RESOLUTION NO. 17-593

Date of Adoption: SEP 07 2017

Approved as to Form and Legality

ACTING CITY ATTORNEY

Factual content certified by

DIANA ROGERS, DIRECTOR OF HOUSING & ECONOMIC DEVELOPMENT

Councilman Jordan presents the following Resolution:

RESOLUTION AWARDING A CONTRACT THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44 A-20.4 ET SEQ TO SOVEREIGN CONSULTING, INC., 111-A NORTH GOLD DRIVE, ROBBINSVILLE, NEW JERSEY 08691-1646 FOR THE COMPLETION OF A REMEDIAL INVESTIGATION WORKPLAN, REMEDIAL ACTION WORKPLAN AND STATE REQUIRED LSRP PROFESSIONAL SERVICES FOR ROEBLING BLOCK 2 IN AN AMOUNT NOT TO EXCEED $81,906.00 - RFP2017-15

WHEREAS, the City of Trenton has a need for Professional Services for Remedial Investigation Workplan, Remedial Investigation, Remedial Action Workplan and State-required LSRP (Professional) services for Roebling Block 2 for the Department of Housing & Economic Development for a period of one (1) year from date of award; and

WHEREAS, a request for proposals was advertised, and sixteen (16) proposals were received on May 25, 2017 and were evaluated by a committee based on criteria that included, experience, understanding of requirements and cost; and

WHEREAS, the proposal of Sovereign Consulting Inc., 111-A North Gold Drive, Robbinsville, New Jersey 08691-1646 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 $81,906.00 have been certified to be available in grant account number G-SS-93-60-086B-290.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Trenton, that:

1. The Mayor is authorized to enter into a contract with Sovereign Consulting Inc., 111-A North Gold Drive, Robbinsville, New Jersey 08691-1646 for a period of one (1) year from date of award in an amount not to exceed $81,906.00.

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.

<table>
<thead>
<tr>
<th>Aye</th>
<th>Nay</th>
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This Resolution was adopted at a Meeting of the City Council of the City of Trenton on SEP 07 2017.

President of Council

City Clerk
PROFESSIONAL SERVICES CONTRACT
RFP2017-15
RESOLUTION 17-593

THIS CONTRACT, made this 7th day of SEPTEMBER 2017 by and between the City of Trenton, a Municipal Corporation of the State of New Jersey, ("City") and SOVEREIGN CONSULTING, INCORPORATED, 111-A NORTH GOLD DRIVE, ROBBINSVILLE, NEW JERSEY 08691-1646 ("CONTRACTOR")

WHEREAS, the City has a need for PROFESSIONAL SERVICES for the completion of a Remedial Investigation Workplan, Remedial Action Workplan and State required LSRP Professional Services for Roebling Block 2 for the City of Trenton, Department of Housing and Economic Development.

WHEREAS, Contractor agrees to provide PROFESSIONAL SERVICES in terms and conditions as set forth hereinafter, and the City being agreeable thereto;

NOW THEREFORE, the parties mutually agree as follows:

PROFESSIONAL SERVICES: The City agrees to retain SOVEREIGN CONSULTING, LLC 111-A NORTH GOLD DRIVE, ROBBINSVILLE, NEW JERSEY 08691-1646 hereinafter set forth at the request of and under the general supervision of the City of Trenton, 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 in an amount not to exceed $81,906.00.

2. COMPENSATION:

(a) All work performed by the Contractor is a continuance to complete the project.
(b) The Contractor shall submit monthly bills complete with appropriate support documentation to justify said billing.

3. 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.

4. 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.
5. **INTEGRATION:** Resolution #17-593 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 into this Contract with the City of Trenton, Department of Housing and Economic Development.

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.

8. **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.


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

ATTEST:

DWAYNE M. HARRIS
MUNICIPAL CLERK

DATE

CITY OF TRENTON

ERIC E. JACKSON
MAYOR

DATE
Request for Proposal
Remedial Investigation Work-plan and Remedial Action Work-plan Preparation,
Remedial Investigation Implementation and Project Oversight
Roebling Block 2 (S. Clinton Ave., Mott St. and Hudson St.)
Trenton, New Jersey

A pre-proposal meeting will be held on **Friday, May 12, 2017 at 9:00 a.m.** Interested parties will meet at the entrance gate on Mott Street near the intersection with South Clinton Avenue. Links to existing project file information is supplied in this RFP. The site can also be adequately viewed from public rights-of-way. Questions must be submitted in writing to igarcia@trentonnj.org.

**SCOPE OF WORK**

**1.0 GENERAL DESCRIPTION**

1.1 **Project Description**

The City of Trenton is issuing this Request for Proposal (RFP) to provide project oversight at Roebling Block 2 located at 670 South Clinton Avenue, Trenton, New Jersey. The site has undergone substantial remedial investigation and remedial action, although additional work is required in accordance with the requirements of the New Jersey Department of Environmental Protection.

The City of Trenton requires the services of a Licensed Site Remediation Professional (LSRP) licensed by the State of New Jersey to provide project oversite in accordance with NJDEP requirements. The City is requiring a Remedial Investigation Workplan to address areas of concern (AOCs) requiring additional characterization and delineation, and a Remedial Action Workplan for impacted soil to estimate the level of effort and scope of work to address outstanding areas of concern. The LSRP-of-record, on behalf of the prior owner, indicated that some AOCs require no additional sampling and may be addressed through the use of engineering and institutional controls. Other AOCs at the site did not exceed applicable remediation standards.

This site is currently owned by the City of Trenton (as of March 2017), who recently acquired the site from the New Jersey School Development Authority (NJSDA) for redevelopment purposes. The site is no longer being considered for school construction. The site is zoned for mixed use and may be redeveloped for light industrial, commercial, residential or mixed use. The City may consider subdividing the property into separate lots as part of the redevelopment and sale (disposal) of the site.
<table>
<thead>
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<th>Owner</th>
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<tr>
<td>John A Roebling Sons Co.</td>
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<td>John A Roebling Son's Corp.</td>
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<td>Colorado Fuel &amp; Iron Corp. (merger)</td>
<td>8-1-1959</td>
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<td>Norpak Corp.</td>
<td>7-22-1970</td>
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<tr>
<td>New Jersey School Construction Corp. (Declaration of Taking; D/T)</td>
<td>1-22-2004</td>
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<tr>
<td>City of Trenton</td>
<td>On or about 3-10-2017</td>
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File information includes a Remediation Status Summary letter report (Hatch Mott McDonald; 6/20/2012), prepared by the site’s Licensed Site Remediation Professional (LSRP) on behalf of the NJSDA. This report summarizes the status of all AOCs identified at the site as of the date of the letter report. Several AOCs require no further action and several others can be closed through the use of engineering and institutional controls. Some AOCs require additional delineation and/or remedial action. The City intends to conduct additional investigations and remedial actions under the oversight of an LSRP and in accordance with NJDEP requirements after site acquisition and based on future site use.

1.3 Schedule
In accordance with State of New Jersey Local Procurement Law, professional service contracts are issued for a one year period. The City of Trenton requires that all work for this project that will be completed within 365 days from receipt of contract. If additional time is required to complete the required scope of work, the contract period can be extended with appropriate approvals.

2.0 TECHNICAL SPECIFICATIONS
Details for the performance of project tasks are included below. All work is to be conducted in accordance with NJDEP requirements and applicable Federal, state and local laws. The scope of work will include all management, labor, materials, expendibles and subcontractors necessary to complete the following tasks:

1) File review, execution of LSRP retention documents and Remedial Investigation Workplan preparation;
2) Remedial Investigation
3) Remedial Action Workplan (remediation workscope)
4) Remedial Investigation Report
5) Interim Remedial Action Oversight
6) Site Closure Activities (including RAO issuance, deed notice preparation, Remedial Action permitting and CEA preparation)
For the purposes of cost estimating and other project planning, the City expects that the LSRP-of-record will generally concur with the Remediation Status Summary letter report (Hatch Mott McDonald; 6/20/2012) that will be used to guide the flow of work and will inform the overall remediation and site closure strategy, including:

1) AOCs 1, 2, 3, 11 and 12 require no further action due to past remedial activities that found or resulted in no exceedences of residential soil cleanup criteria. Remedial Action Outcomes can be issued for these AOCs.

2) AOCs 4, 5, 6, 7, 10, 13, 14 and 14a require no further sampling and can be closed with the use of engineering and institutional controls. Remedial Action Outcomes can be issued for these AOCs upon completion of the E&ICs, submittal and approval of a Deed Notice, and issuance of a Remedial Action Permit for soil.

3) AOCs 15, 16, 16a and 16b require no further remedial action based on results reported in the RAR (Van Note Harvey; 2/3/11). Remedial Action Outcomes can be issued for these AOCs either with or without engineering controls;

4) AOC 9 required additional delineation for PCBs and possible hot spot remediation and/or engineering controls.

5) AOCs 17 and 18 require additional delineation for lead and may be attributable to site-wide historic fill impact.

6) AOC 20 (oil water separator) and AOC 21 (sump pit) requires removal and disposal of liquids and sediments, and possibly additional investigation.

7) AOC 22 (PCB residue on walls) may require remediation

General concurrence with the site closure strategy items above is required.

Several AOCs may be attributable to site-wide historic fill or other site-wide impacts. The City would prefer, and expects to accept, a site-wide deed notice, if applicable, based on existing data and future land use, as opposed to ongoing attempts to delineate specific AOCs or hotspots unless required or warranted.

A groundwater investigation was previously conducted and wells were abandoned after no contaminants were found exceeding the NJDEP Groundwater Quality Standards (GWQS) in effect at that time. More recent reviews of data found that current standards were exceeded for one pesticide (dieldrin) in one or more wells, and one or more metals analytes exceeded the analytical method detection limits in some instances. The need for a new groundwater investigation, based on technical requirements, has not been confirmed. The City of Trenton expects to have continued technical consultations with NJDEP and the LSRP-of-record to allow for the most efficient and expedient closure of the groundwater AOC, including the use of a CEA without further investigation. A groundwater investigation for dieldrin and metals has been included in this workscope in the event that it is required as an "optional" task.
The expected scope of work for the aforementioned, six tasks will include the following work:

2.1 **File review, LSRP retention and Remedial Investigation Workplan preparation**

All project files will be reviewed in order to develop a Remedial Investigation Workplan (RIW) and a site closure strategy. Files to be reviewed include the following reports:

1. Preliminary Assessment (PA) and Asbestos Assessment Report (Van Note Harvey (VNH); July 25, 2001);
2. Site Investigation Report (VNH; April 4, 2003);
3. Environmental Investigation Report (VNH; April 20, 2004);
4. Remedial Action Selection Report (RASR)/Remedial Action Workplan (RAW), (VNH; April 16, 2004);
5. RASR/RAW Addendum Report (VNH; January 6, 2005);
6. Ground Water Investigation Summary Report (VNH; January 12, 2005); and

In addition, an update of the Phase 1 Environmental Site Assessment/Preliminary Assessment was completed on behalf of the City of Trenton to comply with All Appropriate Inquiry requirements on January 30, 2017. No new or additional AOCs were identified as part of the AAII process that have not already been identified by previous work.

The consultant will provide the LSRP-of-Record for the site and submit required forms to NJDEP for LSRP retention. The City of Trenton will review the qualifications of the proposed LSRP as part of the selection process.

The consultant will prepare a draft and final RIW that will attempt to fully characterize and delineate appropriate areas of concern (9, 17, 18, others?). In addition, the RIW will include possible additional (optional) investigations to be conducted pending the remediation of other AOCs (20, 21, others?).

**This task will include the following meetings (in Trenton, NJ):**

1. one project kickoff meeting that will include attendance by the consultant’s LSRP and Project/Site Manager; and
2. one project meeting that will include attendance by the consultant’s LSRP and Project/Site Manager to discuss the draft RIW, the site closure strategy and potential edits/changes thereto.

In addition to required soil investigations, the consultant shall also specify a groundwater investigation based on existing information and data as discussed in section 2.0. The optional groundwater investigation workspace will include costs to conduct up to four (4) quarterly rounds of groundwater sampling.
The RIW will meet NJDEP requirements.

2.2 Remedial Investigation

Upon completion of the final RIW, the consultant shall plan, schedule, manage and implement the remedial investigation. All field work will be conducted in accordance with local, state and federal laws. The RI will be inclusive of all necessary oversight, technical/professional labor, subcontractors, equipment, expendable, management and coordination.

2.3 Remedial Action Workplan (remediation workscope)

The City requires that a plan be completed to address the closure of all AOCs on the site. In addition, the City requires details of the scopes of work for any active remediation to be conducted at the site for procurement purposes. The City will rely on the LSRP/consultant to determine the most efficient means and level of effort required to complete the RAW, and if the RAW requires strict adherence to NJDEP requirements. The City requires such a workplan to accomplish the following:

1) List the site closure strategies for all identified AOCs, including
   a. Issuance of RAOs for AOCs requiring no further action;
   b. Engineering and Institutional controls, including recommendations for controls (impermeable surfaces, caps, vegetative cover, fencing, etc.)
   c. Active remediation
   d. Establishment of site-specific remediation standards (for PCBs in soil, for example)
   e. Long-term stewardship needs (permits, compliance, etc.)
   f. Recommendations for groundwater (CEA, other)
   g. Other strategies

2) Provide a scope of work for any active remediation (to be used by the City for preparation of public bid specifications)

The RAW report can be combined with other reports as appropriate.

The City will issue public bid specifications to contract remediation services (for AOC 20 and 21, at minimum), and will also issue public bid specifications for any hotspot soil excavations and other work subject to public bidding. Lower cost remedial actions may be contracted by other means with approval. The LSRP will oversee, manage and report on any active remediation conducted during the term of the contract. Consultant will provide review and comment on the City’s public bid specifications for remediation prior to issuance.

This task will also include an additional project meeting in Trenton, New Jersey to discuss the draft report.
2.4 Remedial Investigation Report

An RI report will be prepared to summarize the results of all work implemented as proposed in the RIW.

This report is to meet NJDEP specification and can be combined with other reports as appropriate.

This task will also include an additional project meeting in Trenton, New Jersey to discuss the draft report.

2.5 (Interim) Remedial Action Oversight

The consultant shall supervise the remediation contractors to be contracted by the City of Trenton for the interim remedial actions of AOCs 20 and 21. The following tasks will be completed by the consultant:

1) Review and comment on City public bid specifications to ensure compliance with appropriate environmental regulations and LSRP requirements;
2) Coordinate with remediation subcontractor for field oversight;
3) Inspect and photodocument activities and AOC integrity;
4) Supervise contractor field activities including waste extraction, removal, containerization and disposal;
5) Maintain disposal and other documentation for subsequent reporting.

For cost estimating purposes, assume no more than six field days will be required to complete these activities.

A Remedial Action Report will be prepared to report on the results of any remediation conducted during the contract period. The RAR may be combined with other documents as appropriate.

2.6 Site Closure Activities

The City expects that the environmental case will eventually be closed with site-wide or near site-wide engineering and institutional controls. In addition, the redevelopment of the site may involve the subdivision and sale or lease of multiple parcels of land, potentially leading to additional closure documentation for multiple sites.

During the contract period, the City expects that some AOCs can be closed by the issuance of RAOs. However, additional activities may be required to complete all site closure documentation, and some site closure activities will be delayed. For the purposes of cost estimating, the scope of work will include the following site closure documentation:

1) Issuance of RAOs for any known AOCs for which no further action is required. This excludes AOCs that will be closed after engineering and institutional
controls are in place, but include any AOC that is remediated to unrestricted use standards;
2) Establishment of a Classification Exception Area for groundwater, or issuance of an RAO for groundwater, either based on existing or new data;
3) Completion of a draft Deed Notice for the entire site that includes all existing and new soil data. This document will be used to document current conditions and may remain in draft until engineering and institutional controls are in place, land subdivisions are completed, other remedial actions are completed;

Future work, under separate contract, may include:

1) Issuance of RAOs for any additional AOCs that are remediated to unrestricted use standards, or upon which engineering and institutional controls are eventually placed;
2) Completion of additional Deed Notices and Remedial Action Permits for the entire site, or for newly-subdivided lots created as a part of site redevelopment activities.

3.0 SPECIAL CONDITIONS

3.1 Work Provided By Subcontractor

General
The Subcontractor shall provide quality work and materials meeting the requirements of the specifications. All work shall be performed in accordance with the New Jersey Technical Requirements for Site Remediation, and other applicable Federal, State and local laws.

Work will be conducted in level D personal protective equipment. Upgrades to PPE will be based on site observations, site conditions and analytical or field screening data.

Health & Safety
The Consultant is responsible for implementation of all health and safety measures taken to complete the required services. The City of Trenton assumes no responsibility for the health and safety of Subcontractor employees or other non-City employees. Unsafe conditions shall be reported to the City of Trenton’s technical contact.

If appropriate, the Consultant is required to complete, maintain and enforce a site-specific Health and Safety Plan in accordance with OSHA Hazwoper requirements.
Support of Public Relations

The Consultant shall make every effort to maintain good relations with the existing and nearby property owners, tenants and residents. All Consultant field personnel employed on-site shall be made thoroughly cognizant of the importance of this aspect of the work. All field activities shall be conducted in an efficient and professional manner.

Deliverables

The following deliverables are to be provided as part of this scope of work: one comprehensive draft report for each report required under this contract term. One hardcopy and one complete electronic version of the final report will be delivered after review and comment of the draft by the City of Trenton.

3.2 Work provided by the City of Trenton

The City of Trenton shall inspect the work in progress, when appropriate, and at completion. Any discrepancies will be noted and submitted to the Subcontractor. The City of Trenton will convene a project kickoff meeting and three (3) additional project meetings to coincide with significant project events: 1) draft RIW review/pre-RIW implementation; 2) draft RIR review and 3) RAW review/pre-remedial implementation.

The City of Trenton will further provide:

1) access to the property
2) access to environmental reports and files in its possession
3) fees to NJDEP and other governmental agencies for oversight, permits, LSRP fees, etc.
4) procurement of remediation contractors by public bid to conduct remedial actions, specifically at AOCs 20 and 21, that will be under the oversight of the LSRP. Note: this work may be conducted prior to, or concurrent with, the RIW preparation. Consultant will provide review and comment on public bid specs prior to publication.

3.3 Project Schedule

All work for this contract shall be completed in accordance with the schedule indicated in section 1.4. The technical contact for the City of Trenton is as follows:

J.R. Capasso, C.P.G.
Brownfields Coordinator
City of Trenton
Department of Housing and Economic Development
Division of Economic Development
319 E. State Street
Trenton, NJ 08608
(609) 989 - 3501
jcapasso@trentonnj.org
All scheduling shall be coordinated with the technical contact, with a minimum of 48 hours prior to performance of on-site activities. No activities shall commence without prior approval from the City of Trenton.

3.4 Measurement and Payment

The Subcontractor shall provide process for services as they relate to the specifications and shall be reimbursed in accordance with the price form presented in Section 3.7. The basis for measurement and payment of each task is presented below.

The work will be conducted on a Time and Materials, Not to Exceed Basis (T&M, NTE) as indicated in Section 3.7. The contractor is to issue invoices on a monthly basis and include invoice backup including labor reports, labor rates, materials, equipment rentals, subcontractors and mark ups. The City of Trenton will make final payment after the completion of the scope of work and the submission of the Final Report.

No additional or out-of-scope work is to be conducted without prior approval of the City of Trenton’s Technical Contact. No cost or other change orders may be implemented upon agreement but are subject to compliance with New Jersey local government procurement laws and subject to approvals.

3.5 Proposal Requirements and Selection Criteria

The proposal in response to this RFP will include a brief description of project methodology, documentation of experience, references and other information required by the City of Trenton’s Procurement Division.

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. The methodology section will also include a statement agreeing, generally, with the site closure strategy proposed herein. The methodology section should include estimates of level of effort including number of samples and sample collection points, analytical protocols, unit costs, sampling methods, labor estimates, labor rates, equipment rates and markups.

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 brief synopsis of work experience documenting completion of work of similar character to that required in the specification, and work in New Jersey and the local area. Include a few case studies of similar work and resumes of the proposed LSRP-of-record and the Project/Site Manager.

References

Submit three client references that can provide an indication of work performed on their behalf.
Proof of Insurance and Other Project Documentation
Subcontractor shall provide proof of adequate insurance including professional liability and workmen’s compensation. Upon award of contract, subcontractor shall name the City of Trenton as an additional insured for the project. Subcontractor shall provide all additional documentation required by the City of Trenton’s Procurement Division.

The consultant shall be selected based on the following selection criteria:

- Experience: 30%
- Price: 30%
- Methodology: 20%
- Meeting general proposal requirements: 20%

The City of Trenton will issue a contract subject to approval by the governing body and the State of New Jersey in accordance with state laws and other requirements.

3.6 Submittals and Deliverables

Work conducted under this contract will generally conform to the schedule in the following table.

<table>
<thead>
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<th>Submittals</th>
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<tr>
<td>1. Methodology</td>
<td>Submit with Proposal</td>
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<tr>
<td>2. Documentation of Experience</td>
<td>Submit with Proposal</td>
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<tr>
<td>3. Proof of Insurance</td>
<td>Submit with Proposal</td>
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<tr>
<td>4. Completed Price Form</td>
<td>Submit with Proposal</td>
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<tr>
<td>5. Invoices for Payment</td>
<td>Monthly</td>
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<tr>
<td>6. Draft RIW Report</td>
<td>Within 60 days of receipt of contract</td>
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<tr>
<td>7. RI field work</td>
<td>Within 120 days of receipt of contract</td>
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<tr>
<td>7. Draft RAW</td>
<td>Within 180 days of receipt of contract</td>
</tr>
<tr>
<td>8. Draft RIR/RAR</td>
<td>Within 360 days of receipt of contract</td>
</tr>
</tbody>
</table>

3.7 Price Form

Complete and submit the following price form with the proposal: