



April 6, 2026

VIA EMAIL AND REGULAR MAIL

Diane Ambrosio, Township Administrator/Clerk
Township of Ocean
50 Railroad Avenue
Waretown, NJ 08758

Re: T&M File No. OTWPOH-16002
Pancoast Road @ Route 9
Township of Ocean, Ocean County, NJ

Dear Mrs. Ambrosio:

We are pleased to provide you with this scope and budget relative to improvements to provide a dedicated right turn lane eastbound on Pancoast Road at US Route 9 to improve traffic flow at the intersection. This will require modifications to the existing traffic signal to provide the required signal heads for the Pancoast Road approach. Since the intersection is under NJDOT jurisdiction, a Street Intersection Permit is required. This scope of services includes the efforts necessary to prepare the required design plans and obtain a Street Intersection Permit for the project.

Task 1 – Survey / Base Mapping

T&M Associates will retain DMC Associates Inc. to perform an existing conditions survey of the intersection of Rt 9 & Pancoast Road and the immediate surrounding area. The survey will include:

- Location of existing improvements such as curb lines, signs, traffic control devices,
- and roadway striping within project area as outlined in exhibit.
- Indication of edge of woods.
- Ground shots throughout project area.
- Horizontal Datum will be NAD83.
- Vertical Datum will be NAVD88.
- Basemap will be 1"=20'.

NJDOT requires 500 feet of survey information along the state highway on both sides of the project area. Since this project is limited to improvements to Pancoast Road, we will request a waiver from this item. Should NJDOT deny the waiver request, a separate proposal will be prepared for supplemental survey.

This task also includes filing a document records request with the NJDOT to obtain the existing traffic signal plans, electrical plans, CADD file, and traffic signal timing for US Route 9 & Pancoast Road for use on the project. Since the traffic signal at the intersection was recently reconstructed, we have assumed that the existing CADD files meet current NJDOT requirements. Should additional effort be required to bring the CADD files to current NJDOT standards, it will be considered extra work.



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Task 2 – Traffic Analysis

As part of the NJDOT Street Intersection Permit application, the department will require a traffic analysis of the existing and proposed traffic signal operation. To complete this effort, T&M proposes the following:

Traffic Data Collection

T&M will conduct intersection turning movement counts at the intersection of US Route 9 & Pancoast Road on a mid-week weekday (Tuesday, Wednesday, or Thursday) from 6:00 AM to 10:00 AM and from 3:00 PM to 7:00 PM. Counts will also be conducted on a Saturday from 10:00 AM to 2:00 PM. Counts will be separated into cars, trucks, and buses and will include right turns on red (where applicable). Data will be tabulated in 15 minute intervals.

Traffic Analysis

Using the count data obtained above in conjunction with other available documentation, T&M will conduct a traffic signal analysis of the intersection of US Route 9 & Pancoast Road to encompass the weekday morning, weekday evening, and Saturday mid-day peak hours. This analysis will be completed for existing conditions as well as with the proposed improvements in place. Analysis will be completed using Synchro v12 and will be detailed in a letter style report for submission to the NJDOT as part of the Street Intersection Permit application.

Task 3 – Plans and Specifications Preparation

Using the ground survey data and as-built plans obtained in Task 1, T&M will prepare a construction package for the proposed improvements for submission to NJDOT. We anticipate the following plan sheets will be required:

- Cover Sheet
- Estimate of Quantities / Standard Notes
- Existing Conditions Plan
- Construction / Grading Plan
- Traffic Signal Plan
- Electrical Plan
- Traffic Control Plan
- Standard Details (as necessary)
- Traffic Signal Timing Directive

Plans will be prepared following the NJDOT Design Manual, current edition of the MUTCD, and other applicable references. Plans will be provided in draft form for review by the Township prior to submission to NJDOT. Traffic control plans will be based on NJDOT standard details, modified as appropriate.

Due to the limited extent of the improvements proposed, we do not anticipate a detailed drainage report will be required. Should NJDOT require a formal drainage analysis, it will be considered extra work.



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Supplemental specifications will be prepared based on the NJDOT 2019 Standard Specifications as currently amended, and will include any specialty items if required. We anticipate the 'front end' of the specifications, including standard bidding forms from Ocean Township, will be provided by the Township.

Task 4 – NJDOT Permitting

This task consists of the efforts associated with the preparation and submission of an NJDOT Street Intersection Permit for the proposed improvements. The application will be prepared by T&M and submitted through the NJDOT's E-Permitting system. All application and permitting fees (\$265 application fee and \$880 permit fee) are assumed to be paid for by the Township and are excluded from this proposal.

Task 5 – Construction Cost Estimate

This task consists of preparing a construction cost estimate for the proposed improvements, consistent with NJDOT cost estimating practices.

Task 6 – Meetings and Comment Resolution

This task includes addressing one round of comments from NJDOT as well as attendance at one meeting with NJDOT staff if required. Should new comments be provided in subsequent review letters, addressing said comments will be considered extra work.

This scope is limited to survey, traffic analysis, design, and NJDOT permitting. Bidding services and construction support / construction management, if required, will be considered extra work. Right of Way acquisition, utility coordination / relocation, and outside permits (other than those specifically outlined above) are specifically excluded and will be considered extra work if required.

FEE SUMMARY

All professional services described in the Scope of Services will be compensated at an amount determined using an hourly billing rate for each job title multiplied by the time expended, in accordance with our annual contract with Ocean Township. Our effort and the resulting fee will not exceed **\$49,500.00** without prior written authorization from you based on the following breakdown.

Task 1 – Topographic Survey & Base Mapping	\$7,500.00
Task 2 – Traffic Analysis	\$4,625.00
Task 3 – Plans and Specifications	\$23,725.00
Task 4 – NJDOT Permitting	\$6,300.00
Task 5 – Construction Cost Estimate	\$1,750.00
Task 6 – Meetings and Comment Resolution	<u>\$5,600.00</u>
TOTAL:	\$49,500.00



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Based on the scope of work proposed, our preliminary estimate of the construction costs is \$80,000.00 - \$100,000.00.

As always, T&M will attempt to minimize costs wherever possible and the Township shall only be billed for actual time spent on the project. We thank you for the opportunity to submit this scope and budget letter. We stand ready to proceed with the work immediately and look forward to working with you on this project.

If you have any questions or would like to review this scope and budget further, please feel free to contact me.

Very truly yours,

A handwritten signature in blue ink, reading 'Jason A. Worth'.

JASON A. WORTH, P.E., P.P., C.M.E.
TOWNSHIP ENGINEER

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