



TFLS-01597

June 3, 2024

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 Services
Contract Administration and Construction Inspection**

Dear Mr. Neff:

T&M Associates is pleased to submit this Proposal for Professional Services associated with the Contract Administration and Construction Inspection Phase of the Wardell Park Restroom Facilities.

PROPOSED CONTRACT ADMINISTRATION AND CONSTRUCTION INSPECTION

The **Construction Phase Services** include construction contract administration and part-time field observation of the construction activity to assure general adherence to the contract documents and standard construction practice. The following is our scope of services for the construction phase services:

- Prepare a Notice of Award and the contract documents and send to the contractor.
- Conduct a pre-construction meeting among the project participants, including the contractor, Borough officials, Department of Public Works, the Police Department, and utility representatives, and produce minutes of this meeting.
- Coordination and notification with the recreation committee as needed.
- Coordination with all utility companies as required.
- Coordination with Borough representatives to ensure all parties are kept apprised of each stage of construction.
- Consistent communication with the residents if needed, the Police Department, the Department of Public Works, the Borough, the utilities and the contractor via meetings, telephone calls, emails and letters.
- Perform part-time construction observation for the duration of the construction contract to determine general conformance to the contract plans and specifications.
- Prepare project observation reports indicating weather, equipment, personnel and work accomplished on the project. Copies of the reports will be furnished to the Borough upon request.



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

- Perform contract administration services including, but not limited to review of contractor submittals, including schedules, shop drawings, product data and samples and material certifications for general conformance with contract documents.
- Review contractor's monthly estimates of work performed, and invoices submitted for payment and make recommendations to the Borough for payment. Prepare monthly certificates of payment to the contractor.
- Perform final inspection and prepare a corrective action list and prepare final closeout documents, including a final payment certificate and change order and grant closeout documentation and drawings.
- Prepare final closeout package, including maintenance bond, releases, final payment certificate and change order, coordinate Engineer's and Owner's execution of closeout documents.

In order to complete the work tasks outlined above, we are requesting a not-to-exceed fee of \$45,000 to be billed in accordance with our current contracted rates.

If you have any questions or need additional information, please call any time.

Very truly yours,

T&M ASSOCIATES

JULIE E. NASTASI
PROJECT MANAGER

JEN:ps

cc: Michele Hutchinson, Borough Clerk
Shanon Rathyen, Purchasing Agent