

**RESOLUTION 2019- 18**

**RESOLUTION OF THE PLUMSTED MUNICIPAL UTILITIES  
AUTHORITY AUTHORIZING AN AMENDMENT TO THE  
AUTHORITY'S CONTRACT WITH T&M ASSOCIATES TO  
AUTHORIZE TASK 6 PURSUANT TO THE APRIL 24, 2019,  
CORRESPONDENCE OF STEVEN J. SCHREIBER, P.E.**

**WHEREAS**, T&M Associates currently serves as the Consulting Engineer for the Plumsted Municipal Utilities Authority with respect to its Downtown New Egypt Sanitary Sewer Collection and Disposal System; and

**WHEREAS**, by letter dated April 24, 2019, T&M Associates has requested a contract amendment to address work required beyond the approved scope of the parties' current agreement; and

**WHEREAS**, said work includes additional Engineering services not outlined in the original contracts for the collection system construction services, sewer collection system repackaging and the WWTP RFP preparation; and

**WHEREAS**, the work was completed by T&M Associates between August 2018 and April 2019; and

**WHEREAS**, the additional professional fees are outlined in the April 24, 2019, correspondence of Steven J. Schreiber, P.E., which correspondence is attached hereto; and

**WHEREAS**, T&M Associates has provided sufficient documentation to establish the names of the individuals who have performed the extra work, the dates of service, a description of the extra work and the number of hours and hourly rate incurred; and

**NOW, THEREFORE, BE IT RESOLVED**, this 21<sup>st</sup> day of May, 2019, that the Plumsted Municipal Utilities Authority hereby authorizes an amendment to the contract with T&M Associates to increase the amount thereof in the amount of \$12,044.25 in accordance with the April 24, 2019, correspondence of Steven J. Schreiber, P.E.

**DASTI, MURPHY  
McGUICKIN, ULAKY,  
KOUTSOURIS & CONNORS**

COUNSELLORS AT LAW  
620 WEST LACEY ROAD  
P.O. BOX 1057  
FORKED RIVER, N.J. 08731

**BE IT FURTHER RESOLVED**, that a copy of this Resolution be forwarded to the following:

1. T&M Associates;
2. Peter Ylvisaker, Executive Director.

**CERTIFICATION**

I, Peter Ylvisaker, Secretary of the PMUA, do hereby certify that the foregoing Resolution was approved by the PMUA on June 18, 2019.

*memorized*

*[Signature]*  
PMUA Secretary

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YOUR GOALS. OUR MISSION.

T&M b

PLMUOH16002

April 24, 2019

Mr. Peter Ylvisaker - Executive Director  
Plumsted Municipal Utilities Authority  
121 Evergreen Road  
New Egypt, New Jersey 08533

Re: Downtown New Egypt Sanitary Sewer Collection and Disposal System  
Contract Amendment Request  
Extra Work Request - Work Beyond Approved Scope

Dear Mr. Ylvisaker:

As recently discussed with the PMUA, T&M is requesting a Contract Amendment for professional fees in the amount of \$12,044.25 for effort beyond the original scope of work outlined in the original contracts for the Collection System Construction Services, Sewer Collection System Repackaging, and the WWTP RFP Preparation. This work was completed between August 2018 and April 2019 but not yet invoiced to the PMUA and includes the following:

1. Additional Professional Fees

- Addressing the comments raised by Office of State Comptroller (OSC) during their review of the Collection System Re-Bid package and the WWTP Proposal package. The OSC had previously reviewed and approved the project when it was bid as a single project consisting of the Collection System and WWTP. It was unforeseen by T&M that the OSC would require revisions to the documents they had already approved;
- Attend a meeting with the PMUA and Lennar to discuss overall project scheduling and TWA application submission for a Temporary Wastewater Holding Tank;
- Preparing for and attending a meeting with the NJDEP to discuss the process required to apply for the TWA permit for the Temporary Raw Wastewater Holding Tank. The contract amendment previously approved by the PMUA for the Temporary Raw Wastewater Holding Tank included a pre-application meeting with the NJDEP. The meeting we are seeking additional fee for was held prior to the NJDEP pre-application meeting;
- Preparation of a force main comparable construction cost in accordance with a request from the NJIB;
- Various conference/telephone calls with M. Jessup, NJIB, PMUA and NSU to discuss Asset Management Plan Requirements, equipment warranty and R&R costs, NJIB loan status and project award, and information on project payment draw schedule;
- Prepare for and attend a meeting with the NJDEP and the PMUA to discuss the WWTP Proposal process construction costs and loan requirements;
- Prepare an excel spreadsheet to be used to evaluate the proposals received by the Contractors who submitted proposals for the WWTP. Attend a meeting with the PMUA WWTP Proposal Project Team to review and evaluate proposals received for the WWTP.
- PSE&G and NJAW service applications and package submission for WWTP and Pump Station
- Extra work request package to P&A Construction Company for Helen Street gravity sewer main extension



April 24, 2019

Le: Mr. Peter Ylvisaker - Executive Director  
Plumsted Municipal Utilities Authority

Re: Downtown New Egypt Sanitary Sewer Collection and Disposal System  
Contract Amendment Request  
Extra Work Request - Work Beyond Approved Scope

- Detour Plan Ocean County Engineering review coordination and follow up for Evergreen Road.

I have included an excel spreadsheet which identifies the name of the individuals whom performed the extra work, the date of service, the extra work description, the number of hours, the hourly rate and the total cost.

The costs depicted in this contract amendment request exclude any additional construction observation and contract administration for the Collection System and the WWTP as may be warranted by the NJIB loan construction certification, the Collection System and WWTP Contractors schedule and the number and/or location of construction crews mobilized by the Collection System Contractor.

We thank the Authority for their consideration of this Contract Amendment Request. If you have any questions or require additional information, please contact me.

Very truly yours,

T&M ASSOCIATES

STEPHEN J. SCHREIBER, PE  
VICE PRESIDENT/DEPARTMENT MANAGER

SS:jet

Enclosure

CC: Walter Bronson, Authority Chairmen e/encl.  
Michael Regan, T&M, Sr. Vice President

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| PERSON    | TITLE        | DATE OF SERVICE | DESCRIPTION   | HOURS | RATE      | TOTAL COST |
|-----------|--------------|-----------------|---|-------|-----------|------------|
| Schreiber | Dept Manager | 8/13/18         | Prepare for & attend NIDEP Mtg for Temp. Holding Tank                           | 2.50  | \$ 140.00 | \$350.00   |
| Schreiber | Dept Manager | 11/19/18        | OSC Comments to WWTP RFP & Specifications                                       | 1.00  | \$ 140.00 | \$140.00   |
| Schreiber | Dept Manager | 11/20/18        | OSC Comments to WWTP RFP & Specifications                                       | 1.25  | \$ 140.00 | \$175.00   |
| Schreiber | Dept Manager | 11/26/18        | OSC Comments to WWTP RFP & Specifications                                       | 2.00  | \$ 140.00 | \$280.00   |
| Schreiber | Dept Manager | 11/27/19        | OSC Comments to WWTP RFP & Specifications                                       | 2.00  | \$ 140.00 | \$280.00   |
| Schreiber | Dept Manager | 11/28/19        | OSC Comments to WWTP RFP & Specifications                                       | 0.75  | \$ 140.00 | \$105.00   |
| Schreiber | Dept Manager | 11/29/18        | OSC Comments to WWTP RFP & Specifications                                       | 4.00  | \$ 140.00 | \$560.00   |
| Schreiber | Dept Manager | 12/3/18         | Gas Service Application   | 1.00  | \$ 140.00 | \$140.00   |
| Schreiber | Dept Manager | 12/4/18         | OSC Comments to WWTP RFP & Specifications                                       | 1.75  | \$ 140.00 | \$245.00   |
| Schreiber | Dept Manager | 12/5/18         | Prepare for and attend meeting with NIDEP to discuss WWTP RFP                   | 2.00  | \$ 140.00 | \$280.00   |
| Schreiber | Dept Manager | 12/10/18        | Revisions to WWTP per NIDEP Comments  | 2.50  | \$ 140.00 | \$350.00   |
| Schreiber | Dept Manager | 12/11/18        | FM Cost Comparison per NIDEP request  | 1.00  | \$ 140.00 | \$140.00   |
| Schreiber | Dept Manager | 12/12/18        | FM Cost Comparison per NIDEP request; send to PMUA & NIDEP                      | 3.00  | \$ 140.00 | \$420.00   |
| Schreiber | Dept Manager | 1/4/19          | WWTP RFI  | 0.50  | \$ 140.00 | \$70.00    |
| Schreiber | Dept Manager | 1/7/19          | Conference Call with R Santos & P Vivasaker to discuss NIDEP award documents    | 0.50  | \$ 140.00 | \$70.00    |
| Schreiber | Dept Manager | 1/16/19         | Conference Call with NIDEP on Asset Management Requirements                     | 1.00  | \$ 140.00 | \$140.00   |
| Schreiber | Dept Manager | 1/28/19         | Telephone call with M Jessup to discuss Asset Management                        | 1.00  | \$ 140.00 | \$140.00   |
| Schreiber | Dept Manager | 2/1/19          | Review warranty requirements of WWTP and Collection System with M Jessup        | 1.50  | \$ 140.00 | \$210.00   |
| Schreiber | Dept Manager | 2/5/19          | Conference call with PMUA, M Jessup to discuss NIDEP loan status & system award | 0.75  | \$ 140.00 | \$105.00   |
| Schreiber | Dept Manager | 2/6/19          | Discuss bid extension requirements for Collection with PMUA & PMUA Attorney     | 0.50  | \$ 140.00 | \$70.00    |
| Schreiber | Dept Manager | 2/13/19         | Prepare award extension request letter per P Vivasaker                          | 0.50  | \$ 140.00 | \$70.00    |
| Schreiber | Dept Manager | 2/21/19         | Conference call to discuss R&R costs per NIDEP                                  | 1.00  | \$ 140.00 | \$140.00   |
| Schreiber | Dept Manager | 2/22/19         | Conference call with NIDEP; Follow up with PMUA & Jessup                        | 1.50  | \$ 140.00 | \$210.00   |
| Schreiber | Dept Manager | 2/26/19         | Prepare R&R costs spreadsheet per NIDEP   | 2.50  | \$ 140.00 | \$350.00   |
| Schreiber | Dept Manager | 2/27/19         | PSE&G service application   | 1.25  | \$ 140.00 | \$175.00   |
| Schreiber | Dept Manager | 2/28/19         | Prepare R&R costs spreadsheet for Collection System per NIDEP                   | 2.50  | \$ 140.00 | \$350.00   |
| Schreiber | Dept Manager | 3/1/19          | Prepare R&R costs spreadsheet for Collection System per NIDEP                   | 2.00  | \$ 140.00 | \$280.00   |
| Schreiber | Dept Manager | 3/1/19          | Prepare R&R costs spreadsheet for Collection System per NIDEP                   | 1.00  | \$ 140.00 | \$140.00   |
| Schreiber | Dept Manager | 3/6/19          | Prepare WWTP RFP Evaluation Spreadsheet & Review Lennar Sewer Change Request    | 1.75  | \$ 140.00 | \$245.00   |
| Schreiber | Dept Manager | 3/7/19          | Prepare WWTP RFP Evaluation Spreadsheet   | 4.00  | \$ 140.00 | \$560.00   |
| Schreiber | Dept Manager | 3/18/19         | WWTP RFP evaluation meeting   | 2.00  | \$ 140.00 | \$280.00   |
| Schreiber | Dept Manager | 3/19/19         | Point distribution based on evaluation meeting                                  | 1.50  | \$ 140.00 | \$210.00   |
| Schreiber | Dept Manager | 3/29/19         | Coordinate WWTP evaluation meetings with Proposers                              | 0.50  | \$ 140.00 | \$70.00    |
| Schreiber | Dept Manager | 4/2/19          | Attend & Facilitate WWTP Interview with Stone Hill Contracting                  | 2.00  | \$ 140.00 | \$280.00   |

|           |                    |          |  |      |    |        |             |
|-----------|--------------------|----------|--|------|----|--------|-------------|
| Schreiber | Dept Manager       | 4/3/19   | Coordinate WWTP evaluation meetings with Tomar   | 0.50 | \$ | 140.00 | \$70.00     |
| Schreiber | Dept Manager       | 4/9/19   | Attend WWTP interview with Tomar; draw down schedule for NJIB  | 2.50 | \$ | 140.00 | \$350.00    |
| Schreiber | Dept Manager       | 4/10/19  | Notes from Tomar interview   | 0.50 | \$ | 140.00 | \$70.00     |
| Schreiber | Dept Manager       | 4/11/19  | Review NSU minutes from Tomar interview  | 0.50 | \$ | 140.00 | \$70.00     |
| Schreiber | Dept Manager       | 4/12/19  | Prepare extra work request to contractor for Helen Street per P Yvliaker   | 0.50 | \$ | 140.00 | \$70.00     |
| Santos    | Principal          | 1/9/19   | Conference call with NJDEP and NJIB authorization to award and provide supplemental information on draw schedule and costs | 1.00 | \$ | 140.00 | \$140.00    |
| Santos    | Principal          | 4/9/19   | Short term loan; draw down schedule & construction schedule per NJDEP  | 1.50 | \$ | 140.00 | \$210.00    |
| Trust     | Admin Support      | 2/13/19  | Final price hold request letter to P&A   | 0.50 | \$ | 75.00  | \$37.50     |
| Bar       | Professional Staff | 10/31/18 | OSC Comments to Collection System Plans & Specifications   | 4.00 | \$ | 131.00 | \$524.00    |
| Bar       | Professional Staff | 11/1/18  | OSC Comments to Collection System Plans & Specifications   | 2.00 | \$ | 131.00 | \$262.00    |
| Bar       | Professional Staff | 11/5/18  | OSC Comments to Collection System Plans & Specifications   | 4.00 | \$ | 131.00 | \$524.00    |
| Bar       | Professional Staff | 11/6/18  | OSC Comments to Collection System Plans & Specifications   | 2.00 | \$ | 131.00 | \$262.00    |
| Bar       | Professional Staff | 11/7/18  | OSC Comments to Collection System Plans & Specifications   | 2.00 | \$ | 131.00 | \$262.00    |
| Bar       | Professional Staff | 11/28/18 | OSC Comments to WWTP Specifications  | 0.75 | \$ | 131.00 | \$98.25     |
| Bar       | Professional Staff | 12/5/18  | OSC Comments to WWTP Specifications  | 1.50 | \$ | 131.00 | \$196.50    |
| Bar       | Professional Staff | 12/7/18  | OSC Comments to WWTP Specifications  | 0.75 | \$ | 131.00 | \$98.25     |
| Bar       | Professional Staff | 12/11/18 | FM Cost Comparison per NJDEP request   | 1.25 | \$ | 131.00 | \$163.75    |
| Bar       | Professional Staff | 12/12/18 | FM Cost Comparison per NJDEP request   | 2.00 | \$ | 131.00 | \$262.00    |
| Bar       | Professional Staff | 12/19/18 | PSE&G service application  | 1.00 | \$ | 131.00 | \$131.00    |
| Bar       | Professional Staff | 1/9/19   | PSE&G & NIAW service application   | 1.00 | \$ | 131.00 | \$131.00    |
| Bar       | Professional Staff | 2/14/19  | PSE&G service application  | 1.00 | \$ | 131.00 | \$131.00    |
| Bar       | Professional Staff | 2/15/19  | PSE&G service application  | 1.00 | \$ | 131.00 | \$131.00    |
| Louth     | Professional Staff | 4/12/19  | Prepare extra work plan for Helen Street per P Yvliaker  | 1.00 | \$ | 115.00 | \$115.00    |
| Louth     | Professional Staff | 4/9/19   | Review Detour Plan of Evergreen Road per OC Engineering  | 1.50 | \$ | 115.00 | \$172.50    |
| TOTAL     |                    |          |  |      |    |        | \$12,044.25 |