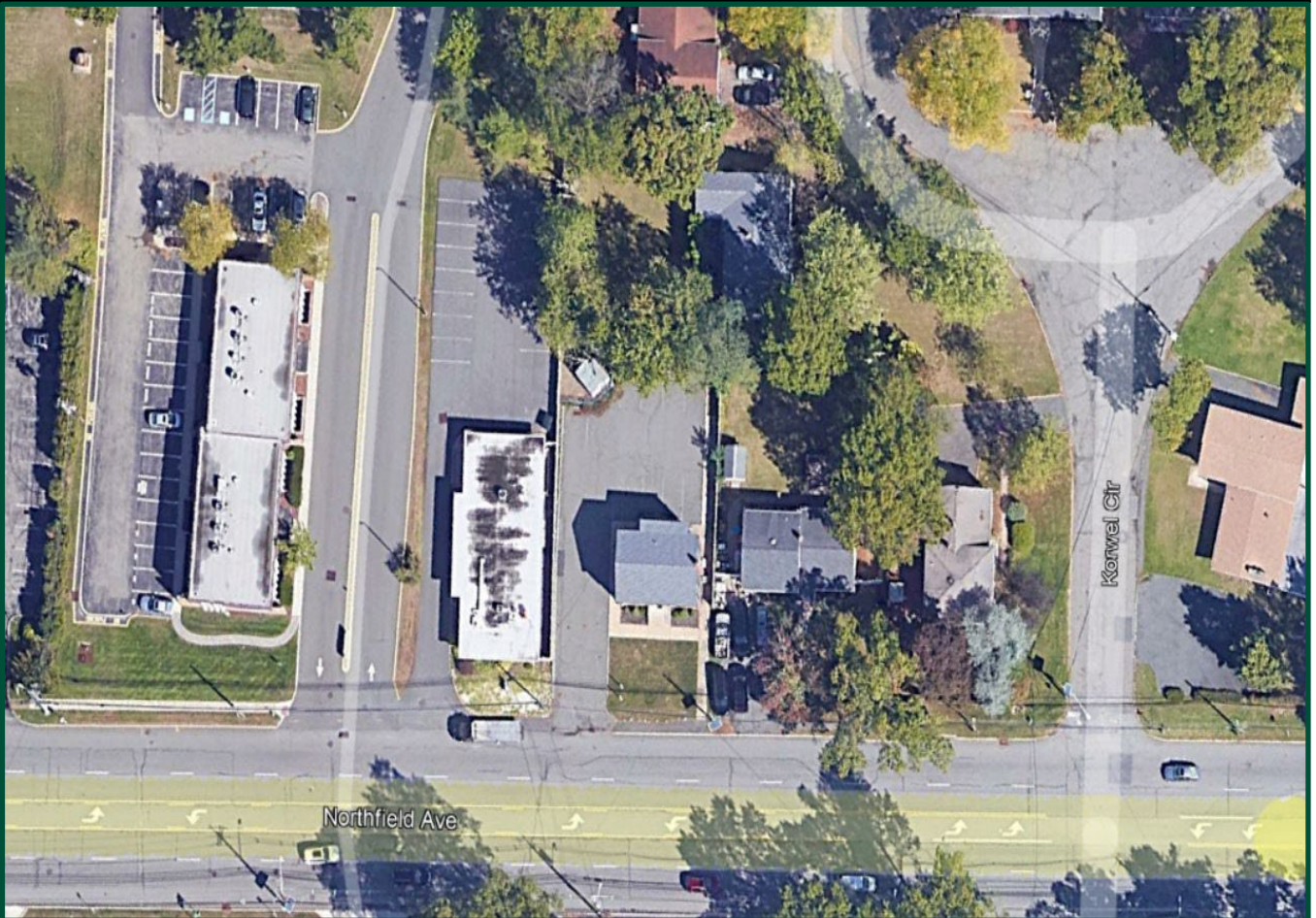


PROPOSAL FOR PROFESSIONAL SERVICES FOR

DECOMMISSION OF KORWEL PUMP STATION FOR NEW GRAVITY SEWER MAIN

WEST ORANGE TOWNSHIP, ESSEX COUNTY, NJ
October 27, 2022



Greenman-Pedersen, Inc.

ENGINEERING | SURVEYING | PLANNING | CONSTRUCTION MANAGEMENT

301 Gibraltar Drive – Suite 2A
Morris Plains, NJ 07950

973-377-8500
www.gpinet.com

GPI

ORIGINAL

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October 27, 2022

Leonard R. Lepore, Municipal Engineer
Director of Public Works
Township of West Orange
25 Lakeside Avenue
West Orange, NJ 07052

RE: Response to Request for Proposals for Professional Services
Decommission of Korwel Pump Station for New Gravity Sewer Main
Tax Block 166, Lots 14, 14.01, 59 and 59.01
Township of West Orange, NJ

Dear Mr. Lepore:

Greenman-Pedersen, Inc. is interested in performing Professional Services for the *Decommission of Korwel Pump Station for New Gravity Sewer Main* project as outlined in your October 12, 2022 Request for Proposals.

Enclosed please find our Proposal to Provide Professional Engineering and Surveying Services for your review, dated October 27, 2022.

We are pleased to have this opportunity to be of continued service to the Township of West Orange and hope you will find our proposal favorable. We would be happy to provide additional information or assistance as your needs dictate. My direct line is (973) 434-8349.

Very truly yours,



Andrew Cangiano, PE, CME
Director of Engineering

AC/rem

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SECTION 1

Scope of Services / Fee Proposal

Greenman-Pedersen, Inc. (GPI) understands that the Township of West Orange requires professional services for the **Decommission of Korwel Pump Station for New Gravity Sewer Main**. Throughout the firm's 56-year history, we have provided professional services to dozens of New Jersey municipalities. We are very experienced in providing professional surveying and engineering services to our municipal clients in a cost-effective and timely manner.

The following is a copy of the Township's Scope of Services with clarifications noted in *blue text*.

1. Land Surveying Services

- A. Boundary and Topographic Survey for Lots 14, 14.01, 59.01 and 59 in Block 166 including utilities for decommissioning pump station and to construct propose gravity sewer main.
- B. Establish horizontal control based on North American Datum 1983 (New Jersey State Plane Coordinate System-NAD 83) and North American Vertical Datum 1988 (NAVD 88).
- C. Coordination and preparation of temporary construction easements as necessary for the propose gravity sewer main.
- D. Legal descriptions for temporary construction easements.
- E. Coordination and prepare of permanent sanitary sewer easements as necessary for the proposed gravity sewer main.
- F. Legal descriptions for permanent easements.
- G. Benchmark(s) (min. of 3) to be set for future use.
- H. Existing conditions/Survey Control plan.
- I. Coordinate utility markouts.

As part of the deliverables, an electronic AutoCAD file of the Boundary and Topographic Survey is to be provided to our Engineering Division.

GPI will provide land surveying services to address Tasks B. through I. listed above. However, GPI will provide Boundary Tie-in services in lieu of the full boundary surveys requested in Task A. Full boundary surveys are not required to prepare the required temporary construction and permanent utility easements and legal descriptions.

GPI will specifically provide the following land surveying services:

Boundary Tie-in Survey

We will prepare a boundary tie in survey of the subject parcels, Block 166 14.01, 59, and 59.01 and a partial boundary tie in survey of the Block 166 Lot 14 totaling approximately 7.0 acres of land, in accordance with N.J.A.C. 13:40-5.1. Corner markers will not be set. Prior to commencing with the survey, we request that you supply or make available, all pertinent information and documentation in your possession relative to the subject parcels. Such information includes, but is not limited to, title reports/searches, area surveys, records, deeds, original tract maps, public records, State, County, or Municipal maps. We also require any information on adjoining properties in the client's possession.

If the information supplied is not sufficient to render an accurate survey, GPI will make all reasonable efforts in accordance with the industry standard of care, to obtain additional required information. If, as a result of these efforts, not enough information is found to prepare a boundary survey, or if a title search is not supplied, or if ambiguous or clouded title areas are found, the client will be notified in writing of the various options for proceeding with the project. These options may consist of additional fees necessary by either GPI, a title search consultant, attorneys, or other expert professionals to further research subject and adjoiner deeds, investigate the chain of title, trace ownership to original cloth, identify easements, or other services pertaining to the specific problem related to your project. Our firm does not provide title search services; therefore, boundary surveying services offered herein will be subject to such facts as a complete title search might disclose.

Existing Conditions Survey

GPI will prepare an existing conditions survey of Block 166 lots 14.01, 59, and 59.01. Utilizing Global Positioning Systems (GPS) survey methods, we will reference field work horizontally to the North American Datum of 1983 (NAD 1983), and vertically to North American Vertical Datum of 1988 (NAVD 1988).

We will obtain horizontal and vertical information on the referenced site, including buildings, walks, driveways, walls, fences, curbs, pavement edges, swales, streams, tree lines, limits of landscaped areas and parking areas, porches, steps, ramps, and visible storm, sanitary and other utility structures including utility poles. Individual, isolated trees will be located. We will obtain horizontal and vertical information, type of structure, type of casting, size and types of pipes entering the structure, and inverts on accessible pipes from aboveground observation of the storm and sanitary sewer system.

Partial Existing Conditions Survey

GPI will prepare a partial existing conditions survey of Block 166 lot 14, the extents being 220 feet from the northerly curb line of Northfield avenue and between the dividing line of Block 166 lots 14 and 14.01 and the easterly building face line of the existing southerly building located on southerly portion of Lot 14. Utilizing Global Positioning Systems (GPS) survey methods, we will reference field work horizontally to the North American Datum of 1983 (NAD 1983), and vertically to North American Vertical Datum of 1988 (NAVD 1988).

We will obtain horizontal and vertical information on the referenced site, including buildings, walks, driveways, walls, fences, curbs, pavement edges, swales, streams, tree lines, limits of landscaped areas and parking areas, porches, steps, ramps, and visible storm, sanitary and other utility structures including utility poles. Individual, isolated trees will be located. We will obtain horizontal and vertical information, type of structure, type of casting, size and types of pipes entering the structure, and inverts on accessible pipes from aboveground observation of the storm and sanitary sewer system.

Easement Description(s) Preparation

For each Lot, we will prepare written metes and bounds legal descriptions for:

- i. A maximum of two (2) Temporary Construction Easement(s)*
- ii. One (1) Permanent Sanitary Easement*

Note: One (1) draft copy of each legal description will be provided to the client for revisions, comments, and/or requests to be added. Any additional requests for revisions will be billed per our enclosed hourly rates.

Elevations on hard surfaces will be shown to the nearest hundredth foot (0.01') and ground elevations will be shown to the nearest tenth foot (0.1'). Contour lines will have a one-foot (1') interval and will comply with National Map Accuracy Standards.

Final mapping will be at a scale of one inch equals twenty feet (1" = 20') or other appropriate scale. Survey drawings will be supplied as paper hard copies as well as being available in Adobe ".pdf" and AutoCAD® Civil3D® 2022 ".dwg" format along with the boundary tie-in information.

We will rely on Township Engineering/DPW to request utility mark-out through "New Jersey One Call" at least (3) days prior to scheduled survey crew field work. Private utility locating services are excluded from this proposal. Should additional mark-out services be required beyond the areas marked out by "New Jersey One Call" a proposal addendum will be provided for these services.

2. **Civil Engineering Services**

- A. Design for decommissioning the existing pump house/station and replace with 8-inch diameter sanitary trunk sewer.
- B. Prepare Treatment Works Application (TWA) application for permit to construct and operate the proposed sewer main and the decommissioning of the pump station is to be included under that permit.
- C. Design and prepare contract drawings for decommissioning the pump station and construction of new sanitary sewer main.
- D. Prepare an application for the Hudson-Essex-Passaic Soil Conservation District (HEPSCD) since the project will result in a land disturbance of more than 5,000 square feet.
- E. Coordination with property owner at Lot 14 for tying existing pressure line to propose gravity sewer main.
- F. Plan Set to include but not limited to Cover Sheet, Existing Conditions/Survey Control Plan, Demolition Plan, Construction Plan, Grading and Utility Plan, Profiles, Soil Erosion and Sediment Control Plan and Details, and Construction Details.
- G. Include four (4) meetings with the Township Officials for Kickoff, Coordination with other parties involved as necessary, Preliminary Design, and Final Design.
- H. Bid Package that includes bid set of plans and construction specifications in accordance with public bidding laws.
- I. Bidding documents (plans and specifications) are to be part of the deliverables to the Township via AutoCAD, hard copy and PDF files.

GPI will provide the aforementioned engineering services with the following clarifications, assumptions and exclusions:

- *Pump station building will be demolished, the wetwell will be filled with suitable material, and the surface of Lot 59.01 will be restored with topsoil and seed.*
- *We assume the existing gravity sewer lines are in satisfactory condition and do not need to be upgraded or replaced.*
- *In support of the TWA, Engineer's report, and application, we will conduct a tributary sewer area analysis for existing pump station flows based on the NJDEP projected flow criteria.*
- *We will prepare a TWA Statement of Consent and provide to the Township Engineer for appropriate Township and sewer plant endorsements and resolutions.*
- *We assume the existing 8" downstream receiving sewer line has sufficient capacity to accept flows from the new gravity connection. Tributary sewer area analysis and capacity analysis of downstream receiving pipe network is excluded from this proposal.*
- *Existing force main will be capped and abandoned in place.*
- *Permit application fees are to be paid by the Township.*

3. **Construction Administration Services**

Provide separate lump sum cost for construction administration services based on full-time inspection.

The time required to perform the inspections is a function of the Contractor's schedule and time spent on diligently completing the project. We typically have limited control over the progress of work. Our fee is based on the following project assumptions:

- *Inspections will be full time based on an (8) hour day and assume no overtime will be required.*
- *Contract Time of Completion will be set at no more than 60 Days.*
- *For the 60 Day contract duration we assume no more than 6 weeks (240 hours) of inspection services. Should additional inspection services be required, they will be billed at our hourly rates in accordance the attached rate schedule.*
- *The proposal includes 24 hours of construction administration by a GPI project manager for overall coordination and administration during the construction phase to respond to RFI's, review contractor payment requests and project closeout.*

GPI Contract Drawings and Specifications include a contractor Bid Item for Construction Layout by a NJ Licensed Professional Land Surveyor as part of the overall construction contract. Accordingly, GPI has excluded Construction Layout services from this proposal.

4. **Deliverables**

The cost of services includes professional engineering and land surveying services for the complete scope of the work noted above, including labor and materials for providing deliverables such as:

- Maps;
- Easements;
- AutoCAD format file; and
- A complete design and bid package including cost estimates, plans, specifications and bid documents (twenty copies) for bidding purposes including detour plans. All plan specifications and bid documents will be in conformance with the latest New Jersey Department of Transportation specifications.

GPI will provide the survey maps, easements and legal descriptions as indicated above in the land surveying scope of work. All files requested by the Township will be provided in AutoCAD file format. Twenty (20) complete bid packages will be delivered to the Township as indicated in the RFP.

5. **Proposal Fees**

Our fee for the services outlined above are as follows:

Item No.	Description			LUMP SUM FEE
Task 1	Land Surveying Services			\$13,500.00
Task 2	Civil Engineering Services			\$21,800.00
			TOTAL:	\$35,300.00

Item No.	Description			LUMP SUM FEE
Task 3	Construction Administration Services			\$28,080.00

HOURLY BILLING RATES

As submitted in our Qualification package to the Township of West Orange on December 21, 2021, following are our municipal billing rates:

PROFESSIONAL ENGINEER	\$	165.00
SENIOR PROJECT MANAGER, ENGINEERING	\$	150.00
SENIOR PROJECT MANAGER, LANDSCAPE ARCHITECTURE	\$	145.00
SENIOR DESIGNER	\$	120.00
DESIGNER	\$	95.00
INSPECTOR	\$	95.00
ENGINEERING TECHNICIAN	\$	85.00
PROFESSIONAL LAND SURVEYOR	\$	160.00
SENIOR PROJECT MANAGER, SURVEYING	\$	145.00
PROJECT SURVEYOR	\$	120.00
SURVEYING TECHNICIAN	\$	80.00
PARTY CHIEF	\$	95.00
INSTRUMENT PERSON	\$	80.00
TECHNICAL TYPIST	\$	60.00

SECTION 2

Personnel Assignments

For this project, GPI will perform the work in its entirety. No sub-consultants will be needed. All work will be done entirely within GPI's Engineering Department. The following individuals are proposed to be assigned to this project:

Andrew Cangiano, PE, CME, Director of Engineering

Frederick J. Henkel Jr. PLS, Survey Project Manager

Steven Mizerek, PE, Principal Engineer

Noah Monetti, PE, Project Engineer

SECTION 3

Project Schedule

GPI understands the Township's goal to conduct the scope of services by Winter 2023. GPI will conduct the surveying, site investigations and engineering design by Winter 2023. However, NJDEP TWA permit process has a 90 day review period after submission of the permit level design plans, specifications, engineering reports and Statements of Consent. Upon permit issuance GPI will prepare final plans and bid documents for submission to the Township.

We anticipate work will proceed within two (2) weeks after the award of contract.

We have assumed a November 15 2022 contract award, and have prepared the following Project Schedule.

November 15, 2022 (Assumed Contract Award)		Project Schedule												
		November 2022	December 2022	January 2023	February 2023	March 2023	April 2023	May 2023	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023
1	Initiate Project and Kick Off													
2	Boundrary Tie-in surveys and Existing Condition Surveys													
3	Engineering Design													
4	TWA Application, Eng Report & Statement of Consent Endorsements													
5	TWA submission &(90 Day) Review Period													
6	Final Plans Spec, Estimate & Bid Documents													
7	Deliverables													
8														

SECTION 4

Sample Insurance Certificate



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/28/2021

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 PG Genatt Group LLC 3333 NEW HYDE PARK RD SUITE 409 NEW HYDE PARK NY 11042		CONTACT NAME: Jeff Kozarsky PHONE (A/C, No, Ext): 516-869-8788 FAX (A/C, No): 516-470-0338 E-MAIL: jkozarsky@genattgrp.com ADDRESS:															
INSURED Greenman Pedersen, Inc. (Morris Plains) 301 Gibraltar Drive, Suite 2A Morris Plains NJ 07950		INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Starr Indemnity & Liability Company</td> <td>38318</td> </tr> <tr> <td>INSURER B: XL Specialty Insurance Company</td> <td>37885</td> </tr> <tr> <td>INSURER C: Westchester Surplus Line Insurance Company</td> <td>10172</td> </tr> <tr> <td>INSURER D: Berkley Insurance Company</td> <td>32603</td> </tr> <tr> <td>INSURER E: Everest National Insurance Company</td> <td>10120</td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER	NAIC #	INSURER A: Starr Indemnity & Liability Company	38318	INSURER B: XL Specialty Insurance Company	37885	INSURER C: Westchester Surplus Line Insurance Company	10172	INSURER D: Berkley Insurance Company	32603	INSURER E: Everest National Insurance Company	10120	INSURER F:	
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INSURER E: Everest National Insurance Company	10120																
INSURER F:																	

COVERAGES		CERTIFICATE NUMBER: 111294590		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 ☒ PROJECT ☒ LOC ☐ OTHER:			1000025533211	12/31/2021	12/31/2022	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 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			1000198539211	12/31/2021	12/31/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE ☒ DED ☒ RETENTION \$ 10,000			G71780296003 XCSEX01512-211	12/31/2021 12/31/2021	12/31/2022 12/31/2022	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
A	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/A	1000002543 1000002541	12/31/2021 12/31/2021	12/31/2022 12/31/2022	☒ 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
B	Property Professional Liability			UM00082200MA21A AEC-905031302	12/31/2021 12/31/2021	12/31/2022 12/31/2023	Valuable Papers \$250,000 Each Claim \$1,000,000 Aggregate \$3,000,000

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

CERTIFICATE HOLDER SAMPLE FOR INFORMATIONAL PURPOSES ONLY	CANCELLATION 30 day notice applies 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
---	--

ACORD 25 (2016/03)

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JOHN H. ALLGAIR, PE, PP, LS (1983-2001)
DAVID J. SAMUEL, PE, PP, CME
JOHN J. STEFANI, PE, LS, PP, CME
JAY B. CORNELL, PE, PP, CME
MICHAEL J. McCLELLAND, PE, PP, CME
GREGORY R. VALES, PE, PP, CME

TIM W. GILLEN, PE, PP, CME (1991-2019)
BRUCE M. KOCH, PE, PP, CME
LOUIS J. PLOSKONKA, PE, CME
TREVOR J. TAYLOR, PE, PP, CME
BEHRAM TURAN, PE, LSRP
LAURA J. NEUMANN, PE, PP
DOUGLAS ROHMEYER, PE, CFM, CME
ROBERT J. RUSSO, PE, PP, CME
JOHN J. HESS, PE, PP, CME

October 27, 2022

Via Electronic (LLepore@westorange.org) & 1st Class Mail

Department of Public Works
25 Lakeside Avenue
West Orange, NJ 07052

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

**Re: *Proposal for Professional Engineering Services
Decommission of Korwel Pump Station for New Gravity Sewer Main
Township of West Orange, Essex County, New Jersey
Proposal No. 2022-267***

Dear Mr. Lepore:

We are pleased to submit our proposal for professional land surveying and engineering services for the Decommission of Korwel Pump Station for New Gravity Sewer Main. It is our understating that the Township is seeking to demolish the existing pump station and construct a new gravity sewer main from the pump station location to a new manhole in within the right of way of Northfield Avenue. The project will also include providing new laterals for the connection of lots 14, 14.01 and 59 to the new sanitary sewer main. Lastly, temporary and permanent easements will be required from lot 14.01 for the construction of the gravity main.

Based on our review of the RFP provided to our office, the improvements will include the following improvements:

1. **Land Surveying Services** - the work in this task will include the following:
 - A. Boundary and Topographic Survey for lots 14 (portion of), 14.01, 59.01 and 59 in Block 166 including utilities for decommissioning the pump station and to construct the proposed gravity sewer main;
 - B. Establish horizontal control based on North American Datum 1983 (New Jersey State Plane Coordinate System-NAD 83) and North American Vertical Datum 1988 (NAVD 88);
 - C. Coordination and preparation of temporary construction and/or permanent easements as necessary for the proposed gravity sewer main;
 - D. Preparation of legal descriptions for the temporary construction easements;
 - E. Coordination and preparation of permanent sanitary sewer easements as necessary for the proposed gravity sewer main;



Leonard R. Lepore, Municipal Engineer
Township of West Orange

Re: Proposal for Professional Engineering Services
Decommission of Korwel Pump Station for New Gravity Sewer Main

October 27, 2022
Proposal No. 2022-267
Page 2

- F. Preparation of legal descriptions for permanent easements;
- G. Setting of a minimum of three (3) benchmark(s) for future use;
- H. Preparation of Existing Conditions/Survey Control plan; and,
- I. Coordination of utility markouts.

2. **Civil Engineering Services** - the work in this task will include the following:

- A. Design for decommissioning the existing pump house/station and replace with 8-inch diameter sanitary trunk sewer;
- B. Prepare Treatment Works Application (TWA) application for permit to construct and operate the proposed sewer main and the decommissioning of the pump station;
- C. Design and prepare contract drawings for decommissioning the pump station and construction of the new sanitary sewer main;
- D. Prepare an application for the Hudson-Essex-Passaic Soil Conservation District (HEPSCD) since the project will result in a land disturbance of more than 5,000 square feet;
- E. Coordinate with the property owner at Lot 14 for tying existing pressure line to propose gravity sewer main;
- F. Plan set to include but not limited to Cover Sheet, Existing Conditions/Survey Control Plan, Demolition Plan, Construction Plan, Grading and Utility Plan, Profiles, Soil Erosion and Sediment Control Plan and Details, and Construction Details;
- G. Attend four (4) meetings with the Township Officials for Kickoff, Coordination with other parties involved as necessary, Preliminary Design, and Final Design;
- H. Prepare Bid Package that includes bid set of plans and construction specifications in accordance with public bidding laws;
- I. Bidding documents (plans and specifications) are to be part of the deliverables to the Township via AutoCAD, hard copy and PDF files.



Leonard R. Lepore, Municipal Engineer
Township of West Orange
Re: Proposal for Professional Engineering Services
Decommission of Korwel Pump Station for New Gravity Sewer Main

October 27, 2022
Proposal No. 2022-267
Page 3

Summary of Fee Estimates

1. Land Surveying Services	\$15,000.00
2. Civil Engineering Services	\$22,500.00
Total Lump Sum Fee.....	\$37,500.00

Construction Administration Services (Separate Fee)

The following services will be provided under this phase:

- A. Contract preparation including review of bonds, insurance certificates and project manning reports;
- B. Attend preconstruction meeting;
- C. Provide assistance with interpretation of contract documents;
- D. Review shop drawings for site-related items; and,
- E. Provide construction observation services, prepare contractor punch lists and review and prepare pay estimates.
- F. Perform project close out and final pay estimate/close out change order.

The Lump Sum fee for Construction Administration Services is **\$22,000.00**.

The above fee estimates are based on information provided to us by the Township. Should the scope of the project change requiring additional professional fees, we will detail same in writing and seek authorization prior to proceeding.

Schedule

We anticipate that the project will take approximately three (3) weeks for the survey and base map services and four (4) weeks for the design phase services and preparation of permit applications for a total project schedule of seven (7) weeks.



Leonard R. Lepore, Municipal Engineer
Township of West Orange
Re: Proposal for Professional Engineering Services
Decommission of Korwel Pump Station for New Gravity Sewer Main

October 27, 2022
Proposal No. 2022-267
Page 4

Should you accept our fee estimate, kindly provide a purchase order or professional services Resolution authorizing same. Should you have any questions or wish to discuss the above further, please do not hesitate to contact this office.

Very truly yours,

CME Associates

Trevor J. Taylor, PE, PP, CME, CFM
For the Firm

TT: pv

Cc: Zayibeth Carballo, PE, PLS, PP, CME, CFM, CFS
Tina Benevento
Joe Elifani

October 20, 2022

VIA FedEx

Leonard R. Lepore, P.E.
Municipal Engineer
Director of Public Works
Township of West Orange
25 Lakeside Avenue
West Orange, NJ 07052

Re: Proposal for Professional Engineering and Land Surveying Services for:
Decommission of Korwel Pump Station for New Gravity Sewer Main
West Orange, NJ
Crew Proj. No.: P2672

Dear Mr. Lepore:

In response to your Request for Proposal (RFP) dated October 12, 2022, Crew Engineers, Inc. (Crew) is pleased to present this Proposal to the Township of West Orange for providing Professional Engineering and Land Surveying Services for design and construction-related services for the decommissioning of the Korwel Pump Station and replacement with a gravity sewer main. The following outlines our Project Understanding, Scope of Services, and Engineering Fee and Billing Method.

Project Understanding

The Korwel Pump Station is located on Block 166 Lot 59.01, which is located behind 737 Northfield Avenue. The pump station has block walls and a wood frame roof with asphalt shingles. Power is supplied by overhead wires. Crew was advised that there was never a backup power generator or fuel storage tank on site. Heat is provided by electric unit heaters. There is a water utility connection for cooling the pumps and washdown.

The pump station receives sanitary flows from several houses and commercial properties in the surrounding area. The pump station is in a state of general disrepair and the Township desires to decommission it and construct a new gravity sewer to convey the sanitary flows to an existing sewer on Northfield Avenue. That existing sewer was constructed after the pump station was operational and it extends to the driveway of 737 Northfield Avenue, approximately 190 ft from the pump station. In 2008, the Township determined that, based on invert elevations, this plan was feasible. A new sewer easement will be required for the proposed gravity sewer.

Scope of Services

Crew will perform the following major activities and tasks for the proposed project:

Land Surveying and Civil Engineering Services

- Conduct a property boundary and topographic survey of the Township property with the existing pump station (Block 166 Lot 59.01) and along the proposed pipeline route (Block 166 Lot 14.01, Block 166 Lot 59, and part of Block 166 Lot 14) to obtain the location of existing utilities and physical features, which will be used to develop base mapping for the preparation of Contract Plans. The location of all existing utilities will be based on field markout and/or mapping provided by respective utility companies. Horizontal control will be based on NAD1983 and vertical control will be NAVD88 and three benchmarks will be set for future use.
- Conduct a limited field visit to observe and document the readily identifiable existing conditions that may affect the pump station demolition work to be specified. This includes a limited asbestos survey. This Proposal does not include any asbestos abatement design. Crew will provide a separate proposal in the event that asbestos is found. Crew will rely on available records to determine the wet well dimensions and wall thickness and any other concealed work. Confined space entry is not included in this Proposal.
- Design the sanitary sewer. After the base mapping has been prepared, a preliminary alignment for the sewer will be established. A set of the base map drawings will be marked up to show this alignment and presented to the Township for acceptance. Once the preliminary alignment has been accepted, the design of the sewer will be finalized.
- Design the modifications of the existing collection system to decommission the existing pump station and connect to the collection system in Northfield Avenue. This will include demolition of the pump station and a gravity connection for Block 166 Lot 14 (Crew will coordinate with the property owner). The project will be designed to maintain sewer service throughout the construction period.
- Submit a preliminary opinion of the probable cost to construct the work recommended. This will be furnished prior to proceeding to final design and will be included in the permit applications described below.
- Prepare Contract Plans for the proposed work. We anticipate a total of 9 drawings will be needed to show the extent and character of the work, including a site plan, sewer plans and profiles, demolition plan, miscellaneous details, and soil erosion control plan and details.
- Prepare Contract Specifications. Under this task, Crew will develop New Jersey Department of Transportation supplemental Technical Specifications for the project, prepare the necessary contractors' Bid Proposal Form, and prepare the Special Conditions for the contract to be included with the Township's Front-End Bid Specifications to constitute the Contract Specifications.
- The Contract Plans and Contract Specifications will constitute the Bid Documents for obtaining contractors' bids. Crew will furnish 20 sets of Bid Documents to the Township, along with pdf and AutoCAD copies.
- Submit an updated opinion of the probable cost to construct the work recommended, designed, and specified. This will be furnished in conjunction with finalizing the Bid Documents for construction bids.

- Prepare a New Jersey Department of Environmental Protection (NJDEP) Treatment Works Approval (TWA) for submittal to the Joint Meeting of Essex and Union Counties (JMEUC) and the NJDEP.
- Prepare a Hudson-Essex-Passaic Soil Conservation District (HEPSCD) Soil Erosion and Sediment Control Plan Certification. The Contract Plans will be included in the submission.
- Northfield Avenue is an Essex County Road identified as Route 508. Crew will submit the design drawings to the Essex County Department of Public Works, Engineering Division, for their review and approval. The respective utility contractor will secure the necessary Road Opening Permit from the County prior to construction for the work associated with connecting to the existing terminal manhole in Northfield Avenue. The Bid Documents will note this requirement.
- Prepare easement metes and bounds descriptions and plats for the Township's use in obtaining a sanitary sewer easement for the proposed gravity sewer main outside the rights-of-way or Township-controlled property. This Proposal is based on the anticipated need for a single permanent sanitary sewer easement.
- Attend four meeting with the Township Officials: kickoff, coordination, preliminary design, final design.

Construction-Related Services

- Submit notification to HEPSCD in compliance with Plan Certification.
- Act as the Township's professional representative during construction, provide assistance to the Township relative to construction activities, provide interpretation of construction requirements as may be needed during construction, and assist the Township in resolution of construction issues. This will include assisting the Township in a final walkthrough inspection and developing a punch list.
- Coordinate and attend Preconstruction Meeting and weekly Construction Meetings (2 anticipated). If needed, Crew will host virtual meetings. Issue Notice to Proceed and meeting minutes.
- Review Shop Drawings for construction materials and other submittals, including construction schedules and test results, furnished by the Contractor to determine compliance with Contract requirements.
- Provide full-time construction observation to measure and record material quantities for payment, monitor Contractor's progress, and verify that work is performed in accordance with the Contract requirements.
- Maintain daily construction reports recording Contractor's activities and work performance, including field sketches for installed work. An electronic copy of these reports and sketches will be provided to the Township at the end of the project upon request.

- Review and process Contractor's monthly requests for progress payments and furnish recommendations to the Township. We anticipate two payment requests. Evaluate and issue certificates for substantial and final completion, review and process Contractor's request for final payment, and furnish recommendation to the Township.
- Review and provide recommendations to the Township for any field modifications and issue appropriate Change Orders to Contractor when needed.
- Coordinate and observe field testing of sanitary sewers performed by Contractor.
- Prepare Record Drawings for the constructed improvements based on the daily field sketches prepared by the full-time construction observer and submit in electronic format compatible with AutoCAD.

Project Schedule

As previously noted, a TWA will be required from the NJDEP. Typical NJDEP review time for TWA approval is three to four months. Crew will dedicate sufficient resources to complete the services described herein so that the TWA permit application can be submitted to the NJDEP in early-March (provided the utility markouts are complete and surveying can take place during the winter). Including the review period for the NJDEP, the project should be ready for bidding in the summer of 2023. We anticipate that the Township will award the Contract for Engineering Services in mid-November.

Owner Responsibilities

In conjunction with the performance of the Professional Engineering Services by Crew described in this Proposal, the Township will arrange, provide, or perform the following:

- Provide copies of current Tax Maps in areas where work is proposed.
- Provide any available drawings of the pump station to be used for estimating the wet well volume and thickness of any concrete to be cut below grade.
- Obtain permission from property owners for surveying beyond right-of-way limits.
- Arrange for access to the site and sanitary and drainage infrastructure, including removal of any debris above or inside of structures.
- Provide field markout of existing sanitary sewer infrastructure in the immediate area of the proposed work. Provide any available information on existing sewers, including size and depth in the vicinity of the proposed project.
- Pay fees imposed by reviewing agencies. Crew will notify the Township of the amount of the fees and the Township will provide checks made payable to the reviewing agencies. Crew will submit the checks to the reviewing agencies with the permit application documents prepared by Crew.
- Provide Township's standard administrative "front end" specifications in Microsoft Word format.

Engineering Fee and Billing Method

Based on the foregoing understanding and Scope of Services, Crew has estimated its level of effort, subconsultant fees, and costs to provide the services described in this Proposal, and proposes compensation for Professional Engineering Services as follows:

<i>Task</i>	<i>Fee</i>
<i>Land Surveying and Civil Engineering Services</i>	\$ 38,900 Lump Sum
<i>Construction-Related Services</i>	\$ 19,300 Lump Sum

The engineering fees for the Land Surveying and Civil Engineering Services to be performed for the project, as presented in this Proposal, will be based on a lump-sum price, and will be the total fees for the services described for the work to be performed. Lump-sum price is developed from subconsultant fees and estimates of manhours required for selected personnel to perform the designated services and tasks.

As required by the RFP, the engineering fees for the Construction-Related Services to be performed for the project, as presented in this Proposal, will be based on a lump-sum price, and will be the total fees for the services described for the work to be performed. Lump-sum price is developed from estimates of manhours required for selected personnel to perform the designated services and tasks. The engineering fees for Construction-Related Services are dependent on the activities of the Contractor (who is not yet known), his experience, and progress of work, as well as the conditions encountered during construction. For the purpose of preparing this Proposal, we have estimated that the Contractor will utilize one full-time crew for 2 weeks during a 2-month construction period. We have, therefore, included the services of one full-time Construction Observer for the respective anticipated time period.

Any services provided outside the Scope of Services presented in this Proposal will be performed only after receiving explicit permission from the Township and will be billed on the basis of hourly fee rates plus reimbursable expenses in accordance with the enclosed Billing Rate Schedule.

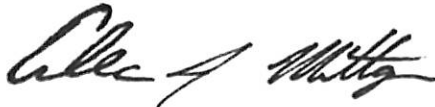
Crew will bill the Township for Professional Engineering Services on a monthly basis. For lump-sum services, billing will be based on the percentage of work completed and a synopsis of the project status will be provided. For services provided on the basis of hourly fee rates plus reimbursable expenses, the billing will reflect the time expended by Crew personnel assigned to the project, subconsultant fees, reimbursable expenses, and a brief description of the services provided. Also enclosed are Crew's State of New Jersey Business Registration Certificate, a sample Certificate of Liability Insurance, and our Standard Terms and Conditions, which, together with the Billing Rate Schedule, are integral parts of this Proposal.

The return of a signed copy of this Proposal will confirm the Township's acceptance of the Proposal and authorization to Crew to proceed with the work.

Crew appreciates the opportunity of presenting this Proposal to the Township, and we look forward to being of service on this project. Please advise us if you need additional information or require clarification of this Proposal.

Very truly yours,

CREW ENGINEERS, INC.



Alec J. Mittiga, P.E.

Enclosure

N:\PROPOSALS\West Orange\IP2672 - Decommission of Korwel PS for New Grav Main\IP2672.docx

The Township of West Orange hereby engages Crew Engineers, Inc. to perform the services described above for the compensation set forth and under Crew Engineers, Inc.'s Standard Terms and Conditions. The Township of West Orange authorizes Crew Engineers, Inc. to commence the services upon receipt of an executed copy of this letter. The Township of West Orange and Crew Engineers, Inc. agree that this letter, together with the listed enclosures, constitutes the entire agreement between the Township of West Orange and Crew Engineers, Inc. relating to the project.

ACCEPTED

Township of West Orange
West Orange, NJ

By: _____
Typed Name and Title

Dated: _____

Signature

**CREW ENGINEERS, INC.
BILLING RATE SCHEDULE**

Crew Engineers, Inc. (Crew) will be compensated for professional services in accordance with the following hourly billing rates:

General Description	Hourly Billing Rates
Principal	\$190
Senior Project Manager	\$175
Project Manager	\$165
Senior Project Engineer	\$150
Project Engineer/Project Scientist	\$140
Chief Surveyor/Chief Project Technician/Senior Designer	\$125
Engineer/Scientist	\$120
Construction Observer/Field Technician	\$85
CADD Operator/Draftsperson/Engineering Technician	\$85
Technical Support/Technical Typist	\$60

The hourly billing rates indicated above are for the calendar year and are subject to revision and adjustments as of January 1 of each calendar year.

- Crew will bill the CLIENT monthly, with net payment due in 45 days. Past due invoices will be subject to a service charge at the rate of 1-1/2 percent per month. The bill shall consist of a summary of direct labor hours by personnel, plus a listing of reimbursable costs incurred. Unless CLIENT provides Crew with a written statement of any objections to the bill within 15 days of receipt, CLIENT shall be deemed to accept the bill as submitted.
- The above rates include **all** employees' wages, payroll burdens, overhead, and profit.
- CLIENT is charged for time actually spent on the project. Timesheets are available for inspection by prior arrangement.
- Non-project stenographic, general clerical and accounting work, general office expense, and general administrative costs are included in overhead. These costs are not billed separately.
- Normal and reasonable time for contract negotiations are also covered in overhead; however, extended contract negotiations or time spent resolving differences in terms and conditions, scopes of work, or change notices will be billed.

In addition to regular hourly billing rates listed above, the CLIENT will also pay for:

- Overtime at straight time rates for exempt employees to the extent an employee works more than 40 hours per week for CLIENT.
- Cost of a record set of reproducible originals or duplicates to be retained by Crew in cases where the CLIENT wants the originals and for the cost of postage and insurance for mailing such originals.
- Cost of any office space and accompanying services used by CLIENT'S representatives.
- All reproductions on behalf of the assignment at our standard rates or billed by outside services.
- All field office expenses.
- Cost for the use of special field equipment, safety equipment, and field sampling equipment or consumables in accordance with billing by outside services, plus 10% handling charges.
- Courier service.
- Travel and subsistence of Crew personnel incurred on behalf of the project. (Current rate for the use of vehicles is in accordance with the present IRS standard mileage rate.)
- Cost plus 15 percent of outside consulting and/or professional services - such as, analytical, drilling, legal, accounting, engineering, and other specialized services. Crew will obtain CLIENT'S approval before authorizing such services.
- Pay for expert witness testimony equal to 1-1/2 times their hourly billing rate.

STANDARD TERMS AND CONDITIONS

1. STANDARD OF CARE. Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the Services are performed. Professional services are not subject to, and Crew can not provide, any warranty or guarantee, express or implied, including warranties or guarantees contained in any uniform commercial code. Any such warranties or guarantees contained in any purchase orders, requisitions or notices to proceed issued by Client are specifically objected to.

2. CHANGE OF SCOPE. The scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by Client. For some projects involving conceptual or process development services, scope may not be fully definable during initial phases. As the Project progresses, facts discovered may indicate that scope must be redefined. Crew will promptly provide Client with an amendment to this Agreement to recognize such change, which shall be deemed approved if not objected to within 15 days of receipt by Client.

3. SAFETY. Crew has established and maintains programs and procedures for the safety of its employees. Unless specifically included as a service to be provided under this Agreement, Crew specifically disclaims any authority or responsibility for general job site safety and safety of persons other than Crew employees.

4. DELAYS. If events beyond the control of Client or Crew, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be amended to the extent necessary to compensate for such delay. In the event such delay exceeds 90 days, Crew shall be entitled to an equitable adjustment in compensation.

In the event Crew is delayed by Client and such delay exceeds 30 days, Crew shall be entitled to an extension of time equal to the delay and an equitable adjustment in compensation.

5. TERMINATION/SUSPENSION. Either party may terminate this Agreement upon 30 days' written notice to the other party. Client shall pay Crew for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination.

In the event either party defaults in its obligations under this Agreement (including Client's obligation to make the payments required hereunder), the non-defaulting party may provide 7 days' written notice stating its intention to suspend performance under the Agreement if cure of such default is not commenced and diligently continued. Failure of the defaulting party to commence cure within such time limit and diligently continue shall be cause to suspend performance under this Agreement.

6. OPINIONS OF CONSTRUCTION COST. Any opinion of construction costs prepared by Crew is supplied for the general guidance of the Client only. Since Crew has no control over competitive bidding or market conditions, Crew cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Client.

7. RELATIONSHIP WITH CONTRACTORS. Crew shall serve as Client's professional representative for the Services, and may make recommendations to Client concerning actions relating to Client's contractors, but Crew specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by Client's contractors.

8. CONSTRUCTION REVIEW. For projects involving construction, Client acknowledges that under generally accepted professional practice, interpretations of construction documents in the field are normally required, and that performance of construction-related services by the design professional for the project permits errors or omissions to be identified and corrected at comparatively low cost. Client agrees to hold Crew harmless from any claims resulting from performance of construction-related services by persons other than Crew.

9. INSURANCE. Crew will maintain insurance coverage for Professional, Comprehensive General, Automobile, Worker's Compensation, and Employer's Liability in amounts in accordance with legal, and Crew's business requirements. Certificates evidencing such coverage will be provided to Client upon request. For projects involving construction, Client agrees to require its construction contractor, if any, to include Crew as an additional insured on its policies relating to the Project. Crew's coverages referenced above shall, in such case, be excess over contractor's primary coverage.

10. INDEMNITIES. To the fullest extent permitted by law, Crew shall indemnify and save harmless Client from and against loss, liability, and damages sustained by Client, its agents, employees, and representatives by reason of injury or death to persons or damage to tangible property to the extent caused directly by the willful misconduct or failure to adhere to the standard of care described in Paragraph 1 above by Crew, its agents or employees.

To the fullest extent permitted by law, Client shall defend, indemnify, and save harmless Crew, its agents, employees, and representatives from and against loss, liability, and damages (including reasonable litigation costs) arising from or relating to



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/22/2021

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 Risk Strategies Company 80 West Century Road, Suite 301 Paramus, NJ 07652	CONTACT NAME: Certificate Department	
	PHONE (A/C, No, Ext): 201-837-1100	
INSURED Crew Engineers, Inc. 1250 Route 23 North Butler NJ 07405	FAX (A/C, No):	
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Travelers Indemnity Company of CT	
	INSURER B : Charter Oak Fire Insurance Company	
	INSURER C : Travelers Property Casualty Co of Amer	
INSURER D : Travelers Indemnity Co of America		
INSURER E : XL Specialty Insurance Company		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 65097632

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 GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:			680-4H600532	11/17/2021	11/17/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 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 ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY			BA-1R779330	11/17/2021	11/17/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ DED ☒ RETENTION \$ 10,000 ☒ OCCUR ☐ CLAIMS-MADE			CUP-7687Y853	11/17/2021	11/17/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
D	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/A	UB-9N61163A	11/17/2021	11/17/2022	☒ 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
E	Professional Liability			DPR9986370	12/4/2021	12/4/2022	Per Claim \$ 2,000,000 Aggregate \$ 2,000,000

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

CERTIFICATE HOLDER

CANCELLATION

Proof 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

RSC Insurance Brokerage

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STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:

CREW ENGINEERS, INC.

TAXPAYER IDENTIFICATION#

223-402-769/000

ADDRESS

**1250 ROUTE 23 N
BUTLER NJ 07405**

EFFECTIVE DATE:

10/10/95

FORM-BRC(08-01)

TRADE NAME:

CONTRACTOR CERTIFICATION#

0098335

ISSUANCE DATE:

09/19/01

Patricia A. Chiacchis

Director, Division of Revenue

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.



October 27, 2022

Via Electronic Mail (llepore@westorange.org) and Regular Mail

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 Land Surveying & Civil Engineering Services
Decommission of Korwel Pump Station for New Gravity Sewer Main
Survey, Engineering, & Construction Administration Services
Our File No.: Proposal SCE-P09989.021

Dear Mr. Lepore:

SUBURBAN CONSULTING ENGINEERS, INC. (SCE) is pleased to provide the following proposal for Professional Land Surveying and Civil Engineering services to the Township of West Orange (Township) for the Decommissioning of the Korwel Pump Station for New Gravity Sewer Main project. SCE has thoroughly reviewed the request for proposal dated October 12, 2022 and the provided information regarding the project.

It is understood the Township is requesting proposals from firms that are capable of conducting and preparing the necessary locations, survey maps, easements, legal descriptions, permitting, and engineering plans for the decommission of Korwel Pump Station. SCE has worked on various pump station decommissioning projects for public Clients including: United States Postal Service Facility Sewer Station Relocation; Woodbine Developmental Center Wastewater Treatment Plant (WWTP) Decommissioning in the County of Cape May; North Jersey Developmental Center WWTP Decommissioning in the County of Passaic; Skyview Pumping Station for the Township of Roxbury; Den Brook Interceptor and Pump Station for the Township of Randolph; and the Voorhis Lane Lift Station for the City of Hackensack.

All plans, specifications, and bid documents will be in conformance with the latest New Jersey Department of Transportation (NJDOT) specifications. All land surveying services will be performed under the direct supervision of a State of New Jersey licensed Professional Land Surveyor (PLS), and all engineering services for this project will be overseen by a State of New Jersey licensed Professional Engineer (PE).

Our scope of services for this project is further outlined below.

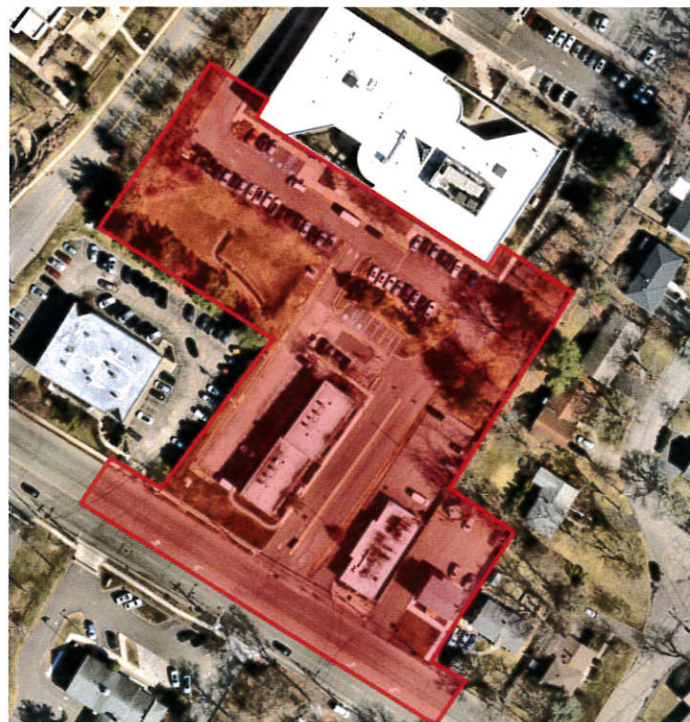
Scope of Services

1. Land Surveying Services

SCE will perform a Boundary & Topographic Survey of Lots 14, 14.01, 59.01, and 59 in the Township, including all utilities for decommissioning the pump station and to construct the proposed gravity sewer main. The following will be included:

- Coordination and preparation of temporary construction easements as necessary for the proposed gravity sewer main.
- Legal descriptions for temporary construction easements.
- Coordination and preparation of permanent sanitary sewer easements as necessary for the proposed gravity sewer main.
- Legal descriptions for permanent easements.
- Benchmark(s) (minimum of three (3)) to be set for future use.
- Existing conditions/Survey Control plan.
- Coordination of utility markouts with the Township.

It is anticipated a full Boundary & Topographic Survey of Lot 14 is necessary and only the affected area in front of the lot identified below will be surveyed as part of this project.



Proposed Survey Limits



Task I: Records Research & Deed Plotting Analysis

It is our understanding that SCE will not be provided with a title report(s) of the lot in question. SCE will gather additional records information such as, but not limited to; record adjoining owner deeds, present owner deed, tax map(s), filed map(s), copy of title search (if Township can provide), previous survey(s), and any other documents to assist in preparation of actual field instrument survey. This information will be analyzed and plotted in AutoCAD for verification of all mathematical courses and any possible gores or overlaps written in record title documents. Any/all record boundary lines and easements will be illustrated on the Survey.

Task II: Field Survey

SCE's in-house survey crew personnel will be mobilized to the site and will utilize state-of-the-art survey equipment including, but not limited to GPS and robotic stations to conduct site survey of the property in question. Field Survey will include the measurement and field locating of all site improvements and any/all existing boundary evidence (iron pins, pipes, monuments, etc.) found on site. SCE will perform all work within New Jersey State Plane Coordinate System (NAD-83(2011) / NAVD-88).

On-site and off-site utilities will be investigated as readily accessible based on the project site conditions. It is the responsibility of the Owner, prior to SCE mobilizing, to ensure all relevant utility structures can be opened and are clear of any debris to obtain necessary measurements within the structures. SCE will make a reasonable attempt to access each structure within the project limits during the field survey, and if any issues are encountered, they will be noted accordingly on the survey.

Task III: Boundary & Topographic Survey Deliverable

SCE will download all collected data and place in AutoCAD for preparation of mapping. The Boundary & Topographic Survey will be prepared and drafted at an appropriate scale showing all collected field data, including any/all improvements within project area, and found boundary evidence shown with its relationship to the actual boundary lines. Topography will be depicted at 1-foot contour intervals with appropriate spot grade elevations. SCE will depict the location of underground utilities within the project area based on existing markout as well as the visible surface structures and review of previously available mapping provided to SCE. All available utility information shall be identified and noted at both surface and subsurface level. SCE will utilize AutoCAD Civil 3D design software to map and model the existing conditions of the site.

The Boundary & Topographic Survey will be prepared in accordance with N.J.A.C. 13:40-5.1 "Land Surveyors; Preparation of Land Surveys". Deliverable for this Boundary & Topographic Survey prepared at an appropriate scale to depict the site improvements.

It should be noted that when Boundary Survey services are provided, the cost of the research and the subsequent field and office tasks assume that the available data is relatively accurate and error free. It is difficult to evaluate the accuracy of the data



until well into the processing and analytical portion of the survey. If substantial errors are discovered at this stage, the Township will be notified, and a course of action will need to be agreed upon prior to finalizing the finished product.

Set Missing Corner Markers (NOT INCLUDED)

When a survey is performed, all boundary or corner markers delineating the property surveyed, found or set, must be described on the plat of survey (N.J.A.C. 13:40-5.1). In accordance with N.J.A.C. 13:40-5.2, the "ultimate user" has the right to waive this service by signing the attached corner marker waiver form. By signing this document, the ultimate user understands that there may possibly be the need of a future survey as a result of physical improvements to the property and/or the potential inability of the ultimate user to identify the boundary of the property.

It is anticipated the Township will execute a Corner Marker Waiver, and the setting of missing corner markers is specifically excluded from the scope herein.

2. Civil Engineering Services

SCE will perform and provide the following services as part of this phase:

- Design for decommissioning the existing pump house/station and replace with 8-inch diameter sanitary trunk sewer.
- Prepare Treatment Works Application (TWA) application for permit to construct and operate the proposed sewer main. The decommissioning of the pump station will be included under this permit.
- Design and prepare contract drawings for decommissioning the pump station and construction of new sanitary sewer main.
- Prepare an application for the Hudson-Essex-Passaic Soil Conservation District (HEPSCD), as the project will result in a land disturbance of more than 5,000 square feet.
- Coordinate with property Owner at Lot 14 for tying existing pressure line to propose gravity sewer main.
- Plan Set to include but not limited to Cover Sheet, Existing Conditions/Survey Control Plan, Demolition Plan, Construction Plan, Grading and Utility Plan, Profiles, Soil Erosion and Sediment Control Plan and Details, and Construction Details.
- Hold four (4) meetings with the Township Officials for Kickoff, Coordination with other parties involved as necessary, Preliminary Design, and Final Design.
- Furnish Bid Package that includes bid set of plans and construction specifications in accordance with public bidding laws.
- Bidding documents (plans and specifications) will be part of the deliverables to the Township via AutoCAD, hard copy, and PDF files.
- SCE is prepared to advance two (2) soil borings to a depth of approximately 25-feet below grade to obtain the necessary sub-surface soil conditions.



3. Construction Administration Services

SCE is prepared to provide the following construction administration services for this project, if authorized by the Township:

- Pre-construction kickoff meeting coordination.
- Prepare pre-construction meeting agenda and chair meeting. Minutes will be prepared.
- Review shop drawings.
- Address request for information (RFI's).
- Construction Stakeout.
- Provide on-site construction observation during all critical phases of the work.
- Advise Township on project progress.
- Review all Contractor payment requests and make recommendations to Township for payment.
- Provide for punch-list inspection of the work.
- Final closeout of project.
- Make recommendations to Township for acceptance of the work and certification of completion.

- Full-Time Construction Observation - 400 Hours
A full-time Senior Resident Observer will be onsite daily to assure Contractor compliance and quality assurance, such as the use of specified materials and their proper application, and make all appropriate observations and prepare documentation with respect to contract compliance. The observations made by the Senior Resident Observer, in addition to those made by the Project Engineer during his periodic inspections, will also be utilized during review of Contractor invoices.

- Daily Inspection Reports
SCE Senior Resident Observer will prepare and maintain daily inspection reports detailing the work and pay items performed.

- Prepare Closeout Punchlist
At the end of construction activities, SCE will prepare a punchlist of any remaining items to be constructed or restored. The punchlist will be maintained until the entire scope of the project and restoration has been completed to the satisfaction of the Owner and any authorities having jurisdiction.

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 Phase Level fee limits indicated below.

1. Land Surveying Services	Lump Sum Fee	\$ 34,000
2. <u>Civil Engineering Services</u>	Lump Sum Fee	\$ 55,600 *
	SUB-TOTAL FEE	\$ 89,600
3. Construction Administration Services	Lump Sum Fee	\$ 72,700

**Includes twenty (20) Sets of Plans & Specifications including bid documents and contract agreements (\$75 per set).*

Project Schedule

We are prepared to commence services within two (2) weeks of authorization to proceed and receipt of signed proposal or purchase order. Below is the anticipated schedule:

Land Surveying: Survey work completed seven (7) Weeks from Authorization to Proceed (ATP).

Civil Engineering: Approved Permits anticipated twenty (20) weeks from ATP.

Construction Administration: Construction completion fifty-two (52) weeks from ATP*.

**This schedule does not anticipate extensive easement negotiations.*

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:

- Permit Application fees.
- Additional Surveying Services other than specified.
- Owner initiated changes.
- Excavation and boring equipment services and restoration.
- Soil testing and analysis.
- Traffic studies.
- Review agency required revisions.



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.

Bid Phase Services

If this Agreement provides for any bid phase services by SCE, it is understood that any bid phase services described herein are associated with one (1) contract and one (1) bid period. Should the Client direct the project to be bid and constructed under multiple contracts, or should the bid process fail to result in a successful contract award requiring the need to rebid the project, SCE's services associated with multiple contracts or re-bidding any contract (original or revised) will be offered under a contract amendment to SCE's scope of services.

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. 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.

For approved Estimated Fees, time spent will be invoiced on an hourly basis up to the contract amount and will reflect employee time charges including comments for services



performed. In the event we anticipate exceeding the approved fees, we will contact the Client for authorization to proceed. If the Client elects not to proceed, we will invoice for services completed to date.

For approved Lump Sum Fees, invoices will reflect a percent complete and will not include employee time or expense details. Each invoice will be prepared to reflect work completed to date on the project.

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-P09989.021) 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: 
Andrew S. Holt, PE, PP, CME, Executive Vice President

Accepted this _____ Day of _____ 20____

By: _____

_____ (Printed Name & Title)

Enclosures

**Corner Marker Waiver
Proof of Insurance**



CORNER MARKER WAIVER

TO: Joseph D. Phil, PLS, PP
SUBURBAN CONSULTING ENGINEERS, INC.
96 U.S. Highway 206, Suite 101
Flanders, New Jersey 07836
(973) 398-1776

FROM: _____
Name, address and telephone number of ultimate user

RE: **Korwel Pump Station, West Orange** _____
Property (Lot and block number, municipality or other identifier)

This is to advise that I have been made aware of my right to have corner markers set as part of a survey to be performed on the aforementioned property. In addition, I have been made aware of the potential impact of signing the waiver including: (1) the possible need for a future survey as a result of physical improvements to the property, such as a fence, addition, deck, pool or shed, and (2) the potential inability of the ultimate user to identify the actual boundary of the property which could result in a boundary dispute with an adjoining property owner and/or property improvements not accurately situated on my property.

The right to have corner markers set is hereby waived, and you are directed to perform the land survey without the setting of corner markers as provided by the regulation (N.J.A.C. 13:40-5.2) of the State Board of Professional Engineers and Land Surveyors.

Ultimate User's Signature

Name of User (Typed or Printed)

Date: _____

Address of Witness:

Witness' Signature

Name of Witness (Typed or Printed)

Date: _____



I hereby Certify that I have:

1. Advised the ultimate user of the impact of signing the corner marker waiver, which shall include, but not be limited to, the possible need for a future survey as a result of physical improvements to the property and the potential inability of the ultimate user to identify the actual boundary of the property;
2. Reviewed the waiver to ensure it was properly signed by the ultimate user and witnessed by a person other than a land surveyor; and
3. Performed a physical measurement of the property.

Joseph D. Phil, PLS, PP
24GS04336300

Date: _____



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	FAX (A/C, No): 973-377-4614	
	PHONE (A/C, No, Ext): 973-377-7000	E-MAIL ADDRESS: tinat@dalegroup.com	
INSURED Suburban Consulting Eng. Inc. 96 Hwy RT 206 Suite 101 Flanders NJ 07836	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 ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ 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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