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May 12, 2023

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

Township of West Orange
25 Lakeside Avenue
West Orange, NJ 07052

Attn: Zayibeth Carballo, PE, PLS, PP, CME
Assistant Municipal Engineer

**Re: *Proposal for Professional Engineering Services
Parking Lot and Lighting Improvements at 10 Rooney Drive
Township of West Orange, Essex County, New Jersey
Proposal No. 2023-083***

Dear Ms. Carballo:

CME Associates is pleased to submit our proposal for Professional Land Surveying and Engineering services for the Parking Lot and Lighting Improvement Project located at 10 Rooney Drive in the Township. It is our understanding that the project includes the resurfacing of the existing hot mix asphalt parking lot as well as the access drive and parking area surrounding the library at 10 Rooney Circle. Also included is the addition of exterior parking lot lighting and the installation of ten (10) EV charging stations. As you are aware, our office was previously authorized for the design of the pickleball courts in the rear of the existing parking lot. Our survey and base map for this project were limited to the area adjacent to the courts.

With this being said, our office anticipates the following scope of work:

- 1. Survey and Base Map Services** – the work in this task will include the following:
 - A. Addition topographic Survey within the project limits to include the additional parking area, library building, and existing utility poles;
 - B. Horizontal control will be based on North American Datum 1983 (New Jersey State Plane Coordinate System-NAD 83) and North American Vertical Datum 1988 (NAYD 88);
 - C. Benchmark(s) to be set on site for future use;
 - D. Preparation of an Existing conditions/Survey Control plan; and,
 - E. Coordinate utility mark-outs.



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2. Construction Documents

The work in this phase will involve the preparation of construction plans for the resurfacing of the existing parking lot, preparation of a lighting plan, and preparation of a site plan for the EV charging stations. We will also review striping, signage, and ADA parking requirements, areas of removal and replacement or the addition of curbing and sidewalk within the parking lot and around the Library building, and the installation of drainage improvements if necessary.

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

- A. Pavement cores of the existing parking lot to determine the thickness of the HMA;
- B. Walk the site with the Township to review the need for curbing and sidewalk replacement or installation;
- C. Design drainage improvements where necessary;
- D. Design the parking lot improvements including EV charging stations, signage, striping and ADA parking spaces;
- E. Prepare Lighting Plan with LED fixtures throughout the parking lot;
- F. Prepare a utility plan for the electric design;
- G. Prepare Construction Documents including the following sheets:
 - i. Cover Sheet
 - ii. Existing Conditions and Demolition Plan
 - iii. Site Plan
 - iv. Grading and Drainage Plan
 - v. Utility Plan
 - vi. Lighting Plan
 - vii. Soil Erosion and Sediment Control Plan
 - viii. Construction Details;
- H. Prepare Specifications; and,
- I. Prepare a construction cost estimate for the improvements.



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3. Electrical Engineering Services

The work in this phase will involve preparing design specifications and coordination with PSE&G regarding the proposed lighting and EV charging stations. Work in this phase will involve but not be limited to the following:

- A. Review existing building plans to verify configurations of the electrical systems serving the site as well as review capacity of the existing electrical house distribution system;
- B. Coordinate with EV charger manufacturer to determine products and materials based upon system capacity;
- C. Design power to the site lighting;
- D. Prepare electrical design drawings; and,
- E. Prepare technical specifications for bid.

4. Permitting

Once the final designs are approved and if it is determined that the project will disturb more than 5,000 square feet of soil, a permit application will be submitted to the Hudson-Essex-Passaic Soil Conservation District for plan certification.

5. Bid Phase Services

This phase will include the following services to publicly bid each of the three projects in accordance with the Local Public Contracts Law:

- A. Provide the Township with 20 copies of bid documents for prospective bidders as needed.
- B. Provide Addenda for Clarification of Project Specifications.
- C. Attend Bid Opening.
- D. Analyze Responsible Bids and Recommend Contract Award.
- E. Coordinate with the Township, as needed.



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Fee Estimate

1. Survey and Base Map Services	\$12,000.00
2. Construction Documents	\$22,000.00
3. Electrical Engineering Services.....	\$19,000.00
4. Permitting	\$3,000.00
5. Bid Phase Services	\$3,000.00
Total Fee for Services (Lump Sum).....	\$59,000.00

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.

Exceptions:

- 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.
- Application fees are considered extra and will be requested at time of submission.
- Construction Phase Services are excepted at this time. Our office can provide a separate fee for construction phase services should same be required.

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:AB
Cc: John Hess, PE, PP, CME