

DCA/DLGS Waiver No. TR25C-46 (If Applicable)

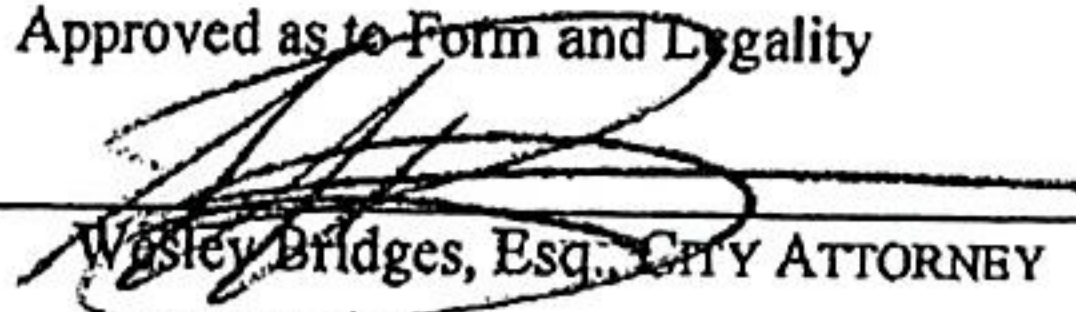
# RESOLUTION

No. 25-227

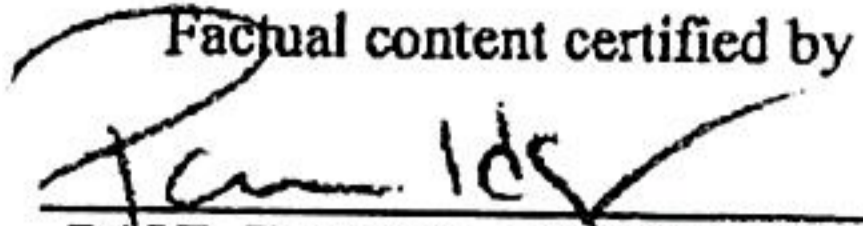
Date of Adoption

**JUN 17 2025**

Approved as to Form and Legality

  
Wesley Bridges, Esq., CITY ATTORNEY

Factual content certified by

  
PAUL HARRIS, INTERIM DIRECTOR OF RECREATION,  
NATURAL RESOURCES AND CULTURE

COUNCILMAN / WOMAN \_\_\_\_\_

PRESENTS THE FOLLOWING RESOLUTION:

SPONSORED BY: \_\_\_\_\_

**RESOLUTION AWARDING A CONTRACT THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44 A-20 ET SEQ., TO ARCHITECTURAL PRESERVATION STUDIOS FOR CONSULTING SERVICES FOR HISTORIC PRESERVATION SERVICES TO CONDUCT A PRESERVATION PLAN FOR ELLARSLIE MANSION FOR THE DEPARTMENT OF RECREATION, NATURAL RESOURCES AND CULTURE IN AN AMOUNT NOT TO EXCEED \$108,000.00 FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF AWARD - RFP2024-40**

**WHEREAS**, the City has a need for Consulting Services for Historic Preservation Services to Conduct a Preservation Plan for Ellerslie Mansion for the City of Trenton, Department of Recreation, Natural Resources and Culture for a period of one (1) year from the date of award; and

**WHEREAS**, a request for proposal was advertised, and three (3) sealed proposals were received on January 24, 2025 at 11:00AM, by the Purchasing Agent and were evaluated by a committee based on criteria that included, experience, understanding of requirements and cost; and

**WHEREAS**, the proposal of Architectural Preservation Studios, 116 Village Blvd., Princeton, New Jersey 08540 was deemed to have the necessary qualifications and expertise for the performance of the services at the rates budgeted; and

**WHEREAS**, funds in an amount not to exceed \$108,000.00 have been certified to be available in the following account numbers: G-SS-25-70-631B-290 (\$75,000.00) and C-04-24-70-048J-002 (\$33,000.00) for a period of one (1) year from date of award.

# RESOLUTION

**NOW, THEREFORE, IT IS RESOLVED**, by the City Council of the City of Trenton, as follows:

1. The Mayor is hereby authorized to enter into a contract with Architectural Preservation Studios, 116 Village Blvd., Princeton, New Jersey 08540 for Consulting Services for Historic Preservation Services to Conduct a Preservation Plan for Ellerslie Mansion in an amount not to exceed \$108,000.00 for a period of one (1) year from the date of award for the City of Trenton, Department of Recreation, Natural Resources and Culture; and
2. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A. 40A:11-5.
3. A Notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk's Office.

MOTION: <i>Frisky</i>					SECON D: <i>Feliciano</i>									
	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
EDWARDS	✓				FRISBY	✓				GONZALEZ	✓			
FELICIANO	✓				HARRISON	✓								
FIGUEROA	✓				WILLIAMS	✓								
KETTENBURG	✓													

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on **JUN 17 2025**

*Gayman Arzaga*  
President of Council

*[Signature]*  
City Clerk

**PROFESSIONAL SERVICES CONTRACT**

**RFP2024-40**

**RESOLUTION 25-227**

**AWARDED TO ARCHITECTURAL PRESERVATION STUDIOS, FOR CONSULTING SERVICES FOR HISTORIC PRESERVATION SERVICES TO CONDUCT A PRESERVATION PLAN FOR ELLARSLIE MANSION**

**THIS CONTRACT** made this 17<sup>TH</sup> day of JUNE 2025 by and between the **CITY OF TRENTON, 319 EAST STATE STREET, TRENTON, NEW JERSEY 08608** a Municipal Corporation of the State of New Jersey, ("City") and **ARCHITECTURAL PRESERVATION STUDIOS, 116 VILLAGE BLVD., PRINCETON, NEW JERSEY 08540** ("CONTRACTOR").

**WHEREAS**, the City has a need to conduct **CONSULTING SERVICES FOR HISTORIC PRESERVATION SERVICES TO CONDUCT A PRESERVATION PLAN FOR ELLARSLIE MANSION** for the City of Trenton, Department of Recreation, Natural Resources and Culture.

**WHEREAS**, Contractor agrees to conduct **CONSULTING SERVICES FOR HISTORIC PRESERVATION SERVICES TO CONDUCT A PRESERVATION PLAN FOR ELLARSLIE MANSION** for the City of Trenton, Department of Recreation, Natural Resources and Culture, in accordance with the terms and conditions as set forth hereinafter, and the City being agreeable thereto;

**NOW THEREFORE**, the parties mutually agree as follows:

**FOR CONSULTING SERVICES FOR HISTORIC PRESERVATION SERVICES TO CONDUCT A PRESERVATION PLAN FOR ELLARSLIE MANSION** for the City agrees to retain **ARCHITECTURAL PRESERVATION STUDIOS, 116 VILLAGE BLVD., PRINCETON, NEW JERSEY 08540** the request of and under the general supervision of the City of Trenton, Department of Recreation, Natural Resources and Culture.

**1. SCOPE OF SERVICES**

**SEE ATTACHED SCOPE OF SERVICES**

**DURATION OF THE CONTRACT:**

This contract shall remain in full force and effect for a period of one (1) year from **JUNE 18, 2025, TO JUNE 17, 2026**, in an amount not to exceed **\$108,000.00**.

- 2. STATUS OF CONTRACTOR:** It is expressly understood by and between the parties hereto that the status of the Contractor retained to carry out the services set forth in this agreement is that of an Independent Contractor. It is further understood by and between the parties that is not intended, nor shall it be construed, that the contractor is an agent, employee, or officer of the City of Trenton.
- 3. NOTICES:** Any notices required to be delivered to either party pursuant to this Contract shall be in writing to their respective addresses. The parties shall be responsible for notifying each other of any change of address.
- 4. INTEGRATION: Resolution #25-227**
- 5.** and this contract constitutes the entire agreement between the parties and any representation that may have been made prior to the execution of this Contract are nonbonding, void, and of no effect and neither party has relied on any such prior representations in entering this Contract with the City of Trenton, Department of Administration, Division of Information Technology.
- 6. ENFORCEABILITY:** If any term or condition of this Contract or its application to any party or circumstances shall be deemed invalid or unenforceable, the remainder of the Contract and its application to other parties and circumstances shall not be affected.
- 7. GOVERNING LAW:** This Contract shall be governed by the laws of the State of New Jersey.

**MISCELLANEOUS PROVISIONS:**

- a. Contractor will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation, disability or nationality. Contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional, gender identity or expression, sexual orientation. Such action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;
- b. Contractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation.
- c. Contractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the American with Disabilities Act.
- d. Contractor, where applicable, agrees to attempt to schedule minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2, amended and supplemented from time to time.
- e. Contractor, where applicable, agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional, sexual orientation, disability or nationality and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- f. Contractor, where applicable, agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional, sexual orientation, disability or nationality. Contractor will conform these employment goals consistent with statutes and court decisions of the State of New Jersey, and applicable Federal law and Federal court decisions.
- g. Contractor, where applicable, shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations. Contractor shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

- h. Contractor, shall submit along with the signed contract one of the following as evidence of compliance with N.J.A.C. 17-27:
1. Appropriate evidence that the independent contractor is operating under an existing Federally approved or sanctioned affirmative action program.
  2. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4.
  3. An initial employee information report (Form AA #302) provided by the Affirmative Action Office and completed by the contractor in accordance with N.J.A.C. 17:27-4

  
ARCHITECTURAL PRESERVATION STUDIOS  
116 VILLAGE BLVD.  
PRINCETON, NEW JERSEY 08540  
*CARL ROTHBART, PRINCIPAL*

*7/24/25*  
DATE



Seal: 

MOHAMMAD SALEEM Notary Public, State of Connecticut My Commission Expires 04/30/2027
--

  
Attest: \_\_\_\_\_

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year above written.

ATTEST:

  
BRANDON L. GARCIA  
MUNICIPAL CLERK

DATE

*8/26/25*

CITY OF TRENTON

  
W. REED GUSCIORA, ESQ.  
MAYOR

DATE

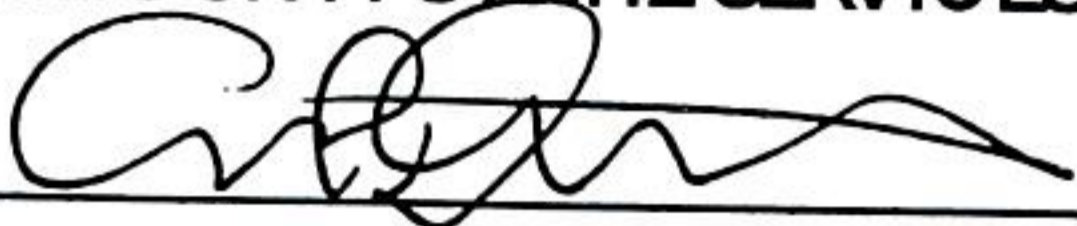
*8.19.25*

**BID PROPOSAL FORM**  
**PROPOSER MUST COMPLETE**

We the undersigned propose to furnish and deliver the above services pursuant to the scope of services and requirements and made part hereof:

**TOTAL AMOUNT FOR THE SERVICES FOR TWELVE MONTHS**

\$108,000



(ORIGINAL SIGNATURE BY AUTHORIZED REPRESENTATIVE)

The undersigned is a Corporation, Partnership or Individual under the laws of the State of  
New York having its principal office at 594 Broadway, New York, NY 10012

COMPANY Architectural Preservation Studio, DPC

ADDRESS 594 Broadway, New York, NY 10012

ADDRESS \_\_\_\_\_

FED. ID # 47-3388459

NAME Carl Rothbart

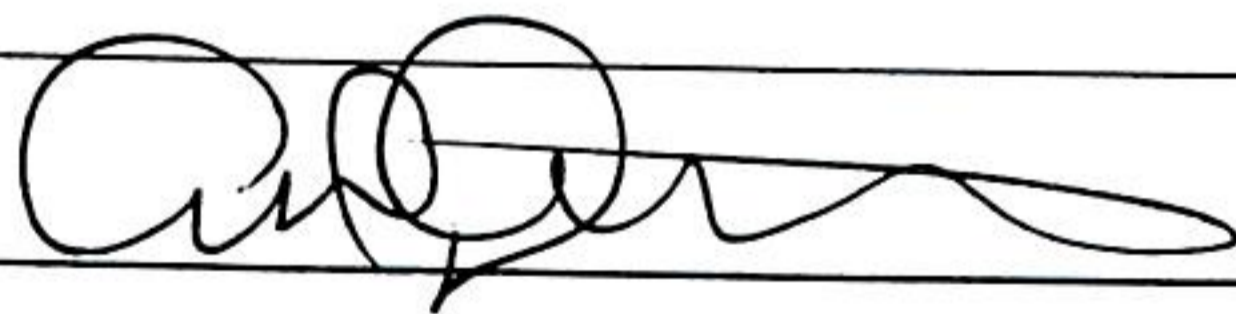
TELEPHONE 203 984-4402

FAX \_\_\_\_\_

EMAIL rothbartc@preservationstudio.com

DATE 12/4/24

SIGNATURE



## **Consultant Scope of Services**

### **Project Description**

#### **Introduction**

The City of Trenton (hereinafter referred to as "Owner") requests sealed proposals from qualified historic preservation professionals ("Consultant") for the preparation of a Preservation Plan in accordance with State Historic Preservation Office to guide the future use, repairs and maintenance of the historic Ellarslie Mansion which houses the Trenton City Museum and is located in Cadwalader Park.

Ellarslie Mansion was designed by architect John Notman, renowned for designing the first Italianate and Renaissance Revival style buildings in America, including the Athenaeum in Philadelphia. Notman's other notable designs in Trenton include the expansion of the New Jersey State House and the highly influential New Jersey State Hospital. Ellarslie was designed as a summer residence for Henry McCall, Sr., of Philadelphia and was constructed in 1848. The building was a model of the Italian vernacular style with low pitched roofs, wide overhanging eaves, porches, piazzas and a belvedere. In 1888, the city purchased Ellarslie and the surrounding 100 acres to become a public park. Pre-eminent landscape architect Frederick Law Olmsted Sr. was engaged to design a master plan for what would become Cadwalader Park, and Ellarslie Mansion was prominently featured at the center of his historic landscape design. Both are designated City of Trenton Historic Landmarks and listed in the State and National Registers of Historic Places.

Today, Ellarslie Mansion retains its residential appearance on the exterior. The interior still features high ceilings, generous salons, and high windows though its finishes are simpler than when originally constructed. The building serves as an important public space celebrating and preserving the cultural history of Trenton as the home of the Trenton City Museum. The ground floor is currently used for changing art exhibitions, a large museum shop, and a multipurpose space used for exhibition preparation and meetings. The second floor has smaller but spacious galleries in which the permanent historical collections are exhibited. Smaller upper-level rooms house offices.

Ellarslie's last major upgrades were in the 1970s, when it was reconverted to museum use. This included installation of an HVAC system in part of the building (currently malfunctioning), an access ramp on the exterior leading to a secondary entrance, and a visitor elevator in the foyer. Limited funds, the age of the building, lack of adequate climate control, lack of full-time professional site management; and numerous past reuses and periods of neglect have all taken a toll on the structure. These factors, in turn, affect the Mansion's current

ability to adequately house and preserve the collection, and to provide a comfortable and healthy environment for visitors and staff.

Under an agreement with the City of Trenton, the Trenton Museum Society (TMS) serves as steward for the Ellarslie Mansion and houses and exhibits its collections there. The City provides ground care and basic infrastructure (lighting, heat, etc.), while the Society's board is responsible for the general oversight of the building and contents, access, security and insurance. TMS secured NJ Association of Museums funding to conduct an Artifact Assessment Program (AAP) Survey in 2019. While the focus of that plan is on the operations of the museum and the stewardship of its collections, the issues of the building and its aged condition were identified as serious concerns.

It is the City's goal for this project to gather context, current knowledge and expertise; to provide expert guidance and recommendations in the form of a Preservation Plan to inform leadership decision-making; to determine priorities for renewal and devise a sustainable path for the future maintenance and management of the Ellarslie Mansion.

Ellarslie has been the subject of several assessments in the past which provide a base for future analysis and planning. For the preparation of this project, these reports will help provide important information on the building, its uses and future needs. They can be reviewed at: <https://spaces.hightail.com/space/JAd7LGQTY3>

The documents include the following:

- 2019 Association of Museums Artifact Assessment Program (AAP) Survey Report
- 2002 Proposal and plans for addition/alterations, Page Ayres Crowley Architects
- 1996 Conservation Assessment Survey Report, Watson & Henry Associates
- 2015 Historic Structure Reports & Preservation Plans
- 2019 Indoor Air Quality Assessment
- 2019 HVAC Controls Quote

The City of Trenton has received funding for this work through a Historic Site Management Grant from the New Jersey Historic Trust (NJHT). NJHT will review all planning documents and reports for this project. NJHT will also review contract documents, plans, specifications and any other deliverables for compliance with *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.

## **Consultant Scope of Services**

The Scope of Work is to provide the following deliverables:

### **Preservation Plan**

Scope of Work must result in a final Preservation Plan document that fulfills the guidelines set out in "Historic Structure Reports & Preservation Plans - A Preparation Guide" published by the New Jersey Historic Preservation Office. The Preservation Plan at a minimum will include the following, tailored to the needs of Ellarslie Mansion:

- Developmental History
  - History and Context of the Property
  - Archaeological Evaluation
  - Site and Landscape Evaluation
  - Architectural Description
  - Code and Accessibility Review
  - Structural Evaluation
  - Building Systems Evaluation
  - Materials Analysis
- Treatment and Use
  - Treatment Philosophy
  - Use and interpretation of the resource
  - Space/Room Treatment Recommendations
  - Architectural Treatment Recommendations
  - Prioritization and Cost estimate (project and projected annual needs)
- Appendices
  - Maintenance Plan, including
    - training indicated for city/county public works and volunteers
    - Schedule of regular/annual tasks and knowledge required
    - Budget needed
  - Vulnerability and Hazard Assessment

### **Building Systems Analysis, Plans and Specifications**

Already identified as a major and immediate risk, the HVAC and related plumbing and electrical systems requires a more extensive analysis to identify appropriate solutions for replacement and/or improvements. The city has been advised that the HVAC system is past its useful life and cannot provide the necessary climate control needed. The cooling tower is scheduled for replacement in Spring 2024, however a comprehensive long-term plan for HVAC replacement/upgrades and controls is needed.

**Future Uses and Benefits**

Current space usage and storage are major issues for the operation of the museum. Additions and alterations to the mansion have been proposed. For example, in 2002, the feasibility of adding a conservatory/event space, similar to Olmsted's original intent was explored. The city is seeking a cost-benefit analysis to determine whether changes in the programmatic use and/or adaptations to the building would be beneficial and the level of investment required.

**Public Engagement**

The consulting team will conduct at least two meetings: One meeting to discuss issues with Museum Society Board and stakeholders. A second public meeting will be held to present the findings and preliminary options for the building and to solicit feedback. This effort will be hosted by the city and supported by announcements through social media, press and email through the stakeholder networks.

The Consultant shall provide all consulting services required to prepare a Preservation Plan, the Building Systems options, final plans and specifications, as well as the related meetings as defined herein. These services shall include the performance of inspections, investigations, surveys, historical research, and all else necessary to develop the necessary information to prepare the Preservation Plan Report. The Consultant will also be responsible for the development of presentation materials to support the stakeholder and public outreach.

**Coordination with Consultants**

The Consultant shall assemble a design team of professional consultants to perform the requested services. The team should include a Preservation Architect and/or Specialist experienced with the investigation, preservation and rehabilitation of historical sites like the Facility and using the Secretary of the Interior's Standards for Historic Preservation. At a minimum, this team should also consist of a mechanical engineering subcontractor knowledgeable in HVAC technologies, codes, local requirements and experienced with structures like the Facility. Team members should be able to balance factors including requirements imposed by engineering systems; environmental health and safety; building codes; Owner requirements; access; and the overall cost of the project to the city. An Archaeologist must also be a part of the team.

Respondents must identify all subcontractors in the proposal and provide copies of all appropriate licenses and registrations. Coordination with these and other appropriate consultants is to be included as part of the Scope of Services outlined in the proposal. The Consultant will be responsible for ensuring that the documents completed by subcontractors are accurate and complete.

## **General Requirements**

### **Adherence to State Requirements**

The project is being completed in part with funds provided by The New Jersey Historic Trust (NJHT), therefore the Consultant must adhere to all applicable State requirements and the Terms and Conditions of the Grant Agreement of the applicable NJHT Grant. A copy of the NJHT Grant Agreement Terms and Conditions are included in the Appendix

### **Payment Procedures**

Following Notice to Proceed, the Consultant shall deliver to the Owner's Representative within ten (10) days a proposed Schedule of Values that divides the Scope of Services and Contract Sum into milestones or project tasks in sufficient detail to facilitate continued evaluation of invoices and progress reports. Round amounts for each contract item to the nearest whole dollar; total shall equal the Contract Sum. The Consultant shall submit the proposed Schedule of Values to the Owner's Representative for review and comment. The Consultant shall then make changes to the Schedule of Values to incorporate any changes made by the Owner.

Consultant invoices may be submitted for payment not more than once every thirty (30) days.

The Consultant's invoice shall be prepared on the Consultant's letterhead and shall be accompanied by a progress report detailing the progress made in the billing period and the progress completed to date. The Consultant shall be responsible for providing all necessary documentation as proof of performance of work completed during the payment period or any other proof of performance that may be required by the Owner's Representative.

The invoice shall be submitted to the Owner's Representative for review and the Owner's Representative shall then either submit the invoice to the Owner for payment or return the invoice to the Consultant indicating that corrections should be made, or additional information or proof of performance may be required. If necessary, the Consultant shall then resubmit the invoice to the Owner's Representative for review and approval.

**Consultant Qualifications and Professional Licensure**

The Respondent shall provide with the proposal the name, qualifications and copies of all relevant licenses and certifications of all specially licensed and/or certified professionals who shall work on the project.

**Codes, Permits, and Standards**

This Property is a designated City of Trenton Historic Landmark, eligible to be listed in the State and Registers of Historic Places. As such, all work undertaken at the Property must comply with the Secretary of the Interior's Standards for the Rehabilitation and Guidelines for the Rehabilitation of Historic Buildings.

All work undertaken as part of this Scope of Services by the Consultant and their sub consultants, shall be in conformance with all applicable federal, state and local regulations, including (but not necessarily limited to) the requirements of the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.), the General Ordinances of the City of Trenton, the Uniform Construction Code of the State of New Jersey and the Uniform Fire Code of the State of New Jersey.

However, all plans and specifications prepared by the Consultant for construction, alteration, or repair of the Property must be prepared such that they may receive permits for all building, plumbing, electrical and fire protection work from the City of Trenton.

Technical specifications shall be organized using the Construction Specifications Institute (CSI) Manual of Practice and Master Format Master List of Titles and Numbers for the Construction Industry.

**Preparation of Documents**

All text documents required under this Scope of Services shall be prepared in *Microsoft Word*. Figures and plans and maps shall be prepared in *AutoCAD*. Tables and calculations should be prepared in *Microsoft Excel*. Project schedules shall be prepared in *Microsoft Project*.

All drawings, specifications, electronic source files, and all other documents prepared by the Consultant for this project shall be provided to the Owner's Representative upon request and as required by this Scope of Services.

**Reliance on Prior Work**

The Owner may provide the Consultant as part of this solicitation or at other times during the project, documentation of prior work completed at the Property by others including drawings, specifications or other documents either printed or in electronic format. The documentation shall be provided for informational purposes only for the sole use of the Consultant. The Owner makes no claims as to the correctness or accuracy of the data provided therein. The Consultant must review and determine for themselves the correctness and accuracy of the information before incorporating and relying on the prior work as part of their work product to the Owner.

**Project Management and Control**

The Consultant shall promote good communication and coordination of all relevant parties throughout the project.

The Consultant shall provide regular updates and progress reports to the Owner's Representative and upon request by the Owner's Representative; and shall, from time to time, meet at Trenton City Hall or another place of the Owner's choosing to discuss the progress of the project.

The Consultant shall prepare for and attend one (1) kick-off meeting prior to the commencement of work with the Owner, NJHT and other parties as required including subconsultants and representatives of relevant City Departments. The kick-off meeting shall be used to review the Consultant Scope of Services, update project schedule, and coordinate efforts, review payment procedures and set communication protocols. The Consultant shall take notes at the meeting and submit a draft memo documenting all items discussed to the Owner's Representative for review and comment. The Consultant shall then incorporate all comments provided into a final memo and resubmit.

The Consultant shall provide the Owner, prior to the initial kick-off meeting, with a work plan and schedule describing actions to be taken by the Consultant to complete the work required by this Scope of Services. The project work plan and schedule shall be updated periodically as necessary and to the satisfaction of the Owner without additional cost to the Owner.

**Schedule**

The Consultant shall agree to commence work immediately upon receipt of the Notice to Proceed from the Owner and diligently pursue the work as per a schedule to be determined by the Owner's Representative and the Consultant prior to the commencement of the work. The work schedule shall be updated from time to time by the Consultant to reflect current conditions at no additional cost to the Owner. The

Consultant shall agree to abide by specific timeframes as may be described in task items in the Consultants Scope of Services and complete all work within the indicated periods.

The Owner has established the following goals for the project schedule:

- The completed Preservation Plan, including cost estimates, plans and specifications, should be completed within twelve (12) months from Notice to Proceed.

## **Proposal Requirements**

Proposals must include all materials required by this RFP and address the requirements of the RFP in the exact order set forth below. They should be as concise as possible and must not contain any promotional, advertising or display material. Failure to comply with any of the items listed in the Proposal Requirements is a basis for rejection of the proposal. All proposals must include the following information:

### **1. Letter of Transmittal**

Include the firm's understanding of the work to be performed; state why the firm believes itself to be the best qualified to perform the services requested; state the Management Contact (representative authorized to sign an agreement for the firm) and Project Manager (person responsible for day-to-day management of the project).

### **2. Table of Contents**

Include a clear identification of the material by section and by page number.

### **3. Project Personnel**

Proposals must identify by name the lead Consultant, subcontractors and key professional staff that will be assigned to carry out the work, and a listing of their qualifications and areas of expertise, copies of relevant licenses and certifications, and proposed project responsibilities. Key project team members may not be replaced except with express written consent of the Owner.

### **4. Scope of Services**

Proposals must address all items set forth in the "Consultant Scope of Services". The proposals must provide a detailed plan demonstrating the respondents' approach and methodology and how the respondent shall

complete all requirements of each item and comply with applicable law and regulation.

Proposals should provide a detailed schedule with project sequencing, including suggested payment milestones, and demonstrate agreement to work on a timely and interactive basis with the Owner.

The methods and procedures, and all subcontractors and professionals that shall be used to complete each task item must be provided in detail to demonstrate the respondent's technical understanding and regulatory requirements of the work.

Additional information which, in the opinion of the respondent, should be included must be clearly identified.

#### **5. Price Schedule**

Proposals must include a company price schedule listing all personnel, equipment and material categories that may be used on the project indicating a description of the item, the units of delivery and cost per unit item. The price schedule must be provided on the respondent firm's letterhead and be signed and dated by a manager authorized to provide such information. The Price Schedule shall include one line item providing a fixed hourly rate for Construction Phase Support Services, including all labor, material, equipment and all other costs, as required by this Scope of Services.

#### **6. References**

Proposals must include details of the respondent firm's relevant experience and competence to perform the required work, particularly as it relates to the stated goals of this project. The bidder shall demonstrate successful experience on at least three (3) projects of similar size and scope of work as the project within the past five (5) years.

#### **7. Exceptions to the RFP**

Any modifications or revisions to the Scope of Services, required task categories or proposed schedule that could improve or facilitate the completion of the project should also be included in the proposal. Proposals should identify any increase or decrease in the level of effort associated with the modification. Proposals should discuss any potential difficulties, delays, or variances in carrying out the work.

#### **8. Submittals and Certifications**

Respondents **must** provide all submittals and certifications and licensing required by the RFP.

**CY' 2025 SPECIFICATION  
FOR THE  
FURNISHING AND DELIVERY  
OF  
FERRIC CHLORIDE**

**1.0 GENERAL**

The City of Trenton, Department of Water and Sewer, Trenton Water Works (TWW) is seeking sealed bids for bulk delivery of liquid ferric chloride. The chemical will be used by the Trenton Water Filtration Plant (WFP) to treat Delaware River water to produce potable water for the City of Trenton, New Jersey. More specifically, it will be used as the primary coagulant.

The estimated average annual quantity is 650,000 gallons of 40% solution (4.78 lbs/gal as ferric chloride). The quantities stated herein are estimates based on projected flow at the Trenton WFP. The successful bidder agrees to furnish more or less than the estimates in accordance with the actual needs as they occur through the contract period at the negotiated unit price.

The contract term will be for a period of one (1) year from the date of the award, with an option to extend the services for an additional one (1) year.

Trenton Water Works reserves the right to reduce the quantity and number of shipments of Ferric Chloride as it deems necessary and shall pay only the exact amount of Ferric Chloride received.

**2.0 PRODUCT**

**2.1 Applicable Code**

The Ferric Chloride solution shall conform to the American Water Works Association's standard for Liquid Ferric Chloride, B407-05 except as supplemented in this specification. Failure to meet any aspect of this specification may result in the refusal of individual deliveries or immediate termination of the contract.

**2.2 Minimum Requirements**

<u>Substance</u>	<u>Range</u>
FeCl <sub>3</sub>	32 – 45%
Free HCL	<1.0%
Water-Insoluble Matter	<0.2%
Specific Gravity	1.3 – 1.5, 1.4 Avg.
Sulfur as Sulfate	3 – 5 %
Barium	< 1 mg/kg

Cadmium	< 1 mg/kg
Chromium	<92 mg/kg
Copper	<92 mg/kg
Lead	< 5 mg/kg
Nickel	<40 mg/kg
Silver	< 1 mg/kg
Zinc	<100 mg/kg
Magnesium	<100 mg/kg
Molybdenum	<25 mg/kg
Titanium	<50 mg/kg
Antimony	< 10 mg/kg
Arsenic	< 10 mg/kg
Selenium	< 10 mg/kg
Mercury	< 10 mg/kg

### 2.3 Certification

The Ferric Chloride product shall be Certified as suitable for contact with or treatment of drinking water by an accredited certification organization in accordance with the most current American National Standards Institute National Science Foundation Standard 60 (Drinking Water Treatment Chemicals -Health Effects). A copy of the ANSI/NSF-60 Acceptance Letter shall be supplied with the bid.

### 2.4 Performance Requirements

1. Ferric Chloride shall not crystallize in storage.
2. The Ferric Chloride product shall not cause any adverse effect on the condition of the filter media or chemical delivery systems that ill adversely affect performance.
3. The Ferric Chloride product shall be resistant to and free from biological contamination.
4. The Ferric Chloride product supplied according to this specification shall contain no substances in quantities capable of producing deleterious or injurious effects to the health of those consuming water that has been treated with Ferric Chloride product in accordance with supplier's recommendation and within the maximum allowed dosage.

### 2.5 Submittals with Bid

1. A copy of the ANSI/NSF-60 Acceptance Letter demonstrating the Ferric Chloride product is suitable for contact with or treatment of drinking water in accordance with the most current American National Standards Institute National Science Foundation Standard 60 (Drinking Water Treatment Chemicals -Health Effects).

2. The name and address of the manufacturer supplying the ferric chloride.
3. Material Safety Data Sheet (MSDS) for the ferric chloride.

### **3.0 DELIVERY**

#### **3.1 Delivery Address**

**Trenton Water Filtration Plant  
One Route 29 South  
Trenton, NJ 08603**

#### **3.2 Delivery Time and Quantity**

TWW will determine the quantity and schedule for each delivery and notify the successful bidder at least 48 hours in advance of scheduled shipment. Unless otherwise requested by TWW, bulk delivery shall be made between 7:30 am and 3:00 pm, Monday through Friday only.

#### **3.3 Testing**

Each delivery must be sampled and tested by the bidder in accordance with AWWA B407-05 Liquid Ferric Chloride.

TWW reserves the right to test each shipment on its own and reject the shipment if the ferric chloride solution does not meet this specification.

#### **3.4 Delivery & Transfer Requirements**

The successful bidder shall have all bulk delivery trucks weighed by a certified scale. The successful bidder must provide TWW with a weight ticket at the time of delivery.

A copy of the driver's license for each new driver must be submitted to Trenton Water Works at least 1 day prior to delivery.

The bidder must have proper equipment for safely transferring the ferric chloride solution into the underground storage tanks (two 25,000-gallon tanks) within the designated secondary containment area. Bidder shall strictly follow New Jersey State guidelines during chemical transfer. Tank fill pipe will have a standard 4-bolt flange fitting.

### 3.5 Spillage and Cleanup

It will be the bidder's responsibility to bear all cleanup costs, including but not limited to lack of proper equipment to unload, carelessness, etc.

## 4.0 PAYMENT

The payment shall be based on the actual amount of Ferric Chloride delivered at the negotiated unit price per ton of Ferric Chloride. It is preferred that a full truck load should be delivered for each shipment. Partial deliveries are generally not allowed unless agreed to by both TWW and the supplier vendor.

Total Payment = (Net Weight of FeCl<sub>3</sub> Solution Delivered)<sup>1</sup> x (%FeCl<sub>3</sub> by weight)<sup>2</sup> x (\$/lbs of FeCl<sub>3</sub>)<sup>3</sup>

1. Net Weight FeCl<sub>3</sub> Solution Delivered is measured by a certified scale for each delivery
2. %FeCl<sub>3</sub> is obtained by testing samples (see Section 3.3)
3. \$/lbs of FeCl<sub>3</sub> is the negotiated unit price