



VIA EMAIL:

May 26, 2023

bsterling@penningtonboro.org

Ms. Betty Sterling
Borough Clerk/Assistant CFO
Borough of Pennington
30 N. Main St.
Pennington, NJ 08534

**RE: Proposal for Professional Surveying Services
Lot 12.02, Block 1002
Borough of Pennington, Mercer County, New Jersey
PEN-BOOFP23013P Ref. #44741**

Dear Ms. Sterling,

Per your request for Proposal, Van Note-Harvey Associates, Inc. (VNHA) is pleased to provide this proposal to perform a boundary survey, in general accordance with NJDEP Green Acres Specifications for "Performing Surveys for Local Governments and Non-Profit Organizations" for the above-referenced property.

VNHA's specific scope of services and related fees are as follows:

I. BOUNDARY SURVEY

VNHA will prepare a boundary survey of the above noted lot, containing approximately 0.57 acres of land more or less per Tax Map; in general accordance with the current NJDEP Green Acres Specifications for "Performing Surveys for Local Governments and Non-Profit Organizations".

Existing property corner markers will be recovered and located by survey, and missing property corners will be set utilizing a capped iron pin or other suitable marker based on said Green Acres requirements. The survey plan will be computer generated in AutoCAD format.

Per Green Acres Standards the Client is to provide a current comprehensive title report of the property in question in order to assist in the preparation of the survey. VNHA will review the said title report as provided and analyze and plot recorded documents as required in order to portray easements or dedications of record.

II. GREEN ACRES REQUIREMENTS/COORDINATION

VNHA will prepare/provide the Surveyor's Certification and Summary Form and the plan's Legend of Acquisition in general accordance with Green Acres requirements.

VNHA will prepare and provide a metes and bounds description of said lot in accordance with Green Acres requirements. It has been assumed that Legal Descriptions will be required for the Property Boundary, 60' wide Conservation Easement, Shed and Vehicle Turnaround Easement and 15' Wide Ingress/Egress Driveway Easement over part of Lot 46, Block 1002 (African Cemetery). It has been assumed that there are no other encroachments or encumbrances onto or over Lot 12.02, Block 1002 that will require additional Legal Descriptions per Green Acres Standards.

Final deliverables include: three (3) sets of plans and legal descriptions with a reduced plan copy stapled to the description and digital files as outlined in the Green Acres specifications referenced above.

ESTIMATE FEE SUMMARY

- I. Boundary Survey \$5,500.00*
- II. Green Acres Requirements/Coordination \$7,000.00*

***Our time frame for completion of the above surveys is 45 business days from receipt of written notice to proceed and receipt of title report and all support documents.**

ASSUMPTIONS

For purposes of this proposal, we have assumed the following:

- 1. Fees quoted in this proposal are valid without adjustment through December 31, 2023, and thereafter may be adjusted to reflect cost of living increases.
- 2. Should the project be terminated, VNHA will be paid for all services performed up to the termination notice date in accordance with our Standard Provisions of Agreement (copy attached). Terminations must be in writing.
- 3. This proposal assumes that project information will be distributed by regular postal mail. The cost of express mail, messenger service, fax transmissions, return receipt, certified mail, etc. as requested by the client will be billed as a direct cost and are not included in the fixed fees quoted herein.
- 4. Invoicing will be submitted for payment at the completion of the task. Invoices are due upon receipt. Invoices not paid within thirty (30) days may be just cause for suspension of VNHA's services until such time as all payments are made in full.
- 5. This survey will be prepared with the benefit of a full and accurate title search to be provided by the Client. This survey will be subject to the findings of a full and accurate title search for the property noted herein, and all adjoining properties.
- 6. No major problems will be encountered with deeds and/or records, and no boundary line disputes will arise. If so, time to resolve problems will be performed on a time and material basis at VNHA Standard Hourly Billing Rates. No additional work or cost will be undertaken without client's approval.
- 7. In the case of discovered ambiguities in either the record title or the field survey process, the client will be contacted and informed of any additional work or costs associated with resolving the ambiguities. No additional work or costs will be undertaken without the client's approval.
- 8. VNHA will be provided with any and all information i.e., title reports, deeds, easements, plans, prior surveys, etc. of the property known to exist or in the possession of the current property owners prior to the start of work.
- 9. Only those items specifically stated herein are included. Any other items which may be required will be considered additional services and invoiced accordingly.
- 10. The cost of any other printing and copying for plans, reports, calculations, will be billed as a direct charge in accordance with our rate schedule (copy attached) and are not included in the fees quoted herein.

We appreciate the opportunity to have prepared this proposal and look forward to assisting you with this project. If the terms and conditions described above meet with your approval, please indicate your acceptance and acknowledgement of your responsibility for payment by signing the following: 1) this proposal letter; 2) the attached Standard Provisions of Agreement; 3) paragraph 15 of the Standard Provisions of Agreement, if applicable. Please return a signed copy of this proposal to our office for our records. Services will not commence until written authorization to proceed is received.

Should you have any questions regarding this proposal please do not hesitate to contact me.

Very truly yours,

Kenneth R. Raike, PLS
Principal Surveyor

KRR/mem

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Enclosures

c: KTS / BJF / TOS / JMM

AUTHORIZED BY: _____ **DATE:** _____
Borough of Pennington