

RESOLUTION NO. 2023- 149

A RESOLUTION AUTHORIZING THE ISSUANCE OF AN AMENDATORY SUPPLEMENTAL CHANGE ORDER NO. 1, TO PURCHASE ORDER NO. 21-07457, ISSUED TO VAN NOTE-HARVEY ASSOCIATES, INC., CAPE MAY COURT HOUSE, NJ, IN THE AMOUNT OF \$2,900.00.

WHEREAS, the City Council of the City of Vineland, on October 12, 2021, adopted Resolution No. 2021-478, entitled "A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH VAN NOTE-HARVEY ASSOCIATES INC., CAPE MAY COURT HOUSE, NJ FOR ENGINEERING SERVICES FOR OUTFALL EVALUATION AND REPAIR LOCATED AT SANDWASH, IN AN AMOUNT NOT TO EXCEED \$17,900.00"; and

WHEREAS, N.J.A.C. 5:30-11.1, et seq., sets forth the requirements for the processing of change orders; and

WHEREAS, the City Engineer has requested that an amendment be made to the purchase order awarded to Van Note-Harvey Associates, Inc., Cape May Court House, NJ, for Engineering Services for Outfall Evaluation and Repair located at Sandwash, as authorized by Resolution No. 2021-478; said amendment is for additional engineering services needed to complete technical specifications for the outfall repair; and

WHEREAS, the City of Vineland desires to comply with said requirements of N.J.A.C. 5:30-11.1, et seq., and to that end herewith files with the governing body a report stating the facts involved and indicating that the proposed change order may be allowed under these regulations; and

WHEREAS, the Chief Financial Officer has certified the availability of funds for the amendatory supplemental change order for which authorization is requested in the amount of \$2,900.00; now, therefore,

BE IT RESOLVED by the Council of the City of Vineland that said amendatory supplemental change order #1 to Purchase Order No. 21-07457 issued to Van Note-Harvey Associates, Inc., Cape May Court House, NJ, in the amount of \$2,900.00, be and the same is hereby ratified and approved.

Adopted:

---

President of Council

ATTEST:

---

City Clerk



April 4, 2023

REPORT

TO: THE MAYOR AND COUNCIL

Amendatory Supplemental Change Order No. 1  
Purchase Order No. 21-07457  
Engineering Services for Outfall Evaluation and Repair Located at Sandwash  
Van Note-Harvey Associates, Inc., Cape May Court House, NJ

We are requesting that an amendatory supplemental change order be issued to Purchase Order No. 21-07457, issued to Van Note-Harvey Associates, Inc., Cape May Court House, NJ, for Engineering Services. This purchase order was authorized by Resolution No. 2021-478, adopted by City Council on October 12, 2021.

The change order requested, in the amount of \$2,900.00 will provide for additional engineering services needed to complete technical specifications for the outfall repair. This change order will increase the original contract amount from \$17,900.00 to \$20,800.00.

The amendatory supplemental change order for which authorization is herein requested may be authorized in accordance with N.J.A.C. 5:30-11.1 et seq.

Respectfully submitted,

Robert E. Dickenson, Jr.  
Business Administrator

RD/rl  
Encl.





REQUEST FOR CHANGE ORDER

FOR:

Sandwash Outfall Repair

PROJECT NAME

TO: BUSINESS ADMINISTRATION

DEPARTMENT: Admin / Engineering FROM: David J. Maillet

This is a request for change order # 1 to Contract # C21-0024 for:

Project Name Sandwash Outfall Repair

Name/Address of Contractor: Van Note-Harvey Associates Inc

The change order is necessary because: (use additional pages if necessary to explain your reason and you must attach \*documentation to support the necessity of this change order. \*(Documentation from contractor, engineer, etc.)

Addition of technical specifications preparation for bidding.

(see attached proposed additional work)

Original Contract Amount: \$ 17,900.00
Amount of this change order: \$ +2,900.00
Previous Change Orders: \$
Total Revised Amount: \$ 20,800.00

APPROVED BY: David J. Maillet, PE
Print/type Signature

NOTE: CHANGE ORDERS CANNOT EXCEED 20% OF THE ORIGINAL CONTRACT AMOUNT

Please provide the account number that the change order will be charged to:
Account # 3-01-20-165-1109-23044

CC: Purchasing Division

[Handwritten mark]

**van note - harvey**

211 Bayberry Drive, Suite 2-E  
Cape May Court House, New Jersey 08210  
609-465-2600 Fax: 609-465-8028  
NJ Authorization #24GA28271300  
www.vannoteharvey.com



Since 1894

*Sent Via Email*

January 17, 2023

VNHA File: 45534-070-01

Mr. David Maillet, P.E., City Engineer  
640 East Wood Street  
P.O. Box 1508  
Vineland, NJ 08362-1508

**RE: Proposal for Additional Engineering Services, Technical Specifications for Outfall Evaluation and Repair located at Sandwash on Block 5202, Lots 44, 45, 46, 47, 48, 54, 55-60, 67-74 & Block 4406.5, Lots 61, 62, 63 as shown on City of Vineland Tax Map Sheets 44, 52, and 52.01 City of Vineland, Cumberland County, NJ**

Dear Mr. Maillet,

Thank you for again considering Van Note-Harvey Associates, Inc. (VNHA) to perform the consulting engineering services needed to complete technical specifications for the outfall repair at the above referenced property. It is my understanding that you will need a full biddable set of project technical specifications in association with plans currently being finalized by VNHA, and that Vineland will complete the remainder of the bid documents.

Based upon the above understanding, I have prepared this proposal covering a suggested scope of services and fees for your consideration.

**SCOPE OF SERVICES**

**Preparation of Technical Specifications for Repair of Outfall #1:**

- Preparation of technical specifications based upon plans currently being finalized by VNHA in the previous contract phase. Technical specifications items are to include helical piles, stormwater pipe, fill material, ground cover material, restoration of landscaped and paved areas, erosion control measures and all incidental materials and work required for repair of outfall #1 and associated slope stabilization and restorations.

**Reimbursable Expenses:**

- Reimbursables including but not limited to prints, overnight mail, mileage and other out of pocket expenses.



## **SCHEDULE**

We are prepared to begin work on this project immediately after authorization to proceed. Delivery of the technical specifications is expected to be by the end of January 2023.

## **FEES**

We propose to provide the above outlined scope of services to you as a lump sum fee of **\$2,900**.

## **ASSUMPTIONS**

- a) The fees quoted and schedule indicated assume that this proposal will be accepted and returned within 30 days. If the proposal is accepted after this 30-day period, the fee and schedule may be subject to change.
- b) The services provided will address the regulatory requirements in effect on this date. Services required by new rules and regulations shall be considered additional services.
- c) The only services to be provided are as outlined in the Scope of Services above. Other unanticipated services including but not limited to any identification, delineation, or mapping of New Jersey Saltwater, Freshwater Wetlands or transition areas; Habitat assessments for Threatened & Endangered plant and wildlife species; and traffic studies, are not included. Any additional services that may become necessary that can be provided by Van Note-Harvey Associates and are authorized by you will be provided on an hourly basis in accordance with the Billing Rate Schedule provided below.
- d) The fees assume that all correspondence, plans, etc., relative to the project will be transmitted utilizing regular postal mail or email. Express mail, airborne, overnight mail or hand deliveries will be provided as a direct charge without markup.
- e) All work proposed herein is in accordance with VNHA's Standard Provisions of Agreement attached hereto and made a part hereof.
- f) No application fees for regulatory agency submissions or reviews are included in this proposal.

**BILLING RATE SCHEDULE**

(Effective January 1, 2023)

<u>JOB CLASSIFICATION</u>	<u>BILLING RATE/HOUR</u>
Sr. Principal	\$193.00
Principal	\$192.00
Sr. Project Coordinator	\$188.00
Project Coordinator	\$177.00
Sr. Project Manager	\$162.00
Project Manager	\$161.00
Sr. Project Engineer	\$156.00
Project Engineer	\$154.00
Engineer	\$127.00
Sr. Designer	\$125.50
Designer	\$119.50
Sr. Drafter	\$115.00
Drafter	\$101.00
Drafting Technician	\$ 75.00
Sr. Environmental Specialist	\$128.00
Environmental Specialist	\$121.00
Environmental Technician	\$ 84.00
Sr. Construction Observer	\$112.50
Construction Observer	\$106.00
Survey Supervisor	\$151.50
Chief of Survey Party	\$129.50
Transitperson	\$ 92.50
Rodperson	\$ 70.00
Sr. Survey Technician	\$135.00
Survey Technician	\$131.00
Survey D/P Technician	\$129.50
Landscape Architect	\$112.00
Sr. Hydrogeologist	\$146.50
Hydrogeologist	\$142.50
Sr. GIS Specialist	\$151.00
GIS Specialist	\$119.50
Executive Secretary	\$ 88.00
Sr. Technical Typist/Secretary	\$ 87.00
Technical Typist/Secretary	\$ 77.50
Admin. Assistant	\$ 77.50
Data Process. Supervisor	\$ 88.00
Data Process. Tech	\$ 87.00
2 Man Crew	\$222.00
3 Man Crew	\$292.00
1 Man PW Crew	\$187.50
2 Man PW Crew	\$331.50

\*IN THE EVENT STATE/FEDERAL "PREVAILING RATE" REQUIREMENTS APPLY, ADJUSTED RATES WILL BE SUPPLIED

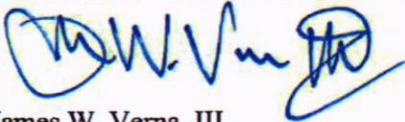
We appreciate the opportunity to prepare this proposal and continue to work with you on this project. If the terms and conditions described above meet with your approval, please indicate your acceptance by signing the following:

- 1) This proposal letter, including billing contact information below;
- 2) The attached Standard Provisions of Agreement; and
- 3) Paragraph 15 of the Standard Provisions of Agreement, if applicable.

Please return a signed copy of this proposal to our office for our records.

If you have any questions regarding this proposal or wish to discuss the scope of services as outlined, please do not hesitate to contact me.

Sincerely,  
VAN NOTE – HARVEY ASSOCIATES, INC.



James W. Verna, III  
Senior Vice President

JWV/BMP

**ACCEPTED BY:**

  
\_\_\_\_\_  
(Client)

1/31/2023  
\_\_\_\_\_  
(Date)

Please provide complete billing and contact information below.

(Name) \_\_\_\_\_

(Address) \_\_\_\_\_

(City, State, Zip Code) \_\_\_\_\_

(Phone No. with area code) \_\_\_\_\_

(Fax No. with area code) \_\_\_\_\_

(Email address) \_\_\_\_\_