

VIA EMAIL

December 2, 2025

Borough of Eatontown
47 Broad Street
Eatontown, NJ 07724

Proposal for Professional Services
Eatontown Borough Arboretum Management Plan
Proposal No.: 25016106P

Dear Mayor Talerico,

Colliers Engineering & Design, Inc. (CED) is pleased to submit this proposal to provide professional services for the F. Bliss Price Arboretum Management Plan located in the Borough of Eatontown, County of Monmouth.

This proposal is divided into four sections as follows:

Section I – Scope of Services

Section II – Business Terms and Conditions

Section III – Technical Staff Hourly Rate Schedule and Reimbursable Expenses

Section IV – Client Contract Authorization

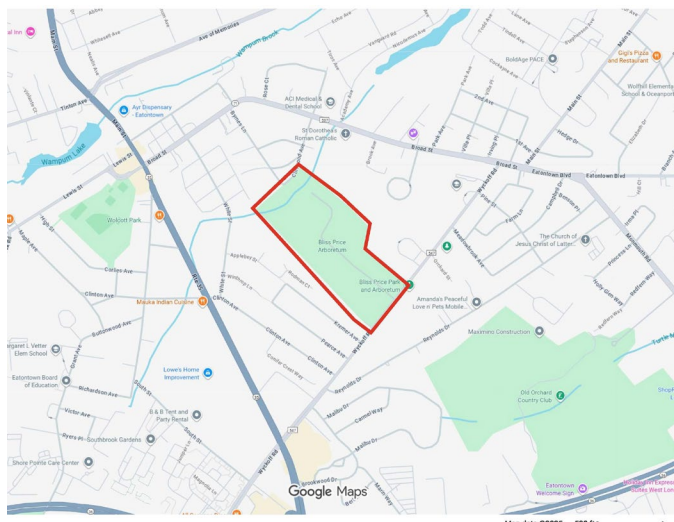
The order in which the following scope of services are presented generally follows the sequence in which the project will be accomplished; however, depending on the project, the various authorized services contained in this proposal may be performed in a sequence as deemed appropriate by CED to meet project schedules.

Section I – Scope of Services

Based on our conversations and information noted above, we propose to complete the following:

Task 1.0 Tree Inventory (Field Work)

CED will conduct a tree inventory to collect trees at the F. Bliss Price Arboretum. The tree survey will encompass all trees greater than six (6) inches Diameter at Breast Height (DBH), specimen trees, invasive trees, and historic trees per ARBNET criteria located within the area as depicted in the image. The inventory will include the number, species, photo, size, and condition for all existing trees which would assist in the development of an Arboretum Management Plan in seeking certification for a National Arboretum under the ARBNET Accreditation. The tree locations will be established through GPS methods.



CED will provide on-site tree inventory services on an hourly basis. Based on the above information and for budgetary purposes only we estimate ten (10) days of tree inventory services will be needed with a two (2) man crew, 20 days total. Should more than ten (10) days of field service be necessary to complete the inventory due to site conditions, heavy understory, and/or complications that may slow down the inventory process, additional fee and authorization may be required.

Fee Hourly / Not to Exceed without Authorization \$29,750.00

Task 2.0 Tree Inventory Mapping

A Tree Inventory Plan for the F. Bliss Price Arboretum will be prepared in accordance with the requirements for certification under the ARBNET Accreditation Program. As part of this exercise, CED will create a plan that can be updated as needed when trees are installed, damaged, removed etc. to keep a current record of trees within the Arboretum.

Lump Sum Fee \$7,475.00

Task 3.0 Arboretum Management Plan

CED, in combination with the Borough's leadership, will prepare an Arboretum Management Plan (AMP) for F. Bliss Price Arboretum. The AMP will consider the plant species, age, condition and health of the forest cover within the Price Arboretum and how best to maintain and manage the forest for public use, rejuvenation, and education. Key components of the AMP will include routine, daily, weekly, monthly maintenance, long-term maintenance planning, and supporting infrastructure, public safety, tree health, hazard removal, invasive plants, technology and processes. The AMP will establish a maintenance program for pruning and removals, outline long-term vision and guidelines for developing, maintaining, and managing the Arboretum's resources and existing infrastructure. The AMP would establish funding allocations based on the available and potential future funding from the Borough in support of immediate, short- and long-term needs, and goals. The AMP will address natural resources, public access, processes, and technology to ensure Arboretum assets are well-maintained, safe, and accessible for the public for the continued enjoyment of the Borough's citizens.

Lump Sum Fee \$18,675.00

Task 4.0 Concept Master Plan (Optional)

A Concept Master Plan will be prepared for the F. Bliss Price Arboretum. The design will be in accordance with the requirements of the Borough of Eatontown. The design intent is to create a fully cohesive master plan providing options for phasing, enabling the Borough to better understand opportunities for grant funding. The strategic staging of these proposed elements can be used to plan for current and future budget needs of the Borough and its constituents. The layouts would consider factors such as community engagement, zoning regulations, topography, existing utilities, environmental features and restrictions, traffic circulation and preliminary stormwater management requirements.

As part of this task, we will identify bulk variances, waivers and DEP constraints that may be required for site development. Our approach will be to minimize the need for variances or waivers with the Schematic Concept Plan prepared; however, all the variances and/or waivers required for site development cannot be identified in the Schematic Concept Plan task.

This Concept Master Plan will consist of an existing condition plan, illustrative master plan, precedent imagery and products, as well as a final presentation. These items will be submitted to you for review and comment. The resulting master plan will be suitable for use at informal meetings for discussion with the municipal board and other regulatory agencies having jurisdiction.

This task includes the preparation of one (1) Master Plan for your review, use and approval. As part of the review and approval process the task includes two (2) virtual meetings with the client team for comment and approval of the concept master plan direction. The preparation of revised and/or additional Master Plans beyond the two (2) virtual meetings can be prepared for an additional lump sum fee.

Lump Sum Fee \$10,000.00

Schedule of Fees

For your convenience, we have broken down the total estimated cost of the project into the categories identified within the scope of services.

Task Name	Fee
TASK 1.0 TREE INVENTORY	\$ 29,750.00
TASK 2.0 TREE MAPPING PLAN	\$ 7,475.00
TASK 3.0 ARBORETUM MANAGEMENT PLAN	\$ 18,675.00
TASK 4.0 CONCEPT MASTER PLAN	\$ 10,000.00
TOTAL FEE	\$65,900.00

This Contract and Fee Schedule are based upon the acceptance of CED's Business Terms and Conditions contained in Section II of this Contract. Delivery, mileage, printing and reproduction, overnight mail service and postage costs are not included in the lump sum fees and will be added to each monthly invoice. **Payment terms are NET30 of receipt of invoice.**

Exclusions and Understandings

Services relating to the following items are not anticipated for the project or cannot be quantified at this time. Therefore, any service associated with the following items is specifically excluded from the scope of professional services within this agreement.

- Services not specifically outlined in Section I
- Bidding and Negotiation of tree maintenance contracts
- Collection and/or inventory of trees on County Roads
- Tree removal
- Tree installations
- Yearly subscription fees and setup fees for GIS based software programs
- Meetings: Client, City, and public meetings (to be billed hourly per contract rate schedule)
- Revisions: Client, City, and/or review agencies revisions (to be billed hourly per contract rate schedule)
- Permitting
- Specifications

If an item listed herein, or otherwise not specifically mentioned within this agreement, is deemed necessary, CED may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees regarding the extra services.

Section II – Business Terms and Conditions

THIS PROPOSAL IS ADDITIONALLY GOVERNED BY AND SUBJECT TO CED'S BUSINESS STANDARD TERMS AND CONDITIONS, WHICH ARE ACCESSIBLE AT CED'S WEBSITE. **By signing this Proposal, Client acknowledges receipt and acceptance of the terms of this Proposal, including all Business Terms and Conditions located here and on CED's website.** By the act of executing this Proposal, the Client specifically acknowledges receipt of, agrees to, and intends to be fully bound by, the version of CED's Business Terms and Conditions located on CED's website at <https://colliersengineering.com/business-terms-conditions/> effective as of the date at the top of this Proposal. These additional terms are incorporated by reference into this Proposal. This web address includes any successor CED website. Hard copies of these additional terms and conditions can be made available to Client upon written request. Sections I-IV of this Proposal, including these terms and the Business Terms and Conditions located on CED's website, constitute the entire Agreement and supersede any previous agreement or understanding. This Agreement shall be governed by the laws in the State which the project is located. The Client shall not assign this Agreement without the written consent of CED. This Proposal and Business Terms and Conditions will be considered integrated into any subsequent contract/agreement entered by CED and Client.

Section III – Rate Schedule

The Rate Schedule is currently on file with the Borough.

Section IV – Client Contract Authorization

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract.

Signature

Date

Printed Name

Title

If you find this proposal acceptable, please sign where indicated above in Section IV, and return one signed copy to this office. **Payment terms are NET30 of receipt of invoice.** This proposal is valid until February 2, 2026.

We very much appreciate the opportunity of submitting this proposal and look forward to performing these services for you.

Sincerely,

Colliers Engineering & Design, Inc.



Chris Gammons, RLA, LLA, ASLA
Discipline Leader | Landscape Architecture

CG/JGA/dmm

cc: J. Grant Anderson, RLA, ASLA, ISA Arborist, LEED GA, Colliers Engineering & Design (via email)

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Mayor
ANTHONY TALERICO, JR.

Council
VIRGINIA M. EAST, President
DANIELLE M. JONES
MEIR ARAMAN
CARL LAWSON
CANDACE M. FAUST
MARIA GRAZIA ESCALANTE



Borough Administrator
WILLIAM P. LUCIA III

Borough Clerk
TRINA LINDSEY

Borough Attorney
ANDREW BAYER

Borough Engineer
GREG GITTO

BOROUGH OF EATONTOWN
OFFICE OF THE MAYOR

47 Broad Street
Eatontown, New Jersey 07724
(732) 389 7623

March 1, 2026

Note to File:

No formal written request was made for the Arboretum Management Plan (13-2026) however at the February 17, 2026 meeting of the CBA Committee Mayor Talerico explained that the Borough had been looking for a way to better understand and perform the long-term maintenance involved in the arboretum and ways to do so in a cost effective and logical manner. He explained that there is significant grant funding available for the preservation of wooded areas but that to be eligible for the funding we first need a plan put together by an arborist. Mayor Talerico presented a proposal by Colliers Engineering to create such a plan. At the February 17, 2026 meeting, the CBA Committee awarded \$65,900 for this purpose.