

MEMO

To: Samuel Avakian, P.E., P.L.S., P.P.
From: Keith Daly, P.E., RVE, Township Engineers
Date: December 2, 2024 (*Sent Via Email*)
**Re: Welsh Farm Park Improvements
Professional Engineering Services Proposal
703 Old Corlies Avenue (Block 3001, Lot 14)
Neptune Township**

The Township of Neptune is proceeding with the Welsh Farm Park Improvements project. This project includes passive and active enhancements, such as outdoor fitness equipment, an ADA-compliant pervious walking path, a flower garden, an outdoor game area, a picnic pavilion, park amenities, perimeter fencing, landscaping, and tree plantings (see attached concept plan). Township Committee Ordinance No. 24-36 outlines the bond ordinance appropriating \$500,000 for this project.

This request for proposal is for the necessary survey, field visits, meetings, and preparation of plans and specifications to bid and manage this project. The proposal shall adhere to the RFQ for Consulting Engineers rate schedule. All proposals shall include an anticipated schedule from project award to completion of bid documents.

Please submit a proposal for the scope of work outlined below via email to kdaly@neptunetownship.org by **10:00 a.m. on Friday, December 13, 2024**. Once all proposals are received, this office will review them and recommend award.

Please price the work as follows:

1. Meetings with client to review field information and design
2. Survey
3. Preliminary Design
4. Final Design
5. Permitting
6. Preparation of plans and specifications (deliverable in both CADD and PDF files and includes printing of documents for formal bid)
7. Bid support (questions, clarifications, addenda during bid phase)
8. Construction Management (including contractor meetings, submittal review, payment estimates, and all else necessary to complete the project)
9. Construction Inspection (daily on-site inspections)

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

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