

**RESOLUTION NO. 2025-079**

**RESOLUTION OF THE TOWNSHIP OF LITTLE EGG HARBOR, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES FOR NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION (NJDEP) MS4 MAPPING STORMWATER PROGRAM WITH T&M ASSOCIATES**

**WHEREAS**, the Township of Little Egg Harbor approved Resolution 2025-005, which appointed T&M Associates as a Special Project Engineer for the Township; and

**WHEREAS**, there exists a need for Special Project Engineering Services for the Township of Little Egg Harbor, to conduct and update the Township's stormwater system mapping to meet the MS4 mapping guidelines identified by the NJDEP; and

**WHEREAS**, T&M Associates has submitted a proposal dated January 28, 2025, attached hereto as Schedule A, which delineates the scope of services with a not to exceed fee of \$67,900.00, exclusive of an annual budgetary subscription service for Esri ArcGIS Online (AGO); and

**WHEREAS**, the Township has determined that T&M Associates has the ability and expertise to perform the special engineering services required by the Township; and

**WHEREAS**, the Chief Financial Officer has certified that there are funds available for this contract, which certification is annexed hereto; and

**WHEREAS**, the amount of the contract to be awarded under this resolution is determined not to exceed \$67,900.00, which sum is reasonably estimated based upon such engineering services as may be required over the contract term to be awarded under this resolution, including, but not limited to, the amount spent for such engineering services from the previous calendar year, the costs of compensation under the contract to be awarded, and any projected increase or decrease in services anticipated versus the prior year, and which sum the Township of Little Egg Harbor is under no obligation to spend and which may not be exceeded without further action of the governing body; and

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Rothstein, Mandell, Strohm,  
Halm & Cipriani, P.A.  
ATTORNEYS AT LAW

98 East Water Street  
Toms River, NJ 08753

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**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, requires that the resolution and contract be made available for public inspection.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Township of Little Egg Harbor, County of Ocean, State of New Jersey as follows:

1. That T&M Associates is appointed as Special Projects Engineer for the Township of Little Egg Harbor for NJDEP MS4 Mapping Stormwater Program for the Township in accordance with the Scope of Services proposal attached hereto as Schedule A. The performance of contract work shall commence upon the signing of the Agreement and is anticipated to be completed approximately three (3) months after authorization to proceed.

2. That the Mayor is hereby authorized to execute and the Township Clerk to attest to the attached agreement with T&M Associates in accordance with the provisions of this resolution, for an amount not to exceed \$67,900.00

3. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because it is for services to be performed by a person or persons authorized by law to practice a recognized profession.

5. That the agreement shall be an open-ended contract with funds being encumbered contingent upon the availability of funds in the budget year. No services shall be rendered under the contract until the Chief Financial Officer has certified the availability of funds for such services.

6. That a notice of this action shall be printed once in the official newspaper of the Township of Little Egg Harbor.

7. That this resolution shall take effect immediately.

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**CERTIFICATE OF AVAILABILITY OF FUNDS**

I, **RODNEY HAINES**, Chief Financial Officer for the Township of Little Egg Harbor, do hereby certify that adequate funds are available for an open-ended contract with T&M Associates as Special Engineers to perform the NJDEP MS4 Mapping Stormwater Program for the Township.

The amount of the contract to be awarded under this resolution is determined not to exceed \$67,900.00 which sum is based upon a reasonable estimate of the engineering services required over the contract term. The Township of Little Egg Harbor is not obligated to spend this amount and is permitted to exceed this amount during the course of performance of this contract.

The funds which are available for this open-ended contract are found in the following line-item appropriation(s): 2025 BUDGET - 5-01-20-715-028  
*STORMWATER ASSISTANCE GRANT*



**RODNEY HAINES**, Chief Financial Officer  
Township of Little Egg Harbor

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YOUR GOALS. OUR MISSION.

LEHTOH-16002

January 28, 2025

Rodney Haines, Township Administrator/CFO  
Township of Little Egg Harbor  
Administrative Justice Complex  
665 Radio Road  
Little Egg Harbor, NJ 08087

**Re: Proposal for Professional Environmental Consulting Services  
NJDEP MS4 Mapping Stormwater Program  
Little Egg Harbor Township  
Ocean County, New Jersey**

Dear Mr. Haines:

T&M Associates (T&M) is pleased to submit our proposal to update the Township of Little Egg Harbor's (Township) stormwater system mapping to meet the MS4 mapping guidelines identified by the NJ Department of Environmental Protection (NJDEP). T&M will utilize a mixture of the Township's existing GIS Stormwater System information from paper maps and documents, existing GIS data and other local and regional stormwater datasets to create MS4 compliant data for submission to NJDEP. A subsequent field inventory of stormwater assets will be performed to collect and verify the locations and characteristics of both new and previously identified assets. The information will be used for the required submission of GIS based data to the NJDEP Division of Water Quality > Bureau of Stormwater Permitting > Municipal MS4 Mapping in the approved Esri File Geodatabase template.

The following scope of work constitutes the process that T&M will perform to update the stormwater system information for the Township. The work performed under this scope is required by NJDEP for the purposes of Stormwater System reporting.

#### **SCOPE OF SERVICES**

##### **TASK 1: PROJECT KICK-OFF MEETING**

T&M will schedule a project kick-off meeting with Township staff to present the project approach and to review the project schedule, budget, deliverables, and other administrative items. A primary component of this meeting will be to review any existing stormwater information as well as to identify and discuss any new and/or additional plans (e.g., CAD files of As-Builts) or other information for inclusion into the new MS4 compliant GIS Stormwater System. We will discuss data capture and update strategies for stormwater features and present the proposed MS4 compliant GIS Stormwater System Database, including attribution and alignment with NJDEP requirements, for review and comment by the Township. The Township will have the option of adding additional fields to the MS4 data layers.



Key points of contact will also be identified as we anticipate ongoing meetings and coordination to verify system and feature ownership for stormwater features throughout the duration of the project. This includes the sharing of information pertaining to the existence of retention basins, pre-treatments, and manufactured treatment devices.

**Assumptions:**

- The Township will provide relevant data and information for review by T&M staff two (2) weeks prior to the kick-off meeting.
- Proposed MS4 GIS Stormwater System Database will contain the NJDEP required data layers and fields for submission along with additional fields requested by the Township.

**Deliverables:**

- Kick-Off Meeting Agenda, Meeting Minutes and Points of Contact List
- Detailed inventory list of available information
- Proposed and Final GIS Stormwater System Database

**TASK 2: ARCGIS ONLINE GIS PLATFORM SETUP & CONFIGURATION**

In order to create a sustainable GIS platform, T&M recommends the purchase of an Esri ArcGIS Online (AGO) Organization to host the Township's stormwater system inventory. AGO is a secure cloud-based platform where users can store and access dynamic/authoritative data and content, as well as share maps and build/host applications. Since AGO is a cloud hosted platform, there are no maintenance tasks that need to be performed by users. System updates, as well as new functionality and enhancements, are performed seamlessly in the background, removing the administrative burden of traditional on-premise server based platforms that require technical staff. The platform is also backwards compatible so applications built today will continue to function properly as new enhancements and functionality are added to the system.

AGO requires the purchase of a Creator user license with an annual cost of \$700.00 to establish an Organization or "space" in AGO for the Township to host their data and applications. The Creator account comes with 500 credits, which is the currency of the AGO platform. Credits are consumed at a specified rate based on the amount of data and number of applications hosted on the platform. Additional credits and user types with specific capabilities (view only, editing, etc.) can be added at any time as demand for the platform increases. Based on the information gathered under Task 1, T&M will coordinate with the Township to identify the correct number of user types and credits required to support the GIS platform with the understanding that additional users and credits can be added at a later date. For reference, our team has built similar platforms for clients with an annual cost under \$1,400 annually that included an additional Field Worker and Viewer users and 1,000 credits.

T&M will guide the Township through the procurement of the AGO Organization from Esri including the setup and configuration of the Organization. Setup and configuration services include items such as: color



scheme and theme, address locator setup, basemap setup, user groups and permissions, authentication preferences, credit allocation and default setting preferences.

Information about ArcGIS Online functionality, licensing, and costs can be found here: <https://www.esri.com/en-us/arcgis/products/arcgis-online/overview>. Esri software can be purchased via the NJ State contract with Esri, which may include discount pricing for public agencies.

#### Assumptions:

- The Township will be responsible for the purchase and maintenance costs of the ArcGIS Online Organization.
- The Township will own the ArcGIS Online Organization and grant T&M administrative privileges to perform work.
- T&M will support the Township during the purchase of Esri software related to an ArcGIS Online Organization, user accounts, credits, and desktop licensing software.

#### Deliverables:

- Configured and functional ArcGIS Online Organization, including a Creator license and a minimum of 500 AGO credits.

### **TASK 3: GIS MS4 STORMWATER DATA COMPILATION AND REVIEW**

This effort to map the Township's stormwater features will involve creating a base layer of existing stormwater system features by merging available GIS datasets and performing a field inventory to collect new and updated information. T&M will utilize existing GIS stormwater data (inlets, outfalls, manholes and pipes) that have been previously developed for the Township and convert any existing as-built's (if applicable) to identify new features. At the completion of the digitization process, the existing MS4 stormwater features and the newly digitized features will be merged into one comprehensive database. Each layer in the new database will have a data schema based on the MS4 required fields and additional fields requested by the Township.

Based on conversations with Township staff, T&M has the following assumptions regarding the MS4 stormwater GIS layers:

1. MS4 Outfalls: created based on a combination of existing locations, digitized locations and new features identified in the field during inventory.
2. MS4 Ground Water Discharge Points (type): Not applicable, do not exist.
3. MS4 interconnections (type into/from, entity): created based on a combination of existing locations, and new features identified in the field.
4. Storm drain inlets (type, catch basin present, label present, retrofitted): created based on a combination of existing locations, and new features identified in the field.
5. MS4 Manholes: new features identified in the field.
6. MS4 conveyance (type, direction of flow): captured during digitization process and field inventory.
7. MS4 pump stations: created based on a combination of existing locations, digitized locations and new features identified in the field during inventory.



8. Stormwater facilities (type): created based on a combination of existing locations, and new features identified in the field during inventory.
9. Property boundaries of maintenance yard(s) and other ancillary operations (type): Township Department of Public Works site.

As part of the digitization process, T&M will extract pertinent information from the as-built plans (if applicable) and other information provided by the Township to attribute each layer accordingly. We will work with the Township to identify and attribute additional information that will be captured in the office.

The following attributes are expected to be captured in office:

- **Feature Ownership** – it is expected that the Public Works Department will advise as to ownership through coordination with T&M staff
- **Outfalls** - Receiving Water Type and Name
- **Inlets** – Existence of Bicycle Grate/grate type, Existence of Outfall label, Existence of curb retrofit
- **Management Basins** – Existence of fencing

As mentioned under Task 1, T&M anticipates ongoing meetings to verify system features and ownership for the duration of the project. As such, two (2) virtual review meetings will be scheduled with identified Township staff to verify system and feature ownership for the duration of the project.

Assumptions:

- Township staff will provide feedback in a timely fashion.

Deliverables:

- GIS Stormwater System Database with NJDEP required information
- Feature Layer Metadata
- Two (2) review meetings with Township staff to review GIS stormwater system data

**TASK 4: STORMWATER SYSTEM DATA COLLECTION APPLICATION AND ASSET FIELD INVENTORY**

Upon the successful office-based compilation of the Township's stormwater system database, T&M will develop a mobile application that will utilize Esri's Field Maps application hosted in ArcGIS Online. Field Maps utilizes RTK enabled (high accuracy) GPS units for positional accuracy and provides standardization for collecting MS4 data via dropdown domains, pick lists and required fields, with a few additional fields tailored specifically for collection in the Township. For existing features, field staff will have the ability to confirm and/or reposition each location and capture updated characteristic and conditional information. New features will be identified and located using RTK capable - GPS units along with capturing characteristic and additional information required to support MS4 compliance.

For the performance of the field inventory for the Township's stormwater assets using the mobile application described above, T&M will perform the following work:



T&M staff will perform a non-invasive field inventory with the primary focus on capturing the stormwater assets using high accuracy GPS units. T&M will deploy one (1) field staff member to perform the inventory on inlets, manholes, pipes, pump stations, facilities, and maintenance yards. A team consisting of two (2) staff members will be used to inventory outfalls. The non-invasive field inventory will perform the following activities using the defined mobile data collection solution:

- Locate, capture, and identify existing or new stormwater assets.
  - As this collection is non-invasive, T&M will not capture all linear (pipe) features for new stormwater assets identified in the field.
- Attribute assets using the defined schema developed in Task 3.
- Capture the latitude, longitude, and elevation at the surface of the stormwater (point) features using a high accuracy GPS unit.
- Capture photos of stormwater assets.

The field crew will be managed by the T&M field coordinator in the office who will QA/QC the collected data for accuracy and ensure all information was obtained correctly.

#### Assumptions:

- T&M will field inspect, update, and/or collect up to the following stormwater system features:
  - Up to 600 Inlets
  - Up to 250 Manholes
  - Up to 300 Outfalls
  - Up to 1260 Stormwater System pipe upstream and downstream points
  - Three (3) Maintenance Property Boundary
  - Forty (40) Retention/Detention Basin points
- The Township will review the updated Stormwater System GIS data and provide feedback and comments for adjustment.
- Features are accessible in the public right-of-way or a municipal easement and can be seen from the surface (i.e. Not paved over or buried underground).
- The Township will assist our team as needed to access features that are within easements.
- The Township will confirm that all inlets and manholes will be cleared of silt and debris, and accessible in the field prior to start of collection.
- Our office will provide a map of manholes that require DPW to access, open and clean.
- Our team will notify DPW of manholes and inlets that are full of debris that cannot be opened and we will revisit these structures once DPW has completed same.

#### Deliverables:

- Field verified MS4 GIS Stormwater System Database with characteristics and information based on the selected option.
- ESRI FieldMaps application for future updates and collection.





### **TASK 5: DATA CONVERSION TO NJDEP ESRI FILE GEODATABASE TEMPLATE FOR DELIVERY TO NJDEP**

Data from the final, compiled version of the GIS Stormwater System Database will be ported into the Esri File Geodatabase Template provided by the NJDEP. T&M will develop a Python script that automates the creation of the NJDEP required Geodatabase for delivery to NJDEP. T&M will also provide the Township with a ZIP file deliverable that can be sent directly to NJDEP.

#### **Deliverables:**

- A Python script that automates the creation of the NJDEP required Stormwater database along with documentation on the data conversion process.
- Zip file of the Township's GIS Stormwater System data in the required NJDEP Esri File Geodatabase Template.

### **TASK 6: PROJECT MANAGEMENT**

Coordination with the Township will be maintained throughout the course of the project. The Project Manager will provide oversight of technical work and staffing. The Project Management goal is to manage the progress of work to accomplish the project goals and objectives, including QA/QC of the final deliverables. Specific project management tasks will include:

- Supervision/Scheduling - Project coordination, meeting attendance (including the kickoff meeting and working sessions), daily staff assignments, monitoring technical work for compliance with the scope of services, and budget review. T&M Associates will attend up to four (4) project management meetings.
- Quality Assurance/Quality Control – T&M Associates will perform in-house quality reviews of project deliverables and documentation to confirm that checking and quality procedures have been followed.

#### **Deliverables:**

- Meeting Scheduling/Coordinating/Attendance, including meeting minutes
- Monthly Progress Reports

### **PAYMENT AND DELIVERY SCHEDULE**

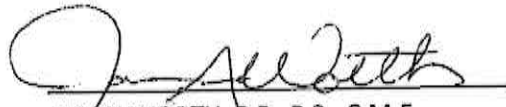
T&M will perform all professional services described in the Scope of Services, broken down into each option as listed below for a not to exceed fee of **\$67,900.00**. Invoicing will be on a monthly time and materials basis. Please note that this fee does not include the annual budgetary subscription service (minimum of \$700) for Esri ArcGIS Online (AGO) listed in Task 2 above.

The estimated minimum completion period for the work is approximately 3 months from authorization to proceed.



We thank you for the opportunity to submit this proposal. Please feel free to contact me directly with any questions regarding our scope, sequence or fees. I can be reached at 732.908.4763, or via email to [JWorth@tandmassociates.com](mailto:JWorth@tandmassociates.com).

Very truly yours,  
T&M ASSOCIATES

  
JASON WORTH, P.E., P.P., C.M.E.  
VICE PRESIDENT, REGIONAL MARKET LEADER

**ACCEPTED BY:**

NAME:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

TITLE:

COMPANY:

\_\_\_\_\_  
Township of Little Egg Harbor

DATE:

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