



**LETTER OF INTENT**

February 1, 2018

Mr. James W. Edwards, Jr., CPA  
Brick Township Board of Education  
101 Hendrickson Avenue  
Brick, New Jersey 08724

Dear Mr. Edwards:

The undersigned, as Respondent, has submitted the attached Proposal Statement in response to a Request for Proposal (RFP issued by the Brick Township Board of Education ("Board") dated, January 24, 2018, in connection with the Board's need for an Civil Engineering Services.

**SUBURBAN CONSULTING ENGINEERS, INC. (SCE) HEREBY STATES:**

1. The Proposal Statement contains accurate, factual and complete information.
2. SCE agrees to participate in good faith in the procurement process as described in the RFQ and to adhere to the Board's procurement schedule.
3. SCE acknowledges that all costs incurred by it (them) in connection with the preparation and submission of the Proposal Statement and any proposal prepared and submitted in response to the RFQ, or any negotiation which results there from shall be borne exclusively by the Respondent.
4. SCE hereby declares that the only persons participating in this Proposal Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Proposal Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Board. SCE declares that this Proposal Statement is made without connection with any other person, firm or parties who has submitted a Proposal Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
5. SCE acknowledges and agrees that the Board may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Board shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.
6. SCE acknowledges that the provision of Legal Counsel for Negotiations must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.
7. SCE submits a proposal for fixed fees, including out of pocket expenditures, as follows:



	February 9, 2018 June 30, 2018	July 1, 2018 June 30, 2019	July 1, 2019 June 30, 2020
Principal	\$ <u>150</u> /hr	\$ <u>160</u> /hr	\$ <u>160</u> /hr
Senior Project Manager	\$ <u>145</u> /hr	\$ <u>155</u> /hr	\$ <u>155</u> /hr
Project Manager	\$ <u>145</u> /hr	\$ <u>155</u> /hr	\$ <u>155</u> /hr
Senior Project Professional	\$ <u>128</u> /hr	\$ <u>130</u> /hr	\$ <u>130</u> /hr
Senior Designer/Technical Manager	\$ <u>125</u> /hr	\$ <u>125</u> /hr	\$ <u>125</u> /hr
Project Professional	\$ <u>114</u> /hr	\$ <u>115</u> /hr	\$ <u>120</u> /hr
Technical Professional	\$ <u>110</u> /hr	\$ <u>115</u> /hr	\$ <u>115</u> /hr
Senior Technician	\$ <u>95</u> /hr	\$ <u>100</u> /hr	\$ <u>100</u> /hr
Technical Assistant	\$ <u>90</u> /hr	\$ <u>90</u> /hr	\$ <u>90</u> /hr

All fees for all services covered by this RFP shall be inclusive of reimbursable/out of pocket expenses except as follows:

- Fees paid for securing approval of authorities having jurisdiction of the projects.
- Reproductions, plots, renderings, models and mock-ups.
- Blue prints and construction documents required to be performed by third party printer.

All cost eligible for reimbursement shall bear no mark-up by the Civil Engineer.

8. SCE agrees, that if selected by the Board, to perform services outlined in RFP. SCE further agrees that if at any time during the period covered by this RFP, the Respondent is unable or unwilling to perform said services, that the Board may utilized the next available responsible Respondent, and SCE will reimburse the Board any cost difference between fee that would have been paid and the cost paid by the Board.
9. SCE agrees to defend, indemnify and hold the Brick Township Board of Education harmless with respect to any claim form injury to person or property arising out of acts of SCE, its subsidiaries, parents, agents, principals or employees.
10. SCE agrees that the services are being delivered and are intended to be performed in the State of New Jersey and shall be constructed and enforced in accordance with the laws of that State.
11. SCE agrees that the services may be terminated by the Board by giving the respondent 30 days advance written notice.

  
 Reyna M. Burger - Corporate Secretary  
 SUBURBAN CONSULTING ENGINEERS, INC.

Dated: February 1, 2018