

**RFP2014-02 DEVELOPMENT AND PREPARATION OF CONSUMER REPORT
PROPOSAL OPENING DATE: FEBRUARY 6, 2014 AT 11:00AM**

TERM OF CONTRACT: ONE (1) YEAR	
NUMBER OF RESPONDENTS:	1
NAME OF BIDDER	VAN NOTE-HARVEY ASSOCIATES, P.C.
ADDRESS	777 ALEXANDER ROAD - SUITE 102
CITY, STATE, ZIP	PRINCETON, NEW JERSEY 08540
CONTACT NAME	DONALT E. FETZER
TELEPHONE	609-987-2323
FAX	609-987-0005
E-MAIL	DFETZER@VANNOTEHARVEY.COM
STOCKHOLDER DISCLOSURE STATEMENT	INCLUDED
REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE	INCLUDED
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA	INCLUDED
NJ BUSINESS REGISTRATION CERTIFICATE	INCLUDED
NON-COLLUSION AFFADAVIT	INCLUDED
AFFIRMATIVE ACTION STATEMENT	INCLUDED
AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE	INCLUDED
CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	INCLUDED
DISCOSURE OF INVESTED ACTIVITIES IN IRAN	INCLUDED
EIC	CERT#1491 EXP.6/15/2016
60-DAY EXTENSION COMPLIANCE	YES
EXCEPTIONS (IF ANY)	YES - SEE ATTACHED
CERTIFICATE OF INSURANCE	NEEDED PRIOR TO AWARD
EMERGENCY SERVICES	YES
W-9	INCLUDED
TOTAL PRICE	\$16,950.00 SEE ATTACHED BREAK-DOWN OF PRICING
FATAL FLAW	NONE

van note - harvey
associates, pc

777 Alexander Road
Princeton, New Jersey 08540
609-987-2323 Fax: 609-987-0005

www.vannoteharvey.com



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February 5, 2014

Ms. Isabel Garcia, Purchasing Agent
City of Trenton
Division of Purchasing
319 East State Street
Trenton, NJ 08608

**RE: Trenton Water Works RFP No. 2014-02 FEE PROPOSAL
Development/Preparation of the 2014 Consumer Confidence Report
VNHA #41827-070-22**

Dear Ms. Garcia:

We are pleased to submit herewith one original and five copies of our Fee Proposal for the subject project.

In accordance with the Fee Proposal section of the RFP we propose as follows:

Lump Sum to provide all services included in our technical proposal and in accordance with the requirements of the Safe Drinking Water Act to complete Tasks 1 through 14	\$15,825.00
All work necessary to completely satisfy the requirements of any Public Notification to completely satisfy NJDEP requirements (to be billed only if the work is authorized by TWW)	\$ 1,125.00
Grand total	\$16,950.00

Our Lump Sum Fee is based on the following assumptions which are part of this proposal:

- A. Items 1 through 21 of Van Note-Harvey Associates, P.C. Standard Provisions of Agreement (copy attached).
- B. Our fee for this project assumes that the information listed above will be made available to this office upon receipt of a purchase order and not later than May 16, 2014.
- C. Should work be requested which is beyond the scope of services described in our technical proposal, this additional work will be billed on an hourly basis at our Standard Hourly Billing Rates shown on the attached schedule.
- D. Invoices will be submitted for payment on a monthly basis for the work performed by VNHA at the time of invoice preparation. All invoices are due upon receipt. Invoices past due by sixty (60) days shall be just cause for suspension of all services by VNHA.

- E. Services rendered will address regulatory requirements in effect on the date of this proposal. Services required by new rules and/or regulations shall be considered additional services.
- F. The preparation of studies or any permit applications, engineering or environmental services not specifically addressed in this proposal are not included.
- G. The lump sum fee quoted for this project is valid without adjustment through July 31, 2014. Fees for additional services performed after that date that are not specifically identified herein will be negotiated to reflect cost of living increases, etc.
- H. Application, public notice, CCR postage and registered mail notification fees, if required, will be provided by Trenton Water Works.
- I. Publication notices, announcements, or other methods of communicating violations to the public are anticipated to be provided by the City, and are excluded from the scope of work.
- J. Unless specifically included in the lump sum fee, printing and copying costs for plans, specifications, contract documents, reports and calculations will be billed as a direct charge and are not included in the fees quoted herein. Billing rates for these reimbursable items will be in accordance with our Standard Hourly Billing Rates.
- K. This proposal assumes that project information will be distributed by regular postal mail. The cost of Express Mail, messenger service, fax transmissions, return receipt certified mail, etc. as requested by the client or as required by reviewing agencies will be billed as a direct cost and are not included in the fees quoted herein. Distribution of the CCR is not included in the scope of work
- L. Should the project be terminated, VNHA will be paid for all services performed up to the termination notice date in accordance with our Standard Provisions of Agreement. Termination of services must be in writing.

We appreciate the opportunity to submit this proposal for your consideration and look forward to assisting you with this project.

Should you have questions regarding this proposal or wish to modify the scope of services as outlined, please do not hesitate to contact this office.

Very truly yours,



Agha S. Hasan, P.E.
Vice President

ASH/sep

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**STANDARD HOURLY
BILLING RATES^{1,2}
EFFECTIVE JANUARY 1, 2014**

JOB CLASSIFICATION	BILLING RATE/HR	JOB CLASSIFICATION	BILLING RATE/HR
02 Senior Principal	\$ 260.00	38 Senior Survey Technician	\$ 135.00
03 Principal	\$ 250.00	39 Survey Technician	\$ 108.00
05 Senior Project Coordinator	\$ 233.00	41 Survey 3DLS Technician ¹⁰	\$ 150.00
06 Project Coordinator	\$ 208.00	43 Landscape Architect	\$ 140.00
08 Senior Project Manager	\$ 197.00	46 Senior Hydrogeologist	\$ 180.00
09 Project Manager	\$ 160.00	47 Hydrogeologist	\$ 165.00
10 Senior Project Engineer	\$ 184.00	50 Senior GIS Specialist	\$ 145.00
11 Project Engineer ⁹	\$ 150.00	51 GIS Specialist	\$ 122.00
12 Engineer ⁹	\$ 125.00	61 Executive Secretary	\$ 83.00
14 Senior Designer	\$ 132.00	62 Senior Technical Typist	\$ 82.00
15 Designer	\$ 114.00	63 Technical Typist	\$ 68.00
16 Senior Drafter	\$ 91.00	83 Data Processing Supervisor	\$ 145.00
18 Drafter	\$ 77.00	86 Data Processing Technician	\$ 85.00
20 Senior Environmental Specialist	\$ 125.00	91 2-Person OSHA or Steel Crew ^{3,4}	\$ 255.00
21 Environmental Specialist	\$ 95.00	92 2-Person Survey Crew ³	\$ 200.00
23 Senior Observer	\$ 115.00	93 3-Person Survey Crew ³	\$ 260.00
24 Observer	\$ 102.00	94 2-Person 3DLS Survey Crew ¹⁰	\$ 340.00
27 Survey Supervisor	\$ 143.00	95 3-Person 3DLS Survey Crew ¹⁰	\$ 400.00
30 Chief of Party ³	\$ 120.00	112 Subsurface/GPR Technician	\$ 185.00
33 Transitperson ³	\$ 80.00		
36 Rodperson ³	\$ 60.00		

TYPE OF REIMBURSABLE ^{5,6}	BILLING RATE	TYPE OF REIMBURSABLE ^{5,6}	BILLING RATE
24" x 36" paper B&W copy (each)	\$ 2.40	Binding report 150 to 300 pages (per report)	\$ 7.00
24" x 36" reproducible B&W vellum/mylar (each)	\$ 28.75	Binding report over 300 pages (per report)	\$ 8.00
30" x 42" paper B&W copy (each)	\$ 3.60	Mileage (per mile)	\$ 0.65
30" x 42" reproducible B&W vellum/mylar (each)	\$ 42.50	Computer/Cadd Equipment	No Charge
Letter or Legal size B&W copy (each)	\$ 0.25	Subcontractor mark-up	15%
Letter or Legal size Color copy (each)	\$ 1.40	Electronic Plan Files (per plan sheet, .dwg file) ⁷	\$ 100.00 +\$25.00/sheet
11" x 17" B&W copy (each)	\$ 0.35	Electronic Plan Files (per plan sheet, .pdf file) ⁷	\$ 25.00 +\$6.00/sheet
11" x 17" Color copy (each)	\$ 2.20	Next Day delivery/courier service	Cost + \$3.00
Facsimile transmission (1 st pg/balance per pg.)	\$ 3.00/1.00	Hand Delivery (per hour) ⁸	\$ 40.00
Binding report under 150 pages (per report)	\$ 6.00	Certified Postal Mail	Cost + 15%

¹ Depositions, Mediations, Arbitrations and Court Testimony will be billed at 1.5 times the above rates with a 4-hour minimum per day.

² Rates are based on an 8-hour day and a 40-hour work week. Time beyond 8 hours/day or on weekends or holidays will be billed at 1.5 times the above rates.

³ In the event State/Federal "prevailing rate" requirements apply, adjusted rates will be supplied.

⁴ High-rise/steel construction surveying or OSHA 40 hour (29CFR:1910) certified field surveyor.

⁵ File copying for legal proceedings will be provided at 2.0 times above rates to cover file/paper separations and reassembly.

⁶ Offsite file retrieval will be charged at \$25.00 per box or plan roll regardless of size of file to be retrieved.

⁷ Provided solely for client's convenience and may be subject to execution of electronic file transfer agreement. VNHA assumes no liability for this data.

⁸ Minimum 1 hour.

⁹ Engineering degree or equivalent experience. Not necessarily holder of Professional License.

¹⁰ 3 Dimensional Laser Scanning.

Previous Revision 2/4/2012