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January 27, 2020

**Via Electronic & Interoffice Mail**

Ziad Shehady, Administrator  
Borough of Red Bank  
90 Monmouth Street  
Red Bank, NJ 07701

**Re: Estimate of Fees for Professional Engineering Services  
2019/2020 Road Program  
Borough of Red Bank, Monmouth County, NJ  
Proposal No. 2020-025**

Dear Mr. Shehady:

We are pleased to present our estimate of fees for the design, permitting and construction administration phase services for the above referenced project.

It is our understanding that the scope of work includes the following:

1. Mill and overlay of various roadways within the Borough (assumed 11,000 linear feet of roadway). Improvements will include the milling and overlay of the existing roadway surface, hot mix asphalt base repair where necessary, the removal and replacement of deteriorated concrete curb, granite block curb and concrete curb and gutter where directed, installation of ADA curb ramps and detectable warning surfaces, traffic striping, the reconstruction of all inlets and the installation of bicycle safe grates and Type 'N' ECO inlet castings as required by the Tier "A" Municipal Stormwater Regulations, and stormwater management improvements as required.
2. Resurfacing of the parking lot of the First Aid Squad (151 Spring Street)
3. Crack sealing of various roadways within the Borough

The preliminary construction cost estimate for the projects listed above is approximately \$1,200,000.00.

With this being said, our proposed scope of work is as follows:

**A. Survey and Design Phase Services**

The work in this phase will involve the preparation of the necessary construction plans within the specified project limits for the Road Program and will involve but not be limited to the following:

1. Perform site visits and collect existing site information;
2. Prepare Construction Plans including:
  - i. Existing Conditions Plan

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- ii. Construction Plans
  - iii. Stormwater Management Plans (when necessary)
  - iv. Soil Erosion and Sediment Control Plans (when necessary)
  - v. Traffic Control Plan
  - vi. Construction Details
3. Prepare Bid Specifications; and
  4. Prepare Final Construction Cost Estimate.

**B. Permit Phase Services**

Prior to construction, permits will be required from the following agencies. Work under this phase will include the preparation of applications to said agencies:

1. *Freehold Soil Conservation District*

Since the project will disturb more than 5,000 square feet of soil, a permit will be required from the Freehold Soil Conservation District.

2. *Monmouth County*

Since the work along roadways included in the contract will likely require a detour with signage along a County roadway, approval from the County Engineering Department will be required.

**C. Bid Phase Services**

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

1. Provide Bid Documents to Prospective Bidders as needed;
2. Provide Addenda for Clarification of Project Specifications;
3. Attend Bid Opening;
4. Analyze Responsible Bids and Recommend Contract Award; and
5. Coordinate with Township, as needed.



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**D. Construction Phase Services**

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. (6 week construction period assumed)

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

A. Survey and Design Phase Services .....	\$38,500.00
B. Permit Phase Services.....	\$3,500.00
C. Bid Phase Services.....	\$3,500.00
D. Construction Phase Services .....	\$45,500.00
<b>Total Estimated Fee for Services.....</b>	<b>\$91,000.00</b>

**Exceptions:**

- The preparation of right of way acquisition maps and/or temporary construction easements if required for the construction of the improvements.
- 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 Borough.
- Application fees are considered extra and will be requested at time of submission.



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

Very truly yours,

CME Associates

Laura J. Neumann, PE, PP  
*Borough Engineer's Office*

GRV:LJN:pg

cc: Mayor Menna and Borough Council  
Clifford Keen, Director of Public Works