



TOWNSHIP OF WEST ORANGE

DEPARTMENT OF ENGINEERING

25 Lakeside Avenue, West Orange, New Jersey 07052

SUSAN McCartney
MAYOR

ZAYIBETH CARBALLO
Director/Municipal Engineer

Tel: (973) 325-4160

Email: zcarballo@westorange.org

August 2, 2024

Andrew Cangiano
Greenman-Pedersen, Inc.
301 Gibraltar Drive, Suite 2A
Morris Plains, NJ, 07950

RE: **REQUEST FOR PROPOSALS**
LAFAYETTE PARK IMPROVEMENTS

Dear Mrs. Cangiano,

The Department of Engineering for the Township of West Orange requests proposals from firms providing both Civil Engineering and Land Surveying Services, which are capable of preparing the necessary improvement plans, specifications and bid documents for improvements at Lafayette Park. Township intends to improve the park by creating additional amenities and better utilizing the park's area. The following professional services are required for the proposed recreational improvements:

1. Civil Engineering Services:

The Department of Engineering will supply an electronic AutoCAD file of the Boundary and Topographic Survey of the park to the selected firm as a basemap for the design. In addition, an electronic AutoCAD file of the kiddie park will be provided for a stand-alone grading plan.

- A. Concept Plans for the overall proposed improvements including recommendations on how to best utilize the park area;
- B. Develop three (3) color renderings;
- C. Grading Plan for Playground/Kiddie Park area;
- D. Stormwater management and site drainage improvements as necessary;
- E. Design for expanded parking lot area and new park amenities such as hardcourt volleyball, futsal court, fieldhouse and dog run/park with perimeter fence and gate with no direct access to the fields and other park amenities;
- F. Plan Set to include but not limited to Cover Sheet, Existing Conditions/Survey

- Control Plan, Demolition Plan, Construction Plan, Grading and Utility Plan, Soil Erosion and Sediment Control Plan and Details, and Construction Details;
- G. Fill out Hudson-Essex-Passaic SCD application for permit;
- H. Include four (4) meetings with the Township Officials for Kickoff, Preliminary Design, Public Presentation and Final Design;
- I. Bid Package that includes bid set of plans and construction specifications in accordance with public bidding laws;
- J. Bidding documents (plans and specifications) are to be part of the deliverables to the Township via AutoCAD, hard copy and PDF files.

2. Land Surveying Services:

- A. An As-Built Topographic Survey once the playground/kiddie park is constructed as per design in Task 1 and to be incorporated into the bidding construction plans set;
- 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. Benchmark(s) to be set on site for future use;
- D. Existing conditions/Survey Control plan;
- E. Coordinate utility mark-outs;

3. Construction Administration Services:

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

Tax map with Park site delineated, FIRM map and Exhibit showing project area and proposed improvements is enclosed.

The cost of services shall be for 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 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 is to have a grading plan for construction of the playground/kiddie park for COOP Vendor by early September 2024 and to construct the kiddie park in the Fall 2024. Proposals shall be submitted in writing via email and/or hard copy on or before **10:00 A.M. Friday, August 9, 2024** to the Department Engineering, 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.

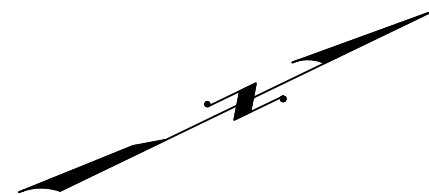
A separate proposal for construction inspection and certificates of completion should also be included if available from your firm.

Very Truly yours,

Zayibeth Carballo

Zayibeth Carballo, Municipal Engineer
Director of Engineering

ZYC

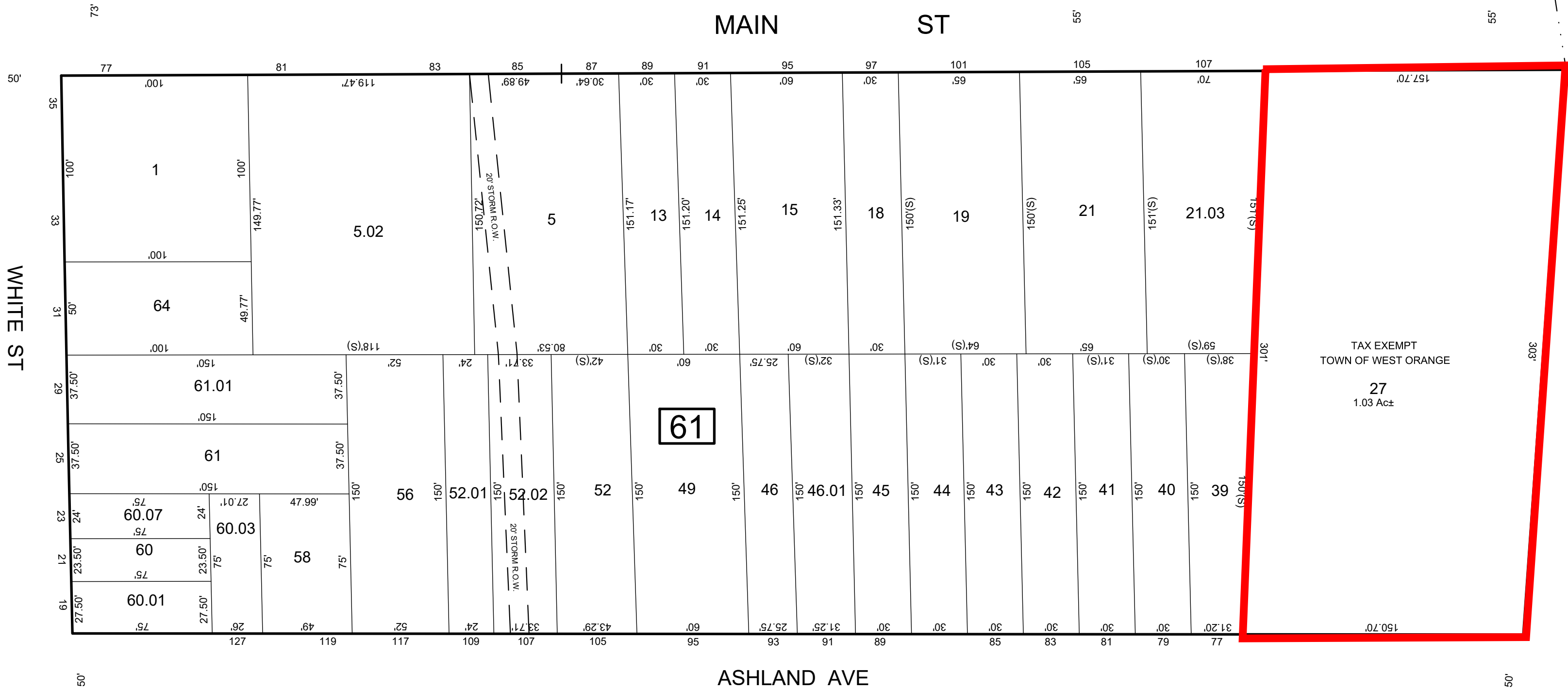


SHEET 40

SHEET 27

SHEET 42

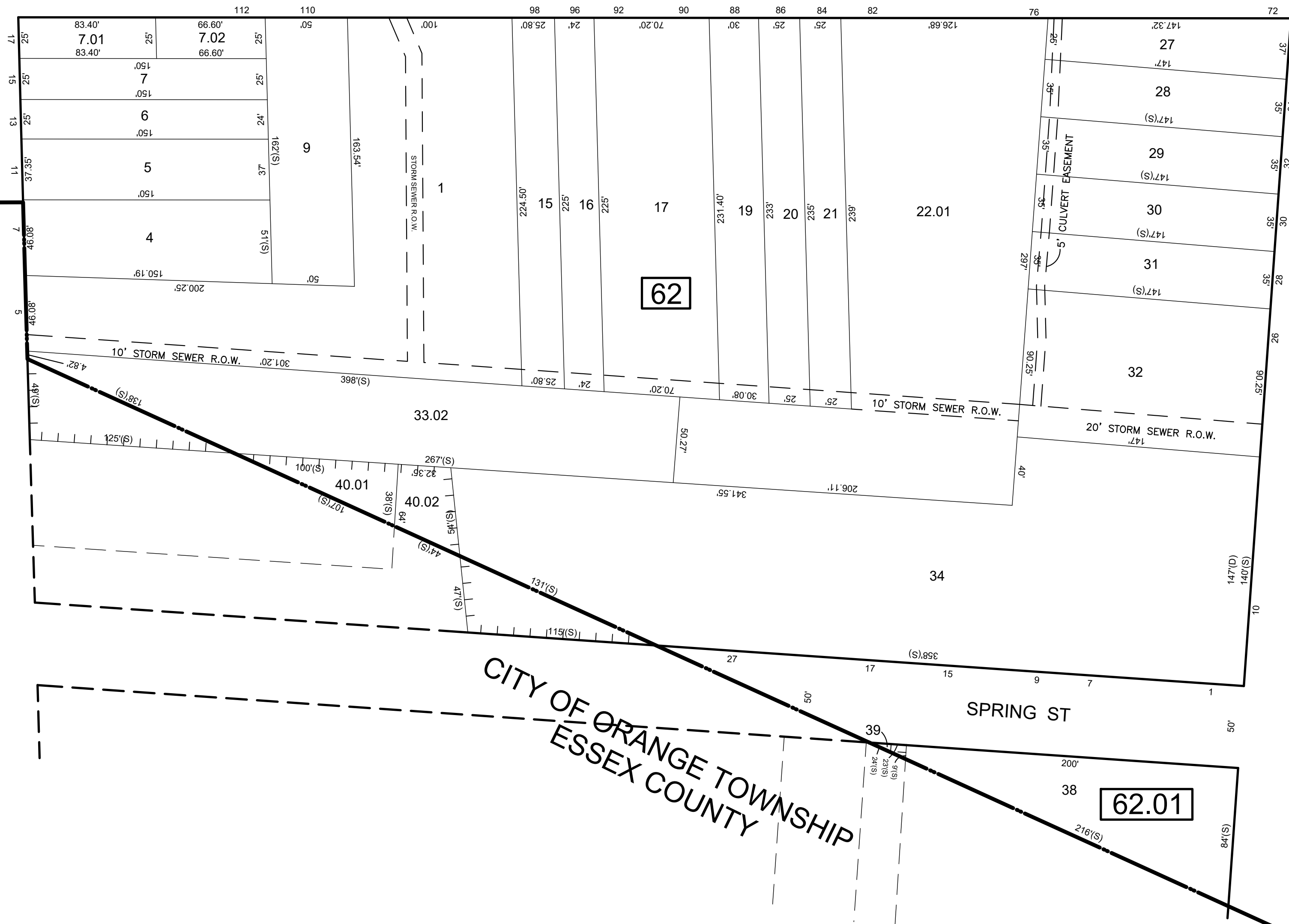
VARIES WIDTH
MT. PLEASANT AVE EXT.



SOUTH BRANCH WIGWAM BROOK

PARK AVE

BROOK CULVERT



CITY OF ORANGE TOWNSHIP
ESSEX COUNTY

THIS MAP WAS FORMALLY
REVIEW DATE: _____ REVISIONS: YES ☐ NO ☒
COMMENTS: _____
DIVISION OF TAXATION ON
NOVEMBER 14, 2014 SIGNED
BY SUE DAVISON, C.T.A. AND
ASSIGNED SERIAL NUMBER 1049

TAX MAP
TOWNSHIP OF WEST ORANGE

ESSEX COUNTY NEW JERSEY
SCALE: 1" = 50' 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 2022

REVISIONS				
DATE	BY	LIC. NO.	BLOCK	LOT

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

Lafayette Park



CURRENT

Small baseball field - unused as such. More often than not a dog run.

Small parking lot with insufficient spaces.

Ench Fieldhouse unused except for storage.



PROPOSED

- 1) New kiddie park moved to right field, part of the 5 year \ plan - scheduled for 2023
- 2) Double the size of the parking lot
- 3) Hardcourt volleyball
- 4) Futsal Court (hardcourt soccer)
- 5) Ench Fieldhouse - new home of the WO Hispanic Association
- 6) Dog Run - One gate with no direct access to the field

NOTES TO USERS

This map is for use in administering the National Flood Insurance Program. It does not necessarily identify areas subject to flooding, particularly from local drainage sources or small dams. The **exemptions map repository** should be consulted for possible updated or additional flood hazard information.

To obtain more detailed information in areas where **Base Flood Elevation (BFE)** and/or **Flowway Data** have been determined, users are encouraged to consult the Flood Profiles and Flowway Data tables contained within the Flood Insurance Study 2007 report that accompanies this FIRM. Users should be aware that BFEs shown on the FIRM represent rounded whole-foot elevations. These BFEs are intended for flood insurance rating purposes only and should not be used in the site design of flood elevation information. Accordingly, flood elevation data presented in the FIS should be utilized in conjunction with the FIRM for purposes of construction and/or floodplain management.

Coastal Base Flood Elevation (CBFE) shown on this map apply only landward of 0.0' North American Vertical Datum (NAVD83). Users of this FIRM should be aware that coastal flood elevations may also be provided in the Summary of Coastal Elevation Data in the Flood Insurance Study report for this community. Elevations shown in the Summary of Coastal Elevation Data should be used for construction, and/or floodplain management purposes when they are higher than the elevations shown on this FIRM.

Boundaries of the **Flowways** were computed at cross sections and interpolated between cross sections. The flowways were based on hydraulic computations with regard to requirements of the National Flood Insurance Program. Flowway widths and other pertinent flowway data are provided in the Flood Insurance Study report for this jurisdiction.

Certain areas not in Special Flood Hazard Areas may be protected by **flood control structures**. Refer to Section 2.4 "Flood Protection Measures" of the Flood Insurance Study report for information on flood control structures in this jurisdiction.

The projection used in the preparation of this map is Universal Transverse Mercator (UTM) zone 18. The horizontal datum is NAVD83, CGS1980 geoid. Differences in datum, ellipsoid, projection or UTM zone used in the production of FIRMs for adjacent jurisdictions may result in slight positional differences in map features across jurisdiction boundaries. These differences do not affect the accuracy of the FIRM.

Flood elevations on this map are referenced to the North American Vertical Datum of 1988. These flood elevations must be compared to structure and ground elevations referenced to the same vertical datum. For information regarding conversion between the National Geodetic Vertical Datum of 1929 and the North American Vertical Datum of 1988, visit the National Geodetic Survey website at www.ngs.noaa.gov or contact the National Geodetic Survey at the following address:

National Reference System Division
National Geodetic Survey, NOAA
Silver Spring Metro Center
1315 East-West Highway
Silver Spring, Maryland 20910
(301) 713-3242

To obtain current elevation, descriptive, and/or location information for **flood control structures** shown on this map, please contact the Information Service Branch of the National Geodetic Survey at (301) 713-3242, or visit their website at www.ngs.noaa.gov.

Base map information shown on this FIRM was provided in digital format by the New Jersey Office of Information Technology produced in State Plane NAD83 Coordinate (B5 Survey) with 1 foot pixel resolution and a scale of 1:2400 from photography captured during February-April 2003.

Corrections shown on this map are based on the best data available at the time of publication. Because changes due to extensions or discontinuities may have occurred after this map was published, map users should contact appropriate community officials to verify current proposed land locations. Please refer to the separately printed **Map Index** for an overview map of the county showing the layout of map panels; community map repository addresses; and a listing of Communities with National Flood Insurance Program status for each community as well as a listing of the panels in which each community is located.

An accompanying Flood Insurance Study report, Letters of Map Revision or Letters of Map Amendment covering portions of this panel, and digital versions of this PANEL, may be available. Contact the FEMA Map Review Center at the following phone numbers and Internet address for information on all related products available from FEMA:

Phone: 800-358-9616
FAX: 800-358-0620
www.fema.gov

If you have questions about this map or questions concerning the National Flood Insurance Program in general, please call 1-877-FEMA-MAP (1-877-336-2627) or visit the FEMA website at www.fema.gov.

This map reflects more detailed and up-to-date stream channel configurations than those shown on the previous FIRM for this jurisdiction. The floodway and flowway data were transferred from the previous FIRM may have been updated in addition to their new stream channel configurations. As a result, the Flood Profiles and Flowway Data tables in the Flood Insurance Study report may reflect stream channel data that differ from what is shown on this map.



LEGEND

SPECIAL FLOOD HAZARD AREAS SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD EVENT

The 1% annual chance flood (100-year flood), also known as the base flood, is the flood that has a 1% chance of being equaled or exceeded in any given year. Flood hazard areas in the area subject to flooding by the 1% annual chance flood, Area of Special Flood Hazard, are shown on this map. The 1% annual chance flood is the flood that has a 1% chance of being equaled or exceeded in any given year.

- ZONE A** Areas of special flood hazard less severe than the 1% annual chance flood event, by a flood control system that was substantially destroyed. Areas of special flood hazard less severe than the 1% annual chance flood event, by a flood control system that was substantially destroyed, are shown on this map. Areas of special flood hazard less severe than the 1% annual chance flood event, by a flood control system that was substantially destroyed, are shown on this map.
- ZONE AE** Areas of special flood hazard less severe than the 1% annual chance flood event, by a flood control system that was substantially destroyed. Areas of special flood hazard less severe than the 1% annual chance flood event, by a flood control system that was substantially destroyed, are shown on this map. Areas of special flood hazard less severe than the 1% annual chance flood event, by a flood control system that was substantially destroyed, are shown on this map.
- ZONE AF** Areas of special flood hazard less severe than the 1% annual chance flood event, by a flood control system that was substantially destroyed. Areas of special flood hazard less severe than the 1% annual chance flood event, by a flood control system that was substantially destroyed, are shown on this map. Areas of special flood hazard less severe than the 1% annual chance flood event, by a flood control system that was substantially destroyed, are shown on this map.
- ZONE AR** Areas of special flood hazard less severe than the 1% annual chance flood event, by a flood control system that was substantially destroyed. Areas of special flood hazard less severe than the 1% annual chance flood event, by a flood control system that was substantially destroyed, are shown on this map. Areas of special flood hazard less severe than the 1% annual chance flood event, by a flood control system that was substantially destroyed, are shown on this map.
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FLOODWAY AREAS IN ZONE AE

The floodway is the channel of a stream plus any adjacent floodplain areas that must be kept free of encroachment so that the 1% annual chance flood can be carried without substantial increases in flood heights.

- OTHER FLOOD AREAS**
 - ZONE X** Areas of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot and with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance flood.
 - OTHER AREAS** Areas determined to be outside the 0.2% annual chance floodplain.
 - ZONE X** Areas determined to be outside the 0.2% annual chance floodplain.
 - ZONE X** Areas determined to be outside the 0.2% annual chance floodplain.

COASTAL BARRIER RESOURCES SYSTEM (CBRS) AREAS

CBRS areas and OFAs are specially treated within or adjacent to Special Flood Hazard Areas.

- OTHER FLOOD AREAS**
 - ZONE X** Areas of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot and with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance flood.
 - OTHER AREAS** Areas determined to be outside the 0.2% annual chance floodplain.
 - ZONE X** Areas determined to be outside the 0.2% annual chance floodplain.
 - ZONE X** Areas determined to be outside the 0.2% annual chance floodplain.

OTHERWISE PROTECTED AREAS (OPAs)

OPAs are areas that are not in Special Flood Hazard Areas.

- OTHER FLOOD AREAS**
 - ZONE X** Areas of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot and with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance flood.
 - OTHER AREAS** Areas determined to be outside the 0.2% annual chance floodplain.
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 - ZONE X** Areas determined to be outside the 0.2% annual chance floodplain.

MAP REPOSITORY
Refer to Inventory Listing or Index Map
EFFECTIVE DATE OF COUNTYWIDE FLOOD INSURANCE RATE MAP
JUNE 4, 2007
EFFECTIVE DATES OF REVISIONS TO THIS PANEL

For community map revision history prior to countywide mapping, refer to the Community Map History table located in the Flood Insurance Study report for this jurisdiction.

To determine if flood insurance is available in this community, contact your insurance agent or visit the National Flood Insurance Program at 800-638-6620.



NATIONAL FLOOD INSURANCE PROGRAM

PANEL B113F

FIRM
FLOOD INSURANCE RATE MAP
ESSEX COUNTY,
NEW JERSEY
(ALL JURISDICTIONS)

PANEL 113 OF 200
SEE MAP INDEX FOR FIRM PANEL LAYOUT

JURISDICTION	REVISION	DATE	REASON
ESSEX COUNTY	1	2007	1
ESSEX COUNTY	2	2007	2
ESSEX COUNTY	3	2007	3
ESSEX COUNTY	4	2007	4
ESSEX COUNTY	5	2007	5
ESSEX COUNTY	6	2007	6
ESSEX COUNTY	7	2007	7
ESSEX COUNTY	8	2007	8
ESSEX COUNTY	9	2007	9
ESSEX COUNTY	10	2007	10
ESSEX COUNTY	11	2007	11
ESSEX COUNTY	12	2007	12
ESSEX COUNTY	13	2007	13
ESSEX COUNTY	14	2007	14
ESSEX COUNTY	15	2007	15
ESSEX COUNTY	16	2007	16
ESSEX COUNTY	17	2007	17
ESSEX COUNTY	18	2007	18
ESSEX COUNTY	19	2007	19
ESSEX COUNTY	20	2007	20

MAP NUMBER
34013C0113F

EFFECTIVE DATE:
JUNE 4, 2007

Federal Emergency Management Agency



TOWNSHIP OF WEST ORANGE

25 LAKESIDE AVENUE, WEST ORANGE, N.J. 07052

DEPARTMENT OF ENGINEERING

SUSAN McCARTNEY

Mayor

Tel: (973) 325-4160

Email: zcarballo@westorange.org

ZAYIBETH CARBALLO

Director, Municipal Engineer

Request for Clarification No. 1

TO: To All Prospective Consultants
FROM: Zayibeth Carballo, Municipal Engineer
PROJECT: Lafayette Park Improvements
Township of West Orange
Essex County, NJ
DATE: August 6, 2024

Question No. 1

Are the Fieldhouse building improvements included as a part of this scope of work of this RFP?

- Response: Fieldhouse exists and was renovated within the past 10 years. No improvements to the building.

Question No. 2

There any other amenities, envisioned as part of the project besides what you listed, such as water service for drinking fountains or dog park washdown.

- Response: No.

Question No. 3

Will park lighting or electric service be required as part of the design?

- Response: Yes.

Question No. 4

Other than the grading plan for the playground, is the playground equipment and layout being designed/provided by others?

- Response: Yes. The Coop Vendor/Contractor will provide the CAD drawing for Consultant to incorporate into the grading plan.

Question No. 5

Is the Futsal court intend it to be for league play?

- Response: No.

Question No. 6

2. Was any Geotech borings done in the area of the courts?

- Response: Yes. However, provide pricing to the proposal as an alternate.

Question No. 7

Based on the new Flood Hazard Area rules, the new flood elevation will be above FEMA mapping and the project appears it will be within a flood hazard area it also appears that from the size of the improvements it will be a major development with more than a quarter acre of new impervious. Was stormwater management bio basins or other SWM BMPs anticipated for this project? Also, if the project is deemed to be a major development it will not qualify under a Permit by Rule, a NJDEP flood hazard area IP for net fill calculations will be required. Or is it the intent of this project to be below threshold of a major development?

- Response: Township intends is to replace the existing kiddie park that in placed as a starter. If the other improvements do trigger NJDEP rules then It will need to comply with NJAC 7:8 if it falls under the definition of a Major Development and provide proposal reflecting permitting.

Question No. 8

Is there an estimated construction cost of the proposed Project?

- Response: **Playground is estimated at \$275,000.00 and other work at \$200,000.00.**

This clarification is being distributed to all current plan-holders via email only. This clarification includes the following:



August 9, 2024

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

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
KEITH CHIARAVALLA, PE, CME

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

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

Attn: Zayibeth Carballo, Municipal Engineer
Director of Engineering

**Re: *Proposal for Professional Land Surveying and Engineering Services
Lafayette Park Improvements
Block 61 Lot 27
Township of West Orange, Essex County, NJ
Proposal No. 2024-166***

Dear Ms. Carballo:

We are pleased to present our estimate of fees for the land surveying, design, permitting and construction phase services for the above-referenced project. It is our understanding that the Township is seeking to improve Lafayette Park by creating additional amenities and better utilize the park's area including the following:

- Expanded parking lot
- New Kiddie Park (under construction)
- Park Amenities including hardcourt volleyball, futsal court, and dog run or dog park
- Other Amenities that may fit within the existing park

It is our understanding that the preliminary estimate for the project is \$475,000. With this being said, we propose the following scope of services:

1. Land Surveying Services

- A. 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);
- B. Prepare a As-Built Topographic Survey once the playground/kiddie park is constructed, which will be incorporated into the bidding construction plans set;
- C. Provide Benchmark(s) to be set on site for future use;
- D. Prepare an existing conditions/survey control plan; and,
- E. Coordinate utility mark-outs.



Township of West Orange
Re: Professional Land Surveying and Engineering Services
Lafayette Park Improvements

August 9, 2024
Our File No. 2024-166
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As part of the deliverables, an electronic AutoCAD file of the Boundary and Topographic Survey is to be provided for the design of the Playground Area by the Township.

2. Civil Engineering Services

The work under this phase will include the following services:

- A. Prepare a Concept Plan for the overall proposed improvements including recommendations on how to best utilize the overall park area;
- B. Develop three (3) color renderings for review with the Township;
- C. Prepare an initial Grading Plan for the Playground/Kiddie Park area to be constructed in the Fall of 2024;
- D. Prepare a Plan Set to include but not limited to the following sheets:
 - i. Cover Sheet
 - ii. Existing Conditions/Survey Control Plan
 - iii. Demolition Plan
 - iv. Construction Plan
 - v. Grading and Utility Plan
 - vi. Lighting Plan
 - vii. Electric Plan
 - viii. Soil Erosion and Sediment Control Plan and Details
 - ix. Construction Details
- E. Prepare a stormwater management report in accordance with NJAC 7:8 and the Township's Stormwater Control Ordinance;
- F. Prepare a Bid Package that includes bid plans and construction specifications in accordance with public bidding laws; and,
- G. Attend four (4) meetings with the Township Officials for Kickoff/Field, Preliminary Design, Public Presentation and Final Design.

3. Permit Phase Services

Once the final designs are approved and since the final soil disturbance will exceed 5,000 square feet, a permit application will be submitted to the Hudson-Essex-Passaic Soil Conservation District for plan certification.



Township of West Orange
Re: Professional Land Surveying and Engineering Services
Lafayette Park Improvements

August 9, 2024
Our File No. 2024-166
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4. Bid Phase Services

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

- A. Provide the Township with 20 copies of bid documents, including PDF and AutoCADD digital copies, 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.

Fee Estimate

We will provide the necessary engineering services as described above based upon the lump sum cost breakdown as noted below:

1. Land Surveying Services.....	\$12,500.00
2. Civil Engineering Services.....	\$32,000.00
3. Permit Phase Services.....	\$2,000.00
4. <u>Bid Phase Services</u>	<u>\$3,000.00</u>
Total Lump Sum Fee for Services	\$49,500.00

The following services are provided as alternates as requested:

5. 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.



Township of West Orange
Re: Professional Land Surveying and Engineering Services
Lafayette Park Improvements

August 9, 2024
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F. Perform project close out and final pay estimate/close out change order.

The Lump Sum fee for Construction Administration Services is **\$36,000.00**.

6. Geotechnical Phase (Separate Fees)

Under this task, CME will prepare a subsurface investigation of the existing soils. Our engineering services will include the following:

TASK I –STORMWATER SUBSURFACE INVESTIGATION

Seasonal High and Current Groundwater Table Evaluation

A total of 6 locations will be investigated within the project area. In an effort to limit disturbance to the existing grass areas at the park, these locations will be investigated using test borings conducted with a drill rig in lieu of test pits. The test borings will be conducted by a small ATV-mounted drill rig. Each of the test borings will be conducted to a depth of approximately 12 feet below existing ground surface. The test borings will be conducted within the areas directed by our office.

The number of locations investigated within each basin are provided below:

- Proposed Court Areas: 3 Test Boring Locations
- Proposed Stormwater Management Areas: 3 Test Boring Locations

The subsurface soils in these locations will be described. They will also be evaluated for seasonal high groundwater table indicators. Any current groundwater table elevations will also be recorded.

Permeability Testing

In order to determine the permeability underlying the project area, on-site Percolation Testing (Perc) testing will be conducted at the test boring locations. One (1) Perc test will be conducted within an augered test hole located within 1 to 2 feet of the test borings described above, for a total of 6 Perc tests. The Perc testing will be conducted in accordance with the standard practices.

The tests will be conducted within the most hydraulically restrictive soil stratum to be left in place under the proposed athletic fields and/or from an elevation that is above the seasonal high groundwater table elevation. Our Design Engineer will be consulted as to the elevation of each test prior to its performance.

Summary Letter Report Preparation

A Summary Letter Report will be prepared. This report will include the following:

- Documentation of the field investigation work



Township of West Orange
Re: Professional Land Surveying and Engineering Services
Lafayette Park Improvements

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- Test Boring Plan
- Test Boring Logs
- In-Situ Permeability Test Results
- Documentation of Current Groundwater Table Elevation (if encountered)
- Documentation of Seasonal High Groundwater Table Elevation (if encountered)

The Lump Sum fee for Geotechnical Services is **\$12,000.00**.

Exceptions:

- *NJDEP permitting. The improvements are proposed outside of the Flood Hazard Area as per the attached FIRM Map.*
- *Design of renovations to the existing field house.*
- *The Playground Coop Vendor will provide the layout of the playground area to be utilized for preparation of the initial grading plan.*
- *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 proposal 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

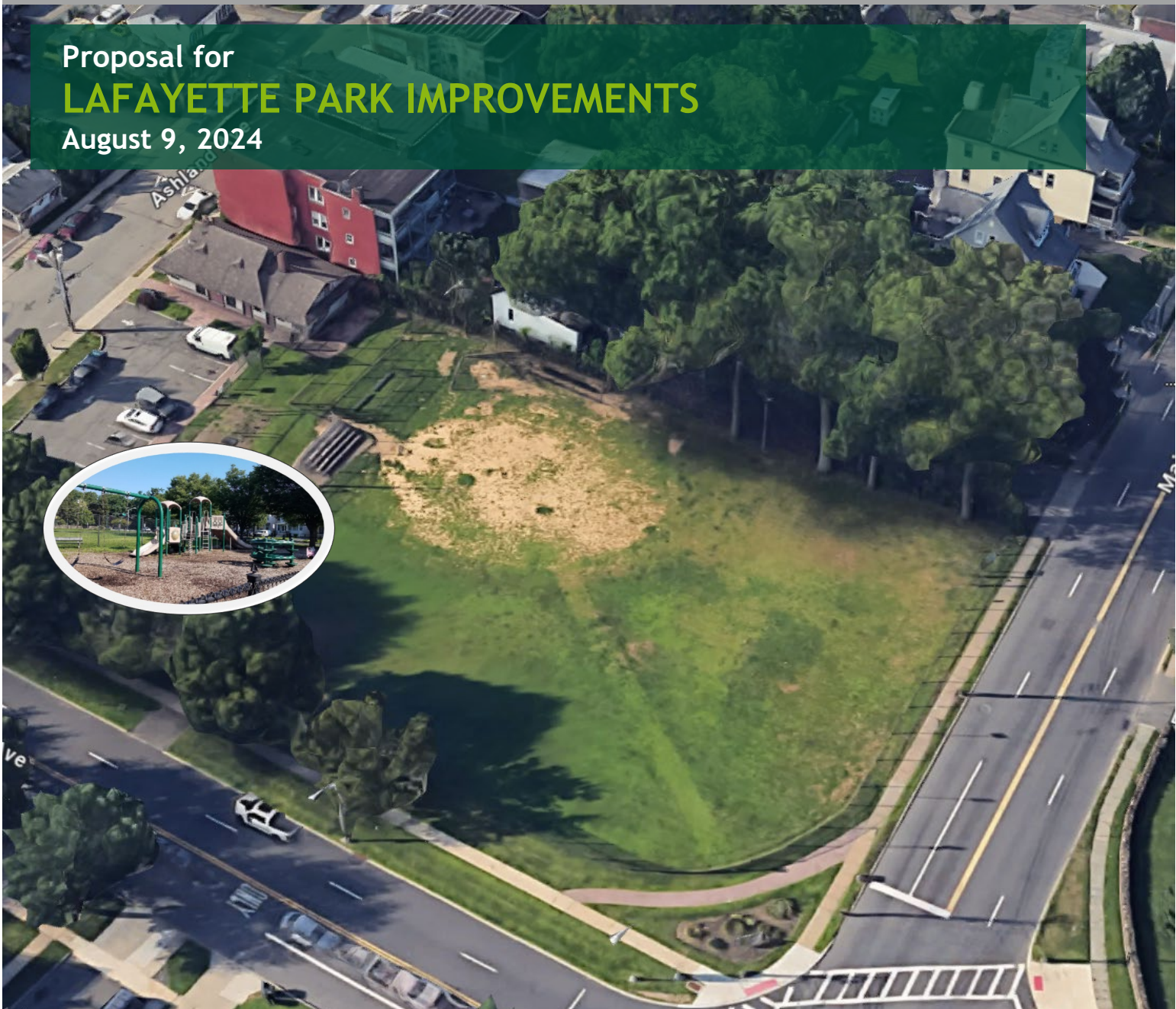
Trevor J. Taylor, PE, PP, CME
Senior Vice President

TT:pv



Engineering | Design | Planning | Construction Inspection

Proposal for
LAFAYETTE PARK IMPROVEMENTS
August 9, 2024



Submitted to:

Township of West Orange
Essex County, New Jersey



ORIGINAL

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August 9, 2024

Zayibeth Carballo, Municipal Engineer
Director of Engineering
Township of West Orange
25 Lakeside Avenue
West Orange, NJ 07052

RE: Response to Request for Proposals for Civil Engineering and Land Surveying Services for
Lafayette Park Improvements
Township of West Orange, Essex County, New Jersey

Dear Ms. Carballo:

Thank you for the opportunity to provide this response to the Township's Request for Proposal for Professional Services for the above referenced project. We have visited the site and believe we have a clear understanding the Township's goals and objectives for this project.

Our November 29, 2023 Qualifications Statement submitted to the Township demonstrates that our experienced staff have the expertise necessary to accomplish the project.

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. Should you have any questions, my direct line is (973) 434-8349.

Very truly yours,

Andrew Cangiano, PE, CME
Director of Engineering

AC/rem
Enclosure

m:\proposal\ac\west orange\lafayette park 08-2024\lafayette park 08-09-2024.docx

SECTION 1

Project Understanding

From our review of the Request for Proposal (RFP) and a site visit, it is understood that the project will be phased with the initial scope of work consisting of the preparation a Grading Plan for the playground/kiddie park area and a second phase consisting of the full design and preparation of construction bid documents for additional amenities to better utilize the park. These additional improvements will consist of expanded parking lot to double the number of parking spaces and new park amenities consisting of hardcourt volleyball, futsal court, and dog run/park with perimeter fence and gate with no direct access to the fields, access walkways, stormwater management (if necessary), drainage, and lighting. We further understand the existing fieldhouse was renovated within the past 10 years and no improvements are proposed.

As stated in RFP, a boundary and topographic survey will be supplied by the Township in AutoCAD format for use as the basemap for the design.

The Township will supply the design plan of the Playground/Kiddie Park area from the playground Co-Op vendor in AutoCAD format.

Concept Plans are required for the overall proposed park improvements including recommendations on how to best utilize the park area and three (3) color renderings.

The initial phase if the project is the preparation of a grading plan for the playground/kiddie park area, layout plan provided by the Co-op vendor. As indicated in the RFP, the Playground/Kiddie Park grading plan is to be provided to the Township for the Co-op vendor by early September 2024 and will be constructed by the Co-op vendor in the fall of 2024.

It is assumed the construction of the Playground/Kiddie Park will have less than one (1) acre of disturbance and less than one quarter (1/4) acre of net increase of impervious area. Accordingly, improvements associated with the Playground/Kiddie Park will not be considered a major development and not subject to stormwater management rules NJAC 7:8.

The flood zone of the South Branch of the Wigwam Brook is to the northeast of Lafayette Park, a review of FEMA study flood elevations and available LIDAR topographic mapping reveals that Lafayette Park is 4 to 5 feet above the FEMA 100 year flood elevation and also above the NJDEP regulated Flood Hazard design flood elevation based on current Flood Hazard Areas Control Act rules NJAC 7:13. Accordingly, it is anticipated that park improvements are outside NJDEP regulated area and not subject to NJDEP permits. Additionally, this watercourse is located and piped under Park Avenue, proposed Park improvements do not impact watercourse infrastructure .

It is assumed that land disturbance associated with the Playground/Kiddie Park will be less than 5,000 square feet, as such, a Hudson-Essex-Passaic Soil Erosion and Sediment Control permit is not required for this activity.

As stated in the RFP, GPI will prepare an As-Built Topographic Survey of the playground/kiddie park after it is constructed by the Co-Op vendor. This updated topographic survey will be incorporated into the topographic base map supplied by the Township for use in the design of the construction plan set. The playground will be considered an existing condition for the purposes of the bid document construction plans.

Should the proposed park improvements for the various hardball courts, park dog run and the parking lot improvements exceed 1/4 acre of new impervious area the project would be considered a major development and required to comply with stormwater management rules to provide green infrastructure, mitigation BMPs and geotechnical investigation for depth groundwater and soil permeability, pursuant to NJAC 7:8

SECTION 2

Scope of Work

The Request for Proposals (RFP) delineates the required work to be performed.

The Scope of Work will include the RFP required services listed below:

1. Civil Engineering Services:

- A. Concept Plans for the overall proposed improvements including recommendations on how to best utilize the park area;
- B. Develop three (3) color renderings;
- C. Grading Plan for Playground/Kiddie Park area;
- D. Stormwater management and site drainage improvements as necessary;
- E. Design for expanded parking lot area and new park amenities such as hardcourt volleyball, futsal court, fieldhouse and dog run/park with perimeter fence and gate with no direct access to the fields and other park amenities;
- F. Plan Set to include but not limited to Cover Sheet, Existing Conditions/Survey Control Plan, Demolition Plan, Construction Plan, Grading and Utility Plan, Soil Erosion and Sediment Control Plan and Details, and Construction Details;
- G. Fill out Hudson-Essex-Passaic SCD application for permit;
- H. Include four (4) meetings with the Township Officials for Kickoff, Preliminary Design, Public Presentation and Final Design;
- I. Bid Package that includes bid set of plans and construction specifications in accordance with public bidding laws;
- J. Bidding documents (plans and specifications) are to be part of the deliverables to the Township via AutoCAD, hard copy and PDF files.

2. Land Surveying Services:

- A. An As-Built Topographic Survey once the playground/kiddie park is constructed as per design in Task 1 and to be incorporated into the bidding construction plans set;
- 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. Benchmark(s) to be set on site for future use;
- D. Existing conditions/Survey Control plan;
- E. Coordinate utility mark-outs.

We have reviewed your Proposal Request, visited the site, and we believe we have a clear understanding of the goals of this project. The following tasks identify our approach to completing the project.

TASK 1 – AS-BUILT TOPOGRAPHIC SURVEY

GPI will prepare an as-built survey of the subject parcel, using the provided boundary and topographic survey as a base map, in accordance with N.J.A.C. 13:40-5.1.

Utilizing Global Positioning System (GPS) survey methods, we will tie the field work horizontally into the North American Datum of 1983 (NAD'83), and vertically into the North American Vertical Datum of 1988 (NAVD'88). We will obtain location and elevation information related to the proposed improvements at the site, including buildings, paved sports courts and other hardscape areas, sidewalks, driveways, parking areas, walls, fences,

limits of landscaped or wooded areas, and visible storm, sanitary and other utility structures. Inverts and underground pipe information for new drainage structures will be provided. All information for underground utilities will be as provided by the utility companies, and as shown on the as-built plans. The "Call Before You Dig" service had, in the past, provided utility mark-outs for design. They no longer provide this service, and firms that request mark-outs for design, rather than construction, are subject to fine. Therefore, utility surveys are limited to visible structures aboveground within this Scope of Work.

We will set three (3) semi-permanent benchmarks for future use outside of the area of proposed construction, and together with control points found on the provided boundary and topographic survey and additional survey control set for as-built survey purposes will be shown on the As-Built Topographic Survey.

Contours will be shown at one-foot (1') intervals along with spot shots. Elevations on hard surfaces will be to the hundredth of a foot (0.01'), otherwise (0.1'). Final topographic mapping will be at a scale of one-inch equals twenty feet (1" = 20') or other appropriate scale and will be available in Autodesk® Civil3D® 2024 ".dwg" format.

TASK 2 – PLAYGROUND GRADING PLAN AND CONSTRUCTION BID DOCUMENTS

Work will commence with a Kick-off meeting with Township representatives and a site inspection to discuss the project scope. GPI will develop up to two (2) Concept Plans for the overall proposed improvements including recommendations on how to best utilize the park area. GPI will prepare three (3) color renderings. GPI attend four (4) meetings with the Township Officials for Kickoff, Preliminary Design, Public Presentation and Final Design.

GPI will prepare a grading plan for the Playground/Kiddie Park this includes setting elevations and surrounding grading utilizing the playground layout plan provided by the Co-Op vendor. GPI will prepare a grading plan in the vicinity of the Playground/Kiddie Park and submit to the Township for the Co-Op vendor's use. GPI will provide the grading plan in PDF and AutoCAD format.

GPI will prepare Preliminary Design plans and Final Design Construction Bid Documents and Technical Specifications for the Township based on the comments and concurrence of the concept plans presented to the Township. This proposal assumes the hard courts will be designed using asphalt, not post-Tensioned concrete. GPI will advance Preliminary to a set of Construction Plans and documents, for bidding.

Construction Bid Documents will consist of the preparation of Final Engineering Construction Drawings, Specifications, and Engineer's Cost Estimate. Detour plan is not anticipated. The final design phase will include the following:

- a. Construction plans. We anticipate the set of plans will include the following drawings:
 - Title Sheet,
 - General Notes and Estimate of Quantities
 - Existing Conditions/Survey Control Plan (provided by others supplemented by GPI)
 - Demolition/Site preparation Plan
 - Construction Plans
 - Soil Erosion and Sediment Control Plan
 - Electrical Plans (if required)
 - Construction Details
- b. Preparation of a construction cost estimate.
- c. Construction specifications will be prepared in accordance with the NJDOT Standard Specifications.
- d. The final plans, technical specifications, and engineer's cost estimate will be submitted to the client for review.
- e. We will provide the Township with the required number of sets of Plans and Specifications in order to bid the project.

TASK 3 – STORMWATER MANAGEMENT DESIGN & REPORT (IF REQUIRED)

The NJ Stormwater Rules (NJAC 7:8) require that any project that disturbs more than one (1) acre, or has more than 0.25 acres of new impervious surface, is considered a major project. If the proposed project exceeds 0.25 acres of new impervious surface, it is considered a “Major Development,” and requires stormwater management design be included as part of the project’s overall design. This Task includes design of the on-site stormwater management facilities (Green Infrastructure in the form of pervious paving of bio-retention basin), preparation of a Stormwater Management Report, and Preparation of an Operations and Management Manual for the stormwater system.

TASK 4 – ELECTRICAL SERVICE DESIGN (IF REQUIRED)

If site lighting upgrades are incorporated into the proposed improvements GPI will provide Electrical Design Services for the site lighting. High Mast Sports lighting is not anticipated and not included in this proposal. If required GPI will prepare design for a new service cabinet and lighting on the site. The service will include electrical plans for the connection from an overhead pole, underground routing of the service line, meter/service cabinet, cabinet foundation, construction details, conduit sizing, service sizing, outlets, and lighting as directed. Plans will be sufficient for the Township or contractor to apply for building permits.

TASK 5 – STORMWATER GEOTECHNICAL ALLOWANCE (IF REQUIRED)

GPI will engage Melick-Tully & Associates (MTA) or other geotechnical firm to provide services related to the design of stormwater green infrastructure detention/infiltration. We have included an allowance in the fees below for geotechnical investigation and report in support of the stormwater management design process.

TASK 6 – SOIL CONSERVATION DISTRICT PERMIT APPLICATION

Certification by the Soil Conservation District (SCD) is required. GPI will prepare and submit an application to the SCD on behalf of the Township. (The fee for this is not included and will be paid by the Township.)

CONSTRUCTION INSPECTION AND ADMINISTRATION SERVICES

GPI will provide the Township with full time Construction Inspection. GPI will provide, at a minimum, the following Construction Inspection and Administrative services based upon an assumed construction window of seventy-five (75) days and an eight (8) week construction period. This proposal provides 320 hours of Construction Inspection and 24 hours of Construction Administration.

Should additional hours be required, a proposal addendum will be provided for construction services in excess of these hours.

Construction Administration Services

- Attend a pre-construction meeting with the Township and the selected contractor.
- Review and approve contractor submissions.
- Per the RFP, we will provide eight (8) weeks of full-time construction inspection service.
- Review and recommend for approval contractor’s applications for payment.
- Review and recommend for approval contractor’s change orders, if any.
- Prepare punch list items for completion of the project upon substantial completion.

Assumptions

1. Playground layout and playground equipment including footings will be provided by Co-op vendor.
2. Attendance at public meetings other than meeting specifically included above are not anticipated and not included.
3. A NJ Geoweb search was conducted and there were no freshwater wetlands in the vicinity. Delineation of freshwater wetlands is not included in this Proposal.
4. NJDEP permitting is not anticipated and not included.
5. The hard courts will be design using asphalt, design of post-Tensioned concrete is not included.
6. Storm drainage improvements will be on-site only, connected to existing on-site drainage system.
7. SCD permit application fee will be paid by the Township.
8. Environmental Investigations or soil testing/remediation, if required, will be by others.

Exclusions

1. NJDEP FHA Determination or Individual Permit, Freshwater Wetland Delineation, and/or General Permits.
2. Environmental soil testing, if needed during construction, is not included in this Proposal.
3. Coordination with the Green Acres Program.
4. Coordination and/or design of water and sanitary services.
5. Design of retaining walls greater than four (4') feet.
6. Fieldhouse Improvements.
7. Environmental investigations.
8. Construction stakeout services.
9. Application fees.

ALTERNATE TASK - HARD COURT SUBSURFACE GEOTECHNICAL INVESTIGATION ALLOWANCE

Due the potential existence of uncontrolled historic fill materials, waste materials or organic soils at the site GPI will engage Melick-Tully & Associates (MTA) or other geotechnical firm to provide services related to the stability of the subsoil at the proposed hardcourt volleyball, futsal court. The geotechnical consultant will conduct subsurface investigation via test pit or borings, prepare report summarizing conditions encountered, the test data, and recommendations for site preparation and design of the court subgrade.

We have included an allowance in the fees below for subsurface geotechnical investigation, report and design recommendations.

Similar Project Experience

GPI and its Planning and Landscape Architect design team offers services in all areas of park and recreational development for all levels of government agencies, municipalities, and organizations. The design team's approach to park and recreational planning and development goes beyond the placement of man-made elements on the landscape in order to provide the best economically feasible design solution. Our staff of planners, landscape architects, engineers, and environmentalists, offer a team approach to bring a project from its conceptual stages to design and implementation.

Similar Project Design Experience

Streeter and Ginty Tennis & Pickleball Courts, Morris Township, Morris County, NJ; GPI field surveyed the four tennis courts of Ginty Park and four tennis courts of Streeter Park. Site development plans were prepared for replacement of the existing asphalt courts with post-tensioned concrete courts (both tennis and pickleball) and included new ADA compliant walks and entrances, fencing, gates, net posts, and court markings on the courts in Ginty Park. Similar site development plans were prepared the replacement of all tennis courts in Streeter Park. ADA accessibility to Streeter was provided and all new fencing, gates, net posts, and court markings were installed. *Client: Morris Township, William Foelsch, Parks & Recreation Director, bfoelsch@morristwp.com*

Peterson Field Tennis & Basketball, Rockaway Township, Morris County, NJ; GPI Evaluated the existing basketball court area at Peterson Field. The existing courts were undersized and had deteriorated significantly over time. Due to the heavy use of the facilities, the Parks and Recreation Department opted to upgrade the facility with two full size basketball courts. The project scope consisted of development of concept plans for future reconstruction alternatives, including preliminary layout and conceptual grading and drainage improvements. Professional services included field work and base map preparation, preparation of conceptual design plans and cost estimates, and construction inspection services. *Client: Rockaway Twp., Allison K. Ferrante, PE, CME, Municipal Engineer, aferrante@rockawaytownship.org*

Chubb Park Tennis Court and Pickleball Court Reconstruction, Township of Chester, Morris County, NJ; GPI provided surveying and engineering design for this project which included the reconstruction of a battery of two (2) existing asphalt tennis courts. The proposed reconstruction was designed utilizing a post-tensioned concrete system, and reallocation of the space to provide one (1) double's tennis court and four (4) regulation pickleball courts. Barrier free access to the courts and adjacent play structures from the existing parking was also designed. The new tennis court system was constructed on top of the existing asphalt courts. This method of construction is standard practice for the installation of post-tensioned concrete court systems and saved on the cost of removal and disposal of the existing court material. *Client: Chester Township, Robin Collins, Administrator/Clerk, rcollins@chestertownship.org*

Emmett Park Tennis & Basketball Courts, Florham Park Borough, Morris County, NJ; The proposed improvements consisted of reconstruction of four (4) tennis courts, one (1) basketball court, and the concrete slab at the lacrosse wall. Other site improvements included walkways to the open gates, new fencing, new basketball poles and backboards, tennis court netting, replacement of the asphalt beneath the bleachers, and upgrading the drinking water fountains. Services included field survey and base map preparation, engineering

design, preparation of construction bid documents, and construction support services. *Client: Florham Park Borough, Michael Sgaramella, PE, Borough Engineer, msgaramella@fpboro.net*

Morris Hills High School Tennis Court Replacement, Township of Rockaway, Morris County, NJ; GPI prepared updated base mapping, construction documents, and an Erosion Control Plan. Services included demolition of existing fences, construction of a post-tensioned floating slab atop the existing bituminous tennis courts, construction of drainage system, installation of new net posts, net center tie-downs and nets, construction of transition sidewalks, installation of four-layer court surfacing with court striping and markings, and installation of new fences and gates. Also provided bidding and construction administration services. *Client: Morris Hills Regional School District, Joann Gilman-Auricchio, Business Administrator, jgilman@mhrd.org*

SECTION 4

Fee Proposal and Hourly Rates

FEE PROPOSAL – SURVEY & DESIGN

Our fee to perform the Surveying and Design tasks outlined in the Scope of Work is as follows:

TASK	FEE
TASK 1 – As-Built Survey	\$4,900.00
TASK 2 – Playground Grading Plan and Construction Bid Documents	\$24,900.00
TASK 3 – Stormwater Management Design & Report (If Required)	\$10,500.00
TASK 4 – Electrical Service Design (If Required)	\$11,500.00
TASK 5 – Stormwater Geotechnical Allowance (If Required)	\$12,000.00
TASK 6 – Soil Conservation District Permit Application	\$1,800.00
TOTAL SURVEY & DESIGN:	\$65,600.00

FEE PROPOSAL – CONSTRUCTION ADMINISTRATION AND INSPECTION

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 full-time inspection. GPI will provide Construction Administrative services based upon an assumed construction window of seventy-five (75) days and an eight-week actual construction period. Our Not-to-Exceed fee below provides for 320 hours (8 weeks) of Construction Inspection and 24 hours of Construction Administration services. The services will be provided on an hourly basis.

Should additional hours be required, a proposal addendum will be provided for construction services in excess of these hours.

Construction Inspection Services	\$105.00/hr.
Construction Inspection Overtime Rate	\$157.50/hr.
Construction Administration	\$160.00/hr.

Construction Administration Services (*Billed per hourly rates – Not to Exceed*) \$37,440.00

TOTAL CONSTRUCTION ADMINISTRATION AND INSPECTION: \$37,440.00

ADDITIONAL ALLOWANCE FOR HARD COURT SUBSURFACE GEOTECHNICAL INVESTIGATION

Subsurface geotechnical investigation, report and design recommendations allowance. \$12,000.00

TOTAL GEOTECHNICAL ALLOWANCE: \$12,000.00

HOURLY BILLING RATES

As submitted in our Qualification package to the Township of West Orange on November 29, 2023, following are our municipal billing rates:

PROFESSIONAL ENGINEER	\$	180.00
SENIOR PROJECT MANAGER, ENGINEERING	\$	160.00
SENIOR PROJECT MANAGER, LANDSCAPE ARCHITECTURE	\$	150.00
SENIOR DESIGNER	\$	125.00
DESIGNER	\$	95.00
INSPECTOR	\$	105.00
ENGINEERING TECHNICIAN	\$	85.00
PROFESSIONAL LAND SURVEYOR	\$	170.00
SENIOR PROJECT MANAGER, SURVEYING	\$	150.00
PROJECT SURVEYOR	\$	135.00
SURVEYING TECHNICIAN	\$	105.00
PARTY CHIEF	\$	110.00
INSTRUMENT PERSON	\$	95.00
ADMINISTRATIVE SUPPORT	\$	75.00

SECTION 5

GPI is committed to adhering to the Township's goal to have a grading plan for construction of the playground/kiddie park for Co-op Vendor by early September 2024, and to construct the kiddie park in the Fall 2024. 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 an August 15, 2024 contract award, and have prepared the following Project Schedule.

		Project Schedule					
		August 2024	September 2024	October 2024	November 2024	December 2024	January 2025
	August 15, 2024 (Assumed Contract Award)						
1	Design/Submit Grading Plan to Township						
2	Playground Constuction by Others						
3	Concept Design						
4	Preliminary Design						
5	As-Built Survey						
6	Final Design & Bid Documents						

SECTION 6

Lafayette Park Improvements



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/19/2023

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 ADDRESS: jkozarsky@genattgrp.com	
INSURED Greenman Pedersen, Inc. (Morris Plains) 301 Gibraltar Drive, Suite 2A Morris Plains NJ 07950		INSURER(S) AFFORDING COVERAGE	
		INSURER A: XL Specialty Insurance Company	
		INSURER B: Everest National Insurance Company	
		INSURER C: North Pointe Insurance Company	
		INSURER D: QBE Insurance Corporation	
		INSURER E: Stonington Insurance Company	
		INSURER F: Allied World Assurance Company (U.S.) Inc.	

COVERAGES

CERTIFICATE NUMBER: 1051438221

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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
D	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC ☐ OTHER:		171000795	12/31/2023	12/31/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 S
C	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY		161001112	12/31/2023	12/31/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ S
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 10,000		XC5CU00324231	12/31/2023	12/31/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 S
E	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	152000765	12/31/2023	12/31/2024	☒ 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
A F	Property Professional Liability		UM00082200MA23A 03141016	12/31/2023 12/31/2023	12/31/2024 12/31/2024	Valuable Papers \$150,000 Each 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 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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August 9, 2024

Via Electronic Mail (zcarballo@westorange.org)

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

Attn.: Zayibeth Carballo, Municipal Engineer
Director of Engineering

Re.: Township of West Orange, County of Essex, State of New Jersey
Professional Construction Observation Services
Request for Proposals - Lafayette Park Improvements
Main Street and Park Avenue (Block 61, Lot 27)
Construction Administration and Observation Services
Our File No.: Proposal SCE-P10011.031

Dear Ms. Carballo:

SUBURBAN CONSULTING ENGINEERS, INC. (SCE) is pleased to provide the following proposal to the Township of West Orange (Township) for Construction Administration and Observation (CAO) Services in response to the Request for Proposals (RFP) associated with the Lafayette Park Improvements, located in the Township of West Orange, County of Essex, State of New Jersey.

Project Understanding

SCE understands that the Township wishes to contract with an engineering firm to provide construction services including **full-time observation** for the following improvements to Lafayette Park:

- An expanded parking lot area intended to approximately double the number of available parking spaces;
- A new hard surface volleyball court;
- A new futsal court;
- A new playground to be installed by a selected vendor through a separate cooperative agreement;
- A new dog run/park with perimeter fence and independent access from other park improvements; and
- Other site amenities including benches, trash, and recycling receptacles and other miscellaneous amenities as requested by the Township.



Scope of Services

1. Construction Administration and Observation Services

SCE is prepared to provide the services outlined below, if authorized by the Township:

- Coordinate and attend a pre-construction kickoff meeting with the Township, the selected Contractor, and any other required attendees. As part of this task, SCE will prepare a meeting agenda, chair the meeting, prepare minutes of the meeting, and distribute the minutes to all attendees within three (3) days of the meeting.
- Periodic construction progress meetings during the course of construction. For the purposes of this proposal, SCE anticipates a total of six (6) progress meetings. SCE will prepare and distribute minutes to each meeting.
- Review shop drawings and submittals.
- Review and respond to requests for information (RFI's) from the Contractor.
- As requested in the RFP, provide full time on-site construction observation for the duration of the construction activities. The observer will complete daily observation reports noting activity occurring that day including photographs. Observation reports will be forwarded to the Township on a weekly basis. For the purposes of this proposal, **SCE has estimated a construction duration of 120 calendar days. This duration does not include the playground construction being completed under a separate agreement.**
- Advise Township on project progress through regular communication and inspection reports.
- Review all Contractor payment requests and make recommendations to the Township for payment.
- Upon completion of the construction, perform a final punch list inspection and provide a punch-list of items to be corrected. Once the Contractor has addressed the punch list, SCE will perform a final inspection.
- Complete a final closeout of project including review of Contractor closeout documents.
- Make recommendations to Township for acceptance of the work and certification of completion.

Please note that SCE does not feel that full-time observation of the construction project is warranted for this type of project. SCE typically provides targeted part-time observation focused on all critical phases of the work including stormwater management, underground construction, and other critical items. Based on this, SCE has provided a separate optional cost for part-time observation based on the estimated construction duration of 120 calendar days and an average of 16 hours per week.



2. Expenses

Anticipated expenses in the amount of \$1,000 for this project are included in the fees outlined below.

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. Construction Administration and Observation Services	\$ 122,000
2. <u>Expenses</u>	\$ 1,000
TOTAL LUMP SUM FEE	\$ 123,000

Optional CAO Services With Part-Time Observation	LUMP SUM FEE	\$ 35,9000
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Services Not Included Unless Authorized

It should be noted that our fee is based on the specific scope of services as explained above. Additional services and items may be determined to be required during the course of the project that have not been included in our fee proposal. If additional services are required, SCE will provide a contract amendment outlining those services and additional fees and submit to the Township for approval. Services and items which have not been included or made part of this proposal include but are not limited to the following:

- Permitting services.
- Design revisions due to any circumstances.
- Any services not specifically noted in the Scope of Services above.

Fee Structure

SCE will utilize the following fee structure for the scope of services as outlined above:

- Principal/Project Officer \$195/hour
- Senior Project Manager \$190/hour
- Project Manager \$185/hour
- Senior Project Licensed Professional \$180/hour
- Project Licensed Professional \$170/hour
- Licensed Professional \$160/hour
- Senior Project Coordinator \$180/hour
- Project Coordinator \$175/hour
- Senior Designer/Senior Survey Analyst \$150/hour
- Designer/Survey Analyst \$135/hour



- Senior Environmental Scientist \$150/hour
- Environmental Scientist \$135/hour
- Senior Project GIS Analyst \$160/hour
- Project GIS Analyst \$150/hour
- GIS Analyst \$145/hour
- Senior GIS Technician \$135/hour
- GIS Technician \$125/hour
- Senior GIS Project Coordinator \$150/hour
- GIS Project Coordinator \$145/hour
- Senior Inspector \$135/hour
- Inspector \$125/hour
- Senior Technician \$130/hour
- Technician \$120/hour
- Project Administrator \$135/hour
- Administrative Support \$75/hour
- Equipment Unit Cost
 - Unmanned Aerial Systems / Remotely Operated Vehicle \$150/hour
 - Robotic/LiDAR \$50/hour
 - GPS \$25/hour
 - Environmental Injection Pump & Equipment \$150/day
- Reimbursable expenses may include but are not limited to printing / reproduction, mileage, parking and tolls, overnight postage, messenger fees, certified mailings, certified property owners list, uniformed traffic protection, permit applications, and associated filing or recording fees.
- Any third-party incurred reimbursable expenses and/or subconsultant fees will be invoiced at SCE's cost plus 15%.
- 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:

Standard of Care

SCE shall perform all services in accordance with the degree of skill and care ordinarily used by competent practitioners of the same professional discipline when performing similar services under similar circumstances, taking into consideration applicable state requirements and project site conditions.

Termination of Contract

Client may terminate this Agreement with seven days prior written notice to 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.

Estimated Fee(s)

Any estimated fee(s) provided above, is/are based on several assumptions for the scope of services provided in this proposal relative to project unknowns. If it is determined that there is a significant change of conditions that was not anticipated, SCE will notify the Client prior to exceeding the contract amount to address the changes associated with the project and to establish an acceptable course of action needed to complete the scope of services.

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. Additionally, it is assumed that Bid Phase Services will commence upon conclusion of final design/contract document preparation, with no significant project delays. Significant project delays may result in a fee adjustment to our services.

Construction Phase Services

If this Agreement provides any construction phase services by SCE, it is understood that the Contractor, not SCE, is responsible for the construction and schedule adherence 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. Additionally, it is assumed that Construction Phase Services will commence upon conclusion of the Bid Phase services, with no significant project delays. Significant project delays may result in a fee adjustment to our services.

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 (1) 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.

Employee Recruitment Prohibition

For the term of this Agreement and for a period of six (6) months thereafter, Client shall not endeavor to solicit or induce any SCE employee(s) to leave their employment. It is noted that the SCE's workforce is comprised of experienced, skilled, trained, and educated professionals and technicians and the loss of such resources creates a significant burden on the business operation.

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-P10011.031) 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: 
Joseph D. Perello, LLA, RLA, ASLA, PP, Vice President

Accepted this _____ Day of _____ 20____

By: _____

_____ (Printed Name & Title)

Enclosures

Evidence of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/20/2024

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

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

PRODUCER Dale Group PO Box 6 Florham Park NJ 07932	CONTACT NAME: Tina Taran PHONE (A/C, No, Ext): 973-377-7000 E-MAIL ADDRESS: tinat@dalegroup.com	FAX (A/C, No): 973-377-4614
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Continental Casualty Company		20443
INSURER B : Valley Forge Insurance Company		20508
INSURER C : The Continental Insurance Company Of New Jersey		42625
INSURER D : National Fire Insurance Company of Hartford		20478
INSURER E :		
INSURER F :		

COVERAGES**CERTIFICATE NUMBER:** 590276563**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	2/24/2024	2/24/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
D	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y	Y	7018333701	2/24/2024	2/24/2025	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 \$ 10,000	Y	Y	7018333729	2/24/2024	2/24/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	7018333715	2/24/2024	2/24/2025	☒ 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
C	Professional Liab Pollution Liability			AEH004316497 AEH004316497	2/24/2024 2/24/2024	2/24/2025 2/24/2025	Claim/Occurrence Aggregate \$5,000,000 \$5,000,000

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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August 9, 2024

Via Electronic Mail (zcarballo@westorange.org)

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

Attn.: Zayibeth Carballo, Municipal Engineer
Director of Engineering

Re.: Township of West Orange, County of Essex, State of New Jersey
Professional Land Surveying, Engineering, and Permitting Services
Request for Proposals - Lafayette Park Improvements
Main Street and Park Avenue (Block 61, Lot 27)
Surveying, Engineering, and Permitting Services
Our File No.: Proposal SCE-P10011.021

Dear Ms. Carballo:

SUBURBAN CONSULTING ENGINEERS, INC. (SCE) is pleased to provide the following proposal to the Township of West Orange (Township) for Surveying, Engineering, and Permitting Services in response to the Request for Proposals (RFP) associated with the Lafayette Park Improvements, located in the Township of West Orange, County of Essex, State of New Jersey. All services for this project will be performed under the direct supervision of a State of New Jersey licensed Professional Engineer (PE), Professional Land Surveyor (PLS), or Licensed Landscape Architect (LLA) for each respective discipline.

Project Understanding

SCE understands that the Township wishes to improve the park by removing the existing softball field that is not currently used and creating new amenities to better utilize the park's area. These amenities include the following, as noted in the RFP:

- An expanded parking lot area intended to approximately double the number of available parking spaces;
- A new hard surface volleyball court;
- A new futsal court;
- A new playground to be installed by a selected vendor through a cooperative agreement;
- A new dog run/park with perimeter fence and independent access from other park improvements;
- A new electric service and decorative site lighting for the parking lot; and
- Other site amenities including benches, trash and recycling receptacles, and other miscellaneous amenities as requested by the Township.



It is also noted that the RFP mentions the existing fieldhouse being the new home of the West Orange Hispanic Association. However, no improvements to the fieldhouse were noted in the RFP, and Clarification No. 1 stated that building improvements are not included as part of this project. ***SCE has not included any scope for the building improvements in this proposal.***

Scope of Services

1. Civil Engineering Services

SCE understands that the Township Department of Engineering will provide SCE with an electronic AutoCAD file of the Boundary and Topographic Survey of the park to use as a basemap for the design. In addition, the Township Department of Engineering will also supply an electronic AutoCAD file of the kiddie park for use in preparing a stand-alone grading plan for the playground.

Concept Plan Development

Using the Boundary and Topographic Survey provided, SCE will develop concept plans for the overall proposed improvements to the park. The concept plans will be based on SCE's recommendations for how to best utilize the park area. SCE will review the concept plans developed with the Township and, upon approval, develop color renderings for the approval concept plan.

Playground Grading Plan

SCE understands that the Township has an approved playground design which will be provided to SCE. Based on the AutoCAD drawing provided, SCE will develop a grading plan for the playground area which will be used to coordinate with the chosen playground vendor and construct the playground. It is understood that the playground purchase and installation will be coordinated through a cooperative agreement with the vendor.

Based on information provided in the RFP, the playground is anticipated to be constructed in September 2024. In order to meet this anticipated playground construction time frame, ***SCE will need to receive authorization to proceed within one (1) week of this proposal submission.*** After the construction of the playground is complete, SCE will provide land surveying services to prepare the as-built plan of the playground and the immediately adjacent area to be included as part of the construction drawings. Please see Section 2 below for the scope of services for land surveying.

Park Design

Design of the remaining park facilities will be started upon completion of the playground construction and as-built plan and will include the volleyball court, futsal court, dog run/park, and other site amenities based on the approved concept plan.



Stormwater management and site drainage improvements will be designed in accordance with the current New Jersey Department of Environmental Protection (NJDEP) Stormwater Management Regulations and the Township stormwater management ordinance.

SCE will design a new electric service to the site from the available overhead electric service along Main Street and Park Avenue. The electric service will be sized for the new decorative lighting in the parking lot.

SCE anticipates that the construction plan set will include the following drawings:

- Cover Sheet with Key Map and List of Drawings;
- Existing Conditions, Survey Control and Demolition Plan Sheet;
- Construction Plan Sheet;
- Grading and Drainage Plan Sheet;
- Site Electric Plan Sheet;
- Soil Erosion and Sediment Control Plan, Notes, and Details Sheets; and
- Construction Details Plan Sheets.

SCE will prepare technical specifications based on the current New Jersey Department of Transportation (NJDOT) Standard Specifications for Road and Bridge Construction including all baseline document changes. These technical specifications will be amendments and supplements to the standard NJDOT specification. SCE anticipates that the Township will provide their standard administrative (front end) specifications to be combined with the technical specifications to create the overall specification booklet. If the Township is not able to provide a set of administrative specifications, SCE will prepare a set of these specifications for review and approval by the Township.

SCE will provide an itemized Engineer's Estimate of the Probable Construction Cost at each phase of the project based on the design plans. Unit costs will be derived from recent public bids for similar projects of the same size. A final estimate will be provided with the final bid documents.

Soil Erosion and Sediment Control Certification

Since the project will disturb greater than 5,000 square feet of exposed soil, a soil erosion and sediment control certification will be required from the Hudson-Essex-Passaic Soil Conservation District. SCE will prepare the application and required attachment for this permit and submit it on behalf of the Township.

In addition, since the project will create an area of disturbance greater than one (1) acre, an NJDEP 5G3 Permit for Stormwater Discharge During Construction will be required. Upon receipt of the SCS certification, SCE will apply for the 5G3 permit on behalf of the Township. This application is on-line, and the fee will be invoiced directly to the Township by the NJDEP.



It is understood that permit application fees are the responsibility of the Township and have not been included in our fee. If it is determined that the scope of the project needs to be changed or additional changes in permitting are required, SCE will identify the appropriate permits required and notify the Township prior to commencing the permitting process.

FHA Applicability Determination

The proposed park improvements occur within proximity of the Wigwam Brook (FW2-NT/SE2) after the stream goes underground through piping. It is unclear where the waterway emerges or if the proposed project would potentially be impacted by any associated flood hazard areas regulated by N.J.A.C. 7:13. Therefore, SCE proposes to submit an FHA Applicability Determination (AD) to determine if the project falls within a regulated area. This AD has a 30-day review period and does not incur a fee to the NJDEP. ***No freshwater wetland investigations or permits are proposed as no impacts to off-site transition areas regulated by N.J.A.C. 7:7A are anticipated.***

Meetings and Public Presentation

As requested in the RFP, SCE has included a total of four (4) meetings that will occur throughout the design of the project improvements. Three (3) meetings will be with the Township Officials for Kickoff, Preliminary Design, and Final Design. One (1) meeting will be for a public presentation before the Township Council prior to the completion of the final design.

Any additional meetings requested will be invoiced at the rates provided in the Fee Structure or based on a contract amendment to be provided to the Township upon request.

Bid Phase Services

Based on the RFP, SCE anticipates that public bidding of the project will be administered by the Township.

SCE will provide twenty (20) copies of the construction plans and construction specifications to the Township for use in advertising and bidding the project. Bid documents will also be provided in AutoCAD format and as PDF files.

2. Land Surveying Services

It is our understanding SCE will prepare an As-Built Topographic Survey once the playground/kiddie park is constructed as per design in Task 1 and the As-Built Topographic Survey will be incorporated into the bidding construction plans set. SCE will 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), assuming the provided Boundary & Topographic Survey is in the same datum.

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 topographic and planimetric survey of the improvement area. Establishment of horizontal and vertical datum consistent with NAD-83 / NAVD-88 will be the basis for the survey control.

Planimetric mapping of the project area will be developed from the site survey, with a maximum scale of one-inch equals twenty-feet (1" = 20') to depict the project limits. 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 mark-out as well as the visible surface structures and review of previously available mapping provided to SCE. All available utility information will be identified and noted at both surface and subsurface level.

On-site and off-site utilities will be investigated as readily accessible based on the project site conditions. It is the responsibility of the Township, 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.

The field survey work will depict current site conditions, surface features, and topography. SCE will utilize Civil 3D design software to map and model the existing and proposed conditions. The model will be utilized to establish proper grading and drainage improvements.



Proposed Survey Limits



An As-Built Topographic Survey of the project area will be created, and it is understood, will be the basis of the subsequent permitting and design services outlined herein. Property lines and/or easements will be shown per the latest Tax Maps from the local authorities and from information made available.

It should be noted that a Boundary Survey of the overall site or establishment of the adjacent boundary lines is not included in this scope of work. Should a boundary survey be required, a separate proposal for such services will be provided.

3. Expenses

Anticipated expenses in the amount of \$3,070 for this project are included in the fees outlined below.

4. Alternate Geotechnical Investigation (Optional)

As noted in Clarification No.1 to the RFP, geotechnical borings were previously completed on the site. However, the Township has requested that an alternate for geotechnical investigation be provided. Upon determination of the site layout and stormwater management requirements, SCE will retain the services of **Johnson Soils Company (JSC)** to perform test pits and permeability tests at the site in accordance with the NJDEP Stormwater Management Regulations and Best Management Practices Manual. JSC will complete up to eight (8) test pits and permeability tests and summarize their findings and recommendations in a Geotechnical Report for use in the design of the stormwater management facilities.

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. Civil Engineering Services	\$ 70,000
2. Land Surveying Services	\$ 5,030
3. <u>Expenses</u>	<u>\$ 3,070</u>
TOTAL LUMP SUM FEE	\$ 78,100
4. Alternate Geotechnical Investigation (Optional)	LUMP SUM FEE \$ 7,900

Project Schedule

SCE understands it is the intent of the Township to have a grading plan for construction of the playground/kiddie park for Vendor by early September 2024 and to construct the kiddie park in the Fall 2024. SCE will commence services within two (2) weeks of receipt of the fully executed proposal or agreement. It is assumed that all project phases and tasks as described above will be performed consecutively, with no significant project schedule



delays. The project schedule is dependent upon timely Township responses and if applicable, weather conditions for fieldwork and governing agency review periods. A significant project schedule delay may result in an adjustment to our fees or issuance of a new proposal for the remaining scope of work to be completed. SCE will communicate with the Township regularly regarding the project schedule.

Services Not Included Unless Authorized

It should be noted that our fee is based on the specific scope of services as explained above. Additional services and items may be determined to be required during the course of the project that have not been included in our fee proposal. If additional services are required, SCE will provide a contract amendment outlining those services and additional fees and submit it to the Township for approval. Services and items which have not been included or made part of this proposal include but are not limited to the following:

- Boundary survey and additional survey services not specifically noted in the scope of services above.
- Design services not specifically noted in the scope of services above.
- Environmental investigation and NJDEP permits.
- Permit application fees.
- Freshwater wetland investigations or permits.
- Fieldhouse building improvements.
- Additional meetings not specifically noted in the scope of services above.
- 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.
- Any services not specifically noted in the scope of services above.

Fee Structure

SCE will utilize the following fee structure for the scope of services as outlined above:

- Principal/Project Officer \$195/hour
- Senior Project Manager \$190/hour
- Project Manager \$185/hour
- Senior Project Licensed Professional \$180/hour
- Project Licensed Professional \$170/hour
- Licensed Professional \$160/hour
- Senior Project Coordinator \$180/hour
- Project Coordinator \$175/hour
- Senior Designer/Senior Survey Analyst \$150/hour
- Designer/Survey Analyst \$135/hour
- Senior Environmental Scientist \$150/hour
- Environmental Scientist \$135/hour
- Senior Project GIS Analyst \$160/hour



- Project GIS Analyst \$150/hour
- GIS Analyst \$145/hour
- Senior GIS Technician \$135/hour
- GIS Technician \$125/hour
- Senior GIS Project Coordinator \$150/hour
- GIS Project Coordinator \$145/hour
- Senior Inspector \$135/hour
- Inspector \$125/hour
- Senior Technician \$130/hour
- Technician \$120/hour
- Project Administrator \$135/hour
- Administrative Support \$75/hour
- Equipment Unit Cost
 - Unmanned Aerial Systems / Remotely Operated Vehicle \$150/hour
 - Robotic/LiDAR \$50/hour
 - GPS \$25/hour
 - Environmental Injection Pump & Equipment \$150/day
- Reimbursable expenses may include but are not limited to printing / reproduction, mileage, parking and tolls, overnight postage, messenger fees, certified mailings, certified property owners list, uniformed traffic protection, permit applications, and associated filing or recording fees.
- Any third-party incurred reimbursable expenses and/or subconsultant fees will be invoiced at SCE's cost plus 15%.
- 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:

Standard of Care

SCE shall perform all services in accordance with the degree of skill and care ordinarily used by competent practitioners of the same professional discipline when performing similar services under similar circumstances, taking into consideration applicable state requirements and project site conditions.

Termination of Contract

Client may terminate this Agreement with seven days prior written notice to 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.

Estimated Fee(s)

Any estimated fee(s) provided above, is/are based on several assumptions for the scope of services provided in this proposal relative to project unknowns. If it is determined that there is a significant change of conditions that was not anticipated, SCE will notify the Client prior to exceeding the contract amount to address the changes associated with the project and to establish an acceptable course of action needed to complete the scope of services.

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. Additionally, it is assumed that Bid Phase Services will commence upon conclusion of final design/contract document preparation, with no significant project delays. Significant project delays may result in a fee adjustment to our services.

Construction Phase Services

If this Agreement provides any construction phase services by SCE, it is understood that the Contractor, not SCE, is responsible for the construction and schedule adherence 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. Additionally, it is assumed that Construction Phase Services will commence upon conclusion of the Bid Phase services, with no significant project delays. Significant project delays may result in a fee adjustment to our services.

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 (1) 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.

Employee Recruitment Prohibition

For the term of this Agreement and for a period of six (6) months thereafter, Client shall not endeavor to solicit or induce any SCE employee(s) to leave their employment. It is noted that the SCE's workforce is comprised of experienced, skilled, trained, and educated professionals and technicians and the loss of such resources creates a significant burden on the business operation.

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



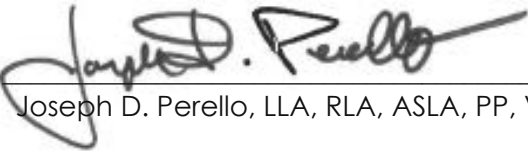
Client for authorization to proceed. If the Client elects not to proceed, we will invoice for services completed to date.

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-P10011.021) 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: 
Joseph D. Perello, LLA, RLA, ASLA, PP, Vice President

Accepted this _____ Day of _____ 20____

By: _____

_____ (Printed Name & Title)

Enclosures

Evidence of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/20/2024

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

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

PRODUCER Dale Group PO Box 6 Florham Park NJ 07932	CONTACT NAME: Tina Taran PHONE (A/C, No, Ext): 973-377-7000 E-MAIL ADDRESS: tinat@dalegroup.com	FAX (A/C, No): 973-377-4614
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Continental Casualty Company		20443
INSURER B : Valley Forge Insurance Company		20508
INSURER C : The Continental Insurance Company Of New Jersey		42625
INSURER D : National Fire Insurance Company of Hartford		20478
INSURER E :		
INSURER F :		

COVERAGES**CERTIFICATE NUMBER:** 590276563**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	2/24/2024	2/24/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
D	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y	Y	7018333701	2/24/2024	2/24/2025	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 \$ 10,000	Y	Y	7018333729	2/24/2024	2/24/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y ☐ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	7018333715	2/24/2024	2/24/2025	☒ 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
C	Professional Liab Pollution Liability			AEH004316497 AEH004316497	2/24/2024 2/24/2024	2/24/2025 2/24/2025	Claim/Occurrence Aggregate \$5,000,000 \$5,000,000

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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