

YOUR GOALS. OUR MISSION.

PASCOH-25010

April 06, 2026
Revised April 29, 2026

Tim Roetman, Deputy County Administrator
Office of the County Administrator
401 Grand Street, Room 205
Paterson, NJ 07505

**Re: Proposal for Professional Services for the
Highlands Farm Park Site Improvements (Phase II)**

Dear Mr. Roetman:

T&M Associates (T&M) is pleased to submit this proposal for professional civil engineering and related services for site improvements to the approximately 104-acre Highlands Farm Park, located on Block 4086, Lots 2 and 2.01, commonly known as 335 Union Avenue, in the Borough of Bloomingdale, New Jersey.

The proposed scope of work is based on our understanding of the original Request for Proposals (RFP) issued by your office via email on May 2, 2025, and has been substantially refined and expanded through our ongoing efforts completed under the Preliminary Design Phase authorization. Over the past several months, T&M has worked closely with the County to advance the project beyond the initial RFP assumptions, incorporating agency coordination, public input, and regulatory constraints identified through the preliminary design process.

Through completion of the Preliminary Design Phase, T&M—working in coordination with the County, community stakeholders, and through multiple meetings with representatives of the New Jersey Department of Environmental Protection (NJDEP) and the Highlands Council—has identified and documented numerous environmental constraints across the site. These constraints have informed and guided the development of the recently completed conceptual site layout, which serves as the basis for this proposal.

This proposal is intended to serve as an agreement modification to supplement the existing contract currently in place with our office. All services will be performed and billed in accordance with the previously agreed-upon terms and conditions.

Based on the completed conceptual layout dated 03/23/2026, the following site elements are currently proposed:

1. Two (2) 50/70 grass baseball/softball fields with associated dugouts, small bleachers, sports lighting, fencing and gates, and supporting amenity features including underdrains. No irrigation is included.
2. Two (2) parking areas, consisting of one (1) primary lot with approximately 80 parking stalls and one (1) secondary lot with approximately 20 parking stalls near the park entrance, including associated landscaping and lighting.
3. One (1) approximately 30-foot by 50-foot gazebo structure located near the park entrance, including associated utility connections.
4. One (1) approximately 30-foot by 50-foot pavilion structure located in proximity to the athletic field amenities.
5. One (1) approximately 25-foot by 30-foot restroom and office building.
6. Approximately 10,000 square feet of all-inclusive playground amenities.
7. Approximately 25,000 square feet of pollinator garden areas with associated landscape design.
8. Approximately 13,500 square feet of community garden space.
9. Minor enhancements to the existing asphalt entrance driveway, including guiderail and sight distance improvements.
10. Hiking trails designed in coordination with the New York–New Jersey Trail Conference.
11. Sidewalk extension along Union Avenue from frontage of park to the Highlands Rail Trail approximately 2,000 LF to the east.



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 2 of 20
April 06, 2026
Revised April 29, 2026

Re: Proposal for Highlands Farm (Phase II)

12. Pervious 8-foot-wide walking paths meandering throughout the park, including associated landscaping, benches, and related amenities.
13. General site furnishings such as benches, picnic tables, and refuse receptacles, designed in accordance with current County standard specifications. Picnic tables to be located under the pavilion.
14. Site identification and signage.
15. Utility connections, including public water and sanitary sewer service, and electric and fiber utilities.
16. A small sanitary sewer pump station to accommodate public sewer service to the site.
17. Stormwater management facilities designed in accordance with applicable local and State regulations, including N.J.A.C. 7:8.
18. Comprehensive landscape architecture throughout the park, including Twillinger Lake restoration, habitat enhancement, and phragmites eradication.

Please note that the above elements reflect the current conceptual design and may be further refined as the project advances through subsequent design and permitting phases. We appreciate the opportunity to continue working with the County on this significant recreational improvement project and look forward to supporting its successful implementation.

PROPOSED SCOPE OF SERVICES

In order to achieve the County's objectives, we propose the following scope of services:

DESIGN DEVELOPMENT SERVICES

Task 1 – Existing Conditions and Topographic Survey

This task includes obtaining owners' names, tax maps, deeds, filed maps and available utility and highway plans. Upon review of same, a perimeter field survey will be conducted which will include the location of property corner evidence along the subject and adjacent property lines. The information will be analyzed to form the boundary survey for the subject parcel, depicted in yellow within the attached sketch. Additionally, topography and visible utility information will be obtained in the area outlined in green on the attached Exhibit Sketch (24 ± ac) and will extend to the far side of Union Avenue. Topography will be obtained by UAV based on a ground-controlled survey and supplemental ground run topography with contours being generated at a one (1) foot contour interval. The vertical datum for the survey will be NAVD 88. Utility information will be based upon available utility company mapping, visible surface features and information provided by your office. Furthermore, this section will include the location of drainage structures and sanitary sewers within the above-mentioned survey area with rim and grate elevations, inverts, pipe sizes and flow directions, including the next upstream and downstream structure. The information will be compiled into an appropriately scaled AutoCAD drawing document.

In addition to the above scope of work, a Subsurface Utility Engineering (SUE) Quality Level B Survey investigation in accordance with ASCE/UESI/CI 38-22 Standards of the project limits utilizing ground penetrating radar (GPR) and electromagnetic utility detection equipment will be conducted. Invert information of gravity storm and sanitary systems will be collected at all accessible structures. Additionally, the location of underground utilities and evident anomalies will be marked in the field using paint and/or flags as appropriate and depicted on an electronically drawn field sketch (not to scale). This phase will include GPS survey locations in the field for incorporation into base mapping.



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 3 of 20
April 06, 2026
Revised April 29, 2026

Re: Proposal for Highlands Farm (Phase II)

Task 2 – Right-of-Way Survey (Union Avenue)

T&M Associates will perform a Right-of-Way (ROW) survey along Union Avenue beginning at the project site/park entrance and extending approximately 2,000 linear feet to the east, terminating at the entrance to the Highlands Rail Trail.

The survey will document visible and accessible features within the public right-of-way necessary to support design and permitting. The scope will include topographic data as well as the collection of surface features and improvements typically found within a roadway corridor, including pavement limits, curb, sidewalk, driveways, striping, signage, above-ground utilities, drainage structures, utility appurtenances, landscaping, and other observable physical features within the limits of the ROW.

This effort will provide comprehensive base mapping of existing conditions within the Union Avenue corridor to support project planning, design development, and coordination with applicable agencies. Available marked-out utilities within the roadway right-of-way will be captured; however, subsurface utility investigation and GPR services are not included in this scope.

The right-of-way along both the northerly and southerly sides of Union Avenue contains areas of overgrown vegetation that may impede survey fieldwork. This proposal assumes the County will coordinate with the Department of Public Works to perform any necessary clearing to facilitate the survey.

Task 3 – Geotechnical Engineering Services

T&M will retain JZN Engineering, Inc. to have the required borings and stormwater management test pits completed for review and consideration in design document preparation.

The below services will be completed:

1. Private Utilities Clearance
 - a. Due to the presence of the existing development and associated private utilities, we recommend that a private utility clearance be performed to clear the boring and soil profile pit locations prior to commencement of the investigation.
2. Geotechnical Investigation
 - a. The proposed subsurface exploration program will include drilling up to six (6) soil exploration borings at accessible locations. The borings will be drilled up to depths of up to 25 feet (or refusal). Standard split spoon samples will be obtained continuously through the existing fill and on foot intervals thereafter. The groundwater depth will be observed and recorded during the field exploration program;
 - b. Arrange to have the explorations made using a track-mounted drill rig. A mark out of on-site public utilities will be coordinated (which typically only marks public utility locations at property boundaries);
 - c. Layout explorations in the field by taping or pacing distances from existing site features, and determine approximate ground surface elevations relative to topographic information available at the time of the exploration;
 - d. The subsurface explorations will be observed by a field engineer so that depths and locations of subsurface explorations, as well as sampling methods, can be varied to meet the subsurface conditions encountered. Provide logs of subsurface explorations;
 - e. Perform laboratory analyses on representative soil samples specified upon evaluating the subsurface conditions encountered at the site. The laboratory test will most likely include soil index tests (washed gradations, Atterberg Limits, organic content, and moisture content). Up to three (3) index laboratory



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 4 of 20
April 06, 2026
Revised April 29, 2026

Re: **Proposal for Highlands Farm (Phase II)**

tests will be performed. The tests are necessary to evaluate the strength properties of the subsurface soil conditions; and

- f. Prepare a report of geotechnical investigation and recommendations to address the unique geotechnical issues pertinent to this project. The report will be prepared by a professional engineer licensed in the State of New Jersey.

3. Stormwater Management Investigation

- a. Based on the anticipated subsurface conditions at the site, tube permeameter test will be an acceptable test method to evaluate the soil infiltration rate that is required for this site by New Jersey Stormwater Best Management Practices (BMP) Manual- Chapter 12.
 - i. Prepare a program of subsurface explorations consisting of soil profile pit excavations. The program is designed to obtain subsurface information and infiltration rates in support of the infiltration pits design. The investigation program will include:
 1. A total of up to 12 soil profile pits to depths of up to 12' excavated at within the proposed basin areas.
 2. Collect up to 24 tube permeameter from the 12 test pits.
 - ii. Arrange to have the explorations made using a rubber tiered backhoe. A mark out of on-site public utilities will be coordinated (which typically only marks public utility locations at property boundaries). The test pit locations will be backfilled with soils cuttings generated from the investigation but will not restore any surface with asphaltic pavement.
 - iii. Layout explorations in the field by taping or pacing distances from existing site features and determine approximate ground surface elevations relative to topographic information available at the time of the exploration.
 - iv. The profile pits will be observed and documented by the field engineer so that depths and locations of soil profile test pits, sampling methods, and can be varied to meet the subsurface conditions encountered, evidence of seasonal high groundwater. Provide logs of subsurface explorations. Soils will be classified in accordance with USDA as required by New Jersey Stormwater Best Management Practices Manual- Appendix E (latest edition).
 - v. Prepare a stormwater management investigation letter report summarizing our findings. The report will be prepared by a professional engineer licensed in the state of New Jersey in general agreement with the NJBMP Chapter 12.

Task 4 – Design Document Preparation, Specifications & Cost Estimate

1. Prepare technical specifications based on the 2019 New Jersey Department of Transportation Standard Specifications for Road and Bridge construction.
2. Submit final plans and an engineer's cost estimate, which are anticipated to include the following:
 - a. Title sheet
 - b. Estimate of quantities
 - c. Legend sheet
 - d. Existing conditions plans
 - e. Demolition plan
 - f. Construction plans
 - g. Grading, drainage, and utility plans



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 5 of 20
April 06, 2026
Revised April 29, 2026

Re: Proposal for Highlands Farm (Phase II)

- h. Soil erosion plans
 - i. Signage Plans
 - j. Permit plans
 - k. Construction details
 - l. Soil Erosion & Sediment Control notes and details
3. Coordinate and attend a final design review meeting with the County to review the final design. T&M will prepare and distribute meeting minutes and address any comments received from the County.

Task 5 – Stormwater Management Design Report

Based upon the scope and magnitude of the proposed development, we anticipate that the project may include over one (1) acre of land disturbance and/or the project will increase the on-site impervious coverage by $\frac{1}{4}$ of an acre and/or the project will increase the motor vehicle surface by $\frac{1}{4}$ of an acre. As a result, the project will meet the definition of a Major Development under NJAC 7:8 and Stormwater Management (SWM) Requirements as set forth within NJAC 7:8 will apply to this project. An engineering study will be required to illustrate compliance with the various standards as set forth by the regulations. In order to perform the Stormwater Management design, on site testing of soils will be required to verify Seasonal High-Water Table (SHWT) and Soil Permeability/infiltration Rates in accordance with Chapter 12 of the BMP Manual.

Once the on-site soils testing and permeability testing are completed, as described within this proposal, T&M will evaluate these results in order to establish the appropriate Nonstructural and Structural measures to be employed for Stormwater Management purposes. The selection of green infrastructure BMP measures will be dependent upon infiltration capabilities of the site soils as well as the site topography, land cover conditions, downstream conditions, and various other parameters. The SWM design must consider stormwater runoff rate reductions for both current and projected (year 2100) rainfall events which must be achieved through on-site facilities. This will include preparation of a Drainage Report inclusive of time of concentration calculations, pipe sizing calculations, drainage area maps, and hydrographs to illustrate the existing and proposed drainage characteristics of the site.

Additionally, the Groundwater Recharge criteria must be met and therefore the design will include completion of the NJDEP Annual Groundwater Recharge Analysis spreadsheet. This evaluation will include a study of existing site soils conditions as set forth by County Soil Survey as well as a comparison of existing and proposed land coverage of these soils. This information will be input to the Groundwater Recharge Analysis Spreadsheet along with the various parameters of the recharge facility design to analyze compliance with the NJDEP's 100% recharge standard.

Further, the design and calculations must prove that the SWM system components serve to ensure 80% removal of T.S.S. (Total Suspended Solids) from the proposed site. This must be performed using the applicable TSS removal rates set forth by the New Jersey Stormwater Management Best Practices Manual and NJAC 7:8. Any components of the system that are constructed in series in order to meet the 80% TSS removal criteria must be evaluated as set forth by NJAC 7:8.

The minimum design and performance standards for Groundwater, Recharge, Stormwater Quality and Stormwater Quantity shall be evaluated by incorporating green infrastructure in accordance with NJAC 7:8-5.3 where feasible.

Volumetric analysis and calculations will be prepared in accordance with the requirements outlined within NJAC 7:8 and Chapter 14 of the NJDEP BMP Manual.

Task 6 – Stormwater Operations and Maintenance Manual

New Jersey Stormwater Management Rules require that a maintenance plan be provided for the Stormwater Management measures incorporated in the design of any Major Development. T&M will prepare an Operations and



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 6 of 20
April 06, 2026
Revised April 29, 2026

Re: Proposal for Highlands Farm (Phase II)

Maintenance Manual for the stormwater conveyance network and the related water quality, green infrastructure and groundwater recharge features that must be included in the site design (NJAC 7:8-5.8). This document will be prepared in conformance with standard industry practice and the NJDEP Best Management Practices Manual (BMP's). The maintenance plan will contain specific preventative maintenance tasks and schedules; cost estimates, including estimated cost of sediment, debris, or trash removal; and the name, address, and telephone number of the person or persons responsible for preventative and corrective maintenance (including replacement).

Task 7 – Landscape Architecture Design Services

T&M Associates will prepare a comprehensive landscape plan based on the desired amenities, park goals and coordination with the County representatives. We will also consult with your office to establish aesthetic intent, functional objectives, and anticipated landscape budget.

The landscape plan will be informed by site considerations, including building and pavilion locations, playground layout, site orientation, façade and material selections, utility locations, sidewalks, grading, and proposed park features.

Utilizing this information, T&M will develop a detailed landscape plan illustrating the location, type, size, and species of proposed plantings throughout the park. This includes, but is not limited to:

- Parking lot islands and perimeter landscaping, with attention to stormwater integration and visual screening.
- Pollinator garden areas, incorporating native, pollinator-friendly species.
- Community garden layout and associated planting beds.
- General site landscaping, including pathways, seating areas, and open green spaces to complement park circulation and amenity areas.

The plan will include a summary schedule of plantings, presented in chart form with quantities, common and botanical names, and installation size. Landscape details for proper installation of all specified materials will also be provided.

Task 8 – Guiderail Design

T&M Associates will review the proposed access configuration along the site frontage on Union Avenue in conjunction with the existing guiderail system to confirm that guiderail warrants are met. T&M will identify the appropriate guiderail location, length, end treatments, post type, and spacing based on-site obstructions and conditions, consistent with Section 8 of the NJDOT Roadway Design Manual and other applicable requirements.

This task includes the preparation of Length-of-Need calculations, documenting the methodology, assumptions, and results used to determine the required guiderail lengths.

The required guiderail will be incorporated into the construction plans for the project, including the appropriate NJDOT standard construction details. In addition, pay item quantities and unit prices will be provided in accordance with the 2019 NJDOT Standard Specifications, facilitating accurate cost estimating and contract bidding.

All design documentation will be prepared to support compliance with regulatory requirements and to ensure safe and constructible roadway access for the project.

Task 9 – Traffic Engineering Services (if required)

T&M Associates will prepare a Traffic Impact Study (TIS) for the proposed Highlands Farm Park to evaluate the appropriate configuration of the proposed access to Union Avenue (CR 511). The study will include the following tasks:

1. Field Data Collection
 - a. T&M will conduct a field visit to document existing roadway characteristics and collect traffic volumes.



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 7 of 20
April 06, 2026
Revised April 29, 2026

Re: **Proposal for Highlands Farm (Phase II)**

- b. An Automatic Traffic Recorder (ATR) will be installed on Union Avenue in the vicinity of the site to collect traffic volume, speed, and vehicle classification by direction in 15-minute intervals over a minimum of seven days.
 - c. Timing of the traffic counts will be coordinated with County staff to ensure data collection occurs during an appropriate time of year, considering the schedule and activity levels of nearby facilities, including Passaic County Community College.
 - d. If necessary, seasonal adjustment factors will be applied to estimate existing traffic conditions corresponding to peak park activity periods.
2. Future "No Build" Conditions
 - a. Future background traffic conditions will be projected using the appropriate NJDOT growth rates.
 - b. T&M will coordinate with Bloomingdale Borough and Passaic County to confirm any planned or anticipated developments in the area that should be incorporated into the no-build scenario.
 3. Trip Generation and Distribution
 - a. Trip generation for the proposed park will be estimated using the Institute of Transportation Engineers (ITE) Trip Generation Manual, 12th Edition.
 - b. Recognizing the limited ITE data for recreational parks, T&M will coordinate with the County and project team to develop supplemental trip estimates based on the proposed park amenities, anticipated visitor activity, and expected peak usage.
 - c. Anticipated new trips will be distributed along the roadway network based on existing traffic patterns and operational characteristics.
 4. Full Buildout Analysis
 - a. Using the combined existing and projected traffic data, T&M will determine full buildout volumes for the roadway network with the proposed park in place.
 - b. The analysis will inform the design and configuration of the site driveway, ensuring safe and efficient access to Union Avenue.

The Traffic Impact Study will provide the necessary information to support site access design, permit approvals, and construction planning, while demonstrating compliance with County and NJDOT standards.

Task 10 – Pump Station Design Services

T&M understands that the County intends to extend potable water and sanitary sewer service to the proposed office, storage, and restroom facility. It is anticipated that both water and wastewater service will be extended from the adjacent property in order to avoid a utility extension along Union Avenue. The proposed utility extensions will be contingent upon obtaining the required NJDEP Land Use approvals for the installation of the associated utility infrastructure, defined elsewhere in this proposal.

T&M will provide the following water and wastewater engineering services in support of the proposed development:

1. Prepare projected wastewater flow calculations based on the architectural plans and the applicable sections of the New Jersey Administrative Code to establish average and peak design flows.
2. Develop hydraulic calculations for the proposed sanitary pump station configuration.
3. Size the wet well volume in accordance with NJDEP guidance and applicable pump cycling criteria.
4. Select sanitary pumps, including evaluation of firm capacity, redundancy requirements, and total dynamic head (TDH).
5. Perform pump curve evaluations and prepare system head curve and pump performance analyses.
6. Evaluate and design process piping, including check valves, isolation valves, and a bypass header, as required.



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 8 of 20
April 06, 2026
Revised April 29, 2026

Re: Proposal for Highlands Farm (Phase II)

7. Design air release components associated with the pump station and force main system.
8. Prepare mechanical plans, sections, details, and technical specifications suitable for NJDEP permit application and review.
9. Evaluate flood hazard constraints at the site and design the controls and electrical equipment to be elevated above grade, as required, to comply with applicable flood elevation requirements.
10. Size the required potable water service and prepare utility alignments for installation.

Task 11 – Twillinger Lake Restoration / Habitat Enhancement / Phragmites Eradication (if required)

As discussed with the County, Twillinger Lake, is filled with sediment and overgrown with Common Reed (*Phragmites australis*) is in need of restoration. As such, T&M is incorporating a “habitat enhancement” task for the wetlands onsite. This proposal outlines a comprehensive plan to restore degraded wetland habitat and control invasive *Phragmites australis*. The goal is to re establish native wetland vegetation, improve hydrological function, enhance wildlife habitat, and reduce the ecological impacts caused by invasive monocultures. In order to achieve the goal the restoration design and permitting can include the following sub-tasks:

- Eradicate or significantly reduce *Phragmites australis* within the project boundary.
- Restore native wetland vegetation such as cattails, sedges, rushes, and wet meadow species.
- Enhance hydrological function by improving water flow and reducing blockages caused by invasive biomass.
- Increase habitat quality for waterfowl, pollinators, and other wildlife.
- Implement long term monitoring and adaptive management strategies (to be conducted with a separate contract).

The *Phragmites* eradication strategy can include the following:

- Chemical control, targeted application of an approved aquatic-safe herbicide (e.g., glyphosate-based, imazapyr-based formulations); Late summer–early fall treatment for maximum effectiveness; Follow-up spot spraying in Year 2 and Year 3.
- Mechanical control can include (mowing/cutting) Cutting/mowing stems during dry periods, cutting below water surface to drown rhizomes, Excavation in heavily infested areas (if hydrologically appropriate).
- Hydrologic Restoration can include restoring natural water levels; Removing barriers that create stagnant water enabling *Phragmites* growth; and native vegetation restoration.

This task includes the design and permits only for the restoration. The FWWGP required for this task is included elsewhere in this proposal.

Task 12 – MEP/FP Design Services

T&M will provide Mechanical, Electrical, Plumbing/ Fire Protection services to prepare the construction plans and specifications for the restroom/office/storage building, as well as pavilion, and gazebo structures as required. These services will include:

1. Project Management and Administration
 - a. Setup MEP/FP Auto Cad drawings in preparing our design.
 - b. Attendance of virtual meetings with the Owner and structure manufacturer during design Development and the Construction Document phases.
 - c. Miscellaneous telephone calls and correspondence.
 - d. Preparation of required deliverables.



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 9 of 20
April 06, 2026
Revised April 29, 2026

Re: **Proposal for Highlands Farm (Phase II)**

- e. Preparation of a construction cost estimate.
 - f. Respond to review comments from the Authority Having Jurisdiction (AHJ) as required to facilitate approvals related to our design.
2. Mechanical
- a. Prepare performance specifications of the HVAC systems for the restrooms/park office building.
 - b. Prepare performance specifications of required exhaust systems.
 - c. Prepare performance specifications automatic temperature controls for equipment specified.
 - d. Preparation of mechanical construction documents with specifications in CSI format.
3. Electrical
- a. Design of a new electrical service
 - b. Prepare performance specifications of electrical power and branch circuitry for receptacles, appliances, and equipment associated with the restroom and park office buildings. Receptacle locations and equipment cut sheets shall be furnished by others for use in our design.
 - c. Prepare performance specifications of electrical power and circuitry as required for HVAC systems.
 - d. Design of electrical power and circuitry as required for convenience outlets at locations throughout the park. It is anticipated these locations will be shown on an electrical site plan.
 - e. Prepare performance specifications of electrical power and branch circuitry for architectural, exit, emergency and associated lighting control systems for the restroom and park office buildings. Lighting control systems will be designed by our office in accordance with energy compliance Code requirements.
 - f. Design of electrical power and branch circuitry for site lighting systems and associated lighting control systems. Lighting control systems will be designed by our office in accordance with energy compliance Code requirements.
 - g. Design of telephone, data systems or security systems is not included in this proposal; however, we will illustrate the location of outlets for these devices and specify wiring type on our drawings based on information provided by the Owners Low voltage consultant.
 - h. Preparation of energy compliance calculations as required by Code.
 - i. Preparation of electrical construction documents with specifications in CSI format.
 - j. Coordination with the sports lighting manufacturer to route electrical service appropriately throughout the park.
 - k. Provide electrical conduit routings and support associated with the proposed pump station.
4. Plumbing
- a. Prepare performance specifications of sanitary and vent piping systems to serve fixtures and equipment for the restroom and park office buildings. It is anticipated the piping will be design to a point 5'-0" outside the building. We anticipate existing sanitary inverts in the site piping are sufficient such that no sewage ejector system inside the building is required.
 - b. Prepare performance specifications of domestic water piping systems to serve plumbing fixtures and equipment in the restroom and park office buildings. It is anticipated the piping will be design to a point 5'-0" outside the building.



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 10 of 20
April 06, 2026
Revised April 29, 2026

Re: Proposal for Highlands Farm (Phase II)

- c. Prepare performance specifications of domestic water heaters for the restroom building.
- d. Preparation of plumbing construction documents with specifications in CSI format.

Task 13 – Structure Floodproofing Design (if required)

If required, T&M Associates will provide floodproofing design services for any park structures that may be required within the flood hazard area (FHA), should final site constraints or design considerations necessitate placement within the regulated floodplain.

1. Efforts will focus on ensuring that any structures, such as the restroom/office/storage building, pump station, or other park amenities, comply with applicable floodproofing standards as required by:
 - a. New Jersey Flood Hazard Area Control Act Rules (N.J.A.C. 7:13)
 - b. FEMA Floodproofing and NFIP regulations
 - c. Applicable municipal building and zoning requirements
2. T&M will develop a floodproofing design strategy including:
 - a. Required elevations, structural modifications, and material specifications to resist flood loads
 - b. Compliance with freeboard, anchoring, and critical utilities protection requirements
 - c. Integration with site grading, utilities, and civil infrastructure to maintain overall project constructability
3. Deliverables will include design documentation and technical specifications suitable for inclusion in construction plans and for submission to regulatory agencies for review and approval.
4. This task assumes placement outside the FHA whenever feasible, and floodproofing design will only be undertaken if structures are determined to be within the flood hazard area based on final design and permitting requirements.

This scope ensures that any park structures within the FHA will be designed to meet or exceed NJDEP, FEMA, and municipal floodproofing requirements, minimizing risk and supporting regulatory approval.

Task 14 – Building Design (modular)

T&M Associates will provide building design services to develop construction plans and specifications for the proposed restroom/office/storage building at Highlands Farm Park.

The scope of services includes:

1. Building Code Review
 - a. T&M will perform a thorough review of applicable building codes to identify use groups, construction types, building areas, and other relevant building data.
 - b. This review will ensure the design complies with all applicable State and local building regulations.
2. Modular Building Design
 - a. T&M will develop the design and layout for the facility in coordination with a modular building manufacturer and in close consultation with your office.
 - b. The proposed structure is anticipated to be a modular building, fabricated off-site and delivered in multiple modules for assembly on the prepared foundation at the park.
 - c. Design deliverables will include:
 - i. Floor plans showing functional layouts
 - ii. Building elevations
 - iii. Material specifications for all interior and exterior components
3. Coordination and Recommendations
 - a. T&M will work closely with your office to identify a modular building option that meets the County's functional, aesthetic, and budgetary requirements.



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 11 of 20
April 06, 2026
Revised April 29, 2026

Re: Proposal for Highlands Farm (Phase II)

- b. For cost efficiency and constructability, T&M recommends the modular building approach, which is assumed for this task.

This task assumes the final selection will be a modular building. Should a non-modular building option be requested, a separate scope and fee adjustment will be required.

Task 15 – Structural Design

T&M Associates will provide structural design services for the proposed park structures, including the modular restroom/office/storage building and any pavilion or gazebo structures.

The scope of services includes:

1. Review of Geotechnical Report
 - a. T&M will review the geotechnical report prepared under other tasks in this proposal to establish design parameters for concrete foundations.
 - b. The review will ensure that all foundation designs are appropriate for the site's soil and subsurface conditions.
2. Basis-of-Design (BOD) Documentation
 - a. T&M will document the design criteria, including applicable building codes, loading requirements, and structural assumptions.
 - b. A formal BOD report will be prepared to support the design and construction documents.
3. Foundation Design
 - a. T&M will develop foundation designs and details for the modular restroom/office/storage building.
 - b. Foundations are anticipated to consist of frost-protected slabs-on-grade and/or foundation walls, with modular building loads, support requirements, and module locations provided by the manufacturer.
 - c. Design will ensure safe support and structural performance for the completed modular assembly.
4. Structural Construction Documents
 - a. T&M will prepare structural drawings and specifications suitable for construction, including foundation details, material specifications, and coordination with the modular building vendor.
5. Pump Station Structural Design Support
 - a. As needed, T&M will provide structural engineering design for any support required for the proposed pump station.

All structural design work will be coordinated with the civil and modular building components to ensure constructability, compliance, and alignment with overall project requirements.

Task 16 – Budgetary Allowance for Project Meetings and Coordination

T&M Associates will provide a budgetary allowance to attend and actively participate in biweekly virtual design coordination meetings with the County and the project design team throughout the duration of the project lifecycle. Meetings may include more than one T&M staff member as required to address design, technical, and coordination topics. Each meeting is anticipated to last up to one (1) hour, with an additional 0.5 hours allocated per meeting for preparation, review of materials, and preparation of meeting minutes. This task ensures ongoing communication, coordination, and documentation among all project stakeholders to support efficient decision-making, design integration, and successful project delivery.

Task 17 – Budgetary Allowance for NJDEP Green Acres Grant Coordination

T&M Associates will provide a budgetary allowance for coordination related to the Green Acres grant for Highlands Farm Park. This task includes consultation and communication with the County, NJDEP Green Acres representatives, and



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 12 of 20
April 06, 2026
Revised April 29, 2026

Re: **Proposal for Highlands Farm (Phase II)**

other stakeholders as needed to support compliance with grant requirements and facilitate project approvals. T&M will attend meetings or conference calls as necessary to discuss grant requirements, submittals, and documentation with the County and NJDEP representatives. Coordination may include review and preparation of grant-related materials, reporting, or responses to agency inquiries. This task is intended to provide efficient, responsive coordination to support the successful management and utilization of Green Acres funding throughout the project lifecycle. This task assumes minimal ongoing effort and is intended to address coordination only as necessary for grant compliance and project support.

Task 18 – Budgetary Allowance for Coordination with Boswell Engineering

T&M Associates will provide a budgetary allowance for coordination with Boswell Engineering, the firm currently performing remediation activities on the site. Coordination will focus on interface between the proposed park improvements and the completed or ongoing remediation/capping activities, ensuring that design and construction plans are compatible with site conditions. T&M will participate in meetings or conference calls with Boswell Engineering, the County, and other stakeholders as needed to address technical questions, review plans, and ensure proper sequencing of construction over remediated areas. The effort will include review of Boswell's remediation documentation and integration with design and permitting plans as necessary to support compliant park construction.

LSRP REMEDIATION SERVICES

LSRP Remediation Oversight and Administration Services

T&M Associates has prepared this Licensed Site Remediation Professional (LSRP) and Remedial Action (RA) scope of services to address soil impacts identified at the Site during Site Investigation (SI) and Remedial Investigation (RI) activities to comply with the requirements of the New Jersey Department of Environmental Protection (NJDEP) Technical Requirements for Site Remediation (N.J.A.C. 7:26E) and the Site Remediation Reform Act (SRRA).

Based on the RI findings, the extent of the impacted soil has been delineated both horizontally and vertically. Therefore, T&M recommended the following remediation as presented in the Remedial Investigation Report and Remedial Action Workplan (RIR/RAWP):

- AOC-1: Aboveground Storage Tank - Excavation and off-site disposal of approximately 15 tons of petroleum impacted soil, and importation of certified clean fill for resolution.
- AOC-4: Floor Drain at Small Barn - Excavation and on-site relocation of approximately 150 tons of impacted soil with polycyclic aromatic hydrocarbons (PAH) to the AOC-9-B.
- AOC-9-B: Fill Material PCB Impacted Soil (Former North Pond) - Excavation and off-site disposal of approximately 100 tons of polychlorinated biphenyl (PCB) impacted soil, and importation of certified clean fill for resolution.
- AOC-9-B: Fill Material Area to be Capped (Former North Pond) – Importation of approximately 10,600 tons of certified clean fill to cap the PAH impacted soil at the Former North Pond.

It is our understanding that Boswell, on behalf of former Owner of the Site, will perform and complete the above-referenced remediation with the funds established in an escrow. T&M on behalf of the County will provide oversight during the remediation performed by Boswell and will provide LSRP Services required to address the contaminated Areas of Concern (AOCs).

T&M proposes the following scope of services to oversee the remediation performed by Boswell to address the impacted soil identified at the Site associated with AOC-1, AOC-4 and AOC-9-B, and to provide LSRP services:



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 13 of 20
April 06, 2026
Revised April 29, 2026

Re: **Proposal for Highlands Farm (Phase II)**

1. LSRP Administration Services

The scope of services presented herein will be performed under the LSRP program. It is our understanding that the County has closed on the property and is the Person Responsible for Conducting the Remediation (PRCR). The County will retain T&M to provide the required LSRP services. T&M's LSRP will act as a regulatory liaison between the County, Boswell and the NJDEP throughout the duration of the proposed scope of services, as it explicitly relates to the site remediation program. T&M's LSRP will provide consultation and technical support necessary to continue to advance the project toward closure and keep the County informed of potential environmental issues that arise, as they pertain to the identified scope of service.

For any site for which an LSRP is required to be hired pursuant to the provisions of section 30 of P.L.2009, c.60 (C.58:10B-1.3), the PRCR 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.

T&M's LSRP in accordance with Site Remediation Reform Act (SRRA) will prepare and submit the following required NJDEP forms associated with the activities to be completed as part of the proposed scope of services:

- LSRP Retention Form
- Annual Remediation Reporting Fee Form
- Confirm Discharge Form
- Authorization to Submit Remedial Phase Report Form
- Case Inventory Documents (CIDs)
- Preliminary Assessment (PA) Form
- Site Investigation Report (SIR) Form
- Remedial Investigation Report (RIR) Form
- Remedial Action Report (RAR) form
- Response Action Outcome (RAO) form.

2. Updated Receptor Evaluation

Since impacted soil has been identified at the Site, an updated Receptor Evaluation (RE) is required to be performed and submitted in accordance with N.J.A.C. 7:26E-1.12 through 1.16 with each key document. The updated RE will include the following:

- On-site and Surrounding Property Use (N.J.A.C. 7:26E-1.13): T&M will identify usage at the Site and surrounding properties within 200 feet of the Site boundary including residences, schools or child centers, parks, playgrounds, or other recreation areas. In addition, municipalities within 200 feet of the Site will also be contacted to confirm if there are any proposed changes in land use.
- Ecological Evaluation (N.J.A.C. 7:26E-1.16): T&M will perform an Ecological Evaluation (EE) pursuant to N.J.A.C. 7:26E-1.16. The EE will identify any contaminants of ecological concern that may impact sediment, surface water, and soil; any sensitive natural resources within the Site boundaries and immediately adjacent properties; and any potential contaminant migration pathways to any environmentally sensitive natural resources that might be attributed to Site contamination. The EE will also present recommendations for further ecological investigation, if necessary.
- Groundwater (N.J.A.C. 7:26E-1.14): Since impacted soil associated with historic fill has been identified at the Site, which as the potential to impact groundwater, T&M will conduct an electronic well search



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 14 of 20
April 06, 2026
Revised April 29, 2026

Re: **Proposal for Highlands Farm (Phase II)**

through a file search of all available NJDEP, county, and local records for monitoring and potable wells within a one-half mile radius of limits of the historic fill area (AOC-9-B) and all irrigation, industrial, and other wells with water allocation permits located within one mile radius of the limits of the historic fill area. If wells are identified within the specified radius, a door-to-door survey may need to be completed. For the purpose of this proposal, a manual well search or a door-to-door survey is not included in this proposal.

Reporting: Upon completion of the updated RE activities presented above, T&M will prepare the Receptor Evaluation Form for submittal to the NJDEP.

3. Remediation Oversight (Excavation, Disposal and Cap Installation)

It is our understanding that Boswell, on behalf of former Owner of the Site, will perform and complete the required remediation of the impacted soil identified at the Site associated with AOC-1, AOC-4 and AOC-4-B with the funds established in the escrow. The remediation to be performed and completed by Boswell will consist of the excavation and off-site disposal of hotspot areas of petroleum impacted soil (AOC-1) and PCB impacted soil (AOC-9-B). In addition, PAH impacted soil (AOC-4) will be excavated and relocated to the area of historic fill material (AOC-9-B). Lastly, the area of historic fill material associated with AOC-9-B will be capped with 1-foot of certified clean fill material.

T&M's LSRP on behalf of the County will provide periodic oversight to verify that these operations are performed in accordance with the agreement between the County and the former Owner related to the environmental requirements, NJDEP regulations as it pertains to site remediation program, recommended industry procedure and permitting requirements. In addition, T&M's LSRP, or associated T&M employee, will also provide periodic inspections to verify that the appropriate engineering controls to be installed in accordance with the RIR/RAWP and any clean fill material to be imported is in accordance with the LSRP-approved design and applicable regulations.

Based on our knowledge of similar remediation projects of this size and the anticipated schedule provided by Boswell for completion of the remediation (i.e., hot spot petroleum and PCB impacted soil removal, relocation of PAH impacted soil and capping of historic fill material, etc.), the remediation is anticipated to take 3 months. Therefore, for the purpose of this Task and estimated cost, T&M has estimated a total of forty (40) man-hours for the LSRP, and two-hundred sixteen (216) for senior staff level personnel to perform periodic inspections and oversight activities associated with excavation and disposal of impacted soil as necessary, and the installation of the cap (i.e., engineering controls). This is based on three (3) Site inspections per week for up to six (6) hours per day for the senior staff level personnel.

The estimated hours for inspections and oversight may increase or decrease based on the level of environmental activities being performed at the Site by Boswell during the remediation. If additional inspection and/or oversight is required beyond the estimate provided above, T&M will prepare and submit a request for additional funding.

4. Deed Notice Preparation

T&M will assist the County and/or the County's legal counsel in the preparation and finalization of the Deed Notice and exhibit documents to allow impacted soils to remain on-site with engineering controls. The Deed Notice will be prepared and submitted to the County for review and approval. The County is advised to seek legal counsel to assist with the review and filing of the Deed Notice document. Legal counsel will have to provide metes and bounds for the Site and conduct required filing of the Deed Notice with the County. A copy of the recorded Deed Notice document with the stamped book number and pages shall be provided to T&M for submission with the Remedial Action Report.



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 15 of 20
April 06, 2026
Revised April 29, 2026

Re: Proposal for Highlands Farm (Phase II)

5. Remedial Action Permit Application

T&M will prepare and submit the Remedial Action Permit (RAP) Application form for Soil as required for the soil contamination to remain in-place above the NJDEP remediation standard for Residential. The required NJDEP RAP application fees of \$1,100 is included in this proposed scope of services.

6. Technical Reporting

Preliminary Assessment and Site Investigation

T&M will prepare the existing Preliminary Assessment and Site Investigation Report for submission to the NJDEP through the online portal including all required supporting documents and forms in accordance with the N.J.A.C. 7:26E and the Administrative Requirements for the Remediation of Contaminated Sites (N.J.A.C. 7:26C).

Remedial Investigation Report and Remedial Action Workplan

T&M will prepare the existing Remedial Investigation Report and Remedial Action Workplan for submission to the NJDEP through the online portal including all required supporting documents and forms in accordance with the N.J.A.C. 7:26E and N.J.A.C. 7:26C.

Remedial Action Report

T&M will prepare a Remedial Action Report (RAR) which will detail activities conducted during the remediation and construction of the engineering controls and any other environmental related activities to achieve compliance with the N.J.A.C. 7:26E- 5.7 and the ARRCS Rules associated with the capping of the historic fill and excavation and off-site disposal of the hot spots of petroleum and PCB impacted soil. A Site plan displaying As-Built Diagrams delineating the areal extent and cross-sections of the installed environmental engineering controls (capping structures), institutional controls (Deed Notice), and other pertinent supporting documentation (Record Deed Notice, Remedial Action Permit for historic fill, Updated Receptor Evaluation, etc.) as specified in the RAR submission requirements of N.J.A.C. 7:26E-5.7 will be included.

7. Response Action Outcome (RAO)

T&M's LSRP will issue an RAO after completion of Task 1 through 6. In accordance with the SRRRA, the LSRP is authorized to memorialize completion of the remediation by issuing an RAO to the entity responsible for conducting the remediation. The RAO renders the LSRP's opinion that the Site has been remediated in accordance with all applicable statutes, regulations, and guidance.

The RAO will be issued to the NJDEP and the County along with a RAO form that will represent the LSRP's professional opinion that:

- There are no discharged hazardous substances, or hazardous wastes present at the Site or area of concern; or,
- There are discharged hazardous substances or hazardous wastes, present at the Site, area of concern and/or migrating from the Site that have been remediated in accordance with all applicable statutes, regulations, and guidance; and,
- The remedial action undertaken is protective of public health, safety and the environment.



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 16 of 20
April 06, 2026
Revised April 29, 2026

Re: **Proposal for Highlands Farm (Phase II)**

The T&M LSRP will use the standard format RAO form document posted by the NJDEP to ensure content consistency. The T&M LSRP is prohibited from modifying the content of an RAO except as explicitly provided for in the NJDEP guidance.

PERMITTING

Regulatory review of the proposed project is under the jurisdiction of the NJDEP Division of Land Resource Protection and the Highlands Water Protection and Planning Council. Accordingly, T&M will adhere to the necessary regulatory requirements and prepare all necessary permit applications outlined herein. In order to obtain the required approvals in the most expeditious manner, T&M will complete the following tasks:

Task 1 – Highlands Applicability Determination (HAD) and Water Quality Management Consistency Determination

A Highlands Applicability Determination (HAD) is a formal review by the New Jersey Department of Environmental Protection (NJDEP) to determine if a proposed project in the Highlands Preservation Area is regulated by the Highlands Act. The NJDEP issues a HAD to confirm that the project is exempt from the 17 exemptions listed in the Highlands Act. The exemption also reviews the project in relation to WQMP Consistency: Whether the project is consistent with the applicable Area-wide Water Quality Management Plan (WQMP).

The Highlands Applicability Determination application will include NJDEP application form, site location maps, proof of public notification, application fee (provided by client), color photographs, and Site plans. The application also requires a copy of any official documentation indicating the original date of construction of the building or structure or otherwise establishing the lawfulness of existing impervious surfaces such as a construction permit with the approved construction plan issued by a municipal official.

Task 2 – Highlands Resource Area Determination (HRAD) / Letter of Interpretation (LOI) Application

T&M Associates delineated the wetlands under the first Contract in 2025. A Highlands Resource Area Determination (HRAD) / Freshwater Wetland Letter of Interpretation (LOI) Line Verification is required for the project. The delineation of Highlands open waters with 300-foot buffers, forests, historic resources, slopes between 10% and 20% and those greater than or equal to 20% required by the HRAD application checklist shall be drawn onto the site plan. T&M will coordinate the historic resource review with the County to include in the application as appropriate. The Freshwater Wetland Letter of Interpretation (LOI) will verify the limits of freshwater wetlands and state open waters onsite. Line verification LOI identifies the boundaries of any freshwater wetlands, transition areas, and/or State open waters on a site, and assigns the resource value classification of the wetlands on the site.

The information from the wetland delineation will be compiled into a report for the LOI Application. The LOI Application will include a wetlands delineation report, NJDEP Property Owner Certification form/DLRP Form, proof of public notification, color photographs, site location maps, wetland delineation data sheets, the application review fee, and wetland location plan. LOI applications can be submitted via paper submission to the NJDEP and the municipal clerk will receive a copy of the application for public review.

It is important to point out that LOI applications are not on a review clock and are typically reviewed (field visit) by NJDEP depending on the weather and season.

Task 3 – NJDEP Freshwater Wetlands General Permit(s) and/or Transition Area Waiver Application

Any disturbance to the regulated wetlands, State open waters and/or wetland buffers would require a Freshwater Wetland Permit as regulated by the Freshwater Wetland Protection Act Rules (NJAC 7:7A). Depending on the total



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 17 of 20
April 06, 2026
Revised April 29, 2026

Re: **Proposal for Highlands Farm (Phase II)**

amount of disturbance to regulated wetlands and wetland buffer, the team will determine the most suitable permit for the proposed project.

The Freshwater Wetlands Permit application will include an Environmental Impact Report and compliance statement, fully executed Property Owner Certification Form, wetland delineation data logs, site location maps, color photographs, public notice documentation to all property owners within 200 feet, newspaper ad, NHP Letter, and signed and sealed design plans. The NJDEP Permit Application is submitted electronically online and only the Municipal Clerk gets a complete copy of the application package.

It is important to note that Since the project is located within 500 feet of a permanent Highlands open water (Posts Brook and Twilinger Lake) in accordance with N.J.A.C. 7:38-3.10(c)3, a proposed regulated activity on a site shall include a Phase I (identification of resources) archaeological survey completed by an archaeologist whose qualifications meet the Secretary of the Interior's Professional Qualifications Standards and related guidance as part of the larger Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation as referenced in 36 CFR 61. Given the site's proximity to Posts Brook, a Phase I archaeological survey must be completed to assess the potential for the project site to contain historic and archaeological resources, including all areas of proposed ground disturbance associated with the proposed development.

It is T&M's assumption that Passaic County will conduct and/or coordinate the required archaeological efforts, and the information will be provided to T&M for inclusion in Permit Applications submitted to the NJDEP DLRP.

Task 4 – Wetland and Riparian Zone Mitigation

As per the Freshwater Wetland Protection Act Rules (N.J.A.C. 7:7A) and the Flood Hazard Area Control Act Rules (N.J.A.C. 7:13) any impacts to freshwater wetlands, wetland buffers, and Riparian Zones requires mitigation to compensate for the loss of habitat. T&M Associates will work with the NJDEP DLRP Mitigation Unit to research the various onsite and/or offsite location options for wetland and Riparian Zone mitigation that are within the same Watershed as the site. The research will include locations for onsite restoration/enhancement, offsite restoration/enhancement (if necessary) and potential mitigation bank credits (if necessary). T&M Associates will compile the findings of the research into a Mitigation Proposal for the NJDEP Mitigation Unit to review and approve. T&M Associates will meet with the NJDEP to discuss the options and timing of the review to confirm if the Mitigation Council will have to review and approve the mitigation. T&M anticipates two (2) meetings would be required with the NJDEP.

Task 5 – Flood Hazard Area Verification and Individual Permit

As per NJ-GeoWeb, a watercourse (Post Brook tributary) traverses the property from west to east. The Twilinger Lake also resides on the property near Union Avenue. In order to establish the NJDEP Flood Hazard Area limits of these water features, we will develop the flood hazard area and riparian zone limits and submit them to the NJDEP for a Verification as follows:

1. The flood hazard area design flood elevation and floodway delineation will be determined Method 3, FEMA fluvial method, where the flood hazard area design flood elevation shall be equal to three (3) feet above the FEMA 100-year flood elevation as per the Flood Hazard Area Rules (N.J.A.C. 7:13-3.4(e)1), based on recent onsite topographic information. The floodway limits will be set equal to the floodway limit depicted by FEMA.
2. An application/engineering report will be developed detailing the methodology associated with the floodplain delineation for NJDEP review and acceptance.
3. A stream plan will be developed indicating the limits of the flood hazard area and the floodway in the project area for the stream along with associated metes and bounds descriptions.



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 18 of 20
April 06, 2026
Revised April 29, 2026

Re: **Proposal for Highlands Farm (Phase II)**

4. The width of the riparian zone along the subject waterway will be based on the presence of Category One waters and threatened and endangered species habitat. The presence or absence of these factors will be established, and a riparian zone width will be determined for approval of the NJDEP.

An administratively complete application package for a verification, including the application/engineering report, public notices, the application fee, and plans indicating the flood hazard area design flood elevation and the limits of the floodway and riparian zone on the subject site will be submitted for review by the NJDEP.

As FEMA data is available, a hydrologic and hydraulic study to establish the flood hazard area limits of these water features is not included in the current scope and fee.

Based on the above, T&M will also submit an application for a Flood Hazard Area individual permit to address any impacts due to the proposed park improvements on the flood plains and associated riparian zones of the watercourse, per N.J.A.C. 7:13, as amended July 17, 2023. Site plans provided for submittal as part of the permit application package shall be designed in accordance with the requirements of these sections.

Please note that net cut/fill calculations to establish onsite flood storage volume displacement may be required to demonstrate zero net fill for this application and are included in the current scope as necessary. As per NJAC 7:13-11.4, the regulated activity shall displace no flood storage volume onsite, as calculated for both the volume between the flood hazard area design flood and the 10-year flood, and the volume between the 10-year flood and the ground at the floodway limit.

This task includes the completion of the required metes and bounds legal descriptions for the existing and proposed floodway and flood hazard area delineation.

Task 6 – Hudson Essex Passaic Soil Erosion and Sediment Control Certification

T&M Associates will prepare and submit an application for Soil Erosion and Sediment Control Plan Certification to the Hudson Essex Passaic Soil Conservation District (HESP-SCD).

Services under this task include:

- Preparation of application forms and calculation of the required application fees for submission to the HESP-SCD.
- Coordination with your office to secure the necessary signatures and ensure accurate fee payment.
- Assembly of the initial submission package, including all plans, reports, and details subject to the jurisdiction of the Soil Conservation District.
- Ongoing coordination with HESP-SCD staff as necessary to address comments or requests for clarification during the review process.

This task ensures that the project complies with New Jersey Soil Erosion and Sediment Control regulations and facilitates timely certification for construction activities.

Task 7 – Bloomingdale and Wanaque Local MUA Water and Sewer Coordination

T&M will coordinate with the Bloomingdale and Wanaque Municipal Utilities Authorities (MUA) as needed to support water and sewer service connections for the proposed park improvements.

- Coordination will include review of water and sewer capacity, connection requirements, and design specifications with the MUA staff.
- T&M will participate in meetings or conference calls and provide necessary supporting documentation to facilitate service approvals and utility coordination.



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 19 of 20
April 06, 2026
Revised April 29, 2026

Re: Proposal for Highlands Farm (Phase II)

- Efforts will focus on ensuring that the design aligns with local MUA standards and supports timely permitting and construction.

Task 8 – Butler Electric Utility Coordination

T&M will coordinate with Butler Electric Utility for electrical service to the park, including site lighting, building connections, and other electrical infrastructure.

- Coordination will include review of service availability, metering requirements, routing, and system capacity.
- T&M will communicate with Butler Electric representatives to resolve design questions, confirm compliance with utility requirements, and facilitate approval of plans.
- This task ensures the proposed electrical service is fully integrated with the park's civil and building design and supports smooth construction.

Task 9 – Budgetary Allowance for NJDEP and/or Agency Comments

Based on our professional experience, comments received through agency review, specifically via the NJDEP, can be largely unpredictable in nature. Therefore, this task includes a budgetary allowance to address unanticipated comments issued by the NJDEP, Highlands Council and the local Soil Conservation District as necessary. If additional information is required that exceeds the allowance, T&M will discuss with the County and prepare a change order.

BIDDING ASSISTANCE

1. Upon completion of the plans and specifications, we will provide original plans and specifications to the County for advertisement and bidding of the project.
2. Answer questions that arise during the bidding phase, either from County Officials or prospective bidders. Up to eight (8) Request for Information (RFI's) have been included in this proposal.
3. Assist the County with the bid review process, including an evaluation of the contractors' bid submissions. As part of this effort, we will prepare a bid tabulation sheet comparing the various bids received, review the credentials of the low bidder, and prepare a detailed recommendation for award.
4. Provide the Bid Tabulations and the Recommendation of Award letter to the County.



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 20 of 20
April 06, 2026
Revised April 29, 2026

Re: Proposal for Highlands Farm (Phase II)

ASSUMPTIONS AND EXCLUSIONS

The following services are specifically excluded from this scope of services and fee estimate:

- Any professional services outside of the scope tasking explicitly outlined within this proposal are excluded.
- Any and all required permit application fees are excluded from the scope of this proposal and are assumed to be provided and satisfied directly by the client.
- It is T&M's assumption that Passaic County will conduct and/or coordinate the required archaeological efforts, and the information will be provided to T&M for inclusion in Permit Applications submitted to the NJDEP DLRP.
- This proposal excludes any improvements associated with the Union Avenue (CR-511), including roadway widening and conveyance.
- It is our understanding that Boswell Engineering is responsible for completion of the site remediation activities, with assistance and oversight provided by T&M's LSRP. This proposal explicitly excludes all site engineering and permitting services associated with the remediation scope of work, including, but not limited to, Soil Conservation District certification, NJDEP Flood Hazard Area permitting, and NJDEP Freshwater Wetlands permitting.
- This proposal excludes design modifications and enhancements to the existing entrance culvert to the proposed development, including HEC-RAS modeling and associated NJDEP permitting.
- Hydrologic calculations are excluded from this scope. Should NJDEP require additional hydrologic analyses, hydraulic modeling, or other studies beyond the current scope, T&M will submit a separate scope and fee for approval prior to performing such work.
- As per available FEMA mapping, a dam associated with the existing watercourses on-site exists within the extents of the project tract. This proposal excludes modification and/or improvements associated with same.
- Irrigation design is excluded.
- As-built survey services are excluded.
- This proposal includes a wetland and open water delineation on lot 2 and a portion of lot 2.01. If an additional wetland and open water delineation are required on the remaining lot 2.01, a change order would be required.
- This proposal does not include a threatened and endangered species study or cultural resource investigation.
- This proposal does not include a Freshwater Wetlands Individual Permit application.
- Any work associated with the design, repair or permitting of downstream aprons, bridges, or elements not included in the scope of work.
- Based on coordination with your office, natural gas utility service connections are not anticipated and therefore design and coordination efforts associated with same are excluded from the scope of this proposal.
- Grant preparation services are excluded.
- Planning Services are excluded.
- Preparation and filing of a Water Quality Management Plan (WQMP) Amendment and/or Treatment Works Approval (TWA) application with the NJDEP is excluded from the scope of this proposal.
- Preparation and filing of a Bureau of Water Systems Engineering (BWSE) application with the NJDEP is excluded from the scope of this proposal.
- Construction administration related services are excluded from the scope of this proposal.
- Tree Arborist services to identify tree species are excluded.
- Design of telephone, data systems or security systems is not included in this proposal



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 21 of 20
April 06, 2026
Revised April 29, 2026

Re: **Proposal for Highlands Farm (Phase II)**

- ⊞ T&M shall be responsible only for its activities and that of its employees on the Site. Neither the professional activities nor the presence of T&M or its employees or subcontractors on a Site shall imply that T&M controls the operations of others.
- ⊞ In the event that any condition is observed by T&M that warrants a notification to the NJDEP, in accordance with 7:1E-5.3 and/or N.J.A.C. 7:26E-1.4, T&M will notify the County prior to notification to the NJDEP.

FEE PROPOSAL

Our scope has been broken down into four (4) phases (Design Development Services, LSRP Remediation Services, Permitting Services, and Bidding Assistance) and will be billed on a lump sum basis based on the percent completion of each phase. Anticipated reimbursable fees are also included. We propose a lump sum fee of **\$655,200** to be billed at the completion of each phase for the above noted services broken down into the phases located within the table on the following page. A column delineating "if required" tasks has been provided for reference. Only if deemed required or necessary to be completed through the progression of the design and permitting of the project, these tasks will be completed and invoiced accordingly.

This proposal is intended to serve as an agreement modification to supplement the existing contract currently in place with our office. All services will be performed and billed in accordance with the previously agreed-upon terms and conditions.

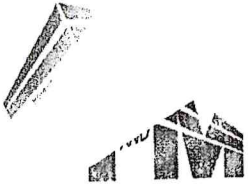


Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 22 of 20
April 06, 2026
Revised April 29, 2026

Re: Proposal for Highlands Farm (Phase II)

Task Number	Description of Task	Fee	If required	Total Fee
DESIGN DEVELOPMENT SERVICES				
1	Existing Conditions and Topographic Survey	\$ 43,600.00		
2	Right-of-Way Survey (Union Avenue)	\$ 15,000.00		
3	Geotechnical Engineering Investigation Services	\$ 35,500.00		
4	Design Document Preparation, Specifications & Cost Estimate	\$ 72,500.00		
5	Stormwater Management Design and Report	\$ 22,000.00		
6	Stormwater Operations and Maintenance Manual	\$ 6,000.00		
7	Landscape Architecture Design Services	\$ 10,000.00		
8	Guidesail Design	\$ 4,000.00		
9	Traffic Engineering Services (if required)		\$ 5,000.00	
10	Pump Station Design Services	\$ 23,500.00		
11	Twillinger Lake Restoration / Habitat Enhancement / Phragmites Eradication (if required)		\$ 19,500.00	
12	MEP/FP Design Services	\$ 56,600.00		
13	Structure Floodproofing Design (if required)		\$ 2,000.00	
14	Building Design (modular)	\$ 14,500.00		
15	Structural Design	\$ 17,500.00		
16	Budgetary Allowance for Project Meetings and Coordination	\$ 20,000.00		
17	Budgetary Allowance for NJDEP Green Acres Grant Coordination	\$ 5,000.00		
18	Budgetary Allowance for Coordination with Boswell Engineering	\$ 5,000.00		
Subtotal		\$ 350,700.00	\$ 26,500.00	
Grand Total				\$ 377,200.00
LSRP REMEDIATION SERVICES				
	LSRP Remediation Oversight and Administration Services	\$ 87,500.00		
Subtotal		\$ 87,500.00		
Grand Total				\$ 87,500.00
PERMITTING				
1	Highlands Applicability Determination (HAD) and Water Quality Management Consistency Determination	\$ 5,000.00		
2	Highlands Resource Area Determination (HRAD) / Letter of Interpretation (LOI) Application	\$ 11,000.00		
3	NJDEP Freshwater Wetlands General Permit(s) and/or Transition Area Waiver Application	\$ 17,500.00		
4	Wetland and Riparian Zone Mitigation	\$ 13,000.00		
5	NJDEP Flood Hazard Area Verification and Individual Permit Application	\$ 37,000.00		
6	Hudson Essex Passaic Soil Erosion and Sediment Control Certification	\$ 5,500.00		
7	Bloomington and Wanaque Local MUA Water and Sewer Coordination	\$ 5,000.00		
8	Butler Electric Utility Coordination	\$ 5,000.00		
9	Budgetary Allowance for NJDEP and/or Agency Comments	\$ 10,000.00		
Subtotal		\$ 109,000.00		
Grand Total				\$ 109,000.00
BIDDING ASSISTANCE				
	Bid Drawings	\$ 12,000.00		
	RFI Review (up to 8 RFI)	\$ 9,500.00		
	Bid Analysis and Recommendation	\$ 5,000.00		
Subtotal		\$ 26,500.00		
Grand Total				\$ 26,500.00
REIMBURSABLE FEES				
	Expense Allowance	\$ 5,000.00		
	Budgetary Permit Fee Allowance (approximate):	\$ 50,000.00		
	\$750.00 - Highlands Applicability Determination (HAD) and Water Quality Management Consistency Determination			
	\$11,250.00 - Highlands Resource Area Determination (HRAD) / Letter of Interpretation (LOI) Application			
	\$7,500.00 - NJDEP Freshwater Wetlands General Permit(s) and/or Transition Area Waiver Application			
	\$21,500.00 - NJDEP Flood Hazard Area Verification and Individual Permit Application			
	\$3,825.00 - Hudson Essex Passaic Soil Erosion and Sediment Control Certification			
	\$450.00 - NJDEP Request for Authorization (SG3 Construction Stormwater Permit)			
Subtotal		\$ 55,000.00		
Grand Total				\$ 55,000.00
Total Fee				\$ 655,200.00



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 23 of 20
April 06, 2026
Revised April 29, 2026

Re: Proposal for Highlands Farm (Phase II)

We are prepared to move forward upon formal authorization and provide the services and complete the work as described above.

We thank you for the opportunity to submit this proposal. Please feel free to contact me directly at 973-564-1422, or by email, mvizzini@tandmassociates.com with any questions regarding this proposal.

Very Truly Yours,

Mark A. Vizzini, PLA, LEED AP BD + C
Vice President, Regional Market Sector Leader

Cc: Nordan Murphy, County Engineer



Tim Roetman, Deputy County Administrator
Office of the County Administrator

Page 24 of 20
April 06, 2026
Revised April 29, 2026

Re: Proposal for Highlands Farm (Phase II)

SURVEY LIMITS Existing Conditions and Topographic Survey

