



**BOROUGH OF ALLENDALE
COUNTY OF BERGEN
STATE OF NEW JERSEY**

PUBLIC NOTICE

The following Resolution was adopted at a Regular Meeting of the Mayor and Council of the Borough of Allendale on Thursday, March 12, 2026:

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 03/12/2026

RESOLUTION# 26-108

Council	Motion	Second	Yes	No	Abstain	Absent
O'Connell						✓
O'Toole						✓
Lovisollo			✓			
Homan						✓
Daloisio		✓	✓			
Yaccarino	✓		✓			
Mayor Wilczynski	-----	-----				

- Carried
- Defeated
- Tabled
- Approved on
Consent Agenda

**RESOLUTION AUTHORIZING AN AGREEMENT WITH FLOW ASSESSMENT SERVICES,
LLC FOR SEWER SYSTEM SMOKE TESTING SERVICES**

WHEREAS, the Borough of Allendale has determined the need to conduct sewer system evaluation work for the purpose of identifying infiltration and inflow within select portions of the Borough's sanitary sewer system; and

WHEREAS, the Borough has received a proposal dated February 24, 2026 from Flow Assessment Services, LLC to perform sewer system smoke testing services, including pre-smoke testing meetings, public notifications, field testing of approximately 20,500 linear feet of sanitary sewer, reporting, and related documentation; and

WHEREAS, the total estimated cost of said services is Fourteen Thousand Dollars (\$14,000.00), based upon an estimated four (4) days of field work at a unit cost of \$3,500.00 per day, with final compensation to be based upon actual quantities performed; and

WHEREAS, the agreement provides for progress billing with payment due within thirty (30) days of invoice submission; and

WHEREAS, the Chief Financial Officer has certified that sufficient funds are available for this purpose; and

WHEREAS, this contract is being awarded in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., as a professional or specialized service and/or pursuant to the applicable statutory provisions governing such contracts.

RESOLUTION
BOROUGH OF ALLENDALE
BERGEN COUNTY, NJ

DATE: 03/12/2026

RESOLUTION# 26-108

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey, as follows:

1. The Mayor and Borough Clerk are hereby authorized to execute an agreement with Flow Assessment Services, LLC for sewer system smoke testing services in accordance with the proposal dated February 24, 2026, in an amount not to exceed \$14,000.00, subject to adjustment based upon actual quantities as set forth in the proposal.
2. The Borough Administrator and/or Superintendent of Public Works are hereby authorized to coordinate the scheduling and performance of the work described therein.
3. Payment shall be made upon submission of properly executed vouchers in accordance with the agreement and subject to certification by the appropriate Borough officials.
4. A copy of the agreement shall be kept on file in the office of the Borough Clerk.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption according to law.

I hereby certify the above to be a true copy of a Resolution adopted by the Governing Body of the Borough of Allendale on March 12, 2026.



Linda Louise Cervino

Linda Louise Cervino, RMC
Municipal Clerk





PROPOSAL FOR SEWER SYSTEM SMOKE TESTING
Allendale Borough, NJ
REVISED February 24, 2026

Borough of Allendale
101 New St
Allendale, NJ 07401
Attn: Andrew Agugliaro, CPWM, Superintendent

I. PURPOSE

The Borough of Allendale (herein called “Client”) has requested from Flow Assessment Services, LLC (herein called “Subconsultant”) a proposal for specialized services in The Borough of Allendale, NJ. This document represents Subconsultant’s proposal to perform the requested services and includes the following:

1. A listing of the services to be provided;
2. A detailed description of the scope of services to be provided;
3. A list of Client responsibilities;
4. A list of mutual agreements between the two parties;
5. An estimated time of performance of the requested services; and
6. A fee schedule for the requested services.

II. SCOPE OF PROFESSIONAL SERVICES TO BE PROVIDED

The specific services to be performed by the Subconsultant shall include the following:

- A. The study area consists of select portions of Allendale sanitary sewer system. The system will be investigated for the purpose of identifying infiltration and inflow.
- B. The Scope of Specialized Services shall include the following items and estimated work quantities.

Item #	Description of Tasks	Estimated Quantity
1	Pre-Smoke Testing Meeting, Notifications, Smoke Testing, & Reporting of Estimated 20,500 LF	4 Days

C. SMOKE TEST PROCEDURES

Smoke testing will be conducted in predominantly separated sanitary sewer systems using the single blower technique.

Smoke testing will be conducted during the periods of low groundwater and with sufficient time having elapsed from a previous rain event. No testing will be conducted if the ground is frozen. Prior to initiating smoke testing, police and fire officials will be notified. Homeowner notification will also be conducted prior to initiating smoke testing.

Defect location will be performed during smoke testing, with digital photographs of the defect(s) and sketches of defect location created. Further, a written description of the defect (catch basin, roof drain, etc.) will be noted which will include estimated drainage areas as well as runoff coefficients, if applicable.

D. COMMUNITY COORDINATION/COMMUNICATION

Prior to initiating the smoke testing program, Flow Assessment Services crew leaders will meet with local public safety authorities (Police & Fire) to discuss the proposed program and establish a communication protocol to be followed. At a minimum “Daily Location Reports” (DLR’s) will be provided to all interested parties sent via fax or email. The DLR will contain the date of scheduled work as well as location selected for testing.

Flow Assessment Services will also provide to the public authorities a flyer with answers to frequently asked questions by the public. This will further aid safety dispatchers and public works personnel in dealing with customer questions.

PUBLIC NOTIFICATION

Residents/Occupants will be notified of upcoming smoke testing in their neighborhoods by the distribution of a flyer. Each house/building will be identified in advance and be provided with a “Smoke Test Notice” or “Sewer Work Notice” at least 24-72 hours prior to any testing (weather, holidays, and weekends may shift test periods beyond the 24-72 hours timeframe).

E. REPORTS – The smoke testing reports will consist of the following:

TABLE 1 – SUMMARY OF FINDINGS

This table will identify the line section tested, dates of the test, street location, observations/defect identification, manhole to manhole line footages and drainage area/runoff coefficient of any defects identified. This table is also provided in digital format.

SMOKE TESTING LOG

This section of the report will include all the above information found in Table 1 but will also include a photo and sketch of the defects observed. This log is also provided in digital format.

TABLE 2 – SUSPECTED INFLOW SOURCES

Often during smoke testing, potential sources are identified but did not exhibit any smoke during the test (etc. roof drains that enter the ground or foundation). This table will identify and list each “Suspect” source by address/location and a description of the suspect source. This table is also provided in digital format.

APPENDICES 1 & 2

Contain individual photos and sketches provided in the smoke test log. These are provided in both hard and digital formats.

- F. Summary reports will be delivered in electronic format. Additional hard copies of the reports are available for an additional fee.

III. CLIENT RESPONSIBILITIES

The Client shall provide the following at no additional cost to the Subconsultant:

- A. Furnish copies of the necessary plot maps of all sewers to be studied. The sewer lines and manholes should be clearly marked and labeled with a numbered reference system.
- B. Make any revisions to the sewer maps in the study area based on correction data collected during the fieldwork.
- C. Assist in coordination with local Police/Fire and Municipal Authorities for pre-smoke testing informational meeting.
- D. Make arrangements to provide traffic control as required by local public safety authorities.
- E. Make arrangements to provide access to and exposure for entry those manholes within the study area which are buried, covered or otherwise not readily accessible.
- F. Provide free and legal access to all sites of work, including acquisition of any and all permits required for performance of work.
- G. Assure the prompt clearance of major blockages or obstructions in the sewer system, if any, should such clearance be required for performance of the work.
- H. Provide the shutdown of certain pump stations, upon prior request, should it become necessary for the satisfactory performance of the work.
- I. In the absence of any of the assurances indicated above, give Subconsultant release from responsibility for the performance of the affected portions of the work under this Agreement.

IV. MUTUAL AGREEMENTS

- A. Subconsultant shall not be held liable to the Client if delayed or prevented from performing the work as specified herein through any cause beyond the control of Subconsultant and not caused by his own fault or negligence, including acts of God, or the public enemy, weather conditions; acts of government, including changes in state and/or federal requirements governing sewer system evaluation surveys after the effective date of this contract; fires, floods, epidemics, strikes, jurisdictional disputes, lockouts, and freight embargoes. Subconsultant shall advise the Client, in writing, of any such delays.
- B. Subconsultant is an equal opportunity employer.
- C. Subconsultant agrees to carry (1) Comprehensive Public Liability, Property Damage, Personal Injury and Independent Contractors – not less than \$1,000,000 per accident. (2) Automobile Liability, Bodily Injury, Property Damage – not less than \$500,000 per person

\$1,000,000 per occurrence. (3) Workman's Compensation Insurance covering any liability of the Consultant during the course of the services performed and as described herein.

- D. The provisions of the Agreement may be revised upon written notice by either party, and the written acceptance of the revisions by both parties to this Agreement.
- E. Subconsultant shall not assign, sublet, or transfer his interest in this Agreement without the written consent of the Client.
- F. The Subconsultant shall provide a standard health and safety plan for the project at no additional cost. Should the requirements of the client require a more detailed or client specific plan, fees for this additional work will be negotiated.

V. TIME OF PERFORMANCE

Subconsultant anticipates initiating fieldwork no sooner than TBD with all such fieldwork to be completed by TBD. All data will be provided to the Client within thirty (30) days of completion of each field task.

This proposal is valid until July 31, 2026.

VI. FEES

The Fees to be paid to Subconsultant shall be determined by application of the appropriate Unit Prices listed below to the actual quantities of each respective work item performed.

Item #	Description of Task	Estimated Quantity	Unit Cost	Total Cost
1	Pre-Smoke Testing Meeting, Notifications, Smoke Testing, & Reporting of Estimated 20,500 LF	4 Days	\$3,500.00	\$14,000.00
TOTAL				\$14,000.00*

*Cost estimates and unit prices are based on Client provided estimated linear footage. If actual linear footage is significantly different, price adjustments may be needed.

Extensions or additions to the project will be invoiced at unit rates provided above.

VII. METHOD OF PAYMENT

The Method of Payment for Professional Services outlined above shall be in the form of progress invoices to be submitted to the Client for the items above as the fieldwork is completed. Such invoices are due and payable within thirty (30) days.

Regards,
Flow Assessment Services, LLC



Lucas Chapman
Mid-Atlantic Regional Manager

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in Their behalf respectively by their proper officers or officials thereunto duly authorized by their respective governing bodies on this the 12th day March 2026

(Borough of Allendale) -

By: [Signature]

Print Name: Henry E. Wilczynski

Title: Mayor



By: _____

Print Name: _____

Title: _____