

RFP2025-12 LEAD LINE INVENTORY ANNUAL COMPLIANCE ENGINEERING AND CONSULTING SERVICES - TWW- VIRTUAL PROPOSAL OPENING  
DATE 4/30/2025 AT 11:00AM

RFP2025-12 LEAD LINE INVENTORY ANNUAL COMPLIANCE ENGINEERING AND CONSULTING SERVICES FOR THE DEPARTMENT OF WATER AND SEWER, TRENTON WATER WORKS VIRTUAL PROPOSAL OPENING APRIL 30, 2025 AT 11:00AM THIS PROCUREMENT IS FOR A PERIOD OF ONE (1) YEAR						
NUMBER OF RESPONDENTS:	6					
NAME OF BIDDER	DE & P TECHNICAL SERVICES, LLC	REMINGTON & VERNICK ENGINEERS	CDM SMITH, INC.	ADAMS, REHMANN & HEGGAN ASSOCIATES, INC.	CELERITY CONSULTING GROUP, LLC	HOPEWORKS
ADDRESS	41 LAKESIDE DRIVE	2059 SPRINGDALE ROAD	110 FIELDCREST AVENUE - 6TH FLOOR	215 BELLEVUE AVEUE - P.O. BOX 579	575 LENNON LANE - SUITE 100	808 MANCET ST.
CITY, STATE, ZIP	MARLTON, NJ 08053	CHERRY HILL, NJ 08003	EDISON, NJ 08837	HAMMNTON, NJ 08037	WALNUT CREEK, CA 94598	CAMDEN, NJ 08102
CONTACT NAME	DR. PATRICK JJEMBA, MBA	LEONARD A. FAIOLA	CHRISTINE A. BALLARD, PE	RICHARD REHMANN	CHRISTOPHER FARLEY	DAN RHOTON
TELEPHONE	856-834-6246	856-795-9595	732-225-7000	609-561-0482	415-652-9799	856-365-4673
FAX	N/A	856-1882	732-225-7851	609-567-8909	N/A	N/A
E-MAIL	<a href="mailto:depservices@outlook.com">depservices@outlook.com</a>	<a href="mailto:Leonard.Faiola@rve.com">Leonard.Faiola@rve.com</a>	<a href="mailto:ballardca@cdmsmith.com">ballardca@cdmsmith.com</a>	<a href="mailto:Rrehm@arh-us.com">Rrehm@arh-us.com</a>	<a href="mailto:cfarley@consultcelerity.com">cfarley@consultcelerity.com</a>	<a href="mailto:dan@hopeworks.org">dan@hopeworks.org</a>
STATEMENT OF OWNERSHIP DISCLOSURE - MANDATORY	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
EQUAL EMPLOYMENT OPPORTUNITY EXHIBIT A	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM NO. 1 ISSUED 4-23-2025	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
NJ BUSINESS REGISTRATION CERTIFICATE	INCLUDED	INCLUDED	INCLUDED	INCLUDED	REQUIRED PRIOR TO AWARD	INCLUDED
NON-COLLUSION AFFADAVIT - MANDATORY	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
ETHICS COMPLAINT DISCLOSURE	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
CERTIFICATION OF NON-DEBARMENT FOR FEDERAL PROJECTS	INCLUDED	INCLUDED	REQUIRED PRIOR TO AWARD	INCLUDED	REQUIRED PRIOR TO AWARD	
CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
PROHIBITED INVESTED ACTIVITIES IN IRAN	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
PROHIBITED INVESTED ACTIVITIES IN RUSSIA & BELARUS	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
CITY OF TRENTON RESIDENT EMPLOYMENT POLICY	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
EIC	CERT#52956 EXP. 9/15/2029	CERT# 61809 EXP. 10/15/2025	CERT#1506 EXP. 6-15-2025	CERT.#4250 EXP. 4/15/2026	REQUIRED FROM AWARDED PROPOSER WITH SIGNED CONTRACTS	CERT#60396 EXP. 1-15-2026
CERTIFICATE OF INSURANCE	REQUIRED FROM AWARDED PROPOSER	REQUIRED FROM AWARDED PROPOSER	REQUIRED FROM AWARDED PROPOSER	REQUIRED FROM AWARDED PROPOSER	REQUIRED FROM AWARDED PROPOSER	REQUIRED FROM AWARDED PROPOSER
60-DAY EXTENSION COMPLIANCE	YES	YES	YES	YES	YES	YES
PROVIDE PRIORITY EMERGENCY SERVICES	N/A	YES	N/A	N/A	N/A	N/A
REFERENCES	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
HOURLY RATE	\$80.00	SEE ATTACHED	SEE ATTACHED	SEE ATTACHED	SEE ATTACHED	SEE ATTACHED
TOTAL AMOUNT FOR ONE YEAR	\$105,732.00	\$142.655.00	\$143,100.00	\$165,840.00	\$176,940.00	\$209,250.00

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EXCEPTIONS (IF ANY)	NONE	NONE	NONE	NONE	NONE	NONE
FATAL FLAW	NONE	NONE	NONE	NONE	NONE	NONE

**TRENTON WATER WORKS**  
**LEAD SERVICE LINE (LSL) INVENTORY - ANNUAL COMPLIANCE SERVICES FOR 2025**

**Man-hour / Fee Estimate**

Description		Principal in Charge	QA/QC Manager	Client Rep	Project Manager / Technical Lead	Senior Project Engineer	Senior Engineering Technician	Engineering Technician	Licensed Operator - Tech Assistance	Senior GIS Operator	Tech Aide	Total
<b>Hourly Rate</b>		<b>\$230</b>	<b>\$225</b>	<b>\$220</b>	<b>\$220</b>	<b>\$210</b>	<b>\$175</b>	<b>\$150</b>	<b>\$220</b>	<b>\$170</b>	<b>\$90</b>	
<b>Task 1 - Collecting and Organizing Service Line Material Data</b>												
1	Collect Data and Organize		1	12	12		16	24			16	81
2	Review Customer Provided Information for Accuracy	1	1		2			16	40		12	72
3	Identify and Fill in Data Gaps							16			8	24
4	ArcGIS Data Review and Compilation					12				30		42
<b>Subtotal Task 1 Hours</b>		<b>1</b>	<b>2</b>	<b>12</b>	<b>14</b>	<b>12</b>	<b>16</b>	<b>56</b>	<b>40</b>	<b>30</b>	<b>36</b>	<b>219</b>
<b>Subtotal Task 1 Fee</b>		<b>\$230</b>	<b>\$450</b>	<b>\$2,640</b>	<b>\$3,080</b>	<b>\$2,520</b>	<b>\$2,800</b>	<b>\$8,400</b>	<b>\$8,800</b>	<b>\$5,100</b>	<b>\$3,240</b>	<b>\$37,260</b>
<b>Task 2 - CWS Lead Service Line Inventory Report</b>												
1	Data Consolidation & Updated Inventory Report		1	4	8		16	8			4	41
2	EN Suite Credentials and Upload			2	4		2	8			4	20
3	Repons to DEP Inquires			2	8			8			4	22
<b>Subtotal Task 2 Hours</b>		<b>0</b>	<b>1</b>	<b>8</b>	<b>20</b>	<b>0</b>	<b>18</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>83</b>
<b>Subtotal Task 2 Fee</b>		<b>\$0</b>	<b>\$225</b>	<b>\$1,760</b>	<b>\$4,400</b>	<b>\$0</b>	<b>\$3,150</b>	<b>\$3,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,080</b>	<b>\$14,215</b>
<b>Task 3 - Annual Lead Service Line Replacement Progress Report</b>												
1	Complete updated Progress Report		1	4	8		16	8			4	41
2	EN Suite Credentials and Upload			1	2		2	4			4	13
3	Repons to DEP Inquires			2	8		8				4	22
<b>Subtotal Task 3 Hours</b>		<b>0</b>	<b>1</b>	<b>7</b>	<b>18</b>	<b>0</b>	<b>26</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>76</b>
<b>Subtotal Task 3 Fee</b>		<b>\$0</b>	<b>\$225</b>	<b>\$1,540</b>	<b>\$3,960</b>	<b>\$0</b>	<b>\$4,550</b>	<b>\$1,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,080</b>	<b>\$13,155</b>
<b>Task 4 - Lead Service Line 7% Replacement Strategy</b>												
1	Identify and Prioritize LSL to be replaced in Q1, Q2 Q3 and Q4 with TWW	1	1	4	8		12	16	8		2	52
2	Prepare NJDEP Form			1	2		2	12			2	19
3	Obtain signatures and upload and respond to NJDEP inquiries			1			2				2	5
<b>Subtotal Task 4 Hours</b>		<b>1</b>	<b>1</b>	<b>6</b>	<b>10</b>	<b>0</b>	<b>16</b>	<b>28</b>	<b>8</b>	<b>0</b>	<b>6</b>	<b>76</b>
<b>Subtotal Task 4 Fee</b>		<b>\$230</b>	<b>\$225</b>	<b>\$1,320</b>	<b>\$2,200</b>	<b>\$0</b>	<b>\$2,800</b>	<b>\$4,200</b>	<b>\$1,760</b>	<b>\$0</b>	<b>\$540</b>	<b>\$13,275</b>
<b>Task 5 - Lead Service Line Identification and Replacement Plan</b>												
1	Develop Plan and identify Funding & Mapping		1	4	8			12	8	12	2	47
2	Prepare Funding Section and Coordinate with TWW	1		1	8			8			2	20
3	Obtain signatures and upload and respond to NJDEP inquiries			2			1				2	5
<b>Subtotal Task 5 Hours</b>		<b>1</b>	<b>1</b>	<b>7</b>	<b>16</b>	<b>0</b>	<b>1</b>	<b>20</b>	<b>8</b>	<b>12</b>	<b>6</b>	<b>72</b>
<b>Subtotal Task 5 Fee</b>		<b>\$230</b>	<b>\$225</b>	<b>\$1,540</b>	<b>\$3,520</b>	<b>\$0</b>	<b>\$175</b>	<b>\$3,000</b>	<b>\$1,760</b>	<b>\$2,040</b>	<b>\$540</b>	<b>\$13,030</b>

**TRENTON WATER WORKS  
LEAD SERVICE LINE (LSL) INVENTORY - ANNUAL COMPLIANCE SERVICES FOR 2025**

**Man-hour / Fee Estimate**

Description		Principal in Charge	QAQC Manager	Client Rep	Project Manager / Technical Lead	Senior Project Engineer	Senior Engineering Technician	Engineering Technician	Licensed Operator - Tech Assistance	Senior GIS Operator	Tech Aide	Total
<b>Task 6 - Update Contact Information</b>												
1	Update Customer Contact Information			2	4		8	40			12	66
2	Update spread sheet / mailing formatted				2			20			12	34
Subtotal Task 6 Hours		0	0	2	6	0	8	60	0	0	24	100
Subtotal Task 6 Fee		\$0	\$0	\$440	\$1,320	\$0	\$1,400	\$9,000	\$0	\$0	\$2,160	\$14,320
<b>Task 7 - Customer Notification Letters (1)</b>												
1	Prepare Notification Letters - Multi-lingual			4	2		4	8				18
2	Prepare Certified Letter Documents				1						16	17
3	Mail letters										8	8
Subtotal Task 7 Hours		0	0	4	3	0	4		0	0	24	35
Subtotal Task 7 Fee		\$0	\$0	\$880	\$660	\$0	\$700		\$0	\$0	\$2,160	\$4,400
<b>SUBTOTAL HOURS - Task 1 through Task 7</b>		<b>0</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>4</b>		<b>0</b>	<b>0</b>	<b>24</b>	<b>661</b>
<b>SUBTOTAL FEE - Task 1 through Task 7</b>		<b>\$0</b>	<b>\$0</b>	<b>\$880</b>	<b>\$660</b>	<b>\$0</b>	<b>\$700</b>		<b>\$20,000</b>	<b>\$0</b>	<b>\$2,160</b>	<b>\$109,655</b>
<b>SUBCONSULTANT - Multilingual Customer Notification letter</b>												<b>\$3,000</b>
TOTAL LUMP SUM FEE - Tasks 1 through Task 7												\$112,655
ALLOWANCE POSTAGE - Certified Mail / 39,000 estimated (1)												\$30,000
TOTAL FEE WITH POSTAGE ALLOWANCE												\$142,655

(1) - Fee is based upon 38,050 estimated letters based upon RFP. The fee includes development of green cards for certified mail and electronic receipt documentation. The number of certified mail letters for basis of price is limited to 20 certified mail green cards and mailings. Accordingly, fee is based upon 38,030 letters with 1st class postage and 20 letters with certified mailings. Due to the unknown quantities, an allowance has been given which will only be billed with no markups.

## SECTION 7

# Project Fees

Professional engineering services to perform the scope outlined for Lead Service Line (LSL) inventory Annual Compliance Services for 2025 will be invoiced on an hourly basis at a rate equal to the employee's actual burdened rate plus ten percent (10%) profit multiplier. This represents the actual employee's hourly rate and covers benefits, overhead and profit. Other direct costs, such as copying, air fare, hotels, will be billed at actual cost (0% markup). CDM Smith will utilize a subconsultant for printing and mailing of known and unknown letters. We have budgeted for eight (8) total pages including English and Spanish translations. This subconsultant will be billed with a 10% markup. CDM Smith will directly handle the Certified Mailing of approximately 100 newly identified lead service lines and postage will be paid with zero markup. Mileage for necessary travel will be billed at the U.S. General Services Administration mileage reimbursement rate (presently \$0.70 per mile).

The items included in this cost of work were not explicitly requested by the City of Trenton, but CDM Smith believes they are crucial for maintaining continuity in the inventory development process moving forward:

- Additional hours to prepare a data dictionary and written processes to standardize fields for TWW's GIS staff and write on-boarding standard operating procedures (SOPs) for all consultants and contractors to follow.

Task 1- Collecting and Organizing Service Line Material Data	
Task 2- CWS Lead Service Line Inventory Report	\$54,940.00
Task 3- Annual Lead Service Line Replacement Progress Report	\$9,248.00
Task 4- Lead Service Line (LSL) 7% Replacement Strategy	\$7,985.00
Task 5- LSL Identification and Replacement Plan	\$4,750.00
Task 6- Update Customer Contact Information	\$7,784.00
Task 7- Customer Notification Letters	\$14,373.00
<b>Total</b>	<b>\$44,020.00</b>
	<b>\$143,100.00</b>

The detailed cost breakdown for each task may be found in the Fee Schedule spreadsheet that follows. An average hourly rate has been established for each of the various job classifications. These rates shall remain in effect until April 1, 2026 at which time adjustments for merit increases would be reflected in actual burden labor costs.

Section 7  
Project Fees

		Director	PM	Technical Adisor	Project Engineer	GIS Specialist	Comms	Admin	Total Hours	Other Direct Costs	Total
Average Hourly Rate		\$335	\$182	\$228	\$120	\$121	\$115	\$140			
Task Code	Task Name	Hours	Hours	Hours	Hours	Hours	Hours	Hours			
SK1 SL Data	Collecting and Organizing SL Material Data	3	28	42	85	204	9	12	383		\$54,940
TSK2 LSL Inventory	CWS Lead Service Line Inventory Report		4	4	44	20			72		\$9,248
TSK3Progress Report	Annual LSLR Progress Report		2	4	40	16			62		\$7,985
TSK4 LSL Strategy	LSL 7% Replacement Strategy		4	4	18	4			30		\$4,750
TSK5 Ident Pln	LSL Identification and Replacement Plan		4	4	24	20	8		60		\$7,784
TSK6 Cust Info	Update Customer Contact Information		6		8	44	40	24	122		\$14,373
TSK7 Notice	Customer Notification Letters		8	8	24	24	24	16	104	\$30,000	\$44,020
Proposal Hours and Fee		3	56	66	243	332	81	52	833	\$30,000	\$143,100

## Proposal For Professional Services

Task	Cost (USD)
Task 1: Collecting & Organizing Service Line Material Data	\$24,140
Task 2: CWS LSL Inventory Report (DEP 10-S_00014.4) (6500)	\$21,405
Task 3: Annual LSL Replacement Progress Report (DEP 10-S_00027.2)	\$4,440
Task 4: LSL 7% Replacement Strategy (if required)	\$7,240
Task 5: LSL Identification & Replacement Plan	\$8,320
Task 6: Update Customer Contact Information	\$13,995
Task 7: Customer Notification Letters – ARH Oversight	\$4,280
Task 7: Customer Notification Letters – Mailing (39,000 1st Class, 2,400 Certified)	\$45,540
Task 7: Customer Notification Letters – Postage (39,000 1st Class, 2,400 Certified)	\$36,480
<b>TOTAL</b>	<b>\$165,840</b>

# RFP #2025-12 LEAD SERVICE LINE INVENTORY ANNUAL COMPLIANCE ENGINEERING AND CONSULTING SERVICES



## 9. Project Fees (Fee Schedule)

The fee section shall be submitted broken out by Tasks and Subtasks as listed above in II. Scope of Work. The Firm that is awarded the contract will be required to submit invoicing using the format provided in the Appendix.

CELERITY  
CITY OF TRENTON  
RFP NO.: 2025-12: LEAD SERVICE LINE INVENTORY ANNUAL COMPLIANCE ENGINEERING AND CONSULTING SERVICES  
COST ESTIMATE  
AS OF APRIL 30, 2025

### PROFESSIONAL FEES

Title	Name	Hourly Rate	Task 1 Hours	Task 2 Hours	Task 3 Hours	Task 4 Hours	Task 5 Hours	Task 6 Hours	Task 7 Hours	Total Hours	Total Cost
Director	Chris Pearson	\$ 185.00	10	80	0	20	40	0	20	170	\$ 31,450.00
Data Integration Lead	Catherine Siefert	\$ 145.00	40	140	20	0	0	40	0	240	\$ 34,800.00
GIS Lead Analyst	Kevin McKey	\$ 145.00	0	140	0	20	40	0	0	200	\$ 29,000.00
Communications Specialist	Heather Pinkston	\$ 95.00	0	0	0	0	0	40	40	80	\$ 7,600.00
Regulatory Compliance Advisor	Hesam Pourshayegan	\$ 95.00	0	140	0	0	0	40	0	180	\$ 17,100.00
SUBTOTAL			50	500	20	40	80	120	60	870	\$ 119,950.00

### EXPENSES

Category	Cost per Unit	Task 1 Units	Task 2 Units	Task 3 Units	Task 4 Units	Task 5 Units	Task 6 Units	Task 7 Units	Total Units	Total Cost
Notification Letters (Printing Cost)	\$ 0.78	0	0	0	0	0	0	40,000	40,000	\$ 31,200.00
Notification Letters (Postage)*	\$ 0.62	0	0	0	0	0	0	40,000	40,000	\$ 24,880.00
Certified Letters (Printing Cost)	\$ 1.00	0	0	0	0	0	0	100	100	\$ 100.00
Certified Letters (Postage)	\$ 8.10	0	0	0	0	0	0	100	100	\$ 810.00
SUBTOTAL		0	0	0	0	0	0	80,200	80,200	\$ 56,990.00

TOTAL FEES & EXPENSES \$ 176,940.00

Exhibit 2) before any changes will be initiated. Hopeworks will notify TWW of any changes in the project schedule, changes in required resources, or if additional costs will be due and owing by TWW because of requested changes.

## Fee Schedule

The pricing outlined above is based on the estimated total of 62,000 service line records to be scanned and digitized. The per-record scanning fee of \$2.50 assumes that the records are already organized and grouped in envelopes suitable for immediate scanning. Should significant additional effort be required to pre-sort or organize documents prior to scanning, Hopeworks reserves the right to charge up to an additional \$2.50 per record to accommodate this additional work. Any such additional charges would be discussed and agreed upon with Trenton Water Works in advance.

Task #	Task Title	Description	Hours / Records	Rate	Subtotal
1	Collecting and Organizing Service Line Material Data	Gathering, cleaning, validating service line data from multiple sources.	62,000 Records	\$2.50/record	\$155,000
2	CWS Lead Service Line Inventory Report	Updating and submitting DEP_10-S_00014.4 inventory report.	130	\$100/hr	\$13,000
3	Annual Lead Service Line Replacement Progress Report	Comparing 2024 to 2025 inventories and submitting DEP_10-S_00027.2.	110	\$100/hr	\$11,000
4	Lead Service Line 7% Replacement Strategy	Assisting with 7% replacement strategy form and map preparation.	90	\$100/hr	\$9,000
5	LSL Identification and Replacement Plan	Developing Identification and Replacement Plan including GIS mapping.	100	\$100/hr	\$10,000
6	Update Customer Contact Information	Refreshing customer mailing databases using tax records.	100	\$45/hr	\$4,500
7	Customer Notification Letters	Drafting, translating, and mailing combined notification letters.	150	\$45/hr	\$6,750
<b>Total</b>					<b>\$209,250</b>

<b>Postage and Mailing Costs</b> Estimated based on 39,000+ letters		
<b>Postage/Mailing Type</b>	<b>Rate per Letter</b>	<b>Total Estimated Cost</b>
Certified Mail (No Return Receipt)	\$4.70	\$183,300
Certified Mail + Electronic Receipt	\$6.10	\$237,900
Certified Mail + Green Card	\$6.45	\$251,550

## Invoicing

Hopeworks will invoice TWW monthly with itemized billing.

IN WITNESS WHEREOF, each of Customer and Hopeworks has caused this Statement of Work to be signed and delivered by its duly authorized representative.

Trenton Water Works

Hopeworks Camden

By:

By:

Name:

Name:

Title:

Title:

Date:

Date: