

# RESOLUTION

No.

24-406

Date of Adoption

SEP 19 2024

Approved as to Form and Legality

Factual content certified by

WESLEY BRIDGES, ESQ. CITY ATTORNEY

SEAN SEMPLE, DIRECTOR OF WATER AND SEWER

Councilman/woman

presents the following Resolution:

SPONSORED BY:

**RESOLUTION AWARDING A COMPETITIVE CONTRACTING REQUEST FOR PROPOSAL THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44 A-20.4 ET SEQ TO CME ASSOCIATES, FOR DESIGN, BIDDING, AND CONSTRUCTION PHASE ENGINEERING SERVICES FOR ELECTRICAL IMPROVEMENTS AT THE TRENTON WATER FILTRATION PLANT FOR A PERIOD OF THREE (3) YEARS FROM DATE OF AWARD IN AN AMOUNT NOT TO EXCEED \$436,383.00 – CC2024-03**

**WHEREAS**, a request for competitive contracting request for proposal was advertised in accordance with N.J.S.A. 19:44A-20.4 et seq, and two (2) proposals were received on July 18, 2024 at 11:00am in the Division of Purchasing; by the Purchasing Agent and were evaluated by the evaluation committee based on criteria that included, experience, understanding of requirements and cost; and

**WHEREAS**, the City of Trenton, Department of Water and Sewer, Trenton Water Works, has a need for Design, Bidding, and Construction Phase Engineering Services for Electrical Improvements at the Trenton Water Filtration Plant for a period of three (3) years; and

**WHEREAS**, The Water Filtration Plant (WFP) provides an average daily demand of 28 MGD drinking water to Trentonians and nearby townships served by the TWW distribution system. The WFP, originally constructed in 1914, has seen few electrical improvements over the years, the most recent being the Pre-Treatment & Facilities Improvements Project, which was completed in 2011. Key elements to the WFP are the four (4) 700 horsepower high service pumps which operate off three (3) 4.16 kV Variable Frequency Drives (VFDs). The VFDs need replacement and each pump should have its own dedicated VFD unit; and

**WHEREAS**, A recently completed (October 2023) electrical improvement study determined that electrical upgrades to WFP are essential to eliminate brownout issues which the WFP constantly faces. TWW anticipates that the remaining NJ Infrastructure Bank (I-Bank) funding, approximately \$8 million from the Reservoir Cover Project, can be utilized to cover the design, bidding, and construction phases of this project; and

**WHEREAS**, the proposal of CME Associates, 1460 Route 9 South, Howell, New Jersey 07731 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 \$436,383.00 have been certified to be available in the following account number: C-06-10-55-034X-342, for a period of three (3) years from date of award; and

**NOW THEREFORE IT IS RESOLVED**, by the City Council of Trenton that the Mayor is hereby authorized to execute a contract with CME Associates, 1460 Route 9 Sout, Howell, New Jersey 07731 in an amount not to exceed \$436,383.00 for Design, Bidding, and Construction Phase Engineering Services for Electrical Improvements at the Trenton Water Filtration Plant, for the City of Trenton, Department of Water and Sewer, Trenton Water Works, for a period of three (3) years for the said purposes in the manner prescribed by law;

1. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A. 40A:11-5.
2. A Notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk's Office.

MOTION: <i>Frisky</i>					SECOND: <i>Gonzalez</i>				
	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
EDWARDS	✓				GONZALEZ	✓			
FIGUEROA	✓				HARRISON	✓			
KETTENBURG	✓				WILLIAMS	✓			
FRISBY	✓								

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

SEP 19 2024

*Christopher J. Frisky*  
President of Council

*Joseph J. Gonzalez*  
City Clerk

**CONTRACT**  
**COMPETITIVE CONTRACTING REQUEST FOR PROPOSAL**  
**CC2024-03**

**RESOLUTION NO.#24-406**

**DESIGN, BIDDING, AND CONSTRUCTION PHASE ENGINEERING SERVICES FOR ELECTRICAL IMPROVEMENTS AT THE TRENTON WATER FILTRATION PLANT AWARDED TO CME ASSOCIATES**

**THIS CONTRACT**, made this 20<sup>TH</sup> day of **SEPTEMBER 2024** 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 **CME ASSOCIATES, 1460 ROUTE 9 SOUTH, HOWELL, NJ 07731** ("CONTRACTOR")

**WHEREAS**, the City has a need to for **DESIGN, BIDDING, AND CONSTRUCTION PHASE ENGINEERING SERVICES FOR ELECTRICAL IMPROVEMENTS AT THE TRENTON WATER FILTRATION PLANT** for the City of Trenton, Department of Water and Sewer, Trenton Water Works.

**WHEREAS**, Contractor agrees to provide **DESIGN, BIDDING, AND CONSTRUCTION PHASE ENGINEERING SERVICES FOR ELECTRICAL IMPROVEMENTS AT THE TRENTON WATER FILTRATION PLANT** 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 **CME ASSOCIATES, 1460 ROUTE 9 SOUTH, HOWELL, NJ 07731** hereinafter set forth at the request of and under the general supervision for the City of Trenton, Department of Water and Sewer, Trenton Water Works.

**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 three (3) years from **SEPTEMBER 20, 2024, TO SEPTEMBER 19, 2027**, in an amount not to exceed of \$436,383.00 for the three (3) years.

**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 #24-406** 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. The 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. Contractor will 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.

- 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. The contractor will conform to these employment goals consistent with statutes and court decisions of the State of New Jersey, and applicable Federal law and Federal court decisions.
- h. The 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. The 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

  
CME ASSOCIATES  
1460 ROUTE 9 SOUTH  
HOWELL, NJ 07731

GREGORY R. LAVES, EXEC. V.P.

Seal: \_\_\_\_\_

Attest: 

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

ATTEST:

  
BRANDON L. GARCIA  
MUNICIPAL CLERK

DATE

12/5/24

CITY OF TRENTON

  
W. REED GUSCORA  
MAYOR

DATE

11.27.24

11/13/24

DATE



AT TRENTON WATER FILTRATION PLANT

CITY OF TRENTON, NJ

COST PROPOSAL

DESCRIPTION	Principal	Project	Project	Chief Construction	Professional	Design	Subtotal
	In Charge	Manager	Leader	Engineer	Engineer	Engineer	
ation, Schedule Updates, payment review)	2	32			14	172	220
ounds, Preliminary Plans, )		80			288	156	524
Initial Specifications, Contract Requirements and Procurement Requirements	2	46			150	160	358
se)		20			50	30	100
		20				20	80
s (RFCs, RfIs, Construction activities and meetings)		114	250	500	100	55	1019
TOTAL HOURS	4	312	250	500	642	593	2301
RATE	\$ 204.00	\$ 199.00	\$ 198.00	\$ 164.00	\$ 196.00	\$ 179.00	
ENGINEERING FEES	\$ 816.00	\$ 62,088.00	\$ 49,500.00	\$ 82,000.00	\$ 125,832.00	\$ 106,147.00	\$ 426,383.00

TOTAL DIRECT FEES: \$ 426,383.00

ALLOWANCE \$ 60,000.00

TOTAL NOT TO EXCEED FEE: \$ 486,383.00

IONS, AND EXCLUSIONS:

nds from the available PDF's or scans provided by The City of Trenton.

tion in the proposal and our site visit that space exists within existing buildings for new electrical rooms, as required by this project. Such building design work of all disciplines will be included in the base cost. If building expansion work is al, civil, and structural engineering for the building expansion is not included in this proposal and will be considered as additional services. This will be determined upon acceptance of the BOD report.

port, the existing 2 MW generator may be of insufficient capacity to carry peak load. CME will discuss this in the feasibility phase and BOD Report. Load shedding may be an option to address this. The expansion of the generator system, if oject.

**CC2024-03**

**REQUEST FOR COMPETITIVE CONTRACTING REQUEST FOR PROPOSAL  
FOR ENGINEERING SERVICES FOR DESIGN,  
BIDDING, AND CONSTRUCTION SUPERVISION OF  
ELECTRICAL IMPROVEMENTS AT THE TRENTON WATER FILTRATION PLANT**

**I. INTRODUCTION**

**A. Purpose of the Request for Competitive Contracting Request for Proposal  
for Engineering Services**

The City of Trenton is soliciting sealed proposals through a competitive contracting process from qualified companies (the "Firm" or "Firms") to provide professional engineering services for electrical improvements to the Trenton Water Filtration Plant, as described in the scope of work defined below. The service includes engineering design, bidding assistance and construction supervision.

The project area is the Water Filtration Plant (WFP) located on Route 29 South near Calhoun St. Bridge in Trenton, NJ. The primary goal of this project described herein is to provide engineering design services which define electrical improvements aimed to limit utility power interruptions, provide redundancy and system reliability.

**B. Background**

Trenton Water Works (TWW) is a Division within the City of Trenton's Department of Water and Sewer. TWW provides service to approximately 217,000 people in the City of Trenton as well as portions of Ewing, Hamilton, Hopewell, and Lawrence Townships. The WFP is critical to the treatment of potable water which services these communities. The WFP has experienced numerous utility power sags and brownouts, which has greatly affected the plant operations and reliability. The WFP, originally constructed in 1914, has seen few electrical improvements over the years, the most recent being the Pre-Treatment & Facilities Improvements Project, which was completed in 2011. One of the key elements to the TWW WFP are the four (4) 700 horsepower high service pumps which operate off three (3) 4.16 kV Variable Frequency Drives (VFDs), whereas the VFDs are in need of replacement and each pump should have its own respective VFD unit.

**II. SCOPE OF WORK**

Trenton Water Works is seeking qualified engineering consulting firm (the "Engineer") to submit proposals to provide the necessary professional engineering and architectural services to improve the electrical elements at the WFP, as defined herein.



1. Coordination with TWW staff and WFP operators.
2. Assist TWW with obtaining project funding through the New Jersey Infrastructure Bank (NJIB), whereas the proposer will be responsible for coordinating with NJIB/NJDEP, submitting necessary applications and documentation necessary to NJIB to secure funding on behalf of TWW.
3. Replacement of the existing 4.16 kV Main Switchgear (600A, 3-wire, Square D Solenarc, Year 1999). Refer to Figure 1 - Existing 4.16 kV Main Switchgear Schematic Diagram. The new 4.16 kV Switchgear shall have the medium voltage metal-clad, draw-out, main-tie-tie-main configuration, vacuum breakers type, with protective relays, modern advanced metering, UL listed to IEEE C37.20.2 (IEEE Standard for Metal-Clad Switchgear) with the following features:
  - a. Automatic power transfer from the normal utility side to the standby utility side breaker upon normal utility power loss.
  - b. Connection to the existing 4.16 kV 2000 kW standby generator to provide backup power to the Main Switchgear when both utility feeders are lost. Provide reverse power protection relay in the Main Switchgear to prevent exporting generator power to the utility network. The existing generator shall automatically turn on and power the new Main Switchgear upon utility power loss for both utility service lines.
  - c. A breaker to connect to an outdoor 4.16 kV connection box/switchgear for a portable roll-up generator.
  - d. Redundant DC power, i.e. double battery.
  - e. Electrical power management system and open communication protocols.
  - f. A remote HMI (Human-Machine Interface) station to be outside of the new Main Switchgear arc-flash zone to allow the qualified plant operators to manually operate the new Main Switchgear breakers.
  - g. The new Main Switchgear shall have an advanced power monitoring module and feature to be able to provide the common electrical power information including the electrical voltage, current, frequency, power demand (kW), power usage (kWH), voltage sags, and status of each all breakers. This power monitoring module shall be capable of connecting and transfer data/graphics to the existing plant SCADA. The new Main Switchgear shall not allow any remote control from the existing plant SCADA, other than the local remote HMI Station.
  - h. Meet the requirements of PSE&G, the public utility company, as the main electrical service equipment of the entire WFP.
4. Modification to the existing 4.16 kV Switchgear SG-1 to transfer the existing emergency generator power feed from Switchgear SG-1 to the new Main Switchgear. Currently, the existing emergency generator starts upon utility

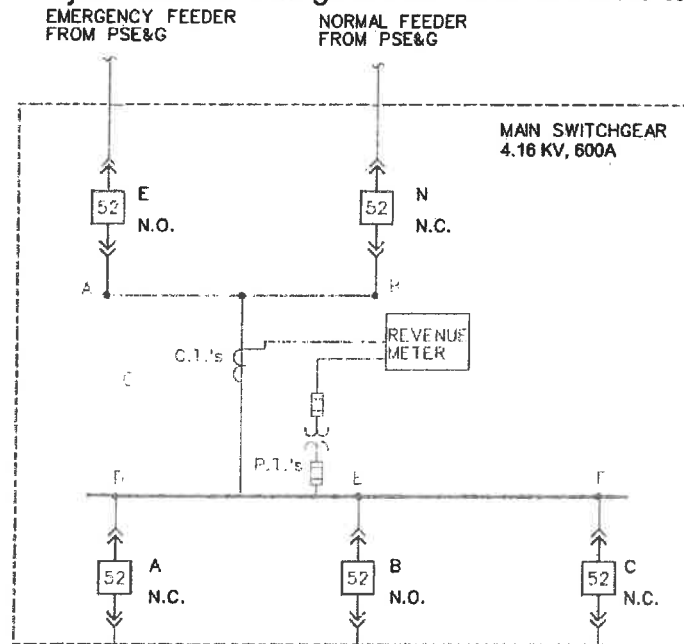
power loss, but the power transfer requires manual operation of the Main Switchgear and Switchgear SG-1.

5. A new 4.16 kV 600A connection box/switchgear for a portable roll-up generator.
6. Replacement of all 4.16 kV 700 HP high service pump VFDs. The new VFDs shall have auto restart features and be able to ride-through momentary utility sags (e.g. 0.1 seconds or less, dropping to certain percentage of voltage). Each of the four (4) high service pumps shall have its own VFD. The new VFDs shall have harmonic mitigation features.
7. The Engineer shall make every effort to fit all new equipment into the existing plant with the understanding that the plant space is limited.
  - a. The Engineer shall anticipate the potential need to design new electrical room(s), or adequate areas, to accommodate the new Main Switchgear and 4.16 kV VFDs. Provide all necessary architectural and engineering (e.g. structural, MEPF) design services associated with the new room(s).
8. The WFP is a 24-hour critical facility to the City of Trenton, so it is extremely important that the Engineer design temporary power switchover in a sequence of construction to minimize the impact to the entire facility.
9. The design shall be in compliance with the New Jersey State Uniform Construction Code (NJAC 5:23), including but not limited to the New Jersey State International Building Code (NJ IBC) and NFPA 70 National Electrical Code. All design documents including the drawings and specifications shall be signed and sealed by NJ licensed professional engineers and architects for public bids, permits, and construction purposes.
10. Provide 30% conceptual design, 60% and final (100%) design milestone deliverables.
  - a. The 30% design milestone shall include a conceptual report which shall be presented in a design workshop.
  - b. A site meeting following each milestone with TWW and WFP operators shall be scheduled and attended by the design engineer.
  - c. Record drawings of the project based on contractor provided red-line to document contractor as-built during construction.

### **III. AVAILABLE PROJECT INFORMATION**

For reference, an electrical power reliability study of the WFP was conducted by PS&S and findings and recommendations of that evaluation are detailed within a report entitled "Water Filtration Plant Electrical Power Reliability Study" dated 10/30/2023. In addition, the most recent arc flash study was performed in Feb

2023. 2011 Pre-Treatment & Facilities Improvements Project has the most recent electrical upgrades of the plant. The 2023 Electrical Power Reliability Study Report, 2023 Arc Flash Study Reports, 2011 Pre-Treatment & Facilities Improvements Project record drawings will be made available to the consultant



who wins the design contract. However, these reports and record drawings shall be utilized as reference only and the engineering consultant ("Consultant") shall assume the completely responsible charge of all design services associated with the improvement project.

Existing 4.16 kV Main Switchgear Schematic Diagram

#### IV. CONSULTANT SCOPE OF SERVICES

##### 1. Task 1 – Kickoff Meeting

Upon receipt of Notice to Proceed, the Consultant shall prepare for and attend one (1) kick-off/pre-design meeting prior to the commencement of work with the Owner, Owner's Representative and other parties as required including subcontractors and representatives of relevant City Departments. The kick-off meeting shall be used to review the Constant Scope of Services, determine project goals and requirements, update project schedule, coordinate efforts, review payment procedures and set communication protocols. The Consultant shall take notes at the meeting and submit a draft memo documenting all items discussed to the Owner's Representative for review and comment. The Consultant shall then incorporate all comments provided into a final memo and redistribute.

## **2. Task 2 – Preliminary Design**

Consultant shall provide a 30% conceptual design package to TWW which shall include basis of design report, preliminary sketches and equipment catalog information. The 30% design report shall be submitted to TWW and then presented and reviewed together during the design workshop meeting scheduled shortly thereafter.

Consultant shall provide the 60% preliminary design development package including the preliminary design drawings, technical specifications, construction cost estimate. At minimum, the design drawings shall include vicinity map, site plan, floor plans, equipment layouts, equipment elevations, detailed one-line diagrams, control schematics, wire and conduit schedule, and all necessary details. Technical specifications shall be organized using the latest Construction Specifications Institute (CSI) Manual of Practice and Master Format Master List of Titles and Numbers for the Construction Industry.

## **3. Task 3 – Final Design**

Upon approval by Owner of the 60% design development package, the Consultant shall address comments from Owner and progress the documents to the final design milestone. The Consultant shall provide TWW final drawings, technical specifications, and contracting requirements ("Contract Documents") to be publicly bid by TWW.

Due to the critical nature of the WFP operation, a detailed sequence of activities shall be defined and shared with operation staff. The Consultant shall determine using all reasonably attainable non-invasive means, the location of all utilities that may impact work on the site including water, sewer, electric, natural gas, telephone, cable, and all others and specify locations on the construction plans. The construction contractor shall be solely responsible for field locating and protecting all utilities.

The Contract Documents, together with all procurement requirements of the State of New Jersey and the City of Trenton, constitute the complete set of Construction Documents. Procurement requirements will be provided by the Owner for inclusion in the Construction Documents.

The Construction Documents shall be revised as necessary to include any pre-contract revisions and addenda. The Construction Documents shall consist of drawings, technical specifications, contract requirements and procurement requirements and shall be prepared in conformance with the requirements of the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.).

#### **4. Task 4 – NJIB Funding**

The Consultant shall provide assistance and engineering services as required to obtain New Jersey Infrastructure Bank (NJIB) project funding on behalf of TWW. The Consultant shall prepare and file, via H2Loans, the necessary documents to the New Jersey Infrastructure Bank (NJIB). The Consultant shall obtain the Authorization to Advertise, prior to bidding the project, and obtain the subsequent Authorization to Award following review of the received bids.

**The Consultant shall coordinate and attend necessary meetings with TWW officials and NJDEP/NJIB staff as required.**

#### **5. Task 5 – Assistance with Bidding**

Following written approval by the Owner of the 100% Construction Documents the Consultant shall provide an electronic version and up to ten (10) printed/sealed sets of reproducible Construction Documents (complete drawing sets and specifications) to the Owner for use in distributing documents to the bidders. The Consultant shall provide cover-to-cover electronic PDF files of the drawings sets and specifications to the Owner's Representative via e-mail or FTP download.

The Consultant shall prepare for and attend one (1) pre-bid conference with bid respondents at the WFP.

The Consultant shall provide written responses to questions from bid respondents regarding the Consultant designs and prepare up to one (1) addendum for the bid document for distribution by the Owner.

#### **6. Task 6 – Construction Phase Engineering Services**

##### **a. Construction Period Services:**

Provide construction period services. Such service include but shall not be necessarily limited to, shop drawings review, respond to contractor's request for information (RFIs) and request for clarifications (RFCs), contractor payment requisitions review and validation, preparation of construction activity summary reports, scheduling, attending and providing agenda and meeting minutes for a pre-construction meetings (total 2 meetings are expected) and monthly progress meetings; contractor change orders (COs) evaluation, if determined to be required after review by duly authorized Trenton Water Works personnel, preparing the necessary documents to process the change order request, if required.

##### **b. Resident Engineering/Inspection Services:**

Provide daily resident engineering/inspection services to evaluate and

document Contractor's methods and workmanship in conformance with the contract and as mandated by the NJIBank, the funding agency. For the purposes of this proposal, firms are to allocate a total of 500 hrs. for resident inspection services. Additional hours will require pre-approval from TWW as deemed necessary.

- c. **Operation and Maintenance Manual:**  
The contract document shall include five (5) final copies of the operations manual, maintenance manual, and SOP's to be furnished by the Contractor, which includes one set of electronic copies of all PDF files.
- d. **Training:**  
The contract document shall include two training sessions for major equipment to be provided by the Contractor. The training shall include copies of handouts for participants and hand on training at the Plant. All training material shall be included in the O&M Manuals and will be owned by TWW.
- e. **As-Build/Record Drawings:**  
The selected contractor to furnish 5 final hardcopy "As-Built" drawings, a PDF version, and an AutoCAD LT 2009 (or the latest) version. Bid document utility drawing will be provided in AutoCAD format upon request.
- f. **Allowance:**  
Include an allowance of \$60,000 (sixty thousand) for unforeseen and miscellaneous services, and/or services as requested by TWW that are outside of the tasks discussed above. The amount shall be used to cover such services in the event TWW finds services deemed necessary.

## **V. DELIVERABLES**

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

- a. All drawings shall be provided to TWW in pdf and AutoCAD format (CADVs. 2021)
- b. All reports shall be provided in TWW in pdf and Word, or other editable format acceptable to TWW.
- c. Distribution system layout and asset information shall be provided in ArcGIS format.



## **VI. PROPOSAL FORMAT AND CONTENT**

Firms shall submit their proposals (not to exceed fifty pages) 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 design approach.
3. Project organization and management - including the following:
  - A brief narrative describing the proposed project management plan, including a description of the respective functions of all team members.
  - 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.
  - 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 City will be expected to provide and any tasks the respondent believes that the City 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. The 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.

9. Reference list – Provide a minimum of three references where similar water filtration plant upgrades of similar size and nature have been performed. Include the location, the years, the task, the scope of the services provided by the consultant, contact person, contact telephone, and email address.

## **VII. NON-MANDATORY PRE-PROPOSAL PROPOSAL MEETING**

Firms are encouraged to attend the pre-proposal meeting and site tour on **Wednesday, June 20, 2024, at 9:00AM**. Firms will meet at the TWW Administrative Office at 333 Cortland Street, Trenton, NJ, 08638 for general briefing and drive to the Water Filtration Plant for a site tour.

**Each firm shall provide their own transportation between locations.**

## **VIII. QUESTIONS**

The deadline for questions pertaining to this Competitive Contracting Request for Proposal is **June 26, 2024**. The City of Trenton **is not** obligated to answer any questions past the deadline date and time.

Questions **must** be submitted in writing to [igarcia@trentonnj.org](mailto:igarcia@trentonnj.org)

If required, an addendum will be issued and posted on the City of Trenton's Procurement Website and the Trenton Times.

## **IX. 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 for a period of **THREE (3) YEARS**, from the date of execution.

## **X. PROPOSAL EVALUATION**

### **1. Basis of Proposal Evaluation Criteria**

- |                                       |            |
|---------------------------------------|------------|
| • Technical approach and creativity:  | <b>30%</b> |
| • Relevant corporate experience:      | <b>10%</b> |
| • Qualifications of the project team: | <b>30%</b> |
| • Fee:                                | <b>30%</b> |

### **2. Submission requirements and Selection Criteria**

The city may make its selection based on the proposals received or may invite firms to make presentations to a selection committee. This proposal is a professional service contract, and under the provisions of the New Jersey Local Public Contract Law, it need not be awarded to the lowest bidder. The city will make its selection based on evaluation criteria.

**XI. DIRECTIONS FOR SUBMITTAL**

Firms shall submit one (1) original five (5) additional hard copies and one electronic copy on a thumb drive of their proposals in a sealed envelope. Proposers shall deliver proposals prior to **11:00 A.M. on Tuesday, July 9, 2024**, addressed to:

Isabel C. Garcia, QPA, Purchasing Agent  
City of Trenton  
Division of Purchasing  
First Floor  
City Hall Annex  
319 East State Street  
Trenton, New Jersey 08608

Proposers are hereby advised to ensure that they receive a receipt of the delivery of their proposals at the date and time of delivery.