



April 23rd, 2024

Mr. Cristian Pozo Lopez and Devyn Pasalano

cristian3402@gmail.com

devynnpasalano@gmail.com

Re: 320 Highway 33, Manalapan, NJ
Lot 2.05 Block 7232
Morgan Engineering File No.: E24-00321

Dear Cristian and Devyn:

As per your request, Morgan Engineering is pleased to provide this proposal for professional services associated with a proposed change of use and expansion to an existing 1-story commercial building located at 320 Route 33 in Manalapan, NJ.

1.0 INTRODUCTION

This office understands that the scope of the site plan application will be for the purposes of seeking approval for a change of use (to permit a dance studio) along with an expansion to the building to better accommodate the use. From a review of the Manalapan Township Zone Map as prepared by CME Associates dated 10/16/2018, unrevised, the subject property is located within the SED-20 (Special Economic Development) Zone and the Special Economic Development/Affordable Housing Overlay Zone. From a review of the Manalapan Township Development Regulations, Exhibit 5-3, dance studios are not specifically referenced as a permitted use within any zone in Manalapan. Within section 95-2.4 of the Township's Ordinance, dance studios are under the umbrella of Instructional and Vocational Uses. Institutional and Vocational Uses are principally permitted within the SED-20 zone therefore, it appears that the application would be a permitted use requiring approval from the Township's Planning Board.

2.0 BASE INFORMATION

The scopes of service outlined below have been prepared based on the information provided to this firm. Morgan Engineering reserves the right to revisit this proposal should any information be presented which materially differs from the assumptions stated below.

3.0 SCOPES OF SERVICE

Morgan Engineering proposes the following scopes of service in support of the submission to the various review agencies:

3.1 BOUNDARY SURVEY WITH TOPOGRAPHY

Morgan Engineering will prepare a boundary survey of Block 7232, Lot 2.05 in the Township of Manalapan, Monmouth County, New Jersey in accordance with the standards set forth in the Laws of the State of New Jersey Statutory Reference NJSA 45:8-28(e), and more specifically, the administrative rules and regulations promulgated by the State Board of



Professional Engineers and Land Surveyors codified at NJAC 13:40-5.1. Morgan Engineering will provide a certified plan of survey for your use. Unless provided by you, the boundary survey will be subject to such facts that a current and accurate title report would disclose. The fee for this survey does not include the installation of property corner markers. If requested, we will set a state approved property corner marker at each property corner where no marker currently exists in accordance with New Jersey administrative code, for an additional fee. The fee for this additional service is \$175.00 per corner marker. If you elect not to have property corner markers installed, please sign and return the attached corner marker waiver form which is being provided in accordance with the NJ administrative code. You should furnish our office with the following information/documents before we initiate service on the project:

1. A copy of the Property Deed of Record;
2. A copy of adjoining deeds and reference filed maps. (Morgan Engineering can obtain this if it cannot be provided to us. The fee for these services will be passed onto you as a reimbursable expense).
3. A copy of the Property Title Binder (if available);
4. A statement in writing regarding replacement of corner markers, or;
5. A waiver not to set corner markers must be signed;
6. A statement in writing of the person or persons to be named in the Certification of Survey;
7. Permission to enter the property to perform the services.

This phase assumes that the prior survey from 2015 from Abbington Engineering will be provided to Morgan Engineering as an AutoCAD file which will allow for a more expeditious completion of the boundary survey.

Morgan Engineering will also prepare a topographic survey of the subject property in accordance with New Jersey Statutory Reference NJSA 45:8-28(e) and more specifically, the administrative rules and regulations contained within NJAC 13:40-5.1.

A topographical survey map will be prepared which is a graphic pictorial representation of the elevations on the subject property. The limits of the field survey will be the property boundary lines on both sides extending approximately 225 feet back from Route 33 for a total area of 0.75 acres. The topographical mapping will depict spot elevations and contours at a one foot contour interval. Vertical data will be tied into National Geodetic Survey Control and will be relative to NAVD 1988.

Visible and accessible utilities and/or utility structures within the subject property as described above will be surveyed and shown on the plan to include rim, grate and invert elevations, and pipe sizes entering and/or exiting the structures.

Morgan Engineering will survey visible evidence of existing utilities within the survey limits, but may not be able to confirm the existence, or actual position of all underground utilities which may be running through, or servicing the subject property. The NJ One Call System prohibits the use of its service for surveying and mapping of subsurface utilities for surveying or engineering design purposes. If requested, Morgan Engineering can enlist the services of



a subsurface utility engineering firm to investigate and mark the approximate location of subsurface utilities that may exist on-site.

Phase 3.1 Lump Sum Fee

\$3,100.00

3.2 NJDOT SURVEY

Due to the fact that the proposed development fronts on a State Highway, an application will need to be made to the New Jersey Department of Transportation (NJDOT). Based on the information provided, it is anticipated that this application will be a Minor Application with the Department. However, that will need to be confirmed (if the development exceeds the trips allowable for a Minor Access Permit it would require a Major Access Permit). Regardless of the NJDOT permit necessary, the Department requires depiction of all highway features and topography within 500 feet (150 meters) of the lot frontage in both directions along the State Route on the nearest side of a divided roadway. Morgan Engineering will identify physical features within 20 feet of the traveled roadway 500 feet in each direction from the site along Route 33.

Phase 3.2 Lump Sum Fee

\$2,900.00

3.3 PRELIMINARY AND FINAL MAJOR SITE PLANS

This phase includes the preparation of a Preliminary and Final Major Site Plan in accordance with the development previously described. The items required to obtain a completeness determination (as specified on the Township checklist, except for waivers and exclusions noted) will be prepared as follows:

- A Cover Sheet including the name of the project, a 200' radius map with the names of property owners within 200', a site location map, general notes and signature blocks for local agencies to sign their approval will be prepared. A schedule of required and provided zoning (bulk) requirements will also be provided.
- A Dimension Plan depicting the proposed site layout and existing conditions to remain will be prepared. The plan will include the existing and proposed setback information. Site identification signage is presumed to be supplied by you (if any). If necessary, a graphic detail will be shown on the plans referring to your design.
- A Grading Design will be prepared and will include existing conditions and proposed improvements. Site grading will be based on criteria provided by you. This includes but shall not be limited to building footprints, locations of doors, etc. A utility design for storm sewers, water service, or sanitary service is excluded from this proposal. This proposal assumes the existing utilities are adequate to serve the proposed development. To the extent grading modifications need to occur for consistency with the Americans with Disabilities Act (ADAA), sufficient elevation information will be depicted on the grading plan to demonstrate compliance.



- A Soil Erosion and Sediment Control Plan will be prepared depicting the limits of clearing, soil erosion and sediment control measures, construction details and notes. In lieu of a sedimentation basin, the design will include the appropriate measures to control soil erosion at the source and therefore, obviate the need for a sediment basin. Should a sediment basin be required or requested, a separate proposal will be prepared.
- A Landscape Plan will be provided which will indicate the existing plant material to remain, if any, and the proposed plant material. The plan will locate and specify the proposed plant material for the immediate areas surrounding the development. Planting details along with the general planting notes will be included with the Landscape Plan. A plant schedule indicating the plant material species, quantity, size and root condition will be shown on the plan.
- A Lighting Plan will be provided which will analyze existing light fixtures on-site, if any, as well as proposed light fixtures and depict a point-by-point lighting analysis throughout the developed portion of the site. Details of the proposed lights will be provided based on information provided by you or your architect.
- Construction Details will be provided which will depict the proposed site improvements items in accordance with the City ordinance.

Submission waivers will be requested for items not included in this scope of services and not provided by others. Should these items be required or requested, a separate proposal will be prepared for your authorization.

Phase 3.3 Lump Sum Fee

\$6,900.00

3.4 NJDOT PRE-APPLICATION MEETING

A representative of Morgan Engineering will attend a pre-application meeting with the Department of Transportation to review the proposed development. This is strongly recommended due to the fact that the existing parking is contrary to what is permitted (vehicles would be backing up directly towards Route 33 with no barrier with vehicles on Route 33). Considering the existing nature of this parking configuration, coordination with the NJDOT should occur to determine what would be permitted. This meeting would also confirm the anticipated Highway Occupancy Permit (Minor HOP expected) and also identify any areas of the concern the Department may have with the proposed application. This meeting should occur following the preparation of the survey and creation of a one (1) page conceptual layout plan as NJDOT plan changes could substantially modify the scope of development/improvements. This phase includes the preparation of the conceptual site plan as well as preparing the required submittal documents asking for the pre-application meeting. Fees required by the Department shall be paid by the applicant.

Phase 3.4 Lump Sum Fee

\$1,300.00



3.5 NJDOT HOP PLANS, APPLICATIONS, AND SUBMISSION

Based upon the driveway modifications likely required to facilitate this development, it is anticipated that a Minor Highway Occupancy Permit (HOP) application will need to be filed with the NJDOT. In accordance with the Application Checklist as depicted on the Form MT-32 created by the NJDOT, Morgan Engineering proposes the creation of Highway Occupancy Permit Plans which will depict the following (this is not an exhaustive list of all the plan related items necessary for filing a Major HOP):

- NJDOT Desirable Typical Section
- Proposed curb and sidewalk improvements within the Department’s right-of-way
- Curblin Opening, Edge Clearance, Driveway Material
- Parking Facilities and Internal Traffic Circulation
- Estimated 24-Hour & Highway Peak-Hour Traffic Count for the Lot & Access Point
- NJDOT Construction Details
- Any newly proposed connections to the Department’s Drainage System
- Any proposed design standards

Phase 3.5 Lump Sum Fee \$3,200.00

3.6 MEETINGS

Attendance at agency, project coordination, and teleconference (including with Client and other consultants) meetings will be billed hourly in accordance with the Schedule of Charges & Hourly Rates in effect at the time the meeting is held. Attendance by licensed professionals of Morgan Engineering at night meetings will be billed on a lump sum basis of \$900 per meeting. Time spent preparing for meetings will be billed hourly.

Phase 3.6 Lump Sum Fee As Specified/Hourly

4.0 PROFESSIONAL FEES

Morgan Engineering proposes to provide the above outlined scopes of service on a lump sum basis to be invoiced hourly in accordance with the following:

3.1 Boundary Survey with Topography.....	\$3,100.00
3.2 NJDOT Survey.....	\$2,900.00
3.3 Preliminary and Final Major Site Plan.....	\$4,900.00
3.4 NJDOT Pre-Application Meeting.....	\$1,300.00
3.5 NJDOT HOP Plans, Applications & Submission.....	\$3,200.00
3.6 Meetings.....	As Specified/Hourly
Expenses.....	Cost plus 15%

5.0 OUT-OF-SCOPE SERVICES

Professional services do not include any services not specifically referenced above. While we believe the intent of each task listed in the Scope of Basic Services is clear and limited, from time



to time a reading of those services may imply a broader scope than was intended. In order to help clarify the Scope of Basic Services, we point out that the basic services listed above do not include the following services, but if needed, will be provided as a reimbursable expense:

- Flood Hazard Area Permits/Plans
- Site Plan documents beyond those referenced herein
- Utility Plans
- Environmental Engineering Services
 - The survey previously prepared by Abbington Engineering identified wetlands in the northern portion of the property. Should it be determined that a freshwater wetland Letter of Interpretation (LOI) is required, any plans/reports/applications for the same are specifically excluded from this proposal. It is recommended that an environmental consultant be retained to evaluate the site for freshwater wetlands to determine the impact from the wetlands or their transition areas. Wetlands can significantly impact the development potential.
- Profiles of Existing Utilities
- Construction stakeout and/or permits
- Traffic Engineering Services beyond those listed herein such as a traffic report including traffic counts along Route 33
- Geotechnical Engineering Services
- Structural Engineering Services
- Stormwater Management Design/Report
 - This proposal assumes that the proposed development will not be considered a major development as defined within NJAC 7:8 and therefore, formal stormwater management measures will not be required.

Any out-of-scope services will be provided on a time-and-expense basis in accordance with the attached Agreement for Engineering, Planning, Construction and Surveying Services 2024 per Diem Rate Schedule. Morgan Engineering will not provide out-of-scope services without written Client approval of a modified scope and fee arrangement.

6.0 AUTHORIZATION

Morgan Engineering appreciates the opportunity to prepare this proposal and to establish our business relationship. We trust that the above fully explains the scope of services you have requested, and we look forward to working with you on this project. If the terms and conditions described above meet with your approval, please indicate your authorization to proceed by signing in the appropriate space below and returning one copy to our office. We are also requesting a retainer in the amount of \$5,000.

Sincerely,

MORGAN ENGINEERING, LLC

A handwritten signature in black ink, appearing to read "Mathew R. Wilder", is written over a horizontal line.

Mathew R. Wilder, P.E., P.P., C.F.M., C.M.E.
Director of Engineering Services



<p>PROPOSAL AND STANDARD SCHEDULE OF CHARGES ACKNOWLEDGED AND ACCEPTED:</p>
<p>SIGNATURE:</p>
<p>NAME:</p>
<p>DATE:</p>



*Agreement for Engineering, Planning, Construction and Surveying Services
2024 Per Diem Rate Schedule*

Hourly Rate Schedule

<i>Principal</i>	<i>\$275.00</i>
<i>Engineering Manager</i>	<i>\$240.00</i>
<i>Project Engineer</i>	<i>\$175.00</i>
<i>Design Engineer</i>	<i>\$150.00</i>
<i>Sr. Cad Designer</i>	<i>\$135.00</i>
<i>Jr. Cad Designer</i>	<i>\$115.00</i>
<i>Permit Coordinator</i>	<i>\$125.00</i>
<i>Secretary/Clerical</i>	<i>\$50.00</i>
<i>2-Man Survey Crew ½ Day</i>	<i>\$2,200</i>
<i>2-Man Survey Crew Full Day</i>	<i>\$3,500</i>

Additional Engineering Design Services

Prints and reproduction

<i>Photocopies</i>	<i>\$ 0.20 per sheet</i>
<i>Paper Prints - 11" x 17"</i>	<i>\$ 1.00 per sheet</i>
<i>Paper Prints - Black and White 24 x 36</i>	<i>\$ 3.50 per sheet</i>
<i>Paper Prints - Black and White 30 x 42</i>	<i>\$ 5.00 per sheet</i>
<i>Paper Prints - Color 24 X 36</i>	<i>\$ 60.00 per sheet</i>
<i>Paper Prints - Color 30 x 42</i>	<i>\$ 70.00 per sheet</i>
<i>Disk</i>	<i>\$ 10.00</i>
<i>USB Flash Drive (Thumb Drive)</i>	<i>\$ 15.00</i>
<i>Mylar Reproducible or Cloth Prints - 24 x 36</i>	<i>\$ 40.00</i>
<i>Mylar Reproducible or Cloth Prints - 30 x 42</i>	<i>\$ 50.00</i>
<i>Mileage</i>	<i>\$ 0.67 per mile</i>
<i>Reimbursable Expenses, Subcontracts</i>	<i>Cost Plus 15 %</i>



WAIVER AND DIRECTION NOT TO SET CORNER MARKERS

TO: Morgan Engineering, LLC, P.O.Box 5232, Toms River, NJ 08753, 732-270-9690

(Name, address and telephone number of the Land Surveyor)

FROM: _____

(Name, address and telephone number of the Ultimate User)

Re: _____

Property (Lot and block number, municipality or other identifier)

Project Number

Please select one of the following statements:

● _____ This is to advise that I have been made aware of my right to have corner markers set as part of a survey to be performed on the aforementioned property. In addition, I have been made aware of the potential impact of signing the waiver including: (1) the possible need for a future survey as a result of physical improvements to the property, such as a fence, addition, deck, pool, or shed, and (2) the potential inability of the ultimate user to identify the boundary of the property which could result in a boundary dispute with an adjoining property owner and/or property improvements not accurately situated on my property. The right to have corner markers set is hereby waived, and you are directed to perform the land survey **without the setting of corner markers** as provided by the regulation (N.J.A.C. 13:40-5.2) of the State Board of Professional Engineers and Land Surveyors. (**Witness required**).

● _____ In regard to the above mentioned property, I/we request that you **MARK** all property corners in accordance with N.J.A.C. 13:40-5(d) at a price of \$100 per corner. (**Witness not required**).

Date: _____
Ultimate User's Signature

Date: _____
Witness' Signature

Name of Witness (Typed or Printed)

Address of Witness (Typed or Printed)

NOTE: Signature of Attorney as ultimate user is **no longer acceptable** per state regulations.

I hereby certify that I have:

1. Advised the ultimate user of the impact of signing the corner marker waiver, which shall include, but not be limited to, the possible need for a future survey as a result of physical improvements to the property and the potential inability of the ultimate user to identify the boundary of the property;
2. Reviewed the waiver to ensure that it was properly signed by the ultimate user and witnessed by a person other than a land surveyor; and
3. Performed a physical measurement of the property.

Date: _____
New Jersey Licensed Land Surveyor

THIS FORM MUST BE SENT DIRECTLY TO THE SURVEYOR IN ORDER FOR SURVEYOR TO INITIATE SURVEY WORK.

DUE TO NJ STATE LAW, IF FORM IS NOT SIGNED, CORNERS WILL BE SET AT A PRICE OF \$100 EACH.