

RESOLUTION AUTHORIZING AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES WITH VAN CLEEF ENGINEERING ASSOCIATES, INC. FOR THE CIRCULATION PLAN ELEMENT OF THE MASTER PLAN PROGRAM

WHEREAS, the Town of Phillipsburg has a need to acquire professional services relative to the preparation of a comprehensive Circulation Plan Element of the Master Plan that includes ongoing Trail Planning and focuses on Pedestrian and Bicycle safety (“Project”); and

WHEREAS, pursuant to N.J.S.A. 40A:11-5(1)(a)(i), a contract for such services may be awarded without competitive bidding by reason that such services constitute “professional services” which are services rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship; and

WHEREAS, Van Cleef Engineering Associates, Inc., submitted a proposal dated _____, 2022, to provide services relative to the Project; and

WHEREAS, the value of these services is NOT TO EXCEED the sum of \$49,398.00; and

WHEREAS, the Town Council finds it to be in the best interest of the Town of Phillipsburg to authorize said work, which work is not subject to public bidding; and

WHEREAS, the Program is funded by a grant from the Highlands Council; and

WHEREAS, sufficient funds are available as evidenced by the attached certification of funds.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Phillipsburg, County of Warren, State of New Jersey, that the Mayor and Municipal Clerk are authorized to enter into a Contract with Van Cleef Engineering Associates, Inc., for an amount NOT TO EXCEED the sum of \$49,398.00.

BE IT FURTHER RESOLVED that the Clerk is hereby authorized and directed to cause a notice to be published in the manner provided by law setting forth the nature, duration, service and amount of the Contract and that the resolution and Contract are on file in the Office of the Clerk and are available for public inspection.

CERTIFICATION

I, Lorraine Loudenberry, Acting Municipal Clerk of the Town of Phillipsburg, County of Warren and State of New Jersey do hereby certify the foregoing to be true and correct copy of a Resolution adopted by Council at a meeting held on June 21, 2022.

Lorraine Loudenberry, Acting Municipal Clerk



Since 1972 • Consulting Civil Engineers | Land Development | Municipal |
Bridges | Highways | Construction Management | Construction Inspection |
Dams | Geotechnical | Hydraulics/Hydrology | Water/Wastewater |
Stormwater Management | Surveying | Planning | Landscape Architecture

Neil I. Van Cleef, P.E., L.S. & P.P.
Robert J. Clerico, P.E., P.P., CME, CPWM
Samuel D. Costanzo, P.E. & P.P.
Cynthia V. Norfleet, COO
Mark A. Bahnick, P.E.
Lawrence M. Diffley, P.E., PTOE
Michael K. Ford, P.E., P.P.
Jeffrey W. Munzing, P.E.
Stanley J. Schrek, P.E., A.I.A., P.P., CME, LEED AP
Herbert J. Seeburger, Jr., P.E., CME, CPWM

Town of Phillipsburg, Warren County Proposed Scope of Work: Circulation Plan Element Update with Walk-Bike-Hike Framework

PROJECT SUMMARY:

The Town of Phillipsburg has a vision to become a more walkable, bikeable, and pedestrian-friendly community, while recognizing the fact that the town is organized into diverse neighborhoods and is bisected by a four-lane (in some cases six-lane) highway. The Town is situated on the Delaware River which is a draw to visitors and it is located across the river from the City of Easton. The Town recognizes an opportunity to harness the activity around the riverfront, the downtown, and the trails, and to ensure safe passage for pedestrians and bicyclists in a way that capitalizes on the non-vehicular traffic to help revitalize the town. Through this effort we want to ensure that residents and visitors who choose to walk and/or bicycle around town are at the forefront of any revitalization effort.

The town has a Circulation Plan Element of the Master Plan (adopted in 2004) that has not been updated since and as the Town moves forward with redevelopment and revitalization work, the Circulation component should be a comprehensive strategy that is incorporated into these plans. This is especially important for the areas of town where visitors come for special events or to access the river and then stay to patronize the businesses in town. A comprehensive circulation plan will look at linking existing sidewalks and paths and developing new linkages and new opportunities for crosswalks, traffic calming, bike lanes, shared travel lanes, and other important features to move people safely through the town. An update to the circulation plan element will restate the vision for safe pedestrian and bicycle movement through the town and to in-town and regional trail networks; it will offer recommendations for improvements to existing infrastructure and construction of new infrastructure where needed; and will provide the comprehensive strategy for mobility of all modes of transportation for the entire town.

It is with this strategy in mind that the Town of Phillipsburg seeks to obtain funding from the Highlands Council to prepare a comprehensive Circulation Plan Element of the Master Plan that includes ongoing Trail Planning and focuses on Pedestrian and Bicycle safety.

VanCleeEngineering.com

Please Reply To:

PHILLIPSBURG NJ OFFICE

755 Memorial Parkway, Suite 110 • Phillipsburg NJ 08865
908.454.3080 • Fax: 908.454.1397

With Other Offices In:

Hillsborough NJ • Lebanon NJ • Mt. Arlington NJ • Freehold NJ
Toms River NJ • Hamilton NJ • Doylestown PA • Bethlehem PA
Mechanicsburg PA • Leesport PA • Newark DE

Scope of Work / Timeline:

Tasks		Team Member Responsible	Target Completion
1.	Project Team Coordination / Kick Off Meeting		
	<ul style="list-style-type: none"> a. Formalize a Project Team to include Town staff, County staff, Town residents, police department, and other select members of Town Boards and Commissions. b. Hold Kickoff meeting with Project Team to determine community vision, goals, and objectives around Town-wide circulation / mobility and pedestrian and bicycle safety 	Planning Consultant; Mayor; Planning Board Chair	Months 1-2
2.	Document Review		
	<ul style="list-style-type: none"> a. Review Town's Master Plan Documents related to Transportation, Circulation, Pedestrian Safety, Trail Planning and Assess Complete Streets Policy b. Determine previous recommendations that apply to circulation and bike ped safety planning for the future c. Project team works with the local police department to research crash data from around the town and prioritize proposed pedestrian and bicycle safety measures. d. Map Existing Conditions and Crash Data 	Planning Consultant; GIS Consultant; Project Team	Month 2
3.	Walkability Audits / Public Outreach		
	<ul style="list-style-type: none"> a. Conduct Walkability Audits throughout at least six of the Town's neighborhoods; Prepare mapping to show existing conditions b. Prepare mapping in concert with the Walkability Audit preparation and facilitation 	Planning Consultant; GIS consultant	Months 3 - 4
4.	Circulation Plan Preparation		

	<ul style="list-style-type: none"> a. Project Team to review results from Walkability Audits and develop recommendations for inclusion in the Circulation Plan b. Prepare draft Circulation Plan Element c. Prepare mapping to support the Circulation Plan including trail planning and walkability audit recommendations d. Finalize Circulation Plan Element after review 	Planning Consultant and Project Team	Months 5 - 9
5.	Meetings		
	<ul style="list-style-type: none"> a. Kickoff Meeting b. 1st Draft Review and Feedback on Plan and Walk-Bike-Hike Framework c. 1-2 Planning Board regular meetings d. Public Hearing to adopt the Plan 	Project Team	Months 8-10

Proposed Community Outreach Activities & Timeline:

As much as we are able to conduct in-person meetings, with proper safety precautions, we propose to conduct the walkability audits over a 6-8 week period. One neighborhood per week over this period would be sufficient to collect data that would inform the Circulation Plan and Walk-Bike-Hike framework. The audits would be conducted as public outreach forums where neighborhood captains will assist in the distribution of announcements to their neighborhoods and “host” the meetings in their neighborhoods.

Proposed Project Study Area:

The Town proposes to prepare the update of the Circulation Plan Element of the Master Plan to address the entire town. Concurrent studies and planning projects are looking at smaller, more specific study areas like South Main Street and Union Square and the Riverfront. The purpose of this project and scope of work is to provide a comprehensive look at Circulation for all modes and for walking, biking and hiking connections as well as safety throughout the whole town.

Proposed Budget

Phillipsburg Circulation Plan Update and Walk-Bike-Hike Framework

Task	Description	Time (hrs)	Cost
	Project Management / Administration	44.00	\$ 5,048.00
	Correspondence with Highlands Council; Reimbursement Requests; Progress reports	44.00	
Task 1	Project Team Coord. / KICK-OFF MEETING	45.00	\$ 5,110.00
a	Preparation and Facilitation of Kick off Meeting with LU Board Subcommittee; Include Council member liaison for Trail Planning; Discuss and plan for Walkability Audits throughout town; Identify neighborhood ambassadors	33.00	
b	Mapping needs for kickoff meeting	12.00	
Task 2	Document Review	46.00	\$ 7,560.00
a	Review Town's Master Plan Documents related to Transportation, Circulation, Pedestrian Safety, Trail Planning and Assess Complete Streets Policy	10.00	
b	Determine previous recommendations that apply to circulation and bike ped safety planning for the future	13.00	
c	Obtain crash data from local Police Dept	10.00	
d	Map existing Conditions and Crash Data	13.00	
Task 3	Walkability Audits / Public Outreach	84.00	\$ 10,080.00
a	Assist neighborhood captains with organization of audit meetings; Facilitate audits in (at least) six neighborhoods	60.00	
b	Prepare mapping in concert with the Walkability Audits preparation and facilitation	24.00	
Task 4	Circulation Plan Preparation	134.00	\$16,080.00
a	Collate data collected during the walkbilty audits and determine problem areas; opportunities for connections; improvements to existing connections; traffic calming and wayfinding opportunities; green infrastructure opportunities.	44.00	
b	Update the 2004 Circulation Plan with recommendations made in the 2013 Reexamination Report and resulting from the Walkability Audits	50.00	
c	Prepare Circulation Plan mapping in concert with the Walkability Audit results and Trail Planning recommendations	40.00	
Task 5	Meetings	46.00	\$ 5,520.00
a	Subcommittee Meetings for Kick-off; 1st Draft Feedback on Circulation Plan and Walk-Bike-Hike Framework	32.00	
b	1-2 Planning Board regular meetings	14.00	
	Totals	399.00	\$ 49,398.00