



TOWNSHIP OF WEST ORANGE

25 Lakeside Avenue, West Orange, New Jersey 07052

DEPARTMENT OF ENGINEERING

SUSAN McCARTNEY
MAYOR

ZAYIBETH CARBALLO
Director/Municipal Engineer

Tel: (973) 325-4160
Email: zcarballo@westorange.org

May 2, 2025

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

RE: **REQUEST FOR PROPOSAL AT DEGNAN PARK FOR:
NEW COMMUNITY GARDEN AND EXERCISE AREA**

Dear Mr. 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 for the Community Garden and future seniors exercise equipment at Degnan Park. The Township intends to improve the existing community garden by utilizing NJDEP Permit by Rules to expedite the design and permitting process. The Township also intends to use the space between the baseball field and the parking lot to accommodate low-impact exercise equipment for the community, specifically for senior residents. The following professional services are required for the proposed recreational improvements:

1. Land Surveying Services:

- A. Boundary and Topographic Survey including additional topography of the Katz Community Center, the community garden, parking lot, and area between the parking lot and baseball field;
- B. Establish horizontal control and vertical control in accordance with current New Jersey State Plane Coordinate System (NJSPCS)
- C. Benchmark(s) to be set on site for future use;
- D. Existing conditions/Survey Control plan;
- E. Coordinate utility mark-outs;

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

AN EQUAL OPPORTUNITY EMPLOYER
www.westorange.org

2. Civil Engineering Services:

- A. Develop three (3) color renderings;
- B. Stormwater management and site drainage improvements for a minor development (400 SF or greater of new impervious) as necessary;
- C. Design for new community garden including considerations for water at various locations;
- D. Design considerations for the feasibility of a walkway between the garden and exercise equipment that is ADA compliant;
- E. Prepare construction details for the community garden and exercise area;
- 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. Township intends to improve the community garden by utilizing NJDEP Permit by Rule(s) to expedite the design and permitting process. Permitting coordination with State, Local and Municipal agencies as required for all proposed site improvements;
- 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.

3. Construction Administration Services:

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

Tax map with Park site delineated, Boundary and Topographic Survey 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 to advertise for bids by Spring 2026 with construction in Summer and Fall 2026. Proposals shall be submitted in writing via email on or before **10:00 A.M. Monday, May 12, 2025** 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

Director/Municipal Engineer

ZYC/bs

NJ-GeoWeb - Degnan Park Community Garden



4/21/2025, 2:49:11 PM

 Override 1
 County Boundaries

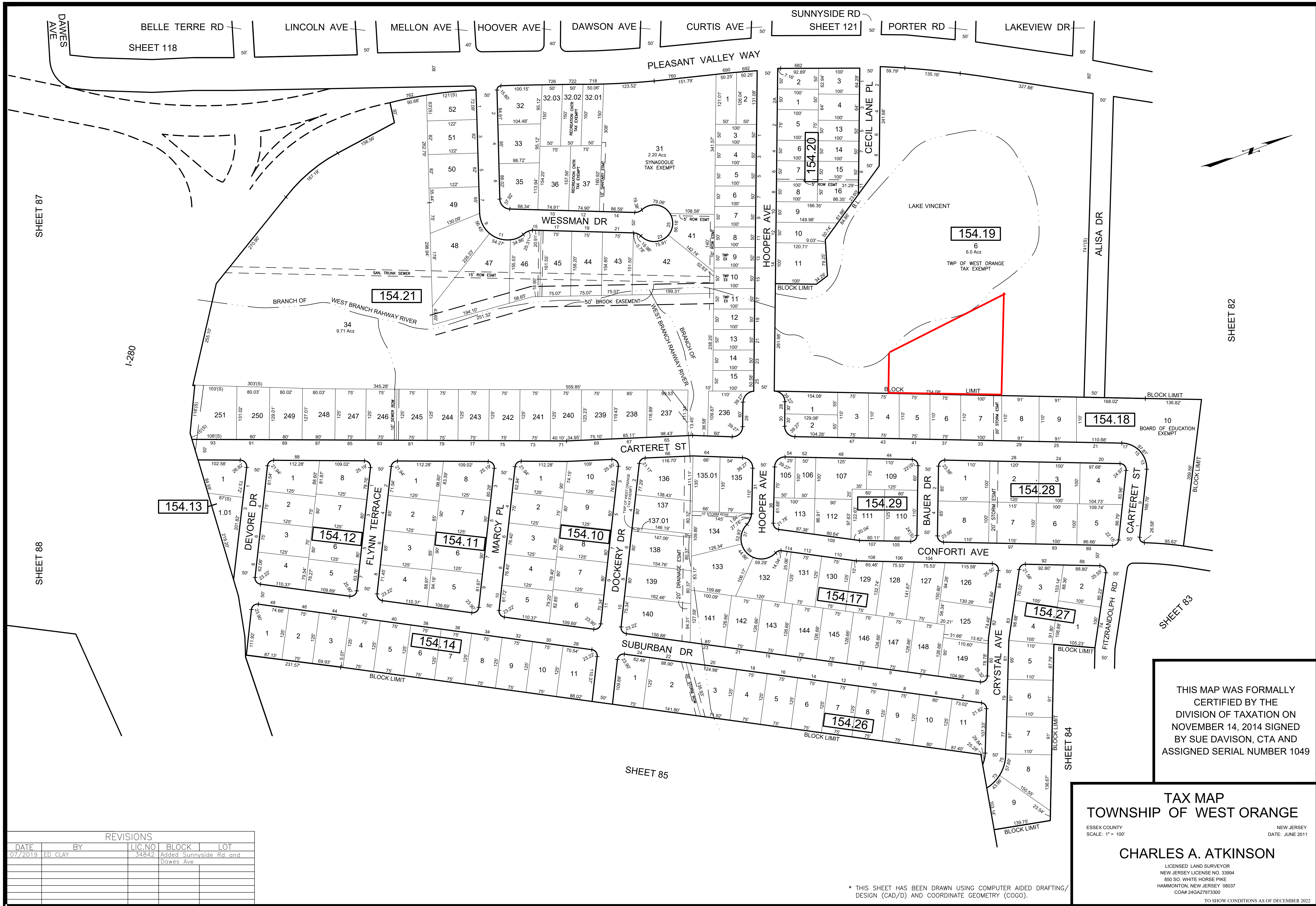
 Road Centerlines of NJ

1:1,128
0 0.01 0.01 0.02 mi
0 0.01 0.02 0.04 km

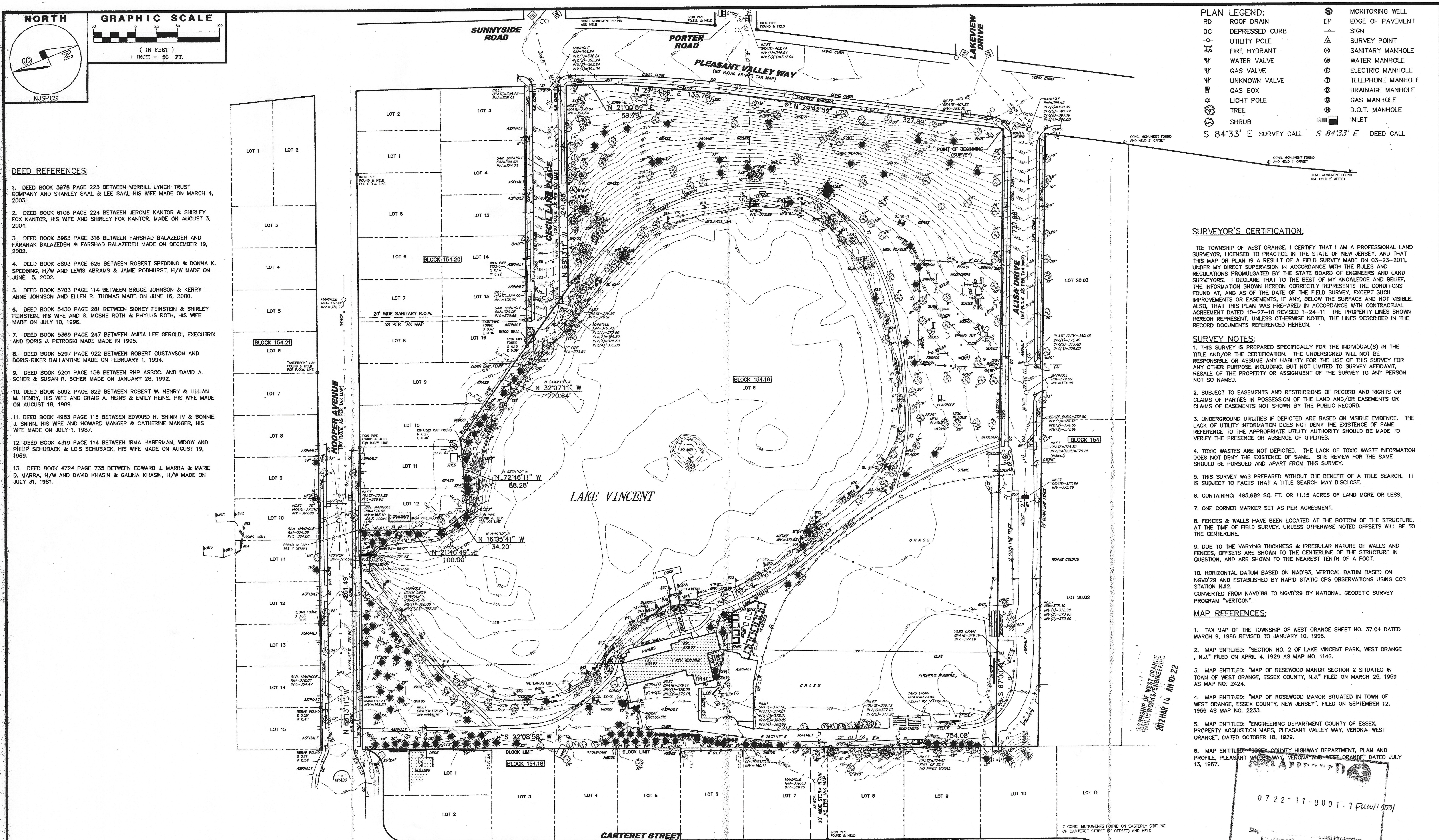
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

New Jersey Department of Environmental Protection

Esri Community Maps Contributors, New Jersey Office of GIS, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS | NJDEP | NJDEP Edition 20241101 | NJ



REVISIONS				
DATE	BY	LIC. NO.	BLOCK	LOT
07/2019	ED CLAY	34842	Added Sunnyside Rd and Daves Ave.	



- DEED REFERENCES:**
- DEED BOOK 5978 PAGE 223 BETWEEN MERRILL LYNCH TRUST COMPANY AND STANLEY SAAL & LEE SAAL HIS WIFE MADE ON MARCH 4, 2003.
 - DEED BOOK 6106 PAGE 224 BETWEEN JEROME KANTOR & SHIRLEY FOX KANTOR, HIS WIFE AND SHIRLEY FOX KANTOR, MADE ON AUGUST 3, 2004.
 - DEED BOOK 5963 PAGE 316 BETWEEN FARSHAD BALAZEDEH AND FARANAK BALAZEDEH & FARSHAD BALAZEDEH MADE ON DECEMBER 19, 2002.
 - DEED BOOK 5893 PAGE 626 BETWEEN ROBERT SPEDDING & DONNA K. SPEDDING, H/W AND LEWIS ABRAMS & JAMIE PODHURST, H/W MADE ON JUNE 5, 2002.
 - DEED BOOK 5703 PAGE 114 BETWEEN BRUCE JOHNSON & KERRY ANNE JOHNSON AND ELLEN R. THOMAS MADE ON JUNE 16, 2000.
 - DEED BOOK 5430 PAGE 281 BETWEEN SIDNEY FEINSTEIN & SHIRLEY FEINSTEIN, HIS WIFE AND S. MOSHE ROTH & PHYLLIS ROTH, HIS WIFE MADE ON JULY 10, 1996.
 - DEED BOOK 5369 PAGE 247 BETWEEN ANITA LEE GEROLDI, EXECUTRIX AND DORIS J. PETROSKI MADE IN 1995.
 - DEED BOOK 5297 PAGE 922 BETWEEN ROBERT GUSTAVSON AND DORIS RIKER BALLANTINE MADE ON FEBRUARY 1, 1994.
 - DEED BOOK 5201 PAGE 156 BETWEEN RHP ASSOC. AND DAVID A. SCHER & SUSAN R. SCHER MADE ON JANUARY 28, 1992.
 - DEED BOOK 5092 PAGE 829 BETWEEN ROBERT W. HENRY & LILLIAN M. HENRY, HIS WIFE AND CRAIG A. HEINS & EMILY HEINS, HIS WIFE MADE ON AUGUST 18, 1989.
 - DEED BOOK 4983 PAGE 116 BETWEEN EDWARD H. SHINN IV & BONNIE J. SHINN, HIS WIFE AND HOWARD MANGER & CATHERINE MANGER, HIS WIFE MADE ON JULY 1, 1987.
 - DEED BOOK 4319 PAGE 114 BETWEEN IRMA HABERMAN, WIDOW AND PHILIP SCHUBACK & LOIS SCHUBACK, HIS WIFE MADE ON AUGUST 19, 1969.
 - DEED BOOK 4724 PAGE 735 BETWEEN EDWARD J. MARRA & MARIE D. MARRA, H/W AND DAVID KHASIN & GALINA KHASIN, H/W MADE ON JULY 31, 1981.

- PLAN LEGEND:**
- | | | | |
|----|----------------|----|-------------------|
| RD | ROOF DRAIN | EP | MONITORING WELL |
| DC | DEPRESSED CURB | — | EDGE OF PAVEMENT |
| — | UTILITY POLE | △ | SURVEY POINT |
| — | FIRE HYDRANT | — | SANITARY MANHOLE |
| — | WATER VALVE | — | WATER MANHOLE |
| — | GAS VALVE | — | ELECTRIC MANHOLE |
| — | UNKNOWN VALVE | — | TELEPHONE MANHOLE |
| — | GAS BOX | — | DRAINAGE MANHOLE |
| — | LIGHT POLE | — | GAS MANHOLE |
| — | TREE | — | D.O.T. MANHOLE |
| — | SHRUB | — | INLET |
- S 84°33' E SURVEY CALL S 84°33' E DEED CALL

SURVEYOR'S CERTIFICATION:

TO: TOWNSHIP OF WEST ORANGE, I CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, LICENSED TO PRACTICE IN THE STATE OF NEW JERSEY, AND THAT THIS MAP OR PLAN IS A RESULT OF A FIELD SURVEY MADE ON 03-23-2011, UNDER MY DIRECT SUPERVISION IN ACCORDANCE WITH THE RULES AND REGULATIONS PROMULGATED BY THE STATE BOARD OF ENGINEERS AND LAND SURVEYORS. I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION SHOWN HEREON CORRECTLY REPRESENTS THE CONDITIONS FOUND AT, AND AS OF THE DATE OF THE FIELD SURVEY, EXCEPT SUCH IMPROVEMENTS OR EASEMENTS, IF ANY, BELOW THE SURFACE AND NOT VISIBLE. ALSO, THAT THIS PLAN WAS PREPARED IN ACCORDANCE WITH CONTRACTUAL AGREEMENT DATED 10-27-10 REVISED 1-24-11 THE PROPERTY LINES SHOWN HEREON REPRESENT, UNLESS OTHERWISE NOTED, THE LINES DESCRIBED IN THE RECORD DOCUMENTS REFERENCED HEREON.

SURVEY NOTES:

- THIS SURVEY IS PREPARED SPECIFICALLY FOR THE INDIVIDUAL(S) IN THE TITLE AND/OR THE CERTIFICATION. THE UNDERSIGNED WILL NOT BE RESPONSIBLE OR ASSUME ANY LIABILITY FOR THE USE OF THIS SURVEY FOR ANY OTHER PURPOSE INCLUDING, BUT NOT LIMITED TO SURVEY AFFIDAVIT, RESALE OF THE PROPERTY OR ASSIGNMENT OF THE SURVEY TO ANY PERSON NOT SO NAMED.
- SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD AND RIGHTS OR CLAIMS OF PARTIES IN POSSESSION OF THE LAND AND/OR EASEMENTS OR CLAIMS OF EASEMENTS NOT SHOWN BY THE PUBLIC RECORD.
- UNDERGROUND UTILITIES IF DEPICTED ARE BASED ON VISIBLE EVIDENCE. THE LACK OF UTILITY INFORMATION DOES NOT DENY THE EXISTENCE OF SAME. REFERENCE TO THE APPROPRIATE UTILITY AUTHORITY SHOULD BE MADE TO VERIFY THE PRESENCE OR ABSENCE OF UTILITIES.
- TOXIC WASTES ARE NOT DEPICTED. THE LACK OF TOXIC WASTE INFORMATION DOES NOT DENY THE EXISTENCE OF SAME. SITE REVIEW FOR THE SAME SHOULD BE PURSUED AND APART FROM THIS SURVEY.
- THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE SEARCH. IT IS SUBJECT TO FACTS THAT A TITLE SEARCH MAY DISCLOSE.
- CONTAINING: 485,682 SQ. FT. OR 11.15 ACRES OF LAND MORE OR LESS.
- ONE CORNER MARKER SET AS PER AGREEMENT.
- FENCES & WALLS HAVE BEEN LOCATED AT THE BOTTOM OF THE STRUCTURE, AT THE TIME OF FIELD SURVEY. UNLESS OTHERWISE NOTED OFFSETS WILL BE TO THE CENTERLINE.
- DUE TO THE VARYING THICKNESS & IRREGULAR NATURE OF WALLS AND FENCES, OFFSETS ARE SHOWN TO THE CENTERLINE OF THE STRUCTURE IN QUESTION, AND ARE SHOWN TO THE NEAREST TENTH OF A FOOT.
- HORIZONTAL DATUM BASED ON NAD'83, VERTICAL DATUM BASED ON NGVD'29 AND ESTABLISHED BY RAPID STATIC GPS OBSERVATIONS USING COR STATION NJ2. CONVERTED FROM NAVD'88 TO NGVD'29 BY NATIONAL GEODETIC SURVEY PROGRAM "VERTCON".

MAP REFERENCES:

- TAX MAP OF THE TOWNSHIP OF WEST ORANGE SHEET NO. 37.04 DATED MARCH 9, 1986 REVISED TO JANUARY 10, 1996.
- MAP ENTITLED: "SECTION NO. 2 OF LAKE VINCENT PARK, WEST ORANGE, N.J." FILED ON APRIL 4, 1929 AS MAP NO. 1146.
- MAP ENTITLED: "MAP OF RESEWOOD MANOR SECTION 2 SITUATED IN TOWN OF WEST ORANGE, ESSEX COUNTY, N.J." FILED ON MARCH 25, 1959 AS MAP NO. 2424.
- MAP ENTITLED: "MAP OF ROSEWOOD MANOR SITUATED IN TOWN OF WEST ORANGE, ESSEX COUNTY, NEW JERSEY, FILED ON SEPTEMBER 12, 1956 AS MAP NO. 2233.
- MAP ENTITLED: "ENGINEERING DEPARTMENT COUNTY OF ESSEX, PROPERTY ACQUISITION MAPS, PLEASANT VALLEY WAY, VERONA—WEST ORANGE", DATED OCTOBER 18, 1929.
- MAP ENTITLED: "ESSEX COUNTY HIGHWAY DEPARTMENT, PLAN AND PROFILE, PLEASANT VALLEY WAY, VERONA AND WEST ORANGE" DATED JULY 13, 1967.

CAUTION: IF THIS DOCUMENT DOES NOT CONTAIN THE RAISED IMPRESSION SEAL OF THE PROFESSIONAL, IT IS NOT AN AUTHORIZED ORIGINAL DOCUMENT AND MAY HAVE BEEN ALTERED. ©COPYRIGHT 2011 BY NEGLIA ENGINEERING. ALL RIGHTS RESERVED.

REVISIONS			DATE	DESCRIPTION	DRAWN	DESIGNED	CHECKED
1	10/10/11	WETLANDS DELINEATED			JB		

JERZY BARANIEWICZ, P.L.S.
PROFESSIONAL LAND SURVEYOR
N.J. LICENSE NO. 43282
N.Y. LICENSE NO. 050767

NEGLIA ENGINEERING ASSOCIATES
34 PARK AVENUE
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FAX: 201-939-0846
E-MAIL: NEA@NEGLIAENGINEERING.COM
NEW JERSEY

MICHAEL J. NEGLIA
PROFESSIONAL ENGINEER
N.J. LICENSE NO. 38604
PROFESSIONAL LAND SURVEYOR
N.J. LICENSE NO. 38604
PROFESSIONAL PLANNER
N.J. LICENSE NO. 3310066800

BOUNDARY & TOPOGRAPHIC SURVEY
DEGNAN PARK
LOT 6 BLOCK 154.19
TOWNSHIP OF WEST ORANGE
ESSEX COUNTY NEW JERSEY

APPROVED
0722-11-0001.1 Plan 11/00/11

DATE: MARCH 23, 2011

EXPERIENCED
DEDICATED
RESPONSIVE



REQUEST FOR PROPOSAL
AT DEGNAN PARK FOR NEW
COMMUNITY GARDEN AND
EXERCISE AREA FOR THE
TOWNSHIP OF WEST ORANGE

Statement of Qualification

May 12, 2025

rfq-rfp@negliagroup.com



SUBMITTED TO:
TOWNSHIP OF WEST ORANGE
66 MAIN STREET
WEST ORANGE, NEW JERSEY 07052
Att: Zayibeth Carballo, zcarballo@westorange.org

LYNDHURST

34 Park Avenue
PO Box 426
Lyndhurst, NJ 07071
p. 201.939.8805 f. 201.939.0846

MOUNTAINSIDE

200 Central Avenue
Suite 102
Mountainside, NJ 07092
p. 201.939.8805 f. 732.943.7249

Section 1:

Executive Summary, Background and Technical Skills





Celebrating our past, engineering your future

What started as a small family business in 1948 has since grown into a versatile, interdisciplinary firm that continues to evolve.

Michael L. Neglia founded the firm—then known as "Allen and Neglia"—after earning his engineering and surveying licenses. The early years of business laid the groundwork for the future by establishing a reputation for dedication and perseverance. Today, Michael J. Neglia represents the third generation of Neglia leaders. While the firm has grown in all areas, our family values of commitment, experience, discipline and fairness remain the same.

For over 75 years, the firm has successfully extended its portfolio and overcome a wide array of challenges. Neglia harnesses cutting-edge technology to enhance its multidisciplinary and professional service offerings, to develop exceptional results, and to provide reliable availability. With over 90 employees across two offices and still growing, Neglia maintains its commitment to offering exceptional services and respecting the requests and concerns of each client.

Through the years, the firm has changed its name to reflect our development. Neglia Group, established in 2021, highlights our growth as a full-service firm united under one name. Since the beginning, our goal has been to provide the best, most reliable services to clients by utilizing our experiences and upholding our core values. Each one of our discipline leaders actively demonstrates this dedication to serve.

As we look toward the future, Neglia is focused on delivering the most efficient and comprehensive results in the civil engineering world. The firm is devoted to providing innovation and quality designs that maximize the potential of each project. Neglia strives to develop the visions of our clients into realities while making sure that each venture unites both present and future needs.

By building off a foundation of family values paired with the use of modern innovation, Neglia is engineering tomorrow's world today.

Our Technical Skills Include:

- Civil Engineering
- Municipal Planning
- Land Development Engineering
- Recreational Facility Planning & Design
- Storm Water Management
- Traffic Engineering
- Sanitary Sewer Engineering
- Structural Engineering
- Sustainable Solutions
- Land Use Permitting
- Construction Supervision/Management
- Surveying & GIS
- 3D Laser Scanning
- Landscape Architecture Services
- Grant Writing



Firm Overview

Neglia Group is a dedicated, reliable, and prominent firm in the Municipal and Civil Engineering realm. Since the firm's founding in 1948, our accomplishments, expertise, and project experience have allowed us to expand our service offerings to include Surveying, 3D Laser Scanning, Construction Management, Geographic Information Systems, Planning, Structural Engineering and Landscape Architecture. Each discipline is led by a well-respected professional whose dedication and knowledge benefit their team and each one of our clients.

For over 75 years, Neglia has turned quality blueprints into reality. Our unique project approach and innovative designs have produced results that not only fulfill client expectations but surpass them. We listen to the needs of our clients, making sure to understand their project and financial expectations before applying our decades of experience to deliver the desired results in a timely manner.

Neglia is proud of our long-standing reputation for responsiveness and adaptability, always putting our clients first.

Core Services

Site / Civil Engineering

- Commercial & Residential Site Design
- Infrastructure Studies & Rehabilitation
- Permitting & Environmental Assessments

Municipal & County Government

- Recreation & Athletic Facilities
- Roadway & Infrastructure Improvements
- Grant Writing & Support

Traffic Engineering

- Traffic System Analysis
- Transportation Planning
- Traffic & Parking Lot Design

Water & Wastewater

- Storm & Sanitary Sewer Engineering
- Hydrologic & Hydraulic Studies
- Infiltration & Inflow Analysis

Construction Management

- Site Inspection/Observation
- Plan & Specification Compliance
- 24/7 Availability

Surveying

- Boundary & Topographical Survey
- Certified Floodplain Surveyors
- Expert Witness Services

3D Laser Scanning

- 2D & 3D Deliverables
- As-built Verification
- Reduces Risks & Costs

GIS & Data Services

- Asset Collection & Management
- GIS Needs Assessment & Implementation
- Data Interpretation & System Maintenance

Planning

- Affordable Housing Reports & Monitoring
- Ordinance Creation & Revision
- Master Plans

Structural Engineering

- Highway Bridge Design
- Existing Structure Evaluation
- Foundation Design

Landscape Architecture

- Streetscape Design
- Parks, Recreation & Open Space Plans
- Master Site Planning



Site / Civil Engineering

For decades, Neglia Group has provided state-of-the-art site and civil engineering services in the public and private sector for residential and commercial properties. These projects include recreation facilities, small and large site developments, water and wastewater utilities, roadway and transportation improvements, environmental assessments, permitting, and more. Our skill in using advanced technology combined with extensive experience and application of our core values has enabled each project to exceed the expectations of our clients.

We draw insight from our vast knowledge of municipal projects, setting us apart as a versatile design firm able to provide reliable results in a consistent, cost-efficient, and timely manner.

Our certified professionals are committed to innovation and quality designs within the confines of the ever-changing regulations to maximize each project's potential.



Services

- Infrastructure Rehabilitation
- Construction Documents, Design, and Supervision of On-Site and Off-Site Improvements
- Professional Planning
- Demolition Plans
- Concept Plans and Preliminary Site Due Diligence
- Utility Design & Master Plan Studies
- Site Plan Preparation
- Project Management
- Hydrologic and Hydraulic Studies
- Site Environmental Assessments
- Soil Erosion, Testing, and Sediment Control Plans
- Storm/Sanitary Sewer and Potable Water Designs and Studies
- Wetlands Delineation and Report Preparation
- Underground Storage Tank (UST) Removal
- Site Grading and Drainage Plans
- Right-of-Way and Roadway Designs
- NJDEP Land Use Permitting
- Landscape Architecture
- Streetscape Planning and Design
- Public Hearing Testimony



Municipal & County Government

Neglia Group is able to deliver engineering services to the communities where we live, working closely with municipal and county governing bodies, planning and zoning boards, and boards of education across northern New Jersey. We have decades of experience working within the confines of strict budgets, regulations, and municipal requirements. Our skilled professionals use well-established industry practices while also implementing new technology and innovation to improve existing aging infrastructure, roadway design, and various capital improvement projects.

Our firm is currently serving several counties and over 30 New Jersey municipalities. Throughout our firm history, Neglia has faithfully served these government agencies in a variety of ways. Many return clients persistently call upon us with confidence, knowing we will provide efficient and quality work.



Services

- Recreation and Park Design
- Recreational and Athletic Facilities
- Athletic Complexes
- Artificial Turf Fields
- Community Centers
- Regional and Neighborhood Parks
- Playgrounds and Trails
- Aquatic Facilities
- Lake and River Restoration
- Roadway Improvements
- Zoning Maps
- Professional Land Surveying
- Grant Applications
- Grant Writing and Support
- Stormwater Drainage Analysis and Design
- Development Plan Review Reports
- Project Management
- Individual Project Feasibility Studies
- Professional Planning
- Master Plans
- Long-Range Master Plans
- Community-Wide Open Space Studies
- GIS Database Management
- Preparation of Computerized Tax Maps



Water & Wastewater

Our experienced engineers work tirelessly to improve the systems and equipment that help manage water and wastewater resources in our communities. Among the firm's many successful projects in this field are town-wide drainage systems, street improvement projects that included replacement of failed pipes, and design of culverts and inlets, creating effective flood control systems for major highways, municipal roads, and large-scale private developments.

Neglia Group uses in-house standard and customized computer software to help provide specific drainage and flood control designs that allow for maximum effectiveness and reliability. Clients turn to Neglia for our water and wastewater utility expertise, relying on us to provide consistent solutions while maintaining health and safety standards.



Services

- Sanitary Sewer Master Plans
- Wastewater Management Plans
- Infiltration and Inflow Investigations and Analysis
- General Consulting
- Review of Developer's Improvements
- Design of Sanitary Sewer Systems, Including Gravity Sewers and Pumping Stations
- Assistance with Regulatory Compliance
- Assistance with Pumping Station Start-Up and Operations
- Design of Trenchless Sewer Rehabilitation Systems
- Construction Management
- Instrumentation and SCADA Systems
- Hydrologic and Hydraulic Studies
- Flow Monitoring
- Pump Station Design, Operation, and Maintenance
- Sewage Treatment Collection and Plant Operators
- Storm and Sanitary Sewer Site Design



Structural Engineering

Neglia Group is proud to offer Structural Engineering services for a wide spectrum of projects. From small retaining walls to medium size bridges, each structural design solution produces durable, high-quality results. Together with our civil engineers and the latest technologies, our professionals are committed to the safety and stability of each structure. In addition to design and analysis, we also specialize in structural rehabilitation, retrofitting, inspection, and evaluation, as well as preparation of drawings, specifications, and proposals.

Our team has successfully provided designs for numerous commercial developments, residential facilities, as well as bridges and culverts of various sizes. From concept to construction, the integrity of each structure is handled with care and consideration of building codes and regulations while meeting the needs of our clients.



Services

- Infrastructure Rehabilitation and Design
- Structural Demolition Plans
- Structural Inspection
- Utility, Support, and Shoring Design
- Preparation of Plans and Specifications
- Project Management
- Bridge Design
- Support of Excavation Design (SOE)
- Pile Design
- Spread Footing Design
- Reinforced Concrete Wall Design
- Modular Retaining Wall Design
- Expert Testimony
- Temporary Shoring/Platform Design for Construction
- Existing Structure Evaluation
- Building Structural Design
- Any Structural Design with Steel, Concrete, or Timber



Construction Management

Neglia is uniquely equipped with the experience and technical qualifications to oversee every phase of construction for all types of projects. Our expert staff of engineers, construction managers, and inspectors coordinate with each other during each phase of a project from initial survey through completion.

By paying attention to detail, we ensure the final project is in accordance with plans and specifications, and that payments to the contractor truly reflect the work performed. As the eyes and ears and boots on the ground, our staff keeps projects on track and within budget.

Through site visits and detailed reports, we successfully keep contractor and client communication at the forefront of every project. Our team provides 24/7 availability for scheduled and emergency construction inspection and observation services.



Services

- Site Visits to Observe the Work in Progress and Report to Engineers
- Shop Drawing Review and Plan Compliance
- Preparation of Inspection Reports with Daily Progress Photos
- Observation of Constructions and Performance Tests
- Review and Approve Contractor Payment Requests
- Final Inspection and Report to Engineers
- Issue a Certification Upon Completion of Construction Contracts
- Resolution and Permit Compliance
- Material Testing
- On-Site Engineering and Solutions
- On-Site Surveying/Construction Layout
- Accountability
- Project Budgets
- Water, Wastewater, and Stormwater Work
- Residential and Commercial Buildings
- Park, Playground, and Field Construction
- Road Paving

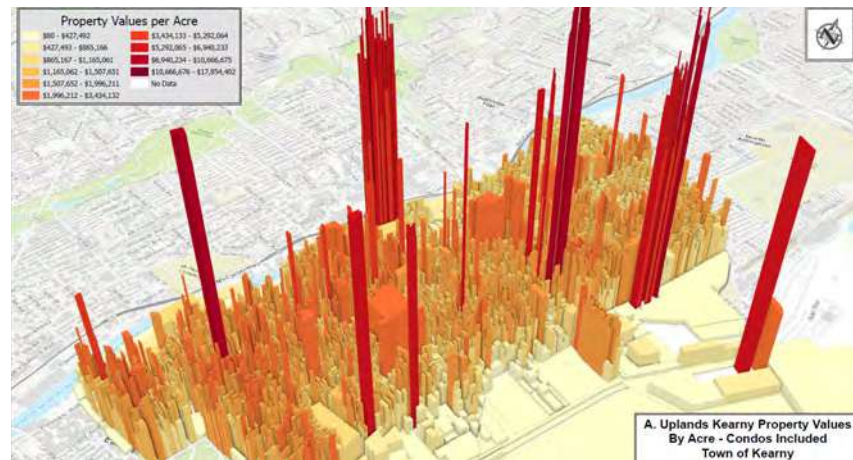


Planning

Neglia's diverse experience in planning, zoning, and land use providing a true benefit to both the public and private sectors. Our hands-on approach assists communities in developing documents and regulations aligned with their visions and goals, with planning strategies purposely crafted for each community's unique needs. Our planning professionals have been recognized by numerous boards while providing expert planning testimony on behalf of public and private applicants.

Neglia's work with urban, suburban, and rural areas allows for true engagement in any community. We help establish goals to guide strategic decisions on local and regional levels. As planning and zoning board representatives, we provide consistent municipal review tasks and regularly attend meetings to represent municipal planning concerns.

For decades of municipal and county planning, Neglia has fostered long-term partnerships with stakeholders at all levels of government.



Services

- Municipal Planning
- Planning and Zoning Board Planer
- Master Plans
- Master Plan Reexaminations
- Land Use Elements
- Housing Elements
- Circulation Elements
- Utility Plans
- Affordable Housing Reports and Monitoring
- Planning Reports
- Ordinance Creation and Revision
- GIS Data Analysis
- Expert Witness Testimony
- Area in Need of Redevelopment Studies
- Municipal Zoning Services
- Zoning Reviews
- Land Use Analysis
- Site Feasibility Studies
- Zoning and Design Guidelines

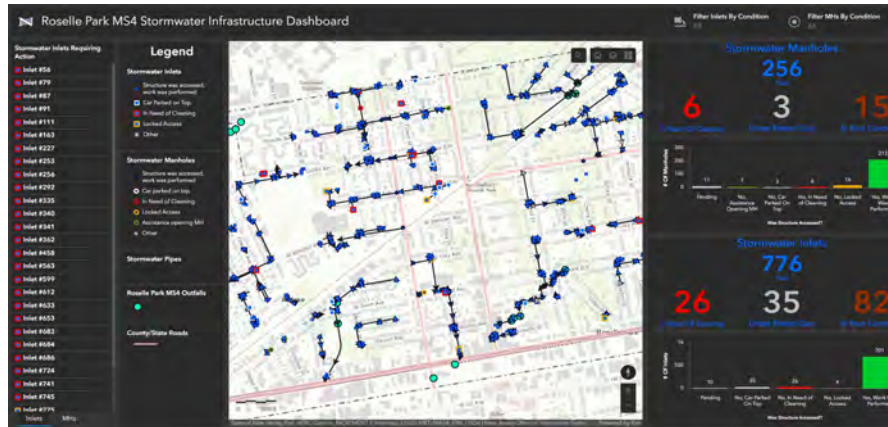
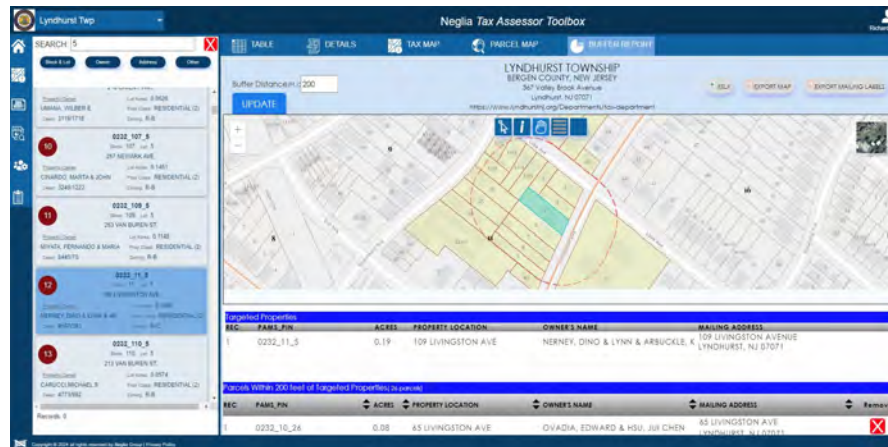


GIS & Data Services

Neglia Group has expanded its Geographic Information Systems (GIS) services to provide our clients with high quality mapping and data-driven products. Neglia's GIS professionals help clients overcome the challenges of obtaining, storing, organizing, visualizing, and tracking volumes of data.

By employing survey-quality GPS devices, our field crews can collect large amounts of information more efficiently and results can be observed in real time. We work within each client's established infrastructure to minimize cost and maximize investment.

Neglia works within each organization's unique workflow, providing guidance every step of the way, no matter the size of the project or organization. We help clients find cost-effective solutions to improve departmental efficiency, foster relationships with the public, provide greater asset accuracy, and secure knowledge retention for years to come.



Services

- Asset Collection and Management
- Web-based Interactive Applications
- Dashboards
- Road Paving Assessments and Inventories
- Foundational digitizing and scanning
- GIS Enterprise installations and maintenance consulting
- Business Intelligence
- GIS Needs Assessments
- Tax Assessor Toolbox Software
- Document Management Software
- US Census Data
- 3D Data Visualization
- GPS Tracking
- Water Value Inspection Tracking
- Sewer Maintenance Tracking
- Document Management

Surveying

Neglia's reputation for precision and accuracy is built on our experience and dedication to the surveying profession. Coupled with our in-house data management techniques, our surveying team provides lasting value on each project we take on.

With decades of surveying experience, there is very little our team has not faced. This expertise provides our municipal, county, and private clients with the confidence that our dedicated staff can handle any situation and produce results. Neglia's esteemed survey professionals provide expertise and a strong commitment to accuracy. We use a variety of surveying techniques, advanced equipment and field instruments, and cutting-edge software to provide our clients with the most desired results. Our sophisticated equipment includes electronic and robotic total stations, survey grade Global Positioning Systems, and Unmanned Aerial Systems (UAS-Drone services).



Services

- Boundary and Topographic Surveys
- ALTA/NSPS Land Title Surveys
- Major and Minor Subdivisions
- Digital Tax Maps and GIS Parcel Maintenance
- Construction Stake-Out
- Certified Floodplain Surveyors - FEMA Applications
- Bathymetric Surveys
- Right of Way and Roadway Surveying
- Monitoring Well Surveying
- Easement Surveys
- GIS and Data Services
- Unmanned Aerial System (UAS) Drone Services
- Surveys using Global Positioning Systems (GPS)
- Title Document Review
- Deed Research
- Tidelands Mapping
- Construction Site Monitoring
- Field Crew Support
- Roadways
- Buildings
- Residential and Commercial Sites
- Parks
- Golf Courses
- Wetland and State Open Water Surveys
- Expert Witness on Boundary Disputes



Landscape Architecture

Neglia Group's innovative Landscape Architects provide design solutions that combine our client's programmatic needs with the natural landscape. Collaborating with Engineers, Architects, Environmental Experts, and Planners, we strive to benefit our clients and the community with aesthetically pleasing, functional, and sustainable designs.

Our clients benefit from our areas of expertise, which consist of comprehensive site analysis, programming and concept development, detailed site design, stormwater management with an emphasis on green infrastructure solutions, and environmental sensitive and artistic planting design.

Neglia's design team strives to successfully transform our clients' visions into reality. Our goal is to provide the health benefits, social and economic enhancements, and the connection between the built environment and nature through our innovative designs.



Services

- Site Feasibility Studies
- Site Analysis and Evaluation
- Visual Impact and Analysis
- Master Site Planning
- Site Layout, Grading and Detail Design
- Campus Planning and Design
- Park, Recreation, and Open Space Plans
- Athletic Facility Planning and Design
- Landscape Master Planning and Design
- Streetscape Design
- Urban Design
- Site Amenities Selection
- Grant Writing and Support
- Development Plan Review/Reports
- Expert Testimony
- Color Illustrative and 3D Graphics



Section 2:

Administrative/Professional Requirements and Scope of Services





Firm Information Requirements

Administrative Information Requirements

1. Key Organization Contact Person, Corporate Officer, and Proposer

Michael J. Neglia, PE, PLS, PP, CME, CPWM
President
Neglia Group
34 Park Avenue
Lyndhurst, NJ 07071
Tel: (201) 939-8805
Fax: (201) 939-0846

Township Representative

Brian Intindola, PE, PP, CME, CPWM
Principal
Neglia Group
34 Park Avenue
Lyndhurst, NJ 07071
Tel: (201) 939-8805
Fax: (201) 939-0846

Description of Organization/Business Organization Statement of Ownership

Neglia Group is a corporation. Set forth below are the names and business addresses of all owners of 10% or more of Neglia Group.

Michael J. Neglia, PE, PLS, PP, CME, CPWM
President
Neglia Group
34 Park Avenue
Lyndhurst, NJ 07071

2. Affirmative Action Requirements

Neglia Group complies with applicable affirmative action requirements. A copy of the Firm's Certificate of Employee Information Report is located in Section 5.

3. Number of Years Under Present Name

Neglia Group has been operating under the name Neglia Engineering Associates since 1970.

4. Number of Years Under Current Management

The firm has been under the current management of the Neglia Family since 1970. Corporate officer is Michael J. Neglia, President.



Firm Information Requirements

5. Malpractice Judgements Against the Firm Within the Last Five Years

Within the last five years, there have been no malpractice suits and/or actions brought against the firm.

6. Business Organization Involved Now or Within the Last Ten Years in a Bankruptcy or Re-Organization Proceeding?

The firm has not been involved in any bankruptcy or re-organization proceedings within the last ten years.

7. Professional Practice Statement

Neglia Group professional staff as a whole are not disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.

8. Non-Collusion Affidavit

A completed copy of Neglia Group Non-Collusion Affidavit can be found in Section 5.

9. General Terms and Conditions Agreement

Should Neglia Group be selected to perform Professional Engineering and Land Surveying Services for the Township, Neglia Group agrees to comply with the General Terms and Conditions along with entering into a standard Professional Services Contract with the Township.

10. Federal State Licenses to Perform Activities

Neglia Group's Business Registration Certificate is located in Section 5. Please see the appended professional licenses.

11. Necessary Forms and Disclosures

All forms required by the Township's RFQ have been completed and can be found in Section 5.

12. Insurance

Please see our Proof of insurance policies in Section 5 of our proposal.

Professional Information Requirements

1. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ.

Kindly review our experience and references as offered in the totality of our response. Our three generations of municipal engineering experience make us one of the most relevant firms in New Jersey – this is what we do. Our references can be found in Section 3.

2. Describe previous experience with this type of service.

Please see Section 3, under the header, "Rates, References, Resumes and Certifications" for our client contacts along with previous work assignments. See Section 4 "Firm Experience and Project Summaries" for Neglia Group examples of current client list and project summaries.



Firm Information Requirements

3. Describe the services that the Respondent would perform directly.

Neglia Group would directly perform Professional Engineering and Land Surveying Services to the Township.

4. Describe the services that would be sub-contracted out.

Neglia Group does not normally call upon services to be sub-contracted out. If the need arises for such services, Neglia Group would promptly seek the Township's approval for such measures and, with approval, call upon the most qualified subcontractors to provide such services.

5. Is any of the Respondent's workforce unionized?

No, none of Neglia's work force is unionized.

6. Professional history of all individuals whom Respondent anticipates performing the professional services or extraordinary unspecifiable services required by the position or contract for which this RFQ is made.

Please see the professional resumes of our staff in Section 3.

7. List all immediate relatives of Principals or Respondent who are Municipal employees or elected officials of the Township.

None.

8. Meetings

Neglia Group can accommodate any required meetings of the Township.

Scope of Services

Per attached RFP.

Scope of Services Qualifications

Per the Township of West Orange's Request for Qualifications and our familiar role in providing Engineering, Planning & Design, Surveying/GIS, Traffic Engineering, Landscape Architecture and Construction Management to Bergen, Hudson, Passaic and Union Counties, Neglia Group is confident that we can provide the services requested as outlined by the Township.



TOWNSHIP OF WEST ORANGE

25 Lakeside Avenue, West Orange, New Jersey 07052

DEPARTMENT OF ENGINEERING

SUSAN McCARTNEY
MAYOR

ZAYIBETH CARBALLO
Director/Municipal Engineer

Tel: (973) 325-4160
Email: zcarballo@westorange.org
May 2, 2025

Brian Intindola
Neglia
34 Park Avenue
Lyndhurst, NJ, 07071

RE: **REQUEST FOR PROPOSAL AT DEGNAN PARK FOR:
NEW COMMUNITY GARDEN AND EXERCISE AREA**

Dear Mr. Intindola,

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 for the Community Garden and future seniors exercise equipment at Degnan Park. The Township intends to improve the existing community garden by utilizing NJDEP Permit by Rules to expedite the design and permitting process. The Township also intends to use the space between the baseball field and the parking lot to accommodate low-impact exercise equipment for the community, specifically for senior residents. The following professional services are required for the proposed recreational improvements:

1. Land Surveying Services:

- A. Boundary and Topographic Survey including additional topography of the Katz Community Center, the community garden, parking lot, and area between the parking lot and baseball field;
- B. Establish horizontal control and vertical control in accordance with current New Jersey State Plane Coordinate System (NJSPCS)
- C. Benchmark(s) to be set on site for future use;
- D. Existing conditions/Survey Control plan;
- E. Coordinate utility mark-outs;

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

2. Civil Engineering Services:

- A. Develop three (3) color renderings;
- B. Stormwater management and site drainage improvements for a minor development (400 SF or greater of new impervious) as necessary;
- C. Design for new community garden including considerations for water at various locations;
- D. Design considerations for the feasibility of a walkway between the garden and exercise equipment that is ADA compliant;
- E. Prepare construction details for the community garden and exercise area;
- 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. Township intends to improve the community garden by utilizing NJDEP Permit by Rule(s) to expedite the design and permitting process. Permitting coordination with State, Local and Municipal agencies as required for all proposed site improvements;
- 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.

3. Construction Administration Services:

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

Tax map with Park site delineated, Boundary and Topographic Survey 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 to advertise for bids by Spring 2026 with construction in Summer and Fall 2026. Proposals shall be submitted in writing via email on or before **10:00 A.M. Monday, May 12, 2025** 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

Director/Municipal Engineer

ZYC/bs

NJ-GeoWeb - Degnan Park Community Garden



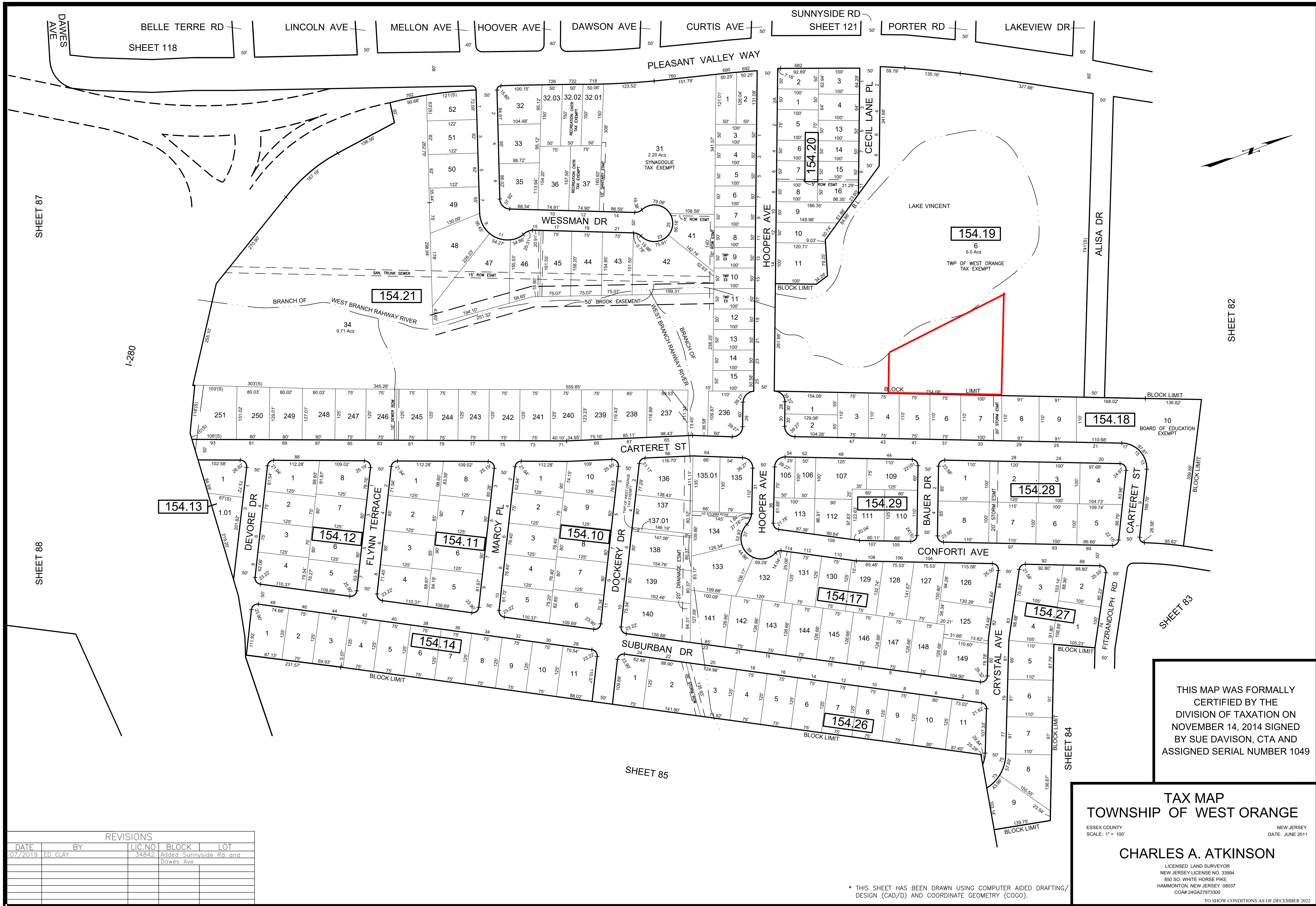
4/21/2025, 2:49:11 PM

 Override 1
 County Boundaries

 Road Centerlines of NJ

1:1,128
0 0.01 0.01 0.02 mi
0 0.01 0.02 0.04 km

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community



REVISIONS				
DATE	BY	LIC. NO.	BLOCK	LOT
07/2019	ED CLAY	34842	Added Sunnyside Rd and Dames Ave	

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

TAX MAP
TOWNSHIP OF WEST ORANGE

ESSEX COUNTY
SCALE: 1" = 100'

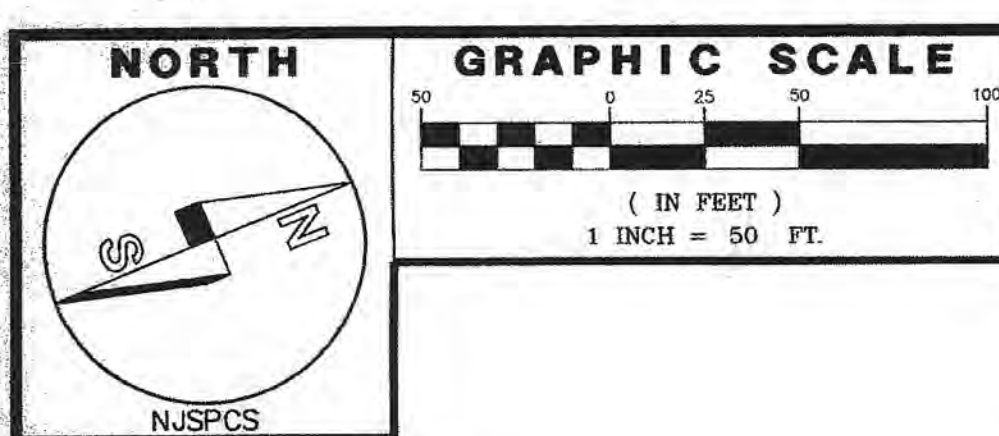
NEW JERSEY
DATE: JUNE 2011

CHARLES A. ATKINSON

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

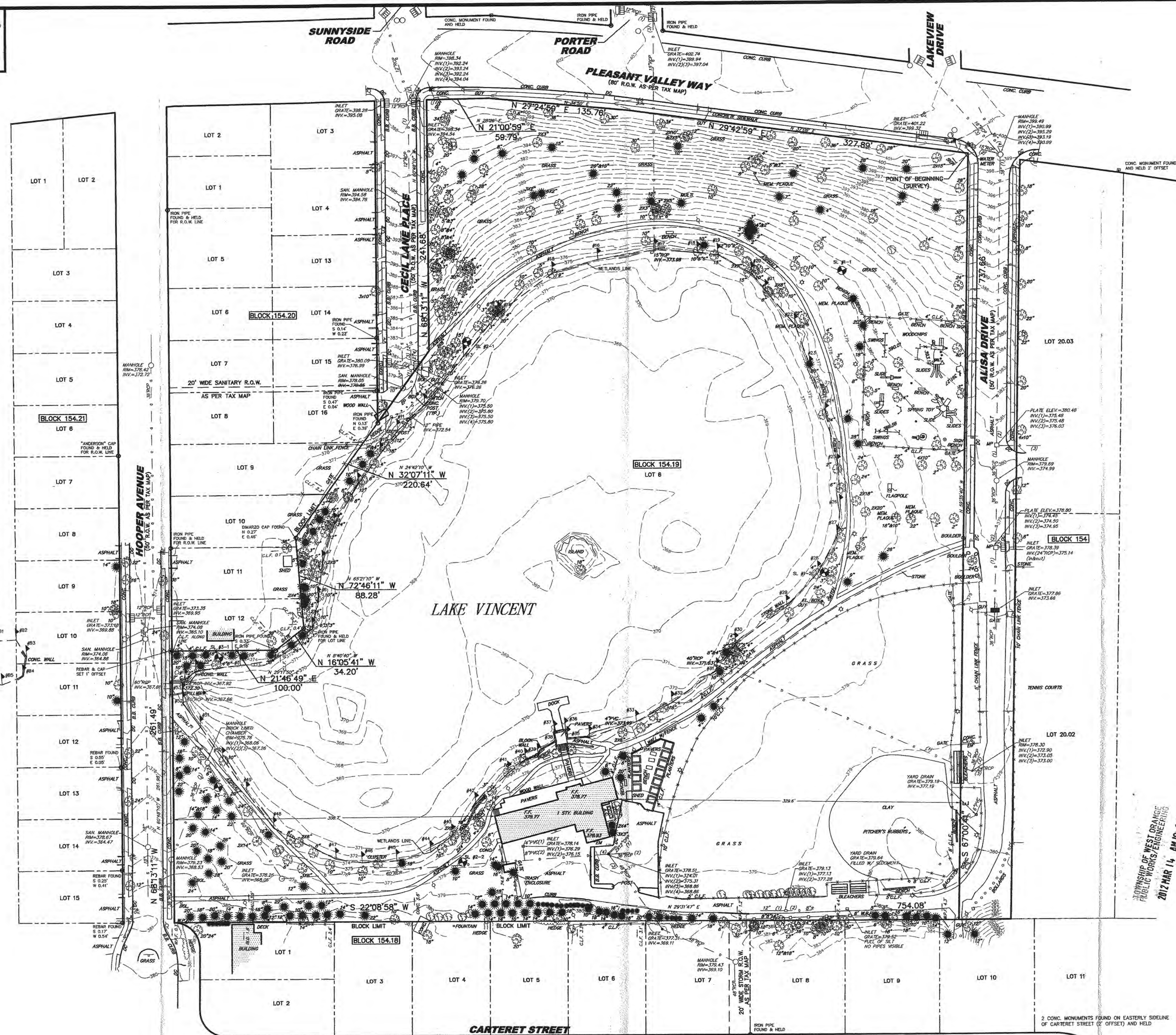
TO SHOW CONDITIONS AS OF DECEMBER 2022

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



DEED REFERENCES:

1. DEED BOOK 5976 PAGE 223 BETWEEN MERRILL LYNCH TRUST COMPANY AND STANLEY SAAL & LEE SAAL HIS WIFE MADE ON MARCH 4, 2003.
2. DEED BOOK 6106 PAGE 224 BETWEEN JEROME KANTOR & SHIRLEY FOX KANTOR, HIS WIFE AND SHIRLEY FOX KANTOR, MADE ON AUGUST 3, 2004.
3. DEED BOOK 5963 PAGE 316 BETWEEN FARSHAD BALAZEDH AND FARANAK BALAZEDH & FARSHAD BALAZEDH MADE ON DECEMBER 19, 2002.
4. DEED BOOK 5893 PAGE 626 BETWEEN ROBERT SPEDDING & DONNA K. SPEDDING, H/W AND LEWIS ABRAMS & JAMIE PODHURST, H/W MADE ON JUNE 5, 2002.
5. DEED BOOK 5703 PAGE 114 BETWEEN BRUCE JOHNSON & KERRY ANNE JOHNSON AND ELLEN R. THOMAS MADE ON JUNE 16, 2000.
6. DEED BOOK 5430 PAGE 281 BETWEEN SIDNEY FEINSTEIN & SHIRLEY FEINSTEIN, HIS WIFE AND S. MOSHE ROTH & PHYLLIS ROTH, HIS WIFE MADE ON JULY 10, 1996.
7. DEED BOOK 5369 PAGE 247 BETWEEN ANITA LEE GEROLDI, EXECUTRIX AND DORIS J. PETROSKI MADE IN 1995.
8. DEED BOOK 5297 PAGE 922 BETWEEN ROBERT GUSTAVSON AND DORIS RIKER BALLANTINE MADE ON FEBRUARY 1, 1994.
9. DEED BOOK 5201 PAGE 156 BETWEEN RHP ASSOC. AND DAVID A. SCHER & SUSAN R. SCHER MADE ON JANUARY 28, 1992.
10. DEED BOOK 5092 PAGE 829 BETWEEN ROBERT W. HENRY & LILLIAN M. HENRY, HIS WIFE AND CRAIG A. HEINS & EMILY HEINS, HIS WIFE MADE ON AUGUST 18, 1989.
11. DEED BOOK 4983 PAGE 116 BETWEEN EDWARD H. SHINN IV & BONNIE J. SHINN, HIS WIFE AND HOWARD MANGER & CATHERINE MANGER, HIS WIFE MADE ON JULY 1, 1987.
12. DEED BOOK 4319 PAGE 114 BETWEEN IRMA HABERMAN, WIDOW AND PHILIP SCHUBACK & LOIS SCHUBACK, HIS WIFE MADE ON AUGUST 19, 1969.
13. DEED BOOK 4724 PAGE 735 BETWEEN EDWARD J. MARRA & MARIE D. MARRA, H/W AND DAVID KHASIN & GALINA KHASIN, H/W MADE ON JULY 31, 1981.



- PLAN LEGEND:
- RD ROOF DRAIN
 - DC DEPRESSED CURB
 - UTILITY POLE
 - FIRE HYDRANT
 - WATER VALVE
 - GAS VALVE
 - UNKNOWN VALVE
 - GAS BOX
 - LIGHT POLE
 - TREE
 - SHRUB
 - MONITORING WELL
 - EDGE OF PAVEMENT
 - SIGN
 - SURVEY POINT
 - SANITARY MANHOLE
 - WATER MANHOLE
 - ELECTRIC MANHOLE
 - TELEPHONE MANHOLE
 - DRAINAGE MANHOLE
 - GAS MANHOLE
 - D.O.T. MANHOLE
 - INLET
- S 84°33' E SURVEY CALL S 84°33' E DEED CALL

SURVEYOR'S CERTIFICATION:

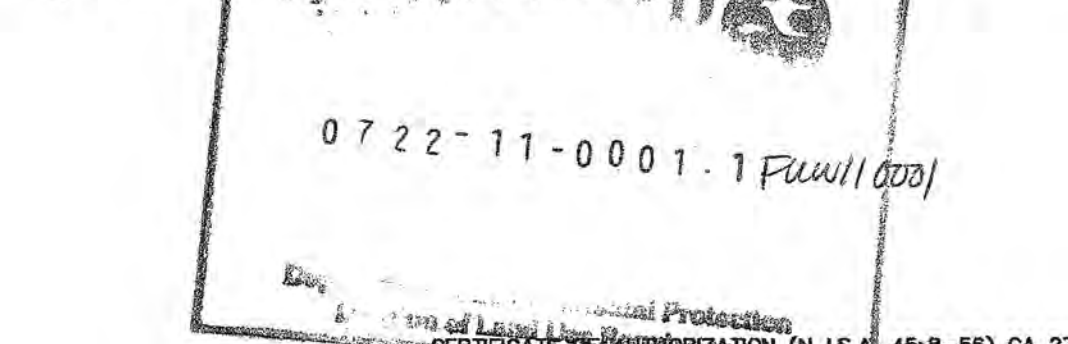
TO: TOWNSHIP OF WEST ORANGE, I CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, LICENSED TO PRACTICE IN THE STATE OF NEW JERSEY, AND THAT THIS MAP OR PLAN IS A RESULT OF A FIELD SURVEY MADE ON 03-23-2011, UNDER MY DIRECT SUPERVISION IN ACCORDANCE WITH THE RULES AND REGULATIONS PROMULGATED BY THE STATE BOARD OF ENGINEERS AND LAND SURVEYORS. I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION SHOWN HEREON CORRECTLY REPRESENTS THE CONDITIONS FOUND AT, AND AS OF THE DATE OF THE FIELD SURVEY, EXCEPT SUCH IMPROVEMENTS OR EASEMENTS, IF ANY, BELOW THE SURFACE AND NOT VISIBLE. ALSO, THAT THIS PLAN WAS PREPARED IN ACCORDANCE WITH CONTRACTUAL AGREEMENT DATED 10-27-10 REVISED 1-24-11 THE PROPERTY LINES SHOWN HEREON REPRESENT, UNLESS OTHERWISE NOTED, THE LINES DESCRIBED IN THE RECORD DOCUMENTS REFERENCED HEREON.

SURVEY NOTES:

1. THIS SURVEY IS PREPARED SPECIFICALLY FOR THE INDIVIDUAL(S) IN THE TITLE AND/OR THE CERTIFICATION. THE UNDERSIGNED WILL NOT BE RESPONSIBLE OR ASSUME ANY LIABILITY FOR THE USE OF THIS SURVEY FOR ANY OTHER PURPOSE INCLUDING, BUT NOT LIMITED TO SURVEY AFFIDAVIT, RESALE OF THE PROPERTY OR ASSIGNMENT OF THE SURVEY TO ANY PERSON NOT SO NAMED.
2. SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD AND RIGHTS OR CLAIMS OF PARTIES IN POSSESSION OF THE LAND AND/OR EASEMENTS OR CLAIMS OF EASEMENTS NOT SHOWN BY THE PUBLIC RECORD.
3. UNDERGROUND UTILITIES IF DEPICTED ARE BASED ON VISIBLE EVIDENCE. THE LACK OF UTILITY INFORMATION DOES NOT DENY THE EXISTENCE OF SAME. REFERENCE TO THE APPROPRIATE UTILITY AUTHORITY SHOULD BE MADE TO VERIFY THE PRESENCE OR ABSENCE OF UTILITIES.
4. TOXIC WASTES ARE NOT DEPICTED. THE LACK OF TOXIC WASTE INFORMATION DOES NOT DENY THE EXISTENCE OF SAME. SITE REVIEW FOR THE SAME SHOULD BE PURSUED AND APART FROM THIS SURVEY.
5. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE SEARCH. IT IS SUBJECT TO FACTS THAT A TITLE SEARCH MAY DISCLOSE.
6. CONTAINING: 485,682 SQ. FT. OR 11.15 ACRES OF LAND MORE OR LESS.
7. ONE CORNER MARKER SET AS PER AGREEMENT.
8. FENCES & WALLS HAVE BEEN LOCATED AT THE BOTTOM OF THE STRUCTURE, AT THE TIME OF FIELD SURVEY. UNLESS OTHERWISE NOTED OFFSETS WILL BE TO THE CENTERLINE.
9. DUE TO THE VARYING THICKNESS & IRREGULAR NATURE OF WALLS AND FENCES, OFFSETS ARE SHOWN TO THE CENTERLINE OF THE STRUCTURE IN QUESTION, AND ARE SHOWN TO THE NEAREST TENTH OF A FOOT.
10. HORIZONTAL DATUM BASED ON NAD'83, VERTICAL DATUM BASED ON NGVD'29 AND ESTABLISHED BY RAPID STATIC GPS OBSERVATIONS USING COR STATION NJ2. CONVERTED FROM NAVD'88 TO NGVD'29 BY NATIONAL GEODETIC SURVEY PROGRAM "VERTCON".

MAP REFERENCES:

1. TAX MAP OF THE TOWNSHIP OF WEST ORANGE SHEET NO. 37.04 DATED MARCH 9, 1986 REVISED TO JANUARY 10, 1996.
2. MAP ENTITLED: "SECTION NO. 2 OF LAKE VINCENT PARK, WEST ORANGE, N.J." FILED ON APRIL 4, 1929 AS MAP NO. 1146.
3. MAP ENTITLED: "MAP OF RESEWOOD MANOR SECTION 2 SITUATED IN TOWN OF WEST ORANGE, ESSEX COUNTY, N.J." FILED ON MARCH 25, 1959 AS MAP NO. 2424.
4. MAP ENTITLED: "MAP OF ROSEWOOD MANOR SITUATED IN TOWN OF WEST ORANGE, ESSEX COUNTY, NEW JERSEY," FILED ON SEPTEMBER 12, 1956 AS MAP NO. 2233.
5. MAP ENTITLED: "ENGINEERING DEPARTMENT COUNTY OF ESSEX, PROPERTY ACQUISITION MAPS, PLEASANT VALLEY WAY, VERONA-WEST ORANGE", DATED OCTOBER 18, 1929.
6. MAP ENTITLED: "ESSEX COUNTY HIGHWAY DEPARTMENT, PLAN AND PROFILE, PLEASANT VALLEY WAY, VERONA AND WEST ORANGE" DATED JULY 13, 1967.



REVISIONS				DRAWN	DESIGNED	CHECKED
NO.	DATE	DESCRIPTION				
1	10/10/11	WETLANDS DELINEATED		JB		

CAUTION: IF THIS DOCUMENT DOES NOT CONTAIN THE RAISED IMPRESSION SEAL OF THE PROFESSIONAL, IT IS NOT AN AUTHORIZED ORIGINAL DOCUMENT AND MAY HAVE BEEN ALTERED. ©COPYRIGHT 2011 BY NEGLIA ENGINEERING. ALL RIGHTS RESERVED.

A PROJECT OF

NEGLIA ENGINEERING ASSOCIATES

34 PARK AVENUE
LYNDHURST
TEL: 201-939-8805

NEW JERSEY
FAX: 201-939-0846
E-MAIL: NEA@NEGLIAENGINEERING.COM

MICHAEL J. NEGLIA

PROFESSIONAL ENGINEER
N.J. LICENSE NO. 330604

PROFESSIONAL LAND SURVEYOR
N.J. LICENSE NO. 330604

PROFESSIONAL PLANNER
N.J. LICENSE NO. 330068000

JERZY BARANIEWICZ, P.L.S.

PROFESSIONAL LAND SURVEYOR

N.J. LICENSE NO. 43282

N.Y. LICENSE NO. 050767

BOUNDARY & TOPOGRAPHIC SURVEY

DEGNAN PARK

LOT 6 BLOCK 154.19

TOWNSHIP OF WEST ORANGE

ESSEX COUNTY NEW JERSEY

DRAWN BY: JB CHECKED BY: SCALE: 1"=50' PROJECT NO: WORGUN11.010 SHEET NO: 1 OF 1

DESIGNED BY: DATE: MARCH 23, 2011

Section 3:

Rates, References, Resumes and Certifications



Neglia Group 2025 Municipal Hourly Billing Rates

PRINCIPAL	\$230.00
SENIOR ENGINEER / SENIOR MANAGER / SENIOR PROFESSIONAL PLANNER	\$215.00
PROFESSIONAL ENGINEER / PROJECT MANAGER / CLIENT MANAGER	\$205.00
SENIOR DESIGN ENGINEER	\$200.00
DESIGN ENGINEER / ENVIRONMENTAL SCIENTIST / STAFF PLANNER	\$190.00
ENGINEERING ASSISTANT	\$120.00
PROFESSIONAL PLANNER	\$215.00
PROFESSIONAL LANDSCAPE ARCHITECT	\$200.00
LANDSCAPE DESIGN	\$160.00
COMPUTER AIDED DESIGNER	\$160.00
CONSTRUCTION MANAGER	\$190.00
CONSTRUCTION ASSISTANT DIRECTOR	\$205.00
TECHNICAL OBSERVER	\$160.00
PROFESSIONAL SURVEYOR / PROJECT MANAGER	\$205.00
SURVEY PROJECT MANAGER	\$190.00
3 MAN SURVEY CREW	\$305.00
2 MAN SURVEY CREW	\$260.00
1 MAN SURVEY CREW (GPS AND EQUIPMENT)	\$225.00
CERTIFIED WETLAND DELINEATOR	\$215.00
LICENSED COLLECTION SYSTEM OPERATOR	\$205.00
DRONE PILOT AND VISUAL OBSERVER	\$270.00
DRONE EDITOR	\$190.00
GIS MANAGER	\$200.00
GIS SPECIALIST	\$180.00
GIS TECHNICIAN	\$125.00
REIMBURSABLE EXPENSES	
PAPER PRINTS (All Sizes)	\$ 4.75/sheet
MYLARS	\$35.00/sheet
COLOR PRINTS	\$80.00/sheet
PHOTOCOPIES (Black & White)	\$.33/page
PHOTOCOPIES (Color)	\$.50/page
MILEAGE (Federal Standard Mileage Rate)	\$.70/mile
SUB-CONSULTANTS	10% administrative fee

Notes:

- Expert testimony for deposition or trial is billed at 1½ standard billing rate.
- Labor billings include miscellaneous direct costs such as telephone calls, faxes, copying and postage. No charges are levied for use of computers, plotters, or CAD systems.
- After hour and Holiday Call Outs
 - 7:00pm to 5:00am – 1.5 times the hourly rate and a 4-hour minimum
 - Holidays – 2 times the hourly rate and a 4-hour minimum
- Reimbursable expenses are subject to change annually based on industry fluctuation.

DEGNAN PARK FOR NEW COMMUNITY GARDEN AND EXERCISE AREA

COST PROPOSAL

Township of West Orange	
Design and Construction Administration	
Neglia Group	
SCOPE Per May 2 Request	
Township of West Orange	
Degan Park Garden and Exercise	
Project Cost Summary	
Neglia Group	
Task	Lump Sum
Land Surveying Services	\$ 11,300.00
Civil Engineering Services	\$ 26,600.00
Subtotal Design	\$ 37,900.00
Construction Management Full-Time ~30 Days	\$ 15,600.00
Construction Inspection Completion Certs	\$ 4,200.00
Subtotal Construction Phase	\$ 19,800.00
Project Total	\$ 57,700.00

LYNDHURST

34 Park Avenue
PO Box 426
Lyndhurst, NJ 07071
p. 201.939.8805 f. 201.939.0846

MOUNTAINSIDE

200 Central Avenue
Suite 102
Mountainside, NJ 07092
p. 201.939.8805 f. 732.943.7249

References



Neglia Group References

	ENTITY And CONTACT NAME	EMAIL TEL. NO. and YEARS SERVING ENTITY	PROJECTS
1	Rose Inguanti Executive Secretary to the Mayor Borough of Rutherford 176 Park Avenue Rutherford, NJ 07070	ringuanti@rutherfordboronj.com 201-460-3004 Since 2011	1. Multiple NJDOT Road Programs, 2016 to current 2. Tamblyn Field Improvements and Field House Demo, 2023 3. Kid Spot at Memorial Field, 2020
2	Stephen Marks Town Administrator Town of Kearny 402 Kearny Avenue Kearny, NJ 07032	smarks@kearnynj.org 201-991-0608 Since 1983	1. Gunnell Oval Recreational Complex, 2020 2. Kearny Avenue & Bergen Avenue Roadway Improvements, 2023 3. Kearny Boathouse Dock Improvements, 2022
3	Christopher W. Eilert Borough Administrator Borough of Wood-Ridge 85 Humboldt Street Wood-Ridge, NJ 07075	ceilert@njwoodridge.org 201-939-0202 Since 1994	1. Highland Avenue Recreation Complex, 2023 2. Roadway Improvement Program, 2016-2017 3. Wood-Ridge Recreational Complex Dog Park & Playground 2021
4	Gregory Franz Borough Administrator Borough of Edgewater 55 River Road Edgewater, NJ 07020	gfranz@edgewaternj.org 201-943-1700 Since 2010	1. Veterans Field Park Playground Improvements, 2021 2. Gorge Road Drainage Improvements, 2022 3. North Street Roadway Improvements, 2021
5	Stephen Lolacono Borough Administrator Borough of North Arlington 214 Ridge Road North Arlington, NJ 07031	sloiacono@northarlington.org 201-991-6060 x107 Since 2009	1. Roadway Improvement Programs, 2015 to current 2. Multi Field Turf replacement, 2022-2023 3. Fisher Field Playground, Benches, ground Installation, sidewalks and ramps, 2023
6	Frank DeMaio Superintendent of Recreation Nutley Parks and Recreation 44 Park Avenue Nutley, NJ 07110	fdemaio@nutleynj.org 973-284-4951 x2512 Since 2011	1. Demuro Park Track and Tennis Court Restoration, 2021 2. Father Glotzbach Field, Synthetic Field Installation, 2017 3. Monsignor Owens Field, 2019
7	Richard Gress DPW Superintendent Township of Lyndhurst 265 Chase Avenue Lyndhurst, NJ 07071	RichardG@lyndhurstnj.org 201-438-5478 Since 2010	1. Lyndhurst High School, Synthetic Field Installation, 2018 2. Capital Road Program, 2019, 2020, 2022 3. Lyndhurst Town Hall Roof Replacement, Library Parking Lot, 2021
8	Anthony D. Iacono Township Manager Township of Belleville 152 Washington Avenue Belleville, NJ 07109	Alacono@bellevillenj.org 973-450-3322 Since 2011	1. Belleville Stadium Improvements, 2021 & 2022 2. Valley Area Circulation Traffic Plan, 2023 3. Redevelopment Plan Services for the Branch Brook Gardens, 2017

Michael J. Neglia, PE, PP, PLS, CME, CPWM

President

Mr. Michael J. Neglia is the President of Neglia Group. As a chief executive, he oversees the firm's entire operation in addition to serving as Municipal Engineer for several municipalities. Mr. Neglia's engineering and surveying experience includes design and construction supervision of roadway reconstruction and resurfacing, and site plan layout and review for storm sewers, sanitary sewers, and pump stations in several different municipalities. As a result of many successful projects, he has an excellent working relationship with the New Jersey Department of Transportation, numerous counties in the State of New Jersey, and the New Jersey Department of Environmental Protection, as well as many other state, county, and local agencies.



Professional Qualifications

- New Jersey Licensed Professional Engineer
- Professional Engineer in the states of New York, Pennsylvania, Delaware, and Connecticut
- New Jersey Licensed Professional Planner
- New Jersey Licensed Land Surveyor
- New Jersey Municipal Engineer
- New Jersey Certified Public Works Manager
- Stormwater Management Design Review Course Certificate

Education

- Bachelor of Science in Civil Engineering, New Jersey Institute of Technology

Associations

- American Society of Civil Engineers (ASCE)
- Sports Authority Board of Commissioners
- Former Member of the Executive Board of American Consulting Engineers Council
- Former Member of the Board of Visitors - New Jersey Institute of Technology (NJIT)

Certifications



Michael J. Neglia, PE, PP, PLS, CME, CPWM
President



Gregory J. Polyniak, PE, PP, CME, CPWM

Vice President

Mr. Polyniak joined Neglia Group in 2004 with expertise in both public and private projects, engaging in the design and construction management of numerous development projects since 1997. He has provided design plans and specifications for projects of the New Jersey and New York Departments of Transportation. He has also performed stormwater management, stormwater conveyance, and flood studies. Mr. Polyniak has prepared New Jersey Department of Environmental Protection Land Use, Water Quality, and Water Supply permits. He serves as the firm's municipal engineering and planning representative for various municipalities, as well as Zoning Boards of Adjustment and Planning Boards' Engineer and Planner. He has provided both engineering and planning testimony as a municipal representative and as a private development expert on hundreds of occasions.



Professional Qualifications

- New Jersey Licensed Professional Engineer
- New Jersey Licensed Professional Planner
- New Jersey Certified Municipal Engineer
- New Jersey Certified Public Works Manager
- Stormwater Management Design Review Course Certificate

Education

- Bachelor of Science in Civil Engineering, Lehigh University
- Master of Science in Civil Engineering, Lehigh University

Certifications



Gregory J. Polyniak, PE, PP, CME, CPWM Vice President



Thomas R. Solfaro, PE, CME, CPWM

Vice President, Director of Municipal Services

Mr. Solfaro has been working in water resources, hydraulic and sanitary engineering, transportation, municipal engineering, site planning and design, and construction management since 1993. His expertise includes the preparation of utility master planning, feasibility studies, reviews and recommendations of Planning/Zoning Board applications, constructibility reviews, Quality Assurance and Quality Control reviews, and State and County grant/funding applications. In addition, he has been responsible for the planning, design, and construction management of municipal capital projects such as storm sewer facilities, potable water facilities, sanitary sewer facilities, roadway infrastructure, streetscape beautification, passive and active parks, and several recreation facilities.



Professional Qualifications

- New Jersey Licensed Professional Engineer
- New Jersey Certified Municipal Engineer
- New Jersey Certified Public Works Manager
- Stormwater Management Design Review Course Certificate

Education

- Bachelor of Science in Civil Engineering, Rutgers University

Associations

- Water Environment Federation
- Association of Environmental Authorities

Certifications



Thomas R. Solfaro, PE, CME, CPWM
Vice President, Director of Municipal Services



Brian A. Intindola, PE, PP, CME, CPWM

Principal

Mr. Intindola joined Neglia Group in 2006 with experience in traffic engineering, design, transportation and municipal project management, and construction management of transit, traffic, and site access projects since 1996. His professional submissions include traffic impact and air quality studies, noise impact assessments, parking lot and site plan design, crossing guard assignment studies, pedestrian analysis, signal warrants, signal plans, and state highway access design and permitting from Maine to Delaware. He has been recognized by review boards and agencies at the state, county, and municipal level as an expert witness for traffic, noise, and air quality impacts. He has qualified as an expert witness before Bergen, Middlesex, and Gloucester Superior Courts, as well as NJDOT ROW hearings. Mr. Intindola was granted design awards for the Rutherford WWI Memorial Streetscape and Belleville Municipal Stadium.



Professional Qualifications

- New Jersey Licensed Professional Engineer
- New Jersey Licensed Professional Planner
- New Jersey Certified Municipal Engineer
- Certified Public Works Manager
- Stormwater Management Design Review Course Certificate

Education

- Bachelor of Science in Civil Engineering, New Jersey Institute of Technology
- Master of Science in Civil Engineering, New Jersey Institute of Technology

Associations

- Institute of Transportation Engineers (ITE)
- American Society of Civil Engineers (ASCE)
- American Consulting Engineers Council (ACEC)

Certifications



Brian A. Intindola, PE, PP, CME, CPWM
Principal



Gary A. Veenstra, PLS, CFS

Principal, Director of Surveying/Geospatial

Mr. Veenstra joined Neglia Group in 2017. He has had experience as a land surveyor since 1986. His extensive experience includes boundary and topographic surveys for both large and small sites including universities, local schools, government lands, commercial properties, warehouse sites, and residential developments. As Director of the Surveying/Geospatial Group, Mr. Veenstra actively oversees all aspects of the surveying services as well as the Geographic Information System (GIS) services provided to our clients. Mr. Veenstra is responsible for proposal writing, client meetings, coordination with internal and external clients, work scheduling, mentoring, boundary analysis, and supervision of all New Jersey and New York surveying services performed by Neglia. Mr. Veenstra currently serves as an officer of the New Jersey Society of Professional Land Surveyors.



Professional Qualifications

- Licensed Professional Land Surveyor in New Jersey
- Licensed Professional Land Surveyor in New York
- New Jersey Certified Floodplain Surveyor (CFS) from New Jersey Society of Professional Land Surveyor's Inaugural Certification Program (NJ-008)

Education

- Bachelor of Science in Civil Engineering, New Jersey Institute of Technology

Associations

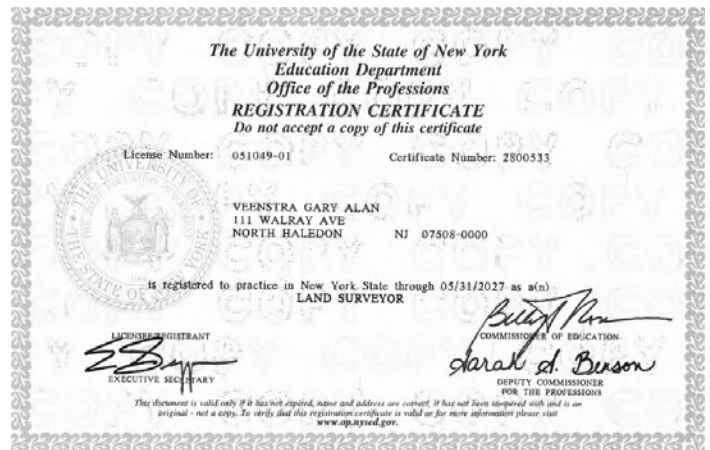
- New Jersey Society of Professional Land Surveyors
- New York State Association of Professional Land Surveyors
- National Society of Professional Land Surveyors
- Director and the State Trig-Star Coordinator of the New Jersey Society of Professional Land Surveyors, previously served as Chapter President

Certifications



Gary A. Veenstra, PLS, CFS

Principal, Director of Surveying/Geospatial



Jason Menzella

Director of Construction

Mr. Menzella joined Neglia Group in 2020 and has had experience in construction since 2000. As Director of Construction for Neglia Group, Mr. Menzella oversees day-to-day construction administration operations. His decades of experience include a wide array of construction projects involving roadway reconstruction, construction of ADA curb ramps, asphalt milling and paving, sanitary and storm signals, bridge construction, drainage and storm sewer replacement, athletic fields (synthetic and grass), playgrounds, steam cleanings, utility relocations, and all levels of maintenance and protection of traffic. Mr. Menzella is an expert inspector and manager. His experience also includes overseeing projects with water mains ranging from 8" main replacement to 15", as well as emergency repairs on 30" mains.



Professional Qualifications

- NICET — Level IV
- OSHA — 40 Hour Training Certification
- NJSAT — Asphalt Paving Technologist Certification
- Municipal Engineering/Construction 1 & 2, Rutgers University
- Compliance to the ADA Certification, Rutgers University
- Certified Work Zone Safety Management, Bergen County
- Certified ACI Concrete Field-Testing Technician — Grade 1
- Certified in Confined Space Entry

Associations

- NJ Chapter of the American Concrete Institute
- NJ Society of Asphalt Technologists

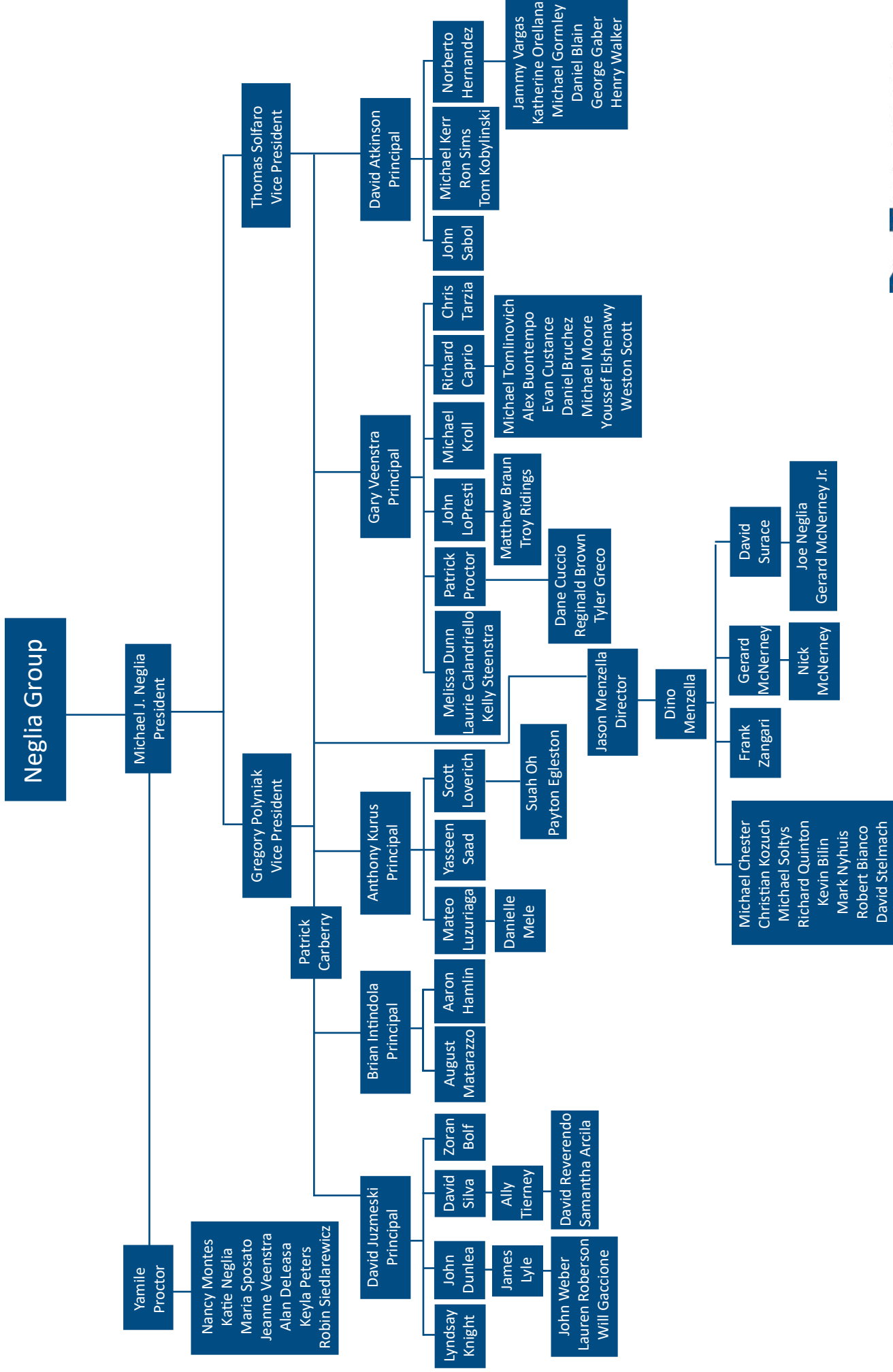
Certifications



Jason Menzella

Director of Construction





Section 4:

Firm Experience and Project Summaries



Firm Experience



Neglia Group provides design, review, planning, surveying, data, and construction management services for various municipalities across Bergen, Essex, Hudson, Passaic, and Union Counties. The tables below provide a representation of our experience. Table 1 highlights some clients who we serve on their Planning and Zoning Boards. Table 2 provides a list of some recent municipal and governmental clients.

Table 1 – Planning and Zoning Board Clients

Neglia Group has the privilege of providing a variety of services for many New Jersey municipalities. Our relationships with these clients are built off our foundation of appreciation and understanding of each Board member's volunteered time to better their community.

Municipality	PB/ZB	Municipality	PB/ZB	Municipality	PB/ZB
Borough of Fort Lee	✓	Borough of Caldwell	✓	City of Hoboken	✓
Borough of Fairview	✓	Borough of Elmwood Park	✓	City of Hackensack	✓
Borough of Cliffside Park	✓	Borough of Fair Lawn	✓	City of Clifton	✓
Borough of Maywood	✓	Borough of Harrington Park	✓	City of Garfield	✓
Borough of North Arlington	✓	Borough of Little Ferry	✓	Town of Kearny	✓
Borough of Norwood	✓	Borough of Lodi	✓	Township of Berkeley Heights	✓
Borough of Wood-Ridge	✓	Borough of Park Ridge	✓	Township of Lyndhurst	✓
Borough of Oradell	✓	Borough of Rockleigh	✓	Township of Montclair	✓
Borough of Paramus	✓	Borough of Rutherford	✓	Township of Saddle Brook	✓
Borough of Wallington	✓	Borough of Woodland Park	✓	Township of South Hackensack	✓
Borough of Woodcliff Lake	✓	City of Passaic	✓	Township of Scotch Plains	✓

Table 2 –Counties/Agencies/Municipalities/Authorities/Schools/Housing Authorities

COUNTY OR COUNTY AGENCIES	
Bergen County	Special Projects Engineer
Hudson County	Special Projects Engineer
Morris County	Special Projects Engineer & GIS Consultant/Land Surveyor
Passaic County	Special Projects Engineer
Somerset County	Special Projects Engineer
Union County	Engineering, Construction Management & On-Call Services
HOUSING AUTHORITIES/AFFORDABLE HOUSING PLANNING/ENGINEERING	
Borough of Bergenfield	Planner/Engineer for Economic Development
Borough of Fort Lee	Borough Engineer/Planner/Affordable Housing Monitoring
Borough of Haledon	Borough Planner
Borough of Norwood	Borough Engineer/Planner/Affordable Housing Monitoring
Borough of Rockleigh	Borough Engineer/Planner
Borough of Rutherford	Borough Engineer/Planner/Redevelopment/Housing Development
City of Summit	City Planner
Township of Rochelle Park	Redevelopment Planner
Union County Utilities Authority	Special Projects Engineer
Borough of Rockleigh Sewerage Authority	Consulting Engineer
Borough of Cliffside Park	Special Projects Engineer/Borough Planner

Firm Experience



SCHOOLS/BOARD OF EDUCATION	
Bergen Community College	On Call Engineering
Hudson County Schools of Technology	Engineer of Record
MUNICIPAL CONSULTANT OR AUTHORITY	
Bergen County Utilities Authority	Site Work Engineering & GIS Consultant/Land Surveyor
Township of Berkeley Heights	Township Engineer
North Arlington/Lyndhurst Joint Sewerage Authority	Engineer/C3 Engineer
Town of Secaucus	Town Surveyor
Borough of Roselle Park	Special Projects Engineer/Borough Planner
City of Passaic	Engineer/On-Call Surveyor/Special Projects Engineer
Borough of East Rutherford	PW and UC Engineer
City of Clifton	Engineer, Traffic Engineer, Landscape Architect
Carlstadt Sewerage Authority	Authority Engineer
Borough of North Arlington	Borough Engineer
Hudson County Improvement Authority	Special Projects Engineer

Building and Facilities Demolition Projects

Neglia Group developed specifications and coordinated hazardous materials identification and removal procedures that were bundled into public bid solicitations/documents for qualified contractors to respond to and remove the structures for new improvements. Neglia's role has been to bring the demolition phase of these projects from initial scoping through site restoration along with coordination and review of contractor payment vouchers.

Project Examples:

- Wesmont at Wood-Ridge — former airplane factory has been demolished and serves as a 10-acre recreational complex. Neglia coordinated demolition and site preparation for the athletic fields.
- West Passaic Avenue in Rutherford — Neglia solicited quotes from qualified contractor for the demolition of an existing dental office and existing site improvements to make space for a new police headquarters.
- Ridge Road in Rutherford — Neglia solicited quotes to remove a derelict fire damaged abandoned building that has since been redeveloped to a two family structure.
- Orchard Street in Carlstadt — Neglia solicited quotes to demolish a house and increase the capacity of an existing unused lot, thus expanding the area for a new community park.



Wood-Ridge Athletic Complex

Master Plans & Redevelopment Projects

Neglia Group has a long history of working with communities. We understand the sensitivity of changes in communities and work closely with elected officials, residents, and stakeholders to create a process that is open, informative and transparent. Our team represents a number of communities in Bergen and Passaic County and adjacent communities in various consulting roles. We have extensive experience in Master Plans, Reexamination Reports, and community engagement. Through our experience we have dealt in depth with many challenges that affect communities including traffic, economic development, maintaining established residential character, stormwater management, and community growth and the effects on the school system.

Some of these projects include:

- Lyndhurst Master Plan Reexamination (2024)
- Bergenfield West Church Street Reexamination (2024)
- Bergenfield Area D Redevelopment Plan (2023)
- Bergenfield West Church Street Area in Need Study (2023)
- Sought Hackensack Area in Need Study (2023)
- Ramsey Circulation Element (2023)
- Haledon Fair Share Plan and Housing Element (2022)
- Haledon Master Plan Reexamination (2021)
- Lodi Garibaldi Avenue Redevelopment (2020/2021)
- Kearny Master Plan Reexamination (2020/2021)
- Rutherford Holman Property Area In Need Study (2020)
- Fairview Redevelopment Plan (2020)
- Rutherford William Center Redevelopment Plan (2019)
- Rutherford Agnew Place Redevelopment Plans A + B (2019)
- Rockleigh Master Plan Reexamination (2019)
- South Hackensack Master Plan Reexamination (2019)
- Roselle Park Master Plan Reexamination (2018)
- Rutherford Master Plan Reexamination (2018)
- Kearny Schuyler Avenue Amendments to the Redevelopment Plan (2018)



The Meadowside
333 Bergen Avenue
Fairview, NJ

Green Forest Park Improvements

Township of Scotch Plains, New Jersey

The Township of Scotch Plains acquired Neglia Group to provide Engineering Design, Bidding Services and Construction Management services for the Green Forest Park Improvement project, as well as Boundary and Topographic Surveys. The township desired to reconstruct and re-purpose the existing tennis courts. The park that was once only four asphalt tennis courts was in need of repair now consists of a tennis court, pickle ball courts, an outdoor in-line hockey rink with a futsal (hard court soccer) court, as well as bleachers, asphalt walkways, and fencing for the courts and rink.



Project at a Glance

Client:
Township of Scotch Plains

Contact:
Al Mirabella
Township Manager
(908) 322-6700

Services Provided:
Boundary Survey
Topographic Survey
Site Engineering
Design Engineering
Construction Management

Completion:
May 2023

Project Values:
Construction \$620,000.00

Oak Ridge Park Improvements

Township of Clark, New Jersey

The County of Union selected Neglia Group to provide Design Engineering services for improvements to the 12-acre Oak Ridge Park located in Clark, NJ. Formally a farmstead, and briefly a golf course in the late 1900s, the passive park now features an eight-lane collegiate running track, a full size soccer/lacrosse field, new bleachers for up to 800 fans, a press box, and a 3,000 square foot field house that accommodates both lockers, bathrooms, and concessions. The park is also equipped for hammer throw, discuss, high jump, and pole vault competitions and has lighting for night rivalries. Neglia also provided services for the design of a new parking lot and an underground storm water detention area. As needed, Neglia worked in consultation with various sub-consultants for environmental and historical landscaping services.



Project at a Glance

Client:
Union County
Improvement
Authority

Contact:
Bibi Taylor
Project Manager
(908) 527-4000

Services Provided:
Survey
Site Design
Stormwater Design
State Historic
Preservation Office
Application Assistance
NJDEP Permits

Completion:
November 2020

Project Values:
Construction \$9.5M

Kennedy Park Playground Improvements

Borough of Norwood, New Jersey

Neglia Group has been involved in many different projects at Kennedy Field in Norwood, including the playground's improvement. Engineering, Survey, GIS, and Landscape Architecture services allowed for the installation of a modular block retaining wall, a chain link fence, a concrete sidewalk, a pour-in-place safety surface, and playground equipment. The new playground is designed to be ADA-compliant and is wheelchair accessible. The site has other unique features, like a landscaped seat wall and picnic area. Additionally, a raised landscape terrace design saved several mature trees during construction.



Project at a Glance

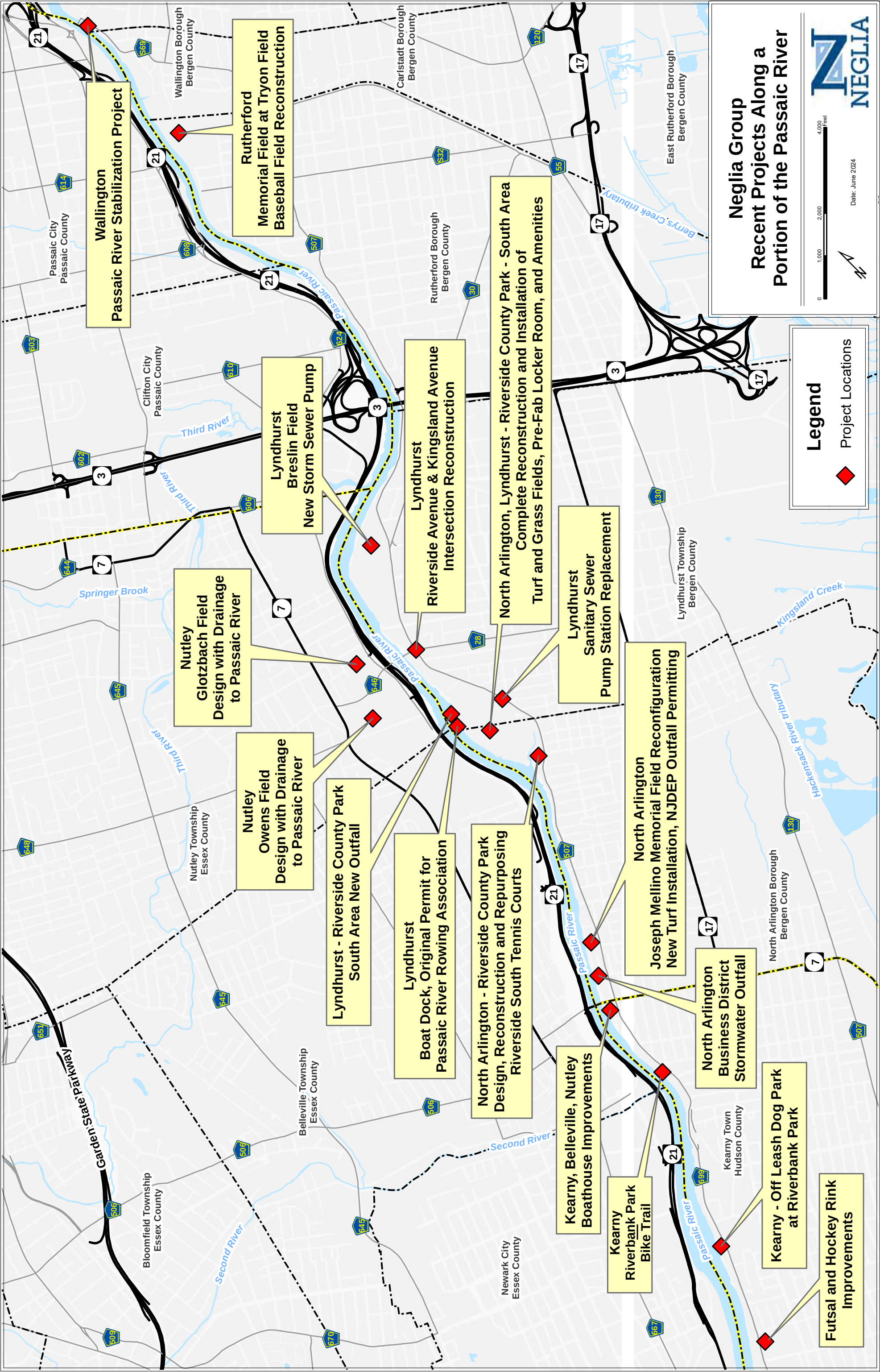
Client:
Borough of Norwood

Contact:
Jordan Padovano
Borough Administrator
(201) 784-2965

Services Provided:
Engineering Services
Survey
GIS
Landscape Architecture

Completion:
November 2023

Project Values:
Construction
\$700,000.00



Wallington
Passaic River Stabilization Project

Rutherford
Memorial Field at Tryon Field
Baseball Field Reconstruction

Lyndhurst
Breslin Field
New Storm Sewer Pump

Lyndhurst
Riverside Avenue & Kingsland Avenue
Intersection Reconstruction

North Arlington, Lyndhurst - Riverside County Park - South Area
Complete Reconstruction and Installation of
Turf and Grass Fields, Pre-Fab Locker Room, and Amenities

Lyndhurst
Sanitary Sewer
Pump Station Replacement

Nutley
Glotzbach Field
Design with Drainage
to Passaic River

Nutley
Owens Field
Design with Drainage
to Passaic River

Lyndhurst - Riverside County Park
South Area New Outfall

Lyndhurst
Boat Dock, Original Permit for
Passaic River Rowing Association

North Arlington - Riverside County Park
Design, Reconstruction and Repurposing
Riverside South Tennis Courts

Kearny, Belleville, Nutley
Boathouse Improvements

Kearny
Riverbank Park
Bike Trail

North Arlington
Business District
Stormwater Outfall

Kearny - Off Leash Dog Park
at Riverbank Park

Futsal and Hockey Rink
Improvements

North Arlington
Joseph Mellino Memorial Field Reconfiguration
New Turf Installation, NJDEP Outfall Permitting

Neglia Group Recent Projects Along a Portion of the Passaic River

Legend

◆ Project Locations



Date: June 2024

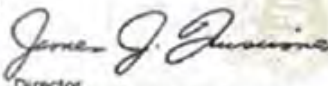


Section 5:

Required and Requested Documents



New Jersey Business Registration Certificate & Certificate of Employee Information Report

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 352 TRENTON, N J 08646-0252
TAXPAYER NAME: NEGLIA ENGINEERING ASSOCIATES	TRADE NAME:	
ADDRESS: 34 PARK AVENUE LYNDHURST NJ 07071-1012	SEQUENCE NUMBER: 1045958	
EFFECTIVE DATE: 03/01/04	ISSUANCE DATE: 02/13/23	
 Director New Jersey Division of Revenue		
FORM-BRC (04-08), D205848V		
This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.		

CERTIFICATE OF EMPLOYEE INFORMATION REPORT		Certification 7254 RENEWAL
This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-Mar-2023 to 15-Mar-2026		
		
NEGLIA ENGINEERING ASSOCIATES 34 PARK AVENUE LYNDHURST NJ 07071		 ELIZABETH MAHER MUOIO State Treasurer



STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

NOTICE OF CONSULTANT PREQUALIFICATION

FIRM: NEGLIA ENGINEERING ASSOCIATES
ADDRESS: 34 PARK AVENUE
LYNDHURST, NJ 07071

☐ INITIAL ☐ REVISED ☒ RENEWAL

DATE OF ISSUE: FEBRUARY 21, 2025
EXPIRATION DATE: MARCH 15, 2027
FEDERAL ID NUMBER: 221 900 081

☐ MBE ☐ WBE ☐ SBE ☐ VOB

The Experience Questionnaire (FORM 48A), submitted by your firm, has been reviewed. As a result of this review, your firm may be invited to submit proposals for projects involving the checked discipline(s) having a not to exceed Construction Cost Estimate (CCE) as noted. For the purposes of this form, NA = no fixed amount.

☐ ARCHITECTURE	_____	☐ ROOFING CONSULTANT	_____
☐ ELECTRICAL ENGINEERING	_____	☐ ACOUSTICS	_____
☐ HVAC ENGINEERING	_____	☐ ASBESTOS DESIGN	_____
☐ PLUMBING ENGINEERING	_____	☐ ASBESTOS SAFETY MONITORING	_____
☒ CIVIL ENGINEERING	25 MILLION	☐ CLAIMS ANALYSIS	_____
☒ SANITARY ENGINEERING	25 MILLION	☐ TELECOMMUNICATIONS	_____
☐ STRUCTURAL ENGINEERING	_____	☒ FEASIBILITY PLANNING	5 MILLION
☐ ELEVATOR/CONVEYOR ENGINEERING	_____	☐ FIRE DETECTION SYSTEMS	_____
☐ SOILS ENGINEERING	_____	☐ FIRE PROTECTION SYSTEMS	_____
☐ FIRE PROTECTION ENGINEERING	_____	☐ FOOD SERVICE	_____
☐ ENVIRONMENTAL ENGINEERING	_____	☐ HYDRAULICS/PNEUMATICS	_____
☐ MARINE ENGINEERING	_____	☐ HYDROLOGY	_____
☒ LANDSCAPE DESIGN	5 MILLION	☐ SECURITY SYSTEMS	_____
☐ PLANNING	_____	☒ SITE PLANNING	25 MILLION
☒ LAND SURVEYING	NA	☐ HISTORIC PRESERVATION CONSULTANT	_____
☐ AERIAL SURVEYING	_____	☐ ENERGY AUDITING	_____
☐ HYDROGRAPHIC SURVEYING	_____	☒ TRAFFIC	NA
☐ FIRE & LIFE SAFETY RENOVATIONS	_____	☐ TRANSPORTATION	_____
☐ BUILDING COMMISSIONING	_____	☒ WASTE/WATER TREATMENT	1 MILLION
☐ BOILER/STEAM LINES/HIGH PRESSURE SYS.	_____	☐ ENERGY MANAGEMENT CONTROL SYSTEM	_____
☐ DAM/LEVEE DESIGN	_____	☐ RENEWABLE ENERGY CONSULTANT	_____
☒ BARRIER FREE/ADA DESIGN	10 MILLION	☒ CONSTRUCTION FIELD INSPECTION	10 MILLION
☐ ESTIMATING/COST ANALYSIS	_____	☒ PROJECT MANAGEMENT	20 MILLION
☐ INTERIOR DESIGN/SPACE PLANNING	_____	☐ ENVIRONMENTAL CONSULTANT	_____
☐ ROOFING INSPECTION	_____	☐ STORAGE TANK REMOVAL	_____
☐ CONSTRUCTION MANAGEMENT	_____	☐ STORAGE TANK INSTALLATION	_____
☐ CPM	_____	☐ PERIMETER SECURITY FENCING	_____
☐ ARCHAEOLOGY	_____	☐ INDOOR AIR QUALITY TESTING	_____
☐ GEOLOGY	_____	☐ LANDFILL CLOSURE	_____
☐ VALUE ENGINEERING	_____	☐ LEAD PAINT EVALUATION	_____
☐ HISTORIC PRESERVATION/RESTORATION	_____		

PREPARED BY:

Katie Karr

KATIE KARR
MANAGER, PREQUALIFICATION UNIT

APPROVED BY:

Jeanette M Barnard
JEANETTE M BARNARD
DEPUTY DIRECTOR

NOTE: THIS IS AN ORIGINAL DOCUMENT. IT MAY BE REQUIRED AS PROOF OF YOUR PREQUALIFICATION STATUS. PLEASE RETAIN THIS FORM FOR YOUR RECORDS.



CONSULTANT NOTICE OF PREQUALIFICATION

for

Neglia Engineering Associates

34 Park Avenue, P.O. Box 426

Lyndhurst, NJ 07071

In accordance with N.J.A.C. 19:38A, your firm has been approved with the NJSDA for Prequalification:

Effective Date: March 3, 2025

Expiration Date: March 15, 2027

☐ Architecture		☐ Acoustics	
☐ Electrical Engineering		☐ Roofing Consultant	
☐ HVAC Engineering		☐ Asbestos Management & Design	
☐ Plumbing Engineering		☐ Asbestos Safety Control Monitoring	
☒ Civil Engineering	\$ 25 Million	☐ Claims Analysis	
☒ Sanitary Engineering	\$ 25 Million	☐ Telecommunications	
☐ Structural Engineering		☒ Feasibility/Master Planning	\$ 5 Million
☐ Elevators & Conveyors		☐ Fire Detection Systems	
☐ Soils Engineering		☐ Fire Protection Systems	
☐ Fire Protection Engineering		☐ Food Service	
☐ Environmental Engineering		☐ Hydraulics/Pneumatics	
☐ Marine Engineering		☐ Hydrology	
☒ Landscape Design	\$ 5 Million	☐ Security Systems	
☐ Planning		☒ Site Planning	\$ 25 Million
☒ Land Surveying	\$ UNLIMITED	☐ Historic Preservation Consultant	
☐ Aerial Surveying		☐ Energy Auditing	
☐ Hydrographic Surveying		☒ Traffic	\$ UNLIMITED
☐ Fire & Life Safety Renovations		☐ Transportation	
☐ Building Commissioning		☒ Waste/Water Treatment	\$ 1 Million
☐ Boiler/Steam Lines/High Pressure Systems		☐ Energy Management Control Systems	
☐ Dam/Levee Design		☐ Renewable Energy Design Consultant	
☒ Barrier Free/ADA Design	\$ 10 Million	☒ Construction Field Inspection	\$ 10 Million
☐ Estimating/Cost Analysis		☒ Project Management	\$ 20 Million
☐ Interior Design/Space Planning		☐ Environmental Consultant	
☐ Roofing Inspection		☐ Underground Storage Tank Installation	
☐ Construction Management		☐ Underground Storage Tank Removal	
☐ CPM Scheduling		☐ Premier Security Fencing	
☐ Archaeology		☐ Indoor Air Quality	
☐ Geology		☐ Landfill Closure	
☐ Value Engineering		☐ Lead Paint Evaluation/Inspection	
☐ Historical Preservation/Restoration			

ANY ATTEMPT TO ALTER OR MISREPRESENT ANY INFORMATION CONTAINED IN THIS NOTICE MAY RESULT IN PROSECUTION, DEBARMENT, AND/OR DISQUALIFICATION.

Information contained in this notice can be verified at: <https://sda03.njsda.gov/PublicReportsUI/VendorSearch.aspx>

NJSDA Prequalification Unit - 609-858-5355



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/19/2025

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 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 Bogle Agency Insurance 200 Stuyvesant Avenue P0 Box 236 Lyndhurst NJ 07071	CONTACT NAME: Philip G. Bogle PHONE (A/C, No, Ext): (201)939-1076 FAX (A/C, No): (201)939-3423 E-MAIL ADDRESS: pgbogle@bogleagency.com																					
INSURED Neglia Engineering Assoc Inc 34 Park Ave Lyndhurst NJ 07071-1012	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Property & Casualty Ins Co of Hartford</td><td>34690</td></tr><tr><td>INSURER B:</td><td>Nutmeg Insurance Company</td><td>39608</td></tr><tr><td>INSURER C:</td><td>Employers Preferred Insurance Company</td><td>10346</td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Property & Casualty Ins Co of Hartford	34690	INSURER B:	Nutmeg Insurance Company	39608	INSURER C:	Employers Preferred Insurance Company	10346	INSURER D:			INSURER E:			INSURER F:		
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INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES**CERTIFICATE NUMBER:** CL2512752477**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			13SBABN7JPL	01/20/2025	01/20/2026	EACH OCCURRENCE	\$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	☒ X, C, U Included						MED EXP (Any one person)	\$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$ 1,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC						GENERAL AGGREGATE	\$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	AUTOMOBILE LIABILITY			13UECGF1591	01/20/2025	01/20/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	☒ ANY AUTO						BODILY INJURY (Per person)	\$
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	☒ HIRED AUTOS	☒ NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
A	☒ UMBRELLA LIAB	☒ OCCUR		13SBABN7JPL	01/20/2025	01/20/2026	EACH OCCURRENCE	\$ 10,000,000
	☐ EXCESS LIAB	☐ CLAIMS-MADE					AGGREGATE	\$ 10,000,000
	DED ☒	RETENTION \$ 10,000						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	☐ Y ☒ N	N/A	EIG5578383-00	06/15/2024	06/15/2025	☒ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

Proof of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Phil G. Bogle/MB

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**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

2/19/2025

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 World Insurance Associates, LLC 429 Hackensack St. PO Box 818 Carlstadt, NJ 07072-0818	CONTACT NAME: Roger Smith	
	PHONE (A/C, No, Ext): (201) 559-8155 489	FAX (A/C, No):
	E-MAIL ADDRESS: rogersmith@worldinsurance.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Continental Insurance Company	
INSURED Neglia Engineering Associates P.O. Box 426 Lyndhurst, NJ 07071	NAIC #	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
INSURER F :		

COVERAGES**CERTIFICATE NUMBER:****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
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab.			AEH008231806	2/20/2025	2/20/2026	Each Claim 5,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

*** PROOF OF COVERAGE ***

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

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Neglia Engineering Associates	
	2 Business name/disregarded entity name, if different from above. Neglia Group	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☒ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. 34 Park Avenue, PO Box 426 6 City, state, and ZIP code Lyndhurst, NJ 07071 7 List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-				-	
or								
Employer identification number								
2	2	-	1	9	0	0	8	1

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person <i>Maria Spornato</i>	Date <i>March 10, 2025</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



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

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

May 12, 2025

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

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

Attn: Zayibeth Carballo, PLS, PE, PP, CFM
Municipal Engineer

**Re: *Estimate of Fees for Professional Engineering Services
Degnan Park Community Garden and Exercise Area
Township of West Orange, Essex County, NJ
Proposal No. 2025-200***

Dear Zayibeth:

We are pleased to present our estimate of fees for the design, permitting and construction phase services for the above-referenced project. It is our understanding that the Township is seeking to make improvements to Degnan Park including the following:

- Renovate the existing Community Garden;
- Provide exercise equipment for seniors; and,
- Install Stormwater Management improvements;

With this in mind, we anticipate the following scope of services:

1. Land Surveying Services

The following services will be provided under this phase:

- A. Prepare a Boundary and Topographic Survey including additional topography of the Katz Community Center, the community garden, parking lot, and the area between the parking lot and the baseball field;
- 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. Prepare an existing conditions/survey control plan; and,



Township of West Orange
Estimate of Fees for Professional Engineering Services
Re: Degnan Park Community Garden and Exercise Equipment

May 12, 2025
Our File No. 2025-200
Page 2

E. Coordinate utility mark-outs.

As part of the deliverables, an electronic AutoCAD file of the Boundary and Topographic Survey prepared by Neglia should be provided if available.

2. Civil Engineering Services

The work under this phase will include the following services:

- A. Develop three (3) color renderings for review with the Township;
- B. Prepare Stormwater management and site drainage improvements for a minor development (400 SF or greater of new impervious) as necessary;
- C. Design the new community garden including considerations for water at three (3) locations;
- D. Design considerations for the feasibility of a walkway between the garden and exercise equipment that is ADA compliant;
- E. Prepare construction details for the community garden and exercise area;
- F. Prepare construction details;
- G. Prepare a 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;
- H. Notify the NJDEP as may be necessary for FHA Permit by Rule;
- I. Obtain a certification from the Hudson, Essex, Passaic Soil Conservation District if the disturbance exceeds 5,000 square feet;
- J. Coordinate with the local water company for the extension of new water services;
- K. Attend four (4) meetings with the Township Officials including Kickoff, Preliminary Design, Public Presentation and Final Design;
- L. Prepare a Bid Package that includes bid plans and construction specifications in accordance with public bidding laws; and,
- M. Provide Bidding documents (plans and specifications) to the Township via AutoCAD, hard copy and PDF files.



Township of West Orange
Estimate of Fees for Professional Engineering Services
Re: Degnan Park Community Garden and Exercise Equipment

May 12, 2025
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Page 3

Fee Estimate

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

A. Land Surveying Services.....	\$18,000.00
B. Civil Engineering Services.....	\$26,000.00
Total Lump Sum Fee for Services	\$44,000.00

3. Construction Administration Services (Separate Fee)

The following services will be provided under this phase:

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

The Lump Sum fee for Construction Administration Services is **\$20,000.00**.

Exceptions:

- *NJDEP permitting with the exception of the FHA Permit By Rule. Additional NJDEP permitting is outside of the scope of this proposal.*
- *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.*



Township of West Orange
Estimate of Fees for Professional Engineering Services
Re: Degnan Park Community Garden and Exercise Equipment

May 12, 2025
Our File No. 2025-200
Page 4

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
For the Firm

TT: pv



architects + engineers

119 Cherry Hill Road, Ste 110
Parsippany, NJ 07054 | tel 862.207.5900

ENGINEERING NJ #24GA28019100

Via email: zcarballo@westorange.org

May 12, 2025

Zayibeth Carballo, P.E.
Municipal Engineer
Township of West Orange
25 Lakeside Avenue
West Orange, NJ 07052

**Re: Proposal for Professional Engineering Services
Degnan Park: New Community Garden and Exercise Area
H2M Proposal. No.: LP250629**

Dear Ms. Carballo:

In response to your Request for Proposal (RFP) dated May 2, 2025, H2M is pleased to submit this Proposal to the Township of West Orange to provide professional engineering services for design for the above-referenced project. The following outlines our Project Understanding, Scope of Services, and Engineering Fee and Billing Method.

PROJECT UNDERSTANDING

We understand the Township wishes to improve the existing community garden at Degnan Park, and also wishes to create an area for low-impact exercise equipment, specifically for seniors, utilizing the space located between the existing parking area and baseball field. The project area is near Vincent's Pond which is a regulated water body under the New Jersey Department of Environmental Protection (NJDEP) regulations. The Township plans for the proposed site improvements to comply with the NJDEP Permit-by-Rule (PBR) criteria under the NJ Flood Hazard Area (FHA) control act regulations. This will avoid the submission of formal permit applications to the NJDEP. The RFP did not discuss potential Freshwater Wetlands permits and we anticipate that no such permits will be required. The extent and type of site improvements anticipated will be discussed further in the kick-off meeting with the Township, which will take place after the award of the Contract for Engineering Services.

The proposed improvements do not include expansion of the parking lot, or major changes in the existing parking area. The project will not be classified as a "major development" for stormwater management purposes, and the NJ Stormwater Management Rules will therefore not apply to the project.

Construction Administration services will include full-time inspection services. A topographic survey (described below) will be prepared for the project area for use in preparation of the design plans for bidding and construction.

SCOPE OF SERVICES

Task 1 – Topographic Survey

- Review plans and surveys provided by Township, or others.
- Perform a field survey of the project area, including the Katz Community Center, community garden, parking area and area between the parking lot and the existing baseball field. Field survey will locate existing physical features and obtain topographic data of the site in the project area. Horizontal and vertical control will be performed in accordance with the NJ State Plane Coordinate System.

- Field locate existing utilities based on utility company mark-out and surface observations and locate isolated trees ($\geq 6"$ dia.) within anticipated areas of disturbance.
- Set up to two (2) benchmarks on the site, for future use.
- Prepare survey map for preparation of project plans. Preparation of a boundary survey of the park property (Block 154.19, Lot 6) is not included.

Task 2 – Civil Engineering Services

- Visit site to review existing conditions and meet with Township personnel for kick-off meeting and review goals of project.
- Prepare base map of project site and prepare preliminary site layout for review with Township to confirm the site layout and scope of improvements. Review design options for modifications to community garden, including extension of water systems. Review pedestrian circulation including access between the community garden and exercise equipment area. Access routes will be designed for ADA compliance.
- Review drainage conditions and design stormwater system to manage stormwater runoff from the site in accordance with the Township requirements.
- Prepare Contract Drawings for the proposed improvements. We anticipate that the following drawings will be prepared by H2M:
 1. Cover Sheet
 2. Existing Conditions and Demolition Plan
 3. Site Layout and Dimension Plan
 4. Site Grading, Drainage and Utility Plan
 5. Site Landscape Plan
 6. Soil Erosion and Sediment Control Plan
 7. Site Construction Details
- Attend meetings with Township personnel (4 meetings included) during project progress, including a kick-off meeting, preliminary design review meeting, public presentation and final design review meeting.
- Prepare estimate of probable construction cost for review with client.
- Prepare up to three (3) color renderings of project plan for Township use and for public presentation.
- H2M will prepare application documents for submittal to the Soil Conservation District for approval. We will coordinate with the Township for required application signatures.
- Prepare technical specifications based on the NJDOT specifications. These will be combined with the Township's standard administrative "front end" specifications to be provided by the Township in MS Word format for our use.
- Contract Drawings and Contract Specifications will constitute the Bidding Documents. H2M will furnish 20 sets of Bidding Documents to the Township.

Task 3 – Construction Administration

- Coordinate with Township personnel to provide full-time inspection services during construction.
- Review and process contractor's Requests for Information (RFI's).
- Review and process contractor's payment applications.
- Perform site inspection following substantial completion of work and prepare punchlist for outstanding and remaining items.
- Follow up as needed for closeout of project.

FEES AND BILLING METHOD

Based on the foregoing understanding and Scope of Services, H2M proposes compensation for Professional Engineering Services as follows:

Task 1 – Topographic Survey	\$7,800.00 Lump Sum
Task 2 – Civil Engineering	\$42,000.00 Lump Sum
Task 3 – Construction Administration	\$38,000.00 Lump Sum

Deliverables to the Township will include hard copies of documents prepared, and electronic files of the survey and plans prepared (AutoCAD and PDF files) and specifications (PDF).

H2M will bill the Township for Professional Engineering Services on a monthly basis. For lump-sum fees, billing will be based on the percentage of work completed and a synopsis of the project status will be provided. For services provided on the basis of hourly fee rates plus reimbursable expenses, the billing will reflect the time expended by H2M personnel assigned to the project, reimbursable expenses, and a brief description of the services provided. Also enclosed are H2M's State of New Jersey Business Registration Certificate, a sample Certificate of Liability Insurance, and our Standard Terms and Conditions, which, together with the Billing Rate Schedule, are integral parts of this Proposal.

PROJECT SCHEDULE

Based on the RFP, we understand the Township plans to advertise for bids in the spring of 2026 for construction in Summer and Fall 2026. Therefore, we propose to complete the plans and specifications for use for bidding no later than October 30, 2025, provided authorization to proceed is received no later than June 30, 2025.

ADDITIONAL SERVICES AND ITEMS EXCLUDED

Any services provided outside the Scope of Services presented in this Proposal will be performed only after receiving authorization from the Township and will be billed on the basis of hourly fee rates plus reimbursable expenses in accordance with the enclosed Billing Rate Schedule. Additional services, including but not limited to those listed below, are beyond the scope of work currently included in this proposal.

- Preparation of formal applications or permits with the NJDEP.
- Environmental testing or investigations.
- Soil testing, borings, or similar site investigations.
- Architectural, structural, or building design services.
- Preparation of an as-built survey following completion.
- Application and permit fees shall be paid directly by the Township.

The scope, price, and other contents offered in this proposal are conditional upon your acceptance of the attached H2M Standard Terms & Conditions (Ver 210520). Please indicate your acceptance by signing and dating the attached document where indicated and returning it to our office as your authorization to proceed, or provide other acceptable form of authorization.

H2M appreciates the opportunity to present this proposal to the Township. Please advise us if you need additional information or require clarification of this Proposal.

Very truly yours,

H2M Associates, Inc.



Richard B. Schommer, Jr., PE, PP
Department Manager | Civil Engineering



Charles A. Martello, PE, LSRP
Executive Vice President

Enclosures



Municipal
2025 B Hourly Rate Schedule

Classification	Rate	Classification	Rate
ADMINISTRATIVE SUPPORT PROFESSIONAL	\$ 99.00	PROJECT PLANNER 1	\$ 139.00
ARCHITECTURAL TECHNICIAN 1	\$ 66.00	PROJECT PLANNER 2	\$ 160.00
ASSISTANT DEPARTMENT MANAGER - COATINGS	\$ 143.00	PROJECT SCIENTIST 1	\$ 138.00
ASSISTANT DEPARTMENT MANAGER - ENG	\$ 241.00	PROJECT SCIENTIST 2	\$ 148.00
ASSISTANT DEPARTMENT MANAGER - SCI	\$ 187.00	PROJECT SURVEYOR 1	\$ 132.00
ASSISTANT DEPARTMENT MANAGER - SURVEY	\$ 230.00	PROJECT SURVEYOR 2	\$ 146.00
ASSISTANT STUDIO DIRECTOR	\$ 236.00	REGIONAL OFFICE DIRECTOR	\$ 247.00
ASSISTANT TO THE COO	\$ 120.00	RESIDENT ENGINEER	\$ 230.00
BIM / CAD COMPLIANCE MANAGER	\$ 187.00	SR. ADMINISTRATIVE SUPPORT PROFESSIONAL	\$ 126.00
BIM / CAD SPECIALIST 1	\$ 120.00	SR. ARCHITECT 1	\$ 197.00
BUSINESS DEVELOPMENT SPECIALIST	\$ 187.00	SR. ARCHITECT 2	\$ 219.00
CAD / BIM PROGRAM MANAGER	\$ 148.00	SR. ARCHITECT 3	\$ 241.00
CADD TECHNICIAN 2	\$ 115.00	SR. BIM/CAD SPECIALIST 1	\$ 126.00
CHIEF EXECUTIVE/OPERATING OFFICER	\$ 247.00	SR. CADD TECHNICIAN 1	\$ 121.00
COATINGS OBSERVER 1	\$ 116.00	SR. CADD TECHNICIAN 2	\$ 138.00
COATINGS OBSERVER 2	\$ 138.00	SR. COATINGS OBSERVER 1	\$ 170.00
CONSTRUCTION ADMINISTRATOR	\$ 170.00	SR. COATINGS OBSERVER 2	\$ 181.00
CONSTRUCTION OBSERVER 1	\$ 121.00	SR. CONSTRUCTION OBSERVER 1	\$ 181.00
CONSTRUCTION OBSERVER 2	\$ 138.00	SR. CONSTRUCTION OBSERVER 2	\$ 197.00
CONSTRUCTION OBSERVER 3	\$ 153.00	SR. DESIGNER 1 - ARCH	\$ 175.00
DEPARTMENT MANAGER - COATINGS	\$ 247.00	SR. DESIGNER 1 - ENG	\$ 175.00
DEPARTMENT MANAGER - SCI	\$ 247.00	SR. DESIGNER 2 - ARCH	\$ 192.00
DEPARTMENT MANAGER - SURVEY	\$ 247.00	SR. DESIGNER 2 - ENG	\$ 203.00
DEPARTMENT MANAGER- ENG	\$ 247.00	SR. DISCIPLINE ENGINEER	\$ 247.00
DEPUTY DISCIPLINE DIRECTOR	\$ 247.00	SR. DISCIPLINE SCIENTIST	\$ 214.00
DEPUTY DIVISION DIRECTOR	\$ 247.00	SR. ENVIRONMENTAL PLANNER 1	\$ 224.00
DEPUTY MARKET DIRECTOR	\$ 247.00	SR. ENVIRONMENTAL PLANNER 2	\$ 229.00
DIRECTOR GIS SERVICES	\$ 247.00	SR. ENVIRONMENTAL SCIENTIST 1	\$ 197.00
DIRECTOR OF CORPORATE QA/QC	\$ 247.00	SR. ENVIRONMENTAL SCIENTIST 2	\$ 230.00
DIRECTOR OF OPERATIONS	\$ 247.00	SR. GIS SPECIALIST 1	\$ 156.00
DIRECTOR OF PLANNING	\$ 247.00	SR. INTERIOR DESIGNER 1	\$ 192.00
DIRECTOR OF ENGINEERING	\$ 247.00	SR. LANDSCAPE ARCHITECT	\$ 219.00
DISCIPLINE DIRECTOR	\$ 247.00	SR. PROJECT ARCHITECT 1	\$ 187.00
DISCIPLINE ENGINEER	\$ 230.00	SR. PROJECT ARCHITECT 2	\$ 197.00
DISCIPLINE QA/QC AND PRODUCTION MANAGER	\$ 247.00	SR. PROJECT CONTROLS SPECIALIST 1	\$ 197.00
DOCUMENT CONTROL MANAGER	\$ 126.00	SR. PROJECT CONTROLS SPECIALIST 2	\$ 208.00
ENGINEERING TECHNICIAN 1	\$ 121.00	SR. PROJECT DESIGNER 1	\$ 181.00
ENVIRONMENTAL TECHNICIAN 1	\$ 83.00	SR. PROJECT DESIGNER 2	\$ 187.00
FIELD SUPERVISOR - COATINGS	\$ 175.00	SR. PROJECT DOCUMENT CONTROL SPECIALIST	\$ 132.00
FIRE INVESTIGATOR	\$ 181.00	SR. PROJECT ENGINEER 1	\$ 208.00
FORENSIC MARKET STRATEGIST	\$ 225.00	SR. PROJECT ENGINEER 2	\$ 219.00
GIS SPECIALIST 2	\$ 156.00	SR. PROJECT ENTITLEMENT SPECIALIST 2	\$ 247.00
HEALTH AND SAFETY SPECIALIST 1	\$ 126.00	SR. PROJECT INTERIOR DESIGNER 1	\$ 156.00
LEADERSHIP DEVELOPMENT SPECIALIST	\$ 247.00	SR. PROJECT PLANNER 1	\$ 175.00
MANAGER OF CONSTRUCTION OBSERVATION - MELVILLE	\$ 187.00	SR. PROJECT SCIENTIST 1	\$ 170.00
MARKET DIRECTOR	\$ 247.00	SR. PROJECT SCIENTIST 2	\$ 187.00
MARKET SPECIALIST	\$ 247.00	SR. PROJECT SURVEYOR 1	\$ 165.00
MGR OF CONST OBSERVATION	\$ 208.00	SR. PROJECT SURVEYOR 2	\$ 197.00
OFFICE DIRECTOR	\$ 247.00	SR. SITE PLANNER	\$ 247.00
PLANT OPERATIONS & COMPLIANCE MANAGER	\$ 238.00	SR. WATER PLANT OPERATOR	\$ 247.00
PRACTICE LEADER - ARCH	\$ 247.00	STAFF DESIGNER 1	\$ 121.00
PRACTICE LEADER - ENG	\$ 247.00	STAFF DESIGNER 2	\$ 126.00
PRACTICE LEADER - LA	\$ 247.00	STAFF DESIGNER 3	\$ 132.00
PRACTICE LEADER - PLAN	\$ 247.00	STAFF ENGINEER 1	\$ 126.00
PRACTICE LEADER - SCI	\$ 247.00	STAFF ENGINEER 2	\$ 143.00
PRACTICE LEADER - SURVEY	\$ 247.00	STAFF ENVIRONMENTAL PLANNER 1	\$ 88.00
PROJECT ARCHITECT 1	\$ 153.00	STAFF ENVIRONMENTAL PLANNER 2	\$ 110.00
PROJECT ARCHITECT 2	\$ 165.00	STAFF GIS SPECIALIST 1	\$ 104.00
PROJECT ARCHITECT 3	\$ 170.00	STAFF HYDROGEOLOGIST 1	\$ 121.00
PROJECT BIM/CAD ENGINEER 1	\$ 151.00	STAFF PERMITTING SPC 2	\$ 121.00
PROJECT CONTROLS SPECIALIST 1	\$ 138.00	STAFF PLANNER 1	\$ 94.00
PROJECT CONTROLS SPECIALIST 2	\$ 160.00	STAFF PLANNER 2	\$ 116.00
PROJECT DESIGNER 1 - ARCH/ENG	\$ 143.00	STAFF SCIENTIST 1	\$ 110.00
PROJECT DESIGNER 2 - ARCH	\$ 160.00	STAFF SCIENTIST 2	\$ 121.00
PROJECT DOCUMENT CONTROL COORDINATOR	\$ 110.00	STAFF SURVEYOR 1	\$ 94.00
PROJECT ENGINEER 1	\$ 160.00	STAFF SURVEYOR 2	\$ 110.00
PROJECT ENGINEER 2	\$ 181.00	STUDENT INTERN	\$ 72.00
PROJECT ENVIRONMENTAL PLANNER 1	\$ 116.00	STUDIO DIRECTOR	\$ 247.00
PROJECT ENVIRONMENTAL PLANNER 2	\$ 138.00	SURVEY TECHNICIAN 1	\$ 72.00
PROJECT INTERIOR DESIGNER 1	\$ 132.00	TANK ASSET MANAGER	\$ 132.00
PROJECT INTERIOR DESIGNER 2	\$ 143.00	TECHNICAL ADVISOR - ENG	\$ 247.00
PROJECT LANDSCAPE ARCHITECT 1	\$ 132.00		\$ 12,004.00
PROJECT LANDSCAPE ARCHITECT 2	\$ 148.00		

1. Rates updated annually in January.
2. When employees are part of the survey crew working on projects where we are required to pay Prevailing Wage Rates, these rates don't apply. Different rates will be provided in these circumstances.



H2M Standard Terms & Conditions

Client	Township of West Orange
Site	Degnan Park, Township of West Orange, Essex County, NJ
Services	Construction Plans

Client's Rep. **Zayibeth Carballo**
 Phone/E-Mail **zcarballo@westorange.org**

H2M's Rep. **Richard Schommer, Jr., PE**
 Phone/E-Mail **862-702-2940 rschommer@h2m.com**

1. Applicability of Terms and Conditions.

1.1. Applicable to Scope of Services. The scope of services, pricing and schedules included with H2M's proposal are contingent upon the Client accepting the terms and conditions ("Standard T&C") herein. Any changes hereto which affect H2M's rights, obligations, or risk exposure shall entitle H2M to make appropriate adjustments to its pricing and proposal.

1.2. Applicable to Preliminary Services. These Standard T&C shall also apply to any services H2M performs prior to the Parties executing a written Contract. In such circumstances, Client's direction to H2M to render services shall constitute acceptance of these Standard T&C.

2. Authority of Signers and Parties.

2.1. Authority to Contract. The individuals signing the Contract each warrant that s/he is empowered to sign on behalf of and bind the indicated Party to these Standard T&C and all other components of the Contract.

2.2. Authority for Project. Client warrants that it has any authority and permission required from Owner to engage H2M in the Services concerning the Site, and to grant H2M physical access to the Site as needed to perform the Services.

3. Contractual Obligations

3.1. Designated Representative. Each Party shall designate a "Representative" in writing above. Each Representative shall have the authority to transmit and receive instructions and other information, and to render interpretations and decisions concerning the Project and Contract on behalf of the Party s/he represents. Each Party is entitled to rely on communications from the other Party's Representative as authoritative. Each Representative shall issue decisions, interpretations and communications promptly as to avoid unreasonable delays in delivery of the Services.

3.2. Commencement. H2M is not obligated to commence or continue rendering any Services until both Parties have signed the Contract and Client has paid any required Fee advance specified in the proposal.

3.3. Performance Standards. Each Party shall exercise its rights and perform its obligations in a reasonable and non-negligent manner. H2M shall perform its Services within the Standard of Professional Care. Client shall pay compensation for all Services so rendered. H2M makes nor implies any other warranties or guarantees, herein or otherwise, concerning the Services or the outcome of the Project.

3.4. "Standard of Professional Care" means the standard of care and skill recognized by law to apply to licensed professionals practicing the same profession, under the same circumstances, at the same time and location, as the Services rendered by H2M. Nothing in any part of the Contract is intended, nor shall anything be so interpreted as, to elevate the Standard of Professional Care beyond the definition included here.

3.5. Document Ownership. All information (including but not limited to drawings and specifications) developed by H2M are instruments of service only, and not products produced for sale nor works made for hire.

H2M reserves all of its copyright, ownership and other rights with respect to such information. Client shall not modify and shall not apply such information outside of the Project or for any purposes other than that for which it was created. Client shall defend and indemnify H2M against any claims, liabilities and costs associated with such unauthorized treatment of the information. Client may reuse the information for authorized purposes only with advance written consent from H2M that details the scope of, additional compensation for, and appropriate protections associated with such reuse.

3.6. Site Access. Client guarantees full and free H2M access to the Site and shall cooperate with H2M in gaining access to any other real property required for the performance of the Services.

3.7. Preliminary Information. Client shall provide to H2M in writing any pertinent information it possesses that might affect the Project requirements (including but not limited to design objectives and constraints, budgetary limitations, surveys, related reports and studies, environmental, geotechnical, and soil data, preliminary designs, etc.). H2M is entitled to rely on the accuracy of all information that the Client provides. H2M shall not be required to verify any such information, unless such task and information is specifically listed in the Scope of Services.

3.8. Hazardous Materials. Client warrants that to the best of its knowledge there are no constituents of concern on or adjacent to the Site, other than those previously disclosed in writing to H2M. Nothing in this Contract shall be interpreted to give H2M responsibility for the current existence or introduction (including by, but not limited to, dispersal, discharge, escape, release, or saturation, either sudden or gradual) to the Site of any hazardous materials (including but not limited to smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids, or gases) by anyone other than H2M. Client shall therefore hold H2M harmless as to all such matters.

3.9. Claims Assistance. H2M shall be entitled to hourly compensation as Additional Services for all time spent analyzing, preparing, testifying, and otherwise assisting Client to pursue or defend claims and disputes to which H2M is not a named plaintiff or defendant.

4. Payment Terms

4.1. Fees. The "Fees" are the component of compensation to be paid by Client to H2M for its effort in providing the Services. The Fees pertaining to this Contract, are set forth in the proposal, and any Amendments to the Contract. Additional services, when required will be invoiced at hourly rates of compensation or a negotiated lump sum, plus reimbursable expenses.

4.2. Reimbursable Expenses. The "Expenses" are the costs H2M incurs in rendering the Services which are to be reimbursed by Client. Expenses authorized by this Contract include but are not limited to:

4.2.1. Transportation, lodging and subsistence incidental to the project, courier charges, reproduction, renderings or models, specialty field equipment and fees paid for securing approval of authorities having jurisdiction over the project;

4.2.2. Sub-contractor expenses, plus a ten (10) percent mark-up to compensate H2M for its handling and administration costs;

4.2.2. Any other expenses set forth in the proposal.

4.3. Taxes. The amount of any sales, excise, value added, gross receipts or any other type of tax that may be imposed by any taxing entity or authority shall be paid by Client in addition to the Fees and Expenses.

4.4. Invoices. H2M shall provide invoices to Client for all Fees and Expenses due under this Contract. Payment of invoices shall not be contingent upon the action of any third party. Client shall pay each invoice within thirty (30) days of the invoice date.

4.5. Interest on Past Due Amounts. Invoices, Fees, and Expenses will be past due as of the thirty first (31st) day following the date of the invoice. All past due amounts shall accrue interest at the maximum rate permissible by law until the date upon which they are finally paid.

4.6. Required Fee Advance. As security against the risks and costs of mobilizing to commence performing the Services, H2M may require a Fee advance. Any such Fee advance will be specified in the proposal. The fee advance will be deposited upon receipt and booked as an outstanding credit against accounts receivable from the Client. The Fee advance will be applied to Client's final invoice.

5. Project Risk Management

5.1. Mutual Waiver. Except as otherwise specifically provided for in these T&C, neither Party shall hold the other responsible for any consequential damages, nor any damages other than direct damages.

5.2. Mutual Indemnification. Subject to the applicable concepts of contributory and comparative fault, and in addition to any other compensation provided by law or this Contract, each Party shall indemnify the other Party's "Indemnitees" (the Party, its owners, directors, officers, employees and volunteers) against third-party claims and liabilities (including the reasonable costs of defending such claims) for death, bodily-injury, and property damage, but only to the extent such have been caused by the negligence of the indemnifying Party (including its owners, directors, officers, employees, volunteers, and those contractors for whom it is legally responsible), and not to the extent such are caused by any other means (including but not limited to the negligence of the Indemnitees themselves).

5.3. Insurance Coverage. H2M shall maintain the following insurance coverage while performing the Services. Upon request, H2M will provide a Certificate of Insurance to Client as Certificate Holder reflecting such coverage.

5.3.1. Workers' Compensation and Disability coverages with limits at least in the amount required by law.

5.3.2. Employers' Liability coverage with policy limits not less than one million dollars (\$1,000,000) each accident, one million dollars (\$1,000,000) each employee, and one million dollars (\$1,000,000) policy limit.

5.3.3. Automobile Liability coverage for H2M owned and non-owned vehicles utilized in performance of its Contract obligations, meeting statutorily required coverage, and with policy limits not less than one million dollars (\$1,000,000) each accident for bodily injury, death of any person and property damage.

5.3.4. Commercial General Liability coverage with policy limits of not less than one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) in the aggregate for bodily injury and property damage.

5.3.5. Professional Liability coverage for negligent acts, errors and omissions in the performance of professional services with policy limits of not less than one million dollars (\$1,000,000) per claim and one million dollars (\$1,000,000) in the aggregate.

5.3.6. Pollution Liability coverage with policy limits of not less than one million dollars (\$1,000,000) per claim and one million dollars (\$1,000,000) in the aggregate, whenever such would apply to H2M's Services.

5.4. Additional Insured Coverage. Client shall be covered as Additional Insured under the terms of H2M's Commercial General Liability policy.

5.5. LIMITATION OF H2M LIABILITY. H2M's AGGREGATE LIABILITY FOR ALL CLAIMS ARISING FROM AND/OR RELATED TO THIS CONTRACT, THE SERVICES, THE PROJECT, AND/OR THE SITE, SHALL BE LIMITED TO THE GREATER OF THE AMOUNT OF FEES PAID UNDER THIS CONTRACT OR FIFTY THOUSAND DOLLARS (\$50,000.00).

6. Dispute Resolution

6.1. Notice of Claim or Dispute. An aggrieved Party shall give the other Party written notice of any claim or dispute arising from the Project, the Services, or this Contract. The Parties shall endeavor in good faith to resolve such matters fairly and amicably through negotiation. If the matter has not been resolved by negotiation within thirty (30) days of receipt of such written notice, either Party may demand mediation of the matter.

6.2. Mediation. Unless the Parties agree to other rules, any mediation shall be conducted under the auspices of the American Arbitration Association (AAA), pursuant to its Construction industry mediation rules. Each Party shall bear its own mediation costs (except as specified in the rules, and except that the AAA fees, mediator fees, and if agreed the venue fees, shall all be borne equally by the Parties). Except as otherwise specifically permitted herein, a prospective plaintiff Party may not file an action before giving the other Party ten (10) day's written notice and opportunity to demand mediation. Such notice, and a good faith effort in any mediation timely demanded, shall be a condition precedent to the prospective plaintiff Party commencing litigation.

6.3. Waiver of Jury Trial. The Parties hereby waive any and all rights to a trial by jury in any litigation pertaining to the Services or this Contract.

6.4. Certificate of Merit. As a condition precedent to filing any pleading containing a cause of action based on professional liability, Client must include a sworn Certificate of Merit from a similarly licensed professional explaining the applicable Standard of Professional Care and alleging the specific acts or omissions by which H2M violated the Standard.

6.5. Suspension of Services. Upon ten (10) days written notice, H2M may suspend delivery of the Services until any past due invoice is paid. Client shall hold H2M harmless for the impact of any such suspension.

6.6. Collection Efforts. Upon ten (10) days additional written notice, H2M may refer any past due invoice to inside or outside counsel for collection. H2M is entitled to reimbursement by Client for the time and cost involved in such collection efforts.

6.7. Liquidated Damages. Since the actual costs that H2M will suffer in such collection efforts is difficult to ascertain, the Parties agree that Client will pay H2M the following amounts as liquidated damages for such costs: two hundred dollars (\$200.00) when H2M refers a past due invoice for collection; plus either an additional six hundred dollars (\$600.00) when a collection action is filed in small claims court, or an additional two thousand dollars (\$2,000.00) when a collection action is filed in any other court. These liquidated damages are H2M's only remedy to recover such costs of collection.

6.8. Payment Disputes. H2M's collection efforts are not subject to the mediation requirements set forth above. In disputing any invoice, Client shall adhere to the Mediation and Certificate of Merit requirements set forth above.

6.9. Project Suspension. Upon seven (7) days' written notice to H2M, Client may suspend the Project for any reason. If the aggregate number of Project suspension days exceeds sixty (60) days, such will constitute cause for termination.

6.10. Termination. Either Party may terminate this Contract for cause if the other Party substantially fails to perform its obligations or otherwise breaches a material term of this Contract. Such termination will only be effective upon seven (7) days' written notice and opportunity to cure. This Contract may also be terminated by the Client without cause by providing H2M thirty (30) days written notice. If this Contract is terminated H2M shall be entitled to invoice and to be paid for any Services performed prior to the termination. Notwithstanding any other provisions of the Contract, if H2M terminates this Contract for cause, in addition to any direct damages for breach of contract, it shall be entitled to recover from Client any expenses demonstrably attributable to termination

7. Definitions *(additional definitions indicated by quotes in context).*

7.1. "Client" means the person/entity for which H2M is obliged to perform the Scope of Services set forth in the Contract (and/or for which H2M performs services described in 1.2. above). Client and H2M are each individually a **"Party"** and are collectively the **"Parties"** to the Contract.

7.2. "H2M" means the entity appropriately authorized to offer and render the services contained in the proposal and Contract. Specifically H2M Associates, Inc.; H2M Architects & Engineers, Inc.; or H2M Architects, Engineers, Land Surveying and Landscape Architecture, D.P.C. (d/b/a H2M architects + engineers), as appropriate. No proposal is intended as, and none should be interpreted to be, an offer to provide any services in any location where H2M is not authorized to provide such services.

7.3. "Contract" means the written agreement by which H2M is obligated to perform services for the Client, and includes all components specified in the proposal or otherwise incorporated by written reference.

7.4. "Services" means those services H2M is required by the Contract to perform for the Client, as such are reflected in the agreed **"Scope of Services"** set forth in the proposal and any amendments thereto agreed by the Parties in writing.

7.5. "Project" means the Client's overall endeavor at the Site, of which H2M's Scope of Services is a component.

7.6. "Site" means the real property to which the Project pertains, or where components of the Project are being built or disposed.

7.7. "Owner" means the owner(s) of the Site, whether or not such owner is also the Client.

7.8. "Contractor" means any person or entity (including the employees and subcontractors at every level thereof), other than H2M (including H2M's own employees and subconsultants), that provides materials and/or services for the Client relating to the Project or the Site. Any licensed professional or firm engaged by a Contractor, or by the Client directly (rather than as a subconsultant to H2M) is also a Contractor.

7.9. "Contractor Activity" means every activity performed by a Contractor that is in any way related to furthering the Project or otherwise performed on the Site, regardless of whether such activity is required by contract. Contractor Activity also includes a Contractor's failure to perform any activity required by law or contract.

8. General Terms

8.1. Headings. Paragraph numbering and headings are for navigational purposes only and shall be given no weight in construing the terms and conditions of this Contract.

8.2. Integration. This Contract, the components of which are specified in the proposal, represents the entire and integrated agreement between Client and H2M. This Contract supersedes all prior representations,

negotiations, and agreements, written or otherwise. In the event of any conflict between other Contract terms and these T&C, these T&C shall govern, unless the conflicting term specifically states that it is superior in precedence to this these T&C.

8.3. Severability. If any term or condition in this Contract is found to be unenforceable, the enforceable remainder shall be valid and binding upon the Parties. No waiver of any term or condition shall be construed to be a waiver of any subsequent breach.

8.4. Amendment. Any modification or addition to this Contract shall not be enforceable unless agreed upon in writing.

8.5. Delegation. Any delegation of a Party's right or obligation under this Contract shall be void unless made pursuant to advance written consent from the other Party.

8.6. Force Majeure. Neither Party shall be responsible for damages or delay caused by extraordinary events that are beyond its reasonable control and due care (as nonexclusive examples, war, terrorism, and natural disasters).

8.7. Choice of Law. The Standard of Professional Care applicable to the Services shall be supplied by the law of the state in which the Site is located. The remainder of this Contract shall be governed by the laws of the State of New York when the Site is located in New York, or by the laws of the State of New Jersey for all other Projects.

8.8. Choice of Forum. The Parties agree that the courts of New York State shall have jurisdiction over the Parties and their disputes arising under or related to this Contract as it pertains to any Site in New York State, and consent to the jurisdiction of said courts. Any New York litigation arising under or related to this Contract shall be filed in a court located in Nassau County, New York, or any New York county in which H2M maintains a permanent office at the time such litigation is commenced. The Parties agree that the courts of New Jersey shall have jurisdiction over the Parties and their disputes arising under or related to this Contract as it pertains to any Site outside New York State, and consent to the jurisdiction of said courts. Any non-New York litigation arising under or related to this Contract shall be filed in a court located in Morris County, New Jersey, or any New Jersey county in which H2M maintains a permanent office at the time such litigation is commenced.

9. Construction-Related Terms

9.1. Construction and Site Safety. Client represents that it is the Owner of the Site, or has the Owner's permission to control the Site. Nothing in this Contract or otherwise shall be interpreted to give H2M responsibility for safety upon the Site, nor for any means, methods, techniques, sequences, or procedures used, or failed to be used, in any Contractor Activity or other activity on the Project or Site (including, but not limited to shoring, bracing, scaffolding, underpinning, excavating, temporary retaining, erecting, staging, etc.). H2M employees shall comply with Site safety programs, when applicable.

9.2. Contractor's Insurance. Client is responsible for determining and demanding Contractor insurance that sufficiently protects Client. Additionally, to protect H2M, the Client shall cause any Contractor to procure, prior to commencing any Contractor Activity, at least the following insurance coverage, which must remain in force during all such activity and its associated guarantee:

9.2.1. Workers' Compensation and Disability coverages with limits at least in the amount required by law.

9.2.2. Employers' Liability coverage with policy limits not less than one million dollars (\$1,000,000) each accident, one million dollars (\$1,000,000) each employee, and one million dollars (\$1,000,000) policy limit.

9.2.3. Automobile Liability coverage for Contractor owned and non-owned vehicles utilized in performance of the Contract Activity, meeting statutorily required coverage, and with policy limits not less than one million dollars (\$1,000,000) each accident for bodily injury, death of any person and property damage.

9.2.4. Commercial General Liability coverage with policy limits of not less than one million dollars (\$1,000,000) each occurrence and three million dollars (\$3,000,000) in the aggregate for bodily injury and property damage, and which includes the following features:

9.2.4.a. Explosion, Collapse and Underground coverage, whenever such would apply to the Contractor Activity;

9.2.4.b. Pollution Liability coverage, whenever such would apply to the Contractor Activity;

9.2.4.c. Contractual Liability coverage sufficient to insure the indemnity required by 7.4. below; and

9.2.4.d. Additional Insured coverage for H2M, by endorsement using ISO Form CG 20 32 04 13, specifying each of the entities listed in 3.2. above, as well as all of their directors, officers and employees.

9.2.5. Professional Liability coverage, whenever such would apply to the Contractor Activity, for negligent acts, errors and omissions in the performance of professional services with policy limits of not less than one million dollars (\$1,000,000) per claim and one million dollars (\$1,000,000) in the aggregate.

9.3. Contractor's Indemnity. Client shall require each of its Contractors to agree, via a written contract executed prior to commencing any Contractor Activity, to defend and indemnify the Client and the "**H2M Indemnitees**" (including each of the entities listed in 3.2. above, as well as all of their directors, officers, employees, consultants and agents) against all claims, liabilities and costs arising, or alleged to arise, from the negligence of the Contractor (including its owners, directors, employees, contractors and any others for whom the Contractor is legally responsible) in its Contractor Activity or any of its other activities

concerning the Project or Site. This obligation does not apply to such claims, liabilities and costs that are caused by the sole negligence of the H2M Indemnitee itself.

9.4. Cost Opinions. Any opinion of cost that H2M prepares is merely an estimate supplied for the Client's general guidance. H2M has no control over variations in market conditions, suppliers' or contractors' bidding strategies, nor the impacts that these and other variables have on the actual cost of labor and materials. Therefore, H2M cannot guarantee the level of accuracy of any such estimates. If greater accuracy is required, the Client shall separately engage an independent cost estimator.

9.5. Bid Process. If H2M is to participate in Contractor bid process, Client shall provide H2M with standard bid documents required and advertise for proposals from bidders, open the proposals at the appointed time and place and pay costs incident thereto. The Client shall hold all required special meetings, serve all required public and private notices, receive and act upon all protests and fulfill all requirements necessary in the development of the contracts and pay all costs including application and permit fees incident thereto.

9.6. Construction Observation Services. If the Services include H2M providing construction observation services, H2M shall provide such services over a period defined in, and on a frequency defined in the proposal. Regardless of the required frequency, H2M shall observe the Contractors' work only for general conformance with the plans and specifications. Such Services do not include any obligation to review any Contractors' construction means, methods, techniques, sequences or procedures, or any safety precautions and programs in connection with the Project or Site. H2M is not responsible for any Contractors' failure to carry out its work in accordance with the construction contracts. If the construction schedule is extended for any reason (except due to H2M's own negligence) H2M shall be entitled to payment for its extended effort as additional services pursuant to 4.1. above, regardless of whether Client seeks reimbursement from the responsible party.

Accepted and Agreed

Client	Township of West Orange
Signature	
By: Name	
Title	
Date	

H2M	H2M Associates, Inc.
Signature	
By: Name	Richard B. Schommer, Jr., PE, PP
Title	Department Manager, Civil Engineering
Date	May 12, 2025



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: H2M ASSOCIATES, INC.
Trade Name:
Address: 119 CHERRY HILL ROAD, SUITE 110
PARSIPPANY, NJ 07054-1114
Certificate Number: 0068842
Effective Date: November 01, 1979
Date of Issuance: January 21, 2025

For Office Use Only:
20250121172545053

[Return](#)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/7/2025

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 Edgewood Partners Insurance Agency 3780 Mansell Rd. Suite 370 Alpharetta GA 30022	CONTACT NAME: Rebecca Egan PHONE (A/C, No, Ext): 770-552-4225 E-MAIL ADDRESS: greylingcerts@greyling.com	FAX (A/C, No):
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Hartford Underwriters Insurance Company		30104
INSURER B : Sentinel Insurance Company, Ltd.		11000
INSURER C : Hartford Casualty Insurance Company		29424
INSURER D : MSIG Specialty Insurance USA Inc.		34886
INSURER E : Property & Casualty Ins Co of Hartford		34690
INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 1152773329

REVISION NUMBER: 24-25

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC ☐ OTHER:			20UUGAU9233	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			20UEGAU7896	1/1/2025	1/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 10,000			20XHGYH2145	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
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	N / A	20WBGAT3285	1/1/2025	1/1/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability incl. Pollution Liability			MSTAEC00032	1/1/2025	1/1/2026	Per Claim Aggregate 1,000,000 1,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

For Proposal 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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