

RESOLUTION NO. 2017-51

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 February 1, 2017 through January 31, 2018; 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 Chief Financial Officer; 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:

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President of Council

ATTEST:

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City Clerk

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

1/5/17  
(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: 1/24/17 2/1/17 - 1/31/18

8. Recommended Vendor and Address: GPM Associates 1878 Marlton Pike East  
Cherry Hill NJ 08003

9. Justification for Vendor Recommendation:(attach additional information for Council review)  
GPM has handled the Engineering work for the Water Utility since 2011 and has specialized knowledge regarding the needs of the Vineland Water Utility, GPM employ's a P.E possessing a T-4, W-4 water License on staff.GPM performs NJDEP permitting, Master Permit, and other essential P.E. required forms.

- Non-Fair & Open (Pay-to-Play documents required)
- Fair & Open: How was RFP advertised? \_\_\_\_\_

10. Evaluation Performed by: Michael Lawler

11. Approved by: 

12. Attachments:

- Awarding Proposal
- Other: \_\_\_\_\_

- Send copies to:  
Purchasing Division  
Business Administration

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



1878 Marlton Pike East, Suite 10  
Cherry Hill, NJ 08003  
tel (856) 354-2273 fax (856) 354-8236  
[www.gpmwater.com](http://www.gpmwater.com)  
[www.advancedgeoservices.com](http://www.advancedgeoservices.com)

November 22, 2016

2016-P-0367-E (Revised)

Michael S. Lawler, CPWM  
Superintendent  
City of Vineland Water & Sewer Utility  
330 E. Walnut Road  
Vineland, NJ 08360

Re: Proposal for Professional  
Engineering Services for the  
City of Vineland Water Utility for 2017

Dear Mr. Lawler:

Advanced GeoServices Corp. (Advanced GeoServices), dba GPM Associates (GPM), is pleased to present this proposal for professional services for the City of Vineland Water Utility. GPM's proposed scope of work and estimated cost to perform these services are described below.

### **BACKGROUND**

As you know, GPM has been providing professional services to the City of Vineland Water Utility since 2011, working under annual contracts/purchase orders. Services provided included working with the water utility to resolve issues with existing treatment facilities, preparing bid specifications for various projects and NJDEP permit acquisitions for these projects, and review of miscellaneous construction contracts completed by others for the Water Utility. Some small projects completed by GPM under the general engineering services contracts/purchase orders for the City of Vineland included the Well No. 6 Booster Pump Replacement Project (2012), Well No. 5 Radium Media Replacement (2012), Well Nos. 2 & 3 Radium Removal Replacement (2013), a water main extension study including completion of a hydraulic distribution model for the limited area of the main extension (2013), and submitting updated Water Conservation Plans to the NJDEP Bureau of Water Allocation. In June 2012, GPM completed an application for a Master Permit for the City of Vineland Water Utility's water distribution system and has provided assistance with annual renewal of this permit (2016 latest renewal). GPM's contract with the City of Vineland was renewed for 2012, 2013, 2014, 2015 and 2016, which has allowed GPM to continue to provide general engineering services to the City of Vineland Water Utility on an as-needed basis.

GPM also completed the design, permitting and construction phase services for larger scale projects for the City of Vineland Water Utility, including Existing Well No. 14 New Radium Removal Treatment Plant (completed August 2014), Existing Well No. 12 Radium Removal Treatment Plant (completed November 2014) and the Existing Well No. 4 Treatment Improvements Project for the Removal of Ethylene DiBromide which was placed into service in October 2015.

## **SCOPE OF WORK**

### **Project Understanding and Approach**

GPM 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, 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.
- 4) Provide any additional engineering consulting services on an as-needed basis.

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 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.

### **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.

COST

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**

<b>Task</b>	<b>Proposed Budget</b>
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>

TERMS AND CONDITIONS

This project will be completed in accordance with the GPM Associates Standard Terms and Conditions found in Attachment A.

Michael S. Lawler, CPWM  
2016-P-0367-E (Revised)  
November 22, 2016  
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We have also attached a completed Business Entity Disclosure Certification Form, a completed C.217 Political Contribution Disclosure Form and a completed Stockholder Disclosure Certification Form, as required by the City of Vineland.

We trust this proposal is consistent with your understanding and would be pleased to discuss any questions you may have. If this proposal is acceptable, please sign below and return one copy to us as an indication of your acceptance and authorization to begin work.

Sincerely,

G.P.M. ASSOCIATES,  
an Advanced GeoServices Company

Joseph H. Mingle  
Associate Project Consultant

Thomas Legel, PE  
Executive Vice President

JHM:TML:kk

PROPOSAL 2016-P-0367-E ACCEPTED FOR CITY OF VINELAND WATER & SEWER UTILITY

BY: \_\_\_\_\_  
(Print Name)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



an Advanced GeoServices company

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 Cherry Hill, NJ 08003  
 tel (856) 354-2273 fax (856) 354-8236  
[www.gpmwater.com](http://www.gpmwater.com)  
[www.advancedgeoservices.com](http://www.advancedgeoservices.com)

## 2016/2017 MUNICIPAL FEE AND RATE SCHEDULE

### PERSONNEL CHARGES

Professionals include Landscape Architects, Planners, Surveyors, Engineers, and Geologists. Technicians include Engineering and Construction Materials Specialists and CADD technicians.

Fees will be based upon time worked on the project by professionals, technicians and clerical staff in accordance with the following schedule:

POSITION	RATE PER HOUR	POSITION	RATE PER HOUR
Staff Professional I	\$78	Technical Assistant	\$45
Staff Professional II	\$88	Technician I	\$55
Staff Professional III	\$98	Technician II	\$65
Staff Professional IV	\$108	Technician III	\$75
Senior Staff Professional I	\$115	Senior Technician	\$85
Senior Staff Professional II	\$123	Professional Support	\$60
Senior Staff Professional III	\$128	Asst CADD Drafter	\$55
Project Professional	\$138	CADD Drafter	\$70
Senior Project Professional	\$150	Senior CADD Drafter	\$85
Associate Project Consultant	\$160	Designer	\$104
Project Consultant	\$170	Survey Crew	\$175
Senior Project Consultant	\$180	Industrial Hygienist	\$132
Consultant	\$190		

No premium will be charged for overtime hours worked

### Special Services:

- Specialized project accounting, reporting and financial services will be charged at \$60/hour.
- Expert testimony will be charged at \$250/hour.

### DIRECT EXPENSES

Project related office expenses provided at NO CHARGE: office telephone (local/long distance), internet usage, facsimile transmission, in-house photocopies, computer equipment and non-specialized software usage, and first class postage.

Direct project expenses will be billed according to the following schedule:

- Transportation, lodging and meals for out of town travel Cost
- Rental Vehicle Cost + 15%
- Mileage Rate IRS Rate + 15%
- Photographs, shipping charges, material purchases and other outside services such as reproduction, conference calling, etc. Cost
- Subcontractors/Subconsultants Cost + 10%\*

Other reimbursable expenses will be billed as they are incurred.

Unit prices for equipment utilized on projects, including cellular telephones, will be provided upon request.

\*This charge covers the costs for business insurance and taxes when paid on subcontractors'/subconsultants' fees.

The personnel charges and direct expenses indicated above are effective through the June 30, 2017, and are subject to change on January 1 of each calendar year thereafter.