

Exhibit “A”



April 27, 2016

Via Email (admin@westorange.org)

Township of West Orange
66 Main Street
West Orange, New Jersey 07052

Attn: John K. Sayers, Business Administrator

**RE: CENTRAL AVENUE PRELIMINARY INVESTIGATION STUDY, REDEVELOPMENT PLAN
AND HDSRF GRANT APPLICATION
BLOCK 9, LOTS 11.01, 11.02, 11.03, 32, & 36 AND BLOCK 7, LOT 22
TOWNSHIP OF WEST ORANGE, ESSEX COUNTY, NEW JERSEY
MATRIX NO. PLD16-201**

Dear Mr. Sayers:

Matrix New World Engineering, PC (Matrix) is pleased to submit this proposal for professional planning and environmental services for the preparation of a Preliminary Investigation to determine whether or not Block 9, Lots 11.01, 11.02, 11.03, 32, and 36 and Block 7, Lot 22 (Subject Property) would qualify as an Area in Need of Redevelopment (Preliminary Investigation Study). Please note that based on the Township of West Orange's Tax Map dated March 9, 1986, the subject property also includes Block 9, Lots 8, 9 and 40. In addition, should the Subject Property qualify as an Area in Need of Redevelopment, a Scope Item for the preparation of a Redevelopment Plan is also included within this proposal. Further, this proposal includes the preparation of a grant application for the Subject Property under New Jersey Department of Environmental Protection (NJDEP)'s Site Remediation Program Hazardous Discharge Site Remediation Fund (HDSRF) grant program. In addition, this proposal is intended to provide the basis for Matrix to become the Licensed Site Remediation Professional for the Subject Property.

Our professionals have substantial experience in preparing Preliminary Investigation Redevelopment Studies, Redevelopment Plans, Rehabilitation Plans and in designing all aspects of redevelopment projects in municipalities located throughout the State of New Jersey in rural, suburban, and urban settings. Matrix also has extensive experience in providing environmental engineering services through which it has gained a detailed knowledge of West Orange. We will leverage our expertise and local knowledge of the Township of West Orange to complete the Scope of Services included herein.

It is assumed that the Township will provide the following documentation to assist us in the preparation of the Preliminary Investigation Study, Redevelopment Plan and HDSRF grant application:

- ❑ Any existing plans, reports, analyses, or other documentation pertaining to the Subject Property that is pertinent to the preparation of the items noted above.

SCOPE OF SERVICES

ITEM 1: PREPARATION OF A PRELIMINARY INVESTIGATION STUDY

(Phase PL23)

We will attend an initial meeting with Township representatives to obtain any available existing documentation pertaining to the Subject Property and discuss the Township's goals and vision for the Preliminary Investigation Study. Preliminary mapping and handouts will be provided at the meeting to aid in the discussion.

We will prepare a Preliminary Investigation Study for the Subject Property in accordance with the Local Redevelopment and Housing Law (N.J.S.A. 40A:12A-1, et seq.). The Study will demonstrate whether or not the Subject Property qualifies as an Area in Need of Redevelopment. The Study will include mapping prepared using Matrix's Geographic Information System (GIS) in order to illustrate the existing conditions and delineate the project area.

Upon completion of the draft Preliminary Investigation Study, copies of the draft Plan will be provided to the Project Team for review and comment. Subsequently, the draft Preliminary Investigation Study will be updated to reflect the comments received and a final draft Preliminary Investigation Study will be provided to the Township for consideration for adoption.

This proposal includes attendance at up to two (2) public meetings in support of the adoption of the Preliminary Investigation Study, including one (1) Planning Board hearing and one (1) Township Council meeting. We will present the Preliminary Investigation Study for adoption at the above-referenced meetings and be available to the Township Council and Planning Board during the meetings to provide advisory services regarding the Study and overall Redevelopment process.

This Item does not include the preparation of any public notices, resolutions, or related documentation, as it is assumed that others will prepare all of the public notices, resolutions and related documentation.

FIXED FEE: \$5,200.00

ITEM 2: PREPARATION OF A REDEVELOPMENT PLAN

(Phase PL23)

We will attend an initial meeting with Township representatives to obtain any available existing documentation pertaining to the Subject Property and discuss the Township's goals and vision for the Redevelopment Plan (Plan). Preliminary mapping and handouts will be provided at the meeting to aid in the discussion.

Subsequently, a draft Redevelopment Plan will be prepared based upon available documentation provided by the Township, applicable sections of the Local Redevelopment and Housing Law (N.J.S.A. 40A:12A-1, et seq.), a review of the Township's Master Plan, Zoning Ordinance, and Tax Maps, and sound land use planning principles. The Plan will be designed to maximize the value of the Subject Property and may include additional parcels at the Township's discretion if it will increase the viability and marketability of the Subject Property.

The draft Plan will be designed to fully accommodate the Township's goals and vision for the Subject Property. In order to minimize costs the draft Plan will be limited to the minimum amount of information required by the Local Redevelopment and Housing Law in order to provide a sound Redevelopment Plan that maximizes the value and marketability of the Subject Property. The information to be provided is as follows:

- A project description
- A narrative regarding the Plan's relationship to definitive local objectives as to appropriate land uses, density of population and improved traffic and public transportation, public utilities, recreational and community facilities and other public improvements
- Goals and objectives

- Zoning standards, including land uses, bulk, and area requirements
- A Map depicting the Redevelopment Area boundary
- A concise statement regarding the relationship of the Redevelopment Plan to the following documents:
 - The Master Plans of contiguous municipalities
 - Bergen County Master Plan
 - The New Jersey State Development and Redevelopment Plan

It is important to note that, while this proposal does not include an update of the Zoning Map to depict the Redevelopment Area or the preparation of any Ordinances to amend the section of the Township's Code that pertains to the Zoning Map, Matrix is available to provide these services for an additional fee as part of a separate proposal.

Upon completion of the draft Redevelopment Plan, copies of the draft Plan will be provided to the Project Team for review and comment. Subsequently, the draft Redevelopment Plan will be updated to reflect the comments received and a final draft Redevelopment Plan will be provided to the Township for consideration for adoption.

This proposal includes attendance at up to three (3) public meetings in support of the adoption of the Redevelopment Plan, including up to two (2) Township Council meetings and one (1) Planning Board hearing. We will present the Redevelopment Plan for adoption at the above-referenced meetings and be available to the Township Council and Planning Board during the meetings to provide advisory services regarding the Plan and overall Redevelopment process.

This Item does not include the preparation of any public notices, resolutions, or related documentation, as it is assumed that others will prepare all of the public notices, resolutions and related documentation.

FIXED FEE: \$8,250.00

ITEM 3: HAZARDOUS DISCHARGE SITE REMEDIATION FUND (HDSRF) GRANT APPLICATION

(Phase PL15)

We will prepare one (1) grant application to the NJDEP under the HDSRF Program for the Selecto Flash Property and other adjacent properties within the overall subject property at the Client's discretion to be included within the same grant application. This item includes the preparation of required grant application forms, coordination with the Client and Project Team members for environmental and other technical information to list on and attach to the grant application, and submission of the grant application to NJDEP.

While this proposal item does not include any services subsequent to the submission of the grant application referenced above, Matrix is available to provide additional services for an additional fee as part of a separate proposal. It is assumed that the required attachments for the grant application will be provided by others, if they are comprised of existing documentation, or prepared by Matrix as part of a separate proposal.

FIXED FEE: \$4,500.00

CLOSING

Any item listed above which is not ordered will not be billed. Separate authorization from the client will be requested prior to commencing services outside the scope of this proposal.

All out-of-pocket expenses including, but not limited to, application fees, laboratory testing costs, mylar copies, certified mailings, photographs, blueprints, and special deliveries are considered additional to the proposal items unless specifically noted within the scope of this proposal.

The terms and conditions of this proposal are subject to the Matrix Terms and Conditions for Professional Services and Matrix Fee Schedule, as submitted to the Township previously.

PAYMENT SCHEDULE

Payment shall be in accordance with the Charges, Billing, and Payment schedule outlined in the Terms and Conditions for Professional Services document unless prior written arrangements have been made with Matrix.

Services shall commence upon the receipt of a signed purchase order or other appropriate written authorization from the Client.

We thank you for the opportunity to submit this proposal. Please feel free to contact me directly with any questions or comments regarding the scope or fees as indicated at (973) 585-5266 or via email to pvandenkooy@matrixnewworld.com.

Sincerely,

A handwritten signature in blue ink, reading "Peter Van den Kooy".

Peter Van den Kooy, PP, AICP
Planning Department Manager

cc: Rose DeLorenzo, CHMM, LSRP

FEE SCHEDULE

PERSONNEL RATES	
TITLE	HOURLY RATE
Principal	\$165.00
Department Manager	\$165.00
Project Manager	\$155.00
Senior Project Professional	\$150.00
Technical Manager	\$150.00
Project Professional	\$145.00
Senior Project Specialist	\$140.00
Project Specialist	\$135.00
Senior Technical Professional	\$125.00
Technical Professional	\$120.00
Senior Technical Specialist	\$110.00
Technical Specialist	\$100.00
Senior Data/Field Specialist	\$95.00
Data/Field Specialist	\$85.00
Senior Technical Assistant	\$80.00
Technical Assistant	\$75.00
Junior Technical Assistant	\$70.00
Junior Data/Field Technician	\$65.00
Data Entry Specialist	\$55.00
REIMBURSABLE EXPENSES	
ITEM	FEE
Black & White Copy 8½ x 11	\$ 0.20/sheet
Black & White Copy 8½ x 14	\$ 0.30/sheet
Black & White Copy 11 x 17	\$ 0.40/sheet
Black & White Copy 24x36	\$ 2.85/sheet
Black & White Copy 30 x 42	\$ 4.25/sheet
Color Copy 8½ x 11	\$ 0.40/sheet
Color Copy 11 x 17	\$ 0.80/sheet
Color Copy 24 x 36	\$27.00/sheet
Color Copy 30 x 42	\$40.00/sheet
Mylar 24 x 36	\$27.00/sheet
Mylar 30 x 42	\$40.00/sheet
CD	\$50.00/disc
Subconsultants	115% of cost
Out-of-pocket expenses	115% of cost

Additional reimbursables include, but are not limited to, delivery expenses and mileage charged at Federal prevailing rates.