



TFLSOH-16002

August 25, 2023

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: Wardell Park Restroom Facilities
Proposal for Professional Design Services**

Dear Mr. Neff:

T&M Associates is pleased to submit this Proposal for Professional Services associated with the survey, design, and bidding of the Wardell Park Restroom Facilities.

PROJECT UNDERSTANDING

We understand that the Borough would like to provide restroom facilities at the recently constructed Wardell Park Complex. To service the restroom, it will be necessary to extend both water and sewer service to the park. Water service will be extended from at Appaloosa Run and sewer will be extended from Jockey Lane. Architectural design services for the proposed building will be provided by Shore Point Architecture, PA, as a sub-consultant to T&M.

SCOPE OF SERVICES

To assist the Borough in their efforts in providing these improvements, T&M Associates proposes to prepare the necessary engineered construction plans, technical specifications, and bid documents to complete the improvements with the following detailed scope of services.

PRE-DESIGN SERVICES

1. Updated topographic surveys at Wardell Park will be acquired by conventional “on the ground” methods via our subconsultant GEOD Corporation. Survey data will only be collected in those areas required for our design.
2. Base maps to be prepared at a scale of 1” = 30’ based on the topographic survey and/or site visits in conjunction with aerial photography. Tax map accuracy right-of-way lines will be shown on the base maps.
4. We will complete a field investigation with the base maps to note limits of work and other constraints to be considered during the design.



Le: Thomas Neff, Borough Engineer & Zoning Officer
Re: Wardell Park Restroom Facilities
Proposal for Professional Design Services

DESIGN SERVICES

Design Phase

Design will commence immediately upon completion of the topographic survey and base maps. Preliminary site design will include layout of the restroom building, walkways, and electrical design, utility extensions and connections, and building layouts.

Upon completion of the preliminary design and Borough approval of the preliminary plans, we will prepare final construction plans which will be submitted to all agencies requiring approval and for bidding purposes. These plans will include, but may not be limited to:

- Cover Sheet
- Legend and General Construction Notes
- Existing Condition Plans
- Construction Plans
- Layout and Grading Plans
- Soil Erosion and Sediment Control Plans
- Landscape Plans
- Lighting Plan
- Utility Plans
- Building Plans
- Construction Details

Construction Cost Estimate

T&M Associates will prepare a preliminary detailed construction cost estimate at the completion of the preliminary park design and a final estimate the completion of the final design plans. The estimate will be presented to the Borough to confirm that adequate funds are in place prior to bidding.

Technical Specifications

We will prepare technical specifications for all proposed improvements and construction items as required to permit the contractor to construct the project as planned. The specifications will be prepared in NJDOT format and will be incorporated in a set of contract documents including T&M Associates' standard front-end bid document sections including Form of Proposal, General Conditions & Information for Bidders.



Le: Thomas Neff, Borough Engineer & Zoning Officer
Re: Wardell Park Restroom Facilities
Proposal for Professional Design Services

Soil Erosion and Sediment Control Certification

The proposed improvements will cause the disturbance of an area greater than 5,000 sf. Therefore, this will require project certification from the Freehold Soil Conservation District. T&M will prepare the necessary SESC Plans and application for submission to the District. All application and review fees will be the responsibility of the Borough.

Bidding Services

T&M Associates will work with the Borough to advertise the project in accordance with the Local Public Contracts Law. This task will include the following services:

- Printing and preparing bid documents for prospective bidders
- Attendance at a pre-bid site meeting, if determined necessary during design
- Attendance at the public bid opening
- Preparation of a Bid Tabulation Sheet
- Review of bids and associated documents for compliance with project requirements
- Preparation of a Recommendation of Award Letter
- Coordination of a legal review of bids received by the Borough Attorney

Bid packages will be sold to prospective bidders by T&M for a predetermined fee. The fee will be retained by T&M to cover administrative and reproduction costs associated with assembling and printing of the bid packages.

Exclusions

It is our intention to include the necessary scope of services required to prepare the necessary construction documents and secure approval from all agencies having jurisdiction over this work. However, due to the nature of the proposed project, the following services are specifically excluded from this scope of services and fee estimate:

1. Construction observation and inspection (this will be provided as a separate proposal once the design has been finalized)
2. Property Boundary Survey and setting of corner markers or monuments



Le: Thomas Neff, Borough Engineer & Zoning Officer
Re: Wardell Park Restroom Facilities
Proposal for Professional Design Services

FEES AND SCHEDULE

The fees for the scope of services listed herein are summarized below. We propose to provide the design phase services, to be billed monthly in accordance with our current contract as Borough Engineer, for the total cost as follows;

Topographic Surveys & Base Maps	\$10,500.00
Water & Sewer Utility Design	\$23,500.00
Electrical Design	\$ 8,000.00
Building/Architectural Design	\$19,500.00
Civil Design & Project Management	<u>\$18,500.00</u>
Total Fee	\$80,000.00

Upon authorization, we will initiate the survey and design services for this project immediately. Field survey and base mapping will be completed within 45 days, weather permitting. We anticipate the following project schedule for Wardell Park Restroom Facilities:

- September 2023 – Authorization, Survey, & Preliminary Design
- November 2023 – 50% Plan Review
- December 2023 – Final design & plan review
- January 2024 – Advertise for bidding, receive bids and award
- March 2024 – Construction to begin
- September 2024 – Construction to be completed

On behalf of T&M, I would like to thank you and the Governing Body for the opportunity to submit this proposal. If you have any questions or need additional information, please call any time.

Very truly yours,

T&M ASSOCIATES

JULIE E. NASTASI
CLIENT MANAGER

JEN:ps

cc: Melissa Hesler, Borough Clerk
Shanon Rathyen, Purchasing Agent