



**ASPKOH-16002**

June 19, 2020  
*Via email & mail*

Ms. Donna M. Vieiro, City Manager  
City of Asbury Park  
One Municipal Plaza  
Asbury Park, New Jersey 07712

**Re: NJDOT Fiscal Year 2021 Municipal Aid Grant Application  
2021 Roadway Improvement Project  
City of Asbury Park, Monmouth County, New Jersey**

Dear Ms. Vieiro:

As you are aware, the NJDOT has announced the new cycle of grant funding for Fiscal Year 2021. Per our recent communications and discussions, T&M has prepared this task order proposal for the preparation and submittal of the NJDOT Municipal Aid Grant application on behalf of the City of Asbury Park.

It is our understanding that the City of Asbury Park wishes to submit an application for 2021 Roadway Improvements Project for this round of grant funding.

As such, we offer the following scope of services for your consideration:

#### **SCOPE OF SERVICES**

T&M Associates will prepare and submit all necessary documents for the FY-2021 Municipal Aid Application including photographs, cost estimates, narratives, etc. All information will be submitted through the NJDOT System for Administering Grants Electronically (SAGE) website.

#### **TOTAL LUMP SUM FEE: \$3,900.00**

This proposal is specifically limited to the scope of work outlined above and includes ongoing dialogue with the funding agency as well as the City. Should any additional testimony, planning, survey, engineering design, site investigation work or grant administrative services be required above and beyond the original scope of this proposal, T&M will inform the City and obtain written authorization prior to the commencement of additional work. T&M will provide an additional services proposal, if warranted, under separate cover.

Any application fees and/or permit fees associated with the project submission are the sole responsibility of the Applicant and are not part of this scope of services.



Le: Donna M. Vieiro  
City Manager

Re: NJDOT Fiscal Year 2021 Municipal Aid Grant Application  
2021 Roadway Improvement Project  
City of Asbury Park, Monmouth County, New Jersey

The City of Asbury Park shall be provided with two (2) copies of application plans, reports, and funding applications prepared by T&M Associates at no additional cost. Additional copies of any project reference maps, plans, reports, exhibits, calculations or computations can be provided at the City's request and will be invoiced as a direct reimbursable expense based on T&M's fee schedule.

Should the City find this proposal acceptable, please indicate by signing below and kindly return for our files. We look forward to continuing to serve the City of Asbury Park with its grant related needs.

If you have any questions or need additional information, please do not hesitate to contact me.

Very truly yours,

T&M ASSOCIATES

A handwritten signature in blue ink, reading 'Jason D. Harzold', written over a horizontal line.

JASON D. HARZOLD  
CLIENT MANAGER,  
PRINCIPAL PROJECT MANAGER

*On Behalf of:*

FRANCIS W. MULLAN, P.E., C.M.E.  
ASBURY PARK CITY ENGINEER

Accepted by:  
THE CITY OF ASBURY PARK

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Donna M. Vieiro Date  
Asbury Park City Manager

FWM:JDH;jdh

Cc: Michele Alonso, Director of Planning and Zoning  
Melody Hartsgrrove, City Clerk  
JoAnn Boos, CFO  
Frederick C. Raffetto, Esq., City Attorney