



March 2, 2026

**Via Electronic Mail (tneff@tintonfalls.com)**

Borough of Tinton Falls  
556 Tinton Avenue  
Tinton Falls, New Jersey 07724

Attn.: Thomas Neff, PE, PP, CME  
Borough Engineer & Zoning Officer

Re.: Borough of Tinton Falls, County of Monmouth, State of New Jersey  
Professional Engineering Services  
Wardell Road Culvert Replacement  
Construction Phase Services  
Our File No.: Proposal SCE-P14172.021

Dear Mr. Neff:

**SUBURBAN CONSULTING ENGINEERS, INC.** (SCE) is pleased to provide the following proposal to the Borough of Tinton Falls (Borough) for Construction Phase Services associated with the Wardell Road Culvert Replacement project, located in the Borough of Tinton Falls, County of Monmouth, State of New Jersey.

**Scope of Services**

**1. Construction Phase Services**

SCE will provide construction observation and administration services for the Wardell Road Culvert Replacement project, construction activities for compliance with the Borough's Engineering/Construction standards, and for compliance with plans and standards approved by the Borough's Engineering Department. This will include daily site visits by SCE's Senior Inspector (Resident Observer) for which the amount of time spent on-site will vary in proportion to the level of construction activity occurring.

▪ Construction Administration

➤ Provide Construction Communication (Owner & Contractor)

SCE will serve as the point of contact throughout the project regarding construction progress, submittal status, and any construction issues. Daily meetings will be held in the field between SCE's Resident Observer and the Contractor's foreman regarding the construction progress and planned activities.

➤ Prepare and Administer Pre-Construction Meeting

SCE will conduct a pre-construction meeting, establish agenda, prepare minutes of the meeting, and issue the Contractor's notice-to-proceed.



- Review Contractor Submittals – Progress Schedule, Schedule of Submittals, Schedule of Values  
SCE will review Contractor submittals of monthly progress schedules, schedule of submittals, and the schedule of values. The submittals will be logged, red- marked, and distributed.
- Review Contractor Submittals – Shop Drawings  
SCE will review Contractor submittals of shop drawings to assure compliance with the design documents. SCE will also maintain a submittal log for the project.
- Construction Observation  
  
Construction Observation will be accomplished by a qualified Resident Observer provided by SCE with appropriate technical training with respect to all aspects of the project. The Resident Observer will be onsite to observe cleaning and installation of the lining. **SCE has planned for 22 days, at eight (8) hours per day, of observation and one (1) day for project close out, resulting in 184-hours of full-time observation while active construction is being performed.** The services to be provided by the Resident Observer are as follows:
  - Full-Time Construction Observation  
A full-time Observer will be onsite daily to assure Contractor compliance and quality assurance, such as the use of specified materials and their proper application, make all appropriate observations, and prepare documentation with respect to contract compliance. The observations made by the Observer, in addition to those made by the Project Engineer during their periodic observations, will also be utilized during review of Contractor invoices.
  - Construction Meetings  
SCE will review Contractor weekly look ahead schedules. Field meetings will be held weekly between the Contractor's foreman, SCE's Resident Observer, and the Borough's field representative each week.
  - Daily Observation Reports  
SCE's Observer will prepare and maintain daily observation reports detailing the work and pay items performed.
  - Review of Contractor Payment Applications  
SCE will review all Contractor pay requests with respect to the site records, observations, and the pay items identified in the contract documents to assure accuracy. Final payment will include payment of any outstanding retainage and costs identified under approved change orders.
  - Review of Potential Change Orders  
SCE will review all claims and change order requests made by the Contractor to the Borough.



- Participate in Resolution of Unforeseen Field Conditions  
If any unforeseen conditions are encountered in the field, SCE will participate in resolving the discrepancy in accordance with the terms of the design documents.
- Prepare Closeout Punchlist  
At the end of construction activities, SCE will prepare a punch-list of any remaining items to be constructed or restored. The punch-list will be maintained until the entire scope of the project and restoration has been completed to the satisfaction of the Borough and any authorities having jurisdiction.

**2. Expense Allowance**

An estimated reimbursable allowance for anticipated project expenses is included as a separate line item below. Reimbursable expenses may include but are not limited to printing / reproduction, mileage, parking and tolls, overnight postage, messenger fees, certified mailings, certified property owners list, uniformed traffic protection, equipment, and permit applications / associated filing or recording fees. Any third-party incurred reimbursable expenses will be invoiced at SCE's cost plus 15%. Written authorization will be requested in advance for increasing the reimbursable expense allowance, if necessary, to cover any additional expenses.

**Fee Proposal**

SCE proposes to provide the above referenced scope of services for the following fees. Invoicing for this project will summarize services provided in accordance with the Total Project fee limit indicated below.

1. Construction Phase Services	<b>\$ 39,110</b>
2. <u>Expense Allowance</u>	<b>\$ 500</b>
	<b>TOTAL ESTIMATED FEE \$ 39,610</b>

**Project Schedule**

SCE anticipates we will receive authorization from the Borough to proceed on this project within one (1) month of proposal submission. SCE will commence services within two (2) weeks of receipt of the fully executed proposal or agreement. It is assumed that all project phases and tasks as described above will be performed consecutively, with no significant project schedule delays. The project schedule is dependent upon timely Borough responses and if applicable, weather conditions for fieldwork and governing agency review periods. A significant project schedule delay may result in an adjustment to our fees or issuance of a new proposal for the remaining scope of work to be completed. SCE will communicate with the Borough regularly regarding the project schedule.

**Services Not Included Unless Authorized**

It should be noted that our fee is based on the specific scope of services as explained above. Additional services and items may be determined to be required during the course of the



project that have not been included in our fee proposal. If additional services are required, SCE will provide a contract amendment outlining those services and additional fees and submit to the Borough for approval. Services and items which have not been included or made part of this proposal include but are not limited to the following:

- Land Surveying services.
- Engineering Design services.
- Environmental services of any kind.
- Client meetings, other than specified.
- Agency requested revisions.
- Owner or Contractor initiated changes.
- Additional construction phase services, other than specified.

This project will remain in accordance with our prevailing contract for professional services with the Borough. All terms and conditions, billing schedule, and fee structure associated with our prevailing contract will be applied. Any amendments or renewals to our prevailing contract may result in a fee adjustment to our services.

If this proposal meets with your approval, please sign below and return one (1) copy to our office. Alternatively, if a purchase order is to be issued, please reference the SCE proposal number (SCE-P14172.021) and date in order to properly document authorization. We shall consider an appropriately executed copy of this letter or purchase order as our formal contract and authorization to proceed. Please note that the fees and project schedule stated in this proposal are valid for thirty (30) days from the date of this correspondence. Authorization to proceed after this period may require revisions to the proposed fees and/or schedule. SCE reserves the right to update the project schedule and, if necessary, adjust the fees to reflect staff availability, workload, and current conditions. If you have any questions regarding this proposal, please do not hesitate to contact our office.

Very truly yours,  
**SUBURBAN CONSULTING ENGINEERS, INC.**

By: Erin B. Abline  
Erin B. Abline, PE, CME, CFM, CPWM, Assistant Corporate Secretary  
Principal/ Municipal & Land Development Department Manager

Accepted this 7th Day of May 2026

By: Thomas Neff

Thomas Neff, Borough Engineer (Printed Name & Title)