



Board of Park Commissioners
Wednesday, February 16th, 2022 at 6:00 p.m.
Youth and Community Services – 51 High Street
Regular Meeting Agenda

- 1. Call to order**
 - a. Attendance
- 2. Acceptance of meeting minutes**
 - a. January 19th, 2022 Regular Meeting Minutes
Documents: Attachment A (Pgs. 3-5)
- 3. Public participation**
- 4. Employee/Volunteer Recognition**
 - a. February Employee Spotlight: Lindsay Vigue, outgoing Arts & Culture Commission Chair
 - b. Acknowledgement: Scott White, Park Maintainer
- 5. Superintendent's Report**
 - a. Monthly Division Updates
Documents: Attachment B (Pgs. 6-7)
 - b. Project Updates
Documents: Attachment C (Pgs. 8-9)
 - c. Department Financials
Documents: Attachment D (Pgs. 10-14)
 - d. Fund Balance, Friends of Bristol Parks and Recreation Fund
Documents: Attachment E (Pgs.15-16)
 - e. Fund Balance, Samuel Goodsell Park & Playground Fund
Documents: Attachment F (Pgs. 17-18)
- 6. Old business**
 - a. By Commissioners
- 7. New business**
 - a. Presentation by Weston & Sampson for Page Park Revitalization preliminary design updates
 - b. Approval of the Bristol Blues 2022 Schedule
Documents: Attachment G (Pg. 19)
 - c. Presentation by the Community Engagement Coordinator on the Annual Fundraising Strategy
Documents: Attachment H (Pgs. 20-24)
 - d. Proposed MOU/modification to Little League lease agreements
Documents: Attachment I (Pgs. 25-27)
 - e. Award of Contract to LAN Associates for design of renovations and improvements at Casey Field & E.G. Stocks Playground
Documents: Attachment J (Pgs. 28-84)
 - f. Review of DMAC preliminary sign design

Attachments: Document K (Pg. 85)

g. By Commissioners

8. Committee reports

- a. Fund Development Committee
- b. Policy Committee
- c. Finance Committee
- d. City Council Liaison updates

9. Adjourn

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners

Topic: Board of Park Commissioners

Time: Feb 16, 2022 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://bristolct-gov.zoom.us/j/85476397431?pwd=djBQS0RCSFBiQm1lZjNkSzIYYmZZZz09>

Meeting ID: 854 7639 7431

Passcode: 267338

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Find your local number: <https://bristolct-gov.zoom.us/j/85476397431>



Board of Park Commissioners
Wednesday, January 19th, 2022 at 6:00 p.m.
Youth and Community Services – 51 High Street
Regular Meeting Minutes

1. Call to order

- a. Chairman Jeffrey Caggiano called the meeting to order at 6:01 p.m.
- b. Attendance

Present: Mayor Jeffrey Caggiano, Chairman
Sandra Bogdanski, Commissioner
Cynthia Donovan, Commissioner
Andrew Howe, City Council Liaison
Leonard Lamothe, Commissioner
Robert Lawson, Commissioner
Marie O'Brien, Board of Finance Liaison
Paula O'Keefe, Commissioner

Sarah Larson, Deputy Superintendent
Dr. Joshua Medeiros, Superintendent

Absent: Robert Fiorito, Vice Chairman

2. Acceptance of meeting minutes

- a. **MOTION:** Made by Commissioner Donovan to accept the December 15th, 2021 Regular Meeting Minutes with the addition of Leonard Lamothe as a guest.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.

3. Public participation

- a. Mary Rydingsward of the Kern Park Association expressed gratitude towards the board and present to both support and represent Kern Park in Section B. of New Business.

4. Employee/Volunteer Recognition & Positive Correspondence

- a. January Employee Spotlight:
 - i. Superintendent Medeiros recognized Stephen Bynum, Youth and Community Services Supervisor for his integral part in coordinating the Administrative team moving to 51 High Street over the past year. Supervisor Bynum is a detailed thinker making sure the youth and community services needs and our administrative teams' needs are met as best as possible, reviewing and providing on-going feedback into office assignments/business flow, and much more. Supervisor Bynum has been a solution based problem solver and I appreciate his leadership to help ensure a smooth transition for all parties.
 - ii. Next, Superintendent Medeiros recognized Jazzya Coakley, Assistant to the Superintendent for consistently going above and beyond tackling a variety of projects and always jumping on opportunities to do more including serving as the department's new Arts & Culture Commission recording secretary (in addition to Parks & Youth). Assistant Coakley's attention to detail and quality of work has been acknowledged by not only members of the department but in other departments as

ATTACHMENT A

well including Human Resources, Comptrollers and Payroll. Assistant Coakley has also been a tremendous help with our Administrative team's transition to 51 High Street assisting with various move logistics and the all-important document retention and destruction program.

- b. Superintendent Medeiros acknowledged Steven Schriver, Landscape Gardener for passing his probationary period.
- c. Superintendent Medeiros presented Positive Correspondence to the board. Discussion followed.

5. Superintendent's Report

- a. **MOTION:** Made by Commissioner Donovan to accept and place the Superintendent's Report on file.
Seconded by: Commissioner Lamothe, all in favor; motion carried.

6. Old business

- a. By Commissioners

7. New business

- a. **MOTION:** Made by Commissioner Donovan to add New Business item to the agenda.
Seconded by: Commissioner Lamothe, all in favor; motion carried.
- b. Department seeking endorsement from the board for CT Urban Forestry Council Climate Change Grant opportunity to remove the tennis courts from Veterans Memorial Boulevard and replace with an urban garden. Presentation from Deputy Superintendent Larson. Discussion followed.
- c. **MOTION:** Made by Commissioner Donovan to endorse CT Urban Forestry Council Climate Change Grant opportunity.
Seconded by: Commissioner O'Keefe, all in favor; motion carried.
- d. Superintendent Medeiros presented the MBIAMS Exterior Building Signs documents. The board reviewed and discussion followed.
MOTION: Made by Commissioner Donovan to place the MBIAMS Exterior Building Signs on file.
Seconded by: Commissioner O'Keefe, all in favor; motion carried.
- e. Superintendent Medeiros present proposed ARPA project requests. Discussion followed. The proposed ARPA project requests decided upon were: Pine Lake, Kern Park, Hoppers-Birge Pond/Roberts, Veterans Memorial Boulevard, Rockwell Park, and Bike Connectivity Study.
MOTION: Made by Commissioner Lamothe to approve submission of proposed ARPA project requests.
Seconded by: Commissioner O'Keefe, all in favor; motion carried.
- f. Superintendent Medeiros reviewed the 2022 Subcommittees and Assignments. Discussion followed.
- g. Superintendent Medeiros discussed the Annual Review of Board Member Roles & Responsibilities. Discussion followed.
- h. Superintendent Medeiros presented the Seasonal Programming Report (Fall 2021). Discussion followed.
- i. Deputy Superintendent Larson conducted Annual CAPRA Presentation. Discussion followed.
- j. By Commissioners:
 - i. Commissioner Lamothe inquired about for buildup in river behind Rockwell Maintenance Building and the structural condition of the 3rd base locker rooms at Muzzy Field.
 - ii. Commissioner Donovan inquired on the status of security cameras/systems at the parks.

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iii. Chairman Caggiano informed the department of an upcoming potential grant opportunity.

8. Committee reports

- a. Fund Development Committee: None
- b. Policy Committee: None
- c. Finance Committee: None
- d. City Council Liaison updates: None

9. Adjourn

- a. **MOTION:** Made by Chairman Caggiano to adjourn the meeting at 7:46 p.m.

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners

DRAFT



Superintendent Report
Board of Park Commissioners
February 16th, 2022

I. Parks, Grounds and Facilities Division Highlights

- The Rockwell Park Lagoon and Page Park Pond have been cleared by the Parks crew and are available for open skate while ice conditions allow.
- Parks crew completed First Aid/CPR Training and Certification.
- Parks crew received in-house training on use of the backhoe and skid steer machines.
- The service building was painted and the lighting was upgraded.
- Parks and Public Works collaborated on a drain and sewer maintenance job at Page Park.

Vandalism Updates

Damage	Location/Date	Repair Progress/Update
Downspouts torn off	Perry J. Spinelli Pavilion	Quoted for repair.

II. Recreation Division Monthly Report

- The recreation division's new gymnastic program began and has promising numbers within the program.
- The recreation division held a Pop-Up Ice Skating event at Rockwell Park Lagoon on January 28th that was well received by the community. It was estimated that over 100 community members came to the lagoon to ice skate. The event was covered by the Bristol Press.

Recreation & Event Measures	January 2021	January 2022
# of youth engaged in recreation programs	398	161*
# of adults engaged in recreation programs	3	66**
Total # of recreation programs running	9	14

* Number of youth engaged in recreation programs have decreased from last year as a result of Park Packs and Winter Care not being offered this year.

** Number of adults engaged in recreation programs is higher than displayed. This is due to Adult Volleyball League. Only the captain is registered for the program. There are 3-6 additional adults participating per team in the league.

III. Aquatics Division Highlights

- Swim lessons are filled to capacity.
- Aquatics division is working with CRPA to take advantage of a potential DEEP grant to subsidize offering free swim lessons to snap-eligible families.
- Aquatics division is hosting a, "Parent's Night In" on Valentine's Day for ages: 11-17.
- Aquatics division is hosting a, "Luck O' The Lap" event from March 16-20th.
- The CT Appalachian Mountain Club will be hosting their annual kayak practice sessions February through March on Saturdays.

ATTACHMENT B

- Region 5 Dive Team will be hosting dive training sessions February through April on Sundays.
- Splash is hosting their annual "Swim-a-thon" charity event to benefit the Manning/Sisson Fund on March 12th from 4:30-7:30 p.m.

Aquatics Measures	January 2021	January 2022
# of visits to the Dennis Malone Aquatics Center	1620	954
# of pool memberships sold	86	13
# program participants	1413*	595

**Swim reservations were required during this time due to COVID, so numbers were higher than usual.*

IV. Outreach, Marketing, and Event Highlights

- Developed "soft opening" rental program materials for Perry J. Spinelli Pavilion including: a promotional video, floorplan, and photo gallery.
- Attended meetings with the Towns of Glastonbury and Fairfield to discuss their practices for rentals at the Boathouse and Penfield Beach Pavilion. Venues to mirror with the Perry J. Spinelli Pavilion rental program.
- Created the Fall 2021 Seasonal Report and circulated it with the public (available on BPRYCS website).
- Reviewed the possibility of mobile app software to be used by the public to report park areas in need of maintenance work.
- Continued to work toward the installation of a sign at the Dennis Malone Aquatics Center, including the creation of a rendering and weighing traditional masonry vs faux stonework.
- Held an operational meeting with Parks, Grounds, and Facilities to discuss details surrounding the upcoming fundraiser to be held at Muzzy Field in May 2022.

Outreach, Marketing, and Event Measures	January 2021	January 2022
% of emails opened on a mobile device	58%	27%
Average number emails sent per week	3	11
Email open rate	15%	39%

Upcoming Special Events- Save the Date

Event Name	Date	Time	Location
Letters of Love	Ends Friday, February 11	Ongoing	N/A
Parents Night Out	Monday, February 14	5:00 – 9:00 pm	DMAC

ATTACHMENT C

Active Parks, Recreation, Youth and Community Services Projects Updated: 2/11/2022

Project Name	Description	Status	Anticipated Cost	Funding Source	Target Completion Goal
Basketball/Tennis Repairs	To repair and resurface tennis and basketball courts	Work awarded to Astro Turf for crack repairs and resurfacing at Rockwell, Brackett and Peck Park. Work anticipated for spring 2022 pending weather.	\$88,330	\$125,000- capital outlay (1017000).	Spring 2022
DMAC Facility Sign	Formal signage of the DMAC; currently no adequate signage for the facility	Preliminary design being reviewed by Parks Board. Lining up vendors and preparing to submit a sign permit through the Building Department.	\$25,000	\$25,000-capital outlay (1017017).	Spring 2022
E.G. Stocks Playground and Casey Field Upgrades	Site enhancements including ADA, court lights, and field upgrades.	Bid closed. Interview held with LAN Associates (the only submission). Recommendation to award on Parks Board agenda- City Council contract award anticipated in March.	\$600,000	\$600,000- CIP (3027004).	Summer 2022
Muzzy Field Scoreboard	Baseball scoreboard donation for Muzzy Field	Reviewing best approaches with Policy Committee. This item is anticipated to be removed from the February report.	\$13,000	Donation from Thomaston Savings Bank	Early winter 2022
Perry J. Spinelli- Phase 2	Phase 2 interior and exterior renovations with a vision of establishing a premier rental facility.	Met with EDM on site to review preliminary designs and proposed materials for lighting, deck, and ADA work. Preliminary design documents expected to be available to Parks Board at the March meeting.	\$600,000	\$600,000-CIP (3027010)	Summer 2022
Page Park Revitalization and Renovation	Utilize the Page Park master plan to fully renovate the park.	Meeting with Weston & Sampson regularly for project discussion and updates. The team continues to do site review and preliminary design work. Presentation scheduled for February Parks Board.	\$13.6 million (4yr phased approach)	\$2,000,000- CIP (3027010)	Fall 2023 (phase 1 completion)
Pine Lake Improvements	Renovations for the park including prefabricated	Pavilion replacement and new storage shed is ordered. Reduced prefabricated bathroom to a single facility and cutting back on select amenities	TBD- \$60,000	\$60,000- CAP Project Land,	Summer 2022

ATTACHMENT C

	bathroom and upgraded facilities/amenities.	to bring cost down. Requisition entered. Successful course inspection held on 1/27. Applying for additional funding through ARPA portal.		Streets, Bldgs (3021032) \$100,000- Rockwell Park Capital Project (3027014-21C06) \$90,000- Superior Electric Business Interruption	
Rockwell Park Pavilion-Bathroom Expansion	Establishment of a prefabricated bathroom facility with water connection to reduce reliance on port-o-johns.	Design documents have been completed. Awaiting pricing estimates before putting the project out to bid.	\$8,892 for design work. TBD for construction.	\$100,000- Rockwell Park Capital Project (3027014-21C06)	Winter 2022
Seymour Park-Tennis/Basketball & Pickleball Conversion	To repair and resurface Seymour Park courts and create 2 pickleball courts.	State contract quote came in at \$380,578. Project is \$135,000 over appropriated amount. Requesting additional project funds for FY 22-23.	\$245,000	\$245,000 –LOCIP (1347000)	TBD- pending further appropriation

ATTACHMENT D

02/11/2022 20:16
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YEAR-TO-DATE BUDGET REPORTP
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FOR 2022 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017021 PARKS ADMINISTRATION							
0017021 480003 PARK TRUST FUNDS	-400,000	0	-400,000	-385,933.70	.00	-14,066.30	96.5%*
0017021 480004 PARK TRUST GOODS	-23,330	0	-23,330	-6,320.00	.00	-17,010.00	27.1%*
0017021 514000 REGULAR WAGES &	421,995	0	421,995	247,127.93	.00	174,867.07	58.6%
0017021 515100 OVERTIME WAGES &	6,100	0	6,100	1,665.80	.00	4,434.20	27.3%
0017021 515200 PARTTIME WAGES &	19,000	0	19,000	7,867.42	.00	11,132.58	41.4%
0017021 552100 LIABILITY INSURA	63,800	0	63,800	65,548.58	.00	-1,748.58	102.7%*
0017021 553000 TELEPHONE	4,300	0	4,300	2,174.11	2,125.89	.00	100.0%
0017021 553100 POSTAGE	750	0	750	291.40	.00	458.60	38.9%
0017021 554000 TRAVEL REIMBURSE	500	0	500	473.06	.00	26.94	94.6%
0017021 557700 ADVERTISING	8,000	0	8,000	5,399.94	32.00	2,568.06	67.9%
0017021 561800 PROGRAM SUPPLIES	2,500	0	2,500	2,070.00	10.87	419.13	83.2%
0017021 569000 OFFICE SUPPLIES	2,000	0	2,000	1,996.51	2.93	.56	100.0%
0017021 581120 CONFERENCES & ME	7,500	0	7,500	5,431.79	600.00	1,468.21	80.4%
0017021 583120 ARTS & CULTURE C	0	25,000	25,000	22,258.40	37.22	2,704.38	89.2%
0017021 589100 MISCELLANEOUS	0	117,478	117,478	.00	4,752.19	112,725.81	4.0%
TOTAL PARKS ADMINISTRATION	113,115	142,478	255,593	-29,948.76	7,561.10	277,980.66	-8.8%
TOTAL GENERAL FUND	113,115	142,478	255,593	-29,948.76	7,561.10	277,980.66	-8.8%
TOTAL REVENUES	-423,330	0	-423,330	-392,253.70	.00	-31,076.30	
TOTAL EXPENSES	536,445	142,478	678,923	362,304.94	7,561.10	309,056.96	
GRAND TOTAL	113,115	142,478	255,593	-29,948.76	7,561.10	277,980.66	-8.8%

** END OF REPORT - Generated by Jazzya Coakley **

ATTACHMENT D

02/11/2022 20:18
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YEAR-TO-DATE BUDGET REPORTP 1
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FOR 2022 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017022 PARKS GROUNDS & FACILITIES							
0017022 450311 MUZZY FIELD RENT	-30,000	0	-30,000	-10,825.00	.00	-19,175.00	36.1%*
0017022 450321 RENTALS	-20,500	0	-20,500	-4,302.50	.00	-16,197.50	21.0%*
0017022 450322 CONCESSION & MIS	-6,500	0	-6,500	-3,551.00	.00	-2,949.00	54.6%*
0017022 450400 MISC CHARGES FOR	-400	0	-400	-25.00	.00	-375.00	6.3%*
0017022 514000 REGULAR WAGES &	1,023,590	0	1,023,590	586,625.48	.00	436,964.52	57.3%
0017022 515100 OVERTIME WAGES &	112,000	0	112,000	78,722.76	.00	33,277.24	70.3%
0017022 515200 PARTTIME WAGES &	50,500	0	50,500	19,231.42	.00	31,268.58	38.1%
0017022 541000 PUBLIC UTILITIES	68,200	0	68,200	50,025.11	14,474.89	3,700.00	94.6%
0017022 541100 WATER & SEWER CH	45,000	0	45,000	42,838.64	2,161.36	.00	100.0%
0017022 542140 REFUSE	16,000	0	16,000	7,684.41	3,427.19	4,888.40	69.4%
0017022 543000 REPAIRS & MAINT	54,000	0	54,000	34,579.00	18,979.90	441.10	99.2%
0017022 543100 MOTOR VEHICLE SE	15,000	0	15,000	3,703.01	4,056.99	7,240.00	51.7%
0017022 561400 MAINT SUPPLIES &	92,000	0	92,000	36,709.84	50,663.06	4,627.10	95.0%
0017022 562100 HEATING OIL	11,000	0	11,000	2,765.75	8,234.25	.00	100.0%
0017022 562600 MOTOR FUELS	20,000	0	20,000	10,820.14	500.00	8,679.86	56.6%
0017022 563000 MOTOR VEHICLE PA	21,000	0	21,000	12,348.57	8,975.85	-324.42	101.5%*
0017022 563100 TIRES	2,000	0	2,000	1,538.81	461.19	.00	100.0%
0017022 570905 SMALL EQUIPMENT	10,200	0	10,200	3,715.39	2,490.01	3,994.60	60.8%
0017022 581120 CONFERENCES & ME	4,000	0	4,000	1,752.55	200.00	2,047.45	48.8%
0017022 581200 VANDALISM	4,000	0	4,000	.00	400.00	3,600.00	10.0%
TOTAL PARKS GROUNDS & FACILITIES	1,491,090	0	1,491,090	874,357.38	115,024.69	501,707.93	66.4%
TOTAL GENERAL FUND	1,491,090	0	1,491,090	874,357.38	115,024.69	501,707.93	66.4%
TOTAL REVENUES	-57,400	0	-57,400	-18,703.50	.00	-38,696.50	
TOTAL EXPENSES	1,548,490	0	1,548,490	893,060.88	115,024.69	540,404.43	
GRAND TOTAL	1,491,090	0	1,491,090	874,357.38	115,024.69	501,707.93	66.4%

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02/11/2022 20:19
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|YEAR-TO-DATE BUDGET REPORT

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FOR 2022 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017023 RECREATION							
0017023 450105 SUMMER RECREATIO	-281,865	0	-281,865	-147,664.00	.00	-134,201.00	52.4%*
0017023 450107 FALL/WINTER REC	-35,000	0	-35,000	-18,989.00	.00	-16,011.00	54.3%*
0017023 514000 REGULAR WAGES &	118,760	0	118,760	70,350.10	.00	48,409.90	59.2%
0017023 515100 OVERTIME WAGES &	500	0	500	177.96	.00	322.04	35.6%
0017023 515200 PARTTIME WAGES &	335,000	0	335,000	156,387.15	.00	178,612.85	46.7%
0017023 531000 PROFESSIONAL FEE	125,000	0	125,000	57,877.10	15,529.75	51,593.15	58.7%
0017023 557700 ADVERTISING	1,200	0	1,200	286.84	.00	913.16	23.9%
0017023 561800 PROGRAM SUPPLIES	34,000	0	34,000	17,347.78	3,302.78	13,349.44	60.7%
0017023 581120 CONFERENCES & ME	1,250	0	1,250	1,240.00	70.00	-60.00	104.8%*
TOTAL RECREATION	298,845	0	298,845	137,013.93	18,902.53	142,928.54	52.2%
TOTAL GENERAL FUND	298,845	0	298,845	137,013.93	18,902.53	142,928.54	52.2%
TOTAL REVENUES	-316,865	0	-316,865	-166,653.00	.00	-150,212.00	
TOTAL EXPENSES	615,710	0	615,710	303,666.93	18,902.53	293,140.54	
GRAND TOTAL	298,845	0	298,845	137,013.93	18,902.53	142,928.54	52.2%

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02/11/2022 20:20
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CITY OF BRISTOL
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017024 AQUATICS							
0017024 450103 POOL CHARGES	-203,500	0	-203,500	-112,839.75	.00	-90,660.25	55.4%*
0017024 514000 REGULAR WAGES &	209,045	0	209,045	125,487.24	.00	83,557.76	60.0%
0017024 515100 OVERTIME WAGES &	5,500	0	5,500	1,707.85	.00	3,792.15	31.1%
0017024 515200 PARTTIME WAGES &	375,000	0	375,000	297,067.05	.00	77,932.95	79.2%
0017024 531000 PROFESSIONAL FEE	8,500	0	8,500	5,330.65	3,161.95	7.40	99.9%
0017024 541000 PUBLIC UTILITIES	55,000	0	55,000	24,602.81	10,397.19	20,000.00	63.6%
0017024 541100 WATER & SEWER CH	20,500	0	20,500	9,653.52	10,346.48	500.00	97.6%
0017024 543000 REPAIRS & MAINT	35,000	0	35,000	2,435.27	12,544.73	20,020.00	42.8%
0017024 557700 ADVERTISING	500	0	500	.00	.00	500.00	.0%
0017024 561400 MAINT SUPPLIES &	25,000	0	25,000	6,593.96	11,825.69	6,580.35	73.7%
0017024 561800 PROGRAM SUPPLIES	15,000	-651	14,349	9,605.01	4,308.47	435.52	97.0%
0017024 562100 HEATING OIL	1,700	0	1,700	.00	1,700.00	.00	100.0%
0017024 562200 NATURAL GAS	27,300	0	27,300	15,856.20	9,143.80	2,300.00	91.6%
0017024 581120 CONFERENCES & ME	2,500	651	3,151	3,150.83	.00	.17	100.0%
TOTAL AQUATICS	577,045	0	577,045	388,650.64	63,428.31	124,966.05	78.3%
TOTAL GENERAL FUND	577,045	0	577,045	388,650.64	63,428.31	124,966.05	78.3%
TOTAL REVENUES	-203,500	0	-203,500	-112,839.75	.00	-90,660.25	
TOTAL EXPENSES	780,545	0	780,545	501,490.39	63,428.31	215,626.30	
GRAND TOTAL	577,045	0	577,045	388,650.64	63,428.31	124,966.05	78.3%

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02/11/2022 20:22
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|YEAR-TO-DATE BUDGET REPORT

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FOR 2022 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
132 PINE LAKE ADVENTURE PARK FUND							
1321032 PINE LAKE ADVENTURE PARK							
1321032 422004 CHALLENGE COURSE	-115,000	0	-115,000	.00	.00	-115,000.00	.0%*
1321032 460000 INTEREST INCOME	0	0	0	-7.33	.00	7.33	100.0%
1321032 515100 OVERTIME WAGES &	985	0	985	.00	.00	985.00	.0%
1321032 515300 SEASONAL WAGES	90,765	0	90,765	.00	.00	90,765.00	.0%
1321032 531000 PROFESSIONAL FEE	8,000	0	8,000	.00	.00	8,000.00	.0%
1321032 543200 EQUIPMENT MAINTENANCE	6,750	0	6,750	.00	.00	6,750.00	.0%
1321032 553100 POSTAGE	400	0	400	.00	.00	400.00	.0%
1321032 555000 PRINTING & BINDING	3,000	0	3,000	.00	.00	3,000.00	.0%
1321032 561400 MAINT SUPPLIES &	1,350	0	1,350	.00	.00	1,350.00	.0%
1321032 561800 PROGRAM SUPPLIES	1,550	0	1,550	.00	.00	1,550.00	.0%
1321032 569000 OFFICE SUPPLIES	100	0	100	.00	.00	100.00	.0%
1321032 581135 SCHOOLING & EDUCATION	2,100	0	2,100	.00	.00	2,100.00	.0%
TOTAL PINE LAKE ADVENTURE PARK	0	0	0	-7.33	.00	7.33	100.0%
TOTAL PINE LAKE ADVENTURE PARK FUND	0	0	0	-7.33	.00	7.33	100.0%
TOTAL REVENUES	-115,000	0	-115,000	-7.33	.00	-114,992.67	
TOTAL EXPENSES	115,000	0	115,000	.00	.00	115,000.00	
GRAND TOTAL	0	0	0	-7.33	.00	7.33	100.0%

** END OF REPORT - Generated by Jazzya Coakley **

Main Street

COMMUNITY FOUNDATION

ATTACHMENT E

Officers

Susan D. Sadecki
President & CEO

Marguerite P. Fletcher
Chair of the Board

Scott Fournier
Vice-Chair

David J. Aldieri
Secretary

Daniel J. Daigle
Treasurer

Kristine J. Dargenio
Assistant Secretary

John D. Scarritt
Past Board Chair

Directors

Megan E. Albanese

Jarre B. Betts

Kyle S. Biddick

Eric Clemons

Mary Ellen Hobson

Kimberly H. James

Mark D. Malley

William R. Micari

Mark Moriarty

Jennifer O'Connor

Kathryn C. Reinhard

Jennifer J. Scully

Andrea Wasley

Rebecca B. Zappone

Founders

Sherwood Anderson

Carlyle F. Barnes

Thomas O. Barnes

Delores Capers

Ann Clark

Terry B. Fletcher

Edward P. Lorensen

Robert S. Merriman

David J. Preleski

Jeanne E. Radcliff

John E. Smith

Christopher Ziogas

January 28, 2022

Mr. Joshua Medeiros Ed.D
Bristol Parks and Recreation
Suite 9, Second Floor City Hall
111 North Main Street
Bristol, CT 06010-8107

Re: Friends of Bristol Parks and Recreation Fund

Dear Josh:

Enclosed please find the un-audited 2021 fund statement for the fund named above at Main Street Community Foundation (MSCF). We would like to thank you once again for allowing MSCF to assist you with your charitable giving goals.

The 2021 net investment return for the MSCF portfolio was 13.5%. The Board of Directors continues to monitor the investment portfolio closely to ensure that our investment policy meets its goal of balancing current year grant-making needs with long-term endowment growth. This investment strategy, combined with our disciplined spending policy, has proven sound over time.

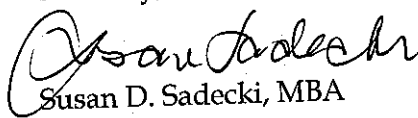
MSCF transitioned to a new technology platform in mid-2021. This statement is formatted to provide you a summary of the fund's activity during 2021 including any grants distributed from the fund. You may see a few differences from past statements you have received and I welcome your feedback as we continue to learn all of the new features of this information system.

Additionally, the Board of Directors approved a 5.25% spending policy for 2022 and a copy of the spending policy is available upon request.

We value the confidence you have placed in the Foundation as well as your commitment to making our community a better place to live for all.

As always, I welcome your questions or comments at any time.

Sincerely,


Susan D. Sadecki, MBA
President & CEO

Main Street Community Foundation, Inc.
120 Halcyon Drive • P.O. Box 2702
Bristol, Connecticut 06011-2702
P: 860.583.6363 • F: 860.589.1252
www.mainstreetfoundation.org

Confirmed in Compliance
with National Standards for
U.S. Community Foundations



Excellence. Accountability. Impact.™

Friends of Bristol Parks and Recreation Fund

ATTACHMENT E

For the Twelve Months Ended

December 31, 2021

FUND SUMMARY

Fund Activity	Year-to-Date
BEGINNING FUND BALANCE	\$21,767.91
Investment Returns Gain/(Loss)	3,256.18
Gifts and Contributions	6,230.00
Foundation Administrative Fees	(484.94)
Grants	(995.00)
ENDING FUND BALANCE	\$29,774.15

GRANTS APPROVED

Date	Grantee	Amount
08/17/2021	Bristol Parks and Recreation	995.00
TOTAL GRANTS		\$ 995.00

ATTACHMENT F

Officers

Susan D. Sadecki
President & CEO

Marguerite P. Fletcher
Chair of the Board

Scott Fournier
Vice-Chair

David J. Aldieri
Secretary

Daniel J. Daigle
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Robert S. Merriman

David J. Presleski

Jeanne E. Radcliff

John E. Smith

Christopher Ziogas

January 28, 2022

Mr. Joshua Medeiros Ed.D
Bristol Parks and Recreation
Suite 9, Second Floor City Hall
111 North Main Street
Bristol, CT 06010-8107

Re: Samuel Goodsell Park and Playground Fund

Dear Josh:

Enclosed please find the un-audited 2021 fund statement for the fund named above at Main Street Community Foundation (MSCF). We would like to thank you once again for allowing MSCF to assist you with your charitable giving goals.

The 2021 net investment return for the MSCF portfolio was 13.5%. The Board of Directors continues to monitor the investment portfolio closely to ensure that our investment policy meets its goal of balancing current year grant-making needs with long-term endowment growth. This investment strategy, combined with our disciplined spending policy, has proven sound over time.

MSCF transitioned to a new technology platform in mid-2021. This statement is formatted to provide you a summary of the fund's activity during 2021 including any grants distributed from the fund. You may see a few differences from past statements you have received and I welcome your feedback as we continue to learn all of the new features of this information system.

Additionally, the Board of Directors approved a 5.25% spending policy for 2022 and a copy of the spending policy is available upon request.

We value the confidence you have placed in the Foundation as well as your commitment to making our community a better place to live for all.

As always, I welcome your questions or comments at any time.

Sincerely,



Susan D. Sadecki, MBA
President & CEO

Samuel Goodsell Park and Playground Fund

ATTACHMENT F

For the Twelve Months Ended

December 31, 2021

FUND SUMMARY

Fund Activity	Year-to-Date
BEGINNING FUND BALANCE	\$821,763.56
Investment Returns Gain/(Loss)	106,101.34
Foundation Administrative Fees	(14,937.94)
Grants	(25,280.00)
ENDING FUND BALANCE	\$887,646.96

GRANTS APPROVED

Date	Grantee	Amount
01/19/2021	Bristol Parks and Recreation	25,280.00
TOTAL GRANTS		\$25,280.00

Thank you for your continued support!



ATTACHMENT G

Bristol Blues Games

Permit #: 3096

Applicant:

Bristol Blues Baseball
Jordan Scheiner
357 North Main St
Bristol CT 06010

Created By: Sarah Larson

Created On: 1/24/2022 10:58:09 AM

Applicant Phone: (203) 981-8331

Location	Date	Times
Muzzy Field	Thu, June 09, 2022	02:30 PM - 09:30 PM
Muzzy Field	Fri, June 10, 2022	02:30 PM - 09:30 PM
Muzzy Field	Tue, June 14, 2022	02:30 PM - 09:30 PM
Muzzy Field	Wed, June 15, 2022	02:30 PM - 09:30 PM
Muzzy Field	Fri, June 17, 2022	02:30 PM - 09:30 PM
Muzzy Field	Sat, June 18, 2022	02:30 PM - 09:30 PM
Muzzy Field	Sun, June 19, 2022	01:30 PM - 09:30 PM
Muzzy Field	Thu, June 23, 2022	02:30 PM - 09:30 PM
Muzzy Field	Fri, June 24, 2022	02:30 PM - 09:30 PM
Muzzy Field	Sat, June 25, 2022	02:30 PM - 09:30 PM
Muzzy Field	Wed, June 29, 2022	02:30 PM - 09:30 PM
Muzzy Field	Sat, July 02, 2022	02:30 PM - 09:30 PM
Muzzy Field	Sun, July 03, 2022	01:30 PM - 09:30 PM
Muzzy Field	Wed, July 06, 2022	02:30 PM - 09:30 PM
Muzzy Field	Thu, July 07, 2022	02:30 PM - 09:30 PM
Muzzy Field	Sun, July 10, 2022	01:30 PM - 09:30 PM
Muzzy Field	Thu, July 14, 2022	02:30 PM - 09:30 PM
Muzzy Field	Mon, July 18, 2022	02:30 PM - 09:30 PM
Muzzy Field	Wed, July 20, 2022	02:30 PM - 09:30 PM
Muzzy Field	Thu, July 21, 2022	02:30 PM - 09:30 PM
Muzzy Field	Sat, July 23, 2022	02:30 PM - 09:30 PM
Muzzy Field	Fri, July 29, 2022	02:30 PM - 09:30 PM

Special Conditions

No Alcohol in the Park. No charcoal or open fire grills. Only gas grills are permitted. Please bag all trash and place in receptacle. If receptacle is full please remove trash with you when exiting the park.

ATTACHMENT H

FUND DEVELOPMENT

Fiscal Year 2023



ATTACHMENT H

Background

- Presented before Board of Park Commissioners in February 2021
 - Goal of Raising \$30,000
 - Included (4) events & (1) campaign
- Funds Raised to Date = \$33,800
 - (1) Fundraiser was held: Page Pool Grand Opening (Individual event goal \$15,000)
 - Funds Generated: \$10,400 (69%)
 - Impact Report Generated
 - Secured over \$20,000 in funding for the 100th Anniversary of Memorial Boulevard
- Funds expected to be raised by June 30, 2022 = \$20,000
 - Dinner on the Diamond



ATTACHMENT H

FY2022

DINNER ON THE DIAMOND

- Dinner on the Diamond is a fundraiser event to benefit the Friends of the Bristol Parks and Recreation Fund through the Main Street Community Foundation. This exclusive experience brings you across the grass of historic Muzzy Field, to dine where baseball greats have created generations of memories.
 - Muzzy Field
 - Saturday, May 21, 2022
 - 5:30 – 8:00 pm



ATTACHMENT H

Looking Ahead

- FY23 = July 2022 – June 2023
- Align efforts with Strategic Plan initiatives
- Role of the Fund Development Committee in the Strategic Action Plan Accountability Framework
- Goal of (3) Fundraising Initiatives Annually
 - (1) Known “Marquee” Event



ATTACHMENT H

Friends of Bristol Parks and Recreation Fund Goals **Draft**

FRIENDS OF BRISTOL PARKS AND RECREATION FUND THROUGH THE MAIN STREET COMMUNITY FOUNDATION

Source of Funding	Goal(s)	Strategy	Timing
Individual Giving	\$7,000	(2) Campaigns Targeted Giving Online Donations Appeals	Ongoing Key Timing • Leading into Summer (June 2022) • Giving Tuesday (November 2022) • End of the Year (December 2022)
Special Events	\$ 10,000 \$ 8,000 \$ 20,000	Summer Send Off Murder Mystery Evening 2 nd Annual Dinner on the Diamond	August 2022 October 2022 May 2023
Planned Giving / Legacy Society	-	Bequests Establish Legacy Society Programming Integration	Early 2023 - Ongoing

ATTACHMENT I

Dear Board of Park Commissioners,

Thank you for your time and your continual commitment to our community. As you may be aware, Bristol Girls Little League Softball has enjoyed a lot of success in recent years, and that is reflected in the growth in participation year over year. The program has enjoyed double digit growth annually since 2014. There are now more than 300 young ladies playing Little League softball in Bristol, many of which play multiple seasons, accounting for more than 550 unique registrations over the calendar year. With no less than 20 teams the last several Spring and Fall seasons, the desire for the girls to play at collocated fields with access to communal space and bathrooms has been an area where we, as a league, have come up short.

I am pleased to share that in partnership with Bristol Little League (baseball) we have reached a consensus and have agreed to an equitable solution that will make each Little League program in Bristol whole, by exchanging the lease agreements of Peck Park and McCabe Waters, thus making the Forestville Little League complex exclusively a baseball complex for the recently merged Bristol Little League baseball organization. In return, Bristol Girls Little League Softball would utilize the McCabe-Waters fields for softball activities. Bristol Girls Little League Softball already assumes all maintenance and financial responsibilities for the lower softball field in Rockwell Park. This adjustment would expand and memorialize that accountability.

As Dave Greenleaf articulated earlier, it is imperative that we preserve baseball in the west end. We agree 100%, and will fully honor that effort. Under this proposed arrangement, McCabe Waters Field #1 would remain a baseball field, available for Dave Greenleaf to schedule baseball games and practices as appropriate. Bristol Girls Little League Softball is prepared to assume all financial responsibilities for the McCabe-Waters complex, including field and facility maintenance, utilities, as well as funding the necessary capital projects recommended by the City for enhancements and to meet ADA compliance. Our goal is finalize arrangements ahead of the upcoming Spring season. With the Board's approval, we are seeking the Board to adopt this change through a formal memorandum of understanding. Thank you for your time and consideration.

Sincerely,

Adam Whitlock
President, Bristol Girls Little League Softball



ATTACHMENT I

Memorandum of Understanding for Bristol Girls Little League Softball and Bristol Little League Park Lease Agreements

February 2, 2022

This Memorandum of Understanding (MOU) between the City of Bristol Parks, Recreation, Youth & Community Services Department, Bristol Girls Little League Softball (BGLLS), and Bristol Little League (BLL) serves to modify the current lease agreements in order to increase access and shared use of park property for the purpose of little league programming. The MOU will go into effect at the time of signature and will expire on December 31, 2023 coinciding with the lease expiration. At that time new leases will be established through the Board of Park Commissioners and BGLLS and BLL.

The MOU was established through significant discussion between Adam Whitlock, BGLLS President, Scott Lodge, BLL President, Steve DeNino, Steve Joslyn, and Brett Caron, BLL Executive Vice Presidents, David Greenleaf, BLL Player Agent and Master Scheduler for BGLLS and BLL, Superintendent Josh Medeiros, and Deputy Superintendent Sarah Larson.

Terms of the MOU

The McCabe-Waters Little League Facility would go from being a lease solely held by BLL to a split lease between BGLLS and BLL

In the McCabe-Waters lease:

- **Bristol Girls Little League Softball:**
 - Will be the lessee of Field 2, Field 3, Field 4 (at Rockwell Park), and cover related expenditures for care and maintenance.
 - Responsible for expenditures relating to skin Field 2 (Greenleaf Field)
 - Field 3 would retain shared access so that both leagues may use it for all applicable divisions. Use coordinated through the league schedulers.
 - Fund and implement proposed ADA updates in and around Fields 2, 3 and stairway to Field 4 with approvals through the Board of Park Commissioners.
- **Bristol Little League:**
 - Will be the lessee of the field house building adjacent to Field 1 residing on Spruce Street and cover associated expenditures
 - Will be the lessee of Field 1 (Frazier Field).
 - Field 3 would retain shared access so that both leagues may use it for all applicable divisions. Use coordinated through the league schedulers.
- **Shared access between BGLLS and BLL include:**



ATTACHMENT I

- Bathrooms at the field house (BGLLS would always have full access to bathrooms)
- Batting Cages
- Pavilion
- Shared access to concessions at the field house
- Bristol Little League will establish separate water and electricity meters at Field 2 to separate Fields 2-4 from the Field House and Field 1 and cover related expenditures.

In the proposed Peck Park lease:

- Bristol Little League:
 - Will be the sole lessee of the fields, field house and batting cages at Peck Park.
 - BGLLS would cover the costs of installing a mound and turf at the current softball field adjacent to the playground and tennis courts at Peck Park.

This MOU serves to clarify use and responsibilities of BGLLS and BLL but does not supersede or change any conditions outlined in the full lease agreements established between BGLLS, BLL, and the City of Bristol Parks, Recreation, Youth & Community Services Department.

This MOU was approved at the regular meeting of the Board of Park Commissioners on Wednesday February 16, 2022.

Signature: _____ Printed Name: _____ Date: _____
BGLLS President

Signature: _____ Printed Name: _____ Date: _____
BLL President

Signature: _____ Printed Name: _____ Date: _____
Superintendent of Parks, Recreation Youth & Community Services

**PROPOSAL FOR
DESIGN OF RENOVATIONS
AND IMPROVEMENTS AT
CASEY FIELD AND
E.G. STOCKS PLAYGROUND
2P22-061**

**Submitted to:
The City of Bristol
Purchasing Department
111 North Main Street
Bristol, CT 06010**

**Attention: Mr. Roger D. Rousseau
Purchasing Agent
Email: rogerrousseau@bristolct.gov**

**LAN Ref. #4.100.0 - #22-035
January 24, 2022**



ENGINEERING
PLANNING
ARCHITECTURE
SURVEYING
SINCE 1965

January 26, 2022

City of Bristol
Purchasing Office
111 North Main Street
Bristol, CT 06010

ATTN: Mr. Roger Rousseau
Purchasing Agent
rogerrousseau@bristolct.gov

Request for Proposals 2P22-061
Design of Renovations and Improvements at Casey
Field and E.G. Stocks Playground
LAN Ref. #4.100Lp22-035

Dear Mr. Rousseau,

I am pleased to present LAN Associates to the City of Bristol for design renovations and improvements at Casey Field and E.G. Stocks playground. Our civil engineering team is eager to support the future improvements to the City's park and recreation community to better serve its residents.

We understand the City of Bristol's parks system spans over 730 acres and is a major attraction to the area. As part of the City's master plan there are defined areas of improvement to address various site improvements, ADA accessibility, lighting, resurfacing of courts, and refurbishing of splash pads. After reviewing the site plans and goals pertaining to this project, we are confident we are the right team to work on this project.

Our vast experience with municipal, county, and state organizations stems from deliberate strategic pursuits intended to match our core competencies with projects that reflect our drive to improve lives. When LAN signs onto a project, we work diligently to create thoughtful designs that shape a unique experience reflective of the client's goal and informed by a facility's purpose.

LAN's team of civil engineers are confident that we have the skills, resources, and past experience to bring success to this project. LAN looks forward to being by the City's side, step by step, from project inception through construction to the day the community begins to utilize the upgraded facilities.

Our team is driven, talented, and passionate and we look forward to using our skills and experience to help the City of Bristol prepare for its future.

Respectfully submitted,

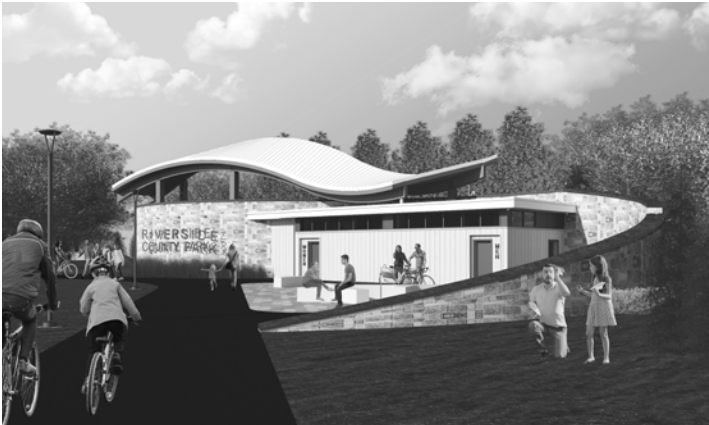
LAN Associates, Engineering, Planning
Architecture, Surveying, LLP



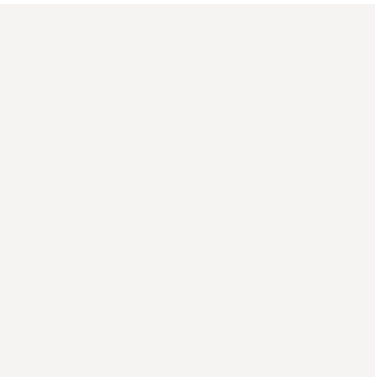
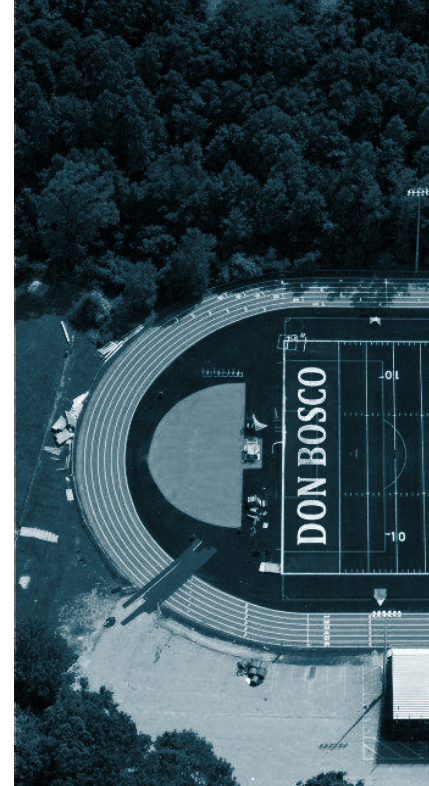
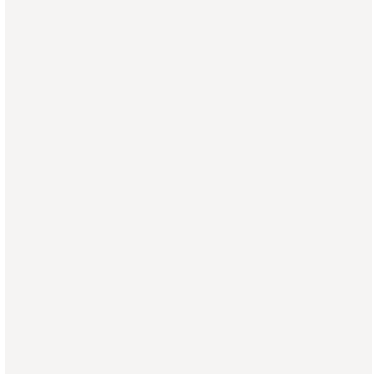
James P. Mauer II, PE
Associate | Civil Engineer

ATTACHMENT J

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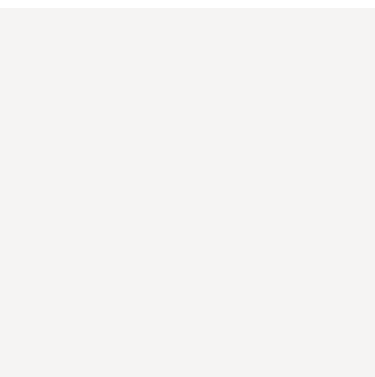
57
YEARS OF
PROVEN
EXPERIENCE



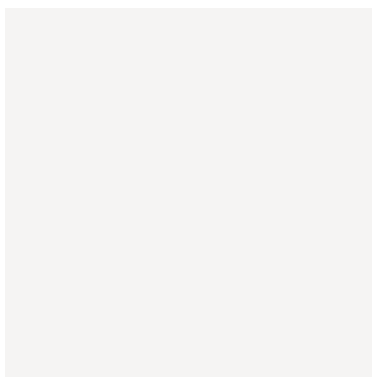
100
IN-HOUSE
PROFESSIONALS



**TOP
300**
ARCHITECTURAL
FIRM
ARCHITECTURAL
RECORD



250
MILLION
DOLLARS OF
CONSTRUCTION
PER YEAR



**“CHAMPIONS
OF GOOD
WORKS”**
COMMERCE &
INDUSTRY
ASSOCIATION



TOP DESIGN FIRM

ENGINEERING
NEWS RECORD



TOP WORK PLACE

WORKPLACE
DYNAMICS



PROPOSAL REQUIREMENTS

PROJECT UNDERSTANDING



LAN understands that the City of Bristol has identified several critical site improvements at Casey Field and E.G. Stocks Playground as part of the master planning effort completed in March 2021 and furthermore that a budget for such project has been secured via the Board of Park Commissions.

To initiate advancement of this project, the City shall engage a multi-disciplined engineering firm to provide professional design services. It is our understanding, that LAN's primary role will be to conduct the necessary investigative and design efforts to prepare comprehensive construction documents, inclusive of design plans and technical specifications required to facilitate public bidding. Generally, the scope of services necessary to produce such documents shall include to a topographic survey, a geotechnical evaluation, civil/site design, electrical design and construction services. As outline in the request for proposal, improvements shall include the following:

- Reset existing unit pavers adjacent to southern parking area within Stocks playground to meet flush with existing concrete pavement.
- Address ADA accessibility guidelines compliance issues at the playground entrances.
- Install accessible parking signs compliant with ADA accessibility guidelines where appropriate.
- Install wheel stops at accessible parking spaces.
- Installation of Musco lighting and control system at basketball courts and volleyball court.
- Resurfacing of basketball court.
- Refurbishment and improvements of the splash pad.

As a multi-disciplined engineering, planning, architecture and survey firm LAN is uniquely capable of providing the majority of services in-house. LAN's one-stop approach has proven to improve the quality of services and streamline design develop, ultimately ensuring that our clients projects are completed on time and within budget.



Existing Conditions, Stocks Playground (from Master Plan)

PROJECT APPROACH

LAN's Site Development Department includes a diverse group of civil engineers, designers, scientists land use professionals, and draftspersons. The team routinely services various-scale projects, ranging from larger parks/recreation projects or commercial sites to school facility upgrades to smaller residential site improvements.

Civil engineering projects demand expertise across many disciplines including surveying, land use permitting, geotechnical investigation, landscape architecture, transportation, structural engineering and more. The entire division ensures that LAN meets its goal to be there every step of the way for its clients, from planning and permit acquisition to design development and coordination to construction administration and oversight. LAN's in-house surveying, electrical engineering, and construction administration teams will provide support to the Site Development team for this project.

LAN is currently working on a large parks and recreation project for the Bergen County Department of Parks in New Jersey. Our architecture, civil engineering, and electrical engineering team are designing a new comfort station, amphitheater, and maintenance garage in conjunction with various park improvements such as walking paths, recreation areas, and improved parking and roads. More information on this project can be found on Page 11.

LAN is confident that our civil engineering team, working in conjunction with the City of Bristol and members of the Parks Department, will deliver a quality of services ensuring success of the project and a successful project that will serve the community for years to come.

PROJECT PHASING



Schematic Design

LAN's efforts will begin with a visit to the site by our survey team to gather topographic and planimetric data necessary to document existing site conditions, and ultimately prepare the requested A2 survey map. A private utility markout will be conducted prior so underground utilities can be incorporated into the survey/drawing. The mapping prepared as part of the survey task will ultimately become the base mapping for the subsequent preparation of the site/civil design drawings.

In addition, LAN will conduct a cursory land use review to identify any potential environmental constraints that may restrict site development, such as known flood hazard areas, wetland/transition areas, etc. If any concerns arise, LAN will share any concerns with the City in the early stages of the process, so that these potential site constraints can be properly evaluated. If any land use permits, determinations or verifications are determined to be necessary LAN can certainly assist the City with these additional these services.

To further understand the characteristics of the underlying soil conditions at the proposed light stanchion foundation locations, our geotechnical strategic partner will conduct an evaluation of comprised of soil borings and testing. A report summarizing the outcome of this investigation and any pertinent soil characteristics shall be prepared to assist Musco and LAN's electrical engineering team with selection and design of an appropriate site lighting system.

As part of the schematic design phase, our civil engineering team will revisit the site in an effort to familiarize ourselves with the existing conditions and how these conditions will be impacted as part of proposed improvements. Subsequently, the team will prepare a schematic site design and associated budgetary cost estimate. This budgetary estimate will enable the City and its stakeholders to make choices and modifications to the project scope with a more comprehensive knowledge the effects the modifications have on the budget as well as present an opportunity to investigate area to be value engineered to meet budgeting goals.



Our team will coordinate a project scoping meeting to review the design and budgetary estimate with the appropriate City and its project team in an effort to obtain feedback and perspective to ensure the design meets the City and end-users needs. Any modifications to the site/civil design will be made as the team advances the project into the design development phase.

Design Development

As part of the design development phase, LAN will advance the design as agreed upon at the conclusion of the schematic design phase, incorporating feedback from the project team. Under this phase LAN will perform the following tasks:

- **Plan & Specification Development**

Design development drawings will be prepared based on information gathered in the earlier stage of the project, the further defined and defined scope, and the construction methods selected for the project. LAN will begin breaking the design into plan sheets representative of the various aspects of the design (site, utility, grading, etc.) as well as developing the associated construction details. Specifications will be prepared to address the major site components and materials.

- **Construction Cost Estimate**

Following preparation of design development plans and specifications, the previously prepared budgetary cost estimates will be tailored to reflect the current scope of work by indicating the itemized costs for each functional element of construction, and their relationship to the project as a whole. Estimates will be based generally on quantities extrapolated from the plans and line item allowances for identified work. Design contingencies will be reduced consistently as the design further develops.

- **Project Schedule Development**

Once the final project scope has been established, the project schedule presented as part of this proposal will be revised to reflect any change in project duration and provide associated explanations for each revision to the schedule. Specifically, this will identify any impacts to the park/playground occupants, phasing, and overall project timeline.

- **Project Coordination Meetings**

LAN's design team will meet with representatives of the City upon request for purposes of coordination. LAN will also be available to attend meetings all necessary third-party entities throughout the design process. A prime example of such a meeting would be a meeting with local electric utility company to discuss transfer and hookup of the existing electrical transformer, controls or switchgear necessary to accommodate the proposed site lighting system. Each meeting will be documented in written meeting minutes which shall be distributed to all attendees and project team members.



Construction Documents

For purposes of publicly bidding, LAN will develop a comprehensive set of construction documents with sufficient detail for submission to all authorities having jurisdiction. At this time, LAN anticipates that the plan set will be inclusive of an existing conditions/demolition plan, a proposed site, a grading plan, utility plan, site lighting plan, soil erosion and sediment control plan and associated construction details, as deemed necessary. Technical specifications for the proposed work shall be prepared to accompany construction detail presented within the plan set.

Prior to submission of all plans, an experienced and licensed Principal-in-charge engineer will perform final QA/QC of all site plans and reports. LAN will work with the City to make the required submissions to the municipality, specifically the building department and any local land use boards,

as deemed necessary. LAN will assist the City through the approval process by having one of our licensed engineers provide testimony at all required public hearings and making subsequent plan revisions as the project team works through iterations of engineering and planning related comments. LAN's professional engineer staff routinely attends local land use board (Planning, Zoning, etc.) meetings in support of our clients projects and has successfully obtained approvals for numerous projects ranging from larger commercial use sites to small residential developments. For purposes of developing a fee, LAN anticipates that attendance of two (2) public hearings will be required.



Bidding

Once approvals are granted and all the appropriate permits have been obtained, the project would move to the bidding and award phase. LAN is available to attend pre-proposal meetings with prospective bidders, to evaluate contractor RFI's and requests for substitutions for potential addendum to bid documents. All items are distributed by discipline to the responsible team members for their review and input, and responses are coordinated through LAN's project manager to ensure conformance with the design. Upon receipt, bid results are reviewed amongst the team based on prior experience with prospective contractors. LAN may also check references and experience in a timely fashion in order to make recommendation to the City prior to award of the contract.



Construction Administration

During construction, LAN will review all shop drawings, submittals and RFI's submitted by the contractor, distributing them to the appropriate individual for review and approval. LAN personnel will conduct periodic meetings to observe and document active construction. Field memos are circulated to all parties for their information and/or comment. Attendance by team members at construction meetings is based upon the work being performed. LAN has budgeted weekly site visits/meetings as part of our fee.

As previously indicated, LAN will assist the City with coordination efforts required to abandon, re-route or install new utility service connections necessary to serve the improved facilities. These efforts shall include any on-site meeting or applications required to facilitate the proposed connections.

As the project approaches completion, a punchlist for the completed site work shall be prepared by the respective personnel. Should the City request assistance with review of the final closeout documents LAN will accommodate this request.

SUSTAINABILITY

LAN has over 25 in-house LEED accredited professionals including over 10 LEED accredited professionals specializing in Building Design and Construction (BD+C) who can incorporate "green design" into your project. There are a variety of options and strategies we can employ to contribute to LEED points, as well as helping to reduce operating costs compared to baseline equipment selections.

LAN incorporates various energy-efficient strategies in all of our projects, whether LEED designed or not, in fact HVAC systems account for the greatest share of the energy costs in most buildings. As applicable, LAN will design using LEED principles without incurring the cost of the certification documentation.

QUALITY CONTROL & QUALITY ASSURANCE

Quality control and assurance (QA/QC) is an imperative, multi-step process that involves ongoing document review by all team members. First handled by the project manager to compile a coordinated set of documents, then by the project executive for technical review, and finally by the project manager for a QA/QC review. This multi-layered approach minimizes errors, omissions, and discrepancies which often lead to potential construction change orders or delays.

PROJECT SCHEDULE

SCHEDULE DEVELOPMENT

As indicated herein, LAN will work with the City to establish and maintain a project schedule. Our Project Manager will work with the City to provide the planning, work breakdown structure, and schedule logic required to develop the estimated time durations for each activity. A critical path method schedule will be prepared that illustrates the shortest time in which the project can be completed (critical path), identify those activities which cannot slip, and illustrate the potential slippage (float) available for those activities that are not critical.

SCHEDULE CONTROL

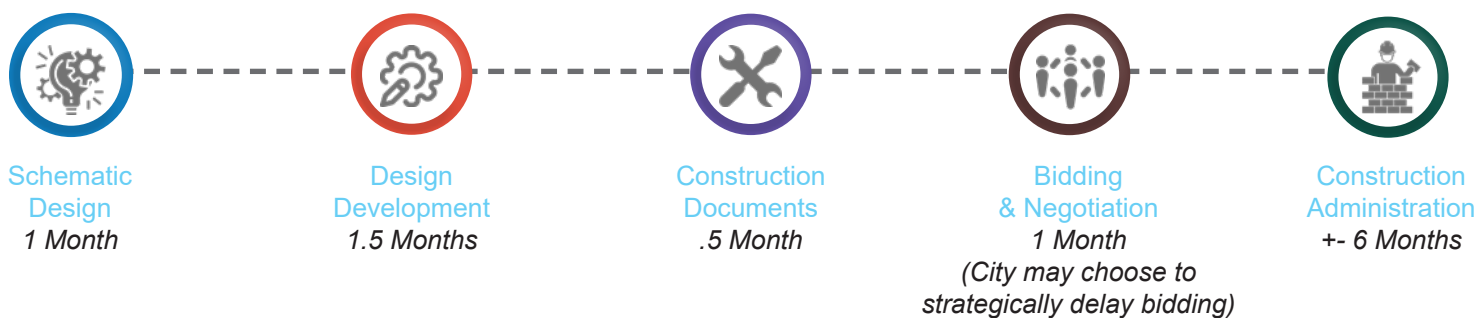
LAN's schedule control is based upon predicting rather than reacting to problems. The approach is both simple and comprehensive and impacts all aspects of project implementation. Once due dates are determined, we work backwards to sequence all the predecessor activities that must be accomplished to meet the due dates. All team members are informed of their responsibilities and deadlines. The Project Schedule will be updated to reflect actual progress on a regular basis to determine compliance with the Baseline. Updates will include input of actual dates, remaining durations, percent's complete, and actual costs/resource usage. Comparisons will be made with variances highlighted. Recommendations will be provided to client stakeholders regarding project status, including the status of key milestones and the critical path.

EFFICIENT PROJECT DELIVERY

Successful projects stem from good communication and collaboration. From initial visioning sessions to post-occupancy evaluations, we understand the importance of communicating with our clients. We strive to know and understand the culture and overall goals of our clients while instilling their core values throughout the design. Through progress and milestone meetings, we keep our clients informed throughout the design and construction phases, adhering to our established design goals. Our team aims for efficiency and collaboration between our multiple discipline approach, streamlining a schedule while creating a seamless approach to every project.

Anticipated Design Start Date: March 2022

Anticipated Project Duration: 10 Months (Assuming no substantial changes to the scope of work identified in the RFP)

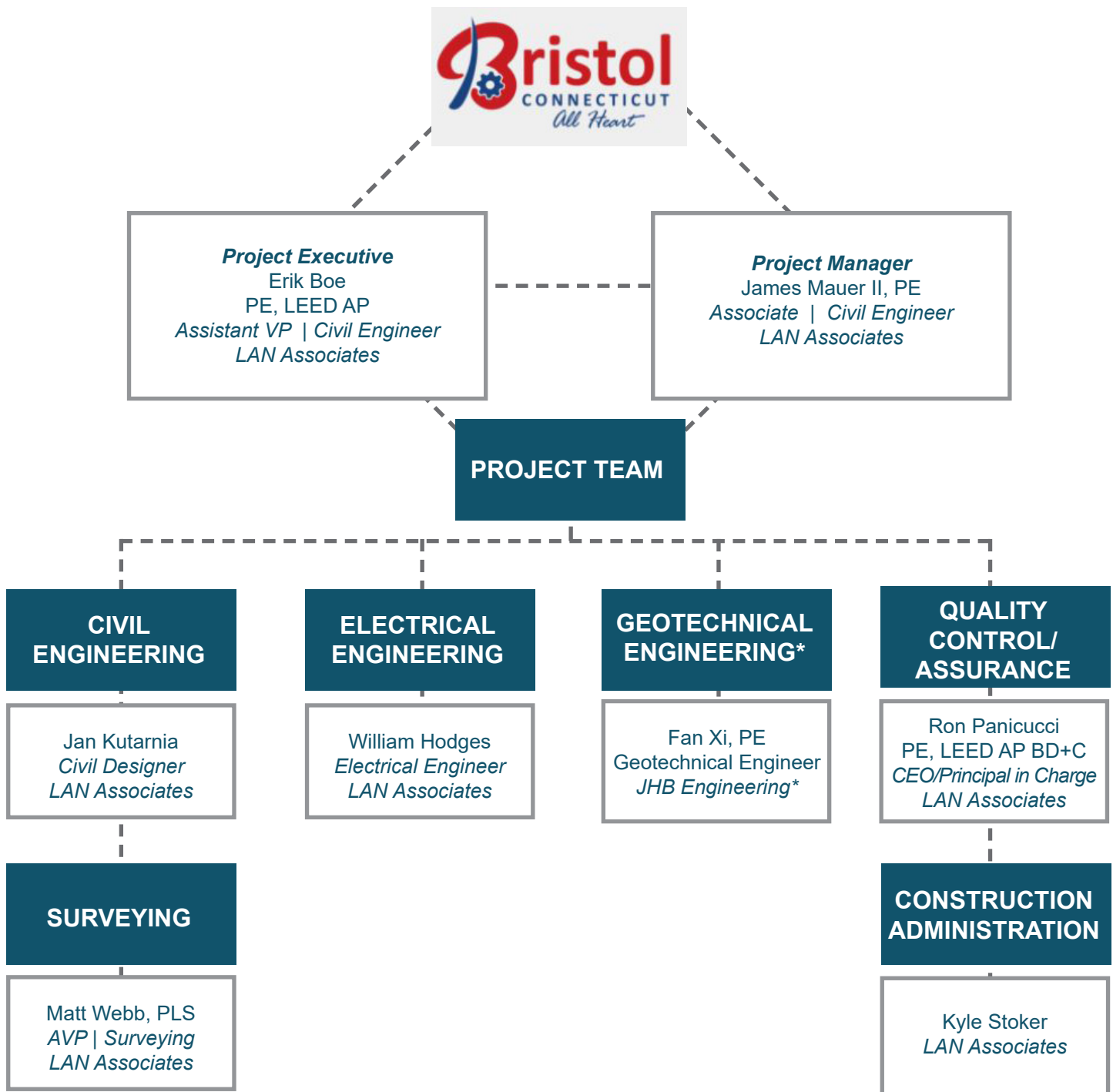


Please note that this schedule is for planning purposes only and LAN will be periodically updating the schedule as the project progresses. The final scheduling will be contingent upon the timing collectively agree to by the entire project team. LAN will provide flexibility in our scheduling in order to accommodate the needs of the City.

ATTACHMENT J PROJECT TEAM

Mr. James Mauer will be the Project Manager for this project. He brings 11 years of experience to the team and routinely manages projects of similar scope and size. Each discipline team member will report directly to the Project Manager. Mr. Erik Boe, Assistant Vice President of Civil Engineering will serve as the Project Executive overseeing all work for this project. Team member resumes are included as Attachment #5.

**Indicates a sub-consultant*



PROJECT EXPERIENCE

GOSHEN HIGH SCHOOL ATHLETIC FACILITIES

GOSHEN CENTRAL SCHOOL DISTRICT

EDUCATIONAL K-12



In 2015, LAN was retained by the Goshen Central School District as their Architect-of-Record for annual capital projects and to provide the school district with pre-referendum design services. A proposed \$30.4M capital project was approved in February 2017, as part of a bond referendum.

The capital project included the construction of a new state-of-the-art athletic facility at Goshen High School. The main multi-use artificial turf athletic field is surrounded by an eight-lane track, enabling the site to host track and field events, soccer, lacrosse, football and field hockey games. In order to create a better fan experience, a 1,500 seat grandstand straddles over a new 6,500 masonry field house that includes space for restrooms, training rooms, locker rooms, and a concession stand. Mounted on top of the grandstand is a 450-sf press box, enabling broadcast crews and photographers to have a perfect site line of all the action.

Located behind the main athletic facility is an additional field, offering more practice spaces for Goshen High School's athletic teams. The field is outfitted with the same high-quality artificial turf, enabling it to host soccer, lacrosse, and football games.

Both fields are equipped with LED field lighting, allowing teams to schedule practices and games without requiring natural light. The lighting was strategically placed to shine directly on the playing spaces, while minimizing the light shone on the neighboring areas.

"The new addition and athletic facilities would not have been possible without the vision and dedication of LAN. Their innovative design, professionalism and meticulous attention to detail were vital for the betterment of our facilities, which will benefit our students and entire community for many years"

Dan Connor,
Former Superintendent

Reference:

Dr. Kurtis Kotes
Superintendent of Schools
Goshen Central School District
845.615.6720

Project Size: ~12 acres

Cost: \$6,574,000

Completion Date: August 2019

Project Manager:

Erik Boe,
PE, LEED AP

Project Number: 4.1277.45



ATTACHMENT J MILLWOOD PARK LIGHTING IMPROVEMENTS

TOWN OF NEW CASTLE

MUNICIPAL



The Town of Newcastle commissioned LAN to provide electrical engineering, surveying, and construction administration services related to installing new lighting to illuminate a baseball field, tennis courts, parking lot, and associated pathways. The goal was to provide professional athletic field lighting to extend the gametime and practice hours available to residents and to ensure park amenities could be enjoyed after sundown.

The project required new electrical service to be coordinated with the utility company. Poles and foundations were installed to accommodate the sports field lighting. LAN worked in conjunction with the project's geotechnical engineer who performed an investigation and monitored the work during the excavation process. The project was successfully completed and utilized Musco's full cut-off luminaires for dark sky compliance.

Reference:

Robert Cioli, P.E.
Town Engineer
Town of New Castle
914.238.7279

Cost: \$585,274

Completion Date: July 2021

Project Manager:

William Hodges

Project Number: 4.01505.001.00



ATTACHMENT J

NEW PARK AMENITIES AT RIVERSIDE COUNTY PARK SOUTH

BERGEN COUNTY DEPARTMENT OF PARKS

PARKS & RECREATION



Aiming to provide additional recreational services to Bergen County and specifically the residents of North Arlington, the Bergen Department of Parks tasked LAN with designing amenity upgrades at Riverside County Park South in North Arlington, NJ. The design includes a new comfort station, amphitheater, and maintenance garage in conjunction with new walking paths, access to the river, varied recreational spaces, and a new loop road/parking throughout park. This project encompasses a majority of the 85 acres of the park along the Passaic River and spans the municipalities of Lyndhurst and North Arlington.

One of the main highlights in the design is the new iconic comfort station, provide new forms and imagery to a typically utilitarian structure. As visitors enter the park, they will be greeted by the welcome signage on the comfort station, creating a new destination and meeting point. Connected by a curvilinear stone spine, a stage is located on the riverside with a new amphitheater nestled into the hill, while the restrooms remain accessible to visitors along the path. Providing shade while aiding in the overall acoustics, an artistic roof structure will further connect the programmatic elements and the structure to the landscape. The design also focused on enhanced security within the restrooms with threat detection systems, vandal resistant finishes with a modern aesthetic, and accessibility and inclusivity for all users with the “family” restroom located between the two gendered restrooms. The comfort station also features clerestory lighting for ample natural light and an accessible chase to provide maintenance without shutting down the building.

LAN Associates is the lead architectural designer while working in conjunction with MKW+Associates for project’s landscape design. The enhanced features throughout the park will focus on additional recreational points for all ages, expansion of walkways and trails, and a richer connection with the vital Passaic River. The upgrades and improvements will provide the community with a multitude of places to come together throughout all seasons and all events.

Reference:
 Kim Mitchell
 Landscape Architect
 Bergen County Department of Parks
 201.336.7266

Project Size: 3,000 sf

Cost: \$3M (Buildings)

Completion Date: Spring 2022

Project Manager:
 Matthew Fink
 AIA, NCIDQ , LEED® AP BD+C

Project Number: 2.20239.02



ATTACHMENT J

ATHLETIC FACILITY UPGRADES AT MONROE-WOODBURY HIGH SCHOOL MONROE-WOODBURY CENTRAL SCHOOL DISTRICT

EDUCATIONAL K-12



As part of a \$8.5M Bond Referendum, LAN was hired by the Monroe-Woodbury Central School District to provide architectural and engineering services for upgraded athletic facilities at the District's High School, which shares the field with the middle and elementary schools.

A total of \$7M of athletic facility improvements were completed. The existing grass athletic track and field was replaced with a new multi-use artificial turf athletic field and eight lane track including specific areas for steeplechase, pole vault, triple jump, and high jump. Site visibility was improved through the replacement of the existing athletic field lighting with new energy efficient, high CRI, LED athletic field lighting. The multi-sport scoreboard was also replaced. A new, 500 seat bleacher set was installed alongside the sideline, significantly improving the seating capacity for the new athletic complex. The existing softball field was relocated, improving various draining concerns.

With three schools utilizing the same facility, the project schedule was paramount to the success of the project. LAN worked with the District to strategically plan simultaneous construction of two fields over a three-month period in the summer, when use of the fields is less frequent. The upper field was constrained by two wetland areas, requiring LAN's Land Use team to orient the field in a manner that meet both the client and the NYCDEC's needs.

In order to develop a field that was built to last, LAN provided a multitude of additional services outside of field design, including geotechnical investigation, sewer system design, stormwater collection and management, soil erosion, sediment control and retaining wall design.

The fields were completed in time for the start of the District's football and soccer seasons.

Reference:

Patrick Cahill
Assistant Superintendent for Business
Monroe-Woodbury Central School
District
845.460.6294

Cost: \$8.4M

Completion Date: Fall 2019

Project Manager:

Matthew Milnamow,
AIA, LEED® AP BD+C

Erik Boe, PE, LEED® AP

Project Number: 4.1348.10



ATTACHMENT J
ARTIFICIAL TURF & TRACK REPLACEMENT AT INDIAN HILLS HIGH SCHOOL
RAMAPO-INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT
ATHLETIC FACILITY/EDUCATIONAL K-12



As architect and engineer of record for the District, LAN was retained by the Ramapo-Indian Hills Regional School District to provide civil engineering and land surveying services for the replacement of the track & field surfaces at the Indian Hills High School. Both amenities had reached the end of their service life and needed to be replaced.

Working with Fieldturf through a coop agreement, LAN performed design services for the track and field improvements, which included modifications to the track & field events at the request of the school's athletic department, as well as the replacement of some of the athletic field amenities.

One area of the track had previously had issues with ground settling, so additional improvements to this area were completed, including field investigation and remedial action to minimize future settlement of this area.

Reference:
Paulinus Egu
Director of Facilities
Ramapo-Indian Hills Regional HS District
201.416.8100 Ext. 3800

Cost: \$1.1M

Completion Date: September 2019

Project Manager:
Erik Boe, PE, LEED AP

Project Number: 2.2937.91



ATTACHMENT J DON BOSCO PREP SCHOOL LOWER FIELD

DON BOSCO PREP

ATHLETIC FIELDS



LAN is engineer of record for the design of the sport field conversion from natural turf to artificial turf surfacing. LAN worked with the school and town to enhance foul ball protection and sports lighting. The project design was complicated by pre-existing poor drainage.

Sports lighting installation was added to the project as a second phase construction. This work was complete the follow year after additional funding was obtained. The field is lit for soccer and baseball events and has provisions for emergency lighting of the bleachers.

Reference:

Fr. Jack Janko
Facility Director
Don Bosco Prep
201.327.8003 ext. 177

Project Size: 100,000 sf

Completion Date:

June 2013 (Field Conversion)

September 2014 (Sport Field Lighting
Installation)

Project Manager:

Erik Boe, PE, LEED® AP

Project Number: 2.20045.03



ATTACHMENT J
ATHLETIC FIELD IMPROVEMENTS
CHESTER UNION FREE SCHOOL DISTRICT
EDUCATIONAL K-12



LAN Associates was contracted to provide a master plan for an existing grass multi-use field at the Walnut Ave Field Complex, owned and operated by the Chester Union Free School District. The existing field included multiple baseball, softball, soccer, and football fields, but the layout was in-efficient such that not all of the fields could be used at one time in the spring season, and abrupt changes in grading created un-safe playing conditions in certain areas of the field. Furthermore, stormwater drainage was poor, resulting in puddling and playability issues after rain events.

LAN was asked to produce a new master plan, laying out the fields in a more efficient way. A master plan was developed that strategically placed the fields to allow for simultaneous play, allowing both the varsity softball and baseball teams to hold games or practices simultaneously. Furthermore, the design was developed that changed the grading to eliminate the previously abrupt grading issues, and ADA access was provided to all of the fields and spectator areas. After the master plan was approved, LAN produced final design drawings that included new protective measures, updated backstops, netting, and dugouts, and created a safer sporting venue for both the athletes and the fans. In order to address the stormwater drainage issues, sand-slit drainage was installed throughout the field complex, and new irrigation was designed to provide optimal irrigation for the new natural grass field surfaces.

Reference:
Mr. Jim Frees
Director of Facilities
Chester Union Free School District
845.469.5052

Project Size: 5.4 acres

Cost: \$1.2M

Completion Date: September 2016

Project Manager:
Erik Boe, PE, LEED® AP

Project Number: 4.1283.02



ATTACHMENT J

TRACK RESURFACING AT NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL

EDUCATIONAL K-12



LAN provided civil engineering services to resurface the Northern Highlands Regional High School track. The project included removal and disposal of the existing track surface, followed by mill and repaving of the surface course of pavement. The new track was resurfaced with a high quality synthetic track surface to serve students and athletic teams for years to come.

Reference:

Mr. James David
Business Administrator/Board Secretary
Northern Highlands Regional High School
201.327.8700

Project Size: 32,000 SF

Cost: \$424,000

Completion Date: August 2018

Project Manager:

Erik Boe, PE, LEED® AP

Project Number: 2.448.71

LAN
LAN ASSOCIATES

ENGINEERING
PLANNING
ARCHITECTURE
SURVEYING, INC.
SINCE 1965

FIRM SUMMARY

LAN Associates Engineering, Planning, Architecture, Surveying, LLP (LAN) is a full-service architectural and engineering firm working primarily in NJ, NY, PA, and CT. With a staff of over 100 skilled and experienced professionals, we provide our clients with sustainable, practical, and inspirational solutions. Our core philosophy is dedicated to three principles: expertise in design, dedication to our clients, and innovation that not only serves our clients' current needs but transcends future generations.

HISTORY

LAN was founded in 1965 as a three-person engineering and planning firm by John A. Lacz. Since then, LAN has expanded its services and office locations multiple times to become the full-service design firm it is today. LAN has five offices, its Headquarter Corporate Office in Midland Park, NJ, and additional locations in Goshen, NY, Voorhees, NJ, Vernon, NJ and Bethlehem, PA. LAN is an employee-owned private corporation and a category 3 Small Business Enterprise (SBE). Our seasoned management team has 200 years of collective experience responsible for over \$250M worth of construction annually for a variety of public and private clients.



57
years of
experience



100+
employees



75%
repeat
clients



**Small
Business
Enterprise**

A FULL-SERVICE DESIGN TEAM

LAN's extensive project experience comes with the benefit of partnering with a firm that offers full-service architecture and engineering capabilities for both building and site development. Should the need for any of these services arise outside of the original project scope, LAN can quickly mobilize, seamlessly integrating these professionals into our design team. Combined, we offer the shared knowledge base of multi-disciplinary experts under one roof who embody an integrated, streamlined approach where collaboration and communication are inherent through every stage of a project. LAN's professional services are as follows:

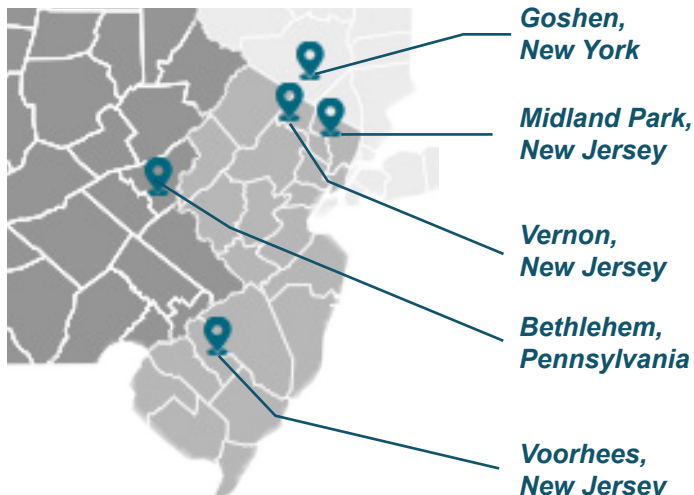
Building:

- Architecture
- Interior Design
- Mechanical Engineering
- Electrical Engineering
- Plumbing Engineering
- Construction Administration

Site:

- Civil Engineering
- Land Use
- Environmental Engineering
- Regulatory Compliance
- Land Surveying

OFFICE LOCATIONS



Our Goshen, NY office is located about 100 miles from the City of Bristol and will be leading efforts for this relationship. Mr. James Mauer who has 11 years of experience will be your point of contact and assigned the role of Project Manager.

CIVIL & LAND USE



Often acting as one department, LAN's Land Use Division ensures a site is capable of supporting development, while the Civil Engineering division provides site design and construction contract administration services.

The Site Development Department includes a diverse group of civil engineers, designers, land use professionals, and draftspersons. The team routinely services large and small-scale projects, ranging from new athletic fields to facility upgrades to site drainage and stormwater improvements.

Working in tandem with the civil team are the land use permitting professionals who navigate the intricate procedures necessary to obtain permits to work within environmentally sensitive areas. Our land use experts are intimately familiar with wetland and flood hazard regulations, which can provide the necessary insight for proper due diligence prior to acquiring or while looking to improve a site.

Civil engineering and land use development projects demand expertise across many disciplines including planning, surveying, geotechnical, transportation, structural engineering and more. The entire division ensures that LAN meets its goal to be there every step of the way for its clients, from site evaluation and design to acquiring permits and overseeing construction.



Our Civil Engineering Department provides a broad range of services including design, permitting and consultation relative to:

- ADA Compliance
- Athletic Facility Design
- Coastal Permitting (CAFRA & Waterfront)
- Construction Observation
- Contract Administration
- Environmental Assessment & Impact Statements
- Flood Hazard & Riparian Permitting
- Grading
- Historic & Cultural Resource Review
- Land Use Property Acquisition Due Diligence
- Municipal Land Use Review
- NEPA Environmental Review
- NJ Highlands & Pinelands
- NJDEP Land Use Permitting
- NY SEQR Assessment
- Planning Board / Zoning Board of Adjustment Attendance
- Pool Facilities
- Sanitary Sewer/ Septic Design
- Site / Parking Lot Lighting
- Site Circulation
- Site Planning and Layout
- Stormwater / Drainage Design
- Threatened & Endangered Species Review
- Tidelands/Submerged Lands License & Lease
- Wetlands Delineation & Permitting



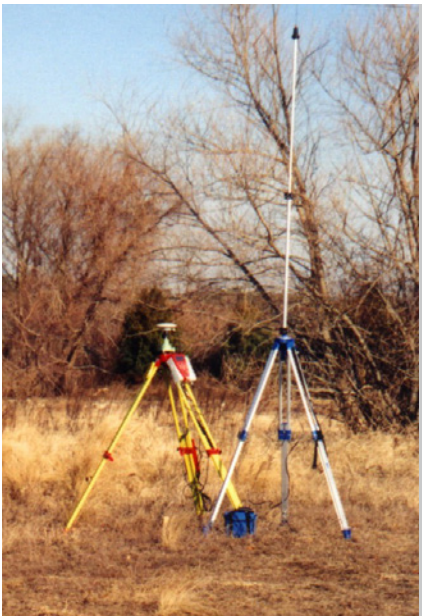
SURVEYING



Our experienced Land Surveying Department includes licensed professionals and field crews with decades of practice performing services across the Tri-State area for a host of public and private clients. LAN uses state-of-the-art equipment to facilitate the swift completion of a comprehensive set of services for our clients.

With modern surveying equipment, including total stations, global positioning satellite (GPS), and 3D laser scanning equipment, LAN can complete construction stakeouts, elevation certificates, and surveys with pinpoint accuracy.

LAN's in-house surveying team includes three field crews who are skilled in the utilization of the industry's latest techniques, technologies, and field data collection procedures. These teams are leaders in the trade and set an industry standard with their work on residential, municipal, public and commercial developments that include ground up construction, refurbishments, and redevelopment projects.



Our Surveying Department provides a broad range of services including, but not limited to:

- ALTA/NSPS Land Title Surveys
- Boundary Surveys
- Construction Stakeouts
- Cross Sections
- Elevation Certificates
- Metes and Bounds Descriptions
- Monitoring Well Form B's
- Monument Installation
- Property Line Analysis
- Right-Of-Way Surveys
- Soundings
- Subdivision Surveys
- Topographic Surveys
- Volume and Stockpile Calculations
- Wetland Flag Location



ELECTRICAL



LAN's Electrical Engineering Department simplifies even the most challenging electrical projects with comprehensive design solutions that increase efficiency, reduce cost and minimize downtime. Our 50 plus years of experience in all facets of design and assessment of electrical systems make LAN an authority on the proper way to analyze, plan, and create power distribution systems.

LAN's electrical engineering team has specialized experience in all relevant disciplines. From medium and low voltage system power distribution systems and multiple power source paralleling analysis, to system automation and security, fire alarm, and life safety systems, we have done it all.

The design team pays close attention at all stages of a project, working through the development process with the client to ensure an open line of communication. We make frequent visits to construction sites and interface with all project stakeholders for our clients. This ensures top quality engineering solutions are delivered in a timely and cost-efficient manner.

As a full-service firm with over 100 employees, LAN's comprehensive architecture and engineering resources give us the edge on facilitating the electrical design process and ensuring a project's success.

Our Electrical Engineering Department provides a broad range of services including, but not limited to:

- CCTV/Structured Cabling/ LAN Support Systems
- Communications Systems
- Compliance with ASHRAE 90.1 (Energy Conservation Code)
- Electrical Studies & Testing
- Emergency & Standby Power Systems (Generators)
- Existing Building Electrical Upgrades
- Feasibility Studies
- Fire Alarm & Smoke Control Systems
- Interconnected Electric Power Production Sources (CHP)
- Interior & Exterior Lighting Analysis & Control Wiring
- Medium Voltage and Low Voltage System Power Distribution Systems
- Motors and Controllers
- Electrical Control and Instrumentation
- Interior & Exterior Lighting Design
- Life Safety Protection Systems
- Mission Critical Data Centres
- Primary & Secondary Power Transmission and Distribution Systems
- Security & Access Control Systems
- Short Circuit & Coordination Studies
- Solar Photovoltaic (PV) Systems
- Surge Protection
- Multiple Power Source Paralleling Analysis
- Load Calculations
- System Automation
- Low Voltage and Data Communications

ATTACHMENT J

FEE SCHEDULE

Phase	Fee (\$)
Schematic Design (50%)	\$54,500
Design Development (20%)	\$21,800
Construction Documents (10%)	\$10,900
Bidding & Negotiation (5%)	\$5,500
Construction Administration (15%)	\$16,800
Total	\$109,000

Hourly Rates:

If necessary, LAN will be available to attend additional in-person or virtual meetings with the City representatives that fall outside of the scope of work described in this proposal. Similarly, if plan revisions outside the scope of work described herein should become necessary based, client-driven changes or review comments from the municipality, their agents or any other authority having jurisdiction, LAN will be assist the City in make the necessary modifications. Such meetings or revision shall be billed hourly, based upon LAN's current hourly rate schedule and/or sub-consultants' hourly billable rates.

Reimbursable Expenses:

Out-of-pocket expenses such as reproduction costs (other than those outlined above) will be billed at actual cost plus 18% markup. Other expenses not included in the basic A/E fee include:

- Overnight deliveries
- Fees paid for securing approvals from Authorities Having Jurisdiction
- Laboratory analysis, sampling and testing.
- Hazardous sampling and testing.
- Professional Testimony.

Exclusions:

The scope of work for this project is limited to the tasks outlined herein. Furthermore, specifically excluded tasks are as follows:

- Construction surveying services (construction stakeout, as-builts, etc.)
- Environmental Impact Statement or Assessments
- Landscape design
- Stormwater management design, SWPPP preparation and associated permitting
- Federal, State and County permitting as associated fees
- Architectural, Mechanical or Plumbing design
- Independent third-party quality control testing or inspections

ATTACHMENT J

HOURLY RATES

Hourly rates include direct labor, overhead, general and administrative costs, local travel, and profit. Our hourly rate schedule would apply for consulting services such as local land use board testimony, unaccounted site investigation or meeting, plan revisions beyond scope of work listed here, additional survey efforts, cost estimation and other similar service.

Our fees include all normal travel and administrative expenses. No retainer is required. The cost of reproduction of documents through the design process is included in our fee. The cost of documents for bidding is typically assigned directly to contractors when they purchase the bid specification packages.

HOURLY RATE SCHEDULE FOR 2022

<u>Job Description</u>	<u>(\$)/Hour</u>
Senior Principal	295
Principal	265
Assistant Vice President	200
Senior Associate Architect/Engineer/Scientist	190
Associate Architect/Engineer/Scientist	185
Senior Architect/Engineer/Scientist	165
Architect/Engineer/Scientist	150
Senior Job Captain	150
Job Captain/Construction Administrator	140
Senior Designer/Specialist	115
Designer/Specialist	100
Office Manager	95
Senior Draftsperson/Technician	90
Senior Administrative Assistant	75
Administrative Assistant	65
Draftsperson/Technician	60
Intern	45

Notes:

1. Hourly rates include direct labor, computer costs, overhead, general and administrative costs, local travel, and profit. Out-of-pocket expenses such as reproduction costs, laboratory analysis, sampling and testing, etc. will be billed at actual cost, plus an 18% markup.
2. Costs for professional sub-contractors are subject to an 8% markup.
3. Travel out of the metropolitan area (CT, NY, NJ) including plane, hotel, and lodging is subject to a 12% markup. Local travel and routine document reproduction are included in the above hourly rates.
4. For forensic services or professional testimony, a separate proposal and hourly rate(s) will apply.
5. Payment is due within thirty (30) days. Invoices aged in excess of thirty (30) days are subject to a 1-½% markup per month. Invoices over ninety (90) days old are subject to attorney review for collection. The client will be responsible for all legal fees necessary to collect the account.
6. Hourly rates are subject to change annually.





VENDOR INFORMATION

ATTACHMENT J

VENDOR OVERVIEW

NAME & OFFICE LOCATION

LAN Associates, Engineering, Planning, Architecture, Surveying, LLP
252 Main Street, 2nd Floor
Goshen, NY 10924
P. 845.615.0350

GENERAL BUSINESS DESCRIPTION: LAN Associates Engineering, Planning, Architecture, Surveying, LLP (LAN) is a full-service architectural and engineering firm working primarily in NJ, NY, PA, and CT. With a staff of over 100 skilled and experienced professionals, we provide our clients with sustainable, practical, and inspirational solutions. Our core philosophy is dedicated to three principles: expertise in design, dedication to our clients, and innovation that not only serves our clients' current needs but transcends future generations.

LAN is an employee-owned corporation dedicated to providing quality service to ensure repeat business from our existing clients. The business organization has been under the current management for over twenty (20) years. Our firm principals can all be reached at the phone number above and are listed as follows:

President: Kenneth H. Karle, RA, PP, PE, LEED AP; kenneth.karle@lanassociates.com
CEO/Treasurer: Ronald M. Panicucci, PE, PP, LEED AP; ronald.panicucci@lanassociates.com
VP/Secretary: Stephen J. Secora, PE, PP, LEED AP; stephen.secora@lanassociates.com
Vice President: Michael J. McGovern, RA, LEED AP BD+C; michael.mcgovern@lanassociates.com
Vice President: Steven J. Ramiza, PE, LEED AP; steven.ramiza@lanassociates.com
Vice President: Thomas Wighard, PE, HBDP, LEED AP BD+C; thomas.wighard@lanassociates.com

YEARS OF EXPERIENCE/COMPANY SUBSIDIARY: LAN has 57 years of successful experience. LAN has been in business under the present name since 1998, but was established in 1965 as LAN Associates Engineering, Planning, Architecture, Surveying, Inc. LAN's Midland Park, Vernon, and Voorhees office locations operate under the Inc. corporation.

NUMBER OF PERSONNEL EMPLOYED: LAN is a full-service architecture and engineering firm with approximately 100 professionals. The number of technical employees by discipline are as follows:

Building:

- Architecture (33)
- Interior Design (1)
- Mechanical Engineering (5)
- Electrical Engineering (9)
- Plumbing Engineering (3)
- Construction Administration (4)

Site:

- Civil Engineering (4)
- Land Use (3)
- Environmental Services (3)
- Regulatory Compliance (4)
- Land Surveying (7)

PRIMARY LINE OF BUSINESS: As a full-service firm, our services are well spread out amongst all disciplines. Approximately 50% of our projects are managed by our architectural discipline with (in-house) sub-services reporting to them. Our civil engineering team is responsible for more than \$1M annual revenue on standalone civil engineering projects.



REFERENCES

GOSHEN CENTRAL SCHOOL DISTRICT

Dr. Kurtis Kotes
Superintendent
227 Main Street
Goshen, NY 1
P: 845.615.6720
Starting date of service: 2018; Completion date of service: September 2019

TOWN OF NEW CASTLE

Mr. Robert Cioli, PE
Town of New Castle Town Engineer
200 South Greeley Avenue
Chappaqua, NY 10519
P: 914.238.7279
Starting date of service: August 2020; Completion date of service: July 2021

BRONXVILLE UNION FREE SCHOOL DISTRICT

Dr. Roy Montesano
Superintendent
177 Pondfield Road
Bronxville, NY 10708
P: 914.395.0500
Starting date of service: 2019; Completion date of service: July 2021





ATTACHMENTS

ATTACHMENT J

LAN ASSOCIATES

ATTACHMENT 1

Non-Collusive Bidding Certification

REQUEST FOR PROPOSALS
CITY OF BRISTOL, CONNECTICUT 06010



2P22-061
Design of Renovations and Improvements at
Casey Field and E.G. Stocks Playground

Due Date: 1:00 pm, January 26, 2022

City of Bristol
Purchasing Department
111 North Main Street, 2nd Floor
Bristol, Connecticut 06010

In accordance with the City's requirements, the undersigned agrees to provide services as defined herein.

The undersigned is familiar with the conditions surrounding this Request for Proposals, is aware that the City reserves the right to reject any and all submissions, and is making submission without collusion with any other person, individual or corporate.


Witness
LAN Associates, Engineering, Architecture,
Surveying, LLP

Company Name

252 Main Street

Address

Goshen, NY 10924

Town State Zip

06-1544066

Federal ID #

ronald.panucci@lanassociates.com

Email address


Signature

Ronald Panicucci

Printed Name

Equal Partner

Title

January 24, 2022

Date

845-615-0350

Telephone Number

845-615-0351

Fax Number

RETURN THIS FORM IMMEDIATELY!

**City of Bristol, Connecticut
Acknowledgment: Receipt of RFP Documents**

RFP # 2P22-061

**Title: Design of Renovations and Improvements at
Casey Field And E.G. Stocks Playground**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit submissions.

Date issued: January 5, 2022

Date documents received 01 / 07 / 2022

Do you plan to submit a response? Yes ☒ No ☐

Print or type the following information:

Company name: LAN Associates, Engineering, Architecture,
Surveying, LLP

Address: 252 Main Street

City or Town/Zip code: Goshen, NY 10924

Phone: 845-615-0350

Fax: 845-615-0351

Email: ronald.panicucci@lanassociates.com

Received by: Ronald Panicucci

Note: acknowledgments are requested!

FAX (860)584-6171

A cover sheet is NOT necessary.



**CITY OF BRISTOL, CONNECTICUT
NON-COLLUSION CERTIFICATION**

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

Please complete and sign

Legal Name of Bidder: LAN Associates, Engineering, Architecture,
Surveying, LLP

Business Address: 252 Main Street
Goshen, NY 10924

Name of Authorized Agent Ronald Panicucci Title: Equal Partner

Phone: 845-615-0350 Fax: 845-615-0351

Signature:  Date: January 24, 2022

Employment
Information Form

City of Bristol

Workplace Analysis Affirmative Action Report
Employment Information FormPurchasing Department
111 North Main Street
Bristol, CT 06010

LAN Associates, Engineering, Architecture,

Company Name Surveying, LLP
Street Address 252 Main Street
City State Zip Goshen, NY 10924

Contact Person

Ronald Panicucci

Phone Number

845-615-0350

Date

January 24, 2022

Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers	1	0	1	0	0	0	0	0	0	0	0
Professionals	7	7	0	0	0	0	0	0	0	0	0
Technicians	2	2	0	0	0	0	0	0	0	0	0
Sales Workers	0	0	0	0	0	0	0	0	0	0	0
Office/Clerical	0	0	0	0	0	0	0	0	0	0	0
Craft Workers (skilled)	0	0	0	0	0	0	0	0	0	0	0
Operatives (semi-skilled)	0	0	0	0	0	0	0	0	0	0	0
Laborers (unskilled)	0	0	0	0	0	0	0	0	0	0	0
Service workers	0	0	0	0	0	0	0	0	0	0	0
TOTALS ABOVE	10	9	1	0	0	0	0	0	0	0	0

Do you use minority businesses as subcontractors or suppliers?	☒ Yes ☐ No	Explain: Occasionally, when the proposal requires LAN to fulfill these requirements, we look to strategically partner with a consultant that meets the MBE, WOB and SDVB requirements. LAN rarely gets retained for these pursuits, which means, LAN rarely uses the consultant we partnered with to fulfill the RFP requirement.
If CT based, do you post all employment openings with the State Of CT Employment Service?	☐ Yes ☐ No	Explain: n/a
Do you use an Affirmative Action Plan?	☒ Yes ☐ No	Explain: EEOC Policy
Describe your recruitment, hiring, training and promotion anti-discrimination practices.		
See attached EEOC Policy.		

Reference Contract Number 2P22-061



To: Employees of LAN Associates, Engineering, Planning, Architecture, Surveying, Inc. (LAN) and Applicants for Employment

From: Ronald Panicucci, CEO

Date: January 1, 2022

Re: Equal Employment Opportunity Policy

Policy:

It is the ongoing policy of LAN to provide equal opportunity in employment to all employees and applicants. No person shall be discriminated against in any condition of employment because of age 40 and over, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by **federal**, state or local law. LAN will provide reasonable accommodations to applicants and employees who need them for medical or religious reasons, as required by federal, state and local laws.

The policy of equal employment opportunity (EEO) shall apply to all terms, conditions, and privileges of employment, including hiring, probation, testing, training and development, promotion, transfer, compensation, benefits, educational assistance, termination, layoffs, social and recreational programs, and retirement.

LAN is committed to making employment decisions based on valid requirements, without regard to age 40 and over, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by state or local law. LAN Associates, Inc. will analyze its personnel actions rigorously to ensure compliance with this policy.

LAN will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

LAN's EEO Coordinator is Mary Kate Leahy. Mary Kate Leahy is responsible for compliance with state and federal EEO laws and affirmative action regulations. She is also responsible for implementing the LAN's Affirmative Action Program (AAP), including equal employment practices, monitoring, and internal reporting. If you believe you have not been treated in accordance with this policy, please contact the EEO Coordinator. LAN will provide a prompt, thorough and impartial investigation of complaints and will provide prompt and effective corrective and preventative action when necessary. Employees who file internal complaints will be notified about the status of their complaint, the results of the investigation and any corrective and preventative action taken. A Discrimination Complaint Processing Form is included as an Appendix of LAN's Employment Manual.

All employees and applicants for employment are protected, by both company policy and equal employment opportunity/affirmative action regulations and law, from coercion, intimidation, interference, retaliation, or discrimination for filing a complaint or assisting in an investigation. LAN will protect the confidentiality of employees who report discrimination or participate in a discrimination investigation, to the greatest possible extent.

Misconduct constituting discrimination or retaliation will be dealt with appropriately. Responsive action may include training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a

ATTACHMENT J



promotion or pay increase, reassignment, temporary suspension without pay, or termination, as LAN believes appropriate under the circumstances. If a party to a complaint does not agree with its resolution, that party may appeal to LAN's Officers/Principals. False and malicious complaints of discrimination or retaliation may be the subject of appropriate disciplinary action.

I personally endorse the policy of equal employment opportunity. I ask your continued assistance and support in maintaining an environment that reflects LAN's commitment to equal opportunity and affirmative action. All personnel with responsibility for employment and personnel decisions are directed to perform their duties in accordance with this policy.

Additional details on LAN's EEO policy can be found in Section 3 of LAN's Employment Manual.

A handwritten signature in dark ink, appearing to read 'Ronald Panicucci', is written over a horizontal line.

Ronald Panicucci, CEO

ATTACHMENT J

LAN ASSOCIATES

ATTACHMENT 2

Certification of Compliance with the Iran Divestment Act

**THE UNIVERSITY OF THE STATE OF NEW YORK
EDUCATION DEPARTMENT**

THIS IS TO CERTIFY THAT HAVING MET THE REQUIREMENTS OF SECTION 7210 OF THE
EDUCATION LAW AND IN ACCORDANCE THEREWITH THIS CERTIFICATE OF AUTHORIZATION
IS GRANTED WHICH ENTITLES

**LAN ASSOCIATES ENGINEERING PLANNING ARCHITECTURE
SURVEYING LLP
445 GODWIN AVENUE
MIDLAND PARK, NJ 07432-1507**

TO PROVIDE LAND SURVEYING SERVICES IN THE STATE OF NEW YORK FOR THE PERIOD
10/01/2019 TO 09/30/2022.



Maryellen Elia
MARYELLEN ELIA
COMMISSIONER OF EDUCATION

CERTIFICATE NUMBER
0016531 DUPLICATE

**THE UNIVERSITY OF THE STATE OF NEW YORK
EDUCATION DEPARTMENT**

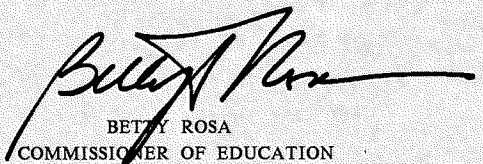
THIS IS TO CERTIFY THAT HAVING MET THE REQUIREMENTS OF SECTION 7210 OF THE
EDUCATION LAW AND IN ACCORDANCE THEREWITH THIS CERTIFICATE OF AUTHORIZATION
IS GRANTED WHICH ENTITLES

**LAN ASSOCIATES ENGINEERING PLANNING ARCHITECTURE
SURVEYING LLP
445 GODWIN AVENUE
MIDLAND PARK, NJ 07432-1507**

TO PROVIDE PROFESSIONAL ENGINEERING SERVICES IN THE STATE OF NEW YORK FOR
THE PERIOD 03/01/2021 TO 02/29/2024.



**CERTIFICATE NUMBER
0018867**


BETTY ROSA
COMMISSIONER OF EDUCATION

ATTACHMENT J

LAN ASSOCIATES

ATTACHMENT 3

New York State Certifications Professional Licenses

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/29/2021

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).

PRODUCER Risk Strategies Company 1086 Teaneck Rd, Ste 5B Teaneck, NJ 07666	CONTACT NAME: PHONE (A/C, No, Ext): 201-837-1100 FAX (A/C, No): E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Indemnity Co of America INSURER B: Travelers Indemnity Company of CT INSURER C: Travelers Property Casualty Co of Amer INSURER D: INSURER E: INSURER F:
INSURED LAN Associates, Engineering, Planning, Architecture, Surveying, LLP 252 Main Street Goshen NY 10924	NAIC # 25666 25682 25674

COVERAGES **CERTIFICATE NUMBER: 61445970** **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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:			680-9H736983	5/1/2021	5/1/2022	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			BA-7R250064	5/1/2021	5/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$10,000			CUP-3705T448	5/1/2021	5/1/2022	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	UB-4K627638	5/1/2021	5/1/2022	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

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

CERTIFICATE HOLDER

SAMPLE

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Mike Christian

Mike Christian

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/3/2021

PRODUCER ATTACHMENT J

WHITEHORN FINANCIAL GROUP INC
29 Main Street, 2nd Floor
Madison, NJ 07940
(973) 564-9330

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

NAIC#

INSURER A: **C.N.A.**

20443

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURED LAN Associates, LLP

252 Main Street
Goshen, NY 10924

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
		GENERAL LIABILITY				EACH OCCURRENCE \$
		COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) \$
		☐ CLAIMSMADE ☐ OCCUR				MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
						GENERAL AGGREGATE \$
		GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMP/OP AGG \$
		☐ POLICY ☐ PRO-JECT ☐ LOC				
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$
		☐ ANY AUTO				BODILY INJURY (Per person) \$
		☐ ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
		☐ SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
		☐ HIRED AUTOS				
		☐ NON-OWNED AUTOS				
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
		☐ ANY AUTO				OTHER THAN EA ACC \$
						AUTO ONLY: AGG \$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE \$
		☐ OCCUR ☐ CLAIMSMADE				AGGREGATE \$
						WHITEHORN FINANCIAL GROUP INC \$
		☐ DEDUCTIBLE				WHITEHORN FINANCIAL GROUP INC \$
		☐ RETENTION \$				\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS ☐ OTHER ☐
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT \$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$
		OTHER				E.L. DISEASE - POLICY LIMIT \$
		Professional Liability	AEH 11-404-99-81	06/04/21	06/04/22	\$5,000,000 Per Claim and Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

Sample Certificate

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL **30** DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Maurice Andrews

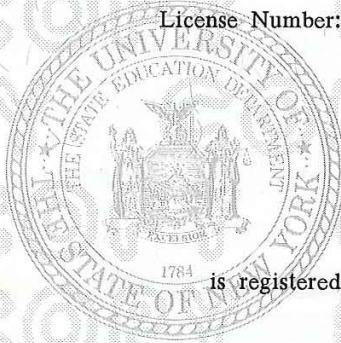
ATTACHMENT J

LAN ASSOCIATES

ATTACHMENT 4

Certificates of Insurance (Samples)

The University of the State of New York
Education Department
Office of the Professions
REGISTRATION CERTIFICATE
Do not accept a copy of this certificate



License Number: 089208-1

Certificate Number: 0458078

BOE ERIK EVANS
12 VALLEY ST
HAWTHORNE

NJ 07506-0000

is registered to practice in New York State through 05/31/2022 as a(n)
PROFESSIONAL ENGINEER

LICENSEE/REGISTRANT

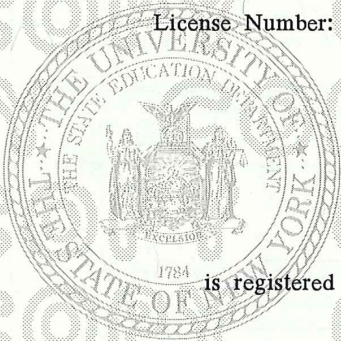
Jane S. Blum
EXECUTIVE SECRETARY

Karyellen Elia
COMMISSIONER OF EDUCATION

Dee E. Hill
DEPUTY COMMISSIONER
FOR THE PROFESSIONS

This document is valid only if it has not expired, name and address are correct, it has not been tampered with and is an original - not a copy. To verify that this registration certificate is valid or for more information please visit www.op.nysed.gov.

The University of the State of New York
Education Department
Office of the Professions
REGISTRATION CERTIFICATE
Do not accept a copy of this certificate



License Number: 050851-01

Certificate Number: 1241091

WEBB MATTHEW MICHAEL
1522 COUNTY ROAD 565
SUSSEX

NJ 07461-4010

is registered to practice in New York State through 03/31/2024 as a(n)
LAND SURVEYOR

LICENSEE/REGISTRANT

Jane S. Blum
EXECUTIVE SECRETARY

Burt A. Rosen
INTERIM COMMISSIONER OF EDUCATION

Darrah A. Benson
DEPUTY COMMISSIONER
FOR THE PROFESSIONS

This document is valid only if it has not expired, name and address are correct, it has not been tampered with and is an original - not a copy. To verify that this registration certificate is valid or for more information please visit www.op.nysed.gov.

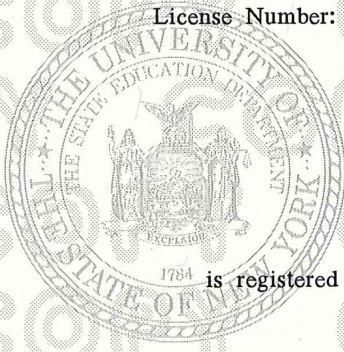
*The University of the State of New York
Education Department
Office of the Professions*

REGISTRATION CERTIFICATE

Do not accept a copy of this certificate

License Number: 075600-01

Certificate Number: 1304722



PANICUCCI RONALD MARK
LAN ASSOCIATES
445 GODWIN AVE
MIDLAND PARK

NJ 07432-0000

is registered to practice in New York State through 05/31/2024 as a(n)
PROFESSIONAL ENGINEER

LICENSEE/REGISTRANT

Jane S. G. [Signature]
EXECUTIVE SECRETARY

INTERIM COMMISSIONER OF EDUCATION

Harah A. Benson [Signature]
DEPUTY COMMISSIONER
FOR THE PROFESSIONS

This document is valid only if it has not expired, name and address are correct, it has not been tampered with and is an original - not a copy. To verify that this registration certificate is valid or for more information please visit www.op.nysed.gov.

ATTACHMENT J

LAN ASSOCIATES

ATTACHMENT 5

Resumes

LAN

LAN ASSOCIATES

ENGINEERING PLANNING ARCHITECTURE SURVEYING

LICENSES & CERTIFICATIONS

Professional Engineer

NJ #24GE04669100

NY #089208-1

PA #090538

LEED® Accredited Professional

ORGANIZATIONS/AFFILIATIONS

Stormwater Management for Engineers,
Cook College

Regulatory Training UST's, Cook College

AutoCAD Civil 3D Training

LEED® AP

EDUCATION

Cornell University,

Ithaca, NY

Bachelor of Science in Civil Engineering

Erik E. Boe

ASSISTANT VICE PRESIDENT
PE, LEED® AP

EXPERIENCE

Mr. Boe is an experienced Civil Engineer for LAN's Facilities Engineering and Site Development Division. As an Assistant Vice President, Mr. Boe's responsibilities include design development and permitting for a variety of public and private civil engineering projects.

His experience includes site design, site work redevelopment, road resurfacing, road realignments, parking lot design, recreational facilities, stormwater drainage, water main, sanitary sewer extensions, and streetscape projects. Mr. Boe is also experienced in NJDEP permitting, wetlands, stream encroachment, highlands permitting, soil erosion, and sediment control permitting.

Mr. Boe works extensively with The State of New Jersey for various projects within the New Jersey State parkland and Division of Parks & Forestry. He provides site designs, septic systems for new and existing facilities, trail and drainage improvements, parking facilities, as well as, boat ramps and fishing piers.

Mr. Boe has experience with various municipal, state, educational, private, and commercial projects.

PARTIAL CLIENT LISTING

Higher Education

- Ramapo College

Municipal

- Corson's Inlet ADA, Dock Installation
- Borough of Midland Park, Planning Board Engineer
- Marianne Place Extension, Road, Site & Drainage Design, Parsippany, NJ

State/Parks & Recreation

- Aqueduct Park, Boat Ramp and Park Improvements, Lincoln Park, NJ
- Batsto Village Water Supply Study, Wharton State Forest
- Cedar @ Black Creek Reserve, Road, Site, & Drainage Design, Vernon, NJ
- High Point State Park, Beach Facility Septic System
- Liberty State Park, Phase I Grading & SESC Plan, Jersey City, NJ
- Park Amenities & Comfort Station/Maintenance Building Design at Riverside County Park South, North Arlington, NJ
- Swartswood Lakes State Park, Phase II Drainage Analysis

Education: K-12

- Mahwah BOE, Various Projects
- Irvington BOE, Full Campus Drainage Analysis, Irvington, NY
- Manalapan-Englishtown BOE, Clark Mills Elementary Site Design
- Monroe-Woodbury Central School District
- Northern Highlands BOE, East Parking Lot & Softball Field Design
- Ramapo College, Track & Turf Field Drainage Design, Mahwah, NJ
- Ramsey BOE, Ramsey High School Track & Turf Field Design
- Ramsey BOE, Dator School Site, Drainage, & Parking Design

Commercial

- Christian Health Care Center, Site & Stormwater Design, Wyckoff, NJ
- Holiday Mountain Ski Area, Parking & Drainage Design, Holiday Mountain, NY
- Shiloh Bible Camp, Highlands, Wetlands, FHA, TWA Municipal Permitting for New Gymnasium Facility, West Milford, NJ

LAN

LAN ASSOCIATES

ENGINEERING PLANNING ARCHITECTURE SURVEYING

LICENSES & CERTIFICATIONS

Professional Engineer

NJ #24GE05712500

VT #018.0132282

EDUCATION

University of Vermont

Burlington, VT

Bachelor of Science in Civil Engineering

Minor in Mathematics

James Mauer II

ASSOCIATE | CIVIL ENGINEER
PE

EXPERIENCE

Mr. James Mauer is a leader in the civil engineering division at LAN. As an Associate and licensed Professional Engineer, he is involved in managing some of the largest civil engineering projects for educational, municipal, senior living, and parks and recreation clients throughout New Jersey and New York. With over a decade of experience in site development and construction for both public and private clients, James oversees various stages of the project life cycle.

James' responsibilities span from project inception to project closeout, including proposal preparation, budget planning, conceptual site planning, permitting, design development, construction document preparation, public bidding and construction administration. His experience with site development including site design, site grading and stabilization, local land use board testimony, permitting, stormwater collection and management, soil erosion and sediment control, zoning, etc. are invaluable.

James also has vast experience with utility design and permitting including water supply and distribution; collection, conveyance, and treatment of wastewater; and stormwater utility rehabilitation specifically infiltration and inflow (I&I) evaluations.

With extensive expertise with the latest industry technology, James works alongside LAN's drone consultant to analyze and document construction progress for a wide variety of civil engineering projects.

PARTIAL CLIENT LISTING

Commercial

- ASF Construction & Excavation Corp.
- Comet Management
- Community Energy Solar
- Harmony Sand & Gravel, Inc.
- Hudson Valley Property Group
- Merlin Entertainment – Legoland NY
- Taylor Management Company
- Urban Farms Acquisitions, LLC

Federal/State/Local

- Bergen County Housing Authority
- Cliffside Park Housing Authority
- Orange County Department of Parks, Recreation and Conservation
- State of New Jersey - Department of Treasury - Division of Property Management & Construction

Recreation

- Bergen County Parks Department

Education: K-12

- Bronxville Union Free School District
- Goshen Central School District
- Mamaroneck Union Free School District
- Monroe-Woodbury Central School District
- Mount Pleasant Central School District
- Oakland School District
- Orange-Ulster BOCES
- Plainfield Public School District
- Ramapo Indian Hills Regional High School District
- River Vale Public School District
- Rockaway Township School District
- Warwick Valley Central School District

Hospitality

- Foster Supply Hospitality

Senior Living

- Christian Health



ENGINEERING PLANNING ARCHITECTURE SURVEYING

ORGANIZATIONS/AFFILIATIONS

Asce Club Member at Njit

Garfield Fire Co. 5 [Fire & Hazmat]

EDUCATION

New Jersey Institute of Technology

Newark, Nj

Ba In Civil Engineering

Jan Kutarnia

CIVIL DESIGNER

EXPERIENCE

Mr. Jan Kutarnia is a well versed and experienced professional in LAN's Facilities Engineering and Site Development Division. Working as a Civil Designer within the Civil Engineering Department, Jan is involved in all phases of a projects, from planning to completion.

While Jan has extensive experience providing various civil engineering solutions for clients in both the public and private sectors, his professional focus is on structural and water/draining based engineering. By performing site investigation and due diligence, designing stormwater management systems, and preparing both Erosion and Sediment Control plan, Jan ensures a site is ready for development.

When a project is ready to move on to the next phase, Jan works with local municipalities and government departments to obtain all necessary permits. He also prepares cost estimates and writing specifications, aimed to help ensure a project stays on budget and schedule.

Jan is an engineer and training and is currently pursuing his professional engineer licensure.

PARTIAL CLIENT LISTING

Education

- Boards of Education: Newark, Paterson, Cliffside Park, Fair Lawn, Allendale, River Vale, Leonia, West Milford, Ridgewood, Franklin Lakes, Oakland, Rockaway, Goshen, Chester, Monroe-Woodbury, Mamaroneck, Bronxville, Northern Highland Regional HS
- Clifton Elks
- Montclair State University
- Fairleigh Dickinson University
- New York B.O.C.E.S.

State, Parks & Recreation

- Gateway Recreational Area, Brooklyn, NY
- Voorhees State Park, Voorhees, NJ
- Sea Girt State Police Academy
- Kilmer MVC Edison, NJ
- NJDOT Ewing, NJ

Housing Authority

- Hampton Housing Authority
- Morristown Housing Authority
- Bergen County Housing Authority
- Harrison Housing Authority

Commercial

- Goshen Historic Track
- Greek Mountain Dairy
- NR Trading Company
- Chow-Wow Puppy Resort
- Christian Healthcare Center
- Glenmere Solar
- South Goshen Solar
- Mennen Arena
- Chromalloy
- AAA Wayne, NJ
- Morgan Advanced Materials
- Belvidere Sand, White Twp, NJ
- Red Fox Beach Bar, Ocean Twp, NJ

Municipal

- Goshen, NY
- Wyckoff, NJ
- Hawthorne, NJ
- Paterson Parking Authority
- Passaic City Hall
- West Orange Fire House
- EMS Building Paramus, NJ

Ecclesiastical

- Hawthorne Gospel Church, Hawthorne, NJ
- Grace Redeemer Church, Glen Rock, NJ
- Echo Lake Church, West Milford, NJ
- St. Gertrude Cemetery, Woodbridge, NJ
- Madonna Cemetery, Leonia, NJ

LAN

LAN ASSOCIATES

ENGINEERING PLANNING ARCHITECTURE SURVEYING

LICENSES & CERTIFICATIONS

Registered Architect's License in process

AWARDS & ACHIEVEMENTS

First Presbyterian Church, Goshen NY

- Elder
- Finance Committee

Orange County Historical Society Trustee

- Trustee

ORGANIZATIONS/AFFILIATIONS

National Council of Architectural
Registration Boards (NCARB)

American Institute of Architects (Assoc. AIA)

EDUCATION

Ramapo State College,
Mahwah, NJ
Bachelor of Science in Business Administration

William E. Hodges

SENIOR ELECTRICAL ENGINEER

EXPERIENCE

Mr. Hodges is an experienced Senior Electrical Engineer with a demonstrated history of working in the architecture & planning industry. Skilled in Power Systems, Construction Drawings, Electrical Engineering, Electrical Wiring and Generators. He is responsible for managing the in-house technical design team through development of design and the construction documentation process, communicating with clients and agencies and project management with development of staffing, fee, budget estimating and project scheduling. Mr. Hodges is responsible for all aspects of construction administration including, but not limited to, shop drawing/submittal review and coordination, attending project meetings, periodic monitoring of construction sites and interfacing with contractors and clients.

Mr. Hodges has been employed by LAN since 1988 and has gained valuable work experience in architecture, MEP engineering, planning and construction administration.

PARTIAL CLIENT LISTING

Education: K-12

- Fair Lawn BOE
- Goshen Central School District
- Lakeland Regional HS
- Mamaroneck UFSD
- Monroe-Woodbury Central School District
- Passaic BOE
- Ramsey BOE
- Ridgewood BOE
- South Orangetown CSD
- Newark BOE
- Plainfield BOE
- River Vale BOE

Education: Higher Ed

- Montclair State University
- Ramapo College

Corporate

- Advance Coatings Technologies
- Chromalloy
- Executive Jet
- iFortress
- Pratt Whitney

Senior Living

- Asbury Tower Princeton Senior Living
- Christian Health Care Center, Wyckoff, NJ
- Holland Christian Home, North Haledon, NJ
- The Atrium at Navesink Harbor
- Van Dyk Park Place, Hawthorne, NJ

Federal/State/Local

- NJ DEP
- NJ Department of Transportation
- NJ Juvenile Justice Commission
- Orange County Department of Public Works
- Orange County Historical Society
- Passaic County Sheriff's Department
- U.S. Department of State
- State of New Jersey DPMC
- Veterans Administration
- Wayne Township

Housing: Multi-Family

- Bergen County Housing Authority
- Freehold Housing Authority
- Harrison Housing Authority
- Housing Authority County of Morris
- Kingston Housing Authority
- Paterson Housing Authority
- The Atrium at Navesink Harbor
- Tower Architectural Parkside Towers
- Hoboken Housing Authority

Healthcare

- James J. Peters VA Medical Center

Amusement Parks

- LEGOLAND® New York Resort

Pharmaceutical

- Progenics Pharmaceuticals



**ENGINEERING
PLANNING
ARCHITECTURE
SURVEYING**

LICENSES & CERTIFICATIONS

Professional Land Surveyor
NJ #24GS04330200
NY #050851-1
CT #LSX0070514

40-Hour OSHA Hazardous Waste Site Worker
Training

ORGANIZATIONS/AFFILIATIONS

New Jersey Society of Professional Surveyors
New York State Association of Professional
Surveyors

EDUCATION

New Jersey Institute of Technology
Newark, NJ
Bachelor of Science, Surveying Engineering
Technology

Matthew M. Webb

ASSISTANT VICE PRESIDENT
PLS

EXPERIENCE

Mr. Matthew Webb is an experienced Land Surveyor and currently serves as an Assistant Vice President at LAN Associates.

Mr. Webb manages surveying services conducted by LAN. As such, he is responsible for all survey control, boundary closure, metes and bounds descriptions, review of drawings and certifications. Mr. Webb's duties include drafting, deed research, property line analysis, as well as the collection and manipulation of raw field data brought into the office.

Mr. Webb is skilled in the utilization of total station and GPS equipment as well as the procedures necessary for data collection in the field. He is experienced in performing construction stakeouts, topographic surveys, and boundary surveys.

Mr. Webb is proficient in AutoDesk software including AutoCAD Land Development Desktop and Civil 3D. Additionally, Mr. Webb is knowledgeable in Total Station and GPS data processing and manipulation using Leica Geo Office, as well as other related programs.

PARTIAL CLIENT LISTING

- Property line analysis and drafting of various schools in the Ridgewood Public System.
- Property line analysis and drafting of Lot 20.03, Block 55, 48.22 acres, for the County of Monmouth adhering to standards for the New Jersey Farmland Preservation Program, Upper Freehold, NJ
- Drafting and property line analysis of various surveys for the Monmouth County Park System
- Centerline and right of way determination for 30 miles of county roadway, Cumberland County, NJ
- Drafting and property line analysis of various large surveys adhering to ALTA/NSPS standards
- Construction layout for World War II Memorial, Trenton, NJ
- Construction layout for Ewing-Lawrence Sewerage Authority (ELSA), Lawrence, NJ
- Data collection and drafting for the Richfield Trunk Sanitary Sewer, Clifton, NJ

LAN

LAN ASSOCIATES

ENGINEERING PLANNING ARCHITECTURE SURVEYING

LICENSES & CERTIFICATIONS

Licensed Professional Engineer
(NJ, NY, PA, AZ, KY, LA, CT, OH, DC, FL)

Licensed Professional Planner
NJ #33LI00485700

LEED® Accredited Professional

NJ Department of Environmental Protection
Underground Tank Certification - All
Classifications

Certified Municipal Engineer Program

AWARDS & ACHIEVEMENTS

New Jersey Alliance for Action, Distinguished
Engineering Excellence, Pratt & Whitney, 2016

ACEC NY, Silver Award for Engineering
Excellence, Advanced Coating Technologies,
Electron Beam Coater Pit, April 2009.

ACEC National 1999 Community Service
Award.

NJBIZ Top CFO 2019

ORGANIZATIONS/AFFILIATIONS

American Institute of Chemical Engineers

National Water Well Association

New Jersey Business and Industry Association
- Environmental Quality Co.

PRESENTATIONS/PUBLICATIONS

Storage Tank Concerns, NJ Asphalt Pavers
Association Environmental Committee, 2018

EDUCATION

Steven Institute of Technology,
Hoboken, NJ
BE, Chemical Engineer

Fairleigh Dickson University
MBA Chemical/Pharmaceutical

Ronald M. Panicucci

CEO/TREASURER
PE, CME, LEED® AP

EXPERIENCE

Mr. Panicucci is responsible for the management of all environmental and facilities engineering projects conducted from the Midland Park office. Projects include cleanups with budgets up to \$5 million and site assessments involving inspections of existing facilities for industrial property acquisitions. In his corporate roles as CEO/Treasurer, Mr. Panicucci is responsible for overall project management including the allocation of corporate resources, development of administrative procedures and interfacing with the client's representatives.

Mr. Panicucci's expertise includes environmental site auditing, underground storage tanks, hazardous waste and air and wastewater permitting and engineering. Projects have included design and permitting of volatile organics, acids, bases, particulate and metal control systems. Designs have included air strippers, absorbers, scrubbers, bathhouses and separators for treatment of air emissions and wastewater treatment systems for industrial processes and groundwater/soil cleanup projects. Mr. Panicucci is also engineer of record for projects involving underground tank removal and design of underground and aboveground tank installations. Mr. Panicucci has performed assessments at over 100 sites in 33 states and his sampling/cleanup plans have been prepared for sites throughout the country.

PARTIAL CLIENT LISTING

Municipal Mr. Panicucci has served as engineer of record for the following municipalities in New Jersey and New York: City of Passaic, Borough of Hopatcong, City of Clifton, Township of Little Falls, Township of Wayne, Village of Ellenville. Projects have included storage tanks, sanitary sewers, water supply and recreational facilities.

Industrial Mr. Panicucci has provided a variety of engineering services for industrial clients. Projects have included general environmental consulting for regulatory compliance, air permitting services, design of facility expansions, local regulatory approvals, storage tank designs, process safety evaluations, and wastewater treatment for companies such as Pratt & Whitney, Chromalloy Corporation, Unilever Research & Development, Siemens Diagnostics, Nice-Pak Products, and Amide Pharmaceutical. Mr. Panicucci has specialized in providing services to the asphalt, concrete and aggregate business servicing clients such as Stone Industries, Inc., Burlington Asphalt, Riverdale Quarry, Tilcon, Harmony Sand & Gravel, Belvidere Sand & Gravel, North Church Gravel and Van Decker Brothers.

Housing: Multi-Family Mr. Panicucci has worked with numerous housing authorities on capital improvement projects including electrical upgrading, site improvements, refuse incinerators, underground storage tanks, and noise studies. Clients have included Paterson Housing Authority, Passaic Housing Authority; Harrison Housing Authority; and Guttenberg Housing Authority.

Education: K-12 Mr. Panicucci has served as engineer of record for several Boards of Education in New Jersey and New York as well as the NJ Schools Development Authority (NJSDA). Current or recent projects include NJSDA environmental, architectural and engineering evaluations for schools in Orange, East Orange, Jersey City, Garfield and Paterson. Mr. Panicucci has also provided environmental services including underground storage tank services for the Newark Public Schools, Lakeland Regional High School, Bloomfield Board of Education, Wayne Board of Education, Manalapan Englishtown Regional, Ramsey Board of Education and Ridgewood Board of Education.

LAN

LAN ASSOCIATES

ENGINEERING PLANNING ARCHITECTURE SURVEYING

LICENSES & CERTIFICATIONS

International Code Council – 2012 IBC Fire & Life Safety Principles

International Code Council – 2012 ADA Accessibility

ORGANIZATIONS/AFFILIATIONS

Green Commission of Franklin Lakes, Team Member

EDUCATION

Drexel University
Philadelphia, PA
Bachelor of Science, 2002

Kyle Stoker

CONSTRUCTION ADMINISTRATOR

EXPERIENCE

Mr. Kyle Stoker serves as a Construction Administrator in LAN's Midland Park office, where he oversees all phases of project development. Using his meticulous attention to detail and 20 years of experience, Kyle has developed a thorough understanding of the industry.

As Construction Administrator, Kyle is responsible for attending site visits, ensuring that any renovation, addition, or new construction conforms to its construction documents and specifications. At project meetings, Kyle reports his findings to the client, owner, contractor, architects, engineers, government officials, and local authorities, facilitating client communication throughout the production lifecycle.

Combining all these facets, Kyle has the knowledge of all phases of construction, enabling him to provide a service that is both timely and efficient.

PARTIAL CLIENT LISTING

Educational: K-12

- Bergen County Technical Schools District*
- Cambridge Day School, Ardmore PA*
- Fair Lawn Public Schools
- St. Cecelia School, Woodbridge BOE*
- Thomas Ekins House, Philadelphia PA *

Municipal

- 1515 Arch Street Security Improvements*
- City Hall, Philadelphia PA*
- City of Philadelphia DHS Space Planning and Move Coordination*
- City of Philadelphia SPCA Animal Facility*
- Hackensack E.O.C*
- Hackensack Performing Arts Center*
- Middlesex County Archives*
- Municipal Services Building, Philadelphia PA *
- Philadelphia Art Museum*
- Vogtle 3 & 4 Cooling towers Georgia Power*

Education: Higher Ed

- Arizona State University*

Housing: Multi-Family

- 120 E. Rio Salado PKWY, Tempe AZ*
- Aviano Community Toll Brothers, Phoenix AZ*
- Edgewater Apartments, Philadelphia PA*
- Gaylord National Resort and Convention Center, National Harbor MD*
- Litchfield Park Toll Brothers Community*
- The Borgata, Atlantic City NJ*
- The Grande At Metro Park, Woodbridge Township, NJ*
- The Borgata, Atlantic City NJ*
- Windgate Ranch Community Toll Brothers, Scottsdale AZ*

Senior Living

- The Vista at Christian Health Care Center

**Client experience prior to employment at LAN Associates*

LICENSES/CERTIFICATIONS

- Professional Engineer (licensed in New York, New Jersey, Connecticut, Pennsylvania, Delaware, Maryland, and Massachusetts)

SELECTED PROJECT EXPERIENCE

- NYS DOT Kew Gardens Interchange, Queens, NY – Project Manager – Responsible for the supervision of an extensive subsurface investigation that included soil borings, sampling and testing for the design of retaining walls, bridge abutments, and bridge foundations for the highway construction project. (2019 – Ongoing)
- NYS DOT I-278 Bridge Replacements, Staten Island and Brooklyn, NY – Project Manager – Performed and supervised pre-construction building condition inspections, and developments of noise and vibration monitoring program to ensure that the construction will not cause adverse effects on the adjacent structures and communities. (2019 - Ongoing)
- NYC DOT Rehabilitation of Riverside Drive Viaduct, Manhattan, NY – Project Manager – Responsible for the supervision of the pre-construction and post-construction building condition inspections and reports. (2018 - Ongoing)
- NYC DOT – Reconstruction of Harlem River Drive Over East 127th Street, Manhattan, NY – Project Manager – Performed subsurface investigation and installation of inclinometers. Responsible for the planning and implementation of a structure monitoring program during the demolition of existing bridge structure, pile driving, excavation, and construction of the new bridge structure. The structure monitoring program will possibly include survey monitoring, tilt meters, crack meters and vibration monitoring. (2014 - 2019)
- MTA/TBTA – Restoration and Rehabilitation of the 125th Street Manhattan Approach Ramps to the RFK Bridge, Manhattan, NY – Project Manager – Responsible for the supervision of pre-construction building condition inspection, development and implementation of a vibration monitoring program to monitor the vibration level related to the proposed construction. (2015 - 2019)
- NYC DDC – Construction of Water Main and High-Pressure Gas Main between Bronx and Randall's Island, NY – Project Manager – Supervised the subsurface soil borings and installation of inclinometers and piezometers. Responsible for the planning and implementation of a structure monitoring program during the construction which includes four 70 feet deep shafts and two (2) 1,000 feet long micro tunnels connecting Bronx and Randall's Island. The structure monitoring program engineering review and reporting of data from crack meters, vibration monitoring, inclinometers, piezometers and survey targets. (2016 to on-going)
- SUNY New Paltz Rt. 32 Parking Lot Expansion and Pedestrian Crossing – Principal Geotechnical Engineer – Responsible for coordinating with the client to develop, implement and supervise a comprehensive geotechnical subsurface investigation program which included soil test borings, test pit excavations, and filed PERC testing. Review of the geotechnical engineering report for the proposed parking lot expansion project. (2015 to 2016)

EDUCATION

- Doctor of Engineering - University of Massachusetts, Lowell, MA
- M.S. Civil Engineering - University of Delaware, Newark, DE
- B.S. Hydraulic Structural Engineering - Tsinghua University, Beijing, P.R. China

