

RESOLUTION NO. 2022- 263

A RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN GOLDER ASSOCIATES USA, INC. AND THE CITY OF VINELAND FOR PROJECT MANAGEMENT SERVICES FOR THE DECOMMISSIONING AND DEMOLITION OF THE HOWARD M. DOWN ELECTRIC GENERATION PLANT.

WHEREAS, City Council of the City of Vineland has awarded a contract for the decommissioning and demolition of the Howard M. Down Generation Plant (Facility) which housed a coal burning electric generator among other pieces of obsolete equipment; and

WHEREAS, due to the age of the Facility and uniqueness in demolishing the obsolete coal burning generator, including the potential for contamination, City Council finds it necessary to retain the services of a professional project manager experienced in the decommissioning and demolition of coal generation facilities such as this Facility; and

WHEREAS, Golder Associates USA, Inc., Lansing, Michigan (Golder) is familiar with the Facility and the known complexities regarding its decommissioning and demolition and has extensive experience in serving as Project Manager for such projects; and

WHEREAS, Golder has submitted a proposal for Project Management Services for the Decommissioning and Demolition of the Howard M. Down Generating Facility dated June 6, 2022, including onsite staffing, monitoring environmental waste and compliance, administrative responsibilities and final reporting in an amount not to exceed \$627,260.00 in accordance with the proposal attached hereto and made a part hereof; and

WHEREAS, Golder 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 Golder as a non-fair and open agreement; and

WHEREAS, the Chief financial Officer has certified the availability of funds; 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:

CITY OF VINELAND, NJ

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 Golder Associates USA, Inc., Lansing, Michigan in accordance with the proposal attached hereto and made a part hereof at a cost not to exceed \$627,260.00 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:

President of Council

ATTEST:

City Clerk



June 6, 2022

Proposal 202206053

Mr. Tom Dunmore
Vineland Municipal Electric Utility
Vineland, NJ 08362

**RE: PROPOSAL FOR PROJECT MANAGEMENT SERVICES
HOWARD DOWN PLANT DEMOLITION, VINELAND, NJ**

Mr. Dunmore:

Golder Associates USA Inc. (Golder), a member of WSP, is issuing this cost proposal to Vineland Municipal Electric Utility (VMEU) for Project Management services related to the future decommissioning and demolition of the Howard Down Generating Station (Station), located in Vineland, New Jersey. This proposal is being issued under the Professional Services Contract C22-0047, dated January 19, 2022.

The Howard Down Generating Station (Units 2 through 4 and 7 through 10) is currently planned to undergo abatement, decommissioning, and demolition by VMEU beginning in Q3 of 2022. Golder has previously supported VMEU with planning and engineering services over the past two years to facilitate the project to this point. Based on conversations with VMEU staff, we understand that the VMEU does not maintain the resources to manage the pending site work, and therefore has requested this proposal from Golder to provide the necessary onsite staffing and management on VMEU's behalf.

Scope of Services

Golder will provide project management and onsite staffing services during the decommissioning and demolition work as described in the following sections. Specific responsibilities and anticipated levels of effort for each position is also explained.

Task 1 - Project Management and Onsite Staffing

Senior Project Manager

The Senior Project Manager (PM) will administer the project on behalf of VMEU and verify that the project is completed as intended and required by the contractor. We propose Mr. Andy Lewis for this role and believe it can be accomplished without his full-time presence onsite. Mr. Lewis will lend overall experience, knowledge of the scope and contract requirements, and knowledge of the plant and pre-demolition work.

In short, the PM role will be responsible for the following:

- 1) Developing and implementing a Project Communication Plan.

- 2) Assisting the contractor with understanding site logistics, site permits, owner requirements, general condition requirements, and other elements of the contract not specifically related to the means and methods to be used by the contractor.
- 3) Schedule monitoring, through work progress tracking compared against contractor-supplied timelines. In cases where schedule slippage is apparent, the PM will request and review a schedule-recovery plan to be established and implemented by the contractor.
- 4) Review and tracking of contractor submittals (i.e., method statements, permit applications, requests for information), inclusive of compiling owner team comments for response back to the contractor. Submittals will be distributed and tracked with support of the ECO role (see below).
- 5) Preparation of weekly status updates and monthly progress reports.
- 6) Change management: Review and response to scope and budget change requests, with interpretation as to whether the proposed changes meet the intent of the technical specifications and established contract structure. Responses to change requests will be issued to VMEU for review and agreement.
- 7) Resolving minor contractor issues, alternate scope and method requests, discrepancies, cost claims, etc., if possible and provide recommended actions in response. Issues not resolvable at the site-level will be presented to VMEU for final decision-making purposes.
- 8) Review of contractor pay requests with recommendations to VMEU as to the acceptability of the requests.
- 9) Financial Tracking, including spending forecasts, budget tracking, and commodity tracking (if necessary).
- 10) Participation in weekly progress meetings (virtually when not onsite) and other non-routine meetings with VMEU, the contractor, and site personnel. Meetings will be documented via formal minutes prepared by Golder's onsite staff as described below.
- 11) Confirm that proper document management procedures are followed by both the contractor and Golder staff.

Site Visits: Routine site visits by the PM will be completed to evaluate progress, gauge conformity of the contractor's work to the contract requirements, verify consistency with general industry best practices, observe general project workmanship and performance, and recommend actions to resolve specific questions or observations made. Site visits will also be performed during key and critical tasks, such as PCB management, asbestos clearances, early stages of demolition, stack removal, etc.

The PM role is not to direct the contractor, or prescribe means, methods, sequences, staffing, equipment use, and the like. VMEU will retain a reputable demolition contractor with experience in handling projects similar to the Howard Down Station. Therefore, there should be no reason for VMEU or the PM to be in a position to direct or supervise the contractor. The demolition contractor should be well-suited to handle the work necessary to meet its contractual requirements independent of VMEU or its representatives.

Effort Projection: For costing purposes, an average of 16 hours per week for the PM throughout the course of the project is assumed, inclusive of bi-monthly (on average) site visits. Actual effort will be billed on a time and materials basis. Based on our experience, this role will likely require greater than 16 hours per week during project kick-off and periods when key work elements commence but should taper off as more routine site work progresses. Please also see the section entitled "Estimated Cost" for details.

Environmental, Waste, and Contract Compliance Officer

The resident Environmental, Waste, and Contract Compliance Officer (ECO) will monitor and document the environmental and waste handling compliance aspects of the project, as well as overall contract compliance, progress, and workmanship of the contractor. In summary, the ECO will observe and document that the work is conducted and completed by the contractor in accordance with the scope of work and contract requirements and applicable regulations. The ECO will:

- Observe and document contractor efforts through visual observations and photo documentation, as appropriate, focused on environmental and waste compliance.
- Inspect waste staging and handling areas for compliance.
- Observe waste loads to verify they conform with manifests, shipping documents and the approved waste profiles (see below).
- Document that the contractor is following the method statements and other contractor-prepared plans.
- Resolve (and document) minor issues that occur during routine construction work.
- Review waste management records (see below).
- Verify that the contractor and the contractor's third-party asbestos consultant are documenting overall compliance with asbestos abatement regulations.
- Perform pre-demolition environmental clearance inspections with documentation (see below).
- Observe and document waste characterization sampling and analysis performed by the contractor.
- Document contractor compliance with applicable permits.
- Observe and confirm that nuisance control measures (e.g., dust) are in accordance with the contractor requirements and permits.
- Observe and document that backfill requirements are met.

Review and Compilation of Waste Management Records and Other Project Records: In order to maintain an accurate account of waste streams resulting from the site work, Golder will review and maintain waste management records. Waste management records include waste profiles, waste characterization data, manifests and bills-of-lading, disposal receipts, and destruction certifications will be reviewed by the ECO for completeness, accuracy, and representativeness. Waste records will be compiled and maintained in an orderly on-site file.

If requested, the ECO will sign waste records where necessary on behalf of the VMEU, provided that formal written approval is granted by VMEU under the terms of the existing engineering services contract between VMEU and Golder.

Pre-Demolition Clearance Inspections: During the project, the contractor is required to obtain clearances from the VMEU or its representative that the abatement, cleaning, waste removal, and other environmental scope requirements have been completed prior to demolition. The ECO will conduct these pre-demolition inspections to confirm that the contractor's scope of work has been completed. Golder will issue formal clearance letters to the contractor for areas that pass the clearance inspections. In the event that the contractor has not fully completed

work in an area, an informal punch list of remaining items to be addressed will be issued directly to the contractor, as necessary. A copy of each formal clearance letter will be maintained onsite.

Administrative Responsibilities: The ECO will also coordinate and manage general administrative elements of the project while onsite, such as

- Chair and document routine project meetings, including on-site weekly progress meetings, recurring project meetings with plant personnel, and other job-related meetings, with preparation of meeting minutes for distribution to all relevant parties as needed.
- Initial review of contractor pay requests in collaboration with Mr. Lewis.
- Maintain and manage routine project records generated throughout the site work such as daily logs, progress reports, method statements, photographic logs, updated site plans and technical specifications, contractor requests, safety reports, clearance records, and minutes of project meetings.
- Resolve minor contractor issues and disputes, if possible. Issues not resolvable at the site-level will be discussed with Mr. Lewis and/or VMEU, with VMEU providing final decisions.

Effort Projection: The ECO should be onsite during contractor site work that includes elements of environmental abatement, waste removal / handling / management, demolition work, handling of materials for recycling and reuse (backfilling), and other regulatory and permit compliance related activities. For costing purposes, we have assumed this will average 50 hours per week, inclusive of travel to / from the project site, for the duration of the contractor's site work (currently projected as 16 months). However, as the project continues and critical work elements are complete, onsite time for this role may be reduced as warranted and/or at VMEU's request.

Golder is proposing to utilize Mr. Kevin Barbour or our Mt. Laurel, New Jersey office in the ECO role. Mr. Barbour is a senior engineering technician with over 15 years of experience in environmental monitoring, construction quality assurance monitoring, and construction management. Kevin has experience in specific to construction projects, groundwater and soil remediation, and contaminated sites. He has also supported several demolition-related projects at industrial sites including regulated materials assessments, demolition work, and decommissioning of infrastructure and utilities at chemical manufacturing facilities.

Task 2 - Project Final Reporting

A Project Final Report will be prepared to summarize the site work activities completed. An emphasis will be placed on documenting compliance with permits, environmental regulations, and waste regulations. The report will include:

- A synopsis of the decommissioning and demolition work completed.
- Summary-level details on waste handling, management, and ultimate disposition, with tracking spreadsheets included as an attachment.
- Summary-level details on recycled materials (metallic scrap, concrete and masonry materials) with tracking spreadsheets and material quantities.
- Description of backfilling activities, with documentation on imported fill sources.
- Copies of all waste and recycling records and corresponding laboratory reports.

- Copies of agency notifications and permits.
- Copies of environmental clearance records.
- Photo documentation of typical and key work elements.
- Copies of final conditions survey outputs ("as-builts"), supplied by the contractor.

Estimated Cost

Current Schedule: Based on the presumptive contract award to Terra Technical Services (Terra), the overall schedule to complete the project is assumed to be 16 months (68 weeks). Our estimated costs are based on this time frame, as described below.

Project Manager Role

- An average of 16 hours per week throughout the site work inclusive of bi-monthly (on average) visits.

The assumptions noted equate to 1,088 hours (68 weeks at 16 hours per week) at \$190 per hour totals \$206,720. Travel expenses for 32 site visits are estimated to be \$41,760. Detailed backup can be provided upon request.

This position will be billed on a time and materials basis, with no markup on expenses.

Environmental, Waste, and Contract Compliance Officer

The onsite ECO role will be staffed by Mr. Barbour of our Mt. Laurel, New Jersey office, or suitable replacement as needed for relief, for the entire 16 month period.

- We assume an average of 50 hours per week will be required for the role, understanding that some weeks there may be nominally more and others nominally less. At \$97 per hour for Mr. Barbour this equates to \$4,850 per week for labor, or \$21,000 per month (4.33 weeks per month on average during a calendar year). *Note: to demonstrate our commitment to this project, Mr. Barbour's standard rate based on his experience level is \$125 per hour, compared to the \$97 per hour we propose herein.*
- As Mr. Barbour is local to New Jersey, his travel expenses will be incremental to the overall cost (i.e., vehicle usage and fuel, safety gear, lunches, office supplies, and miscellaneous small items). The monthly rate for expenses is \$2,080 per month.
- Total rate per month (all in) is \$23,080; the estimated total (16 months) is \$369,280.

Monthly charges will be billed on a lump sum basis. In the event that the role consistently requires more than 50 hours per week, Golder will first seek approval from VMEU for the excess hours, and then bill at a rate of \$90 per hour or other mechanism agreed upon between Golder and MBLP. Conversely, if the role is consistently less than 50 hours per week, we will bill less than the monthly rate based on a pro-rated amount.

Project Final Report

The cost of the Project Final Report is \$9,610, to be billed on a time and materials basis. A cost breakdown can be provided if requested.

Estimate Summary

Task 1:

Project Management (Lewis)	\$248,480 (time and materials)
Env., Waste, and Contract Compliance Officer (Barbour)	\$369,280 (monthly rate basis)

Task 2: Project Final Report

\$9,500 (time and materials)

TOTAL

\$627,260

Additional services, if requested, will be charged on a time and materials basis in accordance with pre-approved billing rates.

Cost-Saving Considerations

As part of the cost proposal, we would like to present the following considerations:

- Golder has proposed using labor rates that are below our standard rate schedule, with a rate reduction of 20% to 22% for the staff proposed herein.
- No markup for expenses or equipment will be charged.
- Premium overtime rates will not be charged.

In Closing

Golder proposes to carry out the scope under the Professional Services Contract for Architectural & Engineering Services (C22-0047) between the City of Vineland and Golder Associates USA Inc., dated January 19, 2022.

Please note that although Golder will observe project work and attempt to resolve issues associated with contractors' required scopes of work, Golder will not be responsible for a contractor's perceived or real inability to perform the work effectively, safely, in accordance with the contract documents, or within their designated time frame, inclusive of situations when the contractor works without Golder field staff present.

Golder is pleased to have the opportunity to submit this proposal to VMEU. This proposal has been prepared for the exclusive use of VMEU for the project described herein. Should this proposal meet with your approval, please issue a purchase order to our attention.

Sincerely,

WSP GOLDER



Andy Lewis
Principal, Decommissioning Practice Leader