



TFLSOH-16002

August 19, 2022

Via Email

Charles Terefenko, Borough Administrator
Borough of Tinton Falls
556 Tinton Avenue
Tinton Falls, NJ 07724

**Re: Hovnanian Pump Station Controls Upgrade
Scope and Fee Estimate**

Dear Mr. Terefenko:

T&M Associates is pleased to submit this Scope and Fee Estimate for Professional Services associated with the Hovnanian Pump Station Controls Upgrade project. The proposed upgrades and improvements were developed in consult with the Borough DPW Supervisor to improve overall station functionality and operation. Based on a recent site visit and discussions with Borough personnel, the proposed improvements are as follows:

1. Replace existing pump control panel
2. Replace wet well wire trough
3. Install new pump level control transducer, stilling well and floats
4. Install new site lighting in the vicinity of the wet well and valve chamber

In order to achieve the Borough's objectives, we propose the following detailed scope of services:

A. DESIGN PHASE

1. Conduct site visit to the pump station to confirm existing conditions, record necessary measurements and information, and take photos for use in the bid documents.
2. Select the necessary equipment for the station.
3. Prepare plans, documentation, specifications, and photographic information for the required upgrades at the station for use in the bid documents.
4. Upon completion of the plans and specifications, T&M will transmit draft documents to the Borough and meet with you to review the construction documents. T&M will incorporate appropriate comments, and final revisions will be made to the plans and specifications in preparation for bidding.

B. BIDDING PHASE

1. Upon completion of the plans and specifications, we will present the project to the Borough requesting approval and authorization to advertise the project for bids.

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2. T&M Associates will advertise the project on behalf of the Borough and answer questions that arise during the bidding phase of the project from prospective bidders.
3. We will attend the bid opening at Borough Hall with the appropriate municipal officials.
4. We will assist Borough officials with the bid review process including an evaluation of the contractors' bid submissions. As part of this effort, we will prepare a bid tabulation sheet comparing the various bids received, review the credentials of the low bidder, and prepare a recommendation for award.

**C. CONSTRUCTION PHASE –
CONTRACT ADMINISTRATION AND CONSTRUCTION OBSERVATION**

We will provide a part time Project Manager and a part-time Inspector with additional support services from our office staff, as directed by the Project Manager. In addition, the Project Manager and Inspector will coordinate with the Borough, Contractor, Municipal Agencies, etc. The Inspector will be responsible to observe construction to determine if the work is installed in general conformance with the contract documents and approved submittals. Our services will include contract administration and observation services.

The specific scope of services includes the following:

1. Administrate and review contractor submittals, including schedules, shop drawings, product data and samples and material certifications for general conformance with Contract Documents.
2. Provide an inspector to conduct periodic on-site construction observation of work installed and materials used for the duration of the on-site construction activity. Provide a Project Manager to conduct contract administration services.
3. For each day on-site, prepare an inspection report to include a record of atmospheric conditions, description of the work observed and its acceptability, general completion status of the project, work force on site, equipment used, recording of technical data, and discussion of any issues or quality concerns and direction given. Reports will be furnished to the Borough upon request.
4. Conduct periodic job meetings with representatives of the contractor, subcontractor, and utility companies, as determined by the Project Manager, to review progress, performance and to address any questions or problems that may arise. Borough

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representatives will be invited to attend these meetings. We will generate and distribute meeting minutes.

5. Review Contractor's monthly estimates of work performed and invoices submitted for payment and make recommendations to the Borough for payment. For this project, we anticipate only one payment at completion.

We are prepared to proceed upon your authorization and suggest a fee of **\$13,950** to be billed monthly utilizing our current billing rate schedule in accordance with our contract for Borough Engineer.

On behalf of T&M Associates, I would like to thank you and the Governing Body for the opportunity to submit this Proposal and look forward to working with you and members of your staff in the future.

Very truly yours,

T&M ASSOCIATES



THOMAS P. NEFF, P.E., P.P., C.M.E.
TINTON FALLS BOROUGH ENGINEER

TPN:

cc: Thomas Fallon, CFO
Michelle Hutchinson, Borough Clerk
Shanon Rathyen, Purchasing Agent
Mark Shaffery, Director of Public Works