

RFP2025-02B RE-ADVERTISEMENT FOR ENGINEERING REPORT FOR THE DEVELOPMENT, PREPARATION, PRINTING AND MAILING SERVICES OF THE CONSUMER CONFIDENCE REPORT FOR THE DEPARTMENT OF WATER AND SEWER, TRENTON WATER WORKS - VIRTUAL PROPOSAL OPENING DATE JANUARY 24, 2025 AT 11:00AM	
NUMBER OF PROPOSERS:	1
NAME OF PROPOSER	VAN NOTE-HARVEY -DIVISION OF PENNONI ASSOCIATES INC.
ADDRESS	103 COLLEGE ROAD EAST
CITY, STATE, ZIP	PRINCETON, NJ 08540
CONTACT NAME	PETER COOTE, ESQ.
TELEPHONE	215-254-7857
FAX	N/A
E-MAIL	pcoote@pennoni.com
STATEMENT OF OWNERSHIP DISCLOSURE	INCLUDED
EQUAL EMPLOYMENT OPPORTUNITY EXHIBIT A	INCLUDED
REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE	INCLUDED
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA	N/A
NJ BUSINESS REGISTRATION CERTIFICATE	INCLUDED
NON-COLLUSION AFFADAVIT	INCLUDED
AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE	INCLUDED
ETHICS COMPLAINT DISCLOSURE	INCLUDED
DEBARMENT NOTICE	INCLUDED
CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	INCLUDED
PROHIBITED RUSSIA-BELARUS ACTIVITIES & IRAN INVESTMENT ACTIVITIES	INCLUDED
CITY OF TRENTON RESIDENT EMPLOYMENT POLICY	INCLUDED
EIC	CERT# 2919 EXP. 10/15/2027
CERTIFICATE OF INSURANCE	REQUIRED FROM AWARDED PROPOSER
60-DAY EXTENSION COMPLIANCE	YES
PROVIDE PRIORITY EMERGENCY SERVICES	N/A
REFERENCES	INCLUDED
LUMP SUM FEE QUOTED VALID THROUGH JUNE 30, 2025	\$73,500.00
EXCEPTIONS (IF ANY)	YES SEE ATTACHED
FATAL FLAW	NONE



January 24, 2025

CTRNX25001

City of Trenton Department of Water & Sewer – Trenton Water Works

Attn: Ms. Isabel Garcia, QPA

Division of Purchasing

1st Floor

318 East State Street

Trenton, NJ 08608

**RE: RFP 2025-02B Engineering Report for the Development, Preparation, Printing, and Mailing Services Of the Consumer Confidence Report – FEE PROPOSAL
Trenton, NJ**

Dear Ms. Garcia:

We are pleased to submit herewith one original and five copies of our Fee Proposal for the subject project.

In accordance with the Fee Proposal section of the RFP, Van Not-Harvey Associates division of Pennoni Associates (VNHA) proposes as follows for Items 23 through 27:

<u>Task 23</u> Turnaround time in working days from when VNHA first receives the document in electronic form to the time first proof is generated. Use working days to calculate the time.	Thirteen (13) days
<u>Task 24</u> Turnaround time in working days for changes to the proof.	Seven (7) day
<u>Task 25</u> Turnaround time in working days from when VNHA the final go ahead to complete the job and delivery to mailing service. Use working days to calculate the time.	Seven (7) days
<u>Task 26</u> List of electronic format(s) VNHA can receive the document.	CCR document in Microsoft Word format; mailing indicia in Microsoft Excel format.
<u>Task 27</u> Cost of making changes to the final document	One (1) Day. \$0.*

*The zero cost for Task 26 assumes that the final document will be based on minor revisions to the first proof provided by VNHA.

Description	Unit Cost per thousand	Quantity	Final Cost
Cost per thousand to produce the Water Quality Report and deliver it to the Post Office	\$1,139.53	64,500	\$73,500.00

Total cost for Development and Preparation of the RFP			\$73,500.00
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FEE PROPOSAL

Lump Sum to complete tasks listed in the scope necessary to completely satisfy the requirements of Safe Drinking Water Act Amendments regarding the Consumer Confidence Report.	\$66,150.00
All work necessary to completely satisfy the requirements of any Public Notification to completely satisfy NJDEP requirements (to be billed only if the work is authorized by TWW)	\$7,350.00
Grand Total	\$73,500.00

Our Lump Sum Fee is based on the following assumptions, which are part of this proposal:

- A. All items of VNHA Standard Provisions of Agreement (copy attached).
- B. Our fee for this project assumes that the information listed above will be made available to this office upon receipt of a purchase order and not later than March 30, 2024.
- C. Should work be requested which is beyond the scope of services described in our technical proposal, this additional work will be billed on an hourly basis at our Standard Hourly Billing Rates shown on the attached schedule.
- D. Invoices will be submitted for payment monthly for the work performed by VNHA at the time of invoice preparation. All invoices are due upon receipt. Invoices past due by sixty (60) days shall be just cause for suspension of all services by VNHA.
- E. Services rendered will address regulatory requirements in effect on the date of this proposal. Services required by new rules and/or regulations shall be considered additional services.
- F. The preparation of studies or any permit applications, engineering or environmental services not specifically addressed in this proposal are not included.
- G. The lump sum fee quoted for this project is valid without adjustment through July 31, 2023. Fees for additional services performed after that date that are not specifically identified herein will be negotiated to reflect cost of living increases, etc.
- H. Application, public notice, and registered mail notification fees, if required, will be provided by Trenton Water Works.
- I. Publication notices, announcements, or other methods of communicating violations to the public are anticipated to be provided by the city and are excluded from the scope of work.
- J. Unless specifically included in the lump sum fee, printing and copying costs for plans, specifications, contract documents, reports and calculations will be billed as a direct charge and are not included in the fees quoted herein. Billing rates for these reimbursable items will be in accordance with our Standard Hourly Billing Rates.
- K. This proposal assumes that project information will be distributed by regular postal mail. The cost of Express Mail, messenger service, fax transmissions, return receipt certified mail, etc. as requested by the client, or as required by reviewing agencies will be billed as a direct cost and are not included in the fees quoted herein.
- L. Distribution of the CCR via USPS Bulk Mail is included in the scope of work. Mailing indicia is excluded from our Scope and will be provided by TWW's Mailing Service (yet to be determined). Vendor will provide postage fee for the Postmaster.
- M. Should the project be terminated, VNHA will be paid for all services performed up to the termination notice date in accordance with our Standard Provisions of Agreement. Termination of services must be in writing.

We appreciate the opportunity to submit this proposal for your consideration and look forward to assisting you with this project.

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 you are willing to hold the pricing consideration beyond sixty days or until the contract is awarded.

Lump sum fee quoted is valid without adjustment through June 30, 2025

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

AUTHORIZED SIGNATURE


Peter Coote, Esq., Corporate Secretary, General Counsel



Exceptions

Pennoni Associates has reviewed the Request for Proposals and requests the following exceptions:

IV. INSURANCE AND INDEMNIFICATION (Page 22 of the RFP)

C. INDEMNIFICATION. Please revise the Indemnification as follows:

Successful Respondent will indemnify and hold harmless the OWNER from all-claims, suits or actions and damages or costs of every name and description to which the OWNER may be subjected or put by reason of injury to the person or property of another, or the property of the OWNER ~~resulting from~~ *to the extent caused by the Respondent's* negligent acts or omissions on the part of the Respondent's agents, servants or subcontractors in the delivery of materials and supplies, or in the performance of the work under this agreement.

Attached to this Exception Sheet is Page 22 of the RFP with the above referenced exception marked