

# MEMO

To: Samuel Avakian, P.E. – Leon S. Avakian, Inc.  
From: Keith Daly, RVE, Township Engineers  
Date: May 19, 2025 (*Sent Via Email*)  
Re: **Improvements to Loffredo Fields – Phase II  
Request for Proposal  
Neptune Township**

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The Township of Neptune is moving forward with the **Improvements to Loffredo Fields – Phase II** project located on Township-owned property adjacent to West Bangs Avenue (see attached project location map). This project follows the Phase I improvements completed in 2016. Phase I improvements addressed severe drainage and grading issues within the main football field, where shallow excavation (approximately 18") and regrading were performed due to unsuitable subsurface conditions, including historic fill and buried debris. Similar conditions are expected in the Phase II area, which covers approximately 8,200 SY immediately adjacent to Phase I.

The scope of work includes the removal and replacement of existing material to approximately 18", installation of perimeter drainage, installation of underdrain and irrigation systems, topsoil and sod installation, and installation of perimeter fencing and field amenities (see attached concept plan and preliminary estimate). The tie-in for the proposed drainage system should be field verified, and the design may need to be adjusted based on site conditions.

Phase II improvements are funded by a \$500,000 bond ordinance that will cover both design and construction.

This request for proposal is for the necessary survey, field visits, meetings, and preparation of plans and specifications required to bid and manage this project. The proposal shall adhere to the rate schedule in the RFQ for Consulting Engineers. **The proposal shall include a schedule from authorization through the completion of bid documents, with an emphasis on demonstrating a clear path to timely design completion and construction award.**

A proposal for the scope of work as outlined below should be provided to this office via email to [kdaly@neptunetownship.org](mailto:kdaly@neptunetownship.org) by **2:00 p.m., Tuesday, June 3, 2025**. Upon receipt of all proposals, this office will make a determination and award the project accordingly.

Please price the work as follows:

1. **Client Meetings:** Meetings with the client to review field information and design.
2. **Survey:** Topographic and boundary survey of the Phase II area.
3. **Subsurface Investigation:** 4–6 test pits (3–4 feet deep) with logs and soil observations provided to the Township to confirm that subsurface conditions are consistent with Phase I (see attached Preliminary Assessment Report for reference).
4. **Preliminary Design:** Preparation of preliminary design documents.
5. **Final Design:** Completion of final design documents.
6. **Permitting:** Coordination and submission of all anticipated permits such as Freehold Soils, NJDEP, or other permits as required. Consultants should identify any likely permit needs based on their review of the concept plan and site conditions.
7. **Plans and Specifications:** Preparation of plans and specifications to be delivered in both CADD and PDF formats, including printed documents for formal bidding.

8. **Bid Management:** Management of the bid process, including preparation of bid documents, advertising, clarifications, preparation of addenda, bid evaluation, and a recommendation for award.
9. **Construction Administration:** Oversight of the project during construction, including contractor meetings, submittal reviews, payment estimates, and all other tasks necessary to complete the project.
10. **Construction Inspection:** Daily on-site inspections. Proposals shall provide the estimated average number of on-site inspection hours per day, along with the projected construction duration in weeks.

Please break down your proposal as per the above tasks. In addition, please include as part of the proposal costs that all documents shall be made available in both CADD and PDF files, with two (2) hard copies provided to the Engineering Department at the time of public bid.

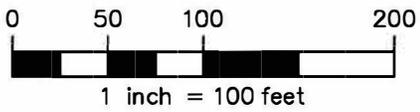
Please be advised that the consultant chosen for the subject project will need to complete a certification form prior to receiving authorization, and a Purchase Order to proceed with the subject work. Should you have any questions, please contact this office at 732.897.4162 (ext. 202).



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**PROJECT LOCATION MAP**  
**2024 Monmouth County Park Improvement Grant**  
**Improvements to Loffredo Fields - Phase II**  
7/9/24

**ADDRESS:** 2375 W. Bangs Avenue  
**BLOCK:** 816 **LOT:** 17  
**MUNICIPALITY:** Township of Neptune  
**COUNTY:** Monmouth County



# TOWNSHIP OF NEPTUNE, MONMOUTH COUNTY

## == IMPROVEMENTS TO LOFFREDO FIELD ==

### PHASE II CONCEPT PLAN



**Neptune Township**  
**Engineers Cost Estimate**

**Loffredo Field Improvements - Phase II**

W. Bangs Avenue  
 Neptune Township  
 Monmouth County, New Jersey  
 07/08/24

<b>ITEM</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>ITEM DESCRIPTION</b>	<b>UNIT COST</b>	<b>AMOUNT</b>
1	1	LS	Site Clearing and Mobilization	\$25,000.00	\$25,000.00
2	4,100	CY	Excavation	\$7.00	\$28,700.00
3	8,200	SY	Grading	\$10.00	\$82,000.00
4	1	LS	Select Fill, Topsoil, Sod	\$60,000.00	\$60,000.00
5	1	LS	Irrigation System	\$45,000.00	\$45,000.00
6	4,000	LF	Underdrain System	\$7.50	\$30,000.00
7	1,200	LF	12" Perforated HDPE Pipe	\$35.00	\$42,000.00
8	1,180	LF	Ornamental Aluminum Fence, 5' High	\$70.00	\$82,600.00
9	1	LS	Field Amenities	\$15,000.00	\$15,000.00
10	1	LS	Soil Erosion and Sediment Control	\$4,700.00	\$4,700.00
<b>Total</b>					<b>\$415,000.00</b>
<b>Contingencies ( 15%)</b>					<b>\$62,250.00</b>
<b>TOTAL</b>					<b>\$477,250.00</b>