

**BOROUGH OF CAPE MAY POINT  
COUNTY OF CAPE MAY  
STATE OF NEW JERSEY**

**RESOLUTION NO. 16-14**

**AWARD OF CONTRACT FOR ANNUAL BEACH PROFILE SURVEY**

**WHEREAS**, the Cape May Point Beach Cells 0 thru 6 (Lighthouse to Emerald Beaches) have recently been reconstructed by the Army Corps of Engineers; and

**WHEREAS**, it is critical that these beaches be closely monitored; and

**WHEREAS**, it is critical to have regular annual data on each of its beach fronts in order to keep informed as to the ever changing ocean floor, so the Borough can properly plan for any corrective action that is needed; and

**WHEREAS**, Dr. Stewart Farrell is a professional at Stockton State College and a recognized expert in this field and has been providing beach profiles for the Borough since 1988.

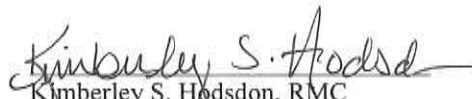
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Borough of Cape May Point, in the County of Cape May and State of New Jersey, that the annual contract for Beach Profile Surveying is hereby awarded to Dr. Stewart Farrell of Stockton State College for the year 2014 as specified in attached contract.

1. Nine (9) sites will be surveyed ONCE per year comparing current data to the year 2004 Army Corps reconstructed beaches.
2. Field data will be collected and analyzed while under supervision.
3. A final report will be issued upon completion of work.
4. Total project costs are not to exceed \$ 7400.00

**BE IT FURTHER RESOLVED**, This contract is awarded in accordance with the Local Public Contracts Law (N.J.S.A. 40A:11-5(1)(a) and as such shall be printed in the Cape May Star & Wave.

Certification

I Kimberley S. Hodsdon, Clerk, Administrator for the Borough of Cape May Point do hereby certify that the forgoing resolution is a correct and accurate copy of a resolution passed on this 25<sup>th</sup> day of February, 2014

  
Kimberley S. Hodsdon, RMC  
Borough Clerk

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Moffatt	✓		✓			
Mullock		✓	✓			
vanHeeswyk			✓			

The Coastal Research Center

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THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

Ms. Anita VanHeeswyk, Mayor  
Borough of Cape May Point  
PO Box 490  
Cape May Point, NJ 08212-0490

December 9, 2013

Dear Ms. VanHeeswyk,

The Richard Stockton Coastal Research Center (CRC) is submitting a proposal to continue surveying the nine sites established in the Borough of Cape May Point for the purpose of monitoring changes in the municipal shoreline once during 2014. Each survey extends from behind the primary dune, across the beach and into the water to a minimum depth of 16 feet. This project was tailored to meet the community need to understand a current situation regarding the 4 Cape May Point beach cells with sand retention structures positioned seaward of the beach beyond the low tide line. A report will be provided at the conclusion of the spring survey to permit discussion of recreational swimming changes needed before the season starts in 2014. The contingency section is strictly for unforeseen meetings or other endeavors the community decides the CRC should undertake. This work would require direct authorization from the governing body to proceed.

I would be happy to discuss any aspects of the proposal's projects and to modify this proposal to suit the municipal needs. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Stewart Farrell".

Dr. Stewart Farrell  
Executive Director, Coastal Research Center

**RICHARD STOCKTON COLLEGE COASTAL RESEARCH CENTER**

**PROJECT BUDGET PROPOSAL**  
**TO MAINTAIN & SURVEY 9 SITES**  
**AT CAPE MAY POINT BEACHES ONCE DURING YEAR 2014**

<b>TASK 1</b>	MAINTAIN & SURVEY 9 SITES ONCE A YEAR	
	Collect field data	\$ 3,558.43
	Data analysis	\$ 1,091.31
	Equipment use fee	\$ 400.00
	Travel	\$ 80.00
	Expendable supplies	\$ 50.00
	Final report	\$ 2,206.43
	<b><i>TOTAL TASK ONE</i></b>	<b><i>\$ 7,386.17</i></b>
	<b><u>GRAND TOTAL</u></b>	<b><u>\$7,386.17</u></b>

*CONTINGENCY*

This money would be used for any management meetings or work required due to any beach changes brought on by the environment. The town committee or a municipal official would have to specifically authorize any and all contingency tasks prior to undertaking any such work under this section.

	Salary	\$ 1,297.67
	Travel	\$ 80.00
	<b><i>TOTAL CONTINGENCY COST</i></b>	<b><i>\$1,377.67</i></b>

## MEMORANDUM

<b>TO:</b>	Ms. Anita VanHeeswyk, Mayor, Borough of Cape May Point
<b>FROM:</b>	Stewart Farrell
<b>SUBJECT:</b>	New Contract Guidelines for All Future Contracts
<b>DATE:</b>	December 9, 2013

The Richard Stockton College of New Jersey Office of Fiscal Affairs has informed us that any of our new contracts need to have specific information written within the contract. All new contracts need to include:

- Total dollar amount that has been approved.
- Billing instructions (Monthly, Quarterly, Task Based, or Completion Based).
- State that the contract will cover expenses for meetings or expenses incurred to obtain contracted work (so if a meeting occurred before the signing of the contract, we have permission to bill for it).
- If FEMA (Federal Emergency Management Agency) is mentioned within a billing, that the bill will be paid by municipal funds, regardless if the bill is subject to a reimbursement from FEMA.

Please let me know if you have any questions.

Sincerely,



Dr. Stewart Farrell  
Executive Director, Coastal Research Center