

**RFP2020-35 ENGINEERING SERVICES FOR UNACCOUNTED FOR WATER PROGRAM ASSISTANCE-PHASE 1 FOR THE CITY OF TRENTON,  
DEPARTMENT OF WATER AND SEWER PROPOSALS OPENED 7/28/2020 AT 11:00AM**

RFP2020-35 ENGINEERING SERVICES FOR UNACCOUNTED FOR WATER PROGRAM ASSISTANCE-PHASE 1 FOR THE CITY OF TRENTON, DEPARTMENT OF WATER AND SEWER			
NUMBER OF RESPONDENTS:	3		
NAME OF BIDDER	SUBURBAN CONSULTING ENGINEERS, INC.	H2M ASSOCIATES, INC.	MOTT MACDONALD, LLC
ADDRESS	96 U.S. HIGHWAY 206, SUITE 101	4810 BELMAR BOULEVARD	111 WOOD AVENUE SOUTH
CITY, STATE, ZIP	FLANDERS, NJ 07836	WALL TOWNSHIP, NJ 07753	ISELIN, NJ 08830
CONTACT NAME	LEANN E. PHIL-ASSISTANT CORPORATE SECRETARY	JAMES J. ROBERTS, P.E., VICE PRESIDENT	SCOTT HOLMES, PE
TELEPHONE	973-398-1776	732-414-2661	973-315-1022
FAX	973-398-2121	732-414-2662	N/A
E-MAIL	<a href="mailto:LPHIL@SUBURBANCONSULTING.COM">LPHIL@SUBURBANCONSULTING.COM</a>	<a href="mailto:JROBERTS@H2M.COM">JROBERTS@H2M.COM</a>	<a href="mailto:SCOTT.HOLMES@MOTTMAC.COM">SCOTT.HOLMES@MOTTMAC.COM</a>
STOCKHOLDER DISCLOSURE STATEMENT	INCLUDED	INCLUDED	INCLUDED
EQUAL EMPLOYMENT OPPORTUNITY EXHIBIT A	INCLUDED	INCLUDED	INCLUDED
REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE	INCLUDED	INCLUDED	INCLUDED
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA DATED 7/17/2020	INCLUDED	INCLUDED	INCLUDED
NJ BUSINESS REGISTRATION CERTIFICATE	INCLUDED	INCLUDED	INCLUDED
NON-COLLUSION AFFADAVIT	INCLUDED	INCLUDED	INCLUDED
AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE	INCLUDED	INCLUDED	INCLUDED
ETHICS COMPLAINT DISCLOSURE	INCLUDED	INCLUDED	INCLUDED
DEBARMENT NOTICE	INCLUDED	INCLUDED	INCLUDED
CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	INCLUDED	INCLUDED	INCLUDED
DISCLOSURE OF INVESTED ACTIVITIES IN IRAN CITY OF TRENTON RESIDENT EMPLOYMENT POLICY	INCLUDED	INCLUDED	INCLUDED
EIC	CERT.#13480 EXP. 02/15/2021	CERT.#3244 EXP. 05/15/2023	CERT.#2062 EXP. 08/15/2021
CERTIFICATE OF INSURANCE	REQUIRED FROM AWARDED VENDOR	REQUIRED FROM AWARDED VENDOR	REQUIRED FROM AWARDED VENDOR
60-DAY EXTENSION COMPLIANCE	YES	YES	YES
PROVIDE PRIORITY EMERGENCY SERVICES	YES	YES	YES
REFERENCES	N/A	INCLUDED	N/A
W-9	INCLUDED	INCLUDED	N/A
EXCEPTIONS (IF ANY)	NONE	NONE	NONE
TOTAL LUMP SUM FEE	\$110,210.00 (SEE ATTACHED BREAKDOWN OF PRICING)	\$126,186.00 (SEE ATTACHED BREAKDOWN OF PRICING)	\$194,700.00 (SEE ATTACHED BREAKDOWN OF PRICING)
FATAL FLAW	NONE	NONE	NONE



**PROPOSAL FEE BREAKDOWN  
CITY OF TRENTON  
UNACCOUNTED FOR WATER PROGRAM ASSIST**

## CITY OF TRENTON

## UNACCOUNTED FOR WATER PROGRAM ASSISTANCE - PHASE I

Task Description	PI/CPO	PM	Proj. Licensed Professional	Sc. Auditor/Survey Analyst	Designer/Survey Analyst	GIS Analyst	Admin.	Total Hrs	Expenses	Total \$
<b>A. Evaluation of Meter Reading, Billing and Revenue Collection Process</b>		4	4		8			16		\$ 2,160
1. Kick-off Meeting										
1.1. Evaluate Meter Reading Program										
1.1.1. Process Metered Account Data		2	4		32			38		\$ 4,730
1.1.2. Meet with Meter Reading Department		2	4		8			12		\$ 3,055
1.1.3. Prepare Summary and Recommendations	1	2	4		16		1	24		\$ 1,405
1.2. Compare Account Records with Tax Records										
1.2.1. Process Account Records and Tax Records		4				45		49		\$ 6,245
1.2.2. Prepare Meter Removal Recommendations		1				10		11		\$ 1,405
1.3. Prepare Methodology/Summary Report	1	2				8		11		\$ 1,495
1.4. Prepare Tax Records and Account Records										
1.4.1. Process Account Records and Tax Records		4				30		34		\$ 4,370
1.4.2. Prepare List of Buildings with No Account	1	1				8	1	9		\$ 1,155
1.4.3. Prepare Methodology/Summary Report	1	2				8		12		\$ 1,555
1.5. Compare with Other Utility Records										
1.5.1. Prepare Utility Account Requests						8		9		\$ 1,105
1.5.2. Process Other Utility Data		2				20		22		\$ 2,690
1.5.3. Prepare List of Addresses with No Account	1	1				8		9		\$ 1,105
1.5.4. Prepare Methodology/Summary Report						8		12		\$ 1,505
1.6. Review Actual Water Usage with Typical Usage										
1.6.1. Process Building Occupancy Data		4				32		40		\$ 5,620
1.6.2. Determine Typical Usages		1				8		9		\$ 4,420
1.6.3. Prepare List of Potential Underfilled Accounts	1	1				8		9		\$ 1,105
1.6.4. Prepare Methodology/Summary Report						8		12		\$ 1,505
1.7. Review Billing and Collection SOPs										
1.7.1. Review Recommendations	1	1	2			32		40		\$ 5,040
1.7.2. Review Billing Process		12				8		13		\$ 1,650
1.7.3. Review Billing Process	1	1	2			24		36		\$ 4,620
1.7.4. Prepare Recommendations	1	4				8		13		\$ 1,650
1.7.5. Lunch and Learn with Billing Department		16				8		20		\$ 2,600
1.8. Evaluate Collections Process										
1.8.1. Review Collections Process		12				16		28		\$ 3,660
1.8.2. Review Recommendations	1	1	2			8		13		\$ 1,650
1.8.3. Work Sessions (3)	1	12				20		33		\$ 4,395
1.9. Quarterly to Monthly Billing										
1.9.1. Review Advantages and Disadvantages	1	2	2			4		8		\$ 1,080
1.9.2. Prepare Summary and Recommendations	1	40	81	0	296	157	8	91	125	\$ 75,435
Sub-Total for Task A	2	19	46	176	0	20	4	267	\$ 100	\$ 34,775
<b>B. Leak Detection, Water Loss Controls, UAW</b>										
1.1. Evaluate Leak Detection and Repair Program		1	8		40			49		\$ 6,315
1.2. Evaluate Water Usage Data		1	8		40			49		\$ 6,315
1.3. Prepare Recommendations for UAW Improvement	1	2	8		40			51		\$ 6,630
1.4. Create Map of District Metering Areas	1	1	2		8			31		\$ 3,945
1.5. Prepare Water Loss Reduction Report	1	2	8		24			39		\$ 4,970
1.6. Client Meeting (3)	12	12	24		24			48		\$ 6,600
Sub-Total for Task B	2	19	46	176	0	20	4	267	\$ 100	\$ 34,775
Total Hours	11	160	59	127	176	296	177	12	858	\$ 525
Hourly Rates	\$ 1,760	\$ 1,145	\$ 145	\$ 18,415	\$ 125	\$ 120	\$ 125	\$ 60		\$ 110,210
Total Lump Sum Fee	\$ 1,760	\$ 1,145	\$ 145	\$ 22,000	\$ 15,210	\$ 21,125	\$ 21,125	\$ 720		\$ 110,210

CITY OF TRENTON

**REQUEST FOR PROPOSAL  
ENGINEERING SERVICES FOR  
UNACCOUNTED FOR WATER PROGRAM ASSISTANCE  
PHASE 1  
RFP2020-35**

**Fee Structure**

- Principal/Project Officer \$160/hour
- Senior Project Manager \$158/hour
- Project Manager \$155/hour
- Senior Project Licensed Professional \$150/hour
- Project Licensed Professional \$145/hour
- Licensed Professional \$135/hour
- Senior Project Coordinator \$150/hour
- Project Coordinator \$145/hour
- Senior Designer/Senior Survey Analyst \$125/hour
- Designer/Survey Analyst \$120/hour
- Senior Environmental Scientist \$125/hour
- Environmental Scientist \$120/hour
- Senior Project GIS Analyst \$140/hour
- Project GIS Analyst \$130/hour
- GIS Analyst \$125/hour
- Senior GIS Technician \$115/hour
- GIS Technician \$105/hour
- Senior GIS Project Coordinator \$130/hour
- GIS Project Coordinator \$125/hour
- Senior Inspector \$115/hour
- Inspector \$105/hour
- Senior Technician \$110/hour
- Technician \$100/hour
- Project Administrator \$115/hour
- Administrative Support \$60/hour
- Equipment Unit Cost
  - Unmanned Aerial Systems / Remotely Operated Vehicle \$150/hour
  - Robotic/LiDAR \$50/hour
  - GPS \$25/hour
- LSRP (Licensed Site Remediation Professional) Services Unit Cost
  - For any environmental services requiring LSRP oversight and certification, a \$25/hour unit cost will be included in addition to the hourly rate for roles above.
- Any actual disbursements and expenses which we incur on your behalf, such as subconsultant fees, application/permit fees, delivery charges, parking, printing and toll charges will be billed at actual cost-plus 15 percent.
- Mileage will be billed in accordance with federal prevailing wage.

Task	Task Description	Billing Titles and Hourly Rates										Fee Subtotal	
		Phase Description		Staff 2	Proj 1	Proj 2	Sr Proj	PM	Sen. PM	Sen. Tech Expert	Principal	Equipment, Travel, Lab Service, Printing	
		SALARY APPROX	\$ 65,000	\$ 80,000	\$ 90,000	\$ 100,000	\$ 125,000	\$ 150,000	\$ 175,000	\$ 200,000			
		HOURLY RATE	\$ 94.00	\$ 116.00	\$ 130.00	\$ 145.00	\$ 181.00	\$ 217.00	\$ 253.00	\$ 289.00			
A	Evaluation - Meter Reading, Billing, Collections												
1	Reduction of Estimated Meter Reads	80										80	\$ 9,280.00
2	Vacant Meter Lots	40										40	\$ 4,640.00
3	Occupied Unmetered Lots	40										40	\$ 4,640.00
4	Utility Cross Checking	40										40	\$ 4,640.00
5	Location of Underbilled Accounts	24										24	\$ 2,784.00
6	SOP Updates							80				80	\$ -41,600.00
7	Land-and-Learn Review											40	\$ 10,620.00
8	Billing/Collection Review and Optimization											40	\$ 5,800.00
9	Monthly vs. Quarterly Billing Comparison											40	\$ 10,120.00
													\$ 64,124.00
B	Leak Detection, Water Loss Controls												
1	Leak Detection Program Eval											40	\$ 10,120.00
2	Leak Repair Program Eval	120										176	\$ 23,768.00
3	Operations Optimization	24										40	\$ 5,104.00
4	District Meter Mapping											40	\$ 5,800.00
5	Report Summary	40										58	\$ 7,970.00
6	Meetings	24										60	\$ 9,300.00
													\$ 62,062.00
<b>TASK TOTAL</b>		0	432	0	252	0	152	2	500	838	\$ 126,186.00		



**Trenton Water Works**  
**Unaccounted for Water Program Assistance - Phase 1**  
 Fee Proposal

**Summary of Tasks**

Task	Description	Billing	Principal	Project Manager	Engineer IV	Engineer II	GIS Specialist	Total Hours	Direct Costs	Total
A	Evaluation of Meter Reading, Billing and Revenue Collection Process	Not To Exceed	112	164	230	238	104	848	\$2,000.00	\$124,800.00
B	Leak Detection, Water Loss Controls, Unaccounted for Water	Not To Exceed	42	63	77	256	52	490	\$2,500.00	\$69,900.00
	Total Hours	154	227	307	494	156	1,338		\$4,500.00	\$194,700.00
	Average Billing Rate	\$280	\$175	\$120	\$100	\$135				
	Totals	\$43,120	\$39,725	\$36,840	\$49,400	\$21,060				