

RESOLUTION NO. 2021-364

**RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN WALDRON ENGINEERING AND CONSTRUCTION, INC. EXETER, NEW HAMPSHIRE, AND THE CITY OF VINELAND FOR PROFESSIONAL ENGINEERING SERVICES FOR CONTROL SYSTEMS UPGRADES AT UNITS 11 AND CLAYVILLE**

**WHEREAS**, the City of Vineland Municipal Electric Utility is in need of professional engineering services for the planned control system upgrades for Howard M. Downe Unit #11 and Clayville Generating Station Unit #1; and

**WHEREAS**, Waldron Engineering and Construction, Inc., Exeter, New Hampshire, (Waldron) has been engineer-of-record for Unit #1 and Unit #1 and is familiar with their design and operation and therefore has the expertise and familiarity with the units' services and functionality is an asset for the needed engineering services; and

**WHEREAS**, Waldron has submitted a proposal for the cost of services in the amount of \$87,000.00 to perform said services as a non-fair and open Professional Service; and

**WHEREAS**, Waldron has completed and submitted a Business Entity Disclosure Certification for Non-Fair and Open contract which certifies that the firm 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 Waldron from making any reportable contributions through the term of the contract or its extension to a political or candidate committee in the City of Vineland; and

**WHEREAS**, the Director of the Vineland Municipal Utilities has recommended the City award a Professional Services Contract to Waldron as a non-fair and open agreement; and

**WHEREAS**, the Chief financial Officer has certified the availability of funds from account number 1-05-55-512-9001-52000 E391X-2/E342C; and

**WHEREAS**, the Local Public Contract Law (NJSA 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 Waldron Engineering and Construction, Inc. Exeter, New Hampshire for professional engineering services in accordance with the proposal attached hereto and made a part hereof at a cost not to exceed \$87,000.00 commencing upon the adoption of this Resolution and ending upon the completion of the project.

2. That this Professional Services Agreement is awarded without competitive bidding in accordance with NJSA 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 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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Vice President of Council

ATTEST:

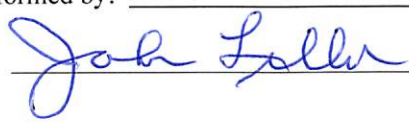
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City Clerk

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



7/14/2021  
(DATE)

1. Service (detailed description): Engineering services for control system upgrade at Unit 11 and Clayville to develop cost opinion, assist in evaluations, etc.
  2. Amount to be Awarded: \$ 87,000  
 Encumber Total Award  
 Encumber by Supplemental Release
  3. Amount Budgeted: \$ 100,000
  4. Budgeted: By Ordinance No. \_\_\_\_\_  
Or Grant: Title & Year \_\_\_\_\_
  5. \*\*Account Number to be Charged: 1-05-55-512-9001-52000 E391X-2/E342C
  6. Contract Period: 8/10/2021 to 12/31/2021
  7. Date To Be Awarded: 8/10/2021
  8. Recommended Vendor and Address: Waldron: 37 Industrial Dr, Suite G-1  
Exeter, NH 03833
  9. Justification for Vendor Recommendation:(attach additional information for Council review)  
Waldron has previous project experience from the last time the systems were installed at both units.  
\_\_\_\_\_  
\_\_\_\_\_  
 Non-Fair & Open (Pay-to-Play documents required)  
 Fair & Open: How was RFP advertised? C21-014
  10. Evaluation Performed by: Emily Smith
  11. Approved by: 
  12. Attachments:  
 Awarding Proposal  
 Other: \_\_\_\_\_
- **Send copies to:**  
**Purchasing Division**  
**Business Administration**

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

July 20, 2021

Emily Smith  
Vineland Municipal Electric Utility  
Phone: 856-794-4000 Ext. 4275  
[esmith@vinelandcity.org](mailto:esmith@vinelandcity.org)

Reference: Scope of Work (SOW) for Engineering Services  
Owner's Engineer for Control Upgrade Project

Dear Ms. Smith

Thank you for the opportunity to present this scope of work (SOW) in response to your recent request following up on the planned control system upgrades for Howard M. Down Unit #11 (HMD-11) and Clayville Generating Station Unit #1 (Clayville-1). Please find below our estimate of man-hours, as well as our approach to project, deliverables, and implementation for this project.

**Project Scope**

Waldron will support the project as follows:

- Act as owner's engineer and project management to implement this project on behalf of VMEU.
- Implement a sufficient level of conceptual engineering and design to assist with cost opinion.
- Obtain sufficient raw equipment costs and sub-contractor installation information to support cost opinion.
- Perform an Engineer's Opinion of Probable cost to document anticipated project costs.
- Meet and review project documentation with VMEU as required.
- Prepare the scopes of work in support of VMEU procurement package.
- Assist VMEU in preparing bid for send out.
- Assist VMEU in reviewing bids and tabulating/leveling (bid tabs).

**Project Deliverables**

Waldron will implement the project design by producing the following packages:

- Project Administration (workplan and formal deliverables list)

- Issued for review package of concept level design drawings [See table below-provided via PDF only].
- Post comment reviews, provide concept level design drawings (up to ten (10) paper copies and five (5) USB sticks).
- Perform site walkdown/kick-off for engineer's opinion of probable cost work.
- Identify equipment vendors and potential sub-contractors for bidding primes, review details of work to better inform equipment-only costs unit productivity rates.
- Identify targeted prime contractors (while maintaining open bid platform).
- Perform bid review and site walkdown for controls upgrade bid.

**Deliverables Table**

	Admin Package	Review package	Cost Op. Package	Final Package
<b>Project Administration</b>				
Project Schedule with Milestones	X			
Project Work plan	X			
Kick-off MS-Teams/WebEx meeting	X			
Monthly MS-Teams/WebEx project meeting	Four (4) such meetings			
<b>Controls Upgrade Engineering and Design</b>				
Project Cover Sheet		X		X
Control Architecture-System Networking and Overview		X		X
Control Architecture-HMD		X		X
Control Architecture-Clayville		X		X
Systems Control Narrative-Short Form		X		
Systems Control Narrative-Long form				X
Functional description-Central Operation				X
Functional description-HMD		X		X
Functional description-Clayville		X		X
Design Requirements Appendix		X		X
Master Instrument List				X
Master I/O list				X
<b>Engineer's Opinion of Probable Cost</b>				
Cost Opinion Clarifications/Exemptions table		included		
Scope-of-Work Technical Packages		included		
Vendor/Sub-contractors contacts List		included		
Cost Opinion Recap Summary		included		

<b>Bid Review/Leveling</b>	
Bid breakdowns	included
Bid Leveling to LQB	included
Technical award Recommendation's letter	included

### **Implementation**

Waldron will implement the project assuming the following:

- Using Waldron's drop box for PDF delivery
- Fed-Ex use for original document delivery
- Monthly reports/invoice
- All review meetings assumed held via WebEx/Teleconference or MS-teams
- On-site planning/cost opinion work is anticipated for this effort, Waldron will utilize local NJ based-resources where possible, draw from previously staffed project sites in general area (NJ and NY), and then supplement with home office personnel where required.
- All client/end-user/operator comments provided in a single client comment matrix.
- On-site bidders bid meeting and site walk-thru by Waldron personnel as well.

### **Clarifications**

- Waldron is providing bid package preparation, cx package preparation, bid tabulations/leveling, owner's engineering level design, cost opinion, scope of work, and site technical support only. Detailed design, construction management, contractor management, procurement, and installation and commissioning provided by others.
- Work will proceed as best as possible with current COVID-19 conditions, and Waldron clarifies it has personnel who will travel to site to perform on-site work.
- Waldron will provide engineers and designer already familiar with these types of projects and/or the HMD/Clayville sites. Waldron will work forward from Waldron's record sets, post-project G.C. red-lines, and existing vendor shop drawings as part of documentation.
- VMEU will make available existing facility drawings, as these may have been updated from Waldron's last presence on-site.

- VMEU will make available existing new remote control room layout drawings.
- VMEU will provide access to Waldron personnel properly outfitted for field work at mutually agreeable dates.
- Waldron agrees to share vaccine status of its personnel and follow all applicable mandates (Note Waldron's role as federal-definition critical infrastructure company in the energy sector may supersede some state/local mandates).

**Target Schedule**

Waldron will meet the following target dates:

- Work will be scheduled to meet project mandated timeline below :

Project Milestone	Scheduled Date
Project Award	8/10/21
Project Kickoff meeting	8/13/21
Conceptual design documents for review	8/16/21
Cost Opinion site walkdown	8/17/21
Submit Project Bid Specification for review (Spec Only)	8/20/21
Waldron/VMEU Meeting to resolve Concept design comments	8/23/21
Waldron/VMEU Meeting to resolve comments (Spec Only)	8/26/21
Submit Bid Attachments (Concept Design-final)	8/27/21
Bid Specification (final) (spec only)	8/30/21
Waldron/VMEU meeting to resolve comments (ATT's-only)	9/01/21
Deliver Cost Opinion	9/02/21
Bid Specification package (w/attachments)	9/03/21
Advertise Spec	9/07/21
Bid review Meeting/Site Walk-down	9/16/21
Last bidder RFI due	9/20/21
Waldron/VMEU Bid addendum review meeting	9/23/21
Issue Bid Addendum	9/24/21
Receive Bids	10/12/21
Bid tabulations for Review	10/26/21
Technical award Recommendation letter (draft)	10/27/21
Waldron/VMEU Bid tabulation Review Meeting	11/1/21
Bid tabulation (final) with Award recommendation letter	11/08/21
Council meeting to make final award	11/23/21

- Waldron will meet VMEU target dates provided VMEU business day review timelines per table above are maintained as shown.

**Commercial Terms**

Waldron will execute the scope of services for a time & materials cost as noted below and subject to the pre-approved rate sheet:

Scope of Work	Budget Estimate (\$)
All services, deliverables, site walks, and meetings identified above: 420 man-hours and \$5,000 in expenses	Time and Materials, with a not-to-exceed of <b>\$87,000</b> without prior written approval
<b>Total for Scope of Work</b>	<b>\$87,000</b>

Any project expenses will be billed at actual plus 7.5% mark-up and are included in the good faith estimate above as a single lump sum.

This task order uses the rates, contract terms, and payment conditions in the VMEU-Waldron Continuing Services Agreement for 2021 (VMEU contract # C21-014, Waldron project id 293.09-02).

We appreciate the opportunity to provide this proposal. I may be reached at (o) 603-772-7153 x 105, (m) 603-770-0842, or [jsmith@waldron.com](mailto:jsmith@waldron.com).

Waldron looks forward to working with VMEU for this upcoming project.

Sincerely,  
Waldron Engineering & Construction, Inc.

***Jeremy P. Smith, P.E.***

Jeremy P. Smith, PE  
Director of Business Development