

RESOLUTION

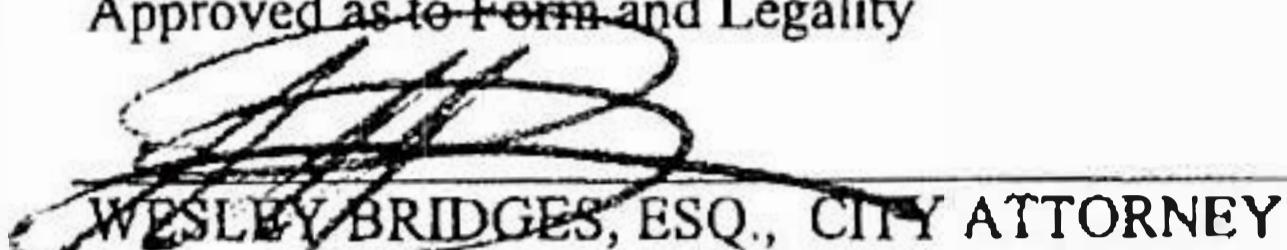
No.

25-409

Date of Adoption

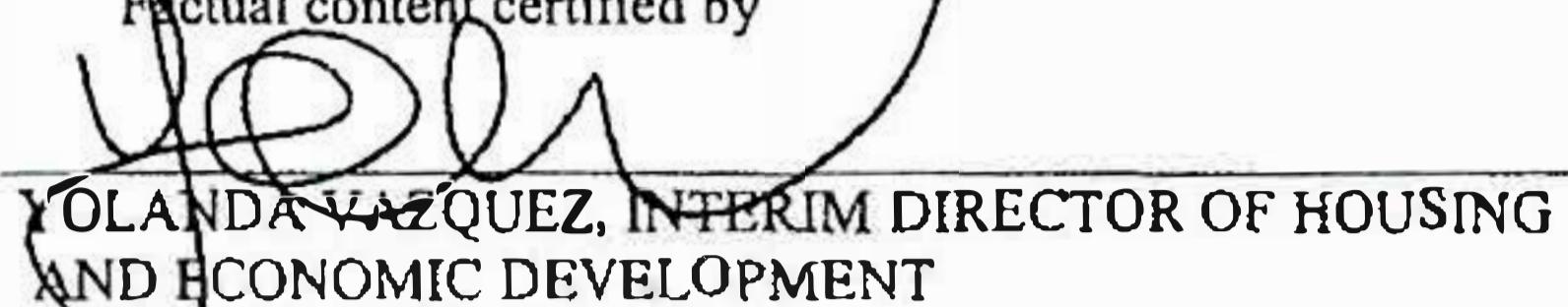
NOV 06 2025

Approved as to Form and Legality



WESLEY BRIDGES, ESQ., CITY ATTORNEY

Factual content certified by



YOLANDA VAZQUEZ, INTERIM DIRECTOR OF HOUSING
AND ECONOMIC DEVELOPMENT

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 BROWNFIELD REDEVELOPMENT SOLUTIONS, INC. FOR ENVIRONMENTAL SPECIALIST FOR ENVIRONMENTAL PLANNING, GRANT MANAGEMENT, TECHNICAL CONSULTING AND ENVIRONMENTAL PROJECT MANAGEMENT FOR THE DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT IN AN AMOUNT NOT TO EXCEED \$93,752.00 FOR A PERIOD ONE (1) YEAR FROM THE DATE OF AWARD - RFP2025-18

WHEREAS, the City has a need for Environmental Specialist for Environmental Planning, Grant Management, Technical Consulting and Environmental Project Management for the City of Trenton, Department of Housing and Economic Development 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 July 17, 2025 at 11:00AM, by the Purchasing Agent and were evaluated by a committee based on criteria that included, experience, qualifications, references and fee; and

WHEREAS, the proposal of Brownfield Redevelopment Solutions, Inc., P.O. Box 2293, Medford Lakes, New Jersey 08055 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 \$93,752.00 have been certified to be available in the following account numbers: G-SS-19-60-732B-290 (\$3,695.00), G-SS-20-60-731B-290 (\$9,735.00), G-SS-21-60-731B-290 (\$10,490.00), G-SS-24-60-066B-291 (\$3,695.00), G-SS-24-60-066B-290 (\$6,445.00), G-FF-24-60-199B-290 (\$5,690.00) and 5-01- -60-6050-290 (\$54,002.00) 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 Brownfield Redevelopment Solutions, Inc., P.O. Box 2293, Medford Lakes, New Jersey 08055 Environmental Specialist for Environmental Planning, Grant Management, Technical Consulting and Environmental Project Management; in an amount not to exceed \$93,752.00 for a period of one (1) year from the date of award for the City of Trenton, Department of Housing and Economic Development; 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>Harrison</i>						SECOND: <i>Williams</i>								
	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 NOV 06 2025

Mannell Gonzalez
President of Council

B. J. Hart
City Clerk

PROFESSIONAL SERVICES CONTRACT

RFP2025-18

RESOLUTION 25-409

AWARDED TO BROWNFIELD REDEVELOPMENT SOLUTIONS, INC., FOR ENVIRONMENTAL SPECIALIST FOR ENVIRONMENTAL PLANNING, GRANT MANAGEMENT, TECHNICAL CONSULTING AND ENVIRONMENTAL PROJECT MANAGEMENT FOR THE DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT FOR A PERIOD OF ONE (1) YEAR FROM DATE OF AWARD

THIS CONTRACT made this 7TH day of NOVEMBER 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 **BROWNFIELD REDEVELOPMENT SOLUTIONS, INC., P.O. BOX 2293, MEDFORD LAKES, NEW JERSEY 08055** (CONTRACTOR").

WHEREAS, the City has a need to provide **AN ENVIRONMENTAL SPECIALIST FOR ENVIRONMENTAL PLANNING, GRANT MANAGEMENT, TECHNICAL CONSULTING AND ENVIRONMENTAL PROJECT MANAGEMENT FOR THE DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT** for the City of Trenton, Department of Housing and Economic Development.

WHEREAS, Contractor agrees to provide **AN ENVIRONMENTAL SPECIALIST FOR ENVIRONMENTAL PLANNING, GRANT MANAGEMENT, TECHNICAL CONSULTING AND ENVIRONMENTAL PROJECT MANAGEMENT FOR THE DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT** for the City of Trenton, Department of Housing and Economic Development 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:

AN ENVIRONMENTAL SPECIALIST FOR ENVIRONMENTAL PLANNING, GRANT MANAGEMENT, TECHNICAL CONSULTING AND ENVIRONMENTAL PROJECT MANAGEMENT FOR THE DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT for the City agrees to retain **BROWNFIELD REDEVELOPMENT SOLUTIONS, INC., P.O. BOX 2293, MEDFORD LAKES, NEW JERSEY 08055** "the request of and under the general supervision of the City of Trenton, Department of Housing and Economic Development.

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 **NOVEMBER 7, 2024, TO NOVEMBER 6, 2026**, in an amount not to exceed **\$93,752.00**.

- 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 #25-409** 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.

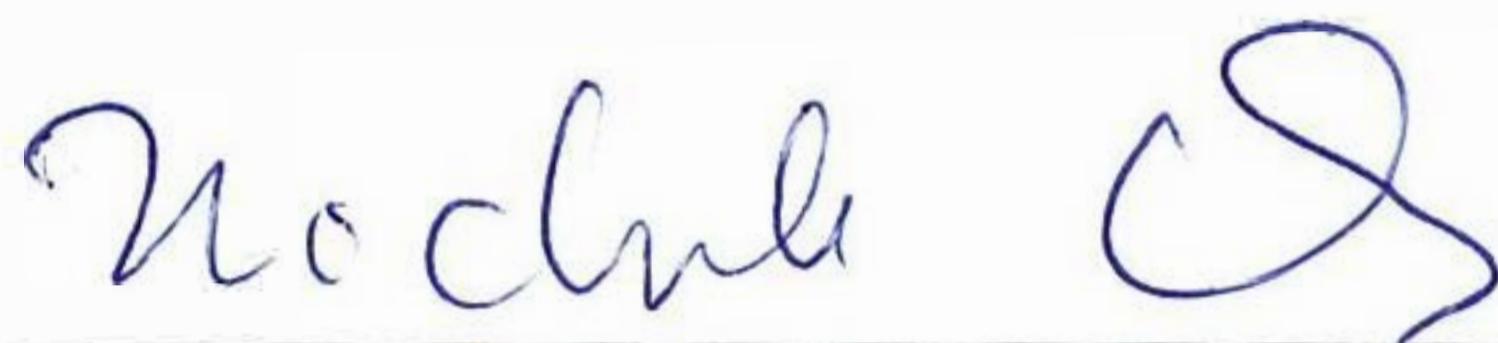
MISCELLANEOUS PROVISIONS:

- 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



11-24-25

DATE

BROWNFIELD REDEVELOPMENT SOLUTIONS, INC.
P.O. BOX 2293
MEDFORD LAKES, NEW JERSEY 08055

Seal: _____

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

CITY OF TRENTON



W. REED GUSCIORA, ESQ.
MAYOR

DATE

RFP 2025-18 ENVIRONMENTAL SPECIALIST FOR ENVIRONMENTAL PLANNING, GRANT MANAGEMENT, TECHNICAL CONSULTING AND ENVIRONMENTAL PROJECT MANAGEMENT

PRICING INFORMATION

Please note the following explanations regarding the information provided on the pricing form:

- (1) It is anticipated that the consulting services would be invoiced on a time and materials basis.
- (2) Although it's not anticipated to be needed, but should subconsultants be used for the effort, their invoices are subject to a 15% markup.
- (3) BRS billing schedule:

Position	Hourly Rate
Principal	\$ 200
Supervisory Engineer	\$ 174
Supervisory Env Scientist	\$ 162
LSRP / Managing Env Scientist	\$ 160
Supervisory Landscape Architect	\$ 158
Senior Project Manager	\$ 158
Supervisory Grant Writer/Manager	\$ 158
Supervisory Planner	\$ 150
Senior Env Scientist	\$ 150
Senior Grant Manager	\$ 134

Senior Planner	\$ 132
Landscape Project Manager	\$ 132
Planner	\$ 128
Environmental Scientist	\$ 126
Grant Writer / Grant Manager	\$ 125
Senior Economist	\$ 125
Staff Planner	\$ 112
CADD / GIS Operator	\$ 112
Staff Grant Manager	\$ 110
Staff Landscape Architect	\$ 110
Staff Engineer / Owners Representative	\$ 110
Intern	\$ 60
Support Staff	No Charge

CONTRACT AWARD

Upon opening proposals, pricing shall remain firm for a period of sixty (60) calendar days. If the award is not made within sixty (60) calendar days, bidders may hold their bid consideration beyond sixty days or until the contract is awarded.

Check here if you are willing to hold the pricing consideration for over sixty days or until the contract is awarded.

Check here if you are not willing to hold the pricing consideration for over sixty days or until the contract is awarded.

RFP2025-18

ENVIRONMENTAL SPECIALIST FOR ENVIRONMENTAL PLANNING, GRANT MANAGEMENT, TECHNICAL CONSULTING AND ENVIRONMENTAL PROJECT MANAGEMENT FOR A PERIOD OF ONE (1) YEAR

The City of Trenton, Department of Housing and Economic Development is soliciting sealed Request for Proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq. for through a Fair and Open Process for Environmental Specialist for Environmental Planning, Grant Management, Technical Consulting and Environmental Project Management. This contract shall be awarded for a period of one (1) year from the date of the award.

Scope of Work and Evaluation Criteria.

Work may include all phases of the following project categories or tasks:

2.1 Brownfield Grant Coordination and Management

The City of Trenton's Brownfields Program relies heavily on competitive funding obtained from various sources. As part of this contract, the consultant will be responsible for:

- Preparation and submittal of Federal, State and other applications for brownfields and related (economic development, planning, open space, trails, other environmental) grants, including but not necessarily limited to the following grants or grant programs: o USEPA Brownfield grants (Assessment, Cleanup, Multi-site, other); o NJDEP/NJEDA HDSRF grants. o NJDEP Section 319(h) grants. o USEDA grants.
o FEMA grants
- Preparation of legal documentation required for grant applications and award acceptance.
- Grant Management includes, but not limited to, technical and professional consulting on all matters relating to brownfields and related grants including correspondence, compliance, cooperative agreements, record-keeping and financial monitoring.
- Grant Reporting in accordance with applicable requirements.
- Track grant and programmatic metrics.
- Prepare and submit award applications as directed.
- Additional Brownfields Financing Assistance o Identification of grants, tax incentives, and other financial assistance. o Application writing for grants and other incentives. o

Fulfillment of administrative requirements of incentives; and o Serve as a communication link between Trenton and funding agencies.

The city may apply for additional USEPA, HDSRF or other funding, or technical assistance. Some grants may be closed out in 2025 requiring submittal of closure documentation.

For cost estimating purposes, it is estimated that **107 professional hours** will be required to complete the requirements of this task. This task typically requires management by the Technical Resource Manager with assistance from Project Managers and Administrative personnel.

2.2 Brownfield Site (Project) Coordination and Management

The City of Trenton's Brownfields Program currently manages several active brownfields sites in various stages of assessment, investigation, remediation, development planning and development. As part of this contract, the consultant will be responsible for ongoing, continuous management of scope, schedule and budget for up to 8 active projects, projects will be reviewed with the consultant once a respondent has been selected. The consultant will be required to perform the following duties on the following sites or groups of sites:

- Assunpink Greenway – a long-term, multi-site project to create a 99+-acre greenway and park running through the City of Trenton from the Trenton Train Station to the City's northeastern border.
- Oversee assessment, investigation and remediation activities at various individual Assunpink Greenway sites, including the coordination of work with development activities, application and management of grant funds, development of work scopes for assessments, investigations, remedial activities and oversight of activities, and coordinating with DEP and LSRP to obtain a remedial action outcome (RAO) letter, as appropriate. Sites include:
 - Fisher site on Hart Avenue
 - Pukala site on Poplar Street
 - George Page Park/Hetzel Field/Milner sites
 - Powerhouse/Freight yards site
 - Scarpati Site
 - Clinton Commerce Center site
 - Storcella site to Assist in compliance with New Jersey's Green Acres Program requirements of Support and outreach work.
 - Identify sources of, and acquire, funding for investigation, remediation, planning and development; and
 - Manage grants as appropriate, including NJDEP 319(h) and HDSRF grants, and EPA grants.

Licensed Site Remediation Professional (LSRP) Services – for certain projects, the city may require that the subcontractor provide the services of an LSRP, and/or act as the LSRP of record. This service is being used in special circumstances in order to streamline the site closure process when and if applicable. Current requirement is to provide LSRP oversight for the combined Fischer and Pukala sites for new RI work and future remediation.

It is estimated that approximately **295 professional hours** will be required to complete the requirements of this task and include the services of Project Managers and Site Managers, Engineers, Environmental Scientists/Planners, the Technical Resource Manager and Administrative Assistance.

2.3 Technical Resources

In addition to the management and staffing of projects listed in section 2.2, the consultant will also provide technical resources to support other projects being managed by the City of Trenton. Recent and current technical resource needs include the following technical specializations and/or tasks:

- Preparation and review of Engineering bid specifications for remediation
- Preparation and review of demolition bid specifications
- Permitting associated with remediation and demolition
- Green Acres compliance
- Provide support for project steering committees
- Provide support for economic development, redevelopment and real estate projects

This task will also include participation in new projects, emergency actions or other short-term actions as directed by the Brownfields Coordinator. It is estimated that approximately **53 professional hours** will be required to complete the requirements of this task. Levels of support would include the Technical Resource Manager, Project and Site Managers, Engineers and other technical staff, and support staff.

2.4 Brownfield Program Capacity-Building

The Brownfields Program is an award-winning program that continues to evolve, grow, inform Federal and State Brownfields policy, and mentors other communities trying to establish brownfields programs in their communities. Capacity-building activities include:

- Better Environmental Solutions for Trenton Committee, the steering and advisory committee to the Brownfields Program.
 - Seeking new members
 - Serve as staff to the Brownfield Stakeholder committee to Develop meeting agendas, topics, minutes, outreach to members to Identify and schedule speakers for meetings to Develop annual brownfields tour to Serve on the BEST Executive Committee
- Assist in updating Brownfields Action Plan
- Provide notification and coordination of outside activities that may provide a means of increasing the performance, capability or notoriety of the Brownfields Program, including conferences, marketing events, technical sessions, webinars, safety training and award opportunities.
- Support programmatic initiatives with State and Federal partners to obtain Technical Assistance and other mutually beneficial tasks.
- Collaborate to inform state and federal brownfields policy, including working with other established brownfields communities for mutual benefit.

It is estimated that approximately **165 professional hours** will be required to complete the requirements of this task. Levels of support would include the Project/Program Manager, other technical staff, and support staff.

Note: This scope of work requires the selected consultant to participate in the writing of requests for proposals for selection and oversight of environmental, engineering and remediation contractors. **The company selected for this contract will be disqualified from bidding on any City of Trenton environmental, engineering or remediation work for the period of these contracts.**

Evaluation and Selection Criteria

Proposals will be evaluated based on the following information to be submitted:

- Documentation of Experience - The City of Trenton reserves the right to consider the Subcontractor's experience in awarding the contract. The Subcontractor shall submit a summary of relevant work experience documenting completion of work of similar character to that required in the specification. Depth of experience obtaining and managing environmental grants for municipalities.

In addition to the requested summary, the following specific information is to be submitted to document specific experience:

- A list of all Federal grant applications prepared for and submitted to USEPA in the last 5 years, with grant name, submittal date, and site name and location. Include notations on whether those grant applications were awarded, denied or pending.
- A list of all State applications for environmental-related grants (HDSRF, other) that were prepared, submitted in the last 5 years, with grant name, submittal date, and site name and location. Include notations on whether those grant applications were awarded, denied or are pending.
- Summaries (or case studies) of three projects completed or largely completed in the last 5 years that use Federal and/or State environmental grants. The summary is to include environmental issues (Areas of concern, contamination, media, etc.); funding; remedial actions; innovative techniques employed; project specific challenges and development outcomes.
- Meeting threshold skills requirements as stated above for the proposed Technical Resource Manager. Proposals must contain comprehensive resume of the proposed Technical Resource Manager.
- Subcontractor shall provide proof of adequate insurance including professional liability and workmen's compensation. Upon award of contract, the subcontractor shall name the City of Trenton as an additional insured when applicable.
- Methodology – As part of the proposal, the Subcontractor shall submit a written plan briefly describing how the work will be completed. At a minimum, this plan shall include the work methodology and relevant NJDEP regulations. Please provide assumptions on assigned staff, hours, tasks etc.
- Include a breakdown of wage rates and job titles for various professional labor categories.

- References - Submit three client references that can provide an indication of work performed on their behalf. Demonstration of municipal government experience is preferred.

A summary of project submittal requirements, as specified above, is as follows:

Submittals	Due
1. Methodology Plan	With Proposal
2. Documentation of Experience (including detailed list of grant experience and proposed Project Manager Experience)	With Proposal
3. Completed Price Form	With Proposal
4. Proof of Insurance	Required from Awarded Vendor
5. Invoices for Payment	Monthly (with required backup including detailed labor hours on task)

In addition to price form information required above. It is required that a schedule of billing rates for all professional titles that may be billed for this project be included.

Evaluation Scoring

The contract will be awarded based on the following criteria:

- 1) Experience (with similar projects, Federal and State grants, Trenton projects; Local government projects, and staff experience) **40 %**
- 2) Project Management Skills (Permitting, Technical Resources, Planning & Budgeting) **30 %**
- 3) Pricing (total proposal price and individual labor rates) **30 %**

Contract award is also subject to approval by 1) the New Jersey Department of Community Affairs Division of Local Government Services and 2) the Trenton City Council.