



*reply to hammonton*

June 9, 2015

Mr. Joseph Newsham, District Facilities Director  
c/o Black Horse Pike Regional BOE  
580 Erial Road  
Blackwood NJ 08012

Re: **Proposal for Professional Services**  
**Highland High School – Tennis Court Remediation**  
450 Erial Road  
Blackwood, Camden County, NJ  
ARH Proposal #15-0366

Dear Joe:

We are pleased to provide you with this proposal for engineering services related to the need for remedial work on the tennis courts at Highland High School. This proposal is based on our meeting at the site on May 22<sup>nd</sup> and the pervasive court conditions that we observed. Despite the fact that the courts were reconstructed just a few years ago, there are now multiple cracks that are affecting the use and safety of the facilities.

In addition to the pavement cracks, we observed some areas of poor surface drainage where rainwater apparently ponds and leaves deposits of sand and other stains. The third issue of record is the condition of some of the cinder block retaining walls which are showing some signs of movement and structural deficiency.

This proposal is intended to examine the causes of the above noted problems and determine options for performing remedial work to alleviate the problems. The various potential options will be evaluated or ranked based on cost in order to allow the school/BOE to decide on a course of action. Toward that end we would propose the following scope of work:

**Scope of Services (Included in the proposal)**

The following tasks are included within our proposal. Additional tasks, unless authorized in writing, are excluded.

1. Further site inspection and investigation. \$5,500.00  
ARH will visit the site to further document the conditions at the site. We will perform a complete topographic survey of the court surfaces (entire area within the tennis court fences) to document the low and flat areas that create drainage issues. This will establish an as-built base plan for the current conditions, allow us to analyze potential options, and allow us to prepare remedial plans for bidding and construction.

2. Analysis of remedial options \$1,500.00  
Under this task we will prepare cost projections for the following options to remediate the work areas.
- i. Court surface restoration using Premier Courts products that overlay the entire existing surface with a synthetic mat after crack repairs have been made. This option would also utilize trench drains to collect rainwater from flat areas. (Please note that we consider the best and most reliable “crack repair system”)
  - ii. Full pavement milling and court resurfacing using asphalt and standard tennis court surfaces products. Under this option the grades and elevations of the court surfaces can be adjusted to improve drainage. The design would incorporate some pavement options to alleviate stress on the surface and reduce future cracking.

We will meet with the BOE or a designated school decision team and present our findings and seek a decision from the school for moving forward with a design plan. Both options would utilize wall reconstruction with precast block materials.

3. Design and Construction Document preparation. \$13,500.00  
After the school/BOE have designated a choice of remedial construction technique, we will prepare complete design plans for the tennis court remedial pavement work and retaining wall design. We will prepare plans and specifications that will be able to be bid through normal public bidding procedures.

These plans will be sent to the Camden County Soil Conservation District office for approval with any fees to be paid by the BOE. No other permits are anticipated

4. Bidding and Construction Management. \$15,000.00  
When the BOE has reviewed all of the bidding documents and authorized the work to be bid, ARH will assist the Business Administrator and other school officials with advertising and bidding the work. We expect that the plans would be issued from our office with a cost to be paid by the bidders for the documents. We will answer bidder questions and issue Clarifications as needed. On bid date, we will attend the bid opening and then review the three lowest bidders before making a recommendation to the BOE for award of the work.

During construction ARH will oversee the work to be completed by the contractor. Our services would be on a part-time basis. We would allocate up to 70 hours of field time. Additionally we would review shop drawings, Requests for Information, payment requests, prepare a Punch List, and other related work.

**Exclusions (Work NOT included in this proposal)**

- Geotechnical Investigations
- Land Survey of Property Outbounds and Topography outside the fenced court area
- Locations of utilities or other underground features
- Landscape Plans
- NJDEP Permitting
- Township Applications
- County Applications
- NJDOT Work
- Materials testing or outside lab work.

**Conclusion & Action Requested:**

ARH proposes to perform all tasks as described in the *Scope of Services (Included in the proposal)* section of this proposal for a value of **\$35,500.00**. This dollar amount includes mileage, reproduction, and other reasonable out-of-pocket expenses and does not include permit fees, or work that is not specifically noted in the proposal.

The terms and conditions of this proposal constitute the entire agreement between the parties pertaining to the work and supersede all inquiries, proposals, agreements, negotiations and commitments, whether written or oral, prior to the date of execution of this contract pertaining to the work on this contract. The provisions of this contract may be changed only by a writing executed by the parties to this contract.

We trust that you will find this proposal satisfactory. If so, please provide our office with the appropriate resolution of authorization and purchase order for the work to be performed as outlined above.

This proposal is acceptable as stated, and I hereby authorize Adams, Rehmann & Heggan Associates, Inc. to proceed with the “Design” work as outlined above.

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*Authorizing Signature*

\_\_\_\_\_  
*Date*

Should you have any questions regarding this proposal, please do not hesitate to contact me at (609) 561-0482.

Sincerely,

Douglas A. White, P.E., CFM *for*  
Adams, Rehmann & Heggan Assoc., Inc.