



TFLSOH-16002

June 1, 2026

Thomas P. Neff, PE, PP, CME, CFM
Borough Engineer & Zoning Officer
Borough of Tinton Falls
556 Tinton Falls Avenue
Tinton Falls, New Jersey 07724

**Re: Proposal for Professional Engineering Services
Squankum Pump Station Upgrades
Borough of Tinton Falls, New Jersey**

Dear Mr. Neff:

T&M Associates is pleased to submit this Proposal for Professional Services including design, bidding services and construction administration associated with the rehabilitation of Squankum Pump Station.

The project includes the following improvements:

1. Replace the existing submersible pumps in-kind (including one backup)
2. Replace valving in the valve chamber (check valves and gate/ball valves)
3. New trash basket and rails
4. New lights for both wells
5. New control panel with V-PAC-6
6. New control panel enclosure
7. Transfer recently installed Pump Watch dialer from old panel to new panel
8. New transducer multitrode, new Spartan control, replace existing backup floats
9. New receptacle for portable generator hookup
10. Install isolation valve

SCOPE OF SERVICES

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

Design Phase

1. Complete a topographic survey, including components of the existing pump station and surrounding area. T&M will prepare a pump station site plan to show the existing conditions. **Information on the easement will be necessary to assist the preparation of the survey and base map.**
2. Survey and base mapping will be prepared on the horizontal datum NAD 1983 and vertical datum NAVD 1988 with additional information provided from the pump station plans. Base maps for the improvement plans will include topographic survey of the existing pump station and be supplemented with information from available record drawings. It will also be supplemented with aerial mapping and info gathered during and on-site visit. Utility



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- information will be added to the drawings based on available plans, additional field investigation and consultation with the Borough.
4. Selection of necessary mechanical components including selection of the replacement sewage pumps will be discussed with Pumping Services, Inc. (PSI).
 5. Selection and design of new electrical components including controls, lighting, and other equipment is included.
 6. A proposed bypass connection to the Pump Station will be included in the design and will be installed for use during construction.
 7. Preparation of bid quality construction drawings and specifications. Drawings will include a cover sheet, legend and general notes, plans, sections, and detail sheets. Specifications will include both front-end and technical sections.
 8. T&M will provide the Borough with most probable construction estimates upon completion of the plans and specifications, and draft documents will be transmitted to the Borough for review. At the conclusion of the Borough review, T&M will incorporate Borough comments, and final revisions will be made to the plans and specifications in preparation for bidding.

Bid Phase

1. T&M Associates will advertise the project on behalf of the Borough.
2. T&M Associates will answer questions about the project from prospective bidders.
3. We will assist Borough officials with the bid review process including an evaluation of the contractors' bid submissions.

Construction Administration Phase

1. Prepare and distribute construction contract package for execution, provide engineering review of contract, insurance certification, performance and payment bond and subcontractor registration certificate and distribute executed package to the Borough Attorney for final review and execution.
2. Conduct a pre-construction meeting among the project participants, including the contractor, Borough officials, police, and utility representatives, and produce minutes of this meeting.
3. Administrate and review contractor submittals, including schedules, shop drawings for pumps, controls, electrical equipment, product data, material certifications and other specific items of work for general conformance with Contract Documents.
4. Review and issue written recommendations to the Borough following receipt of a written RFI, claim or dispute from Contractor. Up to five (5) recommendations are included.

Unforeseen conditions or change in scope that require inspection, coordination or contract administration are specifically excluded from this proposal. Should such conditions arise (i.e. unforeseen utility conflicts, utility damage as a result of the contractor's work, client request, etc.) we will immediately assess the situation and provide the Borough with a supplemental services proposal which must be authorized in writing prior to incurring any additional time charges.

Our fee for contract administration is based on the contractor meeting the contract completion date as set forth in the contract documents. If the contractor is not substantially complete by that time and the delay



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is not excusable, and if our budget for contract administration services prior to substantial completion is fully expended, we will request the Borough to either provide additional funding for the necessary engineering beyond the original authorization or enforce the section of the contract allowing the Borough to deduct payment to the contractor in order to pay for continued engineering services. Should any or all of the delay be excusable, and our budget is depleted, we will prepare a proposal for our anticipated additional services. No additional work will commence without written authorization from the Borough.

Exclusions

1. NJDEP TWA permit and SCD Soil Erosion Permits are excluded from the scope of work.
2. Soil Borings and preparation of geotechnical report are excluded.
3. Preparation of grading, chain link fence, gate and bituminous driveway design is excluded.
4. Flow metering study are excluded from this work.
5. Site inspections during construction.

Fees and Schedule

We are prepared to proceed upon your authorization for a not-to-exceed fee of \$60,500.00 as follows:

Survey and Base Maps	\$6,500
Mechanical Design	\$23,000
Electrical Design	\$12,500
Bid Phase	\$4,500
<u>Construction Administration</u>	<u>\$14,000</u>
TOTAL	\$60,500

The fee will be billed monthly based on time expended, utilizing our current billing rate schedule in accordance with our current contract as Borough Engineer. We are prepared to proceed upon your authorization.

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.

If you have any questions or need additional information, please do not hesitate to contact me.

Very truly yours,

T&M ASSOCIATES

MICHAEL MACFARLANE, P.E., C.M.E
TINTON FALLS CONSULTING ENGINEER



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cc: Chris Camilleri, Borough Administrator
Michelle Hutchinson, Borough Clerk
Shanon Rathyen, Purchasing Agent
Thomas Fallon, CFO