



August 22, 2022

Township of West Orange
Department of Public Works
25 Lakeside Avenue
West Orange, New Jersey 07052

Attn.: Leonard R. Lepore, Municipal Engineer
Director of Public Works

Re.: Township of West Orange, County of Essex, State of New Jersey
Professional Engineering Services
Municipal Stormwater Management Plan for Permit Compliance
Our File No.: Proposal SCE-P13155.011

Dear Mr. Lepore:

SUBURBAN CONSULTING ENGINEERS, INC. (SCE) is pleased to provide the following proposal for Professional Engineering Services to the Township of West Orange (Township) in response to the Request for Proposal (RFP) for Municipal Stormwater Management Plan.

Services for this project will be performed under the direct supervision of a State of New Jersey licensed Professional Engineer (PE). Geographic Information Systems (GIS) specific services will be performed under the direct supervision of a certified GIS Professional (GISP). SCE is an Esri Silver business partner which allows us to support our mutual customers by providing business solutions, GIS implementation services, and location intelligence faster and more efficiently by leveraging ArcGIS technology.



Project Overview

Based on the RFP, it is our understanding that the Township is requesting proposals to provide assistance for compliance with the requirements of Tier A Municipal Stormwater General Permit. The successful proposal needs to be capable of conducting and preparing the necessary locations and maps for the stormwater outfall pipe mapping, as well as an update to the current Municipal Stormwater Management Plan.

Our team will leverage GIS to streamline the professional services necessary to complete this project. GIS will be utilized in the office to perform the buildout analysis and to create the maps and figures that are required for the Municipal Stormwater Management Plan (MSWMP) and other tasks. GIS will be utilized in the field to map and inventory the Township's stormwater assets. When implemented properly, GIS will improve Township access to stormwater related information and maps, including maintenance and inspection records, and increase the efficiency of field work by providing digital inspection forms and system maps that can be accessed by field workers using mobile devices.



SCE will utilize Esri's ArcGIS Online to perform the GIS tasks included in our proposal. We propose to purchase an annual ArcGIS Online organizational account for the Township, that SCE will use to complete the project scope of work. This approach will allow the ArcGIS Online account, including the GIS maps, applications, and digital inspection forms that are created for this project, to be owned by the Township and available for future use, should the Township desire to utilize GIS to support stormwater related operations and maintenance and Municipal Separate Storm Sewer System (MS4) permit specific requirements. The ArcGIS Online account will be active for one (1) year from the purchase date and can be renewed on an annual basis if desired by the Township. Using GIS in the manner outlined in this proposal and making this GIS available to the Township after the end of this project, adds significant value to the Township that may differentiate our proposal from others.

Scope of Services

1. Municipal Stormwater Management Plan (MSWMP)

SCE will revise the existing 2005 MSWMP in accordance with the New Jersey Department of Environmental Protection (NJDEP) Tier A Renewal Draft guidance, including a total buildout analysis. We will use GIS data that is available from the public domain, including the NJDEP, Federal Emergency Management Agency (FEMA), and more, to update the existing tables, figures, and appendices in the report. This will include the buildout analysis using the Township's inventory of total land area sorted by Hydraulic Unit Code 14 (HUC14) and land use zone.

The Stormwater Pollution Prevention Plan (SPPP) is one (1) of the appendices to the MSWMP. SCE will update the SPPP using the latest 2018 template on the NJDEP website and use GIS for the following requirements for easy reference during NJDEP or Environmental Protection Agency (EPA) audit and inspection:

- Storm Drain Inlet Retrofitting dashboard to show percent complete for annual report submission.
- Municipal Maintenance Yard Monthly, Quarterly, and Annual inspection reminders for Department of Public Works (DPW).
- Employee Training reminders with links to NJDEP training videos by training topic and frequency.
- Outfall Pipe Inspection annual reminders in addition to inspection forms as described in Part A below.
- Stormwater Facilities Maintenance reminders for required inspection intervals.

2. Catch Basin Inspection, Maintenance, and Mapping

SCE will utilize Esri's ArcGIS Field Maps and Survey123 mobile applications to map the location of each catch basin and to capture the results of the catch basin inspections. High accuracy, centimeter grade Global Navigation Satellite Systems (GNSS)



equipment paired with the Field Maps mobile application will be used to collect the location of each catch basin.

Our team will review the Township's existing as-built drawings to gain a general understanding of the location of stormwater catch basins prior to commencing the field work. Our general approach to the field data collection will be to travel the rights-of-way of each street and municipal easement where we anticipate stormwater catch basins to be located, based on our review of Township's existing as-built drawings. Our GNSS equipment will be connected to a real-time kinematic (RTK)

GPS vs. GNSS: What is the Difference?

GPS stands for Global Positioning System and refers to the satellite constellation which is owned and maintained by the United States Department of Defense. GPS consists of 24 operating satellites and is a type of GNSS.

GNSS stands for Global Navigation Satellite System which describes a constellation of satellites that provide positioning and timing data from space to GNSS receivers on earth. GNSS includes GPS (USA), GLONASS (Russia), Galileo (EU), Bei-dou (China), and more. GNSS includes more than 108 individual satellites. Access to this many satellites results in higher accuracy data collected more quickly.

network which will improve the accuracy of GNSS measurements in real-time. Centimeter grade GNSS equipment will typically capture horizontal locations that are accurate to within a few inches of the actual location of the asset being collected, in optimal conditions. Vertical accuracy is typically two (2) to three (3) times the horizontal accuracy at each location. Location data collected for this project will meet or exceed the requirements of the NJDEP GPS Data collection Standards for GIS Data Development.

Once the catch basin location has been mapped, our team will inspect the catch basin to identify and document any suggested cleaning, clearing, or repair work. Our catch basin inspections will include both the grate opening and the catch basin structure, including the sump and any inlet and outlet pipe(s). We will document any observations about the condition of the catch basin structure including the frame and grate, water

quality, and surrounding ground surface using a standard digital inspection form. Our catch basin inspection form will be provided to the Township for review and comment, prior to the start of the field work. Revisions or additions that are mutually agreed upon by the Township and SCE will be incorporated into the inspection form prior to the start of the field work.

The NJDEP's Municipal Stormwater Mapping and Inventory guidance will be used when collecting information about each catch basin. The following information, when present in the field about each catch basin, will be collected and stored as attributes within the GIS data. This information will be in addition to the inspection results:

- Catch Basin ID
- Owner – Township, County, State, Private, etc.
- Catch Basin Type – Curb cut, grate inlet, etc.

- Bicycle Safe Grate – Yes or No
- “Drains to Waterway” casting, paint, etc. – Yes or No
- Inlet Best Management Practices (BMP) – Yes or No
- BMP Type
- Contributing Drainage Area – Residential, Commercial, Park/Open Space, etc.

A minimum of one (1) close-up photograph of each catch basin will be captured in the field, included in the final inspection report, and connected to that asset within the GIS. An additional photograph that shows the general location of each catch basin will also be taken. Our team will photograph any maintenance issues or unusual conditions that are observed in the field.

Esri's standardized stormwater conveyance data model will be used as a starting point and then modified to incorporate NJDEP specific standards for stormwater inventorying. GIS data will utilize the New Jersey State Plane Coordinate System (NJ SPCS) derived from the North American Datum of 1983 (NAD83).



The progress of our field work and summary of maintenance issues will be tracked within a GIS based project status dashboard in real time. The project status dashboard will include an interactive map that allows the Township to pan and zoom throughout the Township and select specific catch basin inlets to view detailed information about each catch basin and inspection results and photographs. A summary of any maintenance issues will be provided to the Township on a bi-weekly basis so that the Township can review and address when appropriate.

We have assumed the following for this phase of work:

- ***Approximately 2,000 catch basin inlets will be mapped and inspected.***
- ***Township will provide DPW staff member to assist SCE with accessing and locating catch basins.***

3. Outfall Pipes Mapping

Part A

Our team will use a similar approach for mapping outfalls as what is proposed for Task 2 Catch Basin Inspection, Maintenance, and Mapping above. Our team has extensive experience locating, mapping, and inspecting stormwater outfalls as required by the NJDEP and MS4 permit. We have identified that the majority of time spent performing an outfall inspection is spent locating the actual outfall; not performing the inspection. As such, we propose to include an outfall inspection in this phase of work as this will

provide the Township with added value without adding cost to the project. Outfall inspections that are completed as part of this phase will satisfy the MS4 requirement to complete an outfall inspection every five (5) years.

We will review the Township's 2009 outfall pipe mapping, as-built drawings, and meet with Township staff that are most familiar with the Township's outfalls to create a comprehensive list of known and potential outfall locations. Our field team will travel to each of the known and potential outfall locations to perform the GNSS mapping and outfall inspection. Additional outfalls that are located in the field will also be mapped and inspected. Outfall inspections will be performed during dry-flow conditions, which is at least 72-hours after the previous precipitation or snowmelt event.



The following outfall information, when present in the field, will be collected and stored as attributes within the GIS data. These attributes align with the NJDEP's recommendations for inventorying stormwater outfalls. This information will be in addition to the inspection results:

- Outfall ID
- Owner – Township, County, State, Private, etc.
- Pipe Material
- Pipe Shape
- Headwall Structure
- BMP Structure
- Contributing Drainage Area
- Type of Area Receiving

Esri's stormwater conveyance data model will be used as a starting point and modified to incorporate NJDEP standards for stormwater inventorying. GIS data will utilize the New Jersey State Plane Coordinate System (NJ SPCS) derived from the North American Datum of 1983 (NAD83). A minimum of one (1) close-up photograph of each catch basin will be captured in the field, included in the final inspection report, and connected to that asset within the GIS.

Once the outfall mapping and inspections in the field are completed, our team will prepare a storm sewer outfall pipe map and GIS data deliverable to be submitted to the NJDEP. The outfall location map will show the location of the end of all MS4 outfall pipes that are operated by the Township, and the location of all surface water bodies receiving discharge from those outfall pipes. Each outfall will be given a unique alphanumeric identifier and labelled on the map. SCE can either submit the outfall location data to the NJDEP on behalf of the Township or submit the outfall GIS data to the Township for future submittal to the NJDEP.



We have assumed the following for this phase of work:

- ***Approximately 255 outfalls will be mapped and inspected.***
- ***Township will provide DPW staff member to assist in accessing and locating outfalls.***

Part B

We understand the Township's MS4 permit obligations and how GIS can be used to efficiently collect, manage, analyze, and export data required to comply with the MS4 permit. Our team will supplement the outfall and catch basin data that is collected in Tasks 2 and 3 with the following stormwater system features:

- MS4 ground water discharge points (type)
- MS4 interconnections (type into/from, entity)
- Storm drain inlets (type, catch basin present, label present, retrofitted)
- MS4 manholes
- MS4 conveyance (type, direction of flow)
- MS4 pump stations
- Stormwater facilities (type)
- Property boundaries of maintenance yard(s) and other ancillary operations (type)

The subsurface stormwater conveyance system will be digitized into GIS based on a combination of the Township's existing stormwater as-built drawings and additional mapping, field observations including GNSS data collection of stormwater surface features, and stormwater system knowledge of Township staff. The GIS stormwater system will be digitized following GIS best practices. Point features including catch basins, outfalls, manholes, etc. will be "snapped" to line features such as gravity mains, retention/detention basins, etc. The system will be digitized to incorporate the proper flow direction.

The result and final deliverable of this phase of work will include GIS data of the Township's stormwater conveyance system. Preparing the Township's stormwater inventory and mapping in this manner will result in an authoritative GIS dataset that can be used by the Township in the future to analyze the stormwater conveyance system to trace potential illicit connections, perform stormwater modelling, assist with the operations and maintenance of the Township's stormwater system, and more.

4. Outfall Pipe Stream Scouring

Stream scouring is one (1) aspect of the outfall inspections that are proposed to be completed as part of Phase 3 Part A as outlined above. Outfall locations that may be contributing to localized stream scouring will be identified as part of the "Outfall Inspection Results Summary" letter report that will be provided to the Township. These locations will be mapped and photographed as part of the outfall mapping. An additional "Stream Scouring Investigation Recordkeeping Form" will be prepared for



outfalls that are found to be contributing to or causing stream scouring. We have assumed that stream scouring may be present at up to ten (10) outfall locations and will complete the supplemental form for these ten (10) outfall locations.

5. Stormwater Facilities Maintenance (Municipally Owned and/or Operated)

Using the GIS data collected in Part B above, SCE will create inspection forms for Township owned stormwater facilities for quarterly inspection and after each rainstorm exceeding one (1) inch for MS4 compliance.

The GIS system will be configured to allow the Township to add attachments of maintenance logs, photographs, and more to the municipal facilities. Our team will train Township staff how to add these attachments within the GIS. This will allow Township staff to continue to use GIS to track these maintenance activities, following the completion of this project. We will also evaluate the potential to create these maintenance logs as digital GIS based forms to make the Township maintenance and inspections more efficient.

6. Stormwater Facilities Maintenance (Privately Owned and/or Operated)

SCE will use the New Jersey Hydrologic Modeling Database with data collected by New Jersey Soil Conservation Districts and the New Jersey Department of Agriculture to identify stormwater basins in the Township. In addition to these records, we would request previous MS4 Annual Reports submitted to the NJDEP by the Township and Land Use Board records to confirm presence of stormwater infrastructure on private property.

The GIS system will be configured to allow the Township to add attachments of maintenance logs, photographs, and more to the private facilities. Our team will train Township staff how to add these attachments within the GIS. This will allow Township staff to continue to use GIS to track these maintenance activities, following the completion of this project.

7. Total Maximum Daily Load (TMDL)/Impaired Waterway

SCE will review the NJDEP published TMDL's for the watercourses within the Township and prepare written maintenance recommendations to be incorporated in the SPPP and MSWMP.

Reimbursable Expenses

Anticipated reimbursable expenses for this project are included in the total fee outlined below. Additional expenses will be billed on a time and material basis in accordance with the Fee Structure provided below. Reimbursable expenses may include mileage, parking and tolls, overnight postage, messenger fees, and printing 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.

Item No.	Description	Labor	Expenses	Total
1	Municipal Stormwater Management Plan (MSWMP)	\$8,400	\$50	\$8,450
2	Catch Basin Inspection, Maintenance and Mapping	\$25,100	\$800	\$25,900
3A	Outfall Pipes Mapping- Part A	\$10,930	-	\$10,930
3B	Outfall Pipes Mapping- Part B	\$17,550	-	\$17,550
4	Outfall Pipe Stream Scouring	\$1,800	-	\$1,800
5	Stormwater Facilities Maintenance (Municipally Owned and/or Operated)	\$3,000	-	\$3,000
6	Stormwater Facilities Maintenance (Privately Owned and/or Operated)	\$5,680	-	\$5,680
7	Total Maximum Daily Load (TMDL)/Impaired Waterway	\$5,725	-	\$5,725
Total Lump Sum Fee:				\$79,035

Deliverables

The following deliverables will be submitted to the Township:

- Outfall Location Map (PDF format).
- GIS geodatabase including the Township stormwater conveyance system (outfalls, catch basins, manholes, gravity mains, pump stations, detention/retention basins, etc.).
- Inspection reports including data, photographs, and summary report.
- TMDL written recommendations.
- Municipal Stormwater Management Plan in PDF and Word format.

Project Schedule

We are prepared to commence services within two (2) weeks of authorization to proceed and receipt of signed proposal or Purchase Order (PO). We anticipate completing the scope of work within three (3) months from project kickoff.

Services Not Included Unless Authorized

It should be noted that our fee is based on the specific tasks as explained in the above sections of this proposal. Services and items which have not been included or made part of this proposal include but are not limited to the following:

- Opening catch basin inlets or manholes.
- Measuring depth to inverts within catch basin inlets or manholes.



- Annual costs associated with ArcGIS Online following year 1.
- Water sampling and testing.
- Traffic control.
- Mapping and inspection of State and County owned stormwater structures, particularly along the Route 280 right-of-way.
- Roadside Erosion Control per IV.F.2a.ix.
- MS4 Conveyance System Inspection & Cleaning per IV.F.3a.v.
- Watershed Improvement Plan (WIP) including all three (3) phases: (1. Watershed Inventory Report, 2. Watershed Assessment Report, or 3. Watershed Improvement Plan Report) as outlined in the NJDEP Tier A Municipality 2022 Draft Renewal.

Fee Structure

SCE will utilize the following fee structure for all tasks where fee is estimated and for any additional work authorized by Client or for Client-initiated revisions. It should be noted that our fee is based on the specific tasks as explained in the above sections of this proposal. Additional services and items may be determined to be required during the course of the project that have not been included in this cost proposal.

Revisions to address any review agency comments that develop during the review process are typically required to obtain approvals. SCE is not able to predict the course of action necessary to address such comments at this time. All costs associated with addressing the review agency comments will be invoiced in accordance with the fee structure on a time and material basis.

- Principal/Project Officer \$165/hour
- Senior Project Manager \$163/hour
- Project Manager \$160/hour
- Senior Project Licensed Professional \$155/hour
- Project Licensed Professional \$150/hour
- Licensed Professional \$140/hour
- Senior Project Coordinator \$155/hour
- Project Coordinator \$150/hour
- Senior Designer/Senior Survey Analyst \$130/hour
- Designer/Survey Analyst \$125/hour
- Senior Environmental Scientist \$130/hour
- Environmental Scientist \$125/hour
- Senior Project GIS Analyst \$145/hour
- Project GIS Analyst \$135/hour
- GIS Analyst \$130/hour
- Senior GIS Technician \$118/hour
- GIS Technician \$108/hour
- Senior GIS Project Coordinator \$135/hour
- GIS Project Coordinator \$130/hour
- Senior Inspector \$120/hour
- Inspector \$108/hour



- Senior Technician \$113/hour
- Technician \$103/hour
- Project Administrator \$120/hour
- Administrative Support \$65/hour
- Equipment Unit Cost
 - Unmanned Aerial Systems / Remotely Operated Vehicle \$150/hour
 - Robotic/LiDAR \$50/hour
 - GPS \$25/hour
- LSRP (Licensed Site Remediation Professional) Services Unit Cost
 - For any environmental services requiring LSRP oversight and certification, a \$25/hour unit cost will be included in addition to the hourly rate for roles above.
- Any actual disbursements and expenses which we incur on your behalf, such as subconsultant fees, application/permit fees, delivery charges, parking, printing and toll charges will be billed at actual cost-plus 15 percent.
- Mileage will be billed in accordance with federal prevailing wage.

Standard Contract Terms & Conditions

In accordance with the above information, Client agrees to the following:

Termination of Contract

Client may terminate this Agreement with seven days prior written notice to Suburban Consulting Engineers, Inc. (SCE) for convenience or cause. SCE may terminate this Agreement for cause with seven days prior written notice to Client. Failure of Client to make payments when due shall be cause for suspension of services or, ultimately, termination, unless and until SCE has been paid in full all amounts due for services, expenses and other related charges.

Hazardous Environmental Conditions

It is acknowledged by both parties that SCE's Scope of Services does not include any services related to the remediation at the site of asbestos, PCBs, petroleum, hazardous waste or radioactive materials. Client acknowledges that SCE is performing professional services for Client and SCE is not and shall not be required to become an "arranger", "operator", "generator" or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA).

Ownership of Documents

All documents prepared or furnished by SCE pursuant to this Agreement are instruments of SCE's professional service, and SCE shall retain an ownership and property interest therein. SCE grants Client a license to use instruments of SCE's professional service for the purpose of constructing, occupying and maintaining the Project. Reuse or modification of any such documents by Client, without SCE's written permission, shall be at Client's sole risk, and Client agrees to indemnify and hold SCE harmless from all claims, damages and



expenses, including attorneys' fees, arising out of such reuse by Client or by others acting through Client.

Indemnification

To the fullest extent permitted by law, Client and SCE each agree to indemnify the other party and the other party's officers, directors, partners, employees and representatives, from and against losses, damages and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error or omission of the indemnifying party or any of the indemnifying party's officers, directors, members, partners, agents, employees or sub-consultants in the performance of services under this Agreement. If claims, losses, damages and judgments are found to be caused by the joint or concurrent negligence of Client and SCE, they shall be borne by each party in proportion to its negligence.

Force Majeure

Neither party shall be deemed in default of this agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.

Dispute Resolution

Client and SCE agree that they shall first submit any and all unsettled claims, counterclaims, disputes and other matters in question between them arising out of or relating to the agreement to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association, effective as of the date of this agreement.

Use of Electronic Media

Documents that may be relied upon by Client are limited to those that are signed or sealed by SCE. Unsigned files in electronic media format or text, data, graphic or other types that are furnished by SCE to Client are only for convenience of Client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic media format, SCE makes no representations as to long-term compatibility, usability or readability of documents resulting from the use of software application packages, operating systems or computer hardware differing from those in use by SCE at the beginning of this assignment.

Construction Phase Services

If this Agreement provides for any construction phase services by SCE, it is understood that the Contractor, not SCE, is responsible for the construction of the project, and that SCE is not responsible for the acts or omissions of any contractor, subcontractor or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the Contractor. It is the Owner's responsibility to advise their contractor of these terms.



Opinions of Cost

When included in SCE's Scope of Services, opinions or estimates of probable construction cost are prepared on the basis of SCE's experience and qualifications and represent SCE's judgment as a professional generally familiar with the industry. However, since SCE has no control over the cost of labor, materials, equipment or services furnished by others, over contractor's methods of determining prices, or over competitive bidding or market conditions, SCE cannot and does not guarantee that proposals, bids or actual construction cost will not vary from SCE's opinions or estimates of probable construction cost.

Professional Responsibility

SCE represents that the services shall be performed, within the limits prescribed by Client, in a manner consistent with the level of care and skill ordinarily exercised by other professional consultants under similar circumstances. No other representation to Client, expressed or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document or otherwise. For any damage caused by professional negligence including errors, omissions or other professional acts, including unintentional breach of contract by SCE, its employees, agents or subcontractors, SCE's liability and that of its employees, agents and subcontractors is limited to SCE's total compensation paid under the contract. In no event shall either Client or SCE be liable for consequential damages, including, without limitation, loss of use or loss of profits, incurred by one another or their subsidiaries or successors, regardless of whether such damages are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.

Right of Entry

Client grants to SCE, and, if a project site is not owned by Client, warrants that permission has been granted for a right of entry from time to time by SCE, its employees, agents and subcontractors upon the project site for the purpose of providing the Services. Client recognizes that the use of investigative equipment and practices may unavoidably alter existing site conditions and affect the environment in the area being studied.

Statute of Limitations

The parties agree that any action relating to an alleged breach of the Agreement shall be commenced within one year of the date of the breach, without regard to the date the breach is discovered. Any action not brought within that one-year time period shall be barred, without regard to any other limitations period set forth by law or statute.

Billing Schedule

Invoices will be provided monthly based on the Fee Proposal referenced above. For Estimated Fee billing, invoices will reflect employee time charges including comments for services performed. Additionally, all expenses will be included as a separate line item for Estimated Fee projects. For Lump Sum billing, invoices will reflect a percent complete and will not including employee time or expense details.

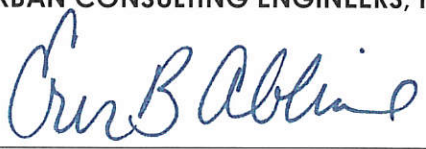


Payment for professional services shall be invoiced monthly as a proportion of the total work completed or upon completion of the work product. Payment is due within fifteen (15) days from receipt of invoice. A 1-1/2 percent per month late charge will be applied for all past due invoices. Amounts not paid when due may be referred for collection and mechanic's lien rights may be exercised, with all costs, including reasonable attorney fees, charged to client. Both parties understand that work will be stopped if account is not current; deliverables will not be furnished if account is past due.

If this proposal meets with your approval, please sign below and return one (1) copy to my office. Alternatively, if a purchase order is to be issued, please reference the SCE proposal number (SCE-P13155.011) 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 stated in this proposal are valid for thirty (30) days from the date of this correspondence. If you have any questions regarding this proposal, please do not hesitate to contact me.

Very truly yours,

SUBURBAN CONSULTING ENGINEERS, INC.

By: 

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

Accepted this _____ Day of _____ 20____

By: _____

_____ (Printed Name & Title)

Enclosures

Proof of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/1/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Dale Group PO Box 6 Florham Park NJ 07932		CONTACT NAME: Tina Taran PHONE (A/C, No, Ext): 973-377-7000 E-MAIL: tinat@dalegroup.com ADDRESS:		FAX (A/C, No): 973-377-4614
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Continental Casualty Company		20443
		INSURER B: National Fire & Marine Insurance Company		20079
		INSURER C: Valley Forge Insurance Company		20508
		INSURER D: Continental Insurance Company Of New Jersey		42625
		INSURER E: HSB Specialty Insurance Company		14438
		INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 1784385551 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:	Y	Y	7018338493	2/24/2022	2/24/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y	Y	7018333701	2/24/2022	2/24/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 0	Y	Y	7018338493	2/24/2022	2/24/2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	7018333715	2/24/2022	2/24/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liab			AEH004316497	2/24/2022	2/24/2023	Claim/Occurrence \$5,000,000
D	Pollution Liability			AEH004316497	2/24/2022	2/24/2023	Aggregate \$5,000,000
E	Cyber Liability			660757102	2/24/2022	2/24/2023	Limit \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance

CERTIFICATE HOLDER

CANCELLATION

Evidence of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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