

**CONTRACT FOR**  
**PROFESSIONAL LANDSCAPE ARCHITECTURE SERVICES**  
**AS LANDSCAPE ARCHITECT**  
**FOR THE BARNEGAT TOWNSHIP ZONING BOARD**

THIS AGREEMENT is made as of this 8th day of January, 2020

BETWEEN:

BARNEGAT TOWNSHIP ZONING BOARD  
Township of Barnegat  
900 West Bay Avenue  
Barnegat, NJ 08005-1298

hereinafter referred to as CLIENT, AND

TAYLOR DESIGN GROUP, INC.  
131 Hartford Road  
Mt. Laurel, NJ 08054

hereinafter referred to as LANDSCAPE ARCHITECT

WHEREAS, the CLIENT desires to engage the LANDSCAPE ARCHITECT to serve as the Board LANDSCAPE ARCHITECT for the purpose of rendering LANDSCAPE ARCHITECTURE services when the need arises and upon the request of the Board; and

WHEREAS, Taylor Design Group, Inc. shall be designated as the LANDSCAPE ARCHITECT in Responsible Charge of the CLIENT whom the CLIENT shall appoint; and

WHEREAS, by entering into the CONTRACT, the CLIENT acknowledges that the services to be performed by the LANDSCAPE ARCHITECT shall be considered those of a "Professional Service" in accordance with N.J.S.A. 40A-11-1 et seq. ; and

WHEREAS, the LANDSCAPE ARCHITECT has submitted a proposal dated **October 11, 2019**, for the above-described professional services, hereinafter referred to as PROPOSAL, the terms and conditions of which proposal, including fees, are satisfactory to the CLIENT, and are set forth herein.

NOW, THEREFORE, the CLIENT and LANDSCAPE ARCHITECT in consideration of their mutual covenants and promises, agree as follows:

SECTION I – PROFESSIONAL SERVICES OF THE LANDSCAPE ARCHITECT

The LANDSCAPE ARCHITECT, upon the request of the CLIENT shall provide basic professional LANDSCAPE ARCHITECTURE services as required by CLIENT, as described in the PROPOSAL, which is attached hereto as Exhibit A, for the review of land development plans, reports, and applications which shall include, but not be limited to:

1. Serve as a general LANDSCAPE ARCHITECTURE consultant to the CLIENT;
2. Provide technical and LANDSCAPE ARCHITECTURE advice to the CLIENT;
3. Review the applications, reports and plans submitted by others to the CLIENT for review pursuant to the Municipal Land Use Law;
4. Consult with others and the CLIENT with respect to the foregoing matters, and all other LANDSCAPE ARCHITECTURE matters, related to the duties and responsibilities of the CLIENT;
5. Furnish pertinent reports, counseling, and advice to the CLIENT, as required;
6. Perform such other duties and functions as may be requested by the CLIENT; and
7. Attend meetings and hearings of the CLIENT, as directed.

SECTION II – ADDITIONAL SERVICES

The CLIENT may authorize the LANDSCAPE ARCHITECT to undertake additional services related to special projects ("Additional Services"). Such authorizations shall be by resolution of the CLIENT and memorialized in writing between the parties prior to commencement of said services. The LANDSCAPE ARCHITECT shall be compensated for Additional Services in accordance with the negotiated fee agreed to between CLIENT and LANDSCAPE ARCHITECT, which shall be memorialized in the resolution authorizing the Additional Services.

SECTION III – CERTAIN ACTIONS TO BE TAKEN BY THE CLIENT

The CLIENT agrees to:

- A. Make such records and information available to the LANDSCAPE ARCHITECT as may be required to assist in the performance of duties.
- B. Authorize and direct committees, employees, and agents of the CLIENT to consult with the LANDSCAPE ARCHITECT at all reasonable times upon the request of the LANDSCAPE ARCHITECT regarding:
  1. The work and services to be done or rendered by the LANDSCAPE ARCHITECT and/or others in the employ of the CLIENT;
  2. The applications, plans, and reports to be reviewed by the LANDSCAPE ARCHITECT, submitted by others to the CLIENT;
  3. The coordination of LANDSCAPE ARCHITECT'S professional services for any project or application; and
  4. Any and all other matters, as requested by the LANDSCAPE ARCHITECT, relating to the work and services of the LANDSCAPE ARCHITECT.

- C. Submit to the LANDSCAPE ARCHITECT all relevant applications, plans and reports prepared by others within such time to allow LANDSCAPE ARCHITECT ample opportunity to properly review same, consult with respect thereto and to make any necessary reports to the CLIENT, without the LANDSCAPE ARCHITECT causing a delay in the progress of the work.

SECTION IV – COMPENSATION OF THE LANDSCAPE ARCHITECT

- A. For the services rendered by the LANDSCAPE ARCHITECT under the Agreement, the CLIENT shall pay and the LANDSCAPE ARCHITECT shall receive the following described sums:

- 1. Professional Services:

- For all professional services provided pursuant to Section I of this Agreement, the LANDSCAPE ARCHITECT shall be compensated in accordance with the Schedule of Billable Hourly Rate/Expenses, as shown on the PROPOSAL, attached hereto as Exhibit A.

- 2. Additional Services:

- For the Additional Services Performed under Section II of this Agreement, the LANDSCAPE ARCHITECT shall be compensated in accordance with the negotiated fee as set forth in writing between the parties.

- 3. Attendance at Meetings:

- The LANDSCAPE ARCHITECT, or representatives, shall attend scheduled workshop and public meetings of the CLIENT as requested. The LANDSCAPE ARCHITECT shall be compensated for said meetings in accordance with the Schedule of Billable Hourly Rate/Expenses, as shown on the PROPOSAL, attached hereto as Exhibit A.

- 4. Additional Expenses:

- Expenses for mileage and telephone are specifically included in the above hourly rates set forth in the PROPOSAL attached hereto as Exhibit A. All other expenses specifically related to the work performed under this Agreement shall be reimbursed to the LANDSCAPE ARCHITECT.

- B. Vouchers or invoices shall be issued monthly for services performed. Such billings shall be due when rendered.
- C. In the event CLIENT requires LANDSCAPE ARCHITECT'S services beyond the termination date specified in Section V, LANDSCAPE ARCHITECT'S Schedule of Rates shall be subject to an equitable adjustment in January to reflect changes in various elements that comprise the rates. All adjustments will be pursuant to an agreement reached between the CLIENT and the LANDSCAPE ARCHITECT reduced to writing and deemed a modification of this Agreement.

SECTION V – PERIOD OF SERVICE

This Agreement shall be effective JANUARY 1, 2020, and shall terminate on JANUARY 31, 2021. Should the LANDSCAPE ARCHITECT'S services be required beyond that time, the LANDSCAPE ARCHITECT'S compensation for such work shall be subject to renegotiation, provided however, that compensation shall not be lower than the rates provided in the attached Schedule of Rates.

SECTION VI – STATUS OF LANDSCAPE ARCHITECT

1. To the extent permitted by law, the LANDSCAPE ARCHITECT, when engaged in the performance of LANDSCAPE ARCHITECTURE duties and services set forth herein (including specifically those services described in Section I hereof) shall act as and have the status of an employee of an agent of the Municipality for the purposes of immunity and shall therefore be entitled to immunities normally afforded to a Municipal employee agent under Title 59.
2. The CLIENT, subject to appropriation and availability of funds, authorizes the LANDSCAPE ARCHITECT to secure any and all professional, technical and non-technical staff which may from time to time be necessary in the performance of the service required. It is agreed and understood that services will be provided and certain functions will be performed on behalf of the CLIENT, pursuant to the terms of this proposal, by employees of Taylor Design Group, Inc.
3. The professional, technical and non-technical staff referred to in subpart 2 hereto, when they are engaged on behalf of the CLIENT in the performance of LANDSCAPE ARCHITECTURE duties and services referred to in Section I hereof, shall be afforded Title 59 Immunity, to the extent permitted by law, as set forth in subpart 1 hereof.

SECTION VII – INSURANCE AND INDEMNIFICATION

1. The LANDSCAPE ARCHITECT shall secure and maintain Workman's Compensation Insurance (as required by Law) and General Liability Insurance (as required by contract) to protect the LANDSCAPE ARCHITECT and/or Its Employees and agents from claims for bodily injury, death or property damage which may arise from the performance of services pursuant to this proposal. The limits of said Liability Insurance shall not be less than \$1,000,000 per occurrence; \$2,000,000 aggregate. The LANDSCAPE ARCHITECT will provide Certificates of Insurance to the CLIENT if requested.
2. LANDSCAPE ARCHITECT shall also provide and maintain Professional Liability (Errors and Omissions) Insurance for claims which arise from any negligent performance of the LANDSCAPE ARCHITECT pursuant to this agreement. The limits of LANDSCAPE ARCHITECT'S Professional Liability Insurance is currently \$1,000,000 per claim; \$2,000,000 aggregate.
3. The CLIENT acknowledges that although the LANDSCAPE ARCHITECT is to cooperate with and make recommendations to the CLIENT with respect to LANDSCAPE ARCHITECTURE matters related to the services provided by LANDSCAPE ARCHITECT, the final decisions are within the CLIENT'S discretion and are to be made by the CLIENT.

The LANDSCAPE ARCHITECT shall not be liable in any way for any decision of the CLIENT (or consequences thereof) which (i) are not in accordance with the recommendations of the LANDSCAPE ARCHITECT, or (ii) are based on or related to any failure on the part of the CLIENT to accept or follow any recommendations of the LANDSCAPE ARCHITECT. The CLIENT hereby releases the LANDSCAPE ARCHITECT, including its principals and employees, from any and all liability and waives any and all claims against the LANDSCAPE ARCHITECT, its principals or employees arising out of or relating to any such decisions or the consequences thereof, and agrees to indemnify, defend, and save harmless the LANDSCAPE ARCHITECT, including its principals and employees, against loss, liability, claim, damage, and expense, including reasonable counsel fees, arising out of or relating to any such decisions or the consequences thereof.



4. LANDSCAPE ARCHITECT agrees subject to the provisions herein, to indemnify and hold the CLIENT harmless from any damage, liability or cost (including reasonable attorneys fees and costs of defense) to the extent caused by LANDSCAPE ARCHITECT'S negligent acts, errors or omissions (and those of his or her contractors, subcontractors or consultants or anyone for whom the LANDSCAPE ARCHITECT is legally liable in the performance of professional services under this Agreement.

The CLIENT agrees subject to the provisions herein, to indemnify and hold LANDSCAPE ARCHITECT, its principals and employees, harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the CLIENT'S negligent acts, errors or omissions.

#### SECTION VIII – LITIGATION AND ADDITIONAL INVESTIGATION

If requested by the client or directed by subpoena or court order, the LANDSCAPE ARCHITECT shall prepare for and appear in litigation matters on behalf of the CLIENT or make investigations or reports in connection therewith in accordance with the LANDSCAPE ARCHITECT'S schedule of billable hourly rates/expenses, or other consideration for such additional compensation as the LANDSCAPE ARCHITECT and CLIENT shall previously agree in writing.

#### SECTION IX – ENTIRE AGREEMENT

This Agreement represents the entire agreement between the CLIENT and the LANDSCAPE ARCHITECT relating to the subject matter hereof and no representations or agreements made by either party or by any representative of either party in the negotiations leading to the Agreement or otherwise which are not expressed in this Agreement shall be binding on either party.

No change in, addition to, or modifications of any provisions of this Agreement shall be effective unless made by written agreement signed by the party to be charged with such change, addition or modification.

#### SECTION X – STATUTORILY REQUIRED AFFIRMATIVE ACTION CLAUSES

The LANDSCAPE ARCHITECT and the CLIENT hereby incorporates by reference into this Agreement the mandatory language of Subsection 3.4(a) and the mandatory language of Section 5.3 of the Regulations promulgated by the Treasurer of the State of New Jersey pursuant P.L. 1975, c. 127, as amended and supplemented from time to time; and LANDSCAPE ARCHITECT agrees to comply fully with the terms, provisions and conditions of Subsection 3.4(a) and Section 3.4(a) shall be applied subject to the terms of Subsection 3.4(d) of the Regulations.

#### SECTION XI – AMERICANS WITH DISABILITIES ACT

The LANDSCAPE ARCHITECT and the CLIENT do hereby agree that the provisions of Title II of the Americans with Disabilities Act of 1990 ("Act") (U.S.C. Sec. 12101 et seq.), which prohibit discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, and made part of this Agreement.

#### SECTION XII – CONTROLLING LAW

The laws of the State of New Jersey shall govern this Agreement.

SECTION XIII – SUCCESSORS AND ASSIGNS

Each Party to the Agreement is hereby bound to the terms and conditions contained in this Agreement and the legal representatives, successors and assignees of this Agreement, if any, shall also be bound to the terms and conditions contained herein.

SECTION XIV –DISPUTES TO BE NEGOTIATED / MEDIATED

The parties shall attempt, in good faith, to resolve any dispute arising out of or relating to this contract through negotiations between chief executives of the parties. If the matter is not resolved by the parties alone, the parties agree to submit to a formal mediation with a mutually agreed upon mediator. If no mediator can be selected by mutual agreement of the parties, the parties shall seek the assignment of a mediator through the American Arbitration Association and in accord with its rules. Each party shall bear half the costs associated with the mediation.

If the matter is not resolved by good faith negotiation and/or mediation, within 60 days of initial notification of the need to negotiate, or such reasonable extension of time as may be necessary based upon availability of the parties or assignment of the mediator, either party may seek further legal action, including but not limited to the filing of an action in Superior Court, State of New Jersey.

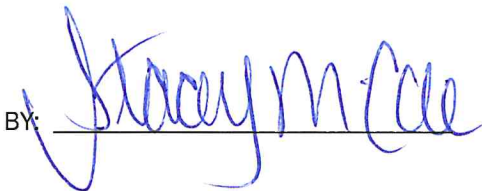
SECTION XV – SEVERABILITY

Any provision of this Agreement held to be void and unenforceable under any law or regulation shall be stricken, and all remaining provisions shall continue to be valid and binding upon the parties to this Agreement.

IN WITNESS WHEREOF, the CLIENT and LANDSCAPE ARCHITECT have caused this Instrument to be executed in its respective name and behalf as the day and year herein written.

WITNESS:

TOWNSHIP OF BARNEGAT  
ZONING BOARD

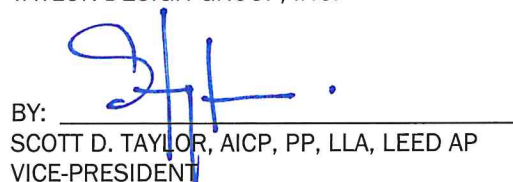
BY: 

BY: 

WITNESS:

TAYLOR DESIGN GROUP, INC.

BY:   
HOLLY M. PASQUA  
OFFICE MANAGER

BY:   
SCOTT D. TAYLOR, AICP, PP, LLA, LEED AP  
VICE-PRESIDENT

# EXHIBIT A



Michelle M. Taylor, AICP, PP, CNU A  
Scott D. Taylor, AICP, PP, LLA, LEED AP

Amy B. Cieslewicz, LLA, PP  
Steven Lennon, LLA, PP

Gaetano Romano, LLA

Community Planning  
Landscape Architecture  
Municipal Consulting  
Streetscape Design  
Economic Development  
Parks and Recreation

October 11, 2019

Zoning Board of Adjustment Board Members  
Township of Barnegat  
900 West Bay Avenue  
Barnegat, NJ 08005-1298

Re: Statement of Qualifications & Proposal  
POSITION OF LANDSCAPE ARCHITECT  
Barnegat Township Zoning Board of Adjustment  
Ocean County, New Jersey  
TDG File: 2001-118

**WBE•SBE**

Woman Business  
Enterprise  
Small Business  
Enterprise

Dear Chairman & Board Members:

On behalf of the firm, I would like to thank you all for the opportunity to be of service over the past several years as your Landscape Architect. We respectfully submit this **Statement of Qualifications and Proposal** for consideration to be reappointed as the Landscape Architect to the Board for 2020.

**Scott D. Taylor, AICP, PP, LLA, LEED AP** is Vice-President of Taylor Design Group, Inc, and will be the individual assigned to represent the firm in Barnegat. Mr. Taylor has been working with the Township and the Planning & Zoning Boards since 2000, and is intimately familiar with the character of the Town, and the land development patterns.

Mr. Taylor will attend all requested Meetings, and will be directly responsible for client and applicant relations. Mr. Taylor has more than 20 years in practice as a Landscape Architect and Planner with a special emphasis in **Planning & Zoning Board Consulting**, and in **Park Planning & Design**. Mr. Taylor has represented numerous Boards as Landscape Architect and/or Planner, and has designed over 125 recreation projects.

The firm's record of success is reflected in the number of municipalities in which we work, and the number of **awards** that we have received. More importantly, we are most proud of the positive impact that we have had on the **quality of development** in the communities where we work, and how we are appreciated by our clients. The focus of our firm is to ensure that land development **preserves and enhances** the character of each community to the greatest extent feasible, while fostering economic growth.

Taylor Design Group, Inc.  
131 Hartford Road  
Mount Laurel, NJ 08054

T. 856.810.3443

W. TDGplanning.com

Taylor Design Group currently employs a staff of nine, including **seven design professionals** at our offices in Mt. Laurel. A majority of our clients are located along the shore including Avalon, Wall, Stafford, Little Egg Harbor, Barnegat, and Ocean Township, among others, so we have a continual presence in the area.

Our staff and principals are very familiar with character of Southern Ocean County and Barnegat Township. We are familiar with the land use and development patterns over the last several years, and are able to provide our services in a timely fashion.

It is our understanding from the RFP that the Board Position also includes the landscape inspections associated with land development applications.

Once again, we thank you for this exciting opportunity, and look forward to continue working with the Township & the Boards to help you implement your visions for preserving and enhancing the character of Barnegat, while accommodating appropriate levels of economic development.

If you have any questions, please do not hesitate to contact our office.

Respectfully submitted,  
Taylor Design Group, Inc.

  
Scott D. Taylor, AICP, PP, LLA, LEED AP  
Vice-President



## Qualifications

Taylor Design Group, Inc. (TDG) is a full-service Community Planning and Landscape Architecture firm located in Mt. Laurel, NJ. TDG constantly strives for **creative design** in conjunction with the highest level of professional service to our clients.

Our main areas of expertise include:

- Planning & Zoning Board Consulting
- Land Development Application Review
- Landscape Inspections of Improvements
- Park Planning & Design
- Master Planning & Ordinance Preparation
- Redevelopment Planning
- Grant Writing
- Downtown Revitalization & Streetscape Design
- Resource Conservation/Green Design Practices



**Avalon Veterans Plaza**

We have received the following project awards for our work:

- Moorestown, NJ Shared Parking Study  
*2015 Award for Excellence in Planning - New Jersey Planning Officials*
- Boundary Creek Natural Resource Area- Burlington County Parks, Moorestown, NJ  
*2010 Design Award - American Society of Landscape Architects (NJ Chapter)*  
*2011 Design Award - New Jersey Recreation & Park Association*
- Avalon September 11th Memorial Plaza  
*2011 Design Award - New Jersey Recreation & Park Association*
- Avalon Streetscape Improvement Project  
*2005 Design Award - American Society of Landscape Architects (NJ Chapter)*
- Avalon Business District Master Plan and Design Ordinances  
*2005 Award for Excellence in Planning - New Jersey Planning Officials*
- Ocean City Business District Architectural Form Study  
*2005 Award for Excellence in Planning - New Jersey Planning Officials*



TDG is a NJ certified Women Business Enterprise (WBE) & Small Business Enterprise (SBE). TDG is also a US SBA Woman Owned Small Business (WOSB). TDG employs a staff of nine professionals and support staff at our offices in Mt. Laurel, NJ.

We are committed to discovering creative design and planning solutions that are suited to the site and the expressed desires of our clients and stakeholder groups. We provide the services and level of expertise of larger firms, but with the individualized attention of a mid-size office.

We encourage land development that employs sound land planning and aesthetic design principles, with an emphasis on:

- **Fostering Economic Redevelopment**
- **Facilitating efficient, site-appropriate development**
  - Avoiding unnecessary pavement
  - Ensuring safe pedestrian & vehicular circulation
- **Improving visual character of the built environment**
  - Site landscaping
  - Architecture
  - Signage
  - Streetscape & pedestrian amenities
- **Minimizing impacts of development**
  - Buffers & screening
  - Lighting limitations
  - Noise, operations, etc.
- **Preserving open space & unique environmental features**
  - Specimen tree and woodland retention



**Avalon September 11 Memorial**

TDG believes in working closely with our client, their staff or consultants, and stakeholder groups as a project evolves. This interaction, as well as our commitment to **quality and service**, is the cornerstone of our practice.

TDG provides services throughout the State of New Jersey, in 16 different Counties, as well as in Delaware, Pennsylvania, and New York, with significant experience in Burlington, Ocean, Monmouth and Cape May Counties.



**Avalon Park Sign**



**Boundary Creek Park Comfort Station**



## Code of Ethics

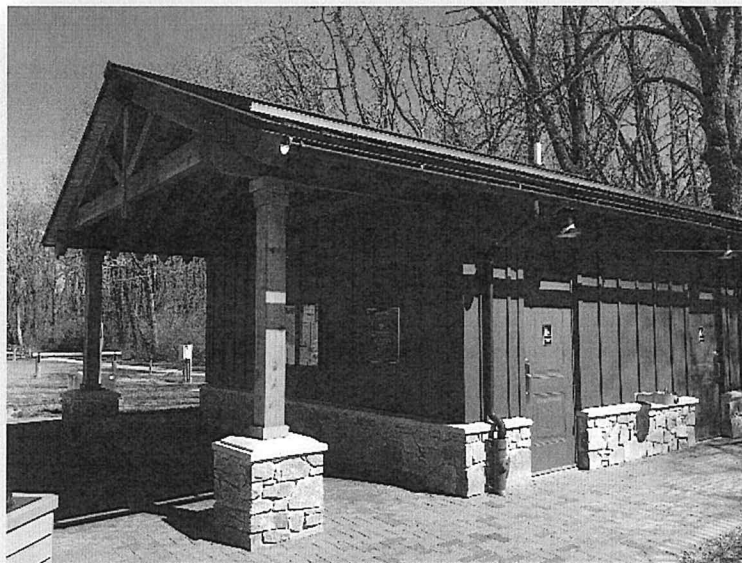
There are no known or potential conflicts of interest that would preclude TDG from working in this municipality. No principals or employees of TDG are related to any municipal officials or employees.

TDG is not on any State's debarred vendor list. TDG is registered to do business in New Jersey (Certificate Attached) and complies with the "Equal Employment Opportunity" requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. (AA-302 Certificate Attached)

TDG has been in business since 2001 under the same name and management.

In 2018, Taylor Design Group was named in a lawsuit where a woman tripped over a raised irrigation head at Burlington County's Pennington Park in Delanco, NJ. TDG was included in the lawsuit because our civil engineering sub-consultant designed the irrigation system, which had been completed and operational for 5 years before the accident. The Judge issued an order that **all claims against Taylor Design Group have been dismissed**, and the claim has been closed out.

There are no other ongoing investigations and/or litigation matters involving the Principals or any individuals employed by Taylor Design Group, Inc.



Crystal Lake Park Comfort Station



Boundary Creek Park T-Dock

**Public Client/Project Listing- Partial**

Avalon Borough	Master Plan & Zoning Ordinance Preparation
Avalon Borough	Dune Drive Streetscape Improvements Project
Avalon Borough	September 11 <sup>th</sup> Memorial Plaza Design
Avalon Borough	Town Center Design Guidelines Development
Avalon Borough	Veteran's Plaza & Amphitheatre Design
Barneгат Township	Town-Wide Landscape Maintenance Bid Development
Barneгат Planning & Zoning Boards	Downtown Revitalization & Streetscape Design
Burlington County Parks	Board Landscape Architect
Burlington County Parks	Boundary Creek Natural Resource Area Design
Burlington County Parks	Amico Island Park Design
Burlington County Parks	Rural Trails Agricultural Greenway Concept
Burlington County Parks	Pennington Park Phase II
Burlington County Parks	Crystal Lake Park Design
Chatham Borough	Willingboro/Olympia Lakes Park Design
Delanco Township	Master Plan Reexamination & B-Zones Study
Delanco Township	Zurbrugg Mansion Redevelopment Plan
Delanco Joint Land Use Bd.	Pennington Farm Park Master Plan & Design
East Windsor Township	Board Planner & Landscape Architect; Municipal Master Plan
Edgewater Park Planning & Zoning Bds.	NJ Tpk. Interchange 8 Planning Study
Fair Lawn Borough	Board Planner & Landscape Architect
Fair Lawn Planning Board	COAH Consultant; Open Space Consultant; Planner of Record
Hawthorne Borough	Board Planner; Master Plan & Environmental Sustainability Element
Highland Park Borough	Transit Village Master Plan & Design Standards
Little Egg Harbor Township	Downtown Revitalization & Streetscape Design
Medford Planning & Zoning Bds.	Appointment for Development Review/ Consulting
Medford Township	Appointment for Development Review/ Consulting
Middletown Township	Sign Ordinance, Downtown Rehabilitation Study
Montville Township	Builders Remedy Consulting/ Land Use Plan Amendment Preparation
Montville Township	Towaco Train Station Expansion and Park Design
Montville Planning Board	Transit Village Master Plan, Ordinances, Design Standards
Moorestown Planning & Zoning Bds.	Appointment for Development Review/ Consulting
Moorestown Township	Board Planner & Landscape Architect
Moorestown Township	Main Street Shared Parking Lot Study and Design
Princeton Recreation	Wesley Bishop Park Design, Lenola Streetscape Design
Ocean City Planning Board	Amphitheater Expansion Feasibility Study
Ocean City	Appointment for Development Review/ Consulting
Ocean Township (Ocean County)	9th St. Gateway Park Design, 34th St. Streetscape Master Plan
Ocean Twp. Planning & Zoning Bds.	Redevelopment Consulting; Community Forestry Management Plan
Pine Beach	Board Planner & Landscape Architect
Riverside Township	COAH Consulting & Planner of Record
Riverside Township Land Use Bd.	Downtown Strategic Master Plan & Redevel. Plan
Sea Isle City	Board Planner & Landscape Architect
Shamong Township	Downtown Master Plan, Design Standards
Spring Lake Heights	Open Space and Recreation Plan
Swedesboro Borough	COAH Consulting
Stafford Planning Bd (Conflict Appt.)	COAH Consulting & Planner of Record
Stafford Board of Education	Appointment for Development Review/ Consulting
Trenton Planning & Zoning Boards	District-Wide Campus Master Plan Study
Wall Township	Appointment for Development Review/ Consulting
Wall Planning & Zoning Boards	COAH Consulting
	Board Planner & Landscape Architect

**Scope of Work**

TDG will perform any of the following planning and/or landscape architecture services, as requested:

**Typical Planning & Zoning Board Services:**

- Attend and participate in concept plan review sessions and meetings with the applicant, professionals and Municipal staff.
- Conduct site visit to analyze existing conditions both on and off-site, including nearby uses, development patterns, neighborhood character, topography, environmental features, site access, etc.
- Review plans and reports submitted with development applications to ensure compliance with the Zoning and Land Development Ordinances, the Master Plan, as well as accepted land planning and aesthetic design principles.
- Prepare reports analyzing conformance with Municipal Ordinances and general design principles.
- Attend and participate in Board meetings.
- Participate in meetings, phone conferences, plan review, plan analysis or site visits when requested.
- Review revised plans for compliance with the Board Resolution of Approval where applicable.
- Assist the Municipal Engineer, if requested, with preparation of a Performance Bond Estimate for plantings and decorative site amenities.
- Conduct field inspection of the required landscape improvements and site amenities to determine compliance with approved plans for the issuance of a Certificate of Occupancy or the release of performance bonds and maintenance bonds, as applicable.

**Typical Municipal Services:**

- Parks and Recreation Planning & Design
- Streetscape Design
- Assist the Municipal Engineer, if requested, with preparation of Performance Bond Estimates for plantings and decorative site amenities.
- Conduct field inspections when requested of the required landscape improvements and site amenities of development projects to determine compliance with approved plans for release of developer's performance bond.
- Conduct field inspection when requested at end of maintenance bond period to determine the acceptability of plantings and site improvements.
- Participate in meetings, phone conferences and other services as requested.
- Land Development & Zoning Ordinance preparation
- Municipal Master Planning
- Redevelopment Planning







## Project Fees

We propose to perform the above services on a time and materials basis, based upon the actual hours worked at the hourly rates below.

For development projects funded by Developer Escrow accounts, our billing and fees will comply with the applicable requirements of the State Escrow Law. TDG does not charge a flat fee for Board meeting attendance. Written proposals can be prepared on a project basis, as requested by the Municipality.

### 2020 HOURLY RATE SCHEDULE

Mapping Technician/Graphic Artist .....	\$70.00
Zoning Technician .....	\$73.00
Junior Planner/ Landscape Architect (Degreed-Unlicensed) .....	\$96.00
Planner/Landscape Architect (Licensed) .....	\$132.00
Senior Planner/Landscape Architect- .....	\$140.00
Projects Director - (Steven Lennon, LLA, PP) .....	\$148.00
Principal- (Michelle M. Taylor, AICP, PP; Scott D. Taylor, LLA, AICP, PP, LEED AP) .....	\$162.00

Oversize Plan Plotting (When requested by Applicant)-  
 Oversize Plan Plotting (When requested by Applicant)-  
 Oversize Plan Plotting (When requested by Applicant)-

11"x17"- \$2.00/B&W; \$3.00/Color  
 24"x36"- \$6.00/B&W; \$10.00/Color  
 30"x42"- \$8.00/B&W; \$14.00/Color

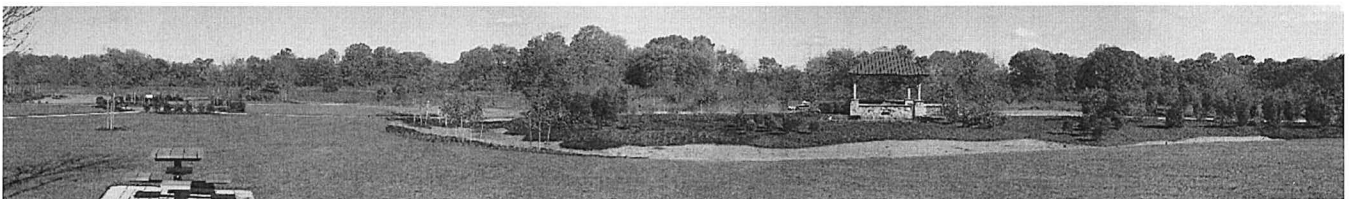
**Project Page- Boundary Creek Park, Moorestown NJ**

TDG completed design, construction documents, bid specifications, construction oversight and contract administration of the Boundary Creek Natural Resource Area in Moorestown Township for the Burlington County Dept. of Resource Conservation. TDG was the lead consultant of a team including engineers, architects and naturalists.

Challenges on the project involved achieving consensus with adjacent property owners regarding use and layout, and with NJDEP for access through wetland and mean-high-water areas to the Creek. The park was opened to the public in 2008.



We are proud to announce that this project received a 2010 Design Award from the American Society of Landscape Architects (NJ Chapter) and a 2011 Design Award from the NJ Recreation & Parks Assoc.



**Project Page- Avalon, NJ**

TDG created a Streetscape and **Downtown Revitalization Master Plan** for the seaside resort town of **Avalon, NJ**, which focused on the promotion of a visual identity for the Dune Drive Business District in order to stimulate economic redevelopment and enhance property values. In addition to designing a streetscape, TDG prepared **ordinance amendments** to permit more residential use on second floors in the downtown, which has enhanced the vitality of the area. The Plan won an **Award for Excellence** from NJPO.

TDG also designed **Veteran's Plaza**, which has become the central civic event space in the Borough, and recently completed design of the September 11th Memorial.



Holiday Lighting



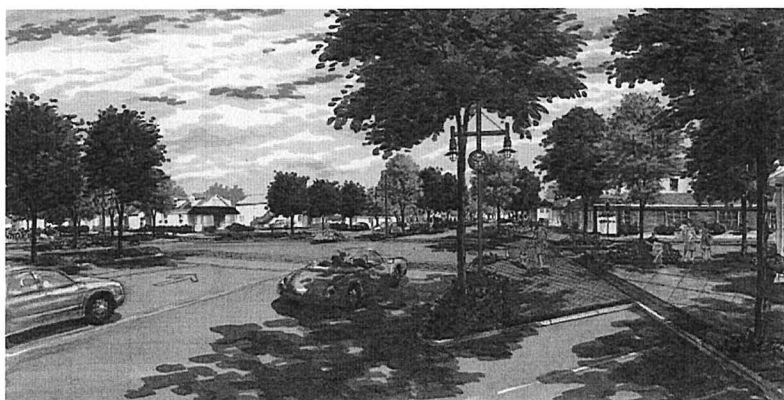
Previous Condition



Paving Imprint

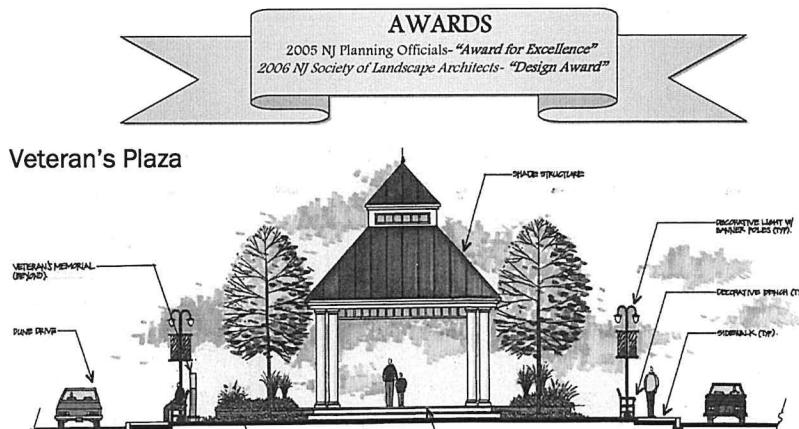


Veterans Plaza



Proposed Streetscape Vision

September 11th Memorial



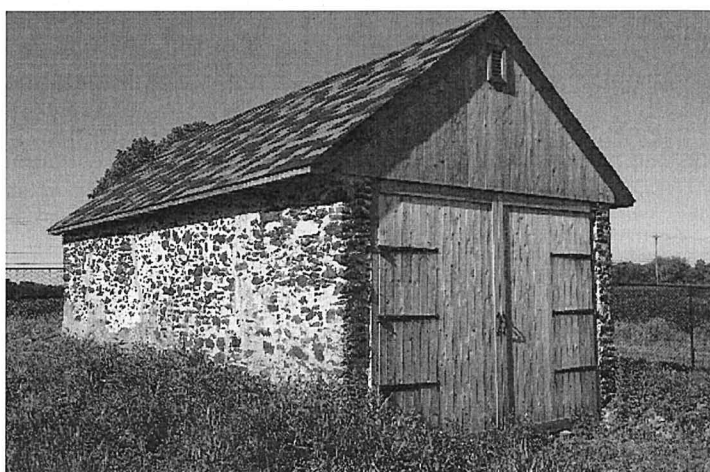


**Project Page- Swede Run Fields – Dog Park, Moorestown NJ**



TDG completed the design, construction documents, bid specifications, construction oversight and contract administration of Swede Run Fields- Dog Park for Moorestown Township. TDG was the lead consultant of a team that included the Township Engineer.

The site for the dog park was located within an active agricultural field and adjacent to an historic stone barn. The design provided for a new semi-circular parking area utilizing the large existing maple as a center point.



The parking area also serves as a trail head to the gravel farm edge trails that were restored as part of the project. The dog park was separated into areas for small and large dogs with a shared pavilion to provide shade for picnic tables. Other improvements included a drinking fountain, dog agility equipment, an information kiosk, entrance sign and interpretive sign for the historic stone barn. The fencing was also designed to blend with the agricultural surroundings. The \$350,000 project was completed in 2016.

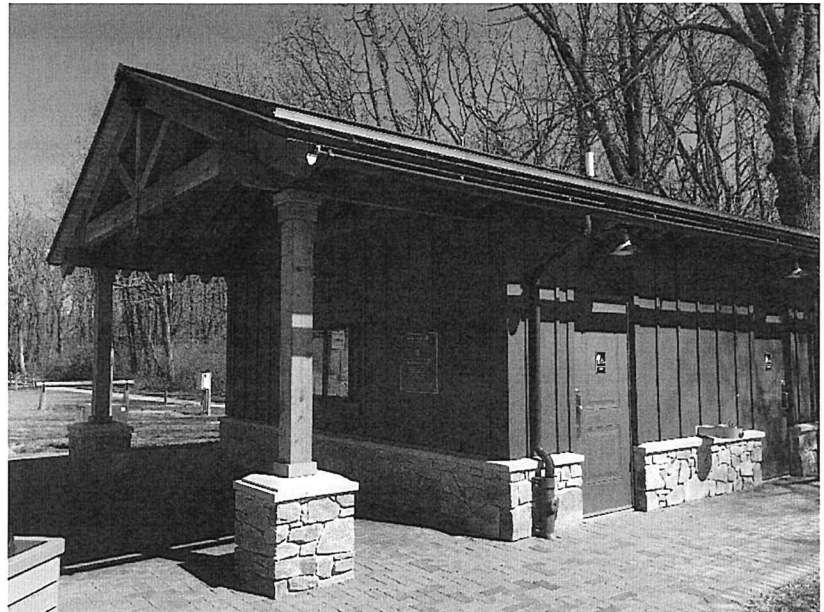




**Project Page- Crystal Lake Park, Mansfield NJ**

TDG completed design, construction documents, bid specifications, construction oversight and contract administration of Crystal Lake Park in Mansfield Township for the Burlington County Dept. of Resource Conservation. TDG was the lead consultant of a team including civil engineers, architects, MEP Engineers and naturalists.

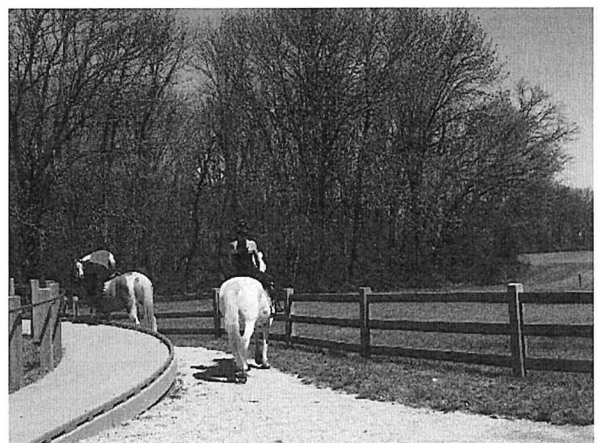
Challenges on the project involved environmental permitting related to



endangered species, balancing active agricultural uses with public access, buffering adjacent residential property owners, addressing soil erosion that was negatively impacting the lake; and avoiding conflicts between equestrian and other park users. The \$2.6 million improvement project was opened to the public in 2016.

The design of the 370 acre park provided two new park entrances and an entrance drive, with parking lots and horse trailer parking, an accessible horse mounting ramp, a restroom building, septic system, potable well, new electric services, a picnic pavilion, fencing, landscaping, meadow planting, stormwater improvements, site furniture, kiosks, portable toilet enclosure and creation of new farm edge turf trails, woodland trails, plank walkways and five footbridges. The design also

incorporated route planning for a proposed regional trail that will pass through the park.

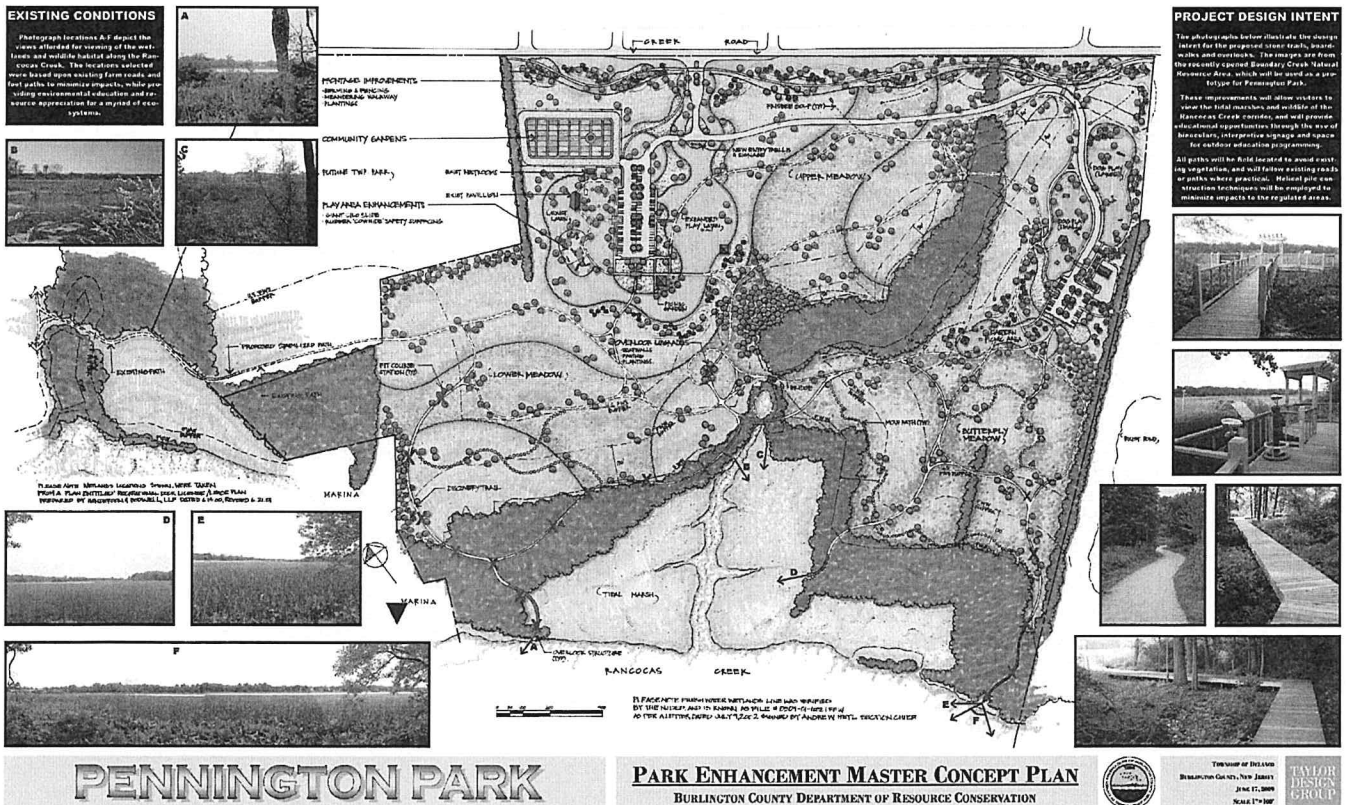


**Project Page- Pennington Park Delanco, NJ**

Building upon the success of Boundary Creek Park, TDG was retained by the Burlington Co. Dept. of Resource Conservation to create public access to the Rancocas Creek and other improvements in Pennington Park in Delanco Township. TDG's leadership in navigating the permitting requirements for waterfront access resulted in two boardwalk access points to Rancocas Creek and a bridge overlook, which allow unprecedented public access to this wild and wonderful tidal marshland.

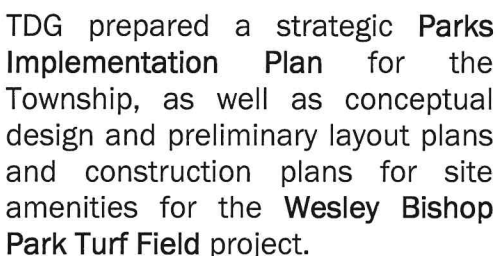


TDG prepared a concept plan, site drawings and bid documents for the \$3.6 Million park facilities expansion and conducted contract administration. The team included Architects, Engineers, and Environmental consultants. Other park improvements include a community garden, a trail connection to the County's Rancocas Creek Greenway, small and large dog parks with agility equipment, enhanced play areas, fitness course, new picnic areas and three new pavilions with enhanced landscapes.





TDG worked with the Moorestown Township Economic Development Advisory Committee (EDAC) to prepare a shared parking plan for a major commercial block in the Main Street downtown. The concept plan yields a potential **increase of over 100 parking spaces** if the functionally disconnected private parking areas are planned as one lot. The concept plan was used to obtain a **\$50,000 TCDI grant** from the DVRPC for preliminary design plans and additional feasibility study. TDG prepared the study which included additional design analysis, a **case study analysis** of how to best implement a shared parking lot over a number of diversely owned properties, zoning ordinance recommendations, numerous environmental sustainability elements and a wayfinding signage plan.



**Project Page- Burlington County Fairgrounds, Springfield NJ**

Over several years, TDG has completed design, construction documents, bid specifications, and construction oversight for various phases of improvements to the Burlington County Fairgrounds for the Burlington County Dept. of Resource Conservation. TDG was the lead consultant of teams that included civil engineers, architects, and MEP Engineers.

The Fairgrounds facility is the host site for the Burlington County Farm Fair as well as many other large and smaller events throughout the year. Improvement projects include utility upgrades, site lighting, a new restroom building and septic systems, large picnic/event pavilion, interior and exterior improvements to existing buildings, decorative pavements, signage design, landscaping and turf renovation. Over \$2 million in improvements have been made, with the most recent phase completed in 2017.





**Project Page- Burlington County Agricultural Center, Moorestown NJ**

TDG completed design, construction documents, bid specifications, construction oversight and contract administration for improvements to the Burlington County Agricultural Center in Moorestown Township for the Burlington County Dept. of Resource Conservation. TDG was the lead consultant of a team including civil engineers, architects, and MEP Engineers.

The facility is home to various uses including community, teaching, and culinary gardens; agricultural demonstration and research plots, a farm market barn that also hosts wedding and other events, and a farmhouse with meeting rooms and a demonstration kitchen; all of which are surrounded by a privately-operated working farm with livestock.



The design included a new pathway system to organize public movement between the various uses while maintaining limited access to the farm operations. Improvements included a new community garden with accessible planters, an event lawn, picnic area, wayfinding and entrance signage, demonstration kiosks, site lighting, barn lighting upgrades, fencing, landscaping, painting of the barns and farmhouse, a "chicken coup" kiosk, and a stage area within a corn crib.

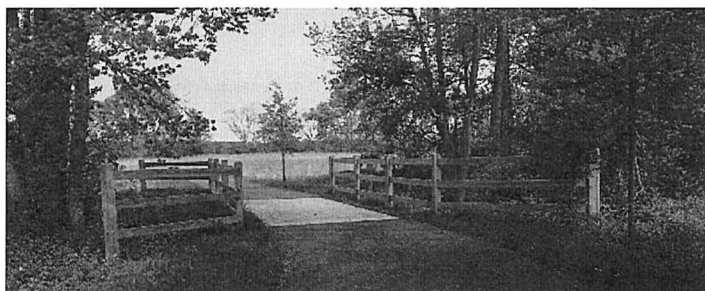
Challenges on the project involved scheduling the work to accommodate ongoing events and coordination with farming activities. The \$700,000 improvements were completed in 2017.



**Project Page- Kinkora Trail, Mansfield NJ**

TDG completed design, permitting, construction documents, bid specifications, and contract administration for the Kinkora Trail in Mansfield Township for the Burlington County Dept. of Resource Conservation. TDG was the lead consultant of a team including civil engineers and a naturalist. The 3.2 mile multi-user trail is a portion of a larger trail that will eventually span 13 miles and connect to the larger "Circuit" trail network beyond Burlington County. This segment includes both on and off-road segments that link two existing municipal parks. The off-road portion passes by active ag fields, wetland meadows, open grasslands and shaded woods. Features include a pedestrian bridge, picnic areas, benches, decorative concrete culvert crossings, fencing and interpretive signage and restoration with native seeding.

Challenges on the project involved permitting of environmentally sensitive areas, construction access issues and difficult soil conditions as well as scheduling the work with farming activities. The \$900,000 improvements were completed in 2016.



**References**

1. Borough of Avalon - 3100 Dune Drive, Avalon, NJ 08202  
Honorable Martin L. Pagliughi, Mayor                      MPagliughi@avalonborough.org                      609-967-8333  
Scott Wahl, Administrator                      SWahl@avalonborough.org                      609-967-4148
  - Surfside Park Design, Grants, Contract Administration
  - Dune Drive Streetscape Improvements Design
  - Veterans Plaza Design
  - September 11<sup>th</sup> Memorial Design
  - Master Plan Reexamination & Zoning Ordinance Preparation
  - 39<sup>th</sup> Street & Judy Groff Park Designs
  
2. Moorestown Township - 111 West 2<sup>nd</sup> Street, Moorestown, NJ 08057  
Thomas Merchel, CFO, Former Manager                      Tmerchel@moorestown.nj.us                      856-235-0912
  - Lenola Streetscape Design, Grants
  - Swede Run Fields and Dog Park
  - Board Planner & Landscape Architect
  - Parks Implementation Master Plan
  - Downtown Shared Parking Study & Strategic Revitalization Plan
  - Wesley Bishop Turf Field Design
  
3. Burlington County Department of Resource Conservation (Parks) - P.O. Box 6000, Mount Holly, NJ 08060  
Matt Johnson, Coord., Open Space Acq. & Development                      Mjohnson@co.burlington.nj.us                      856-642-3854  
Mary Pat Robbie, Director, Dept. of Resource Cons.                      Mrobbie@co.burlington.nj.us                      856-642-3850
  - Boundary Creek Park Design
  - Pennington Park Phase II Design
  - Burlington County Rural Trails Agricultural Greenway Design
  - Amico Island Park Design
  - Pennington Park Phase II Design
  - Crystal Lake Park Design
  - Burlington County Fairgrounds Design - Phase II
  - Willingboro Lakes Design
  
4. Medford Township -17 North Main Street, Medford, NJ 08055  
Honorable Charles (Chuck) Watson, Deputy Mayor                      cwatson@medfordtownship.com                      609-654-2608  
Jack Hartwig, Planning Board Chairman                      Jhartwig@medfordtownship.com                      609-654-2608
  - Board Planner & Landscape Architect
  - Historic Village Rehabilitation Study
  - Route 70 Strategic Growth Plan & Ordinances
  - Sign Ordinance
  - Redevelopment Planning



- 5. Delanco Township - 770 Coopertown Road, Delanco, NJ 08075**

Honorable Kate Fitzpatrick, Mayor	katefitzpatrick1234@gmail.com	856-461-0561
Laurie vanGenderen, Chair, Land Use Board	LvanGenderen@delancotownship.com	609-499-1001

  - Delanco Farm Park/Field of Dreams Design
  - Municipal Complex Landscape Design
  - Joint Land Use Board Planner & Landscape Architect
  - Municipal Master Plan & Zurbrugg Mansion Redevelopment Plan
  - West Avenue Park & Dunes Design
  
- 6. Wall Township - 2700 Allaire Road, Wall, NJ 07719**

Jeffry Bertrand, Administrator	jbertrand@townshipofwall.com	732-449-8444
Matt Zahorsky, PE, Township Engineer	Mzahorsky@townshipofwall.com	732-449-8444
J. Nora Coyne, AICP, PP, Township Planner	Jcoyne@townshipofwall.com	732-449-8444

  - Municipal Planning & Zoning Board Appointment
  - Community Park Design
  - Redevelopment Planning
  
- 7. Hainesport Township - 1401 Marne Highway, Hainesport NJ 08036**

Paula Kosko, Administrator	pkosko@hainesporttownship.com	609-267-7114
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  - Joint Land Use Board Planner & Landscape Architect
  - Redevelopment Planning
  - Park Design
  
- 8. Little Egg Harbor Township - 665 Radio Road, Little Egg Harbor, NJ 08087**

Honorable Raymond Gormley, Committeeman	Gormley@leht.com	609-296-7241
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  - Board Landscape Architect
  - Tree Protection Ordinance Development
  - Veterans Park Design
  
- 9. Barnegat Township - 900 West Bay Avenue, Barnegat, NJ 08005**

Martin Lisella, Administrator	Mlisella@barnegat.net	609-698-0080
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  - Planning Board Consulting
  - Land Development Landscape Inspections
  - Commercial District Design Standards Master Plan
  - Ordinance Development- Lighting, Signs, Landscaping
  
- 10. City of Trenton - 319 East State Street, Trenton, NJ 08608**

Stephani Register, Senior Planner	Sregister@trentonnj.org	609-989-3610
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  - Monsignor Lipinski Park & Holland Field at Cadwalader Park
  - Planning & Zoning Board Planner & Landscape Architect
  - Land Development Landscape Inspections

**Resume- Michelle M. Taylor, AICP, PP, & CNU-A**

**Licenses:** New Jersey Professional Planner No. LI 5221

**Memberships:** American Planning Association – NJ Chapter  
American Institute of Certified Planners  
New Jersey Planning Officials

**Education:** Bachelor of Science, Environmental Planning & Design, Rutgers University, 1990

**Lectures:** NJPO- Annual Board Member Training Lecture series

**Taylor Design Group, Inc., President** 2001- present

Ms. Taylor is President of **Taylor Design Group, Inc.**, and has been in practice since 1991. Ms. Taylor is responsible for the coordination of planning and zoning studies and consulting for both private and public clients.

Project types include the following:

- Municipal Master Plans
- Community Design Sub-Elements
- Transit Oriented Development Plans
- Development Application Review & Reports
- Planning & Zoning Board Consultation
- Economic Redevelopment Plans
- Land Development/ Zoning Ordinances
- Form Based Code Preparation
- Fiscal Impact Analyses
- Affordable Housing
- Planning Reports
- Use Variance Applications

**Experience:**

**Michelle M. Taylor, AICP & PP Planning Consultant. Principal.** 1999-2001

Mrs. Taylor was responsible for all phases of projects including testimony for private development clients, as well as municipal development application review. She prepared planning and rezoning studies, variance reports, and subdivision and site plan review. Planning studies included master planning, housing, open space, and redevelopment area planning.

**Menlo Engineering Associates, Inc. Project Director/ Planner.** 1998-2000

Mrs. Taylor was responsible for planning consulting services provided by the firm, use variance testimony, fiscal impacts analysis, as well as coordinating and managing development approvals for private projects.

**Moskowitz, Heyer & Gruel. Senior Planner.** 1997-1998

Responsibilities included municipal master plan reports for housing, open space planning, and historic resources. Provided planning and zoning reports associated with subdivision, site plan and variance review, and attended Planning and Zoning Board of Adjustment meetings on behalf of the firm.

**Greenberg Farrow Architecture. Site Development Coordinator.** 1995-1997

**Deptford Township, NJ. Zoning Officer/ Director of Comm. Development** 1991-1995

**Resume- Scott D. Taylor, LLA, AICP, PP, LEED**

**Licenses:** New Jersey Licensed Landscape Architect No. AS00681  
New Jersey Professional Planner No. LI 5291  
Pennsylvania Registered Landscape Architect No. LA-001353-R

**Memberships:** American Society of Landscape Architects, (Vice President, NJ Chapter 1996-1998)  
American Institute of Certified Planners  
American Planning Association – NJ Chapter

**Education:** Bachelor of Science - Landscape Architecture, Rutgers University, 1989  
Rutgers University Study Abroad- Urbino, Italy- Landscape Architecture, 1988  
Graduate Study- Department of Urban Planning, Rutgers University, 1990

**Lectures:** "Park Planning & Design" New Jersey Recreation & Park Association Conference, March, 1994  
"Park Design Implementation" NJ Recreation & Park Association Conference, March, 1996  
"Skate Park Design" New Jersey Recreation & Park Association Conference, March, 2001  
"Stafford Skate Park Case Study" NJ Recreation & Park Association Conference, May, 2001

**Experience:**

**Taylor Design Group, Inc., Vice President** 2001- present

Mr. Taylor is Vice-President of **Taylor Design Group, Inc.**, and specializes in Municipal Planning Board Consultation, Park Planning and Design, Streetscape Design, Development Planning and Landscape Architectural Site Design. Mr. Taylor is responsible for client contact and project implementation, and all phases of project development including:

- Master Plans & Community Design Plans
- Development Application Review & Reports
- Planning & Zoning Board Consultation
- Redevelopment Plans
- Parks and Streetscape Design- All phases
- Land Development/ Zoning Ordinances
- Planning Reports
- Construction Documents
- Contract Administration
- Expert Testimony

**Melillo & Bauer Associates, Inc., Senior Landscape Architect, Director of municipal services** 1997-2001


Mr. Taylor was responsible for project design and management, specializing in park and recreation planning and design, streetscape projects, site planning, and municipal consulting. Mr. Taylor was also the project manager and lead designer on numerous corporate and residential development projects throughout the State.

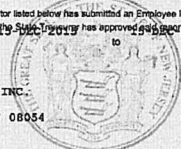
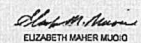
Mr. Taylor was responsible for the review and approval of development applications submitted to the numerous municipalities where the firm was retained as Municipal Consultant. This included Planning and Zoning Board meeting attendance and Township Council meeting attendance for numerous clients across the State.

**Lord, Anderson, Worrell & Barnett, Inc., Associate; Director-Planning and Landscape Arch.** 1989-1997

## General Conditions

1. This proposal is effective as a valid agreement for 60 days, after which time Taylor Design Group, Inc. (TDG) reserves the right to review and revise the proposal fee, time schedule and terms to allow for changing costs and workloads.
2. Meetings in excess of those outlined above are considered an additional service and will be billed in accordance with our normal hourly rates.
3. Other professional Services, such as Environmental Study & Permitting, Surveying, Structural, Electrical, Mechanical Engineers, etc., which are not expressly included, are excluded from this proposal.
4. All documents prepared by TDG shall be the sole property of TDG until payment is made in full. Client agrees that, if payment is not made in full, client has no proprietary interest in any document prepared by TDG; TDG reserves the right to require the return of any document submitted to the client or others.
5. The hourly rates indicated in the proposal are presently in effect. TDG reserves the right to annually review and revise these rates, if necessary. The rate schedule in effect at the time the work is completed will be the basis for billing.
6. Reimbursable expenses such as application fees, printing, travel, reproduction, express mail, messenger service, subcontractors, postage service, and other out-of-pocket expenses will be billed at cost. Automobile travel is billed at the current mileage rate allowed by the IRS.
7. Invoices will be submitted on a monthly basis for work performed during that month. Any comments or discrepancies relative to said invoices must be submitted within ten working days of the invoice date. If no discrepancies are reported within said period, the account will be considered accurate.
8. Payment is expected within 30 days of the date of the invoice. Any account that is delinquent past 15 days may necessitate the stopping of all work. 1-1/2% per month administrative charge will begin accruing from the date of the invoice.
9. Once both the client and TDG have executed the proposal, the proposal will serve as the Contract for Services.
10. The individual executing this contract represents that he/she has the authority to bind that entity to this Contract for Services.
11. The client agrees to pay TDG for all work performed in accordance with the contract, without regard to the success of the project. Payment to TDG is expressly not conditioned upon the client receiving payment from third parties to the contract, such as financial institutions, developers, tenants, or property owners
12. The client agrees to limit TDG liability to the client, all construction contractors, subcontractors and third parties on this project due to TDG's professional negligent acts or omissions such that the total liability will not exceed the total fee charged by TDG for services rendered on the project.
13. The client agrees to defend, hold harmless and indemnify, TDG against any action at law instituted by anyone against TDG, related to, or by reason of, its rendering services pursuant to this agreement, unless and until a court of competent jurisdiction finds that TDG has acted outside the scope of its duties and/or acted contrary to law and is liable for damages.
14. Requests for revisions or additional information and/ or documents that fall beyond the scope of the original submission and the understanding of TDG, or changes in applicable regulations, will require an adjustment of the fees under this contract.
15. In all publications where our work is evident, we are to be credited as: 'Taylor Design Group, Inc., Planning & Landscape Architecture, Mt. Laurel, NJ.'
16. TDG holds a Business Registration Certificate and a Certificate of Employee Information Report (AA-302; Affirmative Action) with the NJ Dept. of Treasury.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, NJ 08646-0252
TAXPAYER NAME: TAYLOR DESIGN GROUP, INC.	TRADE NAME:	
ADDRESS: 131 HARTFORD ROAD MT. LAUREL, NJ 08054	SEQUENCE NUMBER: 0788318	
EFFECTIVE DATE: 01/28/02	ISSUANCE DATE: 08/28/18	
 Director New Jersey Division of Revenue		
FORM-BRC		

CERTIFICATE OF EMPLOYEE INFORMATION REPORT		Certification 31590
This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 12/28/2013 to 12/28/2022		
TAYLOR DESIGN GROUP, INC. 131 HARTFORD ROAD MOUNT LAUREL, NJ 08054		 ELIZABETH MAHER MUKO State Treasurer



TAYL-12 OP ID: DJ

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/09/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>THE BARCLAY GROUP</b> Deptford Branch 857 Cooper Street Deptford, NJ 08096 Matthew O'Donnell		<b>CONTACT NAME:</b> Lori Peterson <b>PHONE (A/C, No, Ext):</b> 856-848-8455 <b>FAX (A/C, No):</b> 856-853-5589 <b>E-MAIL ADDRESS:</b> lpeterson@barclayinsurance.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Harleysville Insurance Co.	
		<b>INSURER B:</b> Hanover Insurance Co.	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BOP00000075305T	08/02/2019	08/02/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BOP00000075305T	08/05/2019	08/04/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTIONS \$ 0			CMB00000092274T	08/02/2019	08/02/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC00000091820T	08/02/2019	08/02/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Professional Liab			LHYA386265	08/01/2019	08/01/2020	Occ 1,000,000 Agg 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SAMPLE CERTIFICATE

## CERTIFICATE HOLDER

Taylor Design Group, Inc.  
 131 Hartford Rd  
 Mt. Laurel, NJ 08054

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Deborah J. Lindsay*

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ACORD 25 (2014/01)

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