



| YOUR GOALS. OUR MISSION.

TFLSOH-16002

February 15, 2023

*Via Email*

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

**Re: Softball Fields Survey  
Sycamore Recreation Complex  
Scope and Fee Estimate**

Dear Mr. Terefenko:

T&M Associates is pleased to submit this Scope and Fee Estimate for Professional Services associated with survey for the Sycamore Recreation Complex Softball Fields project. It is our understanding that the Borough would like to convert the northernmost soccer field at the rear of the site to a natural grass and clay softball field. In addition, the existing soccer field to the west of the synthetic turf field will be converted to a synthetic turf softball field along with an approximately 180 foot by 120 foot synthetic turf practice soccer field area. Prior to design of these new fields, a full topographic survey of an approximately 7.7 acre area of the park is required.

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

1. Set GPS Control;
2. Traverse and carry elevations with data collector;
3. Swing ties to the traverse control points;
4. Set several benchmarks (located on permanent structures) for safekeeping and later recovery and use;
5. Locate park buildings, sheds, bleachers, features, play areas, landscaping;
6. Finished floor of any buildings or sheds;
7. Top of curb and gutter or edge of pavement locations, curb cuts and depressions, etc. at portions of parking and driveway included within project limits;
8. Locate all visible utility structures, valves, shut-offs, all drainage structures (inlets, grates, pipe size & type and inverts) etc.;
9. Obtain existing manholes, rim elevations, pipe size, & invert elevations of all sanitary sewer structures and identify sub-surface piping utilities (without entering confined space);
10. Walkway locations;
11. Walls, top and bottom;
12. Signs, utility poles with identification numbers;
13. Field lighting structures;

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14. Fences;
15. Utility mark out paint flags or stakes (if existing);
16. Sanitary cleanouts where visible;
17. Fire hydrant locations;
18. Parking area striping lines;
19. Locate stand-alone trees in the open area of the park including diameter at breast height. Locate shrubs, bushes, hedges. Surrounding woodlines to the west and north;
20. Plentiful grade/spot shots collected with generation of 1-contour interval topography;
21. Photography along project area;
22. Plotting of Tax Map grade right-of-way and property boundary lines based on best fit of tax map;

The deliverable will include electronic and three paper copies of a full topographic survey basemap that can be used for design of the proposed park and field improvements. We note that this proposal does not include design. A separate proposal will be submitted for design services at a later date.

We are prepared to proceed upon your authorization and suggest a fee of **\$9,900** 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