

RESOLUTION NO. 2018-6

A RESOLUTION AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH GPM ASSOCIATES, 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, 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, 2018 through January 31, 2019; 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, 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)**

12/11/17

(DATE)

1. Service (detailed description): 2018 General Engineering For Water Utility

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: February 1, 2018 to February 1, 2019

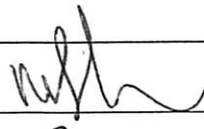
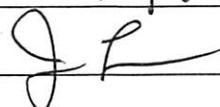
7. Date To Be Awarded: 1/9/18

8. Recommended Vendor and Address: GPM Associates 1878 Marlton Pike East
Suite 10 Cherry Hill NJ 08003

9. Justification for Vendor Recommendation:(attach additional information for Council review)
GPM has on staff a T-4 W-4 operator and has been our engineer since 2011
GPM also has an LSRP on staff for underground tank removals,GPM works on
permitting,DEP requirements,planning and design, new NJDEP regulations
and assisting us with all our needs at an affordable price.

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

10. Evaluation Performed by: MSL

11. Approved by: Michael Lawler 
John Lillie 

12. Attachments:

- Awarding Proposal
 Other: _____

- Send copies to:
Purchasing Division
Business Administration



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



December 12, 2017

Proposal No.: 2017-P-0387-E-REV

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

RE: Revised Proposal for Professional
Engineering Services for the
City of Vineland Water Utility for 2018

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 include:

- 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),
- Water Conservation and Drought Emergency Plans required by the NJDEP Bureau of Water Allocation (2013 & 2017)
- An application for a Master Permit for the City of Vineland Water Utility's water distribution system and assistance with annual renewal of this permit (2016 latest renewal).
- Water Quality Parameter and Lead and Copper Sampling Plans (2017)
- Landis Avenue (Route 56) Water Main Upgrades project design

GPM also completed the design, permitting and construction phase services for larger scale projects for the City of Vineland Water Utility, including the following:

- Existing Well No. 14 New Radium Removal Treatment Plant (completed August 2014),
- Existing Well No. 12 Radium Removal Treatment Plant (completed November 2014), and
- 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.
- 5) Provide LSRP Services, as needed.
- 6) Provide a Licensed Operator, as needed.

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 achieve project objectives in a timely and effective manner, and ensure that the scope of services meets the 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 knowledge of the City's existing water system, including facilities, standards, and personnel, which will prove invaluable in planning for any future projects and improvements.

Task 1 – Provide Technical Support

Throughout the one (1) year period of the contract, GPM will provide general technical support for 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 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 complete these small projects as cost-effectively 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 directly by the City of Vineland.

PROJECT TEAM

We proposed the following proposed project team members:

- Jerry Haimowitz, PE - in-house T4/W4 licensed Operator
- Regina Reeve - GIS and sampling plan specialist
- Frederick R. Shoyer, III, LSRP –NJDEP Licensed Site Remediation Professional
- Veronica E. Foster, P.E. – NJ licensed Professional Engineer for water main extensions and water treatment plant system upgrades

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 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 and scope. 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 2018 Municipal 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
Total Annual Cost Estimate for Tasks 1 through 3 (Recommended Budgeted Amount)	\$ 50,000.00

TERMS AND CONDITIONS

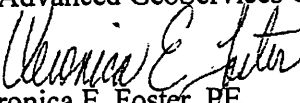
This project will be completed in accordance with the GPM Associates Standard Terms and Conditions found in Attachment A.


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


Veronica E. Foster, PE
Senior Project Consultant


Thomas Legel, PE
Executive Vice President

PROPOSAL 2017-P-0387-E-REV ACCEPTED FOR CITY OF VINELAND WATER & SEWER UTILITY

BY: _____
(Print Name)

DATE: _____

TITLE: _____

SIGNATURE: _____

ATTACHMENT A

**GPM Associates 2018 Preferred Fee and Rate Sheet
and
Standard Terms and Conditions**

2018 PREFERRED CLIENT 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	\$80	Technical Assistant	\$47
Staff Professional II	\$90	Technician I	\$57
Staff Professional III	\$100	Technician II	\$67
Staff Professional IV	\$110	Technician III	\$77
Senior Staff Professional I	\$117	Senior Technician	\$87
Senior Staff Professional II	\$125	Professional Support	\$60
Senior Staff Professional III	\$130	Asst CADD Drafter	\$57
Project Professional	\$140	CADD Drafter	\$73
Senior Project Professional	\$155	Senior CADD Drafter	\$88
Associate Project Consultant	\$165	Designer	\$107
Project Consultant	\$175	Survey Crew	\$182
Senior Project Consultant	\$185	Industrial Hygienist	\$135
Consultant	\$195		

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 December 31, 2018, and are subject to change on January 1 of each calendar year thereafter.

Eff. 1/1/18