

## RESOLUTION

No. 25-297AUG 07 2025

Date of Adoption \_\_\_\_\_

Factual content certified by \_\_\_\_\_

SEAN SEMPLE, DIRECTOR OF WATER AND SEWER

Approved as to Form and Legality

WESLEY BRIDGES, ESQ., CITY ATTORNEY

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 HYDROCORP, LLC FOR PROFESSIONAL SERVICES FOR ADMINISTRATION OF PHYSICAL CONNECTION PERMITS/BACKFLOW PREVENTION DEVICES FOR THE DEPARTMENT OF WATER AND SEWER, TRENTON WATER WORKS IN AN AMOUNT NOT TO EXCEED \$94,615.00, FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF AWARD**  
**- RFP2025-13**

**WHEREAS**, the City has a need for Professional Services for Administration of Physical Connection Permits/Backflow Prevention Devices for the City of Trenton, Department of Water and Sewer, Trenton Water Works, for a period of one (1) year from the date of award; and

**WHEREAS**, a request for proposal was advertised, and one (1) sealed proposal was received on May 15, 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 sole proposal of Hydrocorp, LLC, 5700 Crooks Road, Suite 100, Troy, Michigan 48098 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 \$94,615.00 have been certified to be available in the following grant account number: 5-05- -55-5503-837-005 for a period of one (1) year from date of award.

**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 Hydrocorp, LLC, 5700 Crooks Road, Suite 100, Troy, Michigan 48098 for Professional Services for Administration of Physical Connection Permits/Backflow Prevention Devices in an amount not to exceed \$94,615.00 for a period of one (1) year from the date of award for the City of Trenton, Department of Water and Sewer, Trenton Water Works; 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:					SECOND :									
	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
EDWARDS	✓				FRISBY	✓				GONZALEZ				
FELICIANO	✓				HARRISON				✓					
FIGUEROA KETTENBURG	✓				WILLIAMS	✓								

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on

**AUG 07 2025**

Yasmine Gonzales  
President of Council

City Clerk

Bob F. Fetter

**PROFESSIONAL SERVICES CONTRACT**

RFP2025-13  
RESOLUTION 25-297

AWARDED TO HYDROCORP, LLC, FOR PROFESSIONAL SERVICES FOR ADMINISTRATION OF PHYSICAL CONNECTION PERMITS/BACKFLOW PREVENTION DEVICES

THIS CONTRACT made this 8<sup>TH</sup> day of AUGUST 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 **HYDROCORP, LLC, 5700 CROOKS ROAD, SUITE 100, TROY, MICHIGAN 48098** ("CONTRACTOR").

**WHEREAS**, the City has a need to provide **PROFESSIONAL SERVICES FOR ADMINISTRATION OF PHYSICAL CONNECTION PERMITS/BACKFLOW PREVENTION DEVICES** for the City of Trenton, Department of Water and Sewer, Trenton Water Works.

**WHEREAS**, Contractor agrees to provide **PROFESSIONAL SERVICES FOR ADMINISTRATION OF PHYSICAL CONNECTION PERMITS/BACKFLOW PREVENTION DEVICES** for the City of Trenton, Department of Water and Sewer, Trenton Water Works, 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:

**PROFESSIONAL SERVICES FOR ADMINISTRATION OF PHYSICAL CONNECTION PERMITS/BACKFLOW PREVENTION DEVICES** for the City agrees to retain **HYDROCORP, LLC, 5700 CROOKS ROAD, SUITE 100, TROY, MICHIGAN 48098** "the request of and under the general supervision of the City of Trenton, Department of Water and Sewer, Trenton Water Works.

**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 **the date of award**, in an amount not to exceed **\$94,615.00**.

- 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 #25-297** 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.
- 5. 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.
- 6. 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



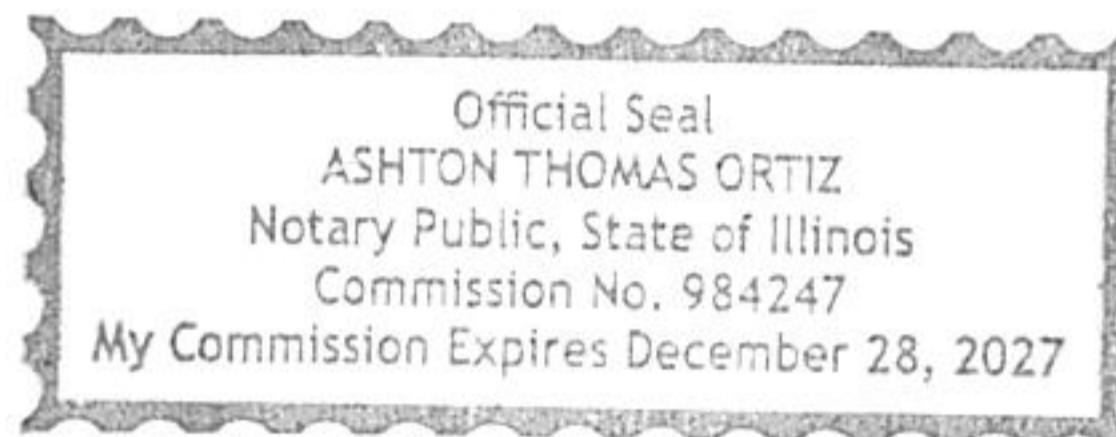
HYDROCORP, LLC  
5700 CROOKS ROAD  
SUITE 100, TROY, MICHIGAN 48098

Seal: \_\_\_\_\_

Attest: 

8-28-25

DATE



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

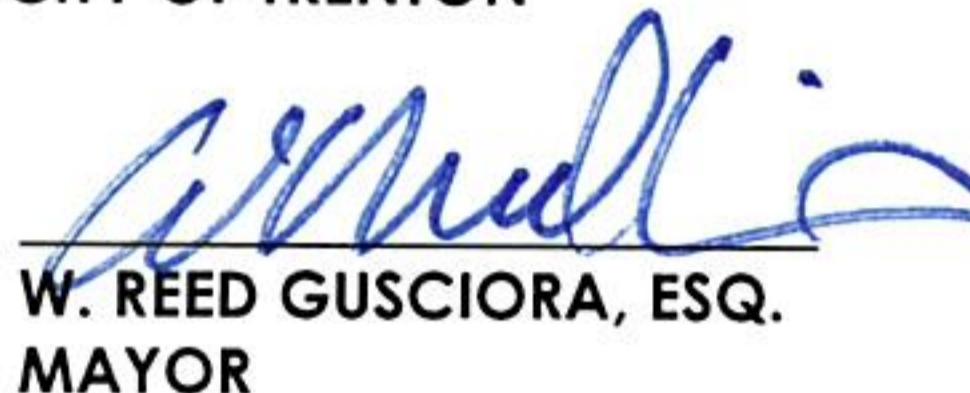
ATTEST:



BRANDON L. GARCIA  
MUNICIPAL CLERK

DATE

CITY OF TRENTON



W. REED GUSCIORA, ESQ.  
MAYOR

DATE

**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:

**THE FEE PROPOSAL SHALL BE SUBMITTED WITH LUMP SUM AMOUNTS FOR THE PHASES OF WORK LISTED ABOVE IN II.**

**LUMP SUM AMOUNT FOR THE SERVICES**

\$ 94,615.00



**(ORIGINAL SIGNATURE BY AUTHORIZED REPRESENTATIVE)**

The undersigned is a Corporation, Partnership or Individual under the laws of the State of Michigan having its principal office at 5700 Crooks Rd. Suite 100, Troy, MI 48098

COMPANY HydroCorp, LLC

ADDRESS 5700 Crooks, Rd. Suite 100

ADDRESS Troy, MI 48098

FED. ID # 38-2810008

NAME Jim Wagener

TELEPHONE 248-493-7646

FAX 248-786-1788

EMAIL jwagener@hydrocorpinc.com

DATE 5-8-25

SIGNATURE 

## INTRODUCTION

### **A. Purpose of the Request for Proposal (RFP)**

The City of Trenton, Department of Water & Sewer, Trenton Water Works is requesting sealed proposals as a Fir and Open process from qualified professional firms to provide professional services to administer for one (1) year the Physical Connection Permits and Cross Connection Devices in the Water Supply System and recommend further action to improve these Operations.

The proposer shall have required Physical Connection/Backflow Prevention Device Inspection certification/license to conduct the services

### **B. Project Description**

There are about 650 miles of water main in the TWW distribution system. Approximately 180 miles of that water main are unlined, cast-iron water mains ranging in size from four inches in diameter to thirty-six inches in diameter. Trenton Water Works manages the water distribution system that serves five Municipalities, Trenton, Hamilton, Ewing, Lawrenceville and Hopewell

The total number of water services in the system is 63,131. The meter reading is conducted by an in-house crew, and the bills are produced using the software Impresa. The bills are printed and mailed by a private company. Bills are collected by the Billing and Collection unit in-house. The water meters are not separated by residential, commercial and industrial. Currently we are working on separating the 2 inch and above services and calling them commercial/industrial

Trenton Water Works has not administered properly the Physical Connection Permits and Cross Connection Control program since 2022. There are about 91 Physical Connection Permits listed currently in the system. There are many Fire Connections, which may or may not have Backflow Prevention Devices. Trenton Water wants to inspect the current Physical Connection/Backflow Prevention devices that permit locations and all Fire Services and create an UpToDate database and establish Standard Operating Procedures. All Municipalities may have to create new ordinance to protect the water supply from cross connections.

## II. SCOPE OF WORK

The scope of services required shall include, but not necessarily be limited to, the administration of the existing Physical Connection Permits of Trenton Water Works for one year and make recommendations. The scope of services shall include the following.

- A. A review of the existing Physical Connection Permits and Cross Connection Control Program, which includes the following.
  - 1. Review of the State and Local regulations and their impacts
  - 2. Review and recommend changes to City Water Ordinances for Cross Connection Control
  - 3. Review and create program notices for required inspection, compliance, non-compliance, etc.
  - 4. Review procedures and protocol for addressing specific hazards
  - 5. Review program reporting procedures
  - 6. Review existing permits and compliance
  - 7. Update the permits facility address and contact information
  - 8. Review high hazard/large industrial facility permit enforcement
  - 9. Establish facility inspection schedule
- B. Complete Inspection of the Commercial, Industrial, Multifamily developments & Institutions. Identify facilities with or without Physical Connection Permits/Backflow Prevention Devices. Create a new database, create a schedule compliance inspection and follow up notices. Relevant code violations will be documented during inspection. All testable and non-testable backflow prevention devices will be identified during the inspection and a new document with the status and future requirement will be created.
- C. Coordinate and notify customers of permit renewal, testing /inspection requirements. Generate all program notifications for users failing initial inspection and future inspections informing them of installation requirements and our testing requirements
- D. Trenton Water Works serve five Municipalities, Trenton, Hamilton, Ewing, Lawrenceville and Hopewell and the four other townships will be informed of the Physical Connection Permits/Backflow Prevention Devices Administration Program. All townships will be provided with the ordinance requirement on controlling the cross-connection control program.
- E. A new cross-connection control program software package shall be provided to manage the program, and employees will be trained in its use. Standard Operating Procedures shall be established for the Administration of Physical Connection Permits and Cross Connection Control Programs.
- F. Make recommendations for improvements.

## **G. Fee Structure**

The proposal shall include **proposed costs** for the services described above and for any services additional services proposed by the engineering company submitting the proposal.

## **I. PROPOSAL FORMAT AND CONTENT**

Firms shall submit their proposals in accordance with the following:

### **A. Technical Proposal**

1. Cover Letter - a brief cover letter summarizing the key points of the firm's proposal.
2. Project objectives - a general description of the firm's approach to providing the services required for each part of the work.
3. Project organization and management - including the following:
  - a. A brief narrative describing the proposed project management plan, including a description of the respective functions of all team members.
  - b. An outline of the project staffing plan indicating the level of personnel to be involved in the project, their roles and the person designated as project manager.
  - c. A statement specifying the involvement of key personnel included in the organization chart.
2. Project work program and flow chart - a detailed description and discussion of the firm's proposal for addressing the work in each part of the project including a discussion of any substantive or innovative ideas used by the firm on similar projects and any suggestions that the firm believes will simplify the work required by the RFP and that will result in lower costs. A preauthorized layout if the cleaning and aligning areas is attached.
3. Implementation schedule - a schedule showing the amount of time allotted to complete the work required.
4. Staffing plan and resumes - a discussion of the qualifications of all professional staff members who will work on the project and resumes for each staff member showing pertinent work experience.
5. Recent experience and credentials of the firm - a discussion of recent relevant experience with **similar** projects including a brief description of company assignments of similar studies or projects.
6. Reference list a list of at most five clients with addresses and contact people for whom a **similar** study or work has been performed.

Firms seeking to be considered for this project shall submit proposals containing the information set forth below. The City at its sole discretion may disqualify proposals that lack any of the elements set forth below.

1. Name, address and telephone number of the firm, contact person, and (if other), lead professional in charge of the project. Any MBE/WBE firms associated with the project should also be identified.
2. Resumes of all professionals who will be working on the project and the specific responsibilities of each individual with respect to this project.
3. Examples of similar or comparable projects undertaken by the firm include illustrative material and references.
4. Schedule for the completion of the project.
5. Any comments, discussion, or identification of issues with respect to the project in narrative form.

#### **B. Fee Proposal**

The fee proposal shall be submitted with lump sum amounts for the phases of work listed above in II. Scope of Work – A till G. Where the work will be conducted in different segments, the proposed lump sum fee shall be itemized for each of those segments. Each lump sum fee shall be supported with estimated hours for the various job classifications and the respective hourly rates. Since this work may be spread over a five-year period, any adjustments in rates that the submitting firm anticipates over that period should be included in the lump sum fee with a proposed method of adjusting the estimated lump sum fees in the outer years prior to the work commencing.

The proposal should specify any materials, documents and information that the proposing firm believes that City will be expected to provide and any tasks the respondent believes that the city must carry out for the work to take place successfully.

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#### **IV. PRE-BID MEETING**

Attendance at the pre-bid meeting is highly recommended. The pre-bid meeting is scheduled for **MAY 12, 2025, at 11:30 AM** at the Department of Water & Sewer, Administration Building Conference room, 333 Cortland Street, Trenton, NJ.

#### **V. INFORMATION TO BE PROVIDED**

After award of Contract, Department of Water & Sewer shall provide access to distribution system maps system maps and GIS coordinates of valves, hydrants etc., as last revised and updated, as well as any other readily available plans and information that the department of water and sewer has.

## **VI. TYPE OF CONTRACT**

The contract will be in the form of a professional services contract executed between the City of Trenton and the selected firm. At the City's discretion, the payment schedule proposed by the selected firm or firms would be subject to adjustment and negotiation between the City and the selected firm. The contract shall be awarded for a period of one (1) year.

## **VII. PROPOSAL EVALUATION**

### **A. Basis of Proposal Evaluation**

- Technical approach- 25%
- Relevant corporate experience - 20%
- Qualifications of the project team - 25%
- Logistical capabilities - 20%
- Fee—10%

### **B. Other**

The City reserves the right to accept or reject all proposals and parts thereof.

### **C. Submission Requirements and Selection Criteria**

The city will make its selection per the evaluation criteria. If required, the city may invite firms to make presentations to a selection committee. This proposal is a professional service contract, and under the provisions of the New Jersey Local Public Contract Law.

## **VIII. DIRECTIONS FOR SUBMITTAL**

Firms shall submit their proposals in a sealed envelope. The sealed envelope shall be labeled accordingly and contain the technical proposal, the fee proposal, and any additional information required in the scope of services.

Firms shall deliver one (1) original signed copy of the proposal and five (5) additional copies of their proposal by **MAY 15, 2025, PRIOR TO 11:00AM** to the City of Trenton

Division of Purchasing, first floor of the Trenton City Hall located at 319 East State Street, Trenton, New Jersey 08608.

## **IX.QUESTION**

Questions must be submitted in writing to [igarcia@trentonnj.org](mailto:igarcia@trentonnj.org).