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September 10, 2018 - Revised
February 2, 2018 – DRAFT FOR REVIEW

Ms. Kim Gonzales
Borough Administrator
Borough of Highlands
42 Shore Drive
Highlands, NJ 07732

RE: Proposal
Borough of Highlands
New Municipal Building
151 NJ State Route 36
Highlands, NJ 07732

A/E Services

Dear Kim:

Thank you for the opportunity to submit our proposal for the new Highlands Municipal Building. We understand that the proposed building site is located at the current Our Lady of Perpetual Help at 151 State Route 36 in Highlands. We have also received and reviewed the Phase I ESA Report by T&M Associates dated August 2016 and the Property/Boundary Survey by T&M Associates dated November 2017. Settembrino Architects understands that it is the intent of the Borough to demolish all existing site improvements and build a new municipal building complete with on-site surface parking. Furthermore, we understand that the design process cannot begin until the Planning Board Approval for the OLPH new parking area. OLPH would continue to use the existing parking/site until the scheduled and aforementioned improvement demolition.

As you know, we have already met with each of your department heads and generated a schematic program report (as attached) on August 14, 2017. Additionally, we have begun to review the conceptual design to better understand on site ingress and egress and available land for building and parking. Settembrino Architects understands that the new municipal building will include the Police Department, First Aid, Borough Administration, Building Department, Code Enforcement, and the Department of Public Works. Based on the preliminary program and conceptual plan, we understand that the new building cannot exceed \$6M in construction costs. Based on the Superstorm Sandy damage to the existing municipal building, we anticipate revenue proceeds from both FEMA and your insurance company to partially offset any new debt. Comparatively speaking, Settembrino Architects is ready to begin construction on a new 14,300 square foot municipal building for the borough of Sea Bright and is well-versed with these requirements.

The Settembrino Architects services will include all civil and environmental work (specifically described and limited to the Scope of Work as included in this proposal as listed below), geotechnical, architectural, interior design, structural, mechanical, electrical, plumbing, fire protection, IT (limited to power and pathways only), cost estimating, and two (2) renderings.

The Settembrino Architects Team Civil and Environmental work will be as follows:

TOPOGRAPHIC/UTILITY SURVEY**FEE: \$18,000.00**

PARTNER will complete a topographic/utility survey of the Site. The survey will depict significant improvements in the area with 50-foot overlap onto adjoiner lots (it is assumed the Client will coordinate access to the adjoiner lots with property owners and that access will be coordinated with onsite fieldwork without additional mobilizations required) and full width of Route 36 and full width of Miller Street to the Church structure, including but not limited to buildings, walls, fences, steps, parking lot striping, sign locations, sidewalks, curbs including depressed curbs, and bollards. Individual trees and landscape features will not be located and mapped as part of this scope. Edges of landscaped areas and wooded areas will be mapped. We will also provide topography with 1-foot contours. Final plan will be completed with the horizontal datum New Jersey State Plane Coordinate Grid System NAD 1983. The vertical datum NAVD 1988.

Utilities locations will be based on surface evidence, and on mapping and supplemental documents provided by the Client from utility companies and/or municipal agencies. This may include visible structures or utility mark-outs by others, including NJ One-call. PARTNER will report pipe types, sizes and invert elevations for any storm or sanitary sewers that may exist on or immediately adjacent to the subject property. Mapping of utilities within the roadway frontage will only be collected if there is safe access. If police assistance is needed for inverts in the roadway, this cost will be invoiced as a reimbursable expense.

The property boundary will be as shown on the ALTA survey prepared by T&M Associates dated 11/8/17.

In addition, PARTNER will complete a survey of Route 36 for a NJDOT access permit, as listed on NJDOT form MT-32 column 4.10 (Other Minor Traffic Generators). It is assumed that inverts for utilities within these limits are not required per the checklist.

SCHEMATIC DESIGN (SD)**FEE: \$12,600.00**

PARTNER will coordinate with the project team to prepare the Schematic Design documents. This plan, once approved by the Client, will serve as the basis for formal engineered design plan to be completed under subsequent Items in this Proposal. The Schematic Design Plan may include the following:

- A. Base mapping utilizing boundary and topography survey data either provided by the Client and PARTNER.
- B. Design elements including building layout and access, parking and circulation, preliminary grading and preliminary storm water management schemes.
- C. The Schematic Design Plan will be prepared in conformance with the Client's development objectives and in conjunction with applicable ordinances, development regulations, and known Site constraints such as zoning, environmental, wetlands, steep slopes and other known physical constraints.

- D. The base fee includes the preparation of single Schematic Design Plan. Minor revisions to the plan are included in the base fee. Significant revisions or changes in Conceptual design will be invoiced as a separate Schematic Design Plan.

This Item includes attendance at two (2) project team meetings/conference calls to discuss the Schematic Design. All other meetings/conference calls shall be invoiced in accordance with Item 7 of this Proposal.

DESIGN DEVELOPMENT (DD)

FEE: \$36,480.00

Upon receipt of approval by the Client, PARTNER will prepare detailed Site Plans for the Project. Since formal Site plan approval is not required, the Site Plans will be in general conformance with the Borough standards for Site plans. Submittal to the Borough of the Site Plans for a courtesy review will be coordinated by the Client. The Site Plans may include the following:

- A. Cover sheet
- B. Existing Conditions/Removals Plan
- C. Site Plan
- D. Grading, Drainage and Utility Plan
- E. Profiles
- F. Landscape and Lighting Plans and Details
- G. Soil Erosion and Sediment Control Plans and Details
- H. Construction Details

The Site Plans will be utilized for the Site Permitting Applications outlined below in Item 4.

Outline specifications in Masterspec format will be prepared as part of this Item.

PARTNER will also prepare an Engineering and Stormwater Management Report for the proposed development based upon applicable municipal and NJDEP requirements. This Report will be submitted to the various regulatory agencies in support of the Site Plan set. The Report may include the following information:

- A. Potable Water and Sanitary Sewer demands will be estimated based upon building breakdown provided by others, and included in the Report. Service connection locations for potable water and sanitary sewer will also be described.
- B. Stormwater narrative discussion including project introduction, pre-development conditions, post-development conditions, stormwater management/runoff summary and conclusion.
- C. Stormwater calculations including pre-development runoff, post-development runoff, detention sizing of a single storage facility, storm sewer conduit sizing, as

applicable. It is assumed the stormwater discharge will be connected to the existing storm sewer system. Appropriate Exhibits will be included.

This Item includes attendance at two (2) project team meetings/conference calls to discuss the Design Development documents. All other meetings/conference calls shall be invoiced in accordance with Item 7 of this Proposal.

REGULATORY APPLICATIONS

FIXED FEE: \$17,400.00

PARTNER will prepare applications and supporting documentation for the following permits:

A. NJDEP CAFRA

An application to NJDEP for an Applicability Determination for proposed redevelopment of the subject property will be prepared by Coastal Environmental Consulting, LLD (Coastal). The subject property is located in the Coastal Zone. The proposed redevelopment of the Site as a Borough Hall does not meet the definition of "public development" in the Coastal Zone Management (CZM) Rules, N.J.A.C. 7:7; rather, it is regulated as a "commercial development" under the CZM Rules. A CAFRA permit is required for commercial developments located in the Coastal Zone, but more than 150 feet from a MHWL, beach or dune, if the development results in more than 49 parking spaces constructed since the effective date of CAFRA (i.e. September 19, 1973). Parking that existed as of that date is subtracted from the number of parking spaces that would result from the project when determining whether the number of parking spaces is enough to trigger CAFRA. The concept plan shows 55 parking spaces resulting from the project. A review of 1971, 1977 and 1979 revealed that the west end of the property was occupied by a parking lot prior to September 19, 1973. As such, the number of parking space equivalents that were present in 1971 should be subtracted from the 55 parking spaces that would result from the project. Since it is apparent that more than five (5) parking spaces were present on Site before September 19, 1973, it is anticipated that a CAFRA permit is not required for the project. We recommend acquiring an Applicability Determination from the NJDEP to verify and document that a CAFRA permit is not required for the project.

The Applicability Determination application will be prepared in accordance with the requirements at N.J.A.C. 7:7-2.5, as follows:

- A completed applicability determination form, including a written description of the Site and the proposed development including the dimensions, number, and uses of any proposed structures and the number of any parking spaces proposed;
- A copy of the Site plan or survey for the proposed project will be enclosed with the application;
- A copy of a USGS quad map or local street map with the project Site clearly indicated;
- A copy of the 1971, 1977 and 1979 aerial photos documenting the previous parking lot;

- Information from the property owner regarding the history of use of the Site as explanation of the previous parking lot, if available;
- Submit an administratively complete Applicability Determination application to the New Jersey Department of Environmental Protection (NJDEP), Division of Land Use Regulation;
- Track the progress of NJDEP's review of the Applicability Determination application by periodically checking Data Miner and contacting the NJDEP project manager and other staff as applicable; and
- Respond to reasonable requests for clarification and/or additional information received from NJDEP.

There is no application fee for this submission.

B. Monmouth County Planning Board

PARTNER will prepare and submit applications for Preliminary and Phase One Final Site Plan Approvals to the Monmouth County Planning Board for review. It is assumed an exemption letter will be issued by the Board.

C. Freehold Soil Conservation District and NJDPES General Stormwater Permit (5G3)

PARTNER will prepare and submit soil erosion and sediment control plans for only Phase One Final and the accompanying application to the Soil Conservation District, as required for a soil erosion and sediment control certification. Upon receipt of certification, we will coordinate with the Client for submission of the NJPDES General Stormwater Permit (5G3) via their Stormwater Construction E-Permitting System.

D. NJ American Water Company Permit Application

The Borough of Highlands is covered under the New Jersey American Water Company Master Permit (Coastal North System – PWSID NJ1345001). Therefore, a NJDEP Bureau of Safe Drinking Water Permit is not required. We will prepare a complete application to NJAWC for service, based on water demand and fire flows provided by others. This task includes tracking and follow-up to determine the status of the permit.

This Item does not include work to address any situation whereby the water purveyor is experiencing problems with not meeting peak water demands, source water, treatment or transmission issues.

E. NJDEP Treatment Works Approval

PARTNER will prepare a complete application of a Treatment Works Approval (TWA), including local sanitary sewer connection request to the Borough of Highlands, application to the Township of Middletown Sewerage Authority (TOMSA) and finally to NJDEP for approval.

This application will include all required NJDEP and local authority application forms, checklists, notices, plans, specifications, engineering reports and Site location mapping. This task includes tracking and follow-up to determine the status of the permit at both the local and State levels.

This Item does not include work to address any situation whereby the receiving sewerage treatment plant is experiencing capacity problems with their NJPDES Permit or any amendment to the Wastewater Quality Management Plan.

Meetings and conference calls are not anticipated for this Item. If required, meetings and conference calls for the above permit applications will be invoiced in accordance with Item 7.

TRAFFIC ENGINEERING SERVICES

FIXED FEE: \$22,000.00

Traffic Engineering Services will be provided by Dynamic Traffic, LLC (Dynamic), as follows:

A. Traffic Impact Study

Dynamic will prepare a Traffic Study and Report, which will assess the impact of the project's traffic on the surrounding area. It will also evaluate the proposed plan in terms of access and circulation needs. This work includes the following:

- A field inspection will be conducted to obtain an inventory of existing roadway geometry, traffic control, and location and geometry of adjacent driveways and intersections as may be gathered without an instrument survey.
- Traffic volume recordings will be conducted during the weekday AM and PM peak hours at key intersections surrounding the area. They will also determine existing peak hour traffic demands as well as area traffic patterns. The intersections to be studied are as follows:

1. Route 36 and Miller Street

- Estimates of traffic to be generated by the proposed project will be prepared based on standard trip generation rates published by the *Institute of Transportation Engineers*, and/or trip generation research conducted by Dynamic. Site traffic will be assigned to the adjacent roadway system based upon the anticipated directional distribution. The development size will be coordinated with the project team prior to conducting analysis. Should the size or access configuration change subsequent to preparation of the traffic analysis, Dynamic reserves the right to request additional services to update the analysis and/or report.
- A trip generation comparison will be conducted between the existing use on the property and the proposed use.
- Capacity analyses will be conducted to obtain existing and projected peak hour capacities and to define existing and projected levels of service.
- As a result of the capacity computations, if deemed necessary, recommendations will be made to offset any negative impacts of the proposed development. These may include modification of the signal timing, striping improvements or physical improvements to the roadway system.
- The proposed points of ingress and egress will be inspected for adequacy of geometric design, spacing from adjacent driveways, and conformance with accepted design standards.

- The Site Plan will be reviewed to determine if the internal geometry properly accommodates large wheel base vehicles, such as delivery trucks, refuse trucks and emergency vehicles.
- The parking layout and supply will be compared to accepted design standards, local zoning codes, and demands experienced at similar developments.
- Upon completion of the study as outlined above, a written report will be prepared.

B. NJDOT Conformance Analysis/Feasibility

The type of NJDOT permit required for the proposed development must be determined by a trip generation analysis and conformance analysis. Therefore, the following work scope is proposed:

- Perform a conformance analysis for the subject Site, utilizing the various Route 36 designations, the property frontage on the State Highway, side street frontage, adjacent lot frontages, and overall Site dimensions.
- Discuss with NJDOT the potential for direct access to Route 36 northbound, through the existing median. It is anticipated this access will not be approvable. Further discussions regarding emergency access to the Site, such as signal pre-emption, will also take place.
- Based upon the results of the conformance analysis, calculate trip generation thresholds, and define any associated development limitations for the Site, as related to peak hour traffic volumes.
- Prepare trip generation estimates for the proposed municipal complex utilizing NJDOT trip generation data from their Highway Access Permit Software (HAPS). Dynamic will also discuss this land use with NJDOT since there is no exact match in the DOT database.
- Review the concept plans and Site surveys with respect to existing and proposed driveway configurations.
- Prepare a memorandum that summarizes the results of our analyses, applicable trip generation thresholds and development limitations, access review, and our recommendations relative to NJDOT permitting.

Based upon preliminary review, it is assumed the Major Access Permit will be required. Should the above analysis identify the need to submit a Major Access Permit with Planning Review Application, or other NJDOT application(s), a supplemental proposal for the necessary NJDOT permitting scope will be submitted.

C. NJDOT Access Permit Application

Pursuant to the New Jersey State Highway Access Management Code, this project will require an application to the New Jersey Department of Transportation for access and possibly drainage. Initial calculations indicate that a “*Major*” (Government Driveway) Application will be required for this project. This is based on the number of trips that will access directly onto the State highway per the latest NJDOT Highway Access Permit System rates.

The following services will be required to meet NJDOT access approval:

- Completed MT-32 New Jersey Department of Transportation Driveway Access Permit Application.
- Lot location map (Maps should reference at least two cross streets on each side of the lot, milepost, north arrow and scale).
- Copy of tax map showing block number, lot number and lot lines.
- Waivers Requested.
- Copies of transmittals and proof of service of duplicate applications to the municipal clerk and county planning board.
- A copy of the current deed for the lot.
- Initial submission to NJDOT.

Please note that during the course of the analysis of the project, if it becomes necessary to apply for a Major **with Planning** access permit, a supplemental proposal for the necessary NJDOT permitting scope will be submitted.

D. NJDOT Access Permit Plan

Pursuant to the New Jersey State Highway Access Management Code, construction plans need to be prepared for the proposed access points to the state highway system. The specific requirements are set forth within NJAC Section 16:47-4.12. Under this phase an NJDOT Access Permit Plan set will be prepared for the project.

The following services will be required to meet NJDOT access approval:

- Inclusion of Roadway Surveys, including information 500 feet in both directions beyond the subject property.
- Preparation of special NJDOT Access Permit Plans showing proposed and existing access points within the scope of the project, subject to the NJDOT checklist Section 16:47-4.12.
- All plans will be sized and formatted in accordance with NJDOT rules and regulations.
- Initial Submission to NJDOT.

E. NJDOT Traffic Control Plan

NJDOT requires that a Site- specific Traffic Control Plan be submitted with Access Applications showing the driveway work zone and associated traffic control to maintain traffic flow on the State Highway during construction. As such, this phase of work includes development of the appropriate barricades, signage, tapers and drum/barrel placement, in accordance with the NJDOT Design Manual and the Manual of Uniform Traffic Control Devices by the Federal Highway Administration. The plan will be prepared in CAD with appropriate details and notes, as typically required by NJDOT.

The above traffic engineering services includes attendance by Dynamic at one meeting.

CONSTRUCTION DOCUMENTS

FIXED FEE: \$12,000.00

PARTNER will prepare construction documents suitable for bidding purposes. Construction Documents will pertain to those design elements prepared by PARTNER. The Construction Documents may include:

- A. Cover sheet
- B. Existing Conditions/Removals Plan
- C. Site Plan
- D. Grading, Drainage and Utility Plan
- E. Profiles
- F. Landscape and Lighting Plans and Details
- G. Soil Erosion and Sediment Control Plans and Details
- H. Construction Details

Construction technical specifications will also be prepared. It is assumed that the Client will provide standard "formatted" front end specifications.

This Item includes attendance at two (2) project team meetings/conference calls to discuss the Construction Documents. All other meetings/conference calls shall be invoiced in accordance with Item 7 of this Proposal.

CONSTRUCTION ADMINISTRATION

FIXED FEE: \$18,600.00

PARTNER will provide construction-related assistance during the construction of the Site improvements on an as-needed basis. We will utilize the bid documents to perform construction administration services which will include the following:

- A. We will attend a pre-construction meeting with the Contractor.
- B. We will review and respond to shop drawing submittals.
- C. We shall provide part-time on-Site observation services for the duration of the Site improvements and final acceptance of the Project. Our fee reflects an approximate total of 24 hours of on-Site observation. This estimate of hours may change based upon the final scope of construction. When on Site, PARTNER will observe and monitor the work of the Contractor so that it conforms to the provisions of the bid documents. Full-time construction observation is NOT included in this Item.
- D. Our fee reflects an 18-month time of completion for the Project taking into consideration anticipated phasing of construction. Field observation time will be supplemented with office hours, support, and management. Progress meetings will

be attended while Site improvements are being constructed and field evaluation reports will be provided. We anticipate attendance at four progress meetings. We can only estimate the time effort of the Contractor on the Project. If the Contractor should take longer than estimated to perform the work or if unforeseen conditions occur, we may require additional compensation.

- E. We will respond to RFI's, provide construction directives, prepare bulletins, review Contractor's proposal for change of scope, recommend change orders to modify Project scope or Project duration.
- F. We will conduct a final inspection of the completed construction work and issue a detailed 'punch list' of Items the Contractor must address prior to final payment.

ENVIRONMENTAL SERVICES

FIXED FEE: \$9,240.00

Based on the findings of the August 2016 *Phase I Environmental Site Assessment* by T&M Associates (T&M) of Middletown, New Jersey, six (6) recognized environmental concerns [RECs; aka areas of concern (AOCs)] were identified:

- Former above ground and/or underground storage tanks (ASTs/USTs) – During Site reconnaissance, a presumed copper fuel oil line was observed protruding from the Food Pantry structure basement floor, adjacent to the current natural gas furnace. Additionally, steel piping was identified protruding from the exterior concrete sidewalk on the west side of the Thrift Shop structure. No ASTs or USTs were observed.
T&M and their subcontractor, “conducted geophysical surveys at the accessible interior basement areas of the existing Site structure, at the exterior areas of the structures and at the entire accessible areas of the grounds of the Site in an attempt to locate abandoned and/or undocumented USTs which may have historically been utilized to store heating fuel oil for the current and former Site structures...No suspected buried USTs were detected at the Site during the geophysical surveys.”
T&M recommended no further investigation for this AOC with the caveat that, “any USTs encountered during the demolition and removal of the structures should be closed and removed in accordance with applicable local and state procedures and practices.”
- Dumpster at Thrift Shop – T&M identified one steel, non-hazardous solid waste dumpster at the Thrift Shop structure. As reported, no liquids or hazardous wastes were observed; therefore, no further investigation was recommended.
- Floor drain in Food Pantry basement – One circular floor drain was reported in the west basement of the Food Pantry. T&M reported that the geophysical survey indicated that the floor drain piping was connected to the basement sink and was routed to the north towards Route 36. “T&M did not identify any storage of hazardous materials or wastes at the basement of the Food Pantry, therefore no additional investigation is recommended for this REC.”
- Storm water inlet in parking lot – As reported, “the storm water inlet at the northerly parking lot section of the Site collects and routes stormwater at the Site to the storm sewer system located in Route 36.” No further investigation was recommended.
- Former structures and potential fill material – T&M reports that there are no State

historic fill areas within or adjacent to the Site boundaries; however, the former presence of at least two (2) structures presents a possibility that fill material may have been used during restoration/grading. "T&M recommends that any geotechnical studies which may be conducted at the Site for the development of the Site should evaluate the potential for fill material, buried solid waste or other unsuitable building material."

- Presumed asbestos containing materials (ACM) – T&M identified presumed/potential ACM at the Site and recommends that an ACM inspection be conducted to determine the appropriate management and/or abatement measures required prior to the demolition of the structure.

PARTNER concurs with T&M's assessment of the Site and makes these further recommendations:

- USTs and/or ASTs may have historically been present at the Site. The geophysical survey (GPR) conducted by T&M's subcontractor did not indicate any USTs currently; however, there is, by nature, a level of uncertainty with GPR. During Site reconstruction activities, if an AST or UST is encountered, work should cease and PARTNER be contacted so that the tank can be properly decommissioned including obtaining the proper Borough permits, cleaning of the tank, and proper removal and disposal. During cleaning/removal, PARTNER personnel should be onSite to document and inspect the condition of the tank. If any signs of staining are found on the soil surrounding the tank and/or any holes, cracks, or pitting is observed then PARTNER personnel will collect soil samples at a frequency correlating to the size and nature of the tank. Soil samples will be analyzed and evaluated for exceedances to New Jersey Department of Environmental Protection (NJDEP) soil standards.
- If fill-like soils are observed during geotechnical activities (soil which may include concrete, wood, brick, and/or other non-native soils), PARTNER recommends collecting and analyzing soil samples to determine if the Site consists of Historic Fill.

Historic Fill Investigation

Based on the potential presence of historic fill material at the Site, PARTNER recommends that soil borings be installed to characterize the fill material and determine if the fill is contaminated. PARTNER will install up to six soil borings for the collection of soil samples. A geophysical survey will be conducted prior to boring installation to clear all boring locations of any subsurface utilities or other features including USTs, septic systems, etc.

In accordance with the NJDEP's Historic Fill Guidance Document, if the material is homogeneous, PARTNER will collect one discrete sample, per sample location, from a six-inch interval in the historic fill material; or if the fill has defined strata (or layers of different fill material), PARTNER will collect a minimum of one discrete sample from a six-inch interval from each stratum within the historic fill material. The samples will be analyzed for polycyclic aromatic hydrocarbons (PAHs) and EPA Target Analyte List (TAL metals). Twenty-five percent of all samples collected should be analyzed for complete

TCL/TAL analysis and Extractable Petroleum Hydrocarbons (EPH) with a minimum of one sample, per stratum/fill type, per site. A state-certified laboratory will analyze the samples and the project will be performed under the responsible charge of qualified PARTNER personnel. Laboratory results will be compared to applicable NJDEP Soil Remediation Standards (SRS). It is estimated that the proposed field work will be completed within one (1) business day.

Soil boring logs will be generated, the soil analytical data will be tabulated, and the boring locations will be provided on a figure.

LSRP Retention and NJDEP Reporting

The Site Remediation Reform Act (SRRA), P.L. 2009, c. 60, was enacted to reform the site remediation process by creating the LSRP program in New Jersey. The legislation requires all persons responsible for conducting the remediation of a contaminated site (except for the remediation of discharges from unregulated heating oil tanks) to utilize the services of an LSRP. For any site for which an LSRP is hired pursuant to the provisions of section 30 of P.L.2009, c.60 (C.58:10B-1.3), the person responsible for conducting the remediation shall certify all documents submitted to the Department concerning the remediation of the contaminated site. The LSRP shall certify that the services were performed; that the LSRP managed, supervised, or performed the service that is the basis of the submission; and that the services and the submitted documents are consistent with all applicable remediation requirements adopted by the Department. It should be noted that although various remediation reports, forms and permits will require submittal to the NJDEP through the course of the remedial process, the proposed remedial operations can continue without NJDEP pre-approval.

A PARTNER LSRP will be retained for the Site and complete and submit the online LSRP Retention Form and Annual Remediation Fee Form.

PARTNER will call the NJDEP hotline to report the exceedences detected in groundwater. Partner will prepare the Confirmed Discharge Notification form via the NJDEP's online portal to provide details of the spill and response.

Environmental Services Assumptions:

PARTNER has prepared the above scope and fee under the following assumptions:

- No subsurface work will be performed until the Dig Hotline and public utility markout are complete;
- The work will be performed in accordance with NJDEP regulations; however, regulatory fees are not included;
- PARTNER will be provided with free and ready access to the Site;
- Field Explorations will be performed during normal business hours (i.e., Monday through Friday between 7:30 am and 5:00 pm);
- Field work is performed in Level D Personal Protective Equipment;
- Assumes collection of up to twelve soil samples;
- A dedicated water source will be available, as well as sufficient accessible electric power, on-site for the duration of the proposed work.
- All subcontracted work will be performed by a New Jersey certified contractor, in

accordance with local regulations.

- To allow for utility marking per State law, no subterranean work may commence less than a minimum of 72 hours from receipt of the signed agreement;
- Based on the expected lithology and subsurface conditions to be encountered at the site, the proposed drilling method is direct-push technology;
- PARTNER will not be responsible for damages to encountered utility lines;
- PARTNER will not be responsible for cracking and/or settling of surrounding ground cover during the duration of the project due to heavy equipment usage and/or the excavation;
- Our contractor driller will coordinate a mark out of on-site public utilities (which typically only marks public utility locations at property boundaries); however, the site owner must establish all private utilities or structures. We assume no responsibility for the location of or damage to underground utilities. If requested, we will subcontract a private utility company to locate the private utilities at an additional cost;
- Excess soil cuttings will remain on the site in drums either adjacent to the exploration locations or at areas designated by the client, or it can be disposed of site at an additional cost if requested by the client. Costs for repairing areas disturbed by the field investigation are not included in this proposal beyond simple asphalt or concrete patch. The owner should anticipate some settlement at test locations, and future maintenance may be required. We assume no responsibility for surficial disturbance to the property or subsequent settlement at test locations;
- Exploration borings will be backfilled with soils cutting generate from the investigation and surficially restored with cold patch asphalt or quick set cement as warranted. Excess soil cuttings will remain on the site either adjacent to the exploration locations or at areas designated by the client, or it can be disposed of site at an additional cost if requested by the client. The owner should anticipate some settlement at test locations, and future maintenance may be required. We assume no responsibility for surficial disturbance to the property or subsequent settlement at test locations;
- Additional site investigation, remedial action, and NJDEP reporting/form costs are **NOT** included;
- An additional fee of \$1,500 will be assessed for Client-directed cancellation or rescheduling of field activities with less than 24 hours advanced notice;
- Standby time directed by the Client due to access limitations and/or other causes outside of PARTNER's control will be charged at a rate of \$215 per hour;
- All soil samples will be analyzed on a **standard** turn-around time of approximately 7 days; and unanalyzed samples will be archived at the laboratory up to the allotted analysis hold time.

Additional fees will apply for the analysis of archived samples, if required, and are not included in this proposal.


The Settembrino Architects Team Architectural, Structural, MEPF, and Estimating Scope of Work shall be as follows:

- A. Prepare concept and schematic design for review with Administration and Mayor/Council.
- B. Submit and attend one (1) Planning Board meeting capital review as required by M.L.U.L.
- C. Prepare complete construction documents and technical specifications for public bidding in accordance with the Local Public Contracts Law.
- D. Provide add/deduct alternate and allowance schedules for inclusion in the construction documents.
- E. Prepare a line item, construction cost estimate at Schematic Design and 60% design completion.
- F. Provide complete construction administration including, but not limited to, Bid Review and Recommendation in accordance with the Local Public Contracts Law. Shop Drawings and Application for Payment review, and on-site, bi-weekly project construction review. Project punch list and closeout will be included as well.

Our proposed fixed fee to complete the above referenced professional services is \$465,000, plus all civil and environmental fees as listed above (\$146,320) for a total of \$611,320, plus reimbursable expenses. This fixed fee assumes a \$6M not-to-exceed construction cost/budget. Any and all technology cabling and racking design is excluded except conduit, pull wire, and finish boxes. As we understand that the Borough has completed an ACM investigation on the existing building and will complete any ACM abatement documents, all ACM and abatement drawings are excluded from this proposal.

Thank you for this opportunity to work with the Borough of Highlands. Please do not hesitate to call with any questions or comments.

Sincerely,



Kevin M. Settembrino, AIA, LEED AP
Principal
KMS/els