

**RESOLUTION: 125 -13**

**RESOLUTION AUTHORIZING AGREEMENT FOR CERTAIN  
PROFESSIONAL SERVICES ADOPTED BY THE BOROUGH OF  
CLAYTON**

*WHEREAS*, there exists a need for specialized services on behalf of the Borough of Clayton; and

*WHEREAS*, funds are or will be available for this purpose; and

*WHEREAS*, the Local Public Contracts Law, N.J.S.A. 40A:11-1 requires that notice with respect to contracts for Professional Services awarded without competitive bids must be publicly advertised.

*NOW, THEREFORE, BE IT RESOLVED* by the Mayor and Council of the Borough of Clayton, County of Gloucester, and State of New Jersey as follows:

1. That T & M Associates, of Moorestown, New Jersey is hereby hired to provide Licensed Site Remediation Professional (LSRP) services for the remediation of the Chestnut Street Water Tower site, for the Borough of Clayton, in an amount not to exceed \$26,000 for the first two phases/activities of the company's proposal.
2. The term of this contract shall be from July 11, 2013 to July 10, 2014.
3. The Contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-11-5(1)(a), and the Fair and Open Process because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Borough of Clayton.
5. A notice in accordance with the Local Public Contracts Law of New Jersey shall be published in The Sentinel or South Jersey Times.
6. The Mayor and Clerk of the Borough of Clayton are hereby authorized to execute a Contract outlining the above on behalf of the Borough of Clayton.

**ADOPTED** at a meeting of the Mayor and Council of the Borough of Clayton, County of Gloucester, and State of New Jersey on July 11, 2013.

BOROUGH OF CLAYTON



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THOMAS BIANCO, Mayor

Attest:



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CHRISTINE NEWCOMB, Clerk

**CERTIFICATE OF AVAILABILITY OF FUNDS**

From: Donna Nestore, Chief Financial Officer, Borough of Clayton

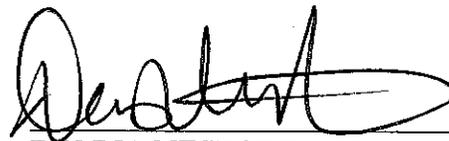
To: Mayor and Council, Borough of Clayton

Re: T&M Associates – LSRP – Underground Storage Tank Closure

AMOUNT OF CONTRACT: \$26,000.00

Any expenditures required for the above referred contract are properly chargeable to Ordinance 7-2013.

I hereby certify that, as of this date, adequate funds have been appropriated in said line and are available to satisfy the expenditure required for the above referenced contract.



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DONNA NESTORE  
Chief Financial Officer  
Borough of Clayton

Dated: July 11, 2013

1256 North Church Street, Moorestown, New Jersey 08057-1129  
(856) 722-6700 \* fax (856) 722-0175 \* www.tandmassociates.com



TMOH-13083

March 15, 2013

Ms. Susan Miller, Administrator  
Borough of Clayton  
125 N. Delsea Drive  
Clayton, New Jersey 08312

**Re: Proposal for Licensed Site Remediation Professional Services,  
Plans and Specifications Services  
Underground Storage Tank Closure and Soil Remediation, Wayne's Auto**

Dear Ms. Miller:

T&M Associates is pleased to submit this proposal for preparation of plans and specifications for public bidding of underground storage tank (UST) removals at Wayne's Auto Repair, located at 719 N. Delsea Drive. The site investigations associated with the removals will be performed under the conditions of a NJDEP Hazardous Discharge Site Remediation Fund (HDSRF) grant. Please note that actual UST closure costs not associated with site investigation are not covered by the grant.

T&M proposes to provide the following Scope of Services:

#### **Task-1 Pre-bid Site Investigation**

The Borough completed a Preliminary Assessment and Site Investigation Workplan at Wayne's Auto in 2007 with funding provided through the Hazardous Discharge Site Remediation Fund. While funding remains in place, no site investigation activity has occurred. Under the Site Remediation Reform Act (SRRA), future work must be performed under the supervision of a Licensed Site Remediation Professional (LSRP). T&M has assigned William Matulewicz as the LSRP of record. The LSRP must review and accept prior work, and will supervise future investigations.

Based on discussion during the Borough Council work session of 2/28/13, the Borough is considering moving forward with the UST closures, which would be necessary to redevelop the site. This approach requires a deviation from the approved Site Investigation Workplan, in that the original SIW scope will be reduced to allocate the majority of the SIW budget for UST closure activities. As also discussed, site characteristics included in the specifications will allow bidding contractors to develop more accurate and competitive quotes, reducing the potential for extensive change orders.

Consequently, prior to preparing plans and specifications, T&M will conduct a geophysical investigation of the site to attempt to establish locations of USTs and

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*Susan Miller, Administrator  
Borough of Clayton*

*Re: Proposal for LSRP Services,  
Plans and Specifications UST Closure and Site Investigation*

pipng. Following the geophysical survey, T&M will use a Geoprobe direct push hydraulic sampling rig to advance borings adjacent to the main UST field, accessible satellite USTs (waste oil), and hydraulic cylinders to determine whether gross contamination from petroleum releases has occurred at the site, and the depth to ground water. We will also collect soil samples from the rear of the property for historic pesticide analysis.

## **Task-2 Public Bid Plans and Specifications**

T&M will prepare design plans and specifications suitable for bidding. Plans will be prepared in AutoCAD format and specifications in Microsoft Word. The bid documents will include site plans depicting existing conditions, including information collected as part of Task 1. Details will be provided showing landscape details, site restoration details and schedules summarizing the scope of work. Electronic and paper copies of draft plans will be provided to Clayton for a preliminary review.

Subsequent to Clayton's review and approval, we will incorporate appropriate comments and prepare final plans and specifications for use by Clayton for public bidding. The bid documents will include T&M's standard front end documents.

## **Bid Phase Services**

### **Bid Advertisement**

T&M will assist Clayton during the preparation of the Bid Advertisement and will prepare a draft advertisement for review, approval and use by Clayton. The publication of the Bid Advertisement will be the responsibility of Clayton.

### **Reproduction/Distribution of Bid Documents**

Bid Document packages will be reproduced by T&M as required and made available for sale at our Moorestown office.

### **Schedule and Conduct Pre-Bid Meeting and Site Visit**

T&M will coordinate with Clayton the scheduling of the Pre-Bid Meeting and Site Visit. During the meeting, T&M will provide an overview of the project and provide clarifications on the bid documents to the meeting attendees, as required. After the meeting, T&M will accompany the prospective bidders during a site inspection of the property.



*Susan Miller, Administrator  
Borough of Clayton*

*Re: Proposal for LSRP Services,  
Plans and Specifications UST Closure and Site Investigation*

### Respond to Questions from Potential Bidders

T&M will respond to questions raised by the prospective bidders that deal with technical project issues. Questions related to contractual and administrative issues will be responded to by the Clayton representatives. All questions and responses to questions will be documented by T&M and later issued in a Bid Addendum.

### Preparation and Distribution of Addenda

This proposal includes the preparation of one Addendum to the Bid Documents which could be issued in response to the prospective bidders' questions during the advertisement period.

### Review Bids and Make Recommendations to Clayton

T&M will review the submitted bids for responsiveness and completeness and will prepare a Letter of Recommendation to Clayton for award of the construction contract to the successful bidder based on the findings of an evaluation criteria used during the review process. If the bidding process reveals significant costs associated with

### **Task-3 Closure Observation and Site Investigation**

T&M will file a Closure Notice with NJDEP once the contractor is issued a Notice To Proceed. T&M will provide an experienced environmental scientist under the oversight of the LSRP to observe and document tank removals. Soil from excavations will be screened with a photoionization detector (PID) for evidence of petroleum contamination. Soil with evidence of contamination will be segregated on site for future characterization and disposal if necessary. Following removals, T&M will collect soil samples along tank inverts and under piping runs as prescribed in N.J.A.C. 7:26E, the Technical Requirements for Site Remediation.

### **Task-4 Reporting, LSRP Management**

Assuming no additional remediation is necessary, T&M will complete a Site Investigation Remedial Action Report and issue a Reponse Action Outcome to the Borough. If contamination requiring further investigation is required, T&M will prepare a scope of work for the required additional effort. We can assist the Borough in applying for a supplemental HDSRF grant for remedial investigations beyond those detailed in our Scope of Services.



**Susan Miller, Administrator  
Borough of Clayton**

**Re: Proposal for LSRP Services,  
Plans and Specifications UST Closure and Site Investigation**

## **Schedule**

Upon receipt of authorization to proceed, T&M will initiate work immediately. We anticipate that final plans and specifications can be completed within four weeks after completion of the site investigation.

## **Estimate of Probable Costs**

T&M estimates its fee for pre-bid site investigation, preparation of plans and specifications and bid phase services to be \$19,981.00. UST closure and related construction phase services are estimated to be \$94,791.00. This includes a budgetary estimate of \$45,000.00 for UST removals, and \$20,033.00 in contingent investigation costs, for a total budget estimate of \$114,229.00. Detailed estimated costs are presented in the attached Cost Estimate.

NJDEP fees are not included in our cost estimate, and will be determined by the LSRP when the extent of contamination (if any) is established.

The attached estimate exceeds the 2007 HDSRF award. A supplemental grant request will be required once the scope becomes more clearly defined. We will revisit our Cost Estimate at the conclusion of Task 2.

## **Limitations**

This scope provides for probable costs and basic services associated with the pre-closure site investigation, plans and specifications preparation and bid phase services.

Should contamination be confirmed at the site, we will notify the Borough and call the NJDEP 24 hour hotline in accordance with regulation. Should we encounter contamination that will require more expansive investigation, we will advise the Borough before proceeding. Should contamination deemed of Immediate Environmental Concern be identified (e.g. contaminated potable wells, explosive or toxic vapors in adjacent structures deriving from a release at the site), expedited response is required. This proposal does not address IEC contingencies.



**Susan Miller, Administrator  
Borough of Clayton**

**Re: Proposal for LSRP Services,  
Plans and Specifications UST Closure and Site Investigation**

If you should have any questions or require additional information, please do not hesitate to contact our office. We are available to meet with you at your convenience should you wish to discuss our proposal.

Very truly yours,  
T&M ASSOCIATES

A handwritten signature in black ink, appearing to read 'William Matulewicz', written over the printed name.

William Matulewicz, LSRP  
Hydrogeologist

A handwritten signature in black ink, appearing to read 'Edwin J. Steck', written over the printed name.

Edwin J. Steck, P.E.  
Sr. Vice President

Enclosure

WHM:whm

**Cost Estimate**  
**Site Investigation and UST Closure Services**  
**Wayne's Auto**  
**719 N. Delsea Drive Westfield Ave**

<b>Task 1: Site Investigation</b>		<b>Rate</b>	<b>Units</b>	<b>Events</b>	<b>Amount</b>
Geophysical Survey		\$1,725.00	1	1	\$1,725.00
LSRP PM	LSRP	\$155.00	4	1	\$1,725.00
Geoprobe		\$1,650.00	1	1	\$1,650.00
Observation\GIS	Env. Sci.	\$123.00	20	1	\$2,460.00
Photolonization Detector		\$92.00	1	1	\$92.00
Sampling	Pest, As, Pb	\$133.00	2	1	\$266.00
UST Field	BTEX	\$85.00	6	1	\$510.00
1-275 #2 heating oil AST	EPH*	\$81.00	2	1	\$162.00
	N\Mnaphthalene	\$92.00	1	1	\$92.00
1 Waste Oil UST	EPH Fractionated*	\$195.00	1	1	\$195.00
2-275 unknown oil AST, Floor drains	EPH Fractionated*	\$195.00	4	1	\$780.00
	VO, SVO, PCBs, TAL Metals	\$581.00	4	1	\$2,324.00
<b>Subtotal</b>					<b>\$11,981.00 HDSRF</b>
<b>Task 2: Bid Plans and Specs</b>					
	Sr. Eng.	\$155.00	35	1	\$5,425.00
	LSRP	\$155.00	8	1	\$1,240.00
	Drafting	\$132.00	6	1	\$792.00
<b>Subtotal</b>					<b>\$7,457.00</b>
<b>Task 3: UST Closure</b>					
UST Closure		Contractor Services to be bid, budget estimate only			<b>\$45,000.00</b>
LSRP PM	LSRP	\$155.00	4	1	\$620.00
Observation	Env. Sci.	\$123.00	40	1	\$4,920.00
Photoionization Detector		\$92.00	5	1	\$460.00
Post Closure Analytical					
3-4,000 gallon UL Gas	VO+10, TBA	\$92.00	15	1	\$1,380.00
1-4,000 gallon L Gas	VO+10, TBA, Pb	\$110.00	5	1	\$550.00
Piping	VO+10, TBA, Pb	\$110.00	15	1	\$1,650.00
1-550 unknown oil UST	EPH Fractionated*	\$195.00	2	1	\$390.00
	VO, SVO, PCBs, TAL Metals	\$581.00	2	1	\$1,162.00
2 Hydraulic Lifts and piping	EPH Fractionated*	\$195.00	4	1	\$780.00
	PAH	\$127.00	4	1	\$508.00
Floor Drains	EPH Fractionated*	\$195.00	3	1	\$585.00
	VO, SVO, PCBs, TAL Metals	\$581.00	3	1	\$1,743.00
<b>Subtotal</b>					<b>\$14,128.00 HDSRF</b>
<b>Monitoring Well Contingency</b>					
4 wells,	4X2"X30'		1	1	\$7,715.00
Cuttings\Fluids Disposal	Drums	\$200.00	7	1	\$1,400.00
Observe\log Installations	Env. Sci.	\$123.00	24	1	\$2,952.00
Field Survey, Well Forms	Survey	\$2,200.00	1	1	\$2,200.00
Ground Water Sampling	VO+10, SIM, TBA, SVO+20	\$363.00	5	1	\$1,815.00
	TAL Metals	\$115.00	5	1	\$575.00
	VO Trip Blanks	\$212.00	1	2	\$424.00
<b>Subtotal</b>					<b>\$17,081.00 HDSRF</b>
<b>Task 4 - Reporting</b>					
	LSRP\Hydrogeologist	\$155.00	50	1	\$7,750.00 HDSRF
+	Env. Sci.	\$123.00	50	1	\$6,150.00 HDSRF
	Drafting	\$123.00	10	1	\$1,230.00 HDSRF
Expenses				1	\$500.00 HDSRF
<b>Subtotal</b>					<b>\$15,630.00 HDSRF</b>
Prepare Well Inventory	Env. Sci.	\$123.00	24	1	\$2,952.00 HDSRF

\* Expedited analysis to meet contingent sample hold time requirements

Total Municipal	\$52,457.00
Total HDSRF Eligible	\$61,772.00
<b>Total Budget</b>	<b>\$114,229.00</b>