



TOWNSHIP OF WEST ORANGE

25 Lakeside Avenue, West Orange, New Jersey 07052

DEPARTMENT OF PUBLIC WORKS

Engineering Division

ROBERT PARISI
MAYOR

LEONARD R. LEPORE
Municipal Engineer
Director of Public Works

Tel: (973) 325-4160
Fax: (973) 669-9588

Email: Engineering@westorange.org

November 10, 2022

Reyna Burger
Suburban Consulting Engineers, Inc.
96 US Highway 206, Suite 101
Flanders, NJ, 07836

RE: **REQUEST FOR PROPOSALS**
2022 COMMUNITY DEVELOPMENT BLOCK GRANTS
ROAD REHABILITATION OF VALLEY RD — FROM FREEMAN ST. TO
KINGSLEY ST.
ROAD REHABILITATION OF ASHWOOD TERRACE AND WILLIAM ST.
FROM FRANKLIN AVENUE TO MAIN STREET

Dear Mrs. Burger,

The Engineering Division of the Department of Public Works for the Township of West Orange requests proposals from firms providing both Civil and Engineering and Land Surveying Services, which are capable of preparing the necessary improvement plans, specifications and bid documents for the following Community Development Block Grant (CDBG) project for 2022:

1. Valley Road, From Freeman St. to Kingsley St.
 - A. Curb and sidewalk repairs;
 - B. From Central Avenue to Kingsley Street Decorative Street lighting through Public Service Enterprise Group (PSE&G) for which Consultant will be responsible for coordinating with PSE&G and incorporating red line diagram in the design for Contractor's responsibility to install footing, conduit, junction boxes and supplying all else in conjunction as necessary for PSE&G to install poles and the primary electric service as necessary;
 - C. Pavement milling and pavement resurfacing

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- D. Pavement striping
 - E. New traffic signs as necessary
 - F. Shade trees as necessary
 - G. Drainage structures repairs with new frames, grates, curb pieces as necessary. Repair existing drainage structures as necessary
 - H. New manhole castings, frames and covers as necessary. Repair existing manholes as necessary
 - I. Curb ramps as necessary
2. Ashwood Terrace (entire length) and William Street from Franklin Ave. to Main St.
- A. Curb and sidewalk repairs;
 - B. Pavement milling and pavement resurfacing
 - C. Pavement striping
 - D. New traffic signs as necessary
 - E. Shade trees as necessary
 - G. Drainage structures repairs with new frames, grates, curb pieces as necessary. Repair existing drainage structures as necessary
 - G. New manhole castings, frames and covers as necessary. Repair existing manholes as necessary
 - H. Curb ramps as necessary

Tax Maps of the streets and project are enclosed.

The cost of services shall be for a complete design and two (2) separate bid packages including cost estimates, plans, specifications and bid documents (twenty copies for each) for bidding purposes including detour plans. All plan specifications and bid documents shall be in conformance with the latest New Jersey Department of Transportation specifications. Proposals shall be on a lump sum basis. Hourly rates shall be submitted with all proposals for any additional work.

It is the intent of this office to advertise for bids by Spring 2023 with construction in Summer and Fall 2023. Proposals shall be submitted in writing on or before 10:00 A.M. Monday, November 28, 2022 to the Department of Public Works, 25 Lakeside Avenue, West Orange, NJ 07052 and shall include a specified completion date or number of days required for completion of the work after approval is granted to proceed. Also, evidence of proper insurance shall be submitted for approval by the Township Attorney.

Since funding is provided by the Community Development Block program of the US Department of Housing and Urban Development and administered by the Essex County Division of Housing and Community Development, the bid documents must be approved by the County and comply and include the latest Meeting Federal Labor Standards for CDBG Funded Projects, a copy of the contract or contracts between the County and Township and Federal and State Wage Rates.

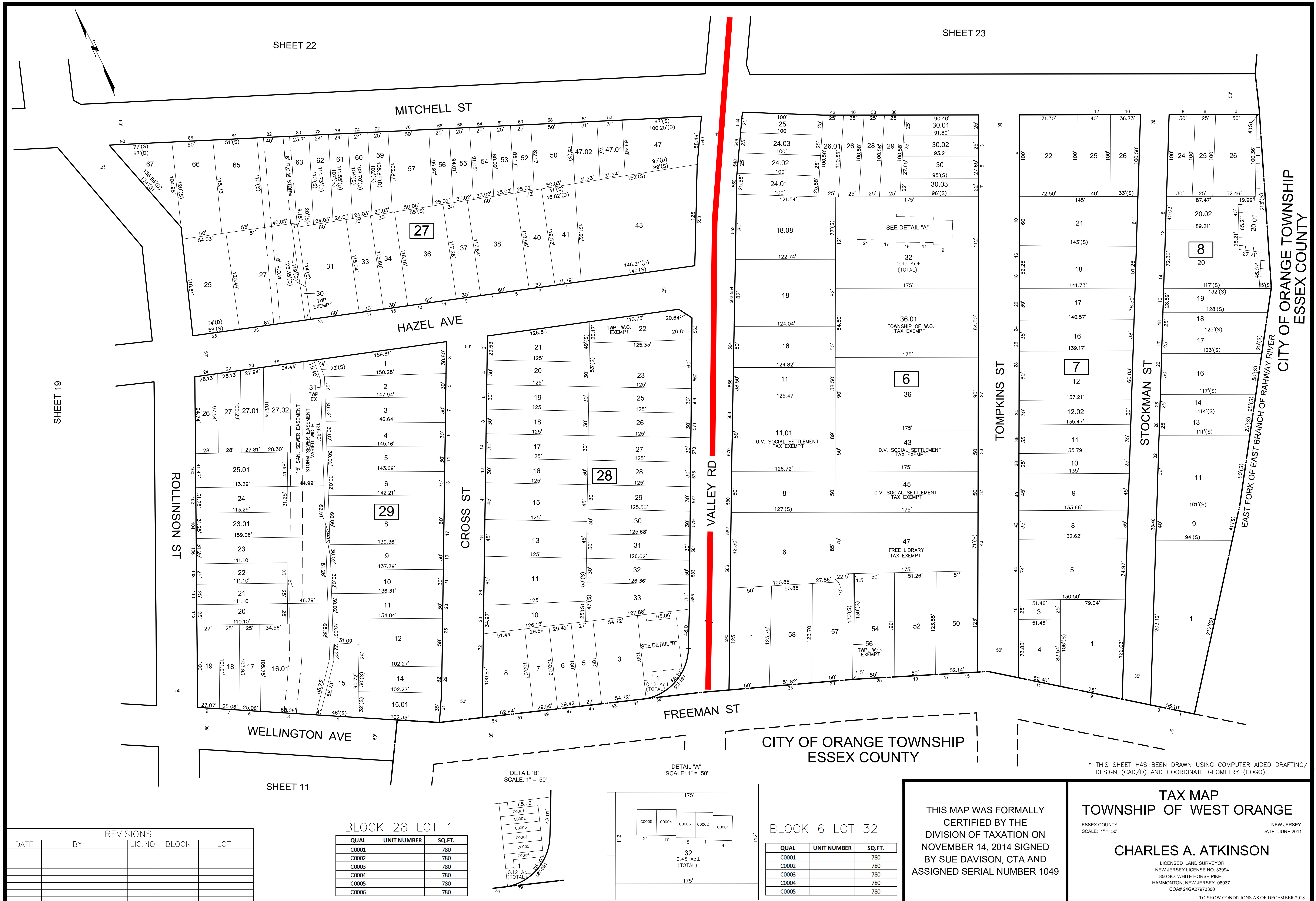
A separate proposal for construction inspection and certificates of completion should also be included if available from your firm.

Very Truly yours,

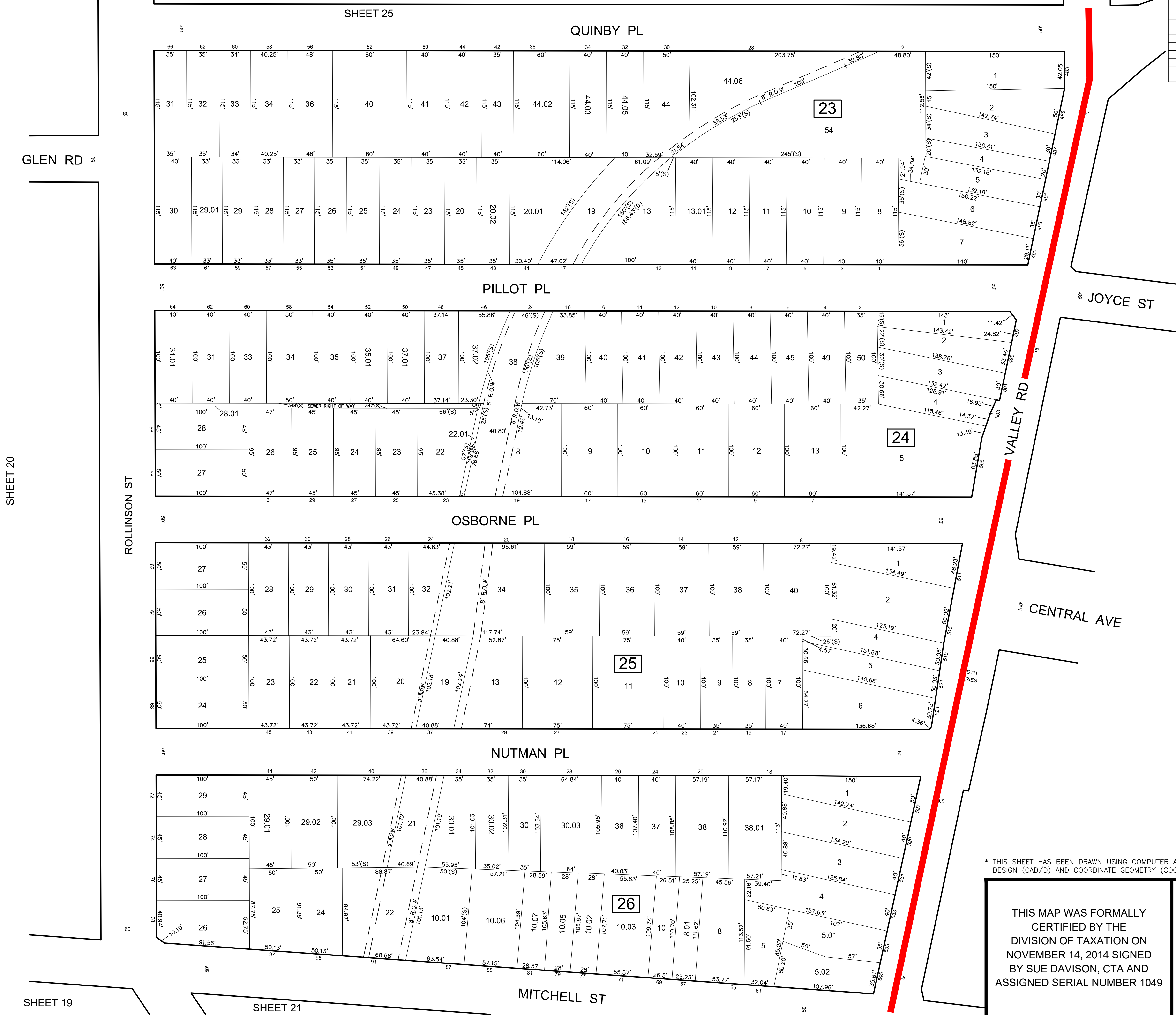
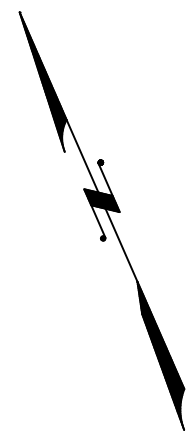
Leonard R. Lepore

Leonard R. Lepore, Municipal Engineer
Director of Public Works

LRL/zyc



REVISIONS				
DATE	BY	LIC.NO	BLOCK	LOT



* THIS SHEET HAS BEEN DRAWN USING COMPUTER AIDED DRAFTING/ DESIGN (CAD/D) AND COORDINATE GEOMETRY (COGO).

THIS MAP WAS FORMALLY
CERTIFIED BY THE
DIVISION OF TAXATION ON
NOVEMBER 14, 2014 SIGNED
BY SUE DAVISON, CTA AND
ASSIGNED SERIAL NUMBER 1049

TAX MAP

TOWNSHIP OF WEST ORANGE

ESSEX COUNTY
SCALE: 1" = 50'

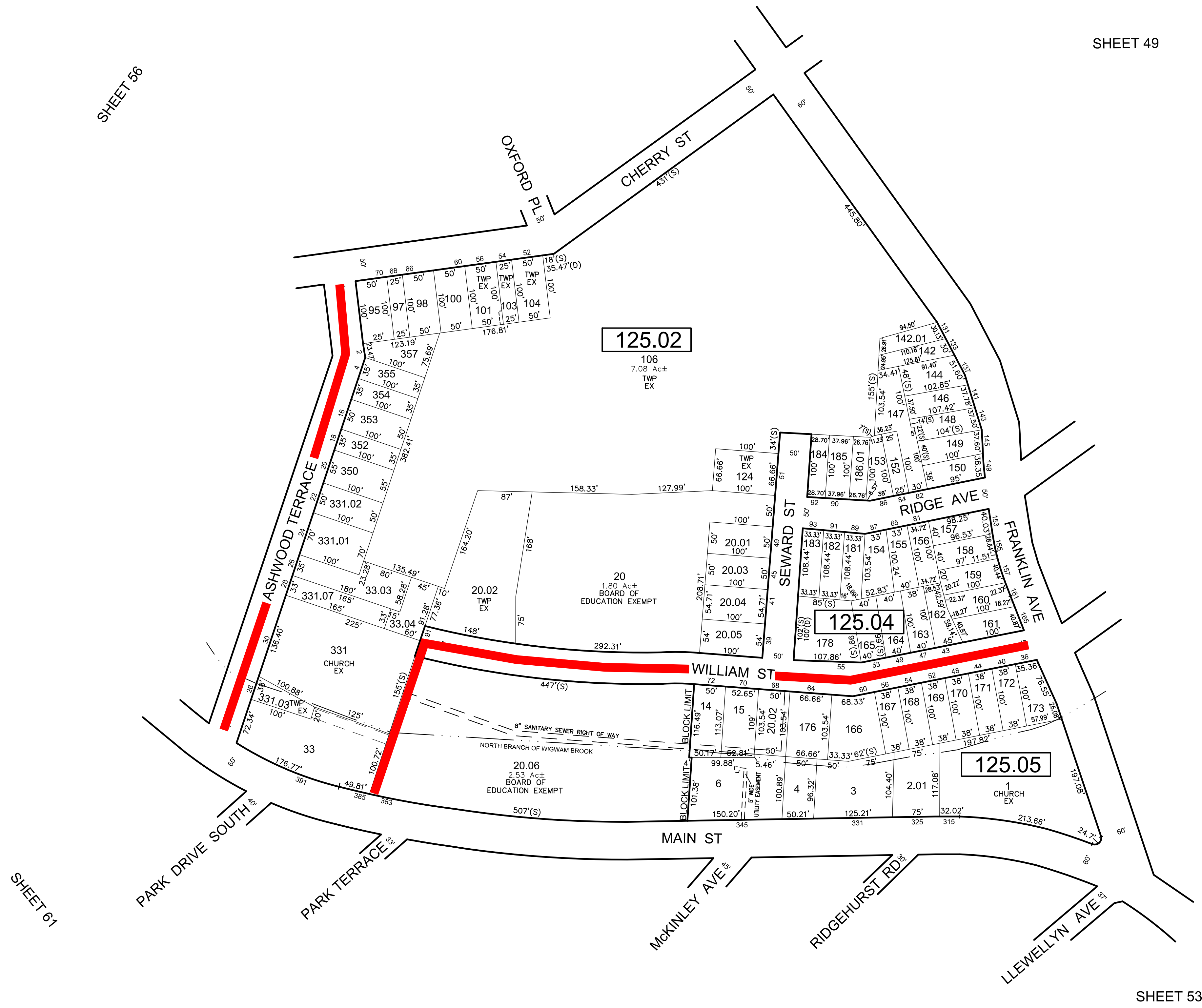
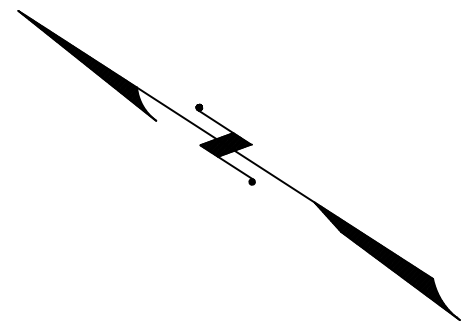
NEW JERSEY
DATE: JUNE 2011

CHARLES A. ATKINSON

LICENSED LAND SURVEYOR
NEW JERSEY LICENSE NO. 33994
850 SO. WHITE HORSE PIKE
HAMMONTON, NEW JERSEY 08037
COA# 24GA27973300

TO SHOW CONDITIONS AS OF DECEMBER 2018

REVISIONS				
DATE	BY	LIC. NO	BLOCK	LOT



* THIS SHEET HAS BEEN DRAWN USING COMPUTER AIDED DRAFTING/
DESIGN (CAD/D) AND COORDINATE GEOMETRY (COCO).

THIS MAP WAS FORMALLY
CERTIFIED BY THE
DIVISION OF TAXATION ON
NOVEMBER 14, 2014 SIGNED
BY SUE DAVISON, CTA AND
ASSIGNED SERIAL NUMBER 1049

TAX MAP
TOWNSHIP OF WEST ORANGE

ESSEX COUNTY
SCALE: 1" = 100'

NEW JERSEY
DATE: JUNE 2011

CHARLES A. ATKINSON
LICENSED LAND SURVEYOR
NEW JERSEY LICENSE NO. 33994
850 SO. WHITE HORSE PIKE
HAMMONTON, NEW JERSEY 08037
COA# 24GA27973300

TO SHOW CONDITIONS AS OF DECEMBER 2018



November 28, 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 Civil Engineering Services
2022 Community Development Block Grants
Road Rehabilitation of Valley Road – From Freeman Street to Kingsley Street
Road Rehabilitation of Ashwood Terrace and William Street from Franklin Avenue
to Main Street
Engineering Design and Bid Phase Services
Our File No.: Proposal SCE-P13368.011

Dear Mr. Lepore:

SUBURBAN CONSULTING ENGINEERS, INC. (SCE) is pleased to provide the following proposal for Civil Engineering to the Township of West Orange (Township) for 2022 Community Development Block Grants - Road Rehabilitation of Valley Road – From Freeman Street to Kingsley Street; Road Rehabilitation of Ashwood Terrace and William Street from Franklin Avenue to Main Street. SCE has thoroughly reviewed the Request for Proposal dated November 10, 2022, and the provided information regarding the project.

It is understood the total length of 2022 Street Improvements is 3,920 Linear Feet (LF) within various rights-of-way. Our proposal includes all work required to provide a complete design and bid package including cost estimates, plans, and specifications (twenty (20) copies each) for bidding purposes, and detour plans.

SCE understands this project will be funded through a Community Development Block Grant. All plans, specifications, and bid documents will be in conformance with the latest New Jersey Department of Transportation (NJDOT) specifications. All 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. Valley Road from Freeman Street to Kingsley Street

▪ Design

SCE will provide the Township with the necessary plans and specifications for the Improvements and Resurfacing of Valley Road. The complete design will provide for curb and sidewalk repairs (where necessary), driveway and walkway adjustments (where necessary), catch basin and manhole rebuilding with new castings, pavement millings, full depth asphalt pavement repair (where necessary), and pavement resurfacing as listed above. It is our understanding that where a concrete base is present and identified to SCE, milling, leveling, and pavement fabric is required. All plans and specifications will be in conformance with the latest NJDOT specifications.

SCE also understands that from Central Avenue to Kingsley Street, decorative street lighting through Public Service Enterprise Group (PSE&G) is being proposed. SCE will be responsible for coordinating with PSE&G and incorporating red line diagram in the design.

It is understood that for this project, the Township requires a minimal plan for each street using Tax Maps or planimetric and topographic maps (to be provided by the Townships Engineer). ***As aeriels will be utilized for base mapping, surveying services have been excluded from this proposal.***

Upon award of a Professional Services Contract, SCE will walk each street with the Township Engineer to discuss the specific improvements needed on that street and how certain conditions will be treated.

▪ Bid Phase Services

SCE will assist the Township with advertisement and procurement of bids. As part of these services, SCE will prepare a Notice to Bidders for publication by the Township, provide twenty (20) sets of bid documents for prospective bidders, answer any questions from prospective bidders, provide any addenda, if necessary, participate in the virtual bid opening and provide a summary of bids and recommendation of award letter to the Township.



2. Ashwood Terrace (entire length) and William Street from Franklin Avenue to Main Street

▪ Design

SCE will provide the Township with the necessary plans and specifications for the Improvements and Resurfacing of Ashwood Terrace and William Street. The complete design will provide for curb and sidewalk repairs (where necessary), driveway and walkway adjustments (where necessary), catch basin and manhole rebuilding with new castings, pavement millings, full depth asphalt pavement repair (where necessary), and pavement resurfacing as listed above. It is our understanding that where a concrete base is present and identified to SCE, milling, leveling, and pavement fabric is required. All plans and specifications will be in conformance with the latest NJDOT specifications.

It is understood that for this project, the Township requires a minimal plan for each street using Tax Maps or planimetric and topographic maps (to be provided by the Townships Engineer). ***As aeriels will be utilized for base mapping, surveying services have been excluded from this proposal.***

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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.

1. Valley Road from Freeman Street to Kingsley Street		
▪ Engineering Design	\$	16,350
▪ Bid Phase Services	\$	5,370*
2. Ashwood Terrace (entire length) and William Street from Franklin Avenue to Main Street		
▪ Engineering Design	\$	14,350
▪ Bid Phase Services	\$	5,370*
TOTAL LUMP SUM FEE		\$ 41,440

**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.

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:

- Surveying services & unit charges
- Construction Stakeout
- Boundary & topographic survey
- Owner initiated changes
- Excavation and boring equipment services and restoration
- Geotechnical investigations & soil testing and analysis
- Traffic studies
- Review agency required revisions
- Soil Erosion & Sediment Control Plans, permits, application, and/or fees

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 \$175/hour
- Senior Project Manager \$173/hour
- Project Manager \$168/hour
- Senior Project Licensed Professional \$162/hour
- Project Licensed Professional \$155/hour
- Licensed Professional \$148/hour
- Senior Project Coordinator \$162/hour
- Project Coordinator \$160/hour
- Senior Designer/Senior Survey Analyst \$136/hour
- Designer/Survey Analyst \$128/hour
- Senior Environmental Scientist \$133/hour
- Environmental Scientist \$128/hour
- Senior Project GIS Analyst \$148/hour
- Project GIS Analyst \$138/hour
- GIS Analyst \$133/hour
- Senior GIS Technician \$123/hour
- GIS Technician \$113/hour
- Senior GIS Project Coordinator \$138/hour
- GIS Project Coordinator \$133/hour
- Senior Inspector \$123/hour
- Inspector \$113/hour
- Senior Technician \$118/hour
- Technician \$108/hour
- Project Administrator \$123/hour
- Administrative Support \$68/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-P13368.011) 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 FAX (A/C, No): 973-377-4614	
	E-MAIL ADDRESS: tinat@dalegroup.com	
	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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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

November 28, 2022

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

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

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

**Re: Proposal for Construction Management Services
2022 Community Development Block Grant
Road Rehabilitation of Valley Road – From Freeman St. to Kingsley St.
Road Rehabilitation of Ashwood Terrace and William St. from Franklin Avenue
Avenue to Main Street
West Orange, Union County, New Jersey
Proposal No.: 2022-299**

Dear Mr. Lepore:

CME Associates is pleased to present our proposal for the design (Civil Engineering and Land Surveying Services) permitting and bid phase services for the above referenced project for the preparation of construction plans, specifications and bid documents for the NJDOT Municipal Aid Grant funded project. Based on the request for proposal our office received, it is our understanding these services will include the reconstruction of the following roadways:

1. Valley Road, From Freeman Street to Kingsley Street

- A. Curb and Sidewalk repairs
- B. From Central Avenue to Kingsley Street Decorative Street lighting through Public Service Enterprise Group (PSE&G) for which Consultant will be responsible for coordinating with PSE&G and incorporating red line diagram in the design for Contractor's responsibility to install footing, conduit, junction boxes and supplying all else in conjunction as necessary for PSE&G to install poles and the primary electric service as necessary;
- C. Pavement milling and pavement resurfacing
- D. Pavement striping
- E. New traffic signs as necessary
- F. Shade trees as necessary
- G. Drainage structures repairs with new frames, grates, curb pieces as necessary.
Repair existing drainage structures as necessary



Leonard R. Lepore, Municipal Engineer
Township of West Orange

November 28, 2022
Our File No. 2022-299

RE: Valley Road – From Freeman St. to Kingsley St.
Ashwood Terrace and William St. from Franklin Avenue to Main Street

- I. Curb ramps as necessary
2. Ashwood Terrace (entire length) and William Street from Franklin Avenue to Main Street.
 - A. Curb and sidewalk repairs;
 - B. Pavement milling and pavement resurfacing
 - C. Pavement striping
 - D. New traffic signs as necessary
 - E. Shade trees as necessary
 - F. Drainage structures repairs with new frames, grates, curb pieces as necessary.
Repair existing drainage structures as necessary
 - G. New manhole castings, frames and covers as necessary. Repair existing manholes
as necessary
 - H. Curb ramps as necessary

With this being said, we anticipate the following scope of services:

PHASE I – SURVEYING AND BASE MAP PHASE

Work in this phase will include preparation of base mapping for use in the design of the construction plans. Our survey work will include detailed field survey information of the included roadways including establishing 1 foot contours in NAVD 88 datum. The field survey will locate all existing visible surface features such as curb, sidewalk, trees, mailboxes, street signs, shrubs, pavement markings, utility poles, street lights, hedges, fences, landscaped areas, drainage leader connections and driveways within the street right-of-way. We will also provide location of utilities, as listed below, where necessary and items within the project limits and 10' behind curbs. This information will be utilized as the base map for the project construction plans. Approximate property lines will be established utilizing located property markers and tax map information.

While preparing the above referenced survey/base map and upon completion, the following tasks will be included:

1. The preparation of a base survey showing all existing improvements along the roadways within right-of-way with a 25-foot overlap and easement areas.
2. Location of all existing physical surface features such as curb, sidewalk, trees, mailboxes, street signs, shrubs, pavement markings, utility poles, street lights, hedges, fences, landscaped areas, drainage leader connections and driveways within the street right-of-way/easement will be provided.



Leonard R. Lepore, Municipal Engineer
Township of West Orange

November 28, 2022
Our File No. 2022-299

RE: Valley Road – From Freeman St. to Kingsley St.
Ashwood Terrace and William St. from Franklin Avenue to Main Street

3. As described above, datum NAVD88 shall be used for all vertical control, along with the use of NAD83 for all horizontal control.
4. The preparation of survey data based on the appropriate datum and three (3) vertical bench marks will be provided evenly spaced throughout the project.

PHASE II – DESIGN PHASE

The work in this phase will involve but not be limited to the following:

1. Prepare construction plans and construction cost estimates. Construction Plans will consist of the following:
 - i. Cover Sheet
 - ii. General Notes and Distribution of Quantities
 - iii. Overall Location Plan
 - iv. Construction Plans
 - v. Drainage and Grading Plan
 - vi. Curb Ramp Grading Plan
 - vii. Traffic Striping and Signage Plan
 - viii. Traffic Control Plan and Details
 - ix. Construction Details
2. Prepare contract documents and specifications required for public bid in accordance with the New Jersey Local Public Contracts Law. Detailed specifications will be provided for the items to be included in the contract, along with an outline of the project. Twenty (20) sets of contract documents will be provided.

Soil Conservation Permit

Since the extent of site disturbance is expected to exceed 5,000 square feet, the work in this phase will involve the preparation of the necessary application to the Hudson, Essex, Passaic Soil Conservation District for a Soil Erosion and Sediment Control permit. The cost of application permit fees will be the responsibility of the Township.



Leonard R. Lepore, Municipal Engineer
Township of West Orange

November 28, 2022
Our File No. 2022-299

RE: Valley Road – From Freeman St. to Kingsley St.
Ashwood Terrace and William St. from Franklin Avenue to Main Street

Summary of Fee Estimates

We will provide the necessary engineering services as described above based upon the following lump sum fee amounts:

– Phase I – Surveying and Base Map Phase	\$22,000.00
– Phase II – Design Phase	\$24,000.00
Total Lump Sum Fee	\$46,000.00

We anticipate completing the contract documents in three months from the time of authorization.

Exceptions:

- Construction Phase Services are not included at this time. Should these services be required by the Township, our office requests the opportunity to provide a fee for same.
- It is recommended that pavement cores be prepared prior to the design to identify locations where full pavement depth reconstruction is required. Our office has included in our fee obtaining quotes for pavement cores which would be authorized separately by the Township.
- Construction Stake Out is not included in this scope of services. Should same be required, our office requests the opportunity to provide a fee for same.
- Any work not specified as listed in the above phases shall be considered additional services and will be invoiced at the time said work is authorized by the Township.

Should this fee estimate meet your approval, please provide our office with a professional services agreement or resolution as an indication of the work to proceed. In the meantime, should you have any questions concerning this matter, please do not hesitate to contact this office.

Very truly yours,

CME Associates

Trevor J. Taylor, PE, PP, CME
Principal

TT: pv

Cc: Zayibeth Carballo, PE, LS
Tina Benevento
Andrea Zeligman

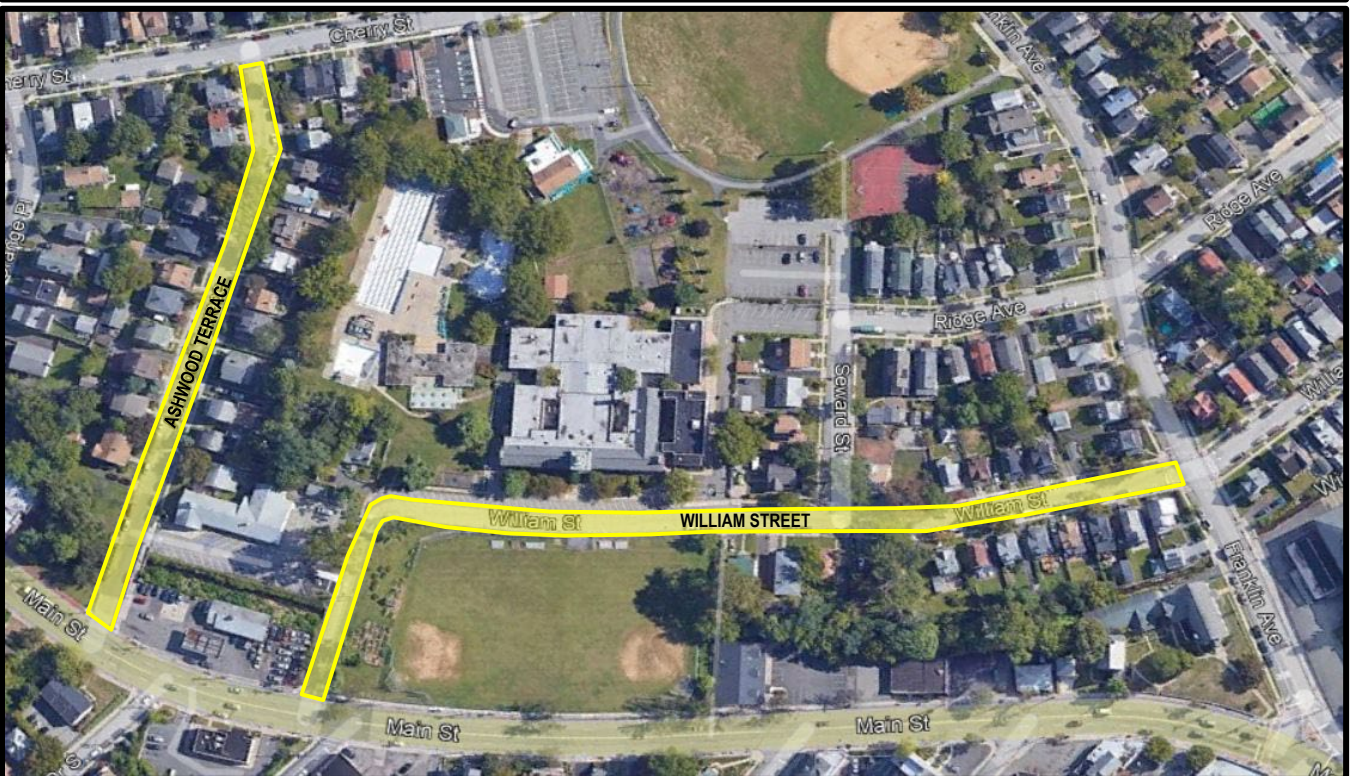
PROPOSAL FOR PROFESSIONAL ENGINEERING & SURVEYING SERVICES

2022 COMMUNITY DEVELOPMENT BLOCK GRANTS

Valley Road – From Freeman Street to Kingsley Street
Ashwood Terrace and William Street – From Franklin Avenue to Main St.

WEST ORANGE TOWNSHIP, ESSEX COUNTY, NJ

November 28, 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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Section 3 - Project Schedule

Section 4 - Sample Insurance Certificate

November 28, 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 Engineering and Surveying Services
2022 Community Development Block Grants
- Road Rehabilitation of Valley Road – From Freeman Street to Kingsley Street
 - Road Rehabilitation of Ashwood Terrace and William Street – From Franklin Avenue to Main Street

Dear Mr. Lepore:

Greenman-Pedersen, Inc. is interested in performing Professional Engineering and Surveying Services, and is available to provide Construction Inspection services, all as outlined in your November 10, 2022 Request for Proposals. We have performed similar services for the Township of West Orange and are cognizant of the need for the Township's satisfaction with the technical quality of this project, while considering budget constraints.

We understand that the project is financed with Community Development Block Grant (CDBG) monies and that the bid documents will require approval by Essex County. We are quite familiar with this process, having performed other CDBG projects in the past.

We understand the Township intends to advertise for bids on this project by Spring 2023 with construction in Summer and Fall 2023. We will work with you to achieve this goal.

Our December 21, 2021 Qualifications Statement submitted to the Township demonstrates that our experienced staff have the expertise necessary to accomplish the project.

Enclosed please find our Proposal to Provide Professional Engineering and Surveying Services for your review, dated November 28, 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, PP
Director of Engineering – Morris Plains Office



Muhammed S. Assal, PE, CME
Project Manager

AC/rem

m:\proposal\msa\west orange\2022 cdbg valley rd and ashwood terr & william st\2022 cdbg valley ashwood & william.docx

SECTION 1

Scope of Services / Fee Schedule

Greenman-Pedersen, Inc. (GPI) understands that the Township of West Orange requires engineering, surveying, and construction management services necessary for the **Valley Road, Ashwood Terrace and William Street Improvements**. Throughout the firm's 56-year history, we have provided capital improvement project design to dozens of New Jersey municipalities. We have also served as the municipal engineer for various municipalities throughout the firm's existence. We are very experienced in providing road reconstruction design, plans, specifications and contract documents of a professional nature in a cost effective and timely manner.

We recommend commencing our work with a start-up meeting. This will allow us to understand your concerns and can advance the project in an expeditious manner.

Professional services will include a complete design and two (2) separate bid packages as requested in the RFP; one (1) bid package for Valley Road and a separate package for Ashwood Terrace and William Street. Each bid package will include a cost estimate, plans and specifications (twenty copies each) for bidding purposes.

We have reviewed the proposed tasks contained in the RFP and we believe we have a clear understanding of the goals of each project as follows:

Valley Road, From Freeman Street to Kingsley Street

- A. Curb and sidewalk replacement.
- B. From Central Avenue to Kingsley Street Decorative Street lighting through Public Service Enterprise Group (PSE&G) for which Consultant will be responsible for coordinating with PSE&G and incorporating red line diagram in the design for Contractor's responsibility to install footing, conduit, junction boxes and supplying all else in conjunction as necessary for PSE&G to install poles and the primary electric service as necessary.
- C. Pavement milling and pavement resurfacing.
- D. Pavement striping.
- E. New traffic signs as necessary.
- F. Shade trees as necessary.
- G. Drainage structures repairs with new frames, grates, curb pieces as necessary. Repair existing drainage structures as necessary.
- H. New manhole castings, frames and covers as necessary. Repair existing manholes as necessary.
- I. Curb ramps as necessary.

The total length of this project is approximately 1,850 linear feet.

Ashwood Terrace (Entire Length) and William Street, From Franklin Avenue to Main Street

- A. Curb and sidewalk repairs.
- B. Pavement milling and pavement resurfacing.
- C. Pavement striping.
- D. New traffic signs as necessary.
- E. Shade trees as necessary.
- F. Drainage structures repairs with new frames, grates, curb pieces as necessary. Repair existing drainage structures as necessary.
- G. New manhole castings, frames and covers as necessary. Repair existing manholes as necessary.
- H. Curb ramps as necessary.

The total length of this project is approximately 1,980 linear feet.

DESIGN SERVICES

A. Topographic Survey and Base Mapping

GPI will provide a topographic field survey and base mapping suitable for the proposed improvements, which will include, but will not be limited to, the following items:

1. Establishment of centerline of existing street.
2. Topographic survey of all trees, shrubs, walls, driveways, walks, steps, and other existing features within the ROW and farther where necessary to the proposed improvements.
3. Right of way will be shown from available Township Tax Map information.

B. Design and Bid Documents

1. Before commencing the design, we will meet with you to review the specific requirements. We will coordinate our efforts with your Department throughout the project.
2. We will prepare engineering plans at an anticipated scale of 1" = 20' utilizing the base mapping prepared under Task A.
3. We will coordinate with PSEG and the Township for decorative street lights. Required information for light pole footings, conduit and junction boxes will be included in the plans and specifications for contractor installation. Light poles and fixtures will be provided and installed by PSEG, electric service and electrical design will be by PSEG.
4. All design criteria will comply with the current NJDOT and MUTCD specifications.
5. We will prepare a complete set of specifications.
6. A final Engineer's Estimate of Construction will also be prepared.
7. Plans and specifications will meet CDBG requirements and we will submit to Essex County CDBG Program for review.
8. We will prepare and submit twenty (20) sets of Contract Documents for public bidding.

ASSUMPTIONS

1. The curbed island at Kingsley Street will remain as is; no improvements to this structure is anticipated.
2. Existing brick paver crosswalks will remain as is, or, if needed, we will provide standard detail for replacement-in-kind.
3. At intersection of Valley and Freeman Street, roadway and ADA ramp improvements will be limited to northerly side of Freeman Street intersection. Similarly, at Ashwood Terrace and William Street, improvements will be limited to easterly side of Main Street.

FEE SCHEDULE

Our fee for the tasks outlined above is:

	Valley Road (Freeman Street to Kingsley Street)	Ashwood Terrace & William Street (Franklin Avenue to Main Street)
Survey	\$11,400.00	\$10,800.00
Design	\$20,500.00	\$13,000.00
Total Fee	\$31,900.00	\$23,800.00
TOTAL COMBINED FEES:		\$55,700.00

FEE SCHEDULE – Construction Inspection & Certification of Completion

The time required to perform construction inspection services is a function of established contract duration(s), contractor's schedule, and the Township's need for part-time or full-time inspection. We will provide construction inspection services to fit with the Township's needs. The services will be provided on an hourly basis.

Our fee for the above referenced services is as follows:

Construction Inspection Services	\$ 95.00/hr.
Construction Inspection Overtime Rate	\$142.50/hr.
Construction Administration	\$150.00/hr.

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 and Surveying Departments.

Muhammed S. Assal, PE, CME, Project Manager, will be responsible for the overall design, contract adherence, and overall project supervision. Mr. Assal is quite familiar with the Township of West Orange, having worked on several other Township projects in recent years. He will be assisted by Engineering Department staff members.

Paul Szmaida, LLA., ASLA, Streetscape Specialist and **Michael E. Pirog, PE**, Designer. Quality Assurance-Quality Control (QAQC) will be performed by **Andrew Cangiano, PE, PP, CME**, Director of Engineering – Morris Plains Office.

SECTION 3

Project Schedule

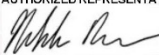
GPI is committed to adhering to the Township's goal to advertise for bids by Spring 2023. We anticipate work will proceed within one (1) week after the award of contract. We have the resources to complete the project in a timely fashion, and we are confident that we can achieve the Township's goal.

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

		Project Schedule															
		December 2022 (Assumed Contract Award)				January 2023				February 2023				March 2023			
1	Surveying Services																
2	Design of Preliminary Plans/Specs																
3	Township Review and Comment																
4	Final Plans and Specifications																

SECTION 4

Sample Insurance Certificate

ACORD®		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: jkozarsky@genattgrp.com					
INSURED Greenman Pedersen, Inc. (Morris Plains) 301 Gibraltar Drive, Suite 2A Morris Plains NJ 07950		INSURER(S) AFFORDING COVERAGE		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:					
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 ☒ PRO-JECT ☒ LOC OTHER:			1000025533211	12/31/2021	12/31/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 300,000 PERSONAL & ADV INJURY \$ 10,000 GENERAL AGGREGATE \$ 1,000,000 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				CANCELLATION 30 day notice applies			
SAMPLE FOR INFORMATIONAL PURPOSES ONLY				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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