

RESOLUTION NO. 2021- 421

RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH WALDRON ENGINEERING AND CONSTRUCTION, INC. EXETER, NEW HAMPSHIRE, FOR PROFESSIONAL ENGINEERING SERVICES FOR UNIT 11 FUEL OIL CONTAINMENT PROJECT – STORM WATER POLLUTION CONTROL UPGRADES, IN AN AMOUNT NOT TO EXCEED \$29,000.00.

WHEREAS, the City Council of the City of Vineland has adopted Resolution No. 2021-52, a Resolution pre-qualifying certain firms to submit proposals for as needed Architectural and Engineering Consulting Services; and

WHEREAS, the City of Vineland Municipal Electric Utility is in need of professional engineering services for Unit 11 Fuel Oil Containment Project – Storm water Pollution Control Upgrades; and

WHEREAS, the Director of the Vineland Municipal Utilities has recommended that a contract for the required services be awarded to Waldron Engineering and Construction, INC., Exeter, New Hampshire, in accordance with Professional Services Contract Number C21-0014 and the Waldron proposal, pursuant to a fair and open process; and

Whereas this contract is awarded in an amount not to exceed \$29,000.00; 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.

1. NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland that said contract for Unit 11 Fuel Oil Containment Project – Storm water Pollution Control Upgrades be awarded to Waldron Engineering and Construction, Inc. Exeter, New Hampshire, in accordance with Professional Services Contract Number C21-0014, and in accordance with proposal dated August 6, 2021, pursuant to a fair and open process, in an amount not to exceed \$29,000.00.

Adopted:

President of Council

ATTEST:

City Clerk

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

8/24/2024
(DATE)

1. Service (detailed description): Engineering cost Unit 11 Fuel Oil containment project stormwater pollution control upgrades
2. Amount to be Awarded: \$ 29,000


- Encumber Total Award
 Encumber by Supplemental Release



3. Amount Budgeted: \$ 35,000
4. Budgeted: By Ordinance No. _____
Or Grant: Title & Year _____
5. **Account Number to be Charged: 1-05-55-512-9001-52000 E341X-2
6. Contract Period: 8/24/2021 - 8/24/2022
7. Date To Be Awarded: 9/14/2021
8. Recommended Vendor and Address: Waldron: 37 Industrial Dr, Suite G-2
Exeter, NH 03833

9. Justification for Vendor Recommendation:(attach additional information for Council review)
Extensive history working on Unit 11.

- Non-Fair & Open (Pay-to-Play documents required)
 Fair & Open: How was RFP advertised? C21-014 0014

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**

August 6th , 2021

Emily Smith
Vineland Municipal Electric Utility
Phone: 856-794-4000 Ext. 4275
esmith@vinelandcity.org

Reference: Task Order #1- Response for Engineering Services for VMEU Fuel Oil Containment project (CSA 21-014)
Stormwater Pollution Control Upgrades

Dear Ms. Smith

Thank you for the opportunity to present this Task Order in response to your recent request following up on the Priority 1 item from the Fuel Oil containment project. Please find below our estimate of man-hours for this project, as well as our approach to project, design deliverables, and implementation for this project.

Project Scope

Waldron will support the project as follows:

- Act as project engineer to review site, provide specification and drawings in support of the project work. We will detail the requirements for the selected option (manhole with automated valve and oil film detection).
- Act as a project engineer to update the previously sent engineer's opinion of probable cost based on final specifications and drawings.
- Meet and review designs and cost opinions with VMEU as required.
- Prepare technical Scopes of work in support of VMEU procurement package.
- Assist VMEU in bid-tab review of bids received.
- Perform on-site technical support services during your project implementation.

Project Deliverables

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

- Project Administration (workplan and formal deliverables list)
- Issued for Review package [provided via PDF only]

- Issued for Construction package (up to ten (10) paper copies and five (5) USB sticks)
- Technical Scopes of Work for VMEU bid package.
- Instrumentation Specification with data sheets (Stormwater valve and Oil-film detector).
- Bid-tab review of bids received.
- Site trip reports for on-site technical assistance site trips.

Implementation

Waldron will implement the project assuming the following:

- Using Waldron's Dropbox for PDF delivery
- Fed-Ex use for original document delivery
- Monthly reports/invoice
- All Review meetings assumed held via WebEx/Teleconference.
- All client/end-user/operator comments provided in a single client comment matrix.
- On-site technical support by Waldron personnel

Clarifications

- Waldron is providing design services, specification work, cost opinion, scope of work, and site technical support only. Construction Management, contractor selection, bid package preparation, cx package preparation, 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 site itself.
- VMEU will make available existing facility drawings.
- VMEU will make available existing DPCC for HMD site (Discharge Prevention Pollution and control, also referred to as SPCC).

- VMEU will provide access to Waldron personnel properly outfitted for field work at mutually agreeable dates.

Target Schedule

Waldron will meet the following target dates:

- Work will be accomplished on mutually agreeable dates

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:

Task Oder	Budget Estimate (\$)
#1-A-Fuel Oil Containment - Stormwater Discharge Upgrades Design Services which is broken down as follows: 98 man-hours and \$884 in expenses	Time and Materials, with a not-to-exceed of \$19,000 without prior written approval
#1-B-Fuel Oil Containment - Stormwater Discharge Upgrades Field Services which is broken down as follows: 38 man-hours and \$2,870 in expenses	Time and Materials, with a not-to-exceed of \$10,000 without prior written approval
Total for Task Order-	\$29,000

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 293.09-01)

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.

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