

Exhibit “A”

October 26, 2018

Via Email (admin@westorange.org)

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

Attn: John K. Sayers, Business Administrator

**RE: HDSRF GRANT APPLICATION – FUNDING REQUEST PREPARATION
8-10 CENTRAL AVENUE (FORMER BIDDLEMAN PROPERTY)
TOWNSHIP OF WEST ORANGE, ESSEX COUNTY, NEW JERSEY
MATRIX NO. 18-286**

Dear Mr. Sayers:

Matrix New World Engineering, Land Surveying and Landscape Architecture, PC (Matrix) is pleased to submit the following proposal for professional environmental services for the preparation of a grant application for the Former Biddelman property located at 8-10 Central Avenue, West Orange, New Jersey (Block 9, Lot 32) under the New Jersey Economic Development Authority (NJEDA) and New Jersey Department of Environmental Protection (NJDEP) Hazardous Discharge Site Remediation Fund (HDSRF) grant program.

SCOPE OF SERVICES

ITEM 1: HAZARDOUS DISCHARGE SITE REMEDIATION FUND (HDSRF) GRANT APPLICATION

Matrix will prepare one (1) HDSRF grant application for the completion of Preliminary Assessment and Site Investigation work at the former Biddelman Property located at 8-10 Central Avenue, West Orange, New Jersey (Block 9, Lot 32), to the NJDEP and NJEDA under the HDSRF Program for the completion of a Preliminary Assessment and Site Investigation of the property. This item includes the review of existing environmental documents, 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. The HDSRF application for supplemental funding includes the following:

1. Sections A through E of Part I of the HDSRF application
2. Scope of work and cost estimate
3. Part II – General Certification of the HDSRF application
4. Part III – Subrogation of Rights of the HDSRF application
5. Part VI – Municipal Questionnaire of the HDSRF application

While this proposal item does not include any services subsequent to the submission of the amended grant application referenced above, Matrix is available to provide additional services for an additional fee as part of a separate proposal.

FIXED FEE: \$4,000.00

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.

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) 240-1800 or via email to cmccarrick@matrixnewworld.com.

Sincerely,



Craig McCarrick, LSRP
Project Manager

cc: Richard Trenk, Esq
Leonard Lepore, PE