



June 27, 2025

Via Email (sdownie@spiezle.com)

Scott E. Downie, A.I.A., LEED AP
Spiezle Architectural Group, Inc.
1395 Yardville Hamilton Squ. Rd. Ste. 202
Trenton NJ 08691

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Weber Park High School Academy Improvements
Union Township Board of Education
Block 3914, Lot 21
850 Rahway Avenue, Union Township, Ocean County, New Jersey**

Dear Mr. Downie:

As per your request, Morgan Municipal Engineering, LLC is pleased to provide this proposal as it relates to the pre-referendum and post-referendum services for the Weber Park High School Academy Improvements.

1.0 INTRODUCTION

It is our understanding that the Board of Education intends to build a new high school where Weber Park currently exists. This school will be for approximately 250 students within a 48,000 square foot building. We also understand that the intent is to also include a Board of Education office attached to the proposed school. Lastly, we understand that Weber Park is a Green Acres Park. Green acres parkland has substantial restrictions associated with development. Prior to the commencement of any project, a meeting with Green Acres should occur to ensure what is proposed is feasible. This proposal has been prepared based on this assumption. Additional services required for the coordination with Green Acres is outside the scope of this proposal.

The property is located within the OSR, Open Space & Recreation zone based upon the Zoning Map for Union Township, Union County, New Jersey as prepared by Colliers Engineering and Design dated August 23rd, 2022, unrevised. Within the OSR Zone, Community Facilities are conditionally permitted. Community Facilities are defined within the Township's Land Development regulations under §170-201 which states a community facility is "a building owned and operated by a governmental agency to provide a service to the public." The conditional use standards require that 1) Bulk and lot requirements of the zone must be met and 2) Minimum parking requirements established in § 170-1301 must be met. As no survey or conceptual site plan has been provided, it cannot be determined if the conditional use standards will be met. This proposal assumes, however, that development will comply with the conditional use standards.

2.0 BASE INFORMATION

The scopes of service outlined below have been prepared based on the information provided to this firm. Morgan Municipal Engineering Services, LLC (MMES) reserves the right to revisit this proposal should any information be presented which materially differs from the assumptions stated within this proposal.

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Weber Park High School Academy Improvements
Union Township Board of Education
Block 3914, Lot 21
850 Rahway Avenue, Union Township, Ocean County, New Jersey**

3.0 PRE-REFERENDUM SERVICES

MMES will review all relevant project scoping material in order to obtain an approximate estimate for anticipated effort related to the site improvement process required to obtain the needed agency/permit approvals, prepare construction documents, conduct public bidding services and provide oversight during construction.

3.1 BOUNDARY SURVEY

Morgan Engineering will prepare a boundary survey of Block 3914, Lot 21, in the Township of Union, Union County, New Jersey in accordance with the standards set forth in the Laws of the State of New Jersey Statutory Reference NJSA 45:8-28(e), and more specifically, the administrative rules and regulations promulgated by the State Board of Professional Engineers and Land Surveyors codified at NJAC 13:40-5.1. MMES will provide a certified plan of survey for your use. Unless provided by you, the boundary survey will be subject to such facts that a current and accurate title report would disclose. The fee for this survey does not include the installation of property corner markers. If requested, MMES will set a state approved property corner marker at each property corner where no marker currently exists in accordance with New Jersey administrative code, for an additional fee. The fee for this additional service is \$175.00 per corner marker. If you elect not to have property corner markers installed, please sign and return the attached corner marker waiver form which is being provided in accordance with the NJ administrative code. You should furnish our office with the following information/documents before we initiate service on the project:

1. A copy of the Property Deed of Record;
2. A copy of adjoining deeds and reference filed maps. (MMES can obtain this if it cannot be provided to us. The fee for these services will be passed onto you as a reimbursable expense).
3. A copy of the Property Title Binder (if available);
4. A statement in writing regarding replacement of corner markers, or;
5. A waiver not to set corner markers must be signed;
6. A statement in writing of the person or persons to be named in the Certification of Survey;
7. Permission to enter the property to perform the services.

3.2 PARTIAL TOPOGRAPHIC SURVEY

MMES will also prepare a topographic survey of the subject property in accordance with New Jersey Statutory Reference NJSA 45:8-28(e) and more specifically, the administrative rules and regulations contained within NJAC 13:40-5.1.

A topographical survey map will be prepared which is a graphic pictorial representation of the elevations on the subject property. The limits of the field survey will be the western portion of the property which is to be developed plus 25 feet beyond the property lines (if accessible), for a total area of approximately 4 acres. The topographical mapping will depict spot elevations and contours at a one foot contour interval. Vertical data will be tied into National Geodetic Survey Control and will be relative to NAVD 1988.

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Weber Park High School Academy Improvements
Union Township Board of Education
Block 3914, Lot 21
850 Rahway Avenue, Union Township, Ocean County, New Jersey**

Visible and accessible utilities and/or utility structures within the subject property as described above will be surveyed and shown on the plan to include rim, grate and invert elevations, and pipe sizes entering and/or exiting the structures.

MMES will survey visible evidence of existing utilities within the survey limits, but may not be able to confirm the existence, or actual position of all underground utilities which may be running through or servicing the subject property. The NJ One Call System prohibits the use of its service for surveying and mapping of subsurface utilities for surveying or engineering design purposes. If requested, Morgan Engineering can enlist the services of a subsurface utility engineering firm to investigate and mark the approximate location of subsurface utilities that may exist on-site.

3.3 DUE DILIGENCE

MMES will complete a due diligence assessment identifying existing conditions of the subject property, proposed project improvements, site utilities, environmental constraints, historic property information, deed restrictions, land covenants, property easements, known drainage issues, local Township Ordinance(s), conduct a title search of the property, etc.

MMES will conduct a preliminary Due Diligence Study of the subject tract. The purpose of this investigation will be to identify major site or regulatory issues that could impact the schedule, budget or overall feasibility of the project. :

MMES will perform a review of available project file information and verify information that may be pertinent to the permitting of the project. Additionally, we will prepare a summary of applicable Ordinance sections as they relate to proposed uses and the bulk criteria affecting the site.

MMES will perform an on-site evaluation of the property. The site visit will be performed by a licensed engineer who will evaluate major visible engineering constraints of the site which may include grading, drainage, circulation or other related issues that may affect the development potential or permitting of the site.

3.4 SITE UTILITIES

MMES will contact the water, sewer, gas, telephone and electric utility companies to confirm that the project lies within their service area and that the proposed project will not be affected by moratoriums or service limitations.

MMES will review existing site utilities to determine condition and serviceability as it relates to services the newly proposed school development. The existing water and sewer systems will be analyzed to determine pipe condition, material, size, depth, available capacity, etc. The services will be evaluated to determine necessary upgrades in order to service the newly proposed school building. The utility evaluation will also include a preliminary layout for the proposed stormwater management features in order to comply with NJDEP's Major Development criteria as outlined in NJAC 7:8.

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Weber Park High School Academy Improvements
Union Township Board of Education
Block 3914, Lot 21
850 Rahway Avenue, Union Township, Ocean County, New Jersey**

MMES will meet with the appropriate agencies to determine the availability of sewer and water service for the project/site. A letter report will be prepared outlining the time schedules for service, cost estimates for alternative means of servicing the site, and recommendations for providing sewer and water service.

Investigate the alternatives for wastewater treatment methods appropriate and feasible in connection with the full development of the site, including estimates of costs, timing and regulatory requirements to be fulfilled. Our goal is to understand the cost and scheduling challenges a developer will encounter in addressing sewer treatment service issues for a project at the site, and then to determine the steps the owner should take immediately to address those challenges.

Investigate the alternatives for supplying the proposed development with potable water service, including one or more wells on site, and availability of potable water from public utilities. As with the challenges of sewer treatment services, we seek to understand the prospects for water service to a substantial new development at the site, and the steps the owner should take now to advance his interests on this issue.

3.5 CONCEPTUAL SITE PLAN FOR PLANNING BOARD PRESENTATION

This phase includes the preparation of Site Plans of sufficient detail to allow for a courtesy presentation to the Township's Planning Board. The following will be prepared for submittal:

- A Cover Sheet including the name of the project, a 200' radius map with the names of property owners within 200', a site location map, and general notes will be prepared.
- A Conceptual Layout Plan will be prepared to illustrate the anticipated locations for all site improvements. This shall include, but not necessarily be limited to, parking, drive aisles, sidewalk, building(s), and a detailed zoning analysis comparing the proposed development against the bulk zoning standards for the applicable zone.
- A Preliminary Grading Design will be prepared along with the placement of a stormwater basin, if necessary, for compliance with the State of New Jersey's requirements as established through New Jersey Administrative Code (NJAC) 7:8. This does not include the preparation of a stormwater management report. Preliminary stormwater calculations will be prepared for internal use to ensure the scale of the proposed basin(s) will be suitable at the time of formal design (post referendum services).
- A Conceptual Landscape Plan will be prepared to illustrate the proposed buffering associated with the proposed development. This plan will demonstrate that the intent will be when the formal Landscape Plan is developed (post referendum services).
- A Circulation Plan will be prepared illustrating school bus circulation in and around the subject property. The purpose of this plan is to illustrate that the surrounding roadway infrastructure and the on-site layout can accommodate school buses.

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Weber Park High School Academy Improvements
Union Township Board of Education
Block 3914, Lot 21
850 Rahway Avenue, Union Township, Ocean County, New Jersey**

3.6 EO #215 – ENVIRONMENTAL SUBMISSION

MMES will prepare a comprehensive Environmental Impact Statement (EIS) in accordance with EO #215 for state funded projects. The report will identify all relevant environmental data pertaining to the site and outline all methods of protecting any identified environmental resources on site from potential adverse impacts caused by anticipated construction. Environmental resources may include:

- Air quality
- Water resources, including surface water, groundwater, and wetlands
- Soil and geology
- Wildlife and their habitats
- Threatened and endangered species
- Cultural and historical resources
- Scenic and recreational resources

MMES will also develop mitigation measures to minimize or avoid any significant adverse effects.

3.7 GEOTECHNICAL INVESTIGATION

MMES will sub-consult a geotechnical engineer to perform the following site soil investigation tasks:

Provide staff necessary to perform soil permeability tests suitable for design storm water BMP's as stipulating in Chapter 12 of the NJDEP Best Management Practices Manual. All permeability tests and test pits will be witnessed by MMES staff. Field survey location of the test pits will be done upon acceptance of the test locations. Laboratory tests will be compensated for as a reimbursable expense as the number of tests is undetermined.

Provide a foundation study from the results of soil borings performed under the geotechnical engineer's supervision and direction. The investigation shall describe the subsoils and rock (if present), establish the water table elevation (if applicable), evaluate the supporting capacity of the subsurface, and make recommendations for foundation design and construction.

3.8 PROJECT CLIENT & COORDINATION MEETINGS

Scheduled progress meeting will be held for project milestones throughout Pre-Design, Design & Construction of the project. Additional meetings will be held as needed throughout the project duration.

Project Management, Meetings, Consultations and Correspondence: The intensity, methods and frequency of communications required for a project varies from client to client and project to project, but is essential to expediting the project successfully. As it is not always possible to determine the scope of work required for this phase prior to the commencement of work, this firm will provide an estimated scope of work as follows:

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Weber Park High School Academy Improvements
Union Township Board of Education
Block 3914, Lot 21
850 Rahway Avenue, Union Township, Ocean County, New Jersey**

- Conference calls
- Meetings and generation of Meeting Memorandums
- Correspondence and coordination of governmental agencies
- Preparation for Meetings or Hearings

All meetings, consultations and correspondence as noted above will be billed in accordance with the hourly rate schedule as included herein. Note that an estimated budget for meetings is provided. This budget assumes correspondence as outlined above, coordination with the County, as well as preparation for and attendance at up to two (2) project team meetings with Township and/or County Staff amounting to a cumulative effort of 80 hours.

Phase 3.8 Billed Hourly

Per Approved Rate Sheet Attached

4.0 POST REFERENDUM SERVICES

4.1 PRELIMINARY AND FINAL MAJOR SITE PLANS – FOR CONSTRUCTION

This phase includes the preparation of a Preliminary and Final Major Site Plans in accordance with the project as described above. This scope of service assumes that the proposed site plan will be completed in a single phase. The project will be considered a Major Site Plan and a Preliminary and Final Major Site Plan application will be filed with the Township Planning Board for the purposes of a courtesy presentation. The items required to obtain a completeness determination (as specified on the Township checklist, except for waivers and exclusions noted) will be prepared as follows:

- A Cover Sheet including the name of the project, a 200' radius map with the names of property owners within 200', a site location map, general notes and signature blocks for local agencies to sign their approval will be prepared. A schedule of required and provided zoning (bulk) requirements will also be provided.
- A Demolition Plan will be prepared which will indicate the existing on-site improvements which are to remain as well as those which are to be razed. As a portion of the subject property is wooded, the Demolition Plan will also indicate those trees which are to be removed to accommodate the proposed development. The trees will be identified on the plan by both size and species.
- A Dimension Plan depicting the proposed site layout and existing conditions to remain will be prepared. The plan will include the existing and proposed setback information. Site identification signage is presumed to be supplied by you (if any). If necessary, a graphic detail will be shown on the plans referring to your design.
- A Grading and Utility Design will be prepared and will include existing conditions and proposed improvements. Site grading will be based on criteria provided by you. A utility design for storm

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Weber Park High School Academy Improvements
Union Township Board of Education
Block 3914, Lot 21
850 Rahway Avenue, Union Township, Ocean County, New Jersey**

sewers and water service will be prepared. Laterals will be shown to provide sewer and water service to the proposed development. Off-tract improvements, such as extensions for service, are outside of the scope of services contained herein. You will be responsible for providing user specific design parameters. This includes but shall not be limited to building footprints, minimum/maximum slopes, location and size of roof leader connection points, relation of the finished floor elevation to finished grade, and location and elevation of doors.

- A Soil Erosion and Sediment Control Plan will be prepared depicting the limits of clearing, soil erosion and sediment control measures, construction details and notes. In lieu of a sedimentation basin, the design will include the appropriate measures to control soil erosion at the source and therefore, obviate the need for a sediment basin. Should a sediment basin be required or requested, a separate proposal will be prepared.

- A Landscape Plan will be provided which will indicate the existing plant material to remain, if any, and the proposed plant material. The plan will locate and specify the proposed plant material for the immediate areas surrounding the proposed playground and modified parking/driveway area. Planting details along with the general planting notes will be included with the Landscape Plan. A plant schedule indicating the plant material species, quantity, size and root condition will be shown on the plan.

- A Lighting Plan will be provided which will analyze existing light fixtures on-site as well as proposed light fixtures and depict a point-by-point lighting analysis throughout the developed portion of the site. Details of the proposed lights will be provided based on information provided by you or your architect.

- A Circulation Plan will be prepared which will illustrate the method in which the largest design vehicle for the site will circumnavigate the property. In the case of the development as described to MMES, it is anticipated that the largest design vehicles will be school buses, fire trucks, and garbage trucks. Should tractor trailers be expected for deliveries, MMES shall be advised as to the maximum size for depiction on the Circulation Plan.

- Construction Details will be provided which will depict the proposed site improvements items in accordance with the Township ordinance.

Submission waivers will be requested for items not included in this scope of services and not provided by others. Should these items be required or requested, a separate proposal will be prepared for your authorization.

4.2 STORMWATER MANAGEMENT DESIGN AND REPORT

Due to the fact that the proposed development will disturb more than one (1) acre of land and also increase impervious surfaces on-site by more than one-quarter (1/4) acre, the development will be considered as Major Development as defined by New Jersey Administrative Code (NJAC) 7:8 and

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Weber Park High School Academy Improvements
Union Township Board of Education
Block 3914, Lot 21
850 Rahway Avenue, Union Township, Ocean County, New Jersey**

will, therefore, be subject to the rules and regulations governing Erosion Control, Groundwater Recharge, Water Quality, Water Quantity, and Green Infrastructure.

MMES will prepare a Stormwater Management Report which will compare the existing and proposed hydrologic conditions of the subject site in order to demonstrate that the magnitude of mitigation proposed is adequate and in conformance with the rules and regulations stipulated within NJAC 7:8. Furthermore, a hydraulic analysis will be prepared to ensure any proposed stormwater conveyance piping will have adequate capacity to transport the 25 year storm event.

This phase also includes the soils investigation necessary to establish the seasonal high-water table and the infiltration rate of the underlying soil. This information shall be obtained prior to the commencement of any design work by MMES. It is assumed that sufficient site access will be provided to allow for the soil investigation necessary. This proposal assumed that eight (8) test pits will be conducted within various portions of the site.

4.3 PREPARATION AND SUBMISSION OF PERMIT APPLICATIONS

This phase includes the preparation and submission of the applications and supporting information/documentation required for the approval and/or permit applications listed below.

- Union County Soil Conservation District
- Union County Planning Board

5.0 ADDITIONAL SERVICES -AS REQUIRED/IF NECESSARY

5.1 MEETINGS

Attendance at agency, project coordination, and teleconference (including with Client and other consultants) meetings will be billed hourly in accordance with the Schedule of Charges & Hourly Rates in effect at the time the meeting is held. Attendance by licensed professionals of MMES at night meetings will be billed on a lump sum basis of \$1,400 per meeting. Time spent preparing for meetings will be billed hourly. This proposal includes attendance at one (1) night meeting.

Phase 5.1 Lump Sum Fee

As Specified/Hourly

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Weber Park High School Academy Improvements
Union Township Board of Education
Block 3914, Lot 21
850 Rahway Avenue, Union Township, Ocean County, New Jersey**

5.2 NJDEP TREATMENT WORKS APPLICATION, *if necessary*

Should the proposed development exceed a sanitary sewer flow rate of 8,000 gallons per day, a Treatment Works Approval (TWA) will be required for the proposed development. A 250-student high school with a cafeteria, showers and laboratories, would generate 6,250 gallons per day. It cannot be confirmed at this time if there will be additional flow from the site that would cause the development to exceed the 8,000 gallons per day threshold. For budgetary purposes, this scope has been provided in the event the permit is necessary.

In accordance with the Treatment Works Approval Checklist for Administrative Completeness, the following will be prepared for submission to the NJDEP in support of a proposed treatment works approval:

- TWA-1 Application Form
- Sanitary Sewer Engineer's Report
- Engineer's Report Form WQM-006
- Technical Specifications for Sanitary Sewer Construction
- WQM-003 Consent Form
- Sanitary Sewer Construction Cost Estimate
- Preparation of a USGS Quadrangle Map

Phase 5.2 Lump Sum Fee **\$7,500.00**

5.3 PLAN REVISIONS AND ADDITIONAL SERVICES

Services accomplished under this phase will be billed hourly in accordance with the rates in effect at the time the service is accomplished and will include revisions or extra services requested by the various review agencies and/or the Client that differ from the original scope of service, or revisions required as conditions of approval that are not an error or omission on the part of MMES. Additional services will not be advanced without providing notice to you of the need for additional services and obtaining your approval of the additional scope of services and fees. For the purposes of budgetary estimates, it is recommended that \$10,000 be allocated for these plan revisions

Phase 5.3 Lump Sum Fee **Hourly**

6.0 PROFESSIONAL FEES

MMES proposes to provide the above outlined scopes of service on a lump sum basis to be invoiced hourly in accordance with the following:

A. Pre-Referendum Services.....	\$52,500.00
B. Post-Referendum Services	\$41,600.00



**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Weber Park High School Academy Improvements
Union Township Board of Education
Block 3914, Lot 21
850 Rahway Avenue, Union Township, Ocean County, New Jersey**

7.0 OUT-OF-SCOPE SERVICES

Professional services do not include any services not specifically referenced above. While we believe the intent of each task listed in the Scope of Basic Services is clear and limited, from time to time a reading of those services may imply a broader scope than was intended. In order to help clarify the Scope of Basic Services, we point out that the basic services listed above do not include the following services, but if needed, will be provided as a reimbursable expense:

- Flood Hazard Area Permits/Plans
- Off-Site Water and Sewer Utility Plans
- Environmental Engineering Services
- Septic and/or potable well design services
- Profiles of Existing Utilities
- Construction stakeout and/or permits
- Structural Engineering Services
- Documents for Green Acres beyond those described herein

Any out-of-scope services will be provided on a time-and-expense basis in accordance with the attached Agreement for Engineering, Planning, Construction and Surveying Services 2025 per Diem Rate Schedule. MMES will not provide out-of-scope services without written Client approval of a modified scope and fee arrangement.

8.0 AUTHORIZATION

MMES appreciates the opportunity to prepare this proposal and to establish our business relationship. We trust that the above fully explains the scope of services you have requested, and we look forward to working with you on this project. If the terms and conditions described above meet with your approval, please indicate your authorization to proceed by signing the appropriate space below and returning one copy to our office.

Sincerely,
MORGAN MUNICIPAL SERVICES, LLC

A handwritten signature in black ink, appearing to read "Mathew R. Wilder", is written over a horizontal line.

Mathew R. Wilder, P.E., P.P., C.F.M., C.M.E.
Director of Engineering Services



Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Weber Park High School Academy Improvements
Union Township Board of Education
Block 3914, Lot 21
850 Rahway Avenue, Union Township, Ocean County, New Jersey

PROPOSAL AND STANDARD SCHEDULE OF CHARGES ACKNOWLEDGED AND ACCEPTED:
CLIENT:
SIGNATURE:
NAME:
DATE:



June 27, 2025

Via Email (sdownie@spiezle.com)

Scott E. Downie, A.I.A., LEED AP
Spiezle Architectural Group, Inc.
1395 Yardville Hamilton Squ. Rd. Ste. 202
Trenton NJ 08691

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Boys/Girls Club Upper Academy Improvements
Union Township Board of Education
Block 4305, Lot(s) 10 & 11
1050 & 1070 Avenue, Union Township, Ocean County, New Jersey**

Dear Mr. Downie:

As per your request, Morgan Municipal Engineering Services is pleased to provide this proposal as it relates to the pre-referendum and post-referendum services for the Boys/Girls Club Upper Academy Improvements.

1.0 INTRODUCTION

It is our understanding that the Board of Education intends to build a new high school where the Boys & Girls Club and associated parking lot currently exists along Jeantte Avenue. This school will be for approximately 300 students within a 46,000 square foot building.

The property is located within the RA, Residential – One Family Zone based upon the Zoning Map for Union Township, Union County, New Jersey as prepared by Colliers Engineering and Design dated August 23rd, 2022, unrevised. Within the RA, Residential – One Family Zone, Public and Private Schools are conditionally permitted. The conditional use standards are as follows:

- No building shall exceed the height limit of its zone district except as provided in § 170-1214.
- There shall be minimum lot area of two acres measured within 450 feet of the front street right-of-way.
- All buildings shall be located at least 50 feet from a street property line, at least 25 feet from a side property line and 50 feet from a rear property line.
- Off-street parking shall be provided in accordance with § 170-1301. All parking areas and driveways shall be located at least 10 feet from a street, building or property line.
- There shall be a minimum distance between buildings of 25 feet, but not less than the height of the taller building.

As no survey or conceptual site plan has been provided, it cannot be determined if the conditional use standards will be met. This proposal assumes, however, that development will comply with the conditional use standards.

2.0 BASE INFORMATION

The scopes of service outlined below have been prepared based on the information provided to this firm. Morgan Municipal Engineering Services, LLC (MMES) reserves the right to revisit this proposal should any information be presented which materially differs from the assumptions stated below.

Re: **Scope & Free Proposal for Pre-Referendum & Post-Referendum Services**
Boys/Girls Club Upper Academy Improvements
Union Township Board of Education
Block 4305 Lot(s) 10 & 11
1050 & 1070 Jeanette Avenue, Union Township, Ocean County, New Jersey

3.0 PRE-REFERENDUM SERVICES

3.1 BOUNDARY SURVEY

Morgan Engineering will prepare a boundary survey of Block 4305, Lot 10, in the Township of Union, Union County, New Jersey in accordance with the standards set forth in the Laws of the State of New Jersey Statutory Reference NJSA 45:8-28(e), and more specifically, the administrative rules and regulations promulgated by the State Board of Professional Engineers and Land Surveyors codified at NJAC 13:40-5.1. MMES will provide a certified plan of survey for your use. Unless provided by you, the boundary survey will be subject to such facts that a current and accurate title report would disclose. The fee for this survey does not include the installation of property corner markers. If requested, MMES will set a state approved property corner marker at each property corner where no marker currently exists in accordance with New Jersey administrative code, for an additional fee. The fee for this additional service is \$175.00 per corner marker. If you elect not to have property corner markers installed, please sign and return the attached corner marker waiver form which is being provided in accordance with the NJ administrative code. You should furnish our office with the following information/documents before we initiate service on the project:

1. A copy of the Property Deed of Record;
2. A copy of adjoining deeds and reference filed maps. (MMES can obtain this if it cannot be provided to us. The fee for these services will be passed onto you as a reimbursable expense).
3. A copy of the Property Title Binder (if available);
4. A statement in writing regarding replacement of corner markers, or;
5. A waiver not to set corner markers must be signed;
6. A statement in writing of the person or persons to be named in the Certification of Survey;
7. Permission to enter the property to perform the services.

3.2 TOPOGRAPHIC SURVEY

MMES will also prepare a topographic survey of the subject property in accordance with New Jersey Statutory Reference NJSA 45:8-28(e) and more specifically, the administrative rules and regulations contained within NJAC 13:40-5.1.

A topographical survey map will be prepared which is a graphic pictorial representation of the elevations on the subject property. The limits of the field survey will be the property boundary lines on all sides plus 25 feet beyond the property lines (if accessible), for a total area of approximately 5.0 acres. The topographical mapping will depict spot elevations and contours at a one-foot contour interval. Vertical data will be tied into National Geodetic Survey Control and will be relative to NAVD 1988.

Visible and accessible utilities and/or utility structures within the subject property as described above will be surveyed and shown on the plan to include rim, grate and invert elevations, and pipe sizes entering and/or exiting the structures.

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Boys/Girls Club Upper Academy Improvements
Union Township Board of Education
Block 4305 Lot(s) 10 & 11
1050 & 1070 Jeanette Avenue, Union Township, Ocean County, New Jersey**

MMES will survey visible evidence of existing utilities within the survey limits, but may not be able to confirm the existence, or actual position of all underground utilities which may be running through, or servicing the subject property. The NJ One Call System prohibits the use of its service for surveying and mapping of subsurface utilities for surveying or engineering design purposes. If requested, Morgan Engineering can enlist the services of a subsurface utility engineering firm to investigate and mark the approximate location of subsurface utilities that may exist on-site.

3.3 DUE DILIGENCE

MMES will complete a due diligence assessment identifying existing conditions of the subject property, proposed project improvements, site utilities, environmental constraints, historic property information, deed restrictions, land covenants, property easements, known drainage issues, local Township Ordinance(s), conduct a title search of the property, etc.

MMES will conduct a preliminary Due Diligence Study of the subject tract. The purpose of this investigation will be to identify major site or regulatory issues that could impact the schedule, budget or overall feasibility of the project.

MMES will perform a review of the available project file information and verify information that may be pertinent to the permitting of the project. Additionally, we will prepare a summary of applicable Ordinance sections as they relate to proposed uses and the bulk criteria affecting the site.

MMES will perform an on-site evaluation of the property. The site visit will be performed by a licensed engineer who will evaluate major visible engineering constraints of the site which may include grading, drainage, circulation or other related issues that may affect the development potential or permitting of the site.

3.4 SITE UTILITIES

MMES will contact the water, sewer, gas, telephone and electric utility companies to confirm that the project lies within their service area and that the proposed project will not be affected by moratoriums or service limitations.

MMESC will review existing site utilities to determine condition and serviceability as it relates to services the newly proposed school development. The existing water and sewer systems will be analyzed to determine pipe condition, material, size, depth, available capacity, etc. The services will be evaluated to determine necessary upgrades in order to service the newly proposed school building. The utility evaluation will also include a preliminary layout for the proposed stormwater management features in order to comply with NJDEP's Major Development criteria as outlined in NJAC 7:8.

MMES will meet with the appropriate agencies to determine the availability of sewer and water service for the project/site. A letter report will be prepared outlining the time schedules for service, cost estimates for alternative means of servicing the site, and recommendations for providing sewer and water service. Investigate the alternatives for wastewater treatment methods appropriate and feasible in connection with

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Boys/Girls Club Upper Academy Improvements
Union Township Board of Education
Block 4305 Lot(s) 10 & 11
1050 & 1070 Jeanette Avenue, Union Township, Ocean County, New Jersey**

the full development of the site, including estimates of costs, timing and regulatory requirements to be fulfilled. Our goal is to understand the cost and scheduling challenges a developer will encounter in addressing sewer treatment service issues for a project at the site, and then to determine the steps the owner should take immediately to address those challenges.

Investigate the alternatives for supplying the proposed development with potable water service, including one or more wells on site, and availability of potable water from public utilities. As with the challenges of sewer treatment services, we seek to understand the prospects for water service to a substantial new development at the site, and the steps the owner should take now to advance his interests on this issue.

3.5 CONCEPTUAL SITE PLAN FOR PLANNING BOARD PRESENTATION

This phase includes the preparation of Site Plans of sufficient detail to allow for a courtesy presentation to the Township's Planning Board. The following will be prepared for submittal:

- A Cover Sheet including the name of the project, a 200' radius map with the names of property owners within 200', a site location map, and general notes will be prepared.
- A Conceptual Layout Plan will be prepared to illustrate the anticipated locations for all site improvements. This shall include, but not necessarily be limited to, parking, drive aisles, sidewalk, building(s), and a detailed zoning analysis comparing the proposed development against the bulk zoning standards for the applicable zone.
- A Preliminary Grading Design will be prepared along with the placement of a stormwater basin, if necessary, for compliance with the State of New Jersey's requirements as established through New Jersey Administrative Code (NJAC) 7:8. This does not include the preparation of a stormwater management report. Preliminary stormwater calculations will be prepared for internal use to ensure the scale of the proposed basin(s) will be suitable at the time of formal design (post referendum services).
- A Conceptual Landscape Plan will be prepared to illustrate the proposed buffering associated with the proposed development. This plan will demonstrate that the intent will be when the formal Landscape Plan is developed (post referendum services).
- A Circulation Plan will be prepared illustrating school bus circulation in and around the subject property. The purpose of this plan is to illustrate that the surrounding roadway infrastructure and the on-site layout can accommodate school buses.

3.6 EO #215 – ENVIRONMENTAL SUBMISSION

MMES will prepare a comprehensive Environmental Impact Statement (EIS) in accordance with EO #215 for state funded projects. The report will identify all relevant environmental data pertaining to the site and outline all methods of protecting any identified environmental resources on site from potential adverse impacts caused by anticipated construction. Environmental resources may include:

- Air quality
- Water resources, including surface water, groundwater, and wetlands

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Boys/Girls Club Upper Academy Improvements
Union Township Board of Education
Block 4305 Lot(s) 10 & 11
1050 & 1070 Jeanette Avenue, Union Township, Ocean County, New Jersey**

- Soil and geology
- Wildlife and their habitats
- Threatened and endangered species
- Cultural and historical resources
- Scenic and recreational resources

MMES will also develop mitigation measures to minimize or avoid any significant adverse effects.

3.7 GEOTECHNICAL INVESTIGATION

MMES will sub-consult a geotechnical engineer to perform the following site soil investigation tasks:

Provide staff necessary to perform soil permeability tests suitable for design storm water BMP's as stipulating in Chapter 12 of the NJDEP Best Management Practices Manual. All permeability tests and test pits will be witnessed by MMES staff. Field survey location of the test pits will be done upon acceptance of the test locations. Laboratory tests will be compensated for as a reimbursable expense as the number of tests is undetermined.

Provide a foundation study from the results of soil borings performed under the geotechnical engineer's supervision and direction. The investigation shall describe the subsoils and rock (if present), establish the water table elevation (if applicable), evaluate the supporting capacity of the subsurface, and make recommendations for foundation design and construction.

3.8 PROJECT CLIENT & COORDINATION MEETINGS

Scheduled progress meeting will be held for project milestones throughout.

Project Management, Meetings, Consultations and Correspondence: The intensity, methods and frequency of communications required for a project varies from client to client and project to project but is essential to expediting the project successfully. As it is not always possible to determine the scope of work required for this phase prior to the commencement of work, this firm will provide an estimated scope of work as follows:

- Conference calls
- Meetings and generation of Meeting Memorandums
- Correspondence and coordination of governmental agencies
- Preparation for Meetings or Hearings

All meetings, consultations and correspondence as noted above will be billed in accordance with the hourly rate schedule as included herein. Note that an estimated budget for meetings is provided. This budget assumes correspondence as outlined above, coordination with the County, as well as preparation for and attendance at up to two (2) project team meetings with Township and/or County Staff, amounting to a cumulative effort of 80 hours.

Phase 3.8 Billed Hourly

Per Approved Rate Sheet Attached

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Boys/Girls Club Upper Academy Improvements
Union Township Board of Education
Block 4305 Lot(s) 10 & 11
1050 & 1070 Jeanette Avenue, Union Township, Ocean County, New Jersey**

4.0 POST REFERENDUM SERVICES

4.1 PRELIMINARY AND FINAL MAJOR SITE PLANS – FOR CONSTRUCTION

This phase includes the preparation of Preliminary and Final Major Site Plans in accordance with the project as described above. This scope of service assumes that the proposed site plan will be completed in a single phase. The project will be considered a Major Site Plan, and a Preliminary and Final Major Site Plan application will be filed with the Township Planning Board for the purposes of a courtesy presentation. The items required to obtain a completeness determination (as specified on the Township checklist, except for waivers and exclusions noted) will be prepared as follows:

- A Cover Sheet including the name of the project, a 200' radius map with the names of property owners within 200', a site location map, general notes and signature blocks for local agencies to sign their approval will be prepared. A schedule of required and provided zoning (bulk) requirements will also be provided.
- A Demolition Plan will be prepared which will indicate the existing on-site improvements which are to remain as well as those which are to be razed. As a portion of the subject property is wooded, the Demolition Plan will also indicate those trees which are to be removed to accommodate the proposed development. The trees will be identified on the plan by both size and species.
- A Dimension Plan depicting the proposed site layout and existing conditions to remain will be prepared. The plan will include the existing and proposed setback information. Site identification signage is presumed to be supplied by you (if any). If necessary, a graphic detail will be shown on the plans referring to your design.
- A Grading and Utility Design will be prepared and will include existing conditions and proposed improvements. Site grading will be based on criteria provided by you. A utility design for storm sewers and water service will be prepared. Laterals will be shown to provide sewer and water service to the proposed development. Off-tract improvements, such as extensions for service, are outside of the scope of services contained herein. You will be responsible for providing user specific design parameters. This includes but shall not be limited to building footprints, minimum/maximum slopes, location and size of roof leader connection points, relation of the finished floor elevation to finished grade, and location and elevation of doors.
- A Soil Erosion and Sediment Control Plan will be prepared depicting the limits of clearing, soil erosion and sediment control measures, construction details and notes. In lieu of a sedimentation basin, the design will include the appropriate measures to control soil erosion at the source and therefore, obviate the need for a sediment basin. Should a sediment basin be required or requested, a separate proposal will be prepared.
- A Landscape Plan will be provided which will indicate the existing plant material to remain, if any, and the proposed plant material. The plan will locate and specify the proposed plant material for the

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Boys/Girls Club Upper Academy Improvements
Union Township Board of Education
Block 4305 Lot(s) 10 & 11
1050 & 1070 Jeanette Avenue, Union Township, Ocean County, New Jersey**

immediate areas surrounding the proposed playground and modified parking/driveway area. Planting details along with the general planting notes will be included with the Landscape Plan. A plant schedule indicating the plant material species, quantity, size and root condition will be shown on the plan.

- A Lighting Plan will be provided which will analyze existing light fixtures on-site as well as proposed light fixtures and depict a point-by-point lighting analysis throughout the developed portion of the site. Details of the proposed lights will be provided based on information provided by you or your architect.
- A Circulation Plan will be prepared which will illustrate the method in which the largest design vehicle for the site will circumnavigate the property. In the case of the development as described to MMES, it is anticipated that the largest design vehicles will be school buses, fire trucks, and garbage trucks. Should tractor trailers be expected for deliveries, MMES shall be advised as to the maximum size for depiction on the Circulation Plan.
- Construction Details will be provided which will depict the proposed site improvements items in accordance with the Township ordinance.

Submission waivers will be requested for items not included in this scope of services and not provided by others. Should these items be required or requested, a separate proposal will be prepared for your authorization.

4.2 STORMWATER MANAGEMENT DESIGN AND REPORT

Due to the fact that the proposed development will disturb more than one (1) acre of land and also increase impervious surfaces on-site by more than one-quarter (1/4) acre, the development will be considered as Major Development as defined by New Jersey Administrative Code (NJAC) 7:8 and will, therefore, be subject to the rules and regulations governing Erosion Control, Groundwater Recharge, Water Quality, Water Quantity, and Green Infrastructure.

MMES will prepare a Stormwater Management Report which will compare the existing and proposed hydrologic conditions of the subject site in order to demonstrate that the magnitude of mitigation proposed is adequate and in conformance with the rules and regulations stipulated within NJAC 7:8. Furthermore, a hydraulic analysis will be prepared to ensure any proposed stormwater conveyance piping will have adequate capacity to transport the 25 year storm event.

This phase also includes the soils investigation necessary to establish the seasonal high-water table and the infiltration rate of the underlying soil. This information shall be obtained prior to the commencement of any design work by MMES. It is assumed that sufficient site access will be provided to allow for the soil investigation necessary. This proposal assumed that eight (8) test pits will be conducted within various portions of the site.

Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Boys/Girls Club Upper Academy Improvements
Union Township Board of Education
Block 4305 Lot(s) 10 & 11
1050 & 1070 Jeanette Avenue, Union Township, Ocean County, New Jersey

4.3 PREPARATION AND SUBMISSION OF PERMIT APPLICATIONS

This phase includes the preparation and submission of the applications and supporting information/documentation required for the approval and/or permit applications listed below.

- Union County Soil Conservation District
- Union County Planning Board

5.0 ADDITIONAL SERVICES -AS REQUIRED/IF NECESSARY

5.1 MEETINGS

Attendance at agency, project coordination, and teleconference (including with Client and other consultants) meetings will be billed hourly in accordance with the Schedule of Charges & Hourly Rates in effect at the time the meeting is held. Attendance by licensed professionals of Morgan Engineering at night meetings will be billed on a lump sum basis of \$1,400 per meeting. Time spent preparing for meetings will be billed hourly. This proposal includes attendance at one (1) night meeting.

Phase 5.1 Lump Sum Fee

As Specified/Hourly

5.2 NJDEP TREATMENT WORKS APPLICATION, *if necessary*

Should the proposed development exceed a sanitary sewer flow rate of 8,000 gallons per day, a Treatment Works Approval (TWA) will be required for the proposed development. A 300-student high school with a cafeteria, showers and laboratories would generate 7,500 gallons per day. It cannot be confirmed at this time if there will be additional flow from the site that would cause the development to exceed the 8,000 gallons per day threshold. For budgetary purposes, this scope has been provided in the event the permit is necessary.

In accordance with the Treatment Works Approval Checklist for Administrative Completeness, the following will be prepared for submission to the NJDEP in support of a proposed treatment works approval:

- TWA-1 Application Form
- Sanitary Sewer Engineer's Report
- Engineer's Report Form WQM-006
- Technical Specifications for Sanitary Sewer Construction
- WQM-003 Consent Form
- Sanitary Sewer Construction Cost Estimate
- Preparation of a USGS Quadrangle Map

Phase 5.2 Lump Sum Fee

\$7,500.00

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Boys/Girls Club Upper Academy Improvements
Union Township Board of Education
Block 4305 Lot(s) 10 & 11
1050 & 1070 Jeanette Avenue, Union Township, Ocean County, New Jersey**

5.3 PLAN REVISIONS AND ADDITIONAL SERVICES

Services accomplished under this phase will be billed hourly in accordance with the rates in effect at the time the service is accomplished and will include revisions or extra services requested by the various review agencies and/or the Client that differ from the original scope of service, or revisions required as conditions of approval that are not an error or omission on the part of MMES. Additional services will not be advanced without providing notice to you of the need for additional services and obtaining your approval of the additional scope of services and fees. For the purposes of budgetary estimates, it is recommended that \$10,000 be allocated for these plan revisions

Phase 5.3 Lump Sum Fee

Hourly

6.0 PROFESSIONAL FEES

MMES proposes to provide the above outlined scopes of service on a lump sum basis to be invoiced hourly in accordance with the following:

A. Pre-Referendum Services.....	\$48,000.00
B. Post-Referendum Services.....	\$41,000.00

7.0 OUT-OF-SCOPE SERVICES

Professional services do not include any services not specifically referenced above. While we believe the intent of each task listed in the Scope of Basic Services is clear and limited, from time to time a reading of those services may imply a broader scope than was intended. In order to help clarify the Scope of Basic Services, we point out that the basic services listed above do not include the following services, but if needed, will be provided as a reimbursable expense:

- Flood Hazard Area Permits/Plans
- Off-Site Water and Sewer Utility Plans
- Environmental Engineering Services
- Septic and/or potable well design services
- Profiles of Existing Utilities
- Construction stakeout and/or permits
- Structural Engineering Services

Any out-of-scope services will be provided on a time-and-expense basis in accordance with the attached Agreement for Engineering, Planning, Construction and Surveying Services 2025 per Diem Rate Schedule. MMES will not provide out-of-scope services without written Client approval of a modified scope and fee arrangement.



Re: **Scope & Free Proposal for Pre-Referendum & Post-Referendum Services**
 Boys/Girls Club Upper Academy Improvements
 Union Township Board of Education
 Block 4305 Lot(s) 10 & 11
 1050 & 1070 Jeanette Avenue, Union Township, Ocean County, New Jersey

8.0 AUTHORIZATION

MMES appreciates the opportunity to prepare this proposal and to establish our business relationship. We trust that the above fully explains the scope of services you have requested, and we look forward to working with you on this project. If the terms and conditions described above meet with your approval, please indicate your authorization to proceed by signing the appropriate space below and returning one copy to our office.

Sincerely,

MORGAN MUNICIPAL ENGINEERING SERVICES, LLC

A handwritten signature in black ink, appearing to read 'Mathew R. Wilder', is written over a horizontal line.

Mathew R. Wilder, P.E., P.P., C.F.M., C.M.E.
Director of Engineering Services

PROPOSAL AND STANDARD SCHEDULE OF CHARGES ACKNOWLEDGED AND ACCEPTED:
CLIENT:
SIGNATURE:
NAME:
DATE:



June 27, 2025

Via Email (sdownie@spiezle.com)

Scott E. Downie, A.I.A., LEED AP
Spiezle Architectural Group, Inc.
1395 Yardville Hamilton Squ. Rd. Ste. 202
Trenton NJ 08691

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Burnett Middle School Improvements
Union Township Board of Education
Block 4217, Lot 1
1000 Caldwell Avenue, Union Township, Ocean County, New Jersey**

Dear Mr. Downie:

As per your request, Morgan Municipal Engineering Services, LLC, is pleased to provide this proposal as it relates to the pre-referendum and post-referendum services for the Burnett Middle School Improvements.

1.0 INTRODUCTION

It is our understanding that the Board of Education intends to build a substantial addition to the existing school in the area of 85,000 to 100,000 square feet. This would be located within the grassed recreation area to the north of the existing Burnett Middle School. The number of students which will be within this school was not provided.

The property is located within the RA, Residential – One Family Zone based upon the Zoning Map for Union Township, Union County, New Jersey as prepared by Colliers Engineering and Design dated August 23rd, 2022, unrevised. Within the RA, Residential – One Family Zone, Public and Private Schools are conditionally permitted. The conditional use standards are as follows:

- No building shall exceed the height limit of its zone district except as provided in § 170-1214.
- There shall be minimum lot area of two acres measured within 450 feet of the front street right-of-way.
- All buildings shall be located at least 50 feet from a street property line, at least 25 feet from a side property line and 50 feet from a rear property line.
- Off-street parking shall be provided in accordance with § 170-1301. All parking areas and driveways shall be located at least 10 feet from a street, building or property line.
- There shall be a minimum distance between buildings of 25 feet, but not less than the height of the taller building.

As no survey or conceptual site plan has been provided, it cannot be determined if the conditional use standards will be met. This proposal assumes, however, that development will comply with the conditional use standards.

2.0 BASE INFORMATION

The scopes of service outlined below have been prepared based on the information provided to this firm. Morgan Municipal Engineering Services LLC (MMES) reserves the right to revisit this proposal should any information be presented which materially differs from the assumptions stated below

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Burnett Middle School Improvements
Union Township Board of Education
Block 4217, Lot 1
1000 Caldwell Avenue, Union Township, Ocean County, New Jersey**

3.0 PRE-REFERENDUM SERVICES

MMES will review all relevant project scoping material in order to obtain an approximate estimate for anticipated effort related to the site improvement process required to obtain the needed agency/permit approvals, prepare construction documents, conduct public bidding services and provide oversight during construction.

3.1 BOUNDARY SURVEY

MMES will prepare a boundary survey of Block 4217, Lot 1, in the Township of Union, Union County, New Jersey in accordance with the standards set forth in the Laws of the State of New Jersey Statutory Reference NJSA 45:8-28(e), and more specifically, the administrative rules and regulations promulgated by the State Board of Professional Engineers and Land Surveyors codified at NJAC 13:40-5.1. MMES will provide a certified plan of survey for your use. Unless provided by you, the boundary survey will be subject to such facts that a current and accurate title report would disclose. The fee for this survey does not include the installation of property corner markers. If requested, MMES will set a state approved property corner marker at each property corner where no marker currently exists in accordance with New Jersey administrative code, for an additional fee. The fee for this additional service is \$175.00 per corner marker. If you elect not to have property corner markers installed, please sign and return the attached corner marker waiver form which is being provided in accordance with the NJ administrative code. You should furnish our office with the following information/documents before we initiate service on the project:

1. A copy of the Property Deed of Record;
2. A copy of adjoining deeds and reference filed maps. (MMES can obtain this if it cannot be provided to us. The fee for these services will be passed onto you as a reimbursable expense).
3. A copy of the Property Title Binder (if available);
4. A statement in writing regarding replacement of corner markers, or;
5. A waiver not to set corner markers must be signed;
6. A statement in writing of the person or persons to be named in the Certification of Survey;
7. Permission to enter the property to perform the services

3.2 PARTIAL TOPOGRAPHIC SURVEY

MMES will also prepare a topographic survey of the subject property in accordance with New Jersey Statutory Reference NJSA 45:8-28(e) and more specifically, the administrative rules and regulations contained within NJAC 13:40-5.1.

A topographical survey map will be prepared which is a graphic pictorial representation of the elevations on the subject property. The limits of the field survey will be the existing grassed recreation area plus 25 feet beyond (if accessible), for a total area of approximately 4 acres. The topographical mapping will depict spot elevations and contours at a one-foot contour interval. Vertical data will be tied into National Geodetic Survey Control and will be relative to NAVD 1988.

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Burnett Middle School Improvements
Union Township Board of Education
Block 4217, Lot 1
1000 Caldwell Avenue, Union Township, Ocean County, New Jersey**

Visible and accessible utilities and/or utility structures within the subject property as described above will be surveyed and shown on the plan to include rim, grate and invert elevations, and pipe sizes entering and/or exiting the structures.

MMES will survey visible evidence of existing utilities within the survey limits, but may not be able to confirm the existence, or actual position of all underground utilities which may be running through or servicing the subject property. The NJ One Call System prohibits the use of its service for surveying and mapping of subsurface utilities for surveying or engineering design purposes. If requested, Morgan Engineering can enlist the services of a subsurface utility engineering firm to investigate and mark the approximate location of subsurface utilities that may exist on-site.

3.3 DUE DILIGENCE

MMES will complete a due diligence assessment identifying existing conditions of the subject property, proposed project improvements, site utilities, environmental constraints, historic property information, deed restrictions, land covenants, property easements, known drainage issues, local Township Ordinance(s), conduct a title search of the property, etc.

MMES will conduct a preliminary Due Diligence Study of the subject tract. The purpose of this investigation will be to identify major site or regulatory issues that could impact the schedule, budget or overall feasibility of the project.

MMES will perform a review of the available project file information and verify information that may be pertinent to the permitting of the project. Additionally, we will prepare a summary of applicable Ordinance sections as they relate to proposed uses and the bulk criteria affecting the site.

MMES will perform an on-site evaluation of the property. The site visit will be performed by a licensed engineer who will evaluate major visible engineering constraints of the site which may include grading, drainage, circulation or other related issues that may affect the development potential or permitting of the site.

3.4 SITE UTILITIES

MMES will contact the water, sewer, gas, telephone and electric utility companies to confirm that the project lies within their service area and that the proposed project will not be affected by moratoriums or service limitations.

MMES will review existing site utilities to determine condition and serviceability as it relates to services the newly proposed school development. The existing water and sewer systems will be analyzed to determine pipe condition, material, size, depth, available capacity, etc. The services will be evaluated to determine necessary upgrades in order to service the newly proposed school building. The utility evaluation will also include a preliminary layout for the proposed stormwater management features in order to comply with NJDEP's Major Development criteria as outlined in NJAC 7:8.

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Burnett Middle School Improvements
Union Township Board of Education
Block 4217, Lot 1
1000 Caldwell Avenue, Union Township, Ocean County, New Jersey**

MMES will meet with the appropriate agencies to determine the availability of sewer and water service for the project/site. A letter report will be prepared outlining the time schedules for service, cost estimates for alternative means of servicing the site, and recommendations for providing sewer and water service.

Investigate the alternatives for wastewater treatment methods appropriate and feasible in connection with the full development of the site, including estimates of costs, timing and regulatory requirements to be fulfilled. Our goal is to understand the cost and scheduling challenges a developer will encounter in addressing sewer treatment service issues for a project at the site, and then to determine the steps the owner should take immediately to address those challenges.

Investigate the alternatives for supplying the proposed development with potable water service, including one or more wells on site, and availability of potable water from public utilities. As with the challenges of sewer treatment services, we seek to understand the prospects for water service to a substantial new development at the site, and the steps the owner should take now to advance his interests on this issue.

3.5 CONCEPTUAL SITE PLAN FOR PLANNING BOARD PRESENTATION

This phase includes the preparation of Site Plans of sufficient detail to allow for a courtesy presentation to the Township's Planning Board. The following will be prepared for submittal:

- A Cover Sheet including the name of the project, a 200' radius map with the names of property owners within 200', a site location map, and general notes will be prepared.
- A Conceptual Layout Plan will be prepared to illustrate the anticipated locations for all site improvements. This shall include, but not necessarily be limited to, parking, drive aisles, sidewalk, building(s), and a detailed zoning analysis comparing the proposed development against the bulk zoning standards for the applicable zone.
- A Preliminary Grading Design will be prepared along with the placement of a stormwater basin, if necessary, for compliance with the State of New Jersey's requirements as established through New Jersey Administrative Code (NJAC) 7:8. This does not include the preparation of a stormwater management report. Preliminary stormwater calculations will be prepared for internal use to ensure the scale of the proposed basin(s) will be suitable at the time of formal design (post referendum services).
- A Conceptual Landscape Plan will be prepared to illustrate the proposed buffering associated with the proposed development. This plan will demonstrate that the intent will be when the formal Landscape Plan is developed (post referendum services).
- A Circulation Plan will be prepared illustrating school bus circulation in and around the subject property. The purpose of this plan is to illustrate that the surrounding roadway infrastructure and the on-site layout can accommodate school buses.

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Burnett Middle School Improvements
Union Township Board of Education
Block 4217, Lot 1
1000 Caldwell Avenue, Union Township, Ocean County, New Jersey**

3.6 EO #215 – ENVIRONMENTAL SUBMISSION

MMES will prepare a comprehensive Environmental Impact Statement (EIS) in accordance with EO #215 for state funded projects. The report will identify all relevant environmental data pertaining to the site and outline all methods of protecting any identified environmental resources on site from potential adverse impacts caused by anticipated construction. Environmental resources may include:

- Air quality
- Water resources, including surface water, groundwater, and wetlands
- Soil and geology
- Wildlife and their habitats
- Threatened and endangered species
- Cultural and historical resources
- Scenic and recreational resources

MMES will also develop mitigation measures to minimize or avoid any significant adverse effects.

3.7 GEOTECHNICAL INVESTIGATION

MMES will sub-consult a geotechnical engineer to perform the following site soil investigation tasks:

Provide staff necessary to perform soil permeability tests suitable for design storm water BMP's as stipulated in Chapter 12 of the NJDEP Best Management Practices Manual. All permeability tests and test pits will be witnessed by MMES staff. The field survey location of the test pits will be done upon acceptance of the test locations. Laboratory tests will be compensated for as a reimbursable expense as the number of tests is undetermined.

Provide a foundation study from the results of soil borings performed under the geotechnical engineer's supervision and direction. The investigation shall describe the subsoils and rock (if present), establish the water table elevation (if applicable), evaluate the supporting capacity of the subsurface, and make recommendations for foundation design and construction.

3.8 PROJECT CLIENT & COORDINATION MEETINGS

Scheduled progress meeting will be held for project milestones throughout Pre-Design, Design & Construction of the project. Additional meetings will be held as needed throughout the project duration.

Project Management, Meetings, Consultations and Correspondence: The intensity, methods and frequency of communications required for a project varies from client to client and project to project, but is essential to expediting the project successfully. As it is not always possible to determine the scope of work required for this phase prior to the commencement of work, this firm will provide an estimated scope of work as follows:

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Burnett Middle School Improvements
Union Township Board of Education
Block 4217, Lot 1
1000 Caldwell Avenue, Union Township, Ocean County, New Jersey**

- Conference calls
- Meetings and generation of Meeting Memorandums
- Correspondence and coordination of governmental agencies
- Preparation for Meetings or Hearings

All meetings, consultations and correspondence as noted above will be billed in accordance with the hourly rate schedule as included herein. Note that an estimated budget for meetings is provided. This budget assumes correspondence as outlined above, coordination with the County, as well as preparation for and attendance at up to two (2) project team meetings with Township and/or County Staff amounting to a cumulative effort of 80 hours.

Billed Hourly

Per Approved Rate Sheet Attached

4.0 POST REFERENDUM SERVICES

4.1 PRELIMINARY AND FINAL MAJOR SITE PLANS – FOR CONSTRUCTION

This phase includes the preparation of a Preliminary and Final Major Site Plans in accordance with the project as described above. This scope of service assumes that the proposed site plan will be completed in a single phase. The project will be considered a Major Site Plan and a Preliminary and Final Major Site Plan application will be filed with the Township Planning Board for the purposes of a courtesy presentation. The items required to obtain a completeness determination (as specified on the Township checklist, except for waivers and exclusions noted) will be prepared as follows:

- A Cover Sheet including the name of the project, a 200' radius map with the names of property owners within 200', a site location map, general notes and signature blocks for local agencies to sign their approval will be prepared. A schedule of required and provided zoning (bulk) requirements will also be provided.
- A Demolition Plan will be prepared which will indicate the existing on-site improvements which are to remain as well as those which are to be razed. As a portion of the subject property is wooded, the Demolition Plan will also indicate those trees which are to be removed to accommodate the proposed development. The trees will be identified on the plan by both size and species.
- A Dimension Plan depicting the proposed site layout and existing conditions to remain will be prepared. The plan will include the existing and proposed setback information. Site identification signage is presumed to be supplied by you (if any). If necessary, a graphic detail will be shown on the plans referring to your design.
- A Grading and Utility Design will be prepared and will include existing conditions and proposed improvements. Site grading will be based on criteria provided by you. A utility design for storm sewers and water service will be prepared. Laterals will be shown to provide sewer and water service

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Burnett Middle School Improvements
Union Township Board of Education
Block 4217, Lot 1
1000 Caldwell Avenue, Union Township, Ocean County, New Jersey**

to the proposed development. Off-tract improvements, such as extensions for service, are outside of the scope of services contained herein. You will be responsible for providing user specific design parameters. This includes but shall not be limited to building footprints, minimum/maximum slopes, location and size of roof leader connection points, relation of the finished floor elevation to finished grade, and location and elevation of doors.

- A Soil Erosion and Sediment Control Plan will be prepared depicting the limits of clearing, soil erosion and sediment control measures, construction details and notes. In lieu of a sedimentation basin, the design will include the appropriate measures to control soil erosion at the source and therefore, obviate the need for a sediment basin. Should a sediment basin be required or requested, a separate proposal will be prepared.
- A Landscape Plan will be provided which will indicate the existing plant material to remain, if any, and the proposed plant material. The plan will locate and specify the proposed plant material for the immediate areas surrounding the proposed playground and modified parking/driveway area. Planting details along with the general planting notes will be included with the Landscape Plan. A plant schedule indicating the plant material species, quantity, size and root condition will be shown on the plan.
- A Lighting Plan will be provided which will analyze existing light fixtures on-site as well as proposed light fixtures and depict a point-by-point lighting analysis throughout the developed portion of the site. Details of the proposed lights will be provided based on information provided by you or your architect.
- A Circulation Plan will be prepared which will illustrate the method in which the largest design vehicle for the site will circumnavigate the property. In the case of the development as described to MMES, it is anticipated that the largest design vehicles will be school buses, fire trucks, and garbage trucks. Should tractor trailers be expected for deliveries, MMES shall be advised as to the maximum size for depiction on the Circulation Plan.
- Construction Details will be provided which will depict the proposed site improvements items in accordance with the Township ordinance.

Submission waivers will be requested for items not included in this scope of services and not provided by others. Should these items be required or requested, a separate proposal will be prepared for your authorization.

4.2 STORMWATER MANAGEMENT DESIGN AND REPORT

Due to the fact that the proposed development will disturb more than one (1) acre of land and also increase impervious surfaces on-site by more than one-quarter (1/4) acre, the development will be considered as Major Development as defined by New Jersey Administrative Code (NJAC) 7:8 and will, therefore, be subject to the rules and regulations governing Erosion Control, Groundwater Recharge, Water Quality, Water Quantity, and Green Infrastructure.

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Burnett Middle School Improvements
Union Township Board of Education
Block 4217, Lot 1
1000 Caldwell Avenue, Union Township, Ocean County, New Jersey**

MMES will prepare a Stormwater Management Report which will compare the existing and proposed hydrologic conditions of the subject site in order to demonstrate that the magnitude of mitigation proposed is adequate and in conformance with the rules and regulations stipulated within NJAC 7:8. Furthermore, a hydraulic analysis will be prepared to ensure any proposed stormwater conveyance piping will have adequate capacity to transport the 25 year storm event.

This phase also includes the soils investigation necessary to establish the seasonal high-water table and the infiltration rate of the underlying soil. This information shall be obtained prior to the commencement of any design work by MMES. It is assumed that sufficient site access will be provided to allow for the soil investigation necessary. This proposal assumed that eight (8) test pits will be conducted within various portions of the site.

4.3 PREPARATION AND SUBMISSION OF PERMIT APPLICATIONS

This phase includes the preparation and submission of the applications and supporting information/documentation required for the approval and/or permit applications listed on the next page.

- Union County Soil Conservation District
- Union County Planning Board

5.0 ADDITIONAL SERVICES- AS REQUIRED/IF NECESSARY

5.1 MEETINGS

Attendance at agency, project coordination, and teleconference (including with Client and other consultants) meetings will be billed hourly in accordance with the Schedule of Charges & Hourly Rates in effect at the time the meeting is held. Attendance by licensed professionals of Morgan Engineering at night meetings will be billed on a lump sum basis of \$1,400 per meeting. Time spent preparing for meetings will be billed hourly. This proposal includes attendance at one (1) night meeting.

Phase 5.1 Lump Sum Fee

As Specified/Hourly

5.2 NJDEP TREATMENT WORKS APPLICATION, *if necessary*

Should the proposed development exceed a sanitary sewer flow rate of 8,000 gallons per day, a Treatment Works Approval (TWA) will be required for the proposed development. As the number of anticipated students is unknown, it cannot be determined if a TWA will be required. For budgetary purposes, this scope has been provided in the event the permit is necessary.

In accordance with the Treatment Works Approval Checklist for Administrative Completeness, the following will be prepared for submission to the NJDEP in support of a proposed treatment works approval:

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Burnett Middle School Improvements
Union Township Board of Education
Block 4217, Lot 1
1000 Caldwell Avenue, Union Township, Ocean County, New Jersey**

- TWA-1 Application Form
- Sanitary Sewer Engineer's Report
- Engineer's Report Form WQM-006
- Technical Specifications for Sanitary Sewer Construction
- WQM-003 Consent Form
- Sanitary Sewer Construction Cost Estimate
- Preparation of a USGS Quadrangle Map

Phase 5.2 Lump Sum Fee \$7,500.00

5.3 PLAN REVISIONS AND ADDITIONAL SERVICES

Services accomplished under this phase will be billed hourly in accordance with the rates in effect at the time the service is accomplished and will include revisions or extra services requested by the various review agencies and/or the Client that differ from the original scope of service, or revisions required as conditions of approval that are not an error or omission on the part of MMES. Additional services will not be advanced without providing notice to you of the need for additional services and obtaining your approval of the additional scope of services and fees. For the purposes of budgetary estimates, it is recommended that \$10,000 be allocated for these plan revisions

Phase 5.3 Lump Sum Fee Hourly

6.0 PROFESSIONAL FEES

MMES proposes to provide the above outlined scopes of service on a lump sum basis to be invoiced hourly in accordance with the following:

A. Pre-Referendum Services	\$52,500.00
B. Post-Referendum Services	\$40,500.00

7.0 OUT-OF-SCOPE SERVICES

Professional services do not include any services not specifically referenced above. While we believe the intent of each task listed in the Scope of Basic Services is clear and limited, from time to time a reading of those services may imply a broader scope than was intended. In order to help clarify the Scope of Basic Services, we point out that the basic services listed above do not include the following services, but if needed, will be provided as a reimbursable expense:

- Flood Hazard Area Permits/Plans
- Off-Site Water and Sewer Utility Plans
- Environmental Engineering Services



Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Burnett Middle School Improvements
Union Township Board of Education
Block 4217, Lot 1
1000 Caldwell Avenue, Union Township, Ocean County, New Jersey

- Septic and/or potable well design services
- Profiles of Existing Utilities
- Construction stakeout and/or permits
- Structural Engineering Services

Any out-of-scope services will be provided on a time-and-expense basis in accordance with the attached Agreement for Engineering, Planning, Construction and Surveying Services 2025 per Diem Rate Schedule. MMES will not provide out-of-scope services without written Client approval of a modified scope and fee arrangement.

8.0 AUTHORIZATION

MMES appreciates the opportunity to prepare this proposal and to establish our business relationship. We trust that the above fully explains the scope of services you have requested, and we look forward to working with you on this project. If the terms and conditions described above meet with your approval, please indicate your authorization to proceed by signing the appropriate space below and returning one copy to our office.

Respectfully submitted,

MORGAN MUNICIPAL SERVICES, LLC

A handwritten signature in black ink, appearing to read "Mathew R. Wilder", is written over a horizontal line.

Mathew R. Wilder, P.E., P.P., C.F.M., C.M.E. Director
of Engineering Services

PROPOSAL AND STANDARD SCHEDULE OF CHARGES ACKNOWLEDGED AND ACCEPTED:
CLIENT:
SIGNATURE:
NAME:
DATE:



June 27, 2025

Via Email (sdownie@spiegle.com)

Scott E. Downie, A.I.A., LEED AP
Spiegle Architectural Group, Inc.
1395 Yardville Hamilton Squ. Rd. Ste. 202
Trenton NJ 08691

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Pre-K Center Improvements
Union Township Board of Education
Block 505, Lot 4.02
855 Lehigh Avenue, Union Township, Ocean County, New Jersey**

Dear Mr. Downie:

As per your request, Morgan Municipal Engineering Services is pleased to provide this proposal as it relates to the pre-referendum and post-referendum services for the Pre-K Center Improvements at 855 Lehigh Avenue.

1.0 INTRODUCTION

It is our understanding that the Board of Education intends to renovate the existing building located at 855 Lehigh Avenue which is an existing multi-story building. The site would need to be reconfigured to support bus and parent drop off as well as parking and an outdoor play area. The number of students this facility would support is unknown at this time.

The property is located within the C/I, Commercial/Industrial Zone based upon the Zoning Map for Union Township, Union County, New Jersey as prepared by Colliers Engineering and Design dated August 23rd, 2022, unrevised. Within the C/I, Commercial/Industrial Zone, Public Buildings and Uses are permitted, however, schools are specifically excepted as not being permitted uses. This proposal still assumes that the courtesy presentation would be before the Township's Planning Board.

2.0 BASE INFORMATION

The scopes of service outlined below have been prepared based on the information provided to this firm. Morgan Municipal Engineering Services, LLC (MMES) reserves the right to revisit this proposal should any information be presented which materially differs from the assumptions stated below.

3.0 PRE-REFERENDUM SERVICES

3.1 BOUNDARY SURVEY

MMES will prepare a boundary survey of Block 504, Lot 4.02, in the Township of Union, Union County, New Jersey in accordance with the standards set forth in the Laws of the State of New Jersey Statutory Reference NJSA 45:8-28(e), and more specifically, the administrative rules and regulations promulgated by the State Board of Professional Engineers and Land Surveyors codified at NJAC 13:40-5.1. MMES will provide a certified plan of survey for your use. Unless provided by you, the boundary survey will be subject to such facts that a current and accurate title report would

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Pre-K Center Improvements
Union Township Board of Education
Block 505, Lot 4.02
855 Lehigh Avenue, Union Township, Ocean County, New Jersey**

disclose. The fee for this survey does not include the installation of property corner markers. If requested, MMES will set a state approved property corner marker at each property corner where no marker currently exists in accordance with New Jersey administrative code, for an additional fee. The fee for this additional service is \$175.00 per corner marker. If you elect not to have property corner markers installed, please sign and return the attached corner marker waiver form which is being provided in accordance with the NJ administrative code. You should furnish our office with the following information/documents before we initiate service on the project:

1. A copy of the Property Deed of Record;
2. A copy of adjoining deeds and reference filed maps. (MMES can obtain this if it cannot be provided to us. The fee for these services will be passed onto you as a reimbursable expense).
3. A copy of the Property Title Binder (if available);
4. A statement in writing regarding replacement of corner markers, or;
5. A waiver not to set corner markers must be signed;
6. A statement in writing of the person or persons to be named in the Certification of Survey;
7. Permission to enter the property to perform the services.

3.2 TOPOGRAPHIC SURVEY

MMES will also prepare a topographic survey of the subject property in accordance with New Jersey Statutory Reference NJSA 45:8-28(e) and more specifically, the administrative rules and regulations contained within NJAC 13:40-5.1.

A topographical survey map will be prepared which is a graphic pictorial representation of the elevations on the subject property. The limits of the field survey will be the entirety of the subject property plus 25 feet beyond (if accessible), for a total area of approximately 2.25 acres. The topographical mapping will depict spot elevations and contours at a one foot contour interval. Vertical data will be tied into National Geodetic Survey Control and will be relative to NAVD 1988.

Visible and accessible utilities and/or utility structures within the subject property as described above will be surveyed and shown on the plan to include rim, grate and invert elevations, and pipe sizes entering and/or exiting the structures.

MMES will survey visible evidence of existing utilities within the survey limits, but may not be able to confirm the existence, or actual position of all underground utilities which may be running through, or servicing the subject property. The NJ One Call System prohibits the use of its service for surveying and mapping of subsurface utilities for surveying or engineering design purposes. If requested, Morgan Engineering can enlist the services of a subsurface utility engineering firm to investigate and mark the approximate location of subsurface utilities that may exist on-site.

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Pre-K Center Improvements
Union Township Board of Education
Block 505, Lot 4.02
855 Lehigh Avenue, Union Township, Ocean County, New Jersey**

3.3 DUE DILIGENCE

MMES will complete a due diligence assessment identifying existing conditions of the subject property, proposed project improvements, site utilities, environmental constraints, historic property information, deed restrictions, land covenants, property easements, known drainage issues, local Township Ordinance(s), conduct a title search of the property, etc.

MMES will conduct a preliminary Due Diligence Study of the subject tract. The purpose of this investigation will be to identify major site or regulatory issues that could impact the schedule, budget or overall feasibility of the project.

MMES will perform a review of available project file information and verify information that may be pertinent to the permitting of the project. Additionally, we will prepare a summary of applicable Ordinance sections as they relate to proposed uses and the bulk criteria affecting the site.

MMES will perform an on-site evaluation of the property. The site visit will be performed by a licensed engineer who will evaluate major visible engineering constraints of the site which may include grading, drainage, circulation or other related issues that may affect the development potential or permitting of the site.

3.4 SITE UTILITIES

MMES will contact the water, sewer, gas, telephone and electric utility companies to confirm that the project lies within their service area and that the proposed project will not be affected by moratoriums or service limitations.

MMES will review existing site utilities to determine condition and serviceability as it relates to services the newly proposed school development. The existing water and sewer systems will be analyzed to determine pipe condition, material, size, depth, available capacity, etc. The services will be evaluated to determine necessary upgrades in order to service the newly proposed school building. The utility evaluation will also include a preliminary layout for the proposed stormwater management features in order to comply with NJDEP's Major Development criteria as outlined in NJAC 7:8.

MMES will meet with the appropriate agencies to determine the availability of sewer and water service for the project/site. A letter report will be prepared outlining the time schedules for service, cost estimates for alternative means of servicing the site, and recommendations for providing sewer and water service.

Investigate the alternatives for wastewater treatment methods appropriate and feasible in connection with the full development of the site, including estimates of costs, timing and regulatory requirements to be fulfilled. Our goal is to understand the cost and scheduling challenges a developer will encounter in addressing sewer treatment service issues for a project at the site, and then to determine the steps the owner should take immediately to address those challenges.

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Pre-K Center Improvements
Union Township Board of Education
Block 505, Lot 4.02
855 Lehigh Avenue, Union Township, Ocean County, New Jersey**

Investigate the alternatives for supplying the proposed development with potable water service, including one or more wells on site, and availability of potable water from public utilities. As with the challenges of sewer treatment services, we seek to understand the prospects for water service to a substantial new development at the site, and the steps the owner should take now to advance his interests on this issue.

3.5 CONCEPTUAL SITE PLAN FOR PLANNING BOARD PRESENTATION

This phase includes the preparation of Site Plans of sufficient detail to allow for a courtesy presentation to the Township's Planning Board. The following will be prepared for submittal:

- A Cover Sheet including the name of the project, a 200' radius map with the names of property owners within 200', a site location map, and general notes will be prepared.
- A Conceptual Layout Plan will be prepared to illustrate the anticipated locations for all site improvements. This shall include, but not necessarily be limited to, parking, drive aisles, sidewalk, building(s), and a detailed zoning analysis comparing the proposed development against the bulk zoning standards for the applicable zone.
- A Preliminary Grading Design will be prepared along with the placement of a stormwater basin, if necessary, for compliance with the State of New Jersey's requirements as established through New Jersey Administrative Code (NJAC) 7:8. This does not include the preparation of a stormwater management report. Preliminary stormwater calculations will be prepared for internal use to ensure the scale of the proposed basin(s) will be suitable at the time of formal design (post referendum services).
- A Conceptual Landscape Plan will be prepared to illustrate the proposed buffering associated with the proposed development. This plan will demonstrate that the intent will be when the formal Landscape Plan is developed (post referendum services).
- A Circulation Plan will be prepared illustrating school bus circulation in and around the subject property. The purpose of this plan is to illustrate that the surrounding roadway infrastructure and the on-site layout can accommodate school buses.

3.6 EO #215 – ENVIRONMENTAL SUBMISSION

MMES will prepare a comprehensive Environmental Impact Statement (EIS) in accordance with EO #215 for state funded projects. The report will identify all relevant environmental data pertaining to the site and outline all methods of protecting any identified environmental resources on site from potential adverse impacts caused by anticipated construction. Environmental resources may include:

- Air quality
- Water resources, including surface water, groundwater, and wetlands
- Soil and geology
- Wildlife and their habitats
- Threatened and endangered species
- Cultural and historical resources

**Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Pre-K Center Improvements
Union Township Board of Education
Block 505, Lot 4.02
855 Lehigh Avenue, Union Township, Ocean County, New Jersey**

- Scenic and recreational resources

MMES will also develop mitigation measures to minimize or avoid any significant adverse effects.

3.7 GEOTECHNICAL INVESTIGATION

MMES will sub-consult a geotechnical engineer to perform the following site soil investigation tasks:

Provide staff necessary to perform soil permeability tests suitable for design storm water BMP's as stipulating in Chapter 12 of the NJDEP Best Management Practices Manual. All permeability tests and test pits will be witnessed by MMES staff. Field survey location of the test pits will be done upon acceptance of the test locations. Laboratory tests will be compensated for as a reimbursable expense as the number of tests is undetermined.

Provide a foundation study from the results of soil borings performed under the geotechnical engineer's supervision and direction. The investigation shall describe the subsoils and rock (if present), establish the water table elevation (if applicable), evaluate the supporting capacity of the subsurface, and make recommendations for foundation design and construction.

3.8 PROJECT CLIENT & COORDINATION MEETINGS

Scheduled progress meeting will be held for project milestones throughout

Project Management, Meetings, Consultations and Correspondence: The intensity, methods and frequency of communications required for a project varies from client to client and project to project, but is essential to expediting the project successfully. As it is not always possible to determine the scope of work required for this phase prior to the commencement of work, this firm will provide an estimated scope of work as follows:

- Conference calls
- Meetings and generation of Meeting Memorandums
- Correspondence and coordination of governmental agencies
- Preparation for Meetings or Hearings

All meetings, consultations and correspondence as noted above will be billed in accordance with the hourly rate schedule as included herein. Note that an estimated budget for meetings is provided. This budget assumes correspondence as outlined above, coordination with the County, as well as preparation for and attendance at up to two (2) project team meetings with Township and/or County Staff amounting to a cumulative effort of 80 hours.

Phase 3.8 Billed Hourly

Per Approved Rate Sheet Attached

Re: **Scope & Free Proposal for Pre-Referendum & Post-Referendum Services**
 Pre-K Center Improvements
 Union Township Board of Education
 Block 505, Lot 4.02
 855 Lehigh Avenue, Union Township, Ocean County, New Jersey

4.0 POST REFERENDUM SERVICES

4.1 PRELIMINARY AND FINAL MAJOR SITE PLANS – FOR CONSTRUCTION

This phase includes the preparation of Use Variance & Preliminary and Final Major Site Plans in accordance with the project as described above. This scope of service assumes that the proposed site plan will be completed in a single phase. The project will be considered a Major Site Plan and a Use Variance along with Preliminary and Final Major Site Plan application will be filed with the Township Zoning Board for the purposes of a courtesy presentation. The items required to obtain a completeness determination (as specified on the Township checklist, except for waivers and exclusions noted) will be prepared as follows:

- A Cover Sheet including the name of the project, a 200' radius map with the names of property owners within 200', a site location map, general notes and signature blocks for local agencies to sign their approval will be prepared. A schedule of required and provided zoning (bulk) requirements will also be provided.
- A Demolition Plan will be prepared which will indicate the existing on-site improvements which are to remain as well as those which are to be razed. As a portion of the subject property is wooded, the Demolition Plan will also indicate those trees which are to be removed to accommodate the proposed development. The trees will be identified on the plan by both size and species.
- A Dimension Plan depicting the proposed site layout and existing conditions to remain will be prepared. The plan will include the existing and proposed setback information. Site identification signage is presumed to be supplied by you (if any). If necessary, a graphic detail will be shown on the plans referring to your design.
- A Grading Design will be prepared and will include demonstrate the modifications necessary for the existing parking lot to ensure compliant accessible parking and a compliant accessible route into the building. It is assumed that the site modifications will be minimal based upon the developed nature of the site.
- A Landscape Plan will be provided which will indicate the existing plant material to remain, if any, and the proposed plant material. The plan will locate and specify the proposed plant material for the immediate areas surrounding the proposed playground and modified parking/driveway area. Planting details along with the general planting notes will be included with the Landscape Plan. A plant schedule indicating the plant material species, quantity, size and root condition will be shown on the plan.
- A Lighting Plan will be provided which will analyze existing light fixtures on-site as well as proposed light fixtures and depict a point-by-point lighting analysis throughout the developed portion of the site. Details of the proposed lights will be provided based on information provided by you or your architect.

Re: **Scope & Free Proposal for Pre-Referendum & Post-Referendum Services**
Pre-K Center Improvements
Union Township Board of Education
Block 505, Lot 4.02
855 Lehigh Avenue, Union Township, Ocean County, New Jersey

- A Circulation Plan will be prepared which will illustrate the method in which the largest design vehicle for the site will circumnavigate the property. In the case of the development as described to MMES, it is anticipated that the largest design vehicles will be school buses, fire trucks, and garbage trucks. Should tractor trailers be expected for deliveries, MMES shall be advised as to the maximum size for depiction on the Circulation Plan.
- Construction Details will be provided which will depict the proposed site improvements items in accordance with the Township ordinance.

Submission waivers will be requested for items not included in this scope of services and not provided by others. Should these items be required or requested, a separate proposal will be prepared for your authorization.

4.2 PREPARATION AND SUBMISSION OF PERMIT APPLICATIONS

This phase includes the preparation and submission of the applications and supporting information/documentation required for the approval and/or permit applications listed on the next page.

- Township of Union Zoning Board
- Union County Soil Conservation District (Letter of Exemption)
- Union County Planning Board

5.0 ADDITIONAL SERVICES-AS REQUIRED/IF NECESSARY

5.1 MEETINGS

Attendance at agency, project coordination, and teleconference (including with Client and other consultants) meetings will be billed hourly in accordance with the Schedule of Charges & Hourly Rates in effect at the time the meeting is held. Attendance by licensed professionals of Morgan Engineering at night meetings will be billed on a lump sum basis of \$1,400 per meeting. Time spent preparing for meetings will be billed hourly. This proposal includes attendance at one (1) night meeting.

Phase 5.1 Lump Sum Fee

As Specified/Hourly

5.2 NJDEP TREATMENT WORKS APPLICATION, *if necessary*

Should the proposed development exceed a sanitary sewer flow rate of 8,000 gallons per day, a Treatment Works Approval (TWA) will be required for the proposed development. As the number of anticipated students is unknown, it cannot be determined if a TWA will be required. For budgetary purposes, this scope has been provided in the event the permit is necessary.

In accordance with the Treatment Works Approval Checklist for Administrative Completeness, the following will be prepared for submission to the NJDEP in support of a proposed treatment works approval:



Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Pre-K Center Improvements
Union Township Board of Education
Block 505, Lot 4.02
855 Lehigh Avenue, Union Township, Ocean County, New Jersey

- TWA-1 Application Form
- Sanitary Sewer Engineer's Report
- Engineer's Report Form WQM-006
- Technical Specifications for Sanitary Sewer Construction
- WQM-003 Consent Form
- Sanitary Sewer Construction Cost Estimate
- Preparation of a USGS Quadrangle Map

Phase 5.2 Lump Sum Fee **\$7,500.00**

5.3 PLAN REVISIONS AND ADDITIONAL SERVICES

Services accomplished under this phase will be billed hourly in accordance with the rates in effect at the time the service is accomplished and will include revisions or extra services requested by the various review agencies and/or the Client that differ from the original scope of service, or revisions required as conditions of approval that are not an error or omission on the part of MMES. Additional services will not be advanced without providing notice to you of the need for additional services and obtaining your approval of the additional scope of services and fees. For the purposes of budgetary estimates, it is recommended that \$3,000 be allocated for these plan revisions

Phase 5.3 Lump Sum Fee **Hourly**

6.0 PROFESSIONAL FEES

MMES proposes to provide the above outlined scopes of service on a lump sum basis to be invoiced hourly in accordance with the following:

A. Pre-Referendum Services	\$40,750.00
B. Post-Referendum Services	\$20,500.00

7.0 OUT-OF-SCOPE SERVICES

Professional services do not include any services not specifically referenced above. While we believe the intent of each task listed in the Scope of Basic Services is clear and limited, from time to time a reading of those services may imply a broader scope than was intended. In order to help clarify the Scope of Basic Services, we point out that the basic services listed above do not include the following services, but if needed, will be provided as a reimbursable expense:

- Flood Hazard Area Permits/Plans
- Off-Site Water and Sewer Utility Plans



Re: Scope & Free Proposal for Pre-Referendum & Post-Referendum Services
Pre-K Center Improvements
Union Township Board of Education
Block 505, Lot 4.02
855 Lehigh Avenue, Union Township, Ocean County, New Jersey

- Environmental Engineering Services
- Septic and/or potable well design services
- Profiles of Existing Utilities
- Construction stakeout and/or permits
- Structural Engineering Services

Any out-of-scope services will be provided on a time-and-expense basis in accordance with the attached Agreement for Engineering, Planning, Construction and Surveying Services 2025 per Diem Rate Schedule. MMES will not provide out-of-scope services without written Client approval of a modified scope and fee arrangement.

8.0 AUTHORIZATION

MMES appreciates the opportunity to prepare this proposal and to establish our business relationship. We trust that the above fully explains the scope of services you have requested, and we look forward to working with you on this project. If the terms and conditions described above meet with your approval, please indicate your authorization to proceed by signing the appropriate space below and returning one copy to our office.

Sincerely,

MORGAN MUNICIPAL SERVICES, LLC

A handwritten signature in black ink, appearing to read 'Mathew R. Wilder', is written over a horizontal line.

Mathew R. Wilder, P.E., P.P., C.F.M., C.M.E.
Director of Engineering Services

PROPOSAL AND STANDARD SCHEDULE OF CHARGES ACKNOWLEDGED AND ACCEPTED:
CLIENT:
SIGNATURE:
NAME:
DATE: