



State of New Jersey

DEPARTMENT OF TREASURY  
DIVISION OF PROPERTY MANAGEMENT & CONSTRUCTION  
PO BOX 034  
TRENTON NJ 08623-0034

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

ANDREW SIDAMON-CRISTOFI  
State Treasurer

STEVEN SUKIN  
Director

August 25, 2015

Dykstra Associates, PC  
11 Lawrence Road, Suite 1  
Newton, NJ 07860

Re: P1125-00  
Boundary Survey for Land Acquisition  
Various Parcels  
Old Bridge Twp, Middlesex Co, NJ

Dear Mr Dykstra:

This is notification that the above referenced project was awarded to your firm in the amount of \$54,360 and serves as your Notice to Proceed.

Your services will be in accordance with the Scope of Work dated February 2, 2015 your technical proposal dated July 14, 2015, fee proposal dated August 12, 2015 Revised and the Agreement between the State of New Jersey and the Consultant.

The Contract Deliverables Duration shall be 45 calendar days, and the Corner Marker Installation and Description Sheets Duration is to be completed between 3 and 36 months after completion of the survey of each property

Please contact Walter Fernandez at (609) 292-1368 to set up the kick-off meeting

We look forward to the successful completion of this project.

Please sign below and return by fax to (609) 777-1970.

Sincerely,  
  
Richard Ferrara  
Assistant Deputy Director

c J Langsdorf J Wright M. Ashton  
W Lathrop W. Fernandez Treasury Fiscal Central File

Receipt and Understanding is Hereby Acknowledged

Name \_\_\_\_\_  
Gene Dykstra, President  
Title \_\_\_\_\_

8/25/15  
Date

Project #	P1125-00
Doc Index	200
Contract #	0001
Doc Date	8/25/15

**STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION**

**AGREEMENT  
BETWEEN THE STATE OF NEW JERSEY AND THE  
CONSULTANT**

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In this AGREEMENT made upon notice of acceptance by the Owner of the Consultant's Proposal

BETWEEN the Owner:               State of New Jersey, by and through its  
Contracting Agent, the Deputy Director of the  
Division of Property Management and Construction in  
the Department of Treasury

and the Consultant, as noted in the Notice of Award for Project:   **P1125-00 Boundary Survey for Land Acquisition  
Various Parcels  
Township of Old Bridge, Middlesex Co, NJ**

The Owner and the Consultant agree as set forth below:

**A.     CONSULTANT'S RESPONSIBILITIES**

**A.1    GENERAL**

- A.1.1    The Consultant shall become fully familiar with the contractual obligations of all entities doing work for the project and all relevant project documentation.
- A.1.2    The Consultant shall be responsible for satisfying all of the obligations described in this AGREEMENT, even if such obligations are not addressed in the Consultant's proposal(s). This AGREEMENT establishes the minimum obligation of the Consultant which obligations may be supplemented by the Consultant in its proposal(s). If the services promised in the Consultant's proposal(s) exceed those described in the articles of this AGREEMENT, then the Consultant shall be responsible for satisfying additional obligations described in its proposal(s).
- A.1.3    The Consultant shall comply with all requirements in the Procedures for Architects and Engineers, Second Edition, or subsequent editions. These requirements are in addition to those in this AGREEMENT.
- A.1.4    The Consultant services consist of those services performed by the Consultant, the consultant's employees, the Consultant's sub-consultants and Contractor's. The Consultant shall utilize the key staff members identified in its Technical Proposal. The Consultant shall notify the Owner in advance of any proposed change in its key staff members identified in its proposal. The Consultant shall submit to the Owner for approval the name and qualifications of proposed replacement with equal or superior qualifications at no additional cost to the Owner. No change shall take effect unless the Owner approves the change in writing. The Owner may also determine, in the Owner's sole discretion, to terminate the Project, and/or to terminate the Consultant AGREEMENT, and/or claim all damages against the Consultant resulting from the Project termination or from the Consultant AGREEMENT termination.
- A.1.5    All claims against the Consultant for Errors and Omissions will be pursued by the Owner to secure remuneration during the close-out phase of the project.
- A.1.6    N/A
- A.1.7    Any changes to this AGREEMENT must be made in writing in the form of an approved Amendment. The Amendment must be approved by the Owner's Contracting Officer.
- A.1.8    Any work performed by the Consultant that differs from this AGREEMENT without an Amendment from the Owner is done at the Consultant's own financial risk, any additional work done on the Consultant's own initiative without an approved Amendment is done at the Consultant's own financial risk.

- A.1.9 The Consultant shall promptly notify the Owner of any changes to the scope of services which increase or decrease the Consultant services. No such change in scope shall be performed by the Consultant, without prior written approval by the Owner. Notice of request for additional compensation shall be given to the Owner within 30 working days of the event giving rise to such a request with accompanying justification for the change and a detailed breakdown of the basis for the costs.
- A.1.10 The consultant shall maintain all documentation related to deliverables, products, transactions or services under this contract for a period of five (5) years from the date of final payment. Such records shall be made available for audit to the New Jersey Office of the State Comptroller or any other State audit agency upon reasonable demand.

## **A.2 SURVEY / DESIGN PHASE**

- A.2.1 All documents including surveys, drawings and specifications, any changes, revisions or amplifications thereof, as well as all construction cost estimates, shall be subject to the written approval of the Owner before the documents are accepted. The approval of drawings by the Owner is not to be construed as authority to violate, cancel or set aside any provisions of applicable codes.
- A.2.2 Construction documents must comply with the latest adopted edition of the Uniform Construction Code in effect at the time of approval by the Owner at the FINAL REVIEW phase as defined in the scope of work.
- A.2.3 Unless otherwise provided in the AGREEMENT documents, the Consultant will be requested to secure and be reimbursed payment of all permits and governmental fees, licenses and inspections necessary for the proper execution and completion of the work and which are legally required at the time of receipt of bids.
- A.2.4 N/A

## **A.3 CONSTRUCTION ADMINISTRATION PHASE – N/A**

## **B. OWNER'S RIGHTS AND RESPONSIBILITIES**

### **B.1 OWNER'S RIGHTS**

- B.1.1 The Owner shall have the right to perform work related to the project and to award contracts in connection with the project that are not part of the Consultant's responsibilities under the AGREEMENT. The consultant shall notify the Owner in writing if any such independent action will in any way compromise the Consultants' ability to meet their responsibilities under the AGREEMENT.
- B.1.2 The Owner reserves the right to approve the consultant's personnel and to require a replacement satisfactory to the Owner. The Owner reserves the right to have such person replaced if, in the judgment of the Owner, any such person proves unsatisfactory. However, such replacement must fit within the rate/fee structure; in the alternative, the Owner shall have the option for a higher rate person for which the Consultant shall be compensated at the higher rate.
- B.1.3 The Owner shall have the right to effect the removal of any of the Consultant's employees at any time during the duration of the AGREEMENT if that employee is deemed not to be of the level of competence or ability required under the AGREEMENT, or said employee is for any reason found to be unsuitable for the work. In such case, the Consultant shall promptly submit the name and qualifications of a replacement for approval by the Owner.
- B.1.4 The Owner shall have the right to assign the administration of any or all contracts related to this project from the Owner to another State Agency, Authority or Commission at any time during the life of the project. In doing so, the Consultant agrees to continue to perform all contractual work under the AGREEMENT. The Consultant shall make no claim against the Owner in the event of such assignment.
- B.1.5 The Owner may make changes in the scope of services within the general scope of the AGREEMENT. The Owner may also make changes to the scope of the project which may give rise to changes in the scope of the

Consultant services. In such case, the Consultant shall be entitled to an adjustment in fee and in other terms and conditions of the AGREEMENT.

## **B.2 OWNER'S RESPONSIBILITIES**

**B.2.1** The Owner is contracting for the Consultant's services through the Contracting Officer of the Owner, the Division of Property Management and Construction (DPMC). The Contracting Officer is an officer of the State Department of the Treasury, DPMC and is responsible for the administration of the work of the DPMC. The Contracting Officer represents the Owner, either directly or through an appointed representative, in all dealings with the Consultant.

**B.2.2** The Owner shall provide information regarding the requirements of the project, including a scope of work which shall set forth the Owner's objectives, constraints and criteria, including survey requirements, systems and site requirements, budget constraints and the required date of completion.

**B.2.3** The Contracting Officer shall designate a Project Manager authorized to act on the Owner's behalf with respect to the project. The Contracting Officer's representative has only those duties which are required of an owner. The responsibility for completion of this project pursuant to the contract documents remains that of the Contractor(s). The responsibility for performance of the Consultant contractual obligations remains with the Consultant.

**B.2.4** The information required in the above paragraphs in this Article shall be furnished at the Owner's expense.

## **C. CONTRACT DOCUMENTS**

**C.1** The following items identify the contract documents comprising the AGREEMENT.

1. AGREEMENT BETWEEN THE STATE OF NEW JERSEY AND THE CONSULTANT
2. STATEMENT OF ASSURANCES, ADDITIONAL FEDERALLY FUNDED AGREEMENT PROVISIONS FOR CDBG FUNDED PROJECTS
3. GENERAL CONDITIONS TO THE CONSULTANT AGREEMENT DATED JUNE 2015
4. REQUEST FOR PROPOSAL DATED TO BE DETERMINED INCLUDING:
  - 3.1 SCOPE OF WORK
  - 3.2 CONSULTANT PROPOSAL PACKAGE
5. PROCEDURES FOR ARCHITECTS AND ENGINEERS, CURRENT EDITION
6. CONSULTANT'S TECHNICAL PROPOSAL
7. CONSULTANT'S FEE PROPOSAL
8. NOTICED OF AWARD/NOTICE TO PROCEED LETTER

## **D. PROFESSIONAL LIABILITY INSURANCE**

**D.1** The Consultant shall maintain Professional Liability Insurance with limits required in the Consultant Proposal Package for the Project. The insurance carrier shall be registered with the

N. J. Department of Insurance and licensed or authorized to conduct business in the State of New Jersey, as required by law. In the event of a loss, the Consultant shall be held responsible for payment of any deductible as though there were no deductible. Such insurance shall be maintained for a period of not less than six months following the actual completion and acceptance of the project by the Owner. Contractual Liability Insurance is not acceptable.

**E. CONSTRUCTION COST – N/A**

**F. CONSULTANT COMPENSATION**

F.1 The Consultant's firm will be compensated for professional services as indicated in the Notice of Project Award in accordance with the fee proposal submitted by the Consultant and negotiated and/or accepted by the Owner. The Owner will compensate the Consultant in accordance with the following terms and conditions:

F.1.1 The lump sum payable to the Consultant as established in its Fee Proposal shall compensate the consultant in full for all services as described in the project's Notice to Proceed. The Consultant shall not be entitled to compensation for any services provided prior to issuance of the project's Notice to Proceed.

F.1.2 The Consultant shall submit a payment schedule to the Owner's representative for approval prior to submittal of the Consultant first invoice. The schedule should be in detail, assigning a dollar value for each phase of work anticipated on a monthly basis throughout the entire contract.

F.1.3 The monthly compensation to the Consultant shall be paid in accordance with the payment schedule submitted by the Consultant and approved by the Owner.

F.1.4 Duration of services shall be as defined in the scope of work commencing on the date of the issuance of the Notice to Proceed.

F.1.5 Services provided under this AGREEMENT shall commence on the date of the written Notice to Proceed issued by the Owner. Unless otherwise ordered by the Owner in writing, the Consultant shall initiate its contract work no later than five (5) working days after its receipt of the Notice to Proceed. A Notice to Proceed may be issued by the Owner at its convenience. Any right of the Consultant to an adjustment because of a delay in issuing a Notice to Proceed shall be determined in accordance with the GENERAL CONDITIONS TO THE CONSULTANT AGREEMENT.

F.1.6 Should the Project duration be extended and the Owner requests continuation of services beyond the contracted duration, then the Consultant agrees to furnish services in accordance with the terms of the Consultant AGREEMENT for the additional period required for completion of the Project.

F.1.7 The Owner shall not be liable to the Consultant for indemnification, damages, or costs of any kind sustained by the Consultant as the result of the negligence or breaches of contractual obligations committed by the Consultants Sub Consultant(s), Contractor(s) or any other third party.

F.1.8 The Owner shall reimburse the Consultant for Owner requested continuation of services beyond the specified contract period based upon the values identified in the approved payment schedule which correspond to the activities for which the extended services are being requested.

F.1.9 To the extent that the Consultant's services are required beyond the time identified in this AGREEMENT and/or to the extent that the Consultant is required to perform services not required under the AGREEMENT, the Consultant shall be entitled to an additional fee. However, the Consultant shall not be entitled to any additional compensation to the extent that delay in completion of the project is the result of the negligent or wrongful acts or omissions of the Consultant.

END OF AGREEMENT