

SALEM COUNTY IMPROVEMENT AUTHORITY

RESOLUTION No. 2020-70

August 13, 2020

**RESOLUTION OF THE SALEM COUNTY IMPROVEMENT AUTHORITY
AUTHORIZING AWARD OF A QUOTE FOR
QUALITY ASSURANCE ENGINEERING SERVICES FOR CONSTRUCTION OF
EXPANSION TO THE GAS COLLECTION SYSTEM**

WHEREAS, The Salem County Improvement Authority ("SCIA") has a need for quality assurance engineering services for construction of expansion of the gas collection system; and

WHEREAS, pursuant to Resolution 2020-35, SCS Engineers ("SCS") has submitted qualifications and was approved by the Board through a fair and open process to render the type of engineering services identified in this project; and

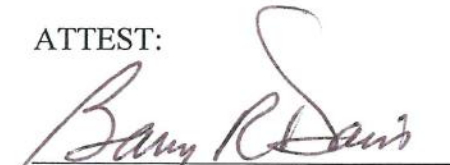
WHEREAS, SCS Engineers submitted a quote for quality assurance engineering services in connection with the construction of the expansion of the gas collection system on July 16, 2020; and


WHEREAS, SCIA finds the quote from SCS Engineers to be acceptable and desires to award the quote to them for the services as described in the quote documents; and

WHEREAS, funds are available in the full amount of the contract for quality assurance engineering services in connection with the construction of a gas collection system expansion and same have been certified by the Certifying Financial Officer;

NOW, THEREFORE, BE IT RESOLVED that the quote for quality assurance engineering services for the gas collection system expansion construction be awarded to SCS Engineers as per the attached proposal (Exhibit A).

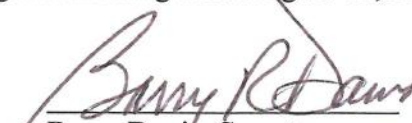
ATTEST:


Barry Davis, Secretary


Cordy Taylor, Chairman

CERTIFICATION

I hereby certify the above to be a true copy of a resolution adopted by the Salem County Improvement Authority Board at their regular meeting held August 13, 2020.


Barry Davis, Secretary

July 16, 2020
File No. 02218820.01

Mrs. Julie Acton
Executive Director
Salem County Improvement Authority
52 McKillip Road, PO Box 890
Alloway, New Jersey 08001

Subject: 2020 Gas Collection System Expansion Construction Quality Assurance (CQA)

Dear Julie:

Per our recent discussions, presented below is our proposal to provide CQA services for the landfill gas (LFG) collection system expansion at the Salem County Landfill. This scope of services was originally presented in our January 8, 2020 proposal that included CQA as an optional Task 3 without any budget estimate. The scope for that Task 3 is updated below and a corresponding budgetary fee estimate provided.

TASK 3 – CONSTRUCTION QUALITY ASSURANCE SERVICES

Objectives

The objectives of this task are to observe the LFG construction activities (gas collection system expansion) and to document that the installation is in accordance with the intent of the design.

Approach

Upon issuance of a Notice-to-Proceed to the selected contractor, SCS will provide construction engineering and construction quality assurance (CQA) services during installation of the LFG collection system expansion. Because this construction will coincide with the Cell 10 construction (for which SCS is providing CQA services), we are proposing a reduced scope specific to the gas system work. Specific activities are anticipated to be as follows:

- Observe system construction activities to verify general compliance with construction documents and permit requirements. We will provide these services on a full-time basis during gas extraction well drilling and construction. Our experience is that contractors typically work 10-hour days and we proposed that a dedicated gas system CQA representative be onsite for this activity. For budgeting purposes, we assume six 10-hour days for well drilling.
- During the balance of the work, the SCS representative currently assigned to the Cell 10 CQA will periodically check on the gas system construction (piping, trenching, valves, sump installation, etc.).
- The onsite representative during all phases of construction will be in contact with the project engineer or manager on a daily basis to coordinate efforts and answer questions that may



arise regarding the intent of the design.

- Observe construction, resolve questions or problems, prepare sketches, etc.
- Attend the pre-construction conference, substantial completion inspection, and the final close-out meeting and prepare and distribute meeting minutes and punch list(s) (as appropriate) to meeting attendees. These specific meetings will be attended by both the project manager and SCS' on-site representative. The on-site representative also will coordinate and participate in routine progress meetings to be scheduled during the project. The project manager may also attend a progress meeting if a design modification or changed condition needs to be addressed.
- Coordinate interpretations of plans and specifications with Contractor and Owner.
- Review shop drawings, catalog cuts, and material submittals; other technical submissions; and, contractor substitution requests. This review will check for compliance with contract requirements and recommend approval or rejection based on technical, contractual, and functional adequacy. Distribute approved submittals and/or review comments to appropriate parties.
- Review and evaluate Contractor change order proposals and alternatives concerning the LFG system for technical adequacy, impact on other work items, and provide recommendations for implementation.
- Review Contractor applications for payment.
- Provide SCIA with daily logs, meeting minutes, copies of submittal and RFI communications, and other documentation as appropriate. At the end of the project, construction documentation will be compiled in a binder and submitted to SCIA with the as-built drawings.

Work Products

Documentation of the work will include a construction certification report comprised of the following sections:

- Description of the Work
- Construction Photographs
- Well Logs
- Field Notes/Daily Logs
- Air Pressure (Pipe Leak) Test Logs
- As-built Drawings

The field surveying to produce the as-built conditions will be performed by the contractor.

FEE

SCS will perform these service on a time and materials basis in accordance with our contract terms and conditions and current fee schedule. A budgetary fee estimate is attached. Note that no costs

Julie Acton
July 16, 2020
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are included for routine inspection after the well drilling is completed as our Cell 10 inspector will be onsite already. In addition to well drilling CQA, the fee estimate covers time for onsite meetings and office time for submittals review, invoices, change orders, and report preparation. The total not-to-exceed fee is \$19,453. This amount will not be exceeded without your prior authorization.

We appreciate this opportunity to work together with you on this important project. If you have any questions or need additional information, please contact me at 609.654.4000.

Sincerely,

A handwritten signature in black ink that reads "Eric Peterson". The signature is written in a cursive style with a large, looping initial "E".

Eric R. Peterson, P.E.
Project Director
SCS Engineers

ATTACHMENT A
Salem County Improvement Authority LFG Services
BUDGETARY FEE ESTIMATE

	Rate (\$/Hr)	Task 3 CQA Services	Total
Personnel (hours)			
Project Director	217	24	\$ 5,208
Project Manager	160	0	\$ -
Senior Project Professional	135	4	\$ 540
Project Professional	120	70	\$ 8,400
Staff Professional/Designer	95	40	\$ 3,800
Technician	74	0	\$ -
Administration	55	4	\$ 220
Subtotals (hours)		142	142
Subtotals		\$18,168	\$18,168
Other Direct Costs			
Mileage/Truck		\$600	\$600
Computer/communications		\$568	\$568
Rental Car		\$0	\$0
Field Instruments		\$0	\$0
Subtotals		\$1,168	\$1,168
General and Administrative	10%	\$117	\$117
TOTAL FEE ESTIMATE			\$19,453

Certification of Availability of Funds

This is to certify to the AUTHORITY BOARD of the SALEM COUNTY IMPROVEMENT AUTHORITY that funds for the following resolutions are available.

Amount: Not to Exceed \$25,000.00 (The funds will become available upon adoption of the Capital Budget Amendment Resolution 2020-68, which adds the necessary funds to the budget)

Resolution Date: August 13, 2020

Resolution Number: 2020-70

Vendor: 2020- SCS Engineering

Account Number	Amount	Department Description
60-16-125-000	\$25,000.00	Methane Gas Collection System Expansion Quality Assurance Services
Total	\$25,000.00	

Only amounts for the 2020 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.



Chief Financial Officer