



April 27, 2021

**Via Electronic & Interoffice Mail**

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

**Re: *Estimate of Fees for Professional Engineering Services  
East Side Parking Lot Improvements  
Borough of Red Bank, Monmouth County, NJ  
Proposal No. 2021-108***

Dear Mr. Shehady:

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

The project includes reconstruction of the East Side parking lot, including but not limited to site clearing, HMA base and surface course repair, concrete curbing and sidewalk (if and where necessary), drainage, lighting, landscaping, restoration, and traffic striping. The estimated cost of construction is approximately \$541,000.00.

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

**A. Base Map and Design Phase Services**

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

1. Perform site visits and collect existing site information;
2. Prepare Construction Plans including:
  - i. Construction Plans
  - ii. Stormwater Management Plans
  - iii. Lighting Plans
  - iv. Landscaping Plans
  - v. Soil Erosion and Sediment Control Plans
  - vi. Traffic Control Plan



Ziad Shehady, Business Administrator  
Re: Fee Estimate for Professional Engineering Services  
East Side Parking Lot Improvements

April 27, 2021  
Proposal No. : 2021-108  
Page 2

vii. Construction Details

3. Preparation of any necessary Permit Applications;
4. Prepare Bid Specifications; and
5. Prepare Final Construction Cost Estimate.

**B. Bid Phase Services**

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

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

**C. Construction Phase Services**

The following services will be provided under this phase:

2. Contract preparation including review of bonds, insurance certificates and project manning reports;
3. Attend preconstruction meeting;
4. Provide assistance with interpretation of contract documents;
5. Review shop drawings for site-related items; and
6. Provide construction observation services, prepare contractor punch lists and review and prepare pay estimates.



Ziad Shehady, Business Administrator  
Re: Fee Estimate for Professional Engineering Services  
East Side Parking Lot Improvements

April 27, 2021  
Proposal No. : 2021-108  
Page 3

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

A. Base Map and Design Phase Services .....	\$31,000.00
B. Bid Phase Services.....	\$3,500.00
C. Construction Phase Services .....	\$36,000.00
<b>Total Estimated Fee for Services.....</b>	<b>\$70,500.00</b>

Exceptions:

- Survey services. The base map will be based upon aerials and tax map information. The preparation of right of way acquisition maps and/or temporary construction easements if required for the construction of the improvements.
- Any work not specified as listed in the above phases shall be considered additional services and will be invoiced at the time said work is authorized by the Borough.
- Application fees are considered extra and will be requested at time of submission.

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

Very truly yours,  
CME Associates

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

GRV:LJN:pg

cc: Mayor Menna and Borough Council  
Clifford Keen, Director of Public Works  
Peter O'Reilly, Borough CFO