

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

THIS AGREEMENT is made as of this **14th day of January, 2022**

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, 2021**, 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, 2022**, and shall terminate on **JANUARY 31, 2023**. 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

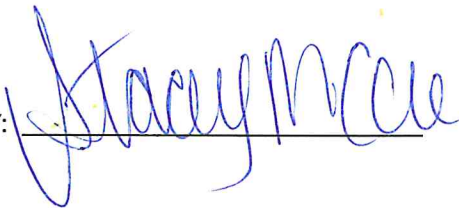
Any provision of this Agreement held to be void and unenforceable under any law or regulation shall be stricken, and all remaining provisions shall continue to be valid and binding upon the parties to this Agreement.

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





8	Affordable Housing Administrative Agent	No Bid		
9	Township Bond Counsel	No Bid		
10	Township Appraiser	No Bid		
11	Prosecutor	No Bid		
12	Conflict Prosecutor	No Bid		
13	Public Defender	No Bid		
14	Conflict Public Defender	No Bid		
15	Planning Board Attorney	No Bid		
16	Conflict Planning Board Attorney	No Bid		
17	Planning Board Engineer	No Bid		
18	Conflict Planning Board Engineer	No Bid		
19	Planning Board Landscape Architect	X	N/A- Total Based Upon Number of Development Applications	\$167.00- Principal See Attached for Remaining
20	Planning Board Planner	No Bid		

21	Zoning Board Attorney	No Bid		
22	Conflict Zoning Board Attorney	No Bid		
23	Zoning Board Engineer	No Bid		
24	Conflict Zoning Board Engineer	No Bid		
25	Zoning Board Landscape Architect	X	N/A- Total Based Upon Number of Development Applications	\$167.00- Principal See Attached for Remaining
26	Township Landscape Architect	X	N/A- Total Based Upon Number of Development Applications	\$167.00- Principal See Attached for Remaining
27	Township Physician	No Bid		
28	Financial Advisor	No Bid		
29	Animal Control Services	No Bid		
30	Tax Map Maintenance	No Bid		
31	Storm Water GIS Mapping	No Bid		

Proposal for Professional Services

# Township of Barnegat

Board of Adjustment Landscape Architect



[www.tdgplanning.com](http://www.tdgplanning.com)

**Community Planning      Landscape Architecture**



Celebrating  
**2001**  
Years in Business

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

Steven F. Lennon, LLA, PP

Charles Morris, LLA

Corey S. Wilson, LLA

Holly M. Pasqua, Office Manager

Community Planning

Landscape Architecture

Municipal Consulting

Streetscape Design

Economic Development

Parks and Recreation

October 11, 2021

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 2022.

**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

TDG

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:

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



**Avalon Veterans Plaza**

We have received the following project **awards** for our work:

- Crystal Lake Park- Burlington County Parks, Mansfield Twp., NJ  
*2020 Design Award - American Society of Landscape Architects (NJ Chapter)*
- 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. As portions of several client Towns are located within the Pinelands, we have experience with Pinelands regulations and in dealing with the Commission Staff.



**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 Experience Listing- Partial**

Avalon Borough	Master Plan & Zoning Ordinance Preparation
Avalon Borough	Dune Drive Streetscape Improvements Project
Avalon Borough	Surfside Park Design & Contract Administration
Avalon Borough	September 11 <sup>th</sup> Memorial Plaza Design
Avalon Borough	Town Center Design Guidelines Development
Avalon Borough	Veteran's Plaza & Amphitheatre Design
Avalon Borough	Armacost Park Pollinator Habitat Design
Avalon Borough	Bay Park Marina Master Plan Design
Avalon Borough	Town-Wide Landscape Maintenance Bid Development
Barnegat Township	Downtown Revitalization & Streetscape Design
Barnegat Planning & Zoning Boards	Board Landscape Architect- Landscape Inspections
Burlington County Parks	Boundary Creek Park Design & Contract Administration
Burlington County Parks	Pennington Park Phase II Design & Contract Administration
Burlington County Parks	Willingboro Lakes Park Design & Contract Administration
Burlington County Parks	Crystal Lake Park Design & Contract Administration
Burlington County Parks	Laurel Park Design & Contract Administration
Burlington County Parks	Kinkora Trail- Mansfield Connector Design & Contract Admin.
Burlington County Parks	No Net Loss Planting (13,000 Trees) Design & Contract Admin.
Burlington County Parks	Agriculture Center Master Plan, Design & Contract Admin.
Burlington County Parks	County Fairgrounds Phases II, I & IV Design & Contract Admin.
Burlington County Parks	Amico Island Park Design
Burlington County Parks	Rural Trails Agricultural Greenway Concept Master Plan
Burlington County Parks	Rancocas Creek Greenway Trail- Amico to Pennington Design
Cape May County	Park Design Vocabulary Master Plan
Chatham Borough	Master Plan Reexamination & B-Zones Study
Delanco Township	Zurbrugg Mansion Redevelopment Plan
Delanco Township	Field of Dreams Park Master Plan, Design, Contract Admin.
Delanco Township	Municipal Master Plan, Land Use Ordinances
Delanco Joint Land Use Bd.	Board Planner & Landscape Architect
East Windsor Township	NJ Turnpike Interchange 8 Planning Study
Edgewater Park Planning & Zoning Bds.	Board Planner & Landscape Architect
Evesham Planning Board	Board Planner
Evesham Township	Twp Planner, Downtown Park Design, Redev. Planning
Fair Lawn Borough & Planning Board	COAH, Open Space and Board Planner, Master Plan
Hainesport Township	Redevelopment Investigations & Redevelopment Plans
Hainesport Township	Creek Turn Park Design, Economic Dev., Ordinances
Hainesport Joint Land Use Board	Board Planner & Landscape Architect
Hawthorne Borough	Transit Village Master Plan & Design Standards
Highland Park Borough	Downtown Revitalization & Streetscape Design
Little Egg Harbor Planning & Zoning Bds.	Board Landscape Architect- Landscape Inspections
Little Egg Harbor Township	Veterans Park Design

Medford Planning & Zoning Bds.	Board Planner & Landscape Architect
Medford Township	Historic Downtown/ Village Rehabilitation Study
Medford Township	Redevelopment Investigations & Redevelopment Plans
Medford Township	Master Planning, Land Use & Sign Ordinances
Medford Township	Route 70 Strategic Growth Plan & Ordinances
Middletown Township	Builders Remedy Consulting/ Land Use Plan Amendment
Montville Township	Towaco Train Station Expansion and Park Design
Montville Township	Transit Village Master Plan, Ordinances, Design Standards
Montville Planning Board	Appointment for Development Review/ Consulting
Moorestown Planning & Zoning Bds.	Board Planner & Landscape Architect- Landscape Inspections
Moorestown Township	Main Street Shared Parking Lot Study and Design
Moorestown Township	Lenola Streetscape Design, \$1 Million TCDI Grant
Moorestown Township	Wesley Bishop Park Master Plan, Turf Field Design
Moorestown Township	Swede Run Dog Park & Trail Head
Moorestown Township	Zoning & Land Use Ordinances
North Hanover School District	School Courtyards and Landscape Design
Princeton Recreation	Amphitheater Expansion Feasibility Study
Ocean City Planning Board	Board Planner & Landscape Architect
Ocean City	Commercial District Architectural Form Study
Ocean City	9th St. Gateway Park Master Plan
Ocean City	34th St. Streetscape Master Plan
Ocean Township (Ocean County)	Redevelopment Consulting; Community Forestry Plan
Ocean Twp. Planning & Zoning Bds.	Board Landscape Architect- Landscape Inspections
Pine Beach	COAH Consulting & Planner of Record
Riverside Township & Land Use Bd.	Downtown Master Plan & Redevelopment Plan, Board Reviews
Rowan College at Burlington County	Athletic Campus Master Planning
Sea Isle City	Downtown Master Plan, Design Standards
Shamong Township	Open Space and Recreation Plan
Shamong Township	Redevelopment Investigations & Redevelopment Plans
Spring Lake Heights	COAH Consulting
Swedesboro Borough	COAH Consulting & Planner of Record
Stafford Township	Township Landscape Architect- Landscape Inspections
Stafford Township Planning Board	Board Landscape Architect
Stafford Board of Education	District-Wide Campus Master Plan Study
Stone Harbor	September 11 Memorial & Plaza Design
Trenton Planning & Zoning Boards	Appointment for Development Review/ Consulting
Wall Township	Community Park Master Plan
Wall Township	COAH Consulting
Wall Township	Redevelopment Investigations & Redevelopment Plans
Wall Planning & Zoning Boards	Board Planner & Landscape Architect
Wildwoods Convention Center	Streetscape Landscape Design
Wildwood Crest	NJ Ave Streetscape Vision Plan
Wildwood Crest	Downtown Zoning Ordinances & Design Standards
Wildwood Crest Planning & Zoning Bds.	Board Planner & Landscape Architect

**Scope of Work**

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

**Typical Municipal Services:**

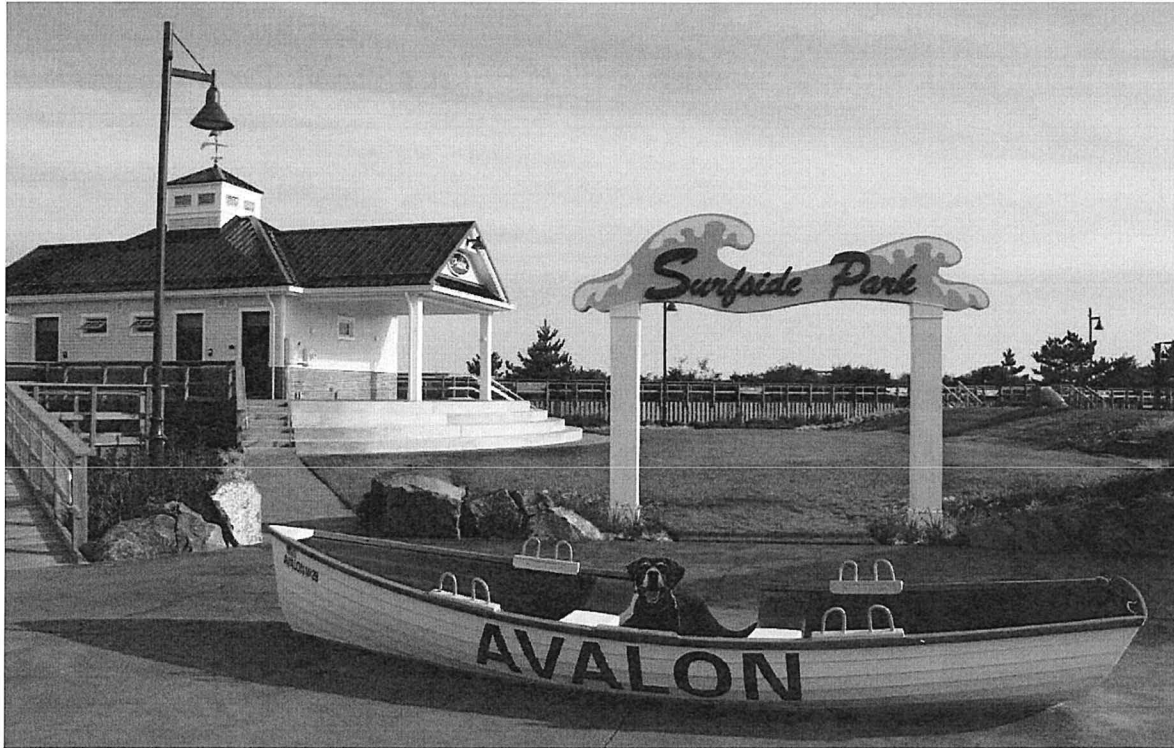
- Municipal Master Planning
- Redevelopment Investigation Studies
- Redevelopment Plan Preparation
- Streetscape Design
- Parks and Recreation Planning & Design
- Zoning Ordinance Preparation
- Land Development Design Standards
- Assist the Municipal Engineer, if requested, with preparation of Performance 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.



**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 applications, plans and reports submitted with development applications to ensure compliance with the Zoning and Land Development Ordinances, the Master Plan, The NJ Municipal Land Use Law (MLUL), 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 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.





**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.

**2022 HOURLY RATE SCHEDULE**

Mapping Technician/Graphic Artist .....	\$73.00
Zoning Technician .....	\$75.00
Junior Planner/ Landscape Architect (Degreed-Unlicensed) .....	\$99.00
Planner/Landscape Architect (Licensed) .....	\$132.00
Senior Planner/Landscape Architect- .....	\$142.00
Projects Director - (Steven Lennon, LLA, PP) .....	\$152.00
Principal- (Michelle M. Taylor, AICP, PP; Scott D. Taylor, LLA, AICP, PP, LEED AP) .....	\$167.00

Oversize Plan Plotting (When requested by Applicant)-	11"x17"- \$2.00/B&W; \$3.00/Color
Oversize Plan Plotting (When requested by Applicant)-	24"x36"- \$10.00/B&W; \$16.00/Color
Oversize Plan Plotting (When requested by Applicant)-	30"x42"- \$12.00/B&W; \$20.00/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.



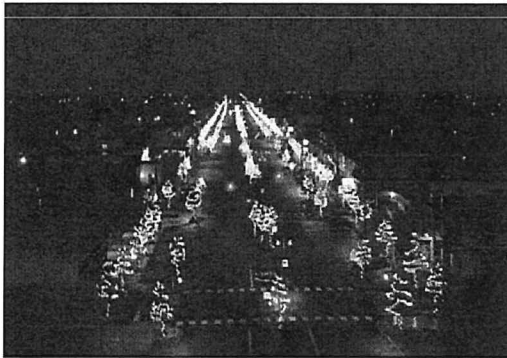
We are proud to announce that this project received a 2010 Design Award from the American Society of Landscape Architects (NJ Chapter) and a 2011 Design Award from the NJ Recreation & Parks Assoc.



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

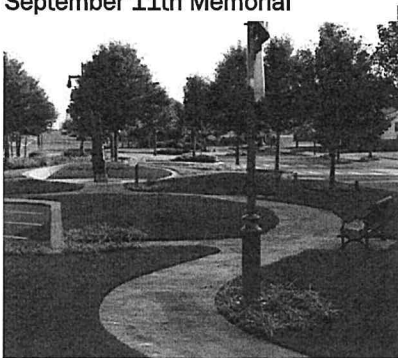


Veterans Plaza

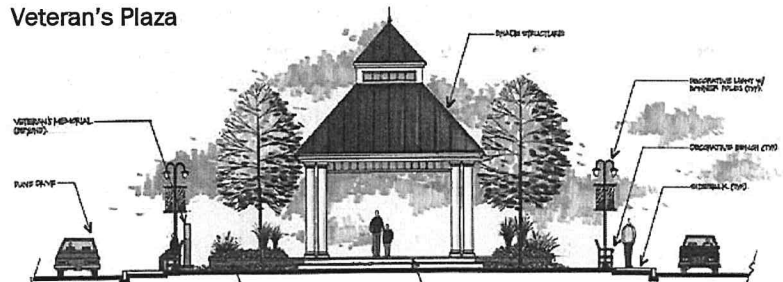


Proposed Streetscape Vision

September 11th Memorial



Veteran's Plaza

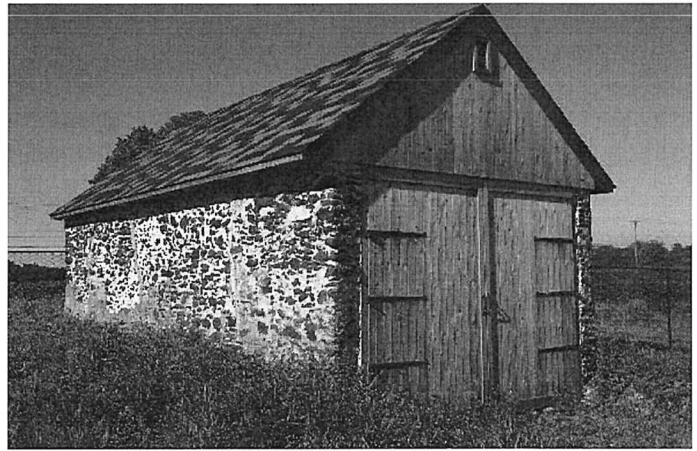


**Project Page- Swede Run Fields – Dog Park, Moorestown NJ**



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.



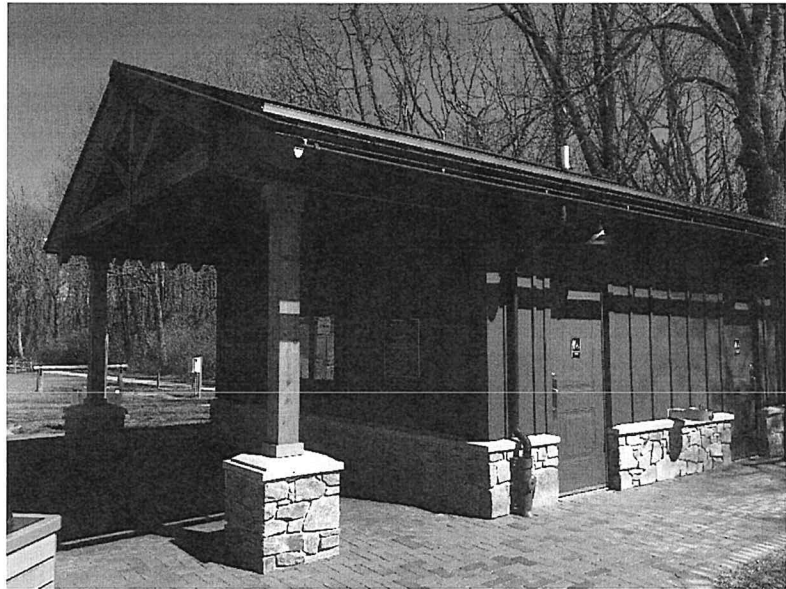
The parking area also serves as a trail head to the gravel farm edge trails that were restored as part of the project. The dog park was separated into areas for small and large dogs with a shared pavilion to provide shade for picnic tables. Other improvements included a drinking fountain, dog agility 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.



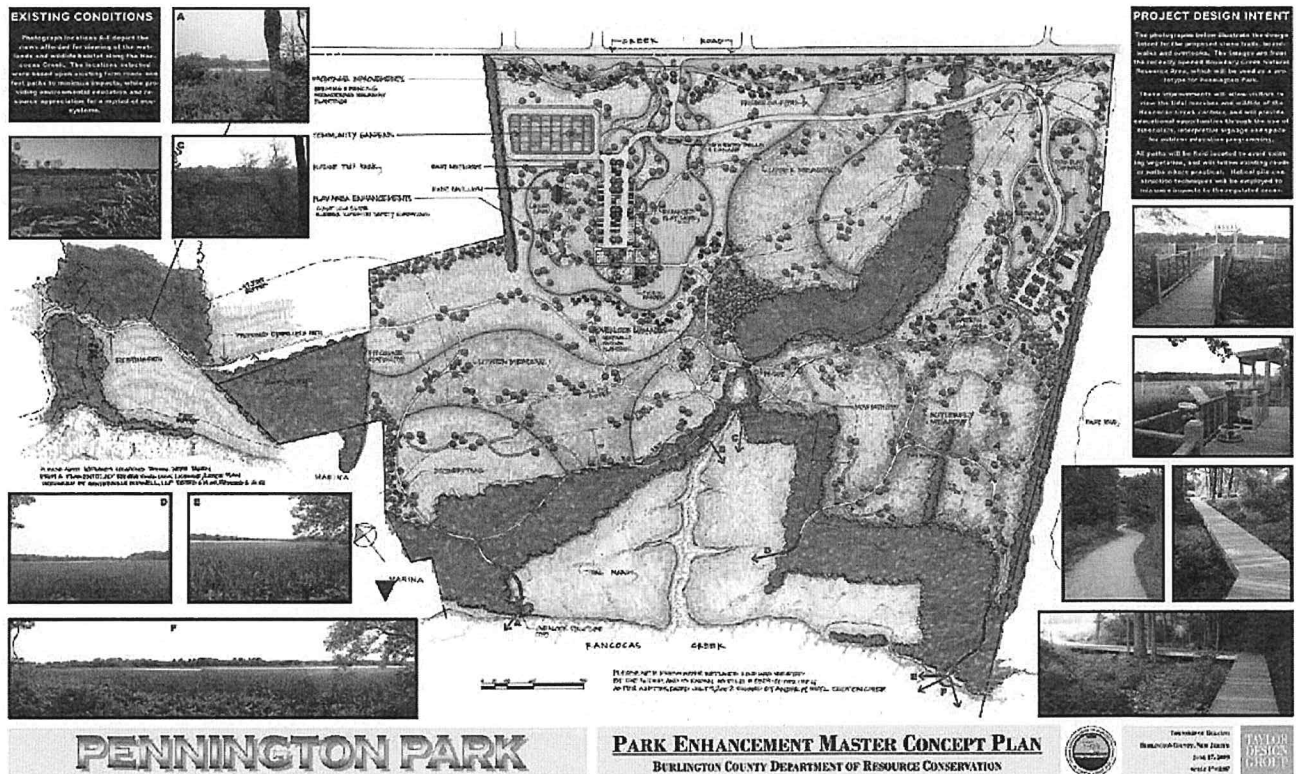


**Project Page- Pennington Park Delanco, NJ**

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.

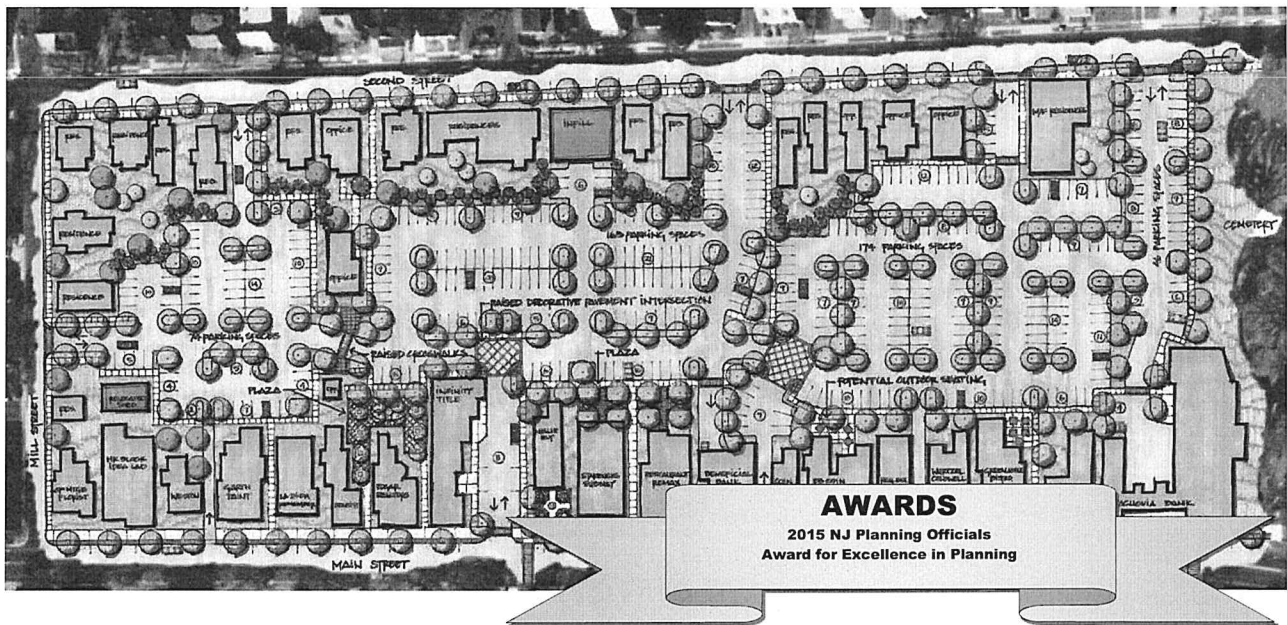


TDG prepared a concept plan, site drawings and bid documents for the \$3.6 Million park facilities expansion and conducted contract administration. The team included Architects, Engineers, and Environmental consultants. Other park improvements include a community garden, a trail connection to the County's 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.



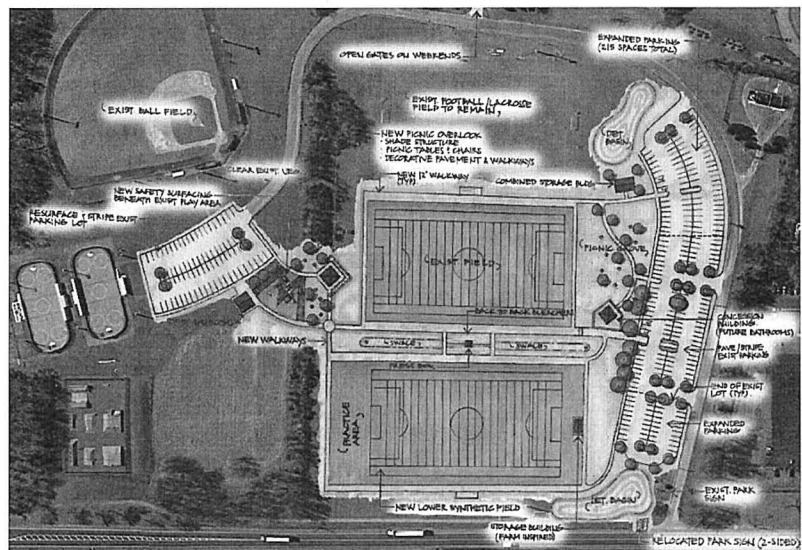
Project Page- Moorestown, NJ

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.



TDG prepared a strategic Parks Implementation Plan for the Township, as well as conceptual design and preliminary layout plans and construction plans for site amenities for the Wesley Bishop Park Turf Field project.

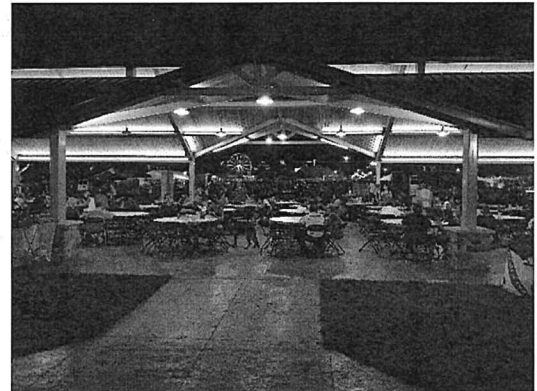
TDG also developed a field sponsorship and banner program which will raise upwards of \$50,000 per year to help fund the Township's recreation programs and facilities.



**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.

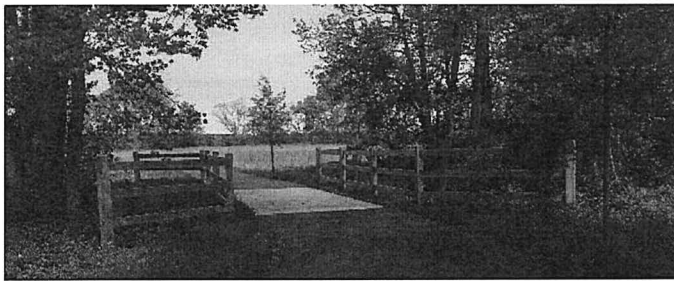


Project Page- Kinkora Trail, Mansfield NJ

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
  - Bay Park Marina Design
  - 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, Township Manager                      Tmerchel@moorestown.nj.us                      856-235-0912

  - Planning & Zoning Board Planner & Landscape Architect
  - Lenola Streetscape Design, \$981,000 Grant Award
  - Swede Run Fields and Dog Park
  - Parks Implementation Master Plan
  - Downtown Shared Parking Study & Strategic Revitalization Plan
  - Wesley Bishop Turf Field Design & Softball Field Concept
  
- 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, Contract Administration
  - Burlington County Agriculture Center Master Plan and Design
  - Burlington County Rural Trails Agricultural Greenway Design
  - Amico Island Park Design
  - Pennington Park Phase II Design, Contract Administration
  - Crystal Lake Park Design, Contract Administration
  - Burlington County Fairgrounds Design – Phase II and III, Contract Administration
  - Willingboro Lakes Park Design, Contract Administration
  - Laurel Run Park, Design, Contract Administration
  
- 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

  - Planning & Zoning Board Planner & Landscape Architect
  - Redevelopment Planning
  - Historic Downtown Village Rehabilitation Study
  - Route 70 Strategic Growth Plan & Ordinances
  - Sign Ordinance
  - Taunton & Tuckerton Redevelopment Area Planning

- 5. Delanco Township - 770 Coopertown Road, Delanco, NJ 08075**  
 Laurie vanGenderen, Chair, Land Use Board      lvangenderen@co.burlington.nj.us      609-499-1001

  - Field of Dreams Community Park 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**  
 Jeffrey 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 Board & 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

  - Joint Land Use Board Planner & Landscape Architect
  - Land Development Landscape Inspections
  - 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

  - Planning Board & Zoning Board Landscape Architect
  - Land Development Landscape Inspections
  - 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

  - Planning Board & Zoning Board Landscape Architect
  - 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

  - Planning Board & Zoning Board Planner and Landscape Architect
  - Monsignor Lipinski Park & Holland Field at Cadwalader Park Design
  - 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**

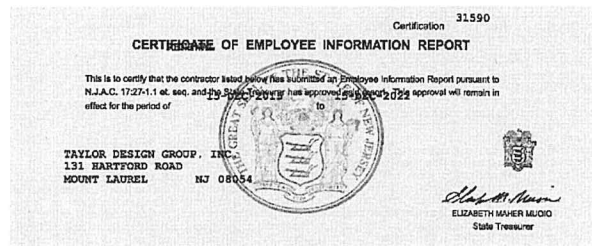
Mr. Taylor was responsible for project design and management, specializing in park and recreation planning and design, streetscape projects, site planning, and municipal consulting. Mr. Taylor was also the project manager and lead designer on numerous corporate and residential development projects throughout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





**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
08/13/2021

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 have ADDITIONAL INSURED provisions or 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>CONTACT NAME:</b> Lisa Neville	
The Barclay Group 202 Broad Street  Riverton NJ 08077		<b>PHONE (A/C, No, Ext):</b> (856) 829-1594	<b>FAX (A/C, No):</b> (856) 864-0117
		<b>E-MAIL ADDRESS:</b> lneville@barclayinsurance.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Harleysville Insurance Company of New Jersey	
		<b>INSURER B:</b> Hanover Insurance	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	
<b>INSURED</b>		<b>NAIC #</b>	
Taylor Design Group Inc Oakwood Land Group LLC 131 Hartford Rd Mount Laurel NJ 08054-9714		42900	

**COVERAGES**      **CERTIFICATE NUMBER:** 21-22 master cert      **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 WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			BOP00000075305T	08/02/2021	08/02/2022	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
								\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BOP00000075305T	08/02/2021	08/02/2022	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"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			CMB00000092274T	08/02/2021	08/02/2022	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC00000091820T	08/02/2021	08/02/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	\$ 500,000
							E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
B	Professional Liability			LHYA38626505	08/01/2021	08/01/2022	Per Claim	\$1,000,000
							Aggregate	\$2,000,000

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

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
Taylor Design Group, Inc. 131 Hartford Road  Mt. Laurel NJ 08054	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 

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ACORD 25 (2016/03)

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**PLEASE EXECUTE THIS FORM AND SUBMIT WITH THE RFP PACKAGE**

**TOWNSHIP OF BARNEGAT  
900 WEST BAY AVENUE  
BARNEGAT, NJ 08005**

**RIGHT TO EXTEND – TIME FOR AWARD**

The Township of Barnegat is required by the Local Public Contracts Law N.J.S.A. 40A:11-24, to make an award on products or service within sixty (60) days of the bid opening date.

Should the Township of Barnegat require an additional thirty (30) days extension to make an award of this bid, by signing this document you should grant the Township of Barnegat the right to extend this award up to ninety (90) days, if deemed necessary

SIGNED:   
(SIGNATURE)

TITLE: Scott D. Taylor, Vice President  
(PRINTED OR TYPED)

COMPANY: Taylor Design Group, Inc.

DATED: 10 / 11 / 2021

TYPE OF PRODUCT OR SERVICE OFFERED: \_\_\_\_\_

Landscape Architecture Services  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE EXECUTE THIS FORM AND SUBMIT WITH THE RFP PACKAGE**

**PUBLIC/STOCKHOLDER DISCLOSURE STATEMENT**

NAME OF BUSINESS: Taylor Design Group, Inc.

I certify that the list below contains the names and home addresses of all stockholders 10% or more of the issued and outstanding stock of the undersigned.

Or

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

- Partnership
- Limited Partnership
- Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

**STOCKHOLDERS:**

Name: Scott D. Taylor

Name: Michelle M. Taylor

Home Address:

Home Address:

77 N. Lakeside Drive West

77 N. Lakeside Drive West

Medford, NJ 08055

Medford, NJ 08055

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address:

Home Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address:

Home Address:

\_\_\_\_\_

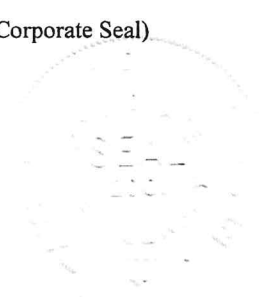
\_\_\_\_\_

Subscribed and sworn before me this 11th day of  
October, 2021

Holly M. Pasqua (Notary Public Signature)  
My Commission Expires: 7.23.2024  
Holly M. Pasqua

(Affiant)  
Scott D. Taylor, Vice President  
(Print name & title of affiant)

(Corporate Seal)



**PLEASE EXECUTE THIS FORM & SUBMIT WITH THE RFP PACKAGE**

NON-COLLUSION AFFIDAVIT

State of New Jersey

County of Burlington

I, Scott D. Taylor residing in Medford in the County of  
(Name of Affiant) (Name of Municipality)

Burlington and State of New Jersey of full age, being duly sworn according to law on my oath depose and say that:

I am Vice President of the firm of Taylor Design Group, Inc. the bidder making this Proposal  
(Title or Position) (Name of Firm)

For the bid entitled Position of Landscape Architect  
(Title of Bid Proposal)

And that I executed the said proposal with full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in the affidavit are true and correct, and made with full knowledge that the

Township of Barnegat relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained

By [Signature]  
Taylor Design Group, Inc.

Subscribed and sworn to me

Before this day October 11, 2021

[Signature]  
(Signature)

Holly M. Pasqua  
(Type or print name of affiant under signature)

Notary public of New Jersey

My commission expires: 10 / 11 / 2021 (Seal)



**PLEASE EXECUTE THIS FORM AND SUBMIT WITH THE RFP PACKAGE**

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) and N.J.A.C. 17:27  
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employments because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contract will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity should include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitation or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contract officer advising the labor union or workers' representative of the contractor's commitments under this act and should post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

**PLEASE EXECUTE THIS FORM AND SUBMIT WITH THE RFP PACKAGE**

**N.J.S.A. 10:5-31 ET SEQ. (P.L. 1975, C.127) AND N.J.A.C. 17:27  
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS  
(CONTINUED)**

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor should submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA-302

The contractor and its subcontractors should furnish such reports or other documents to the Division of Public Contract Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies should furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Submitted by: Taylor Design Group, Inc.  
(Name of Firm)

Name: Scott D. Taylor, AICP, PP, LLA, LEED AP  
(Please type or print)

Signature: 

Title: Vice President

Date: **10/11/2021**



**PLEASE EXECUTE THIS REQUIRED FORM AND SUBMIT WITH RFP PACKAGE**

**EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE TO BIDDERS  
N.J.S.A. 10:5-31 AND N.J.A.C. 17:27  
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

All successful bidders are required to submit evidence of appropriate affirmative action compliance to the County Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the County files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor should submit to the County, prior to execution of the contract, one of the following documents:

Goods and General Service Vendors

1. Letter of Federal Approval indicating that the vendor is under an existing federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the County and the Division. This approval letter is valid for one year from the date of issuance.

Do you have a federally approved or sanctioned EEO/AA program? Yes \_\_\_ No X  
If yes, please submit a photo copy of such approval.

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the County as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

Do you have a State Certificate of Employee Information Report Approval? Yes X No \_\_\_  
If yes, please submit a photo copy of such approval.

3. The successful vendor should complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 fee and forward a copy of the Form to the County. Upon submission and review by the Division, this report should constitute evidence of compliance with the regulations. Prior to execution of the contract, EEO/AA evidence must be submitted.

The successful vendor should complete an initial Employee Report (Form AA-302) on the Division website at [www.state.nj.us/treasury/contract](http://www.state.nj.us/treasury/contract) compliance.

The successful vendor(s) must submit the AA-302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid should be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

Company: Taylor Design Group, Inc.

Signature: 

Print Name: Scott D. Taylor, Vice President

Company: Taylor Design Group, Inc.

Date: 10 / 11 / 2021

**TOWNSHIP OF BARNEGAT  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**PART 1: CERTIFICATION**

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

**FAILURE TO CHECK ONE OF THE BOXES MAY RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification may render a bidder's bid proposal non-responsive. If the Township of Barnegat determines that a person or entity has submitted a false certification concerning its engagement in investment activities in Iran pursuant to section 4 of P.L. 2012, c.25 (C.52:32-58), the local contracting unit shall report to the New Jersey Attorney General the name of that person or entity, and the Attorney General shall determine whether to bring a civil action against the person to collect the penalty prescribed in paragraph (1) of subsection a. of section 5 of P.L. 2012, c.25 (C.52:32-59). The Township of Barnegat may also report to the municipal attorney or county counsel, as appropriate, the name of that person, together with its information as to the false certification, and the municipal attorney or county counsel, as appropriate, may determine to bring such civil action against the person to collect such penalty.

**PLEASE CHECK THE APPROPRIATE BOX:**

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and I am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

**OR**

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN** You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

**PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, ATTACH ADDITIONAL PAGES.**

Name \_\_\_\_\_ Relationship to Bidder/Offeror \_\_\_\_\_

Description of Activities \_\_\_\_\_

\_\_\_\_\_ Duration  
of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_


Bidder/Offeror Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

**TOWNSHIP OF BARNEGAT  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**Certification:**

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Township of Barnegat is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township of Barnegat to notify the Township of Barnegat in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Township of Barnegat and that the Township of Barnegat at its option may declare any contract(s) resulting from this certification void and unenforceable.

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.

**Bidder:** Taylor Design Group, Inc.  
**Signature:**   
**Print Name:** Scott D. Taylor, AICP, PP, LLA, LEED AP  
**Title:** Vice President  
**Date:** October 11, 2021

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) <b>Taylor Design Group, Inc.</b>	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.) <b>131 Hartford Road</b> City, state, and ZIP code <b>Mt. Laurel, NJ 08054</b>	Requester's name and address (optional)
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									
2	2	-	3	8	1	8	8	7	3

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**      Signature of U.S. person ▶

Date ▶ **10.11.2021**

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on [www.irs.gov/w9](http://www.irs.gov/w9) for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.