

RESOLUTION

No. 21-517

Approved as to Form and Legality


WESLEY BRIDGES, ESQ., DIRECTOR OF LAW

Date of Adoption

Factual content certified by


MARK LAVENBERG, DIRECTOR OF WATER AND SEWER

Councilman /woman CALDWELL - WILSON presents the following Resolution:

RESOLUTION AWARDED A CONTRACT THROUGH A FAIR AND OPEN COMPETITIVE CONTRACTING PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ TO CDM SMITH, INC. FOR AUTOMATIC METER READING (AMR) PROGRAM MANAGEMENT-PHASE 1 FOR THE CITY OF TRENTON, DEPARTMENT OF WATER AND SEWER IN AN AMOUNT NOT TO EXCEED \$1,350,100.00 FOR A PERIOD OF TWO (2) YEARS- CC2021-01

WHEREAS, Ordinance Number 20-49 authorized the bond ordinance providing for various capital projects and improvements for Trenton Water Works to be financed through the New Jersey Infrastructure Bank, by and in the City of Trenton in the County of Mercer, State of New Jersey; Appropriating \$50,000.00 therefore and authorizing the issuance of \$50,000,000 bonds or notes to be finance the cost thereof; and

WHEREAS, Pursuant to N.J.S.A.40A:11-4.1 (i). et seq., and section 5 of P.L.197, c.198 (C.40A:11-5) a Request for Competitive Contracting Proposals was advertised, and two (2) proposals were received on August 3, 2021 and were evaluated based on criteria that included experience and qualifications, quality of technical proposal, price proposal and responsiveness to the specifications; and

WHEREAS, a Competitive Contracting Request for Proposal was advertised on June 22, 2021, two (2) sealed proposals were received on August 3, 2021 and evaluated based on criteria that included quality of technical proposal, innovative approach to problem solving, experience, responsiveness to scope of services and proposal pricing; and

WHEREAS, the proposal of CDM Smith, Inc., 110 Fieldcrest Avenue, #8, 6th Floor, Edison, New Jersey 08837 for Automatic Meter Reading (AMR) Program Management-Phase 1 for the City of Trenton, Department of Water and Sewer was deemed to include the necessary qualifications and expertise for the performance of the services at the rates listed in the proposal for a period of two (2) years; and


WHEREAS, funds in an amount not to exceed \$1,350,100.00 for a period of two (2) years have been certified to be available in the following account number: C-06-21-55-049A-346 (ordinance #20-49, year 2020).

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 CDM Smith, Inc., 110 Fieldcrest Avenue, #8, 6th Floor, Edison, New Jersey 08837 for Automatic Meter Reading (AMR) Program Management Phase 1 for a period of two (2) years for the City of Trenton, Department of Water and Sewer.
2. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law N.J.S.A.40A:11- 4.1.
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.

| | Aye | Nay | Abstain | Absent | | Aye | Nay | Abstain | Absent | | Aye | Nay | Abstain | Absent |
|--------------------|-----|-----|---------|--------|-----------|-----|-----|---------|--------|---------|-----|-----|---------|--------|
| BLAKELEY | ✓ | | | | MUSCHAL | ✓ | | | | MCBRIDE | | ✓ | | |
| CALDWELL WILSON | ✓ | | | | RODRIGUEZ | | ✓ | | | | | | | |
| HARRISON | ✓ | | | | VAUGHN | | ✓ | | | | | | | |

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on NOVEMBER 9, 2021


President of Council


City Clerk

CONTRACT
COMPETITIVE CONTRACTING REQUEST FOR PROPOSAL
CC2021-01
RESOLUTION 21-517

**AUTOMATIC METER READING (AMR) PROGRAM MANAGEMENT-PHASE 1 AWARDED TO
CDM SMITH, INC.**

THIS CONTRACT, made this **10TH** day of **NOVEMBER 2021** 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 **CDM SMITH, INC., 110 FIELDCREAST AVENUE, #8, 6TH FLOOR, EDISON, NEW JERSEY 08837**("CONTRACTOR)

WHEREAS, the City has a need for **AUTOMATIC METER READING (AMR) PROGRAM MANAGEMENT-PHASE 1 FOR A PERIOD OF TWO (2) YEARS** for the City of Trenton, Department of Water and Sewer.

WHEREAS, Contractor agrees to provide **AUTOMATIC METER READING (AMR) PROGRAM MANAGEMENT-PHASE 1 FOR A PERIOD OF TWO (2) YEARS** in the terms and conditions as set forth hereinafter, and the City being agreeable thereto;

NOW THEREFORE, the parties mutually agree as follows:

1. PROFESSIONAL SERVICES:

The City agrees to retain **CDM SMITH, INC., 110 FIELDCREAST AVENUE, #8, 6TH FLOOR, EDISON, NEW JERSEY 08837** hereinafter set forth at the request of and under the general supervision for the City of Trenton, Department of Water and Sewer.

2. SCOPE OF SERVICES

SEE SCOPE OF SERVICES SECTION

3. DURATION OF THE CONTRACT:

This contract shall remain in full force and effect for a period of for two (2) years from **November 10, 2021 to November 9, 2023** in an amount not to exceed \$1,350,100.00

4. 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.

5. 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.

6. INTEGRATION: **Resolution #21-517** 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 Water and Sewer.

7. **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.
8. **GOVERNING LAW:** This Contract shall be governed by the laws of the State of New Jersey.

9. **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,
- f. 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.

- g. 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.
- h. 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).
- i. 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

[Handwritten signature]

CDM SMITH, INC.,
110 FIELDCREAST AVENUE, #8, 6TH FLOOR
EDISON, NEW JERSEY 08837

2/24/2022
DATE

Seal: _____

Attest: Pamela Milligan / Secy



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

ATTEST:

CITY OF TRENTON

Yenelope S. Edwards-Carter

W. Reed Gusciora

~~MATTHEW H. CONLON, RMC~~
MUNICIPAL CLERK

W. REED GUSCIORA
MAYOR

YENELOPE S
EDWARDS-CARTER
ASSISTANT Municipal Clerk

6 April 2022
DATE

3.9.22
DATE

INTENT

The City of Trenton, Department of Administration and Personnel is soliciting sealed Request for Competitive Contracting Proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq. for Payroll and Human Resource Information Systems Services; to provide a business-process outsourced solution to City of Trenton and all subsidiaries outlined in this RFP.

This document has been prepared to allow you, the Respondent, the opportunity to propose detailed and adequately sized solutions for City of Trenton and all subsidiaries. Actual implementation may be selective and in a phased and controlled manner at City of Trenton's discretion. The contract shall be awarded for a period of three (3) years with an option to extend two (2) one (1) year extensions.
The City of Trenton

Overview

The City of Trenton is the capital City of the State of New Jersey and services some 85,000

residents. The City's daily operations include police, fire, streets, sanitation, and the management of both a sewer utility and a county-wide water utility. The City is host to six

separate and distinct collective bargaining units and works diligently to provide the best possible service to our employees and our citizens.

The City of Trenton seeks well-developed approach to Human Capital Management. This would involve a variety of processes—such as recruiting, onboarding, payroll, talent management, benefits that work together.

The City of Trenton seeks a system that integrates recruitment, hiring, payroll, benefits, and

personnel. In addition, the City seeks a solution to leave management that will entirely offload responsibility for processing employee leave onto the respondent. Ideally all areas of

the system components will cross-populate information to eliminate redundant entry of information. The City seeks a system where employee documents, benefit information, personnel information can be stored electronically. An employee portal is also essential to

this strategy. Having an interface for employees to retrieve payroll stubs, W2s, and submit

routine changes to their profile is necessary. The City seeks a system that has a New Jersey

based ability to produce checks same day due

II. SCOPE OF WORK

The Scope of Work includes data collection and quantity verification of successful and unsuccessful smart meter installations. A successful smart meter installation is one in which all the required data has been collected and uploaded (including photos and videos), any discrepancies have been resolved, and the meter data transmission unit (MXU) sends a meter reading signal to a vehicle mounted or hand-held data collection unit from a distance, as tested and verified by TWW meter readers and the Firm's inspectors. The Scope of Work also includes significant communications related tasks, the designing and printing of materials, TWW staff instruction on the use of software, license purchasing, etc. Mark ups on any costs (purchases, subcontractor work, licenses, etc.) will be limited to no more than 10%.

All project deliverables must be provided to TWW in editable formats for their future use as property of TWW. All data collected is the property of TWW and is not to be shared or sold. Firms who submit proposals may incorporate different approaches and additional tasks. Section VI Proposal Evaluation states that creative and technical approach are 40% of the criteria. The Scope of Work is given below:

1. Provide assistance with TWW's NJ I-Bank loan application reporting requirements (post contract award) for TWW's Phase 1 Meter Replacement program, NJ BPU requested updates or reports, NJDEP requests for information, and for grant funders (assume a maximum of four). Prepare bid documents, applications, attend pre-bid meeting and assist TWW up to bid authorization by the NJ I-Bank.
2. Review current workflow and business practices and recommendations for streamlining based on best industry practices.
3. Training of TWW staff in data management and reporting.
4. QA/QC and daily review and verification of data.
5. Following installations, coordinate with TWW Billing to mark accounts that show unusual patterns of water usage as compared to historic records.
6. Public Communications, outreach, meter replacement appointment coordination.
7. Attend public meetings and present smart meter replacement information to the general public.
8. Project closeout – summary reports of all data collected on successful and unsuccessful meter installations.
9. Miscellaneous service contract allowance.
10. Follow the updated and current CDC Guidelines at the time of each activity.

Task 1 – Assistance with NJ I-Bank loan reporting requirements (post Phase 1 contract award), potential grant funder reporting requirements, NJDEP and BPU requests for information/updates.

Task 1a – NJ I-Bank, BPU, and NJDEP reporting requirements and requests for information

TWW anticipates that at the end of the two-year Phase 1 smart meter replacement program, another NJ I-Bank loan application will be required for Phase 2 – replacement for the remaining meters in the system. Preparing the application is included in this task.

NJDEP/NJ I-Bank coordination services also include:

Prior to construction, coordinate, arrange for, and chair a pre-construction meeting between the TWW, the Installation Firm (and subcontractors, if appropriate). As a part of the NJ I-Bank funding requirements, the NJDEP/NJ I-Bank will require that a representative from the NJDEP/NJ I-Bank and the Office of Equal Opportunity Employment be present at the pre-construction conference. The pre-construction meeting will serve as the forum for the NJDEP/NJ I-Bank representative to outline the contractor submissions that are necessary as part of the SED requirements. Conduct the pre-construction meeting, establish agenda, take minutes of the meeting and issue notice to proceed.

In addition, the Firm shall provide the following NJDEP/NJ I-Bank coordination services:

- a. Provide communication and regular correspondence with the NJDEP/NJ I-Bank as the project progresses.
- b. Maintain project files as required for periodic inspection by the NJDEP/NJ I-Bank.
- c. Attend quarterly progress meetings with the NJDEP/NJ I-Bank.
- d. Classify, prepare and track Contract Modifications related to unforeseen conditions and additional work, per the TWW's and NJ I-Bank Change Order policies.
- e. Assist TWW with SED reporting.
- f. Provide NJ I-Bank reimbursement request assistance.
- g. Provide the Long – Term loan closing assistance once 100% of the construction is completed on the project.

Task 1b – Additional grant application support

TWW anticipates that Federal grant opportunities will arise during the project. TWW may identify additional sources of grant funding which will require similar assistance. No more than four such opportunities are anticipated within the duration of the two-year project. The Firm shall provide assistance in assembling the needed documentation, maps, illustrations, budgetary information, and application support materials for any grant opportunities that arise (Federal, State, foundations). Total time for this subtask is up to 160 man-hours.

Task 1c – Preparation of bid documents for Phase 2 through authorization to advertise.

Prepare bid specification documents, NJ I-Bank application process materials, attend pre-bid conference, evaluate bids, and complete the process of preparing the NJ I-Bank application for Phase 2 (see Introduction B. Background) procurement and installation of the second group of smart meters.

Task 2 – Review current workflow and business practices; make recommendations for streamlining

Analyze the current workflow and process from when a meter reading is taken, through when the data is entered into the TWW Reading Maintenance system, through when a customer is billed. Create a report on the workflow and business "as is". Create recommendations for streamlining and improvements based on experience and best industry practices. Present recommendations and findings in interactive meetings with the Meter Shop, Billing, and Customer Service staff. Write a full report on the review, recommendations, and focused summaries for each: Meter Shop, Billing, Customer Service. Prepare a Request for Proposal (RFP) informed by the findings with input from TWW staff.

Task 3 –TWW staff training in data management and reporting

Manage data through ArcGIS, train TWW staff in the use of any associated portals and/or dashboards.

Provide data collection devices and apps that capture data digitally in the field and apps that facilitate seamless data transfer to a cloud-based portal or dashboard for easy, secure access by TWW staff and Firm's office staff. Ensure data collection is compatible with TWW's use of Field Hawk and ArcGIS. This data includes digital photos and videos that will be used to document site conditions before, during, and after meter replacement.

The Firm shall conduct 3, 90-minute training sessions for technical staff plus 1 additional, 60-minute training session for TWW project manager and Billing staff for sorting/report creation tasks. Provide up to ten licenses for any software necessary to manage and/or view the data for the TWW staff, with no more than 10% mark up.

Task 4 – QA/QC, daily review and verification of data

The Firm will maintain a representative and inspector in the field for up to a total of 1,500 hours for the duration of the project. The Firm will record and report to TWW management staff a thorough accounting of all training hours that meter readers and meter repairers spend in the field working with the Installation Firm.

Task 4a - Maintain at least one inspector in the field inspecting installations at random and verifying quantities (successful installations, scrap meter quantities, installations that require additional work, water theft or code violation situations, etc.). The Firm will meet twice per month with TWW staff to report progress, issues, and updates. The Firm will review all workorder data. Bring pressing issues to the immediate attention of TWW staff. Document TWW staff meter and MXU installation and repair training in the field.

Task 4b - This effort shall be comprised of an in-office review of all (100%) of the submitted data, verifying that information listed on forms match the site photos, and investigation of all discrepancies. Automate data transfer from the field to project management dashboard and from dashboard to TWW ArcGIS Enterprise system for all smart meter and MXU installations. Confirm Installation Firm is collecting completed information. Verify the number of successful meter and MXU installations. Verify the number of scrap meters. Verify test bench data provided by the Installation Firm. All data collection and reporting must be compatible with Field Hawk and with TWW ArcGIS Enterprise systems and devices. This data will at a minimum include:

- a. GIS coordinates of the new smart meter and MXU
- b. Serial numbers of the new smart meter and MXU
- c. Township, lot, block, owner, resident, tenant, property manager, Street Address of the location
- d. TWW account number
- e. Current customer contact information (phone, address, email, note any changes/updates for TWW staff)
- f. Material of the service line coming into the home

- g. Material of the plumbing from the meter to the rest of the home (within 3 ft. of the meter or to the first visual barrier; whichever is shorter)
- h. Installation Firm's worker names
- i. Date installed
- j. Digital Photo of installation conditions before and after
- k. Digital Photo of MXU location
- l. Size of new smart meter
- m. Size and serial number of old meter
- n. Old Meter scrapping status
- o. Record/cross check scrap inventory data
- p. TWW Route numbers

Task 4c - Create a cloud-based ArcGIS project management dashboard that enables TWW staff to securely access project progress from any internet connection. Create customizable views for the dashboard for the different TWW staff associated with the project (including but not limited to sample views: meter shop view, customer service/billing view, project manager view, Installation Firm view) The Firm will collect and transfer the digital data from the field to the project management dashboard in an automated manner. Data recorded on material of the service lines and meter to home plumbing will be compatible with the data format used by the TWW Lead Service Line Replacement Program (LSLRP), and will be reported in an electronic format that is easily used by the LSLRP.

The Firm shall use ArcGIS and Field Hawk compatible apps to assist TWW with management of the smart meter replacement data collection, QA/QC and importing/uploading. The Firm shall make provisions for the Installation Firm to update the data in real-time as they accomplish the work. Data management tools shall handle photos, scans, and forms. The Firm shall train the Installation Firm and TWW staff in use of the ArcGIS system and other data management tools and provide at least 4 licenses for TWW for each type of system or tool. The Firm shall train TWW staff to create and run reports on various sections of data as needed. The Firm shall be responsible for any cybersecurity of the apps and cloud-based project management dashboards.

The Firm will be responsible for verifying the accuracy of the field data collection of every smart meter installation by at a minimum checking work orders, completion reports and photos on a daily basis. The Firm will perform a second review of all smart meter installations that have significant discrepancies before the data is communicated to TWW billing. The Firm will be responsible for correcting errors discovered by TWW staff.

All data, including ArcGIS related layers, files, datasets, shall be provided in editable format to the TWW on a monthly basis, with a summary at the end of the contract. TWW retains ownership of all the data at all times. TWW retains ownership of any devices purchased within the scope of this proposal and the Firm shall deliver these devices to TWW at project close out.

TWW retains ownership of all data at all phases of the project. Data must be reported in a format that imports easily to the TWW ArcGIS system online, the current LSLRP, and Impresa Billing Software.

Task 5 – Coordinate with Billing to mark accounts that show unusual patterns of water use

Review meter replacement data that show unusual use of water and create weekly reports for TWW Billing. Compare apartment buildings, and multiple dwelling units of similar occupant capacity, analyze water usage data from these buildings, and record major outliers in water usage. The intent of this step is to locate underbilled accounts. Submit the list in an editable excel spreadsheet compatible with Billing Software Impresa, as per TWW staff guidance. Schedule monthly meetings with TWW Billing and Customer Service to review these and other anomalies that require further investigation. The Firm should anticipate continuing this task through at least 1 billing cycle after the last meter is installed and operational as part of Phase 1.

Task 6 – Public Communications, outreach, meter replacement appointment coordination

The Firm will coordinate with the Installation Firm and TWW Staff to cover installation areas and ensure sufficient time is given for public communication. This communication includes general Q&A opportunities at neighborhood events as well as specific appointment related notices. Communication also includes printed media, social media, providing a dedicated phone number for customer questions (see Task 5b). Smart meter replacements will proceed on a route by route basis to the maximum extent possible.

Task 6a – Website, Social Media and printed materials

Host and manage a TWW AMR meter replacement website including a map of smart meter replacement routes and estimated dates, smart meter replacement FAQs, information about TWW's program, installation progress updates, short videos, and other items requested by TWW. The

Firm shall provide Spanish language versions of all written materials, printed and on website. The Firm shall provide Spanish language versions of any audio/video materials. All replacement meter and MXU cut sheets will be located on the website.

The Firm shall create press releases regarding the smart meter replacement program for local papers. The Firm shall create smart meter replacement content for TWW Facebook page. The Firm shall submit drafts to and coordinate work with the TWW Chief of Communications and Community Relations. The TWW Chief of Communications and Community Relations has final approval on all communications content.

Task 6b – Communications Support

The Firm shall allow for 25 person-hours per week to answer email and phone inquiries about the smart meter replacement program, including any questions on the safety of smart meters in the home, on behalf of TWW. These hours will include four hours on Saturdays. The Firm shall provide bilingual Spanish/English customer service phone call and email responses when needed. The Firm shall provide a dedicated toll-free phone number (for the 609 area code at least) for all customer questions.

Task 6c – Coordinate Communications regarding the Installation Firm appointment plan

The Firm shall design informational materials such as flyers, letters, brochures, posters, handouts, door hangers, signage, print ads, on-line ads, and stickers as needed. The Firm shall pay for all printing, designing, and mailing of materials and pass the costs through to TWW with no more than a 10% mark up. The Firm shall deploy or mail or distribute these communications in a way that anticipates and supports the Installation Firm's appointments schedules. All communication materials are subject to approval by the TWW Chief of Communications and Community Relations.

All communications materials and designs are "work for hire" under copyright regulations and shall be provided to TWW in editable formats for TWW's future use in other projects.

Task 7 - Attend public meetings, present smart meter replacement information to the general public

Attend up to 5 community, municipal, and other public meetings. Make technical information accessible and understandable to the general

public. Provide Spanish-speaking representatives when meeting within a majority Spanish-speaking community. Estimate approximately ten meetings over the course of the two-year project. Create visual materials that answer Frequently Asked Questions specifically for these meetings. All meetings will be COVID-19 compliant and the Firm will be responsible for following the latest NJ State and CDC guidelines for the type of meeting and the number of people expected.

Task 8 – Project Closeout

Provide summaries of all data sets for smart meter replacement program and ArcGIS in compatible formats. Create visual materials that illustrate the area covered by the project. Write drafts of final reports required by funders, obtain TWW staff comments, and implement comments. Comply with reporting requirements for the NJ I-Bank and other funders.

Task 9 – Miscellaneous Service Contract Allowance

Respondents should include \$75,000 for any permitting, additional inspection hours, miscellaneous and unanticipated services as requested by TWW that are outside of the tasks discussed above.

Task 10 – Follow CDC guidelines for COVID -19 compliance

COVID-19 compliance guidelines change frequently therefore the Firm will monitor CDC and NJ State guidelines and manage all meetings and in person events according to the guidelines that exist at those times. It is possible that guidelines will be different at the start of the project than at the end of the project, and the Firm must be prepared to adapt. The Firm will communicate with the City of Trenton Health Officers as needed. The Firm will communicate with any municipal health officers as needed.

III. PROPOSAL FORMAT AND CONTENT

Firms shall submit their proposals in accordance with the following:

A. Technical Proposal

Firms and individuals 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.