourly basis to supplement your staff.
3. The time required to perform the inspection portion of this phase is a function of the Contractor's schedule and time spent on diligently completing the project. Since we have no control over the progress of work, we have assumed the following hours in order to provide a fee range:

Inspection - 90 Day Contract (12 weeks)
(Assume 8 working weeks)

8 weeks at an average of 16 hours per week	=	128 Hours
Total Inspection and Administration Time		128 Hours @ \$90.00 = \$11,520.00

KELLER & KIRKPATRICK, INC.

HOURLY BILLING RATES - EFFECTIVE JANUARY 1, 2019

TOWNSHIP OF WEST ORANGE

PROFESSIONAL ENGINEER	\$ 160.00
SENIOR PROJECT MANAGER - ENGINEERING	\$ 145.00
SENIOR DESIGNER	\$ 110.00
DESIGNER	\$ 95.00
INSPECTOR	\$ 95.00
ENGINEERING TECHNICIAN	\$ 75.00
PROFESSIONAL LAND SURVEYOR	\$ 160.00
SENIOR PROJECT MANAGER SURVEYING	\$ 145.00
PROJECT SURVEYOR	\$ 110.00
PARTY CHIEF	\$ 95.00
INSTRUMENT PERSON	\$ 75.00
TECHNICAL TYPIST	\$ 55.00

Rates Subject to Change Annually



Keller & Kirkpatrick

Sample Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/19/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
PG Genatt Group LLC
3333 NEW HYDE PARK RD
SUITE 409
NEW HYDE PARK NY 11042

CONTACT NAME: Karl Huckle

PHONE (A/C, No, Ext): 516-869-8788

FAX (A/C, No): 1-516-706-2973

E-MAIL: khuckle@genattgrp.com

ADDRESS: khuckle@genattgrp.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : AGCS Marine Insurance Company

22837

INSURER B : Starr Indemnity & Liability Co

38318

INSURER C : Berkley Insurance Company

32603

INSURER D : Liberty Insurance Corporation

42404

INSURER E :

INSURER F :

INSURED
Keller & Kirkpatrick Inc. (Morris Plains)
301 Gibraltar Drive, Suite 2A
Morris Plains NJ 07950

GREENMAN

COVERAGES

CERTIFICATE NUMBER: 63435748

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC ☐ OTHER		1000025533181	12/31/2018	12/31/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS		1000198538181	12/31/2018	12/31/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 10,000		TH7-611-260851-028	12/31/2018	12/31/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A	1000002543 1000002541	12/31/2018 12/31/2018	12/31/2019 12/31/2019	☒ PER STATUTE ☐ OTH-ER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
A C	Property Professional Liability		MX(93055344 AEC901965700	12/31/2018 2/9/2018	12/31/2019 12/31/2019	Valuable Papers \$250,000 Each Claim \$1,000,000 Aggregate \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION 30 day notice applies

SAMPLE
FOR INFORMATIONAL
PURPOSES ONLY

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

March 26, 2019

Andrew Cangiano
Keller and Kirkpatrick
301 Gibraltar Drive, Suite 2A
Morris Plains, New Jersey 07950

RE: **REQUEST FOR PROPOSALS**
IMPROVEMENT OF DOGWOOD DRIVE AND DOGWOOD ROAD

Dear Mr. Cangiano:

The Department of Public Works of the Township of West Orange is requesting proposals from firms providing both Civil Engineering and Land Surveying Services, which are capable of performing the necessary surveys and preparing the necessary improvement plans, specifications and bid documents for the Improvement of Dogwood Drive and Dogwood Road.

The total approximate length of these streets is 3,500 L.F. within a (50) foot (+/-) ROW. A street map, portion of a tax map and a plainimetric and topographic map of these streets are enclosed showing the location and length of these streets. Proposals shall be submitted to provide all work required to provide a complete design package as generally described on the enclosed description.

The cost of services shall be for a complete design and bid package including cost estimates, plans and specifications (twenty copies each) for bidding purposes, detour plans, construction stakeout, and cut sheets. Please see attached project specification sheet. This project will be partially funded by a grant from the New Jersey Transportation Trust Fund (NJTTF). All plans, specifications and bid documents shall be in conformance with the latest New Jersey Department of Transportation specifications, and shall be submitted for review and approval to the N.J.D.O.T. Local Aid Office in Newark.

Proposals shall be on a lump sum basis. Hourly rates shall be submitted with all proposals for any additional work.

It is the intent of this office to advertise for bids upon availability of funds from the NJDOT in late summer or early fall 2019 pending approval by the NJDOT Local Aid Office. Proposals shall be submitted in writing on or before 10:00 A.M., Monday, April 22, 2019 to the Department of Public Works, 25 Lakeside Avenue, West Orange, New Jersey 07052 and shall include a specified completion

date or number of days required for completion of the work after approval is granted to proceed. Also, evidence of proper insurance shall be submitted for approval by the Township Attorney.

A separate proposal for construction inspection and certification of completion should also be included if available from your firm.

Very truly yours,

Leonard R. Lepore

Leonard R. Lepore, Municipal Engineer
Director of Public Works

LRL/tp

enc.

file:request for proposal improvement of dogwood drive and dogwood road

**REQUEST FOR PROPOSAL
MARCH 2019**

**IMPROVEMENT OF DOGWOOD DRIVE FROM OLD SHORT HILLS ROAD TO
DEAD END AT BOLAND PARK
DOGWOOD ROAD FROM NORTHFIELD AVENUE TO DEAD END**

**PROVIDE FIELD SURVEY OF DOGWOOD DRIVE AND DOGWOOD ROAD TO GATHER INFORMATION
REQUIRED FOR ROADWAY RECONSTRUCTION INCLUDING BUT NOT LIMITED TO:**

1. STAKEOUT CENTERLINE AT 25' INTERVALS
2. PROVIDE CROSS SECTIONS EVERY 25' AND AT ALL DRIVEWAYS, WALKS, AND STEPS, AND FOR A DISTANCE OF FIFTY FEET BEYOND THE R.O.W. INTO ALL INTERSECTING STREETS. EXTEND BEYOND THE RIGHT-OF-WAY LINE AS NECESSARY FOR THE DESIGN.
3. CENTERLINE PROFILE AND FIFTY FEET BEYOND THE RIGHT-OF-WAY INTO INTERSECTING STREETS
4. LOCATE ALL TREES, SHRUBS, UTILITIES, WALKS, DRIVEWAYS, STRUCTURES – 30' EACH SIDE OF THE CENTERLINE AND FARTHER WHERE NEEDED FOR DESIGN PURPOSES WHERE THERE ARE SIGNIFICANT BREAKS IN GRADE.
5. RIM AND INVERT ELEVATIONS OF ALL STORM AND SANITARY SEWERS, LOCATIONS OF UTILITIES

DESIGN

1. POSSIBLE WIDENING OF CARTWAY OF SECTIONS OF EACH STREET TO PROVIDE CONSISTENT WIDTH
2. NEW CONCRETE SIDEWALKS AND DRIVEWAY APRONS WHERE THEY ARE EXISTING AND POSSIBLY FILLING IN GAPS ON THE EVEN NUMBERED SIDE OF DOGWOOD DRIVE
3. GRANITE BLOCK CURBS – 6" FACE, CONCRETE CURBS AT HC RAMPS, ENTIRE LENGTH.
4. MILL EXISTING PAVEMENT & CONSTRUCT NEW 2" SURFACE COURSE OF HMA.
5. CONSTRUCT FULL DEPTH ASPHALT PAVEMENT WHERE REQUIRED WEST OF BIRCHWOOD AVENUE TO LIMITS OF EXISTING CURB AND EAST OF BIRCHWOOD AVENUE TO EDGEWOOD AVENUE.
6. RETAINING WALLS IF REQUIRED
7. PROVIDE NEW MANHOLE CASTINGS FOR SANITARY SEWER MANHOLES, REPAIR MANHOLES AS REQUIRED
8. NEW CATCH BASIN FRAMES, GRATES, CURB PIECE, REBUILD INLETS AS REQUIRED

9. PROVIDE TURNAROUND OR HAMMERHEAD AT END OF DOGWOOD ROAD ON TOWNSHIP OWNED PROPERTY
10. PROVIDE COVER SHEET WITH ESTIMATE OF QUANTITIES, PLAN AND PROFILE, CROSS SECTIONS CUT SHEETS, PROVIDE TWENTY COPIES OF PLANS AND SPECIFICATIONS INCLUDING BID DOCUMENTS AND CONTRACT AGREEMENTS