CONTRACT
COMPETITIVE CONTRACTING REQUEST FOR PROPOSAL
CC2022-03
RESOLUTION NO.#23-196
PROVIDE ENGINEERING SERVICES FOR DISTRIBUTION SYSTEM IMPROVEMENTS TO TRENTON WATER WORKS SYSTEM AS PART OF PHASE 1 – PENNINGTON RESERVOIR REPLACEMENT PROJECT PLANT AWARDED TO ARCADIS U.S., INC.

THIS CONTRACT, made this **21ST** day of **APRIL 2023** 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 **ARCADIS U.S., INC., 17-17 ROUTE 28 NORTH- SUITE 209 WEST, FAIRLAWN, NEW JERSEY 07410** ("CONTRACTOR)

WHEREAS, the City has a need to **PROVIDE ENGINEERING SERVICES FOR DISTRIBUTION SYSTEM IMPROVEMENTS TO TRENTON WATER WORKS SYSTEM AS PART OF PHASE 1 – PENNINGTON RESERVOIR REPLACEMENT PROJECT** for the City of Trenton, Department of Water and Sewer, Water Filtration Plant.

WHEREAS, Contractor agrees to provide **ENGINEERING SERVICES FOR DISTRIBUTION SYSTEM IMPROVEMENTS TO TRENTON WATER WORKS SYSTEM AS PART OF PHASE 1 – PENNINGTON RESERVOIR REPLACEMENT PROJECT** 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 **ARCADIS U.S., INC., 17-17 ROUTE 28 NORTH- SUITE 209 WEST, TRENTON, FAIRLAWN, NEW JERSEY 07410** hereinafter set forth at the request of and under the general supervision for the City of Trenton, Department of Water and Sewer, Water Filtration Plant.

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 four (4) years from **APRIL 21, 2023, TO APRIL 20, 2027,** in an amount not to exceed **$982,000.00**.

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 #23-196** 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 Administration.

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

Gerard M. Spiesbach

ARCADIS U.S., INC.,
17-17 ROUTE 28 NORTH- SUITE 209 WEST
FAIRLAWN, NEW JERSEY 07410
GERARD M. SPIESBACH, Associate VP

Seal: _____

Attest: _____
KURT S. DINISIN

6/6/23
DATE

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

ATTEST:

BRANDON L. GARCIA
MUNICIPAL CLERK

6/23/23
DATE

CITY OF TRENTON

W. REED GUSCIORA
MAYOR

6.16.23
DATE

RESOLUTION No. 23-196

Date of Adoption APR 20 2023

Approved as to Form and Legality

WESLEY BRIDGES, ESQ. CITY ATTORNEY

Factual content certified by

SEAN SEMPLE, ACTING DIRECTOR OF WATER AND SEWER

Councilman/woman _____ 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 ARCADIS U.S., INC. FOR ENGINEERING SERVICES FOR DISTRIBUTION SYSTEM IMPROVEMENTS TO TRENTON WATER WORKS SYSTEM AS PART OF PHASE 1 – PENNINGTON RESERVOIR REPLACEMENT PROJECT FOR A PERIOD OF FOUR (4) YEARS FROM TIME OF AWARD IN AN AMOUNT OF $982,000.00 CC2022-03

WHEREAS, the City of Trenton, Department of Water and Sewer, Trenton Water Works has a need for Engineering Services for Distribution System Improvements to Trenton Water Works System as Part of Phase 1 – Pennington Reservoir Replacement Project for a period of four (4) years; and

WHEREAS, a request for competitive contracting proposal was advertised in accordance with N.J.S.A. 19:44A-20.4 et seq, and seven (7) proposals were received on December 3, 2022 at 11:00am by the Purchasing Agent in the Division of Purchasing, and were evaluated by the evaluation committee based on criteria that included, experience, understanding of requirements and cost; and

WHEREAS, the proposal of Arcadis US, Inc., 17-17 Route 28 North – Suite 209 West, Fairlawn, New Jersey 07410 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 $982,000.00 is available in Ordinance 10-034 capital account #C-06-10-55-034X-342 for a period of four (4) years from date of award; and

RESOLUTION

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 Arcadis US, Inc., 17-17 Route 28 North – Suite 209 West, Fairlawn, New Jersey 07410 for Engineering Services for Distribution System Improvements to Trenton Water Works System as Part of Phase 1 – Pennington Reservoir Replacement Project in an amount not to exceed $982,000.00 for a period of four (4) years for the City of Trenton, Department of Water and Sewer, Trenton Water Works.

2. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A. 40A:11-4.5.

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.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
EDWARDS	✓				GONZALEZ	✓				FRISBY				
FELICIANO	✓				HARRISON	✓								
FIGUEROA	✓				WILLIAMS	✓								
KETTENBURG														

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on APR 20 2023

President of Council

City Clerk

PENNINGTON RESERVOIR REPLACEMENT PROJECT: PHASE 1

1. Installation of Storage Tanks at 942 Prospect St: TWW plans to install two (2) 8 MG tanks on a 2.01-acre parcel, Block 35301, Lot 1 (942 Prospect St.) located in the City of Trenton, Mercer County, NJ. The new finished water storage tanks that will be integrated with TWW's existing potable water distribution system. The design of the project is completed which includes all on-site improvements, including on-site distribution system mains. Permit submissions for state and local approvals have been made. TWW is under contract with an engineering firm to provide engineering services for this project through the bid phase. A contract is needed to provide TWW with construction phase engineering services for this project. **The services for this subproject are covered under this Request for Proposal.**

2. Off-Site Water Distribution System Improvements (this RFP): TWW will construct distribution system improvements to meet the following system objectives:

   - Delivery of water from the current Pennington Reservoir inlet to the proposed 942 Prospect St tank site.
   - Delivery of water from the 942 Prospect St Tanks to Central Pumping Station for water supply to customers on the High Service Gradient, Booster 3, and Klockner Pressure Zones.
   - Establishment of an automated, supplemental supply of water from the High Service Gradient to the Gravity Zone via pressure reducing stations
   - Disconnection of the Pennington Reservoir from the water distribution system

3. The Off-Site Distribution System work is anticipated for completion by August 2025 with the exception of disconnecting the reservoir. Additional project details and work scope is discussed in later sections of this RFP. **The services for this subproject are covered under this Request for Proposal.**

4. Central Pumping Station Upgrade: TWW will reinforce the Central Pumping Station with an upgraded pumping system that will increase pump efficiency and improve redundancy. **The services for this subproject are covered under this Request for Proposal.**

PENNINGTON RESERVOIR REPLACEMENT PROJECT: PHASE 2

Under Phase 2 of the program, TWW intends to construct additional water storage facilities and make upgrades to critical distribution/treatment infrastructure. Phase 2 projects will be issued under separate RFPs. The Phase 2 projects include the following:

1. Phase 2 Storage Tank Installations: TWW is seeking to increase storage volume by approximately 12 MG by adding tanks in TWW's High Service Gradient. This will bring the total storage capacity in TWW's system to 36 MG which is equivalent to approximately 1.33 days of storage volume. Project completion is anticipated in July 2026.

2. Filtration Plant and Booster Station Upgrades: The primary goal of this project is to further reinforce the Filtration Plant and TWW booster stations with infrastructure that will reduce the frequency and duration of outages.

3. Reservoir Dam Decommissioning: According to the National Inventory of Dams (NID), the dam at the Pennington Reservoir is identified as the Trenton Reservoir Dam (NID ID NJ00560). It was completed in 1899 and stands 52 feet tall with 278 acre-feet potential storage. The Trenton Reservoir Dam is classified as high hazard (Class I). As part of Phase 2, TWW will fully decommission the Pennington Reservoir.

B. Project Overview

This request for proposal is for qualified firms to provide professional engineering services for the design, bidding & construction phase engineering services for the Phase 1 Off-Site Distribution System Improvements and for construction phase engineering services for the Installation of Phase 1 Storage Tanks at 942 Prospect St. This RFP scope of work is segmented into two subprojects that will be executed on concurrent schedules:

Project 1: Installation of Phase 1 Storage Tanks

Project 2: Off-Site Water Distribution System Improvements

An overview of each project is described below.

Project 1: Phase 1 Water Storage Tanks

As part of Phase 1 Pennington Reservoir Replacement Project, TWW is planning to construct two (2) 8-MG water storage tanks at the 942 Prospect St site. These tanks are to be identified as the Prospect St Tanks. The project site is located adjacent to the Pennington Reservoir and is an ideal location for the tank construction. See

Figure 1 below for a rendering of the tank installation. The following highlights the progress made to date:

- TWW has acquired full ownership of the 942 Prospect St site.

- TWW has developed bid documents for the site demolition. Bid solicitation is anticipated in November 2022. Considering the lead time for contracts and a 3-month construction schedule, TWW fully expects the site to be demolished by June 2023. The site demolition will result in a fully cleared and graded site with all onsite utilities and buildings and structures demolished and removed. The site demolition work is being managed by an engineering firm under separate contract.

- 100% design plans for the 942 Prospect St Site Improvements have been prepared. This includes the Prospect St Tanks, onsite piping and infrastructure. The proposed site layout is shown in Figure 2 of this RFP. TWW is in the process of acquiring the permits and NJiBank funding for the project. It is assumed that permit and NJiBank Authorization to Advertise will be secured by March 2023. TWW has an existing loan with NJiBank for the Pennington Reservoir Cover Project and intends to apply the existing balance plus new supplementary loans to cover the Phase 1 Pennington Reservoir Replacement Project. For additional plan information and specifics on the tank construction project, please refer to Appendix A of this RFP.

Under the current schedule, TWW is anticipating having a fully executed construction contract in place for Prospect St Tanks and associated on-site improvements by August 2023. The engineering effort to obtain the necessary funding and permit approvals and to assist TWW through the bidding process is currently being handled under separate contract.

TWW is in need of a consultant to provide construction phase engineering support for the on-site improvements at 942 Prospect St. Details of the required work scope are provided in Section II of this RFP.

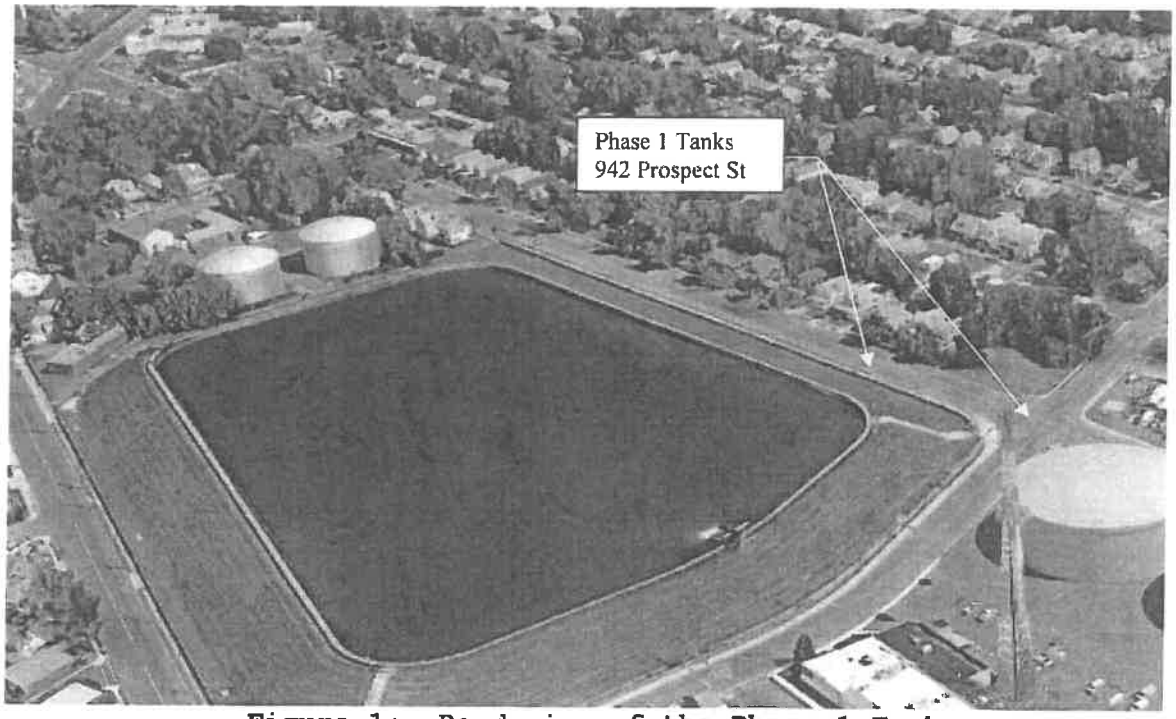

Figure 1: Rendering of the Phase 1 Tanks

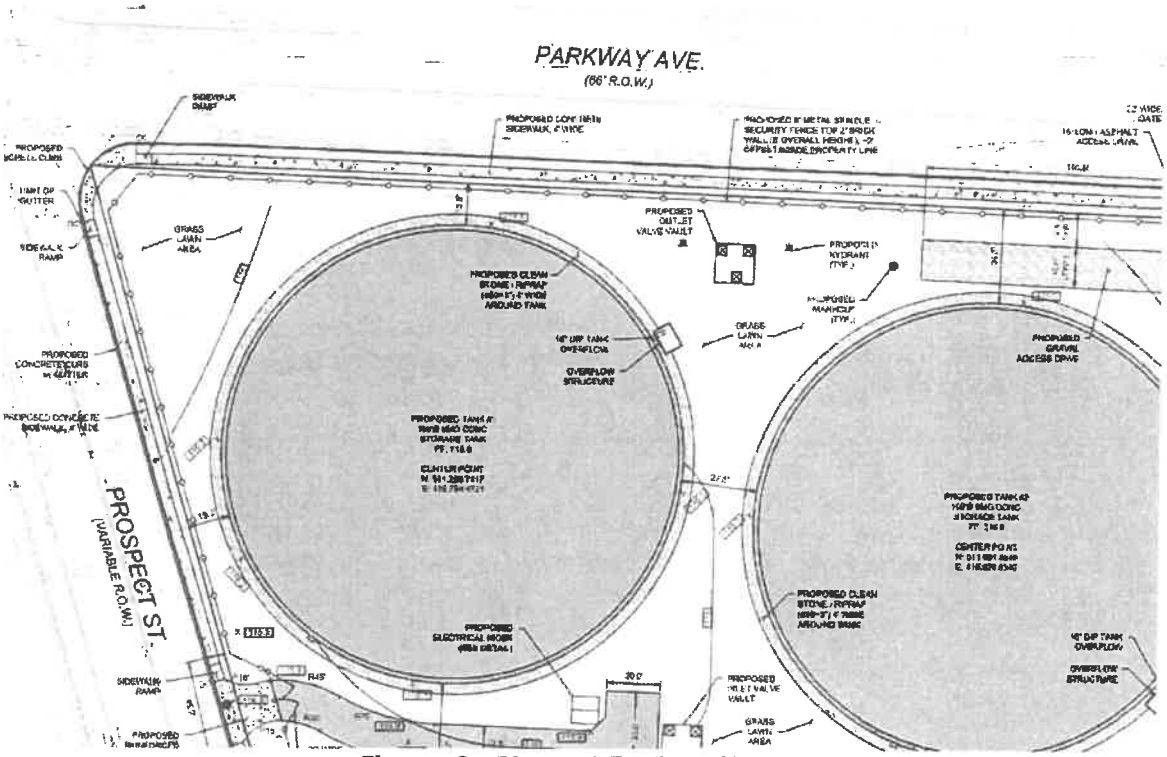

Figure 2: Phase 1 Tanks - Site Plan

Project 2: Off-Site Water Distribution System Improvements

The Pennington Reservoir Replacement Project is a multi-phased project that involves a series of major infrastructure projects that will reinforce TWW's water supply while removing from service the 78 MG open finished water reservoir. As part of Phase 1 Pennington Reservoir Replacement Project, TWW will construct distribution system improvements to meet the following system objectives:

- Delivery of water from the current Pennington Reservoir inlet to the proposed 942 Prospect St tank site.
- Delivery of water from the 942 Prospect St Tanks to Central Pumping Station for water supply to customers on the High Service Gradient, Booster 3, and Klockner Pressure Zones.
- Provisions for a redundant feed to the Central Pumping Station is required due to the critical nature of this supply.
- Disconnection of the Pennington Reservoir from the water distribution system.
- Establishment of an automated, supplemental supply of water from the High Service Gradient to the Gravity Zone via pressure reducing stations to provide for a) immediate delivery of water and pressure stabilization under emergency/peak flow conditions in the Gravity Area, and b) a relief point within the High Service Gradient to help increase flow at the NJ American Interconnections during periods of extended plant outage.

To meet the objectives above, TWW has divided the work into the following two categories. Additional information on each project is provided in this Section of the RFP.

1. Water Distribution System Improvements at the Pennington Reservoir
2. Pressure Reducing Valve Stations

Water Distribution System Improvements at the Pennington Reservoir

Section 4 of the 942 Prospect St Design Memorandum (See excerpt in Appendix A) and Figure 3 identify the proposed piping installations needed to properly connect the 942 Prospect St Tanks to the distribution system. The piping improvements involve the following:

- Installation of approximately 350 LF of 42-inch transmission main to divert water from the Pennington Reservoir inlet to the 942 Prospect St site boundary.
- Installation of approximately 1,450 LF of 42-inch DIP transmission main that will establish a primary route of supply from the 942 Prospect St site boundary to the Central Pumping Station (north route)
- Installation of approximately 220 LF of 36-inch DIP transmission main and 190 LF of 42-inch DIP transmission main to establish a secondary route of supply (a.k.a. by-pass line) from the 942 Prospect St site to Central Pumping Station (south route)
- Disconnection of the Reservoir inlet/outlet

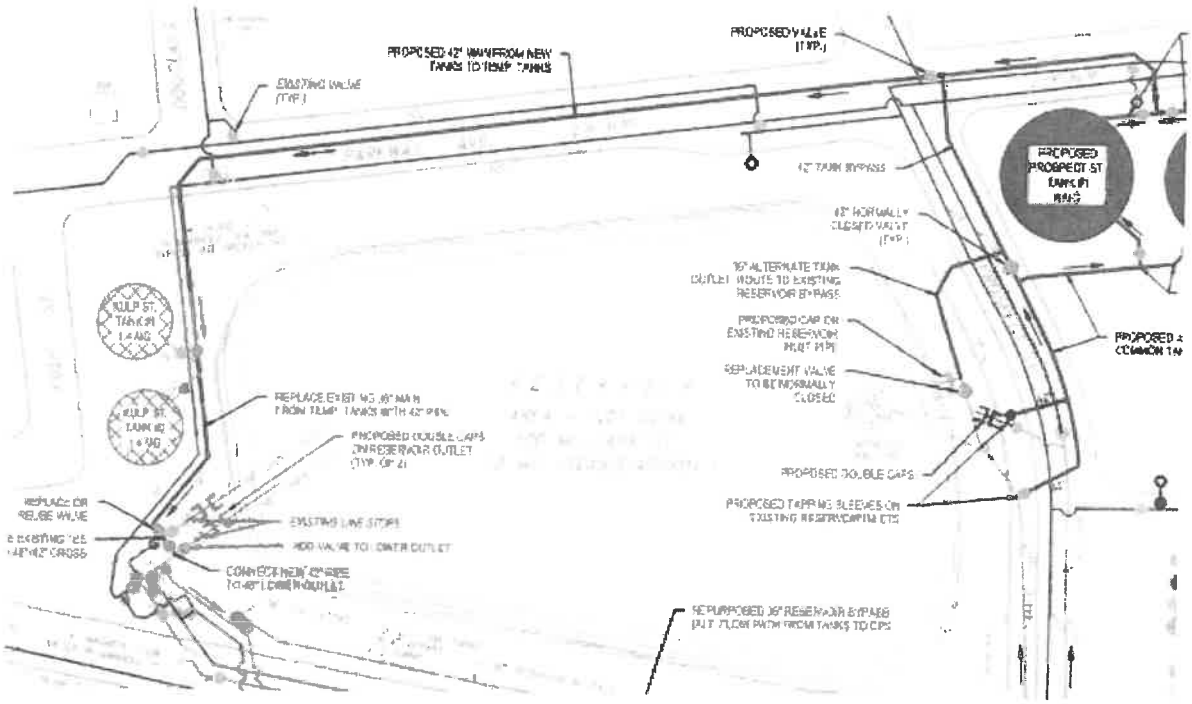

Figure 3: Project 1D Distribution System Improvements

Figure 3 above shows the proposed 42-inch pipe connecting to the existing 48-inch Upper Outlet of the Pennington Reservoir. At this point of connection, the water would flow through existing piping the Reservoir Gatehouse and then onto the Central Pumping Station for pumping to the High Service Gradient. Due to the condition of the valves and structure of the Reservoir Gatehouse (circa 1896), TWW is concerned about the long-term viability of this concept. As such, once the mains shown in Figure 3 have been installed and Pennington Reservoir has been taken offline, new piping will be required **under this project/scope of work to** by-pass the Reservoir Gatehouse for both the suction and discharge lines to Central Pumping Station. Depending on the location of the proposed mains, the rerouting of chemical feed lines and a new chemical feed vault with dual connection points may be required under this scope/project on the suction to Central Pumping Station. Currently, two existing feed points for hypo injection exist on the suction piping to the Central Pumping Station. Drawings showing the piping arrangements and chemical vaults at the Reservoir Gatehouse and Central Pumping Station are provided in Appendix A of this RFP.

Trenton Water will also make distribution system improvements to disconnect the reservoir from service. The work involves the capping of large diameter mains at the Pennington Reservoir to physically disconnect it from the distribution system to ensure

it cannot be used as a source of drinking water. See Figure 4 for the locations where piping will be disconnected by cutting and capping the pipes.

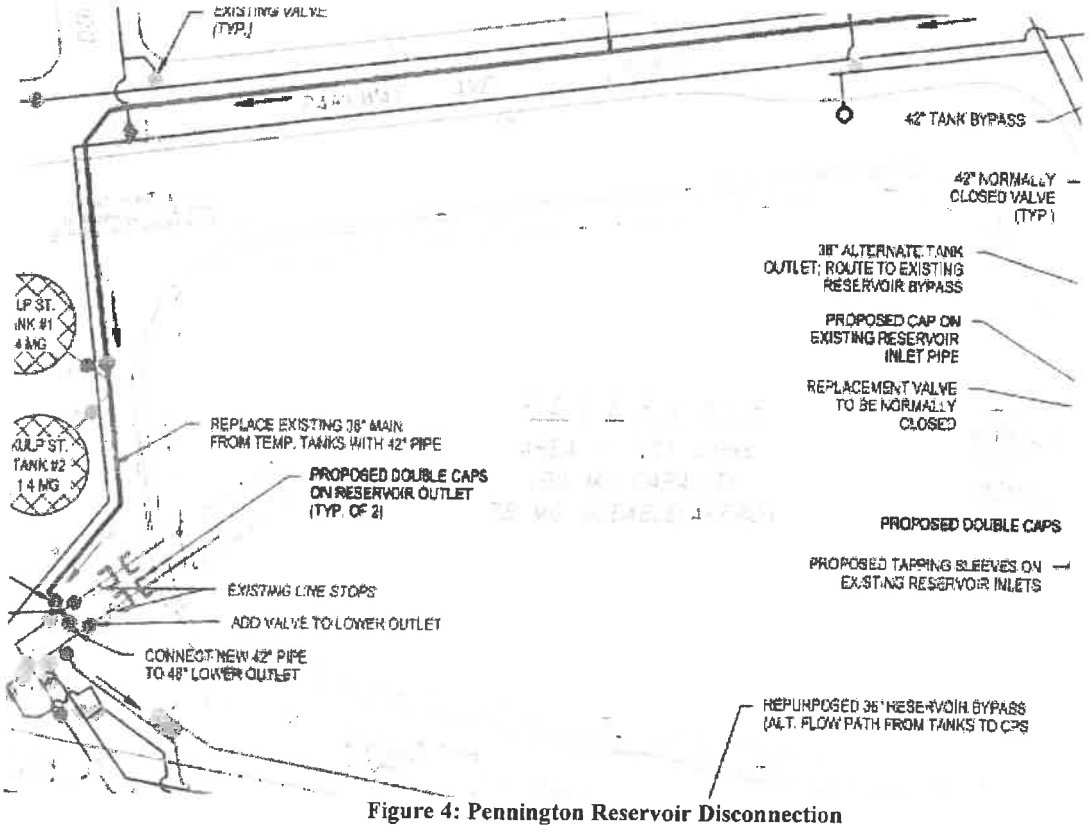

Figure 4: Pennington Reservoir Disconnection

Pressure Reducing Stations:

To increase the emergency response time during plant outages and to provide a redundant source fo supply to the Gravity Zone under emergency or low-pressure conditions, TWW plans to install six pressure reducing valve (PRV) stations along the High Service Gradient and Gravity Zone Border. The location of each PRV station has been determined based on a recent hydraulic analysis of the system. Proposed PRV locations are provided are identified in the table below and shown on a map provided in Appendix A of this report. Valve, piping, and appurtenances will be required to connection each station to the distribution system.

Table 1: Proposed PRV Locations

ID #	PRV Street Location	PRV Elev (ft)	Range of Upstream Pressures (psi)	Expected Range of Downstream Pressures (psi)	PRV Max. Flow (MGD)	PRV Pipe Diameter (in)
PRV-12	Parkside Ave/North of D&R Feeder	46	80-40	45-40	0.5	6
PRV-14	S. Clinton Ave, N of Hamilton Ave	44	81-50	49-32	2.5	12
PRV-15	S. Clinton Ave, S of Elmer Street	46	80-50	49-32	2.5	12
PRV-16	S. Broad St & Chestnut Ave.	56	76-45	45-25	2.5	12
PRV-17	S. Broad St & Liberty St	53	77-43	46-26	2.5	12
PRV-18	Lalor St & Liberty St	46	80-43	49-29	2.5	12

C. Anticipated Schedule

The anticipated project schedule is provided in Appendix A.

II. SCOPE OF WORK

The following details the scope of work to be performed by the Proposer:

Task 1: Design/Permitting Services (Phase 1 Off-site Water Distribution Improvements):

a. Data Collection and Document Review: Perform site visitation, data collection and historical document review to assist in the execution of the design.

b. Design Memorandum: Prepare and submit a design memorandum. The Design Memorandum must include project design data which will be utilized in the development of drawings and specifications. This would include quantities, capacities, rates, materials and all other pertinent design criteria for each specific section presented in the Design Scope. The Consultant shall convey their logic in sizing facilities and selecting equipment, when applicable. Provide in the memorandum a discussion on the anticipated construction sequencing as well as a planning level construction cost estimate for the proposed improvements.

The Consultant shall add additional information to the memorandum when appropriate to ensure that all critical design parameters/issues are reviewed and agreed to by TWW. It will be necessary for the Consultant to interface closely with TWW in developing the Design Memorandum.

c. Plans/Specs: Provide detailed design and technical specifications for the project at 30%, 60% and 95% design. Design efforts shall include all necessary disciplines including, but not limited to, civil/site, structural, architectural, mechanical, instrumentation and control and electrical. Incorporate Trenton Water Works' comments into the final plans and specifications.

Proposers shall assume the following bid document sets will be necessary for Task 1:

- Bid for Transmission Main and Fittings (Procurement Only)
- Bid for Water Distribution System Improvements at the Pennington Reservoir (includes reservoir disconnection)
- Bid for Furnishing and Installation of Pressure Reducing Station

d. Permitting: Identify, prepare, and submit all required permits. Engineer shall pay for all application and permit fees and will be reimbursed by the Owner at their direct cost without markup. Permit fees shall be excluded from the proposal fee.

e. New Jersey Water Bank Application/Support: TWW intends to seek NJiBank funding for this project. Prepare and submit loan application documents to the NJiBank for the work and provide loan closing assistance. Provide loan support throughout the course of the project. Assume this work will be funded through a supplementary loan for the Pennington Reservoir Replacement Project. NJiBank funding will be sought after only for the Bid for Water Distribution System Improvements at the Pennington Reservoir.

f. Design Phase Meetings: Consultant shall coordinate and attend a kickoff meeting and design review meetings at 30%, 60% and 95% design. Assume meetings will be held at TWW's Filtration Plant.

Task 2: Bid Services (Phase 1 Off-site Water Distribution Improvements):

a. Provide for up to 15 copies of final plans and specifications with all applicable TWW documents incorporated and coordinate bid solicitation with the City of Trenton's Purchasing Agent, as needed.

b. Provide written responses to all properly submitted questions or requests for clarifications submitted by prospective bidders. Review all bids found non-defective by the City of Trenton and evaluate bidder's experience, ability to perform work and any other relevant aspect of bid.

c. Prepare pre-bid meeting agenda, attend pre-bid meeting and prepared meeting minutes.

d. Provide bid addenda documentation, as required.

e. Prepare a bid report that includes a summary of bids and the results of the review and evaluation noted above. Issue a formal recommendation to award memo to TWW.

f. Under Task 2, Proposers shall offer a line-item pricing for each of the three bid packages referenced in Tasks 1c above. Proposers shall assume that the Bid for Transmission Main and Fittings (Procurement Only) and the Bid for Furnishing and Installation of Pressure Reducing Stations will be funded via conventional municipal bonds (not NJiBank funding). That the scope of services outlined in Task 2 (a-e) above will be provided for each bid referenced herein.

Task 3: Construction Phase Engineering Services for Phase 1 Off-site Water Distribution Improvements (Task 3A) and Construction Phase Engineering Services for the Prospect St Water Storage Tank Project (Task 3B)

a. Provide construction period services, including but not necessarily limited to, review of shop drawings, review and validation of contractor payment requests, preparation of construction activity summary reports; scheduling, attending and providing agenda and meeting minutes for a pre-construction meeting (2 total) and monthly progress meetings; general assistance of permit applications prepared by the Contractor, evaluating contractor requests for change orders and, if determined to be required

after review by duly authorized Trenton Water Works personnel, preparing the necessary documents to process the change order request.

b. Provide daily, full-time resident engineering/inspection services to evaluate and document Contractor's methods and workmanship in conformance with the contract. For purposes of this proposal, firms shall assume the construction phase for the Phase 1 Water Storage Tank Project construction contract will be finalized in August 2023 and the project will be fully completed by April 2026.

The Phase 1 Off-site Water Distribution Improvements will be completed within a lesser duration, but within the tank construction period. As a cost savings measure, TWW is open to the concept of having the resident engineer preside over both the tank and distribution work around the reservoir, however, a dedicated resident engineer will be required for the oversight of the pressure reducing station installations.

Assume an on-site Resident Engineers Office will be provided by the Contractor.

c. Furnish 5 final hardcopies of the operations manual, maintenance manual, and SOP's. Also furnish one electronic set that includes a PDF of all documents.

d. Furnish 5 final hardcopy "As-Built" drawings, a PDF version, and an AutoCAD LT 2009 (or older) version. Bid document utility drawing will be provided in AutoCAD format upon request.

e. In the fee proposal, consultants shall provide separate cost breakdowns for the Phase 1 Off-site Water Distribution Improvements and Phase 1 Water Storage Tank Projects, separately.

Task 4: TWW Operational Materials and Support

Provide the following engineering services in preparation for the Phase 1 completion:

1. Review and revise TWW's 82-page Emergency Response Plan to account for all new infrastructure that is planned under the Phase 1 Pennington Reservoir Replacement Project (see the Introduction Section of the RFP for Phase 1 Project descriptions)

2. Review and revise up to five (5) Standard Operating Procedure to assist TWW Operations upon completion of the Phase 1 projects (including the Pennington Water Storage Reservoir Protocol). Provide up to two new standard operating procedures, as may be required.

3. Provide TWW Operations training on the emergency response plan revisions and revised/new standard operating procedures (min of six 2-hr training sessions required).

Task 5: Allowance

Proposers shall provide an allowance in the amount of $120,000 for unforeseen and miscellaneous services, as requested by TWW.

Scope Clarifications:

1. Due to site constraints, the tank construction at 942 Prospect St will be staggered. This will extend the construction schedule which is reflected in timelines presented in the schedule provided in Appendix A.

2. Recent survey information of the 942 Prospect St site and adjacent roadways has recently been performed. The survey limits of this mapping are generally shown on Figure 2 below and are included in the plans provided in the Appendix. AutoCAD files showing the survey information will be provided to the selected firm to assist in the design. Proposers shall provide updated survey plans prepared by a NJ licensed surveyor.

3. Hydraulic modeling for system performance at the PRVs and for sizing of the pipelines will be performed by TWW.

4. Condition assessment of the Pennington Reservoir by-pass line is not required under this scope of work.

5. Geotechnical borings are not required but may be applied to Task 5: Allowance in the event additional borings is deemed necessary by TWW.

III. DELIVERABLES

All deliverables are the property of TWW and may be edited by TWW for future use. In addition:

- All drawings shall be provided to TWW in pdf and AutoCAD format.
- All reports shall be provided in TWW in pdf and Word, or other editable format.
- Distribution system layout and asset information shall be provided in ArcGIS format.

IV. PROPOSAL FORMAT AND CONTENT

Firms shall submit their proposals in accordance with the following:

1. **Cover Letter** - a brief cover letter summarizing the key points of the firm's proposal.

2. **Project Objectives** - a general description of the firm's approach to providing the services required for each part of the work. Consultants shall identify creative approaches that may be implemented to optimize the Tank's operation and to ensure that the chlorine residual is maintained as well as cycling the water.

3. **Project organization and management** - including the following:
    1. A brief narrative describing the proposed project management plan, including a description of the respective functions of all team members.
    2. An outline of the project staffing plan indicating the level of personnel to be involved in the project, their roles and the person designated as project manager.
    3. A statement specifying the involvement of key personnel included in the organization chart.

4. **Project work program and flow chart** - a detailed description and discussion of the firm's proposal for addressing the work in each part of the project including a discussion of any substantive or innovative ideas used by the firm on similar projects and any suggestions that the firm believes will result in lower costs or reduced schedule without loss of quality. The proposal shall specify any materials that the TWW will be expected to provide and any tasks the respondent believes that the TWW must carry out for the work to successfully take place.

5. **Implementation schedule** - a schedule showing the amount of time allotted to complete the
work required.

6. **Staffing plan and resumes** - a discussion of the qualifications of all professional staff members who will work on the project and resumes for each staff member showing pertinent work experience.

7. **Recent experience and credentials of the firm** - a discussion of recent relevant experience with similar projects including a brief description of company assignments of similar studies or projects.

8. **Fee Proposal** - All work shall be performed on a not-to-exceed basis. Proposal fee table shall provide a breakdown of the costs by task/subtask, specifying labor title, estimated hours, hourly rate and direct expenses. Work proposed by the Firm that is above and beyond the scope of work requested shall be clearly defined and estimated in the proposal and proposal fee table. The fee proposal shall be included in the technical proposal package. Provide an additional copy of the Fee Proposal separate from the technical proposal package for use by City Purchasing.

9. **Reference list** – Provide a minimum of three references where similar tank construction services were performed, and three additional references of distribution upgrades of similar size have been performed. Include the location, the year of construction, the task, general scope of work, contact person, contact telephone, and email address.

V. SITE VISIT

Firms are encouraged to attend the **pre-proposal meeting** and **site tour** on **FRIDAY, NOVEMBER 4, 2022, AT 10 AM**. Firms will meet at the TWW Administrative Office at 333 Cortland Street, Trenton, NJ. In accordance with City of Trenton COVID-19 policy, masks shall be worn, and social distancing shall be maintained while inside City buildings. Each firm shall provide their own transportation between locations.

VI. QUESTIONS

The deadline for questions must be submitted in writing to is **NOVEMBER 18, 2022.** igarcia@trentonnj.org.

VII. TYPE OF CONTRACT

The contract will be in the form of a professional services contract executed between the City of Trenton and the selected firm.

VIII. PROPOSAL EVALUATION

Basis of Proposal Evaluation

Technical approach and creativity – **30%**
Relevant corporate experience – **10%**
Qualifications of the project team – **30%**
Fee – **30%**

Submission requirements and Selection Criteria

The city shall make its selection based on the evaluation criteria. Proposers may be required to come into the City of Trenton, Department of Water and Sewer for additional questioning if needed. If need to, Proposers **will be** notified in writing.

IX. DIRECTIONS FOR SUBMITTAL

Firms shall submit one (1) original signed copy with an original signature and five (5) additional copies; and one (1) electronic copy of their proposals (**on a DVD or thumb drive**) in a sealed envelope. Respondents shall deliver sealed proposals **prior to 11:00 A.M. on November 29, 2022**, to the City of Trenton, Division of Purchasing, First Floor, City Hall Annex, 319 East State Street, Trenton, New Jersey 08608 attention: **Isabel C. Garcia, QPA, Purchasing Agent**.

CONTRACT AWARD

Upon opening proposals, pricing shall remain firm for a period of sixty (60) calendar days. In the event that 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 willing to hold the pricing consideration beyond sixty days or until the contract is awarded.

☐ Check here if not willing to hold the pricing consideration beyond sixty days or until the contract is awarded.

Gerard M. Spiesbach

AUTHORIZED SIGNATURE Gerard M. Spiesbach