



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

309-23

August 15, 2023

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: Estimate of Fees for Professional Engineering Services
Degnan Park Tennis Courts Improvements
Township of West Orange, Essex County, NJ
Proposal No. 2021-298E**

Dear Mr. Lepore:

CME Associates is pleased to present our fee estimate for the design and bid phase services for the tennis courts at Degnan Park. The project was originally designed as post tension concrete tennis courts. It is our understanding that the Township would like to proceed with hot mix asphalt courts at this time. The scope of work included under this proposal will be to revise the drawings and specifications to accommodate the design change and rebid the project to include the five (5) tennis courts at Degnan Park. The court reconstruction at Rolling Green will be eliminated from the contract. In addition, bid alternates will be included in the contract documents as directed by the Township.

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

A) Design Phase Services

The work in this phase will involve the preparation of the necessary plans and bid documents for the public bid process for the project.

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

1. Revisions to the following sheets of the construction plans as may be necessary:
 - i. Construction Plans
 - ii. Restoration Plans



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- iii. Soil Erosion and Sediment Control Plans
- iv. Construction Details
- 2. Revision of the Specifications for the hot mix asphalt courts.
- 3. Preparation of an Engineer's Cost Estimate for the project.
- 4. Submission of the revised plans to the Hudson-Essex-Passaic Soil Conservation District for recertification.

B) Bid Phase Services

This phase will include the following services to publicly bid the project in accordance with the Local Public Contracts Law:

- 1. Provide the Township with 20 copies of bid documents for prospective bidders as needed.
- 2. Provide Addenda for Clarification of Project Specifications.
- 3. Attend Bid Opening.
- 4. Analyze Responsible Bids and Recommend Contract Award.
- 5. Coordinate with the Township, as needed.

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

Summary of Fee Estimates

A) Design Phase Services	\$7,500.00
B) Bid Phase Services	\$3,000.00
Total Fee Estimate (Lump Sum)	\$10,500.00

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.



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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.

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

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