

RESOLUTION NO. 2015-\_\_\_\_\_

A RESOLUTION AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH GPM ASSOCIATES INC., CHERRY HILL, NJ, FOR GENERAL ENGINEERING SERVICES FOR THE WATER UTILITY, IN AN AMOUNT NOT TO EXCEED \$50,000.00.

WHEREAS, there exists a need for professional services for General Engineering Services for the City of Vineland Water Utility; and

WHEREAS, the City of Vineland has a need to acquire such professional services as a Non-Fair and Open Contract pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, the purchasing agent has determined and certified in writing that the value of said services will exceed \$17,500.00; and

WHEREAS, GPM Associates Inc., Cherry Hill, NJ, has submitted a proposal indicating they will provide the professional services, in an amount not to exceed \$50,000.00 for the contract period January 1, 2016 through December 31, 2016; and

WHEREAS, GPM Associates Inc. has completed and submitted a Business Entity Disclosure Certification for Non-Fair and Open Contract which certifies that GPM Associates Inc. has not made any reportable contributions to a political or candidate committee in the City of Vineland in the previous one year and that the contract will prohibit GPM Associates Inc. from making any reportable contributions through the term of the contract to a political or candidate committee in the City of Vineland; and

WHEREAS, the availability of funds for said Professional Services Contract to be awarded herein have been certified by the City Comptroller; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40A:11-1, et seq) requires that the Resolution authorizing the award of contract for Professional Services without competitive bidding and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland as follows:

1. That the Mayor and Clerk are hereby authorized and directed to execute a Non-Fair and Open Agreement pursuant to N.J.S.A. 19:44A-20.5 with GPM Associates Inc., Cherry Hill, NJ, for Professional Services General Engineering Services for the City of Vineland Water Utility, in an amount not to exceed \$50,000.00.
2. That this Agreement is awarded without competitive bidding as a Professional Services in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because said services to be rendered or performed require knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction distinguished from general academic instruction or apprenticeship and training.
3. That the Business Disclosure Entity Certification, the Political Contribution Disclosure Form and the Determination of Value be placed on file with the Resolution.
4. That a Notice of this action shall be printed once in the Daily Journal.

Adopted:

\_\_\_\_\_  
President of Council

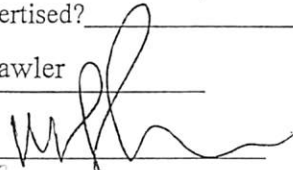
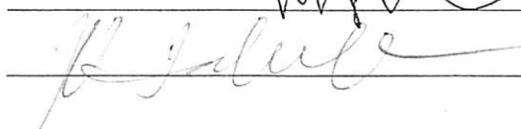
ATTEST:

\_\_\_\_\_  
City Clerk

REQUEST FOR RESOLUTION FOR CONTRACT AWARDS  
UNDER 40A:11-5 EXCEPTIONS  
(PROFESSIONAL SERVICES, EUS, SOFTWARE MAINTENANCE, ETC)

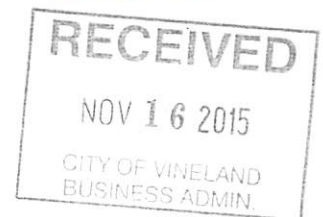
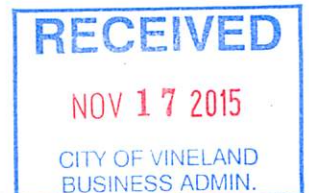
11/16/15

(DATE)

1. Service (detailed description): General Engineering Services
2. Amount to be Awarded: \$ 50,000.00  
 Encumber Total Award  
 Encumber by Supplemental Release
3. Amount Budgeted: \$ 50,000.00
4. Budgeted: By Ordinance No. \_\_\_\_\_  
Or Grant: Title & Year \_\_\_\_\_
5. \*\*Account Number to be Charged: 003-0-43-80-8013-2-5023044
6. Contract Period: 1 year
7. Date To Be Awarded: 12/8/15
8. Recommended Vendor and Address: GPM Associates Inc. 1878 Marlton Pike  
Suite10,PO Box605 Cherry Hill NJ 08362
9. Justification for Vendor Recommendation:(attach additional information for Council review)  
GPM Associates has specialized knowledge, & Technical expertise for VWU.  
GPM engineered numerous successful VWU plant upgrades since 2011,  
GPM worked on NJDEP funding applications, NJDEP permitting application  
NJDEP required annual, triennial reports,
- Non-Fair & Open (Pay-to-Play documents required)  
 Fair & Open: How was RFP advertised? \_\_\_\_\_
10. Evaluation Performed by: Michael Lawler
11. Approved by: Michael Lawler   

12. Attachments:  
 Awarding Proposal  
 Other: \_\_\_\_\_

- Send copies to:  
Purchasing Division  
Business Administration

\*\* If more than one account #, provide break down



## 3.0 SCOPE OF WORK

### 3.1 PROJECT UNDERSTANDING AND APPROACH

GPM Associates Inc. understands the primary goals of this project are to 1) Provide general technical support on engineering issues related the operation, maintenance and upgrading of the City of Vineland Water Utility ("City"), including, but not limited to, water supply wells and treatment facilities, water storage facilities, and water distribution system; 2) Prepare plans and specifications for small projects on an as-needed basis; 3) Provide environmental (NJDEP) permitting work for small projects on an as-needed basis; and 4) Provide any additional engineering consulting services on an as-needed basis, including, but not limited to, completing an Emergency Response Plan as part of the Utility's Asset Management and Operations Plan. GPM's approach to project management emphasizes providing the necessary technical expertise and field data collection capacity to the City throughout the course of the contract. As such, GPM will work closely with the City and its staff to provide a valuable exchange of information and ideas. This approach will help to assure that all objectives are met in a timely and effective manner, and that the scope of services meets the specific needs of the City. GPM's Project Team will provide strong technical support to the City's Water Utility. GPM's extensive experience in both design and operations of public water supply systems throughout New Jersey will bring a confident, unique approach to this contract. GPM has, also, been providing consulting engineering services to the City of Vineland Water Utility since 2011 and has extensive knowledge of the City's existing water system, including facilities, standards, and personnel, which will prove significantly important in planning for any future projects and improvements.

David R. Monie, P.E., President of GPM Associates Inc. will be the Principal Engineer and "responsible person-in-charge" who will oversee all services provided throughout the course of this Contract, including management and design teams and Joseph H. Mingle, Senior Project Manager, will be the Project Manager for this Contract.

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## 3.2 PROPOSED SCOPE OF SERVICES

### TASK 1 – PROVIDE TECHNICAL SUPPORT

Throughout the entire one (1) year period of the contract, GPM will provide general technical support for all engineering issues related to the operation, maintenance and upgrading of the City of Vineland Water Supply System, including, but not limited to, water supply and treatment facilities, water storage facilities, and water distribution system. These services will be provided on an “as-needed” basis and will also include attending any meetings with City personnel.

### TASK 2 – SMALL PROJECTS

GPM will provide professional engineering services, on an as-needed basis, for the design and preparation of plans and specifications for small water utility projects for the City of Vineland. GPM will work closely with the City of Vineland Water Utility personnel to assure that these projects are completed sufficiently and as cost-effective as possible. GPM will complete these services on an as-requested basis. It is understood that GPM will also provide lump sum proposals for larger scale projects, as requested by the City, once the scope of work has been determined for those specific projects.

### TASK 3 – ENVIRONMENTAL PERMITTING

GPM will provide professional engineering services to assist the City in obtaining environmental permitting on an as-needed basis, for small water utility projects for the City of Vineland and permit renewal applications, including, but not limited to, applications to the NJDEP Bureau of Water System Engineering and the Bureau of Water Allocation & Well Permitting. It is understood that all required permit application fees will be paid for directly by the City of Vineland.

## 4.0 COST PROPOSAL

### 4.1 COST ESTIMATE

GPM will perform the proposed scope of work outlined herein for the costs as stipulated below. GPM recommends a budget amount of \$50,000 for this annual contract. GPM utilizes strict administrative and budget control procedures to help ensure that all requested services are completed on time and within the approved budget. GPM requires advanced written authorization from the client for any changes (increases or decreases) in the contract budget. Authorization or approval is also requested from the City for any changes in the delivery schedule of project or task deliverables. GPM's cost proposal is presented in the table below. All hourly rate services will be on a time and material basis in accordance with GPM's Current Hourly Rate Schedule enclosed herein with this proposal. Other expenses incurred by GPM, not including normal overhead (postage, copying, meals, etc.), will be billed at cost.

#### COST SUMMARY ENGINEERING CONSULTING SERVICES

Task	Proposed Budget
Task 1: Provide Technical Support	Hourly Rate
Task 2: Small Projects	TBD (Negotiated lump sum where scope is known or hourly rate)
Task 3: Environmental Permitting	Hourly Rate
<b>Total Annual Cost Estimate for Tasks 1 through 3 (Recommended Budgeted Amount)</b>	<b>\$ 50,000.00</b>