

Harbor Consultants Inc.
Engineers, Surveyors & Planners

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Revised December 11, 2025

Ms. Debra Varnerin
Township of Berkely Heights
29 Park Avenue
Berkeley Heights, N.J. 07922

re: Final Engineering Design
Sports Complex at Lower Columbia Park
Columbia Middle School
Lots 17 & 19, Block 1204
Berkley Heights, New Jersey

Dear Ms. Varnerin:

Harbor Consultants Inc. (HCI) is pleased to submit this proposal for Final Engineering Design & Construction Documents for the bidding of the Sport Complex at Lower Columbia Park. This proposal includes the following design items:

1. Final Design of the grass/sod soccer field.
2. Regrade and sod the outfield of the baseball field.
3. Redesign the entrance to the Field Area.
4. Replace the structure known as the Lego Hut.
5. Replace the structure at the entrance to the Camp Area.
6. Relocate the lighting at the field entrance.

Harbor Consultants has completed the design items listed below in its previous design contract dated April 10, 2025. The items completed in the first engineering phase include:

1. Land/Drone Surveying of the area, Task #1.
2. Wetland Investigation, Task #2.
3. Conceptual Layout, Engineering Design and Project Cost Estimates, Task #3.

The above listed design items were performed to give the Township of Berkeley Heights a better understanding of the hurdles and costs associated with constructing sports fields at the

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Lower Columbia Sports complex. The Township of Berkeley Heights has chosen to move forward with the final design of the following.

Phase 1, Final Engineering Design and Specifications:

Harbor Consultants has completed the Conceptual Design of the Lower Columbia Sports Complex under a separate contract and will begin the final phase, the Construction Documents and Construction Management. HCI has not invoiced the entire amount of the original contract. HCI has only invoiced Berkley Heights for a portion of this contract, and shall apply any remaining funds of the original contract towards the Final Design fee.

Lower Columbia Soccer Field, Division #1.

Harbor Consultants presented to the Township of Berkely Heights, the Conceptual Designs of the existing soccer field. The Township has decided to move forward with the design of a new “grass/sod” playing surface. The surface shall be constructed of a sports specific sod over a layer of organics, sand, crushed stone and a underlying drainage piping system. A complete drainage system shall be designed beneath the playing surface. The new field shall be surrounded by a drainage swale to collect any overland flow coming from uphill and prevent such from flowing across the playing surface. This swale shall be located along the eastern and southern edge of the field.

The soccer field shall be illuminated via a sports lighting assemblage with a timer and remote-control box attached to the poles. An irrigation system shall be included within the design.

Baseball Field, Division #2.

HCI shall design the regrading and sodding of the existing baseball field. This field will remain in place but receive a new surface. This design shall include illumination, not full illumination but enough for small practices. The Township has discussed this illumination design being bid as an alternate.

Entrance and Lego Hut Redesign, Division #3:

We shall design a new entranceway and gazebo near the Lego Hut.

Resurface Existing Basketball Courts, Division #4:

An asphalt leveling course and new topcoat shall be specified and bid documents prepared for the existing basketball court. New “adjustable height” backboards shall be specified for this area.

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The Final Design Documents shall include all four Divisions listed above. Components of the Bidding Documents include.

1. Complete Engineering Design of all aspects required to construct the facilities listed in all four Divisions.
2. Design of underground drainage systems for the sports fields and the perimeter drainage system.
3. Design of the soil substrata and type of fill to be imported.
4. Design of a perimeter swale and water relief system.
5. Design of the perimeter berm with material removed from the existing field.
6. Design of a new soccer irrigation system. An alternate shall include the baseball field.
7. Design of a new lighting system for the sports fields.
8. Re-design of the existing baseball field outfield.
9. Re-design of the existing basketball courts.
10. Re-design of the existing Lego Hut.
11. Re-design of the existing entrance way.

Project Presentations:

- a. Township Recreation Project Manager.
- b. Township Mayor and Council.
- c. Board of Education

Presentations shall be limited to eight meetings.

Phase 2, Public Bidding and Construction Services.

Harbor Consultants shall prepare the public bidding specifications and design documents via paper and electronically. HCI shall supply 10 sets of paper copies and a FTP (Cloud) Bidding Site for all Bidders to access. HCI shall attend a pre-bidder meeting to go over the project and also attend the bid opening.

Other construction services include:

1. Shop drawing and vendor drawing reviews and approvals.
2. Construction observation.
3. Contractor drawdown payment requests and approvals.
4. Completion review and release of all funds.
5. Construction As-Built Documents

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Professional Fees:

Phase 1	\$ 69,000
Phase 2	\$ 42,000

Less remainder of original contract (-) 14,000

The specifications and drawings to be prepared will be intended to accompany standard bid contract documents currently in use by the Township of Berkley Heights. Such bid documents generally include the following:

Invitation to Bid	Insurance Requirements
Bid Form	Scope of Work
Bid Bond	Construction Safety
Instructions to Bidders	Additional Requirements
General Conditions	

Construction Contract Administration:

Harbor Consultants shall supply a full-time construction management staff for this project. This staff would consist of a licensed engineer, construction inspector and project manager.

During the construction phase of this project, HCI shall administer the Construction Contract along with the project engineer and the design team. Daily site visits along with weekly progress meetings shall be arranged by HCI. These meetings are to monitor the work and ensure that the work is being performed in accordance with the design intent of the documents. Services performed will include the following.

- Review and sign off of all shop drawings and submittals.
- Arrange and attend all weekly construction meetings.
- Taking of meeting notes and assisting with project scheduling.
- Meeting with construction code officials for the Township of Berkeley Heights.
- Review Contractor's applications for payment.
- Perform on-site field observations.
- Perform daily inspections of work area.
- Prepare punch lists of unfinished items at completion of each phase.
- Certify the Contractor's applications for payment and payment drawdown.
- Close out of project for the Township.

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Compensation:

The professional services listed in this proposal will abide by the standard level of care for engineering services in the State of New Jersey.

Harbor Consultants would like to thank the Township of Berkley Heights for this opportunity to solicit this proposal for professional services and to continue our services to the Township.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Victor E. Vinegra', with a stylized flourish at the end.

Victor E. Vinegra, PE, PP, PLS
President Harbor Consultants.