



TFLSOH-16002

May 15, 2024  
*Via Email*

Charles W. Terefenko, Borough Administrator  
Borough of Tinton Falls  
556 Tinton Avenue  
Tinton Falls, New Jersey 07724

**Re: 2024 Road Improvement Program  
Scope and Fee Estimate for CAI Services**

Dear Mr. Terefenko:

T&M Associates is pleased to submit this Scope and Fee Estimate for Professional Services associated with contract administration and construction inspection for the Borough's 2024 Road Improvement Program. It is our understanding that the Borough has budgeted for roadway and drainage improvements to a number of streets throughout the Borough. The following is a list of the project streets:

Proposal A (FY 2023 NJDOT Funds):

Essex Road

Proposal C (FY 2024 NJDOT Funds):

Hockhockson Road

Proposal B (CDBG Funds):

Wardell Road

Proposal D (Local Funds):

West Park Avenue  
Wilshire Drive  
Wilkins Court  
Firehouse Road  
Colonial Drive  
Peach Street  
Blossom Street  
Clover Street  
Penn Court  
Duke Court  
Saint John Court  
Brown Drive  
Glassboro Drive  
Princeton Court  
Dartmouth Court  
Harvard Drive  
Hamilton Road  
Trent Road  
Andrew Drive

Add Alt. No. 1 (Local Funds):

Pearl Harbor Road

Add Alt. No. 2 (Local and Neptune Funds):

Neptune Boro portion of Essex Road

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

**A. 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 Engineer, 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 following is a specific description of the services we will provide and the anticipated performance period for these services.

The specific scope of services includes the following:

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 by the Mayor and receive and distribute executed copies.
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. Coordinate and review initial project submittals, including contract package, performance bond, insurance certificate, baseline project schedule, emergency contact lists, etc. Prepare for contractor mobilization. Pre-construction phase assumed to last approximately one month.
3. Administrate and review contractor submittals, including schedules, shop drawings, product data and samples and material certifications for general conformance with Contract Documents.
4. 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.
5. 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 such as subgrade material and depth, grades, etc., and discussion of any issues or quality concerns and direction given. Reports will be furnished to the Borough upon request.
6. 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 representatives will be invited to attend these meetings. We will generate and distribute meeting minutes.
7. Review Contractor's monthly estimates of work performed and invoices submitted for payment and make recommendations to the Borough for payment. Prepare monthly estimates of payment to the Contractor.
8. Perform a final inspection. Prepare and administer corrective action lists and prepare final closeout documents, including Final Payment Certificate and Change Order.

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9. Review and issue written recommendation to the Borough following receipt of a written claim or dispute from Contractor.
10. Prepare final closeout package, including Maintenance Bond, Releases, Final Payment Certificate and Change Order and coordinate Engineer's and Owner's execution of closeout documents.
11. Prepare final closeout documents for NJDOT grant reimbursement.

Based upon the Borough's needs, we have budgeted for 6 months (138 workdays) of continuous construction from start of on-site work to substantial completion. In addition, we anticipate an additional four weeks at the completion of the construction effort wherein closeout punch list work, final vouchers and final change order will be accomplished.

Unforeseen conditions or change in scope that require additional 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 requests for additional work, 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 and observation services 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 is not excusable, and if our budget for contract administration and inspection services prior to substantial completion is fully expended, we will ask 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.

### **FEES**

We are prepared to proceed upon your authorization and suggest a fee of **\$276,500** to be billed monthly utilizing our current billing rate schedule in accordance with our contract as 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



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

MCM:LT

Cc: Thomas Fallon, CFO  
Michelle Hutchison, Borough Clerk

**Le: Charles Terefenko, Borough Administrator**

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Shanon Rathyen, Purchasing Agent  
Thomas Neff, Borough Engineer

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