

RESOLUTION NO. 2018-356

RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH ROBERT E. LAMB, INC., VALLEY FORGE, PENNSYLVANIA FOR DESIGN ENGINEERING AND CONSULTATION FOR THE PJM GENERATION CONTROL ROOM.

WHEREAS, the Vineland Municipal Electric Utility is fitting out a new facility on 57 West Park Avenue, Vineland to replace existing temporary trailers and the new PJM Generation control Room shall be located in the new facility; and

WHEREAS, Robert E. Lamb, Inc., Valley forge, Pennsylvania is an experienced firm in the design engineering and consulting for the construction and installation of generation control room equipment and have submitted a proposal for the design engineering and consultation for the new PJM Generation control Room in an amount not to exceed \$46,800.00; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40 A: 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 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 the engineering firm of Robert E. Lamb, Inc., Valley Forge, Pennsylvania for design engineering and consultation for the new PJM Generation control Room to be located at 57 West Park Avenue, Vineland, New Jersey in an amount not to exceed \$46,800.00.
2. That this Professional Services Agreement is awarded without competitive bidding in accordance with NJSA 40 A: 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



~~August 6, 2018~~ Revised August 7, 2018

Tom Dunmore  
Senior Engineer  
Vineland Municipal Electric  
415 N. West Ave  
Vineland, NJ 08362

Dear Tom,

Robert E. Lamb, Inc. is pleased to present this proposal for Control Room Design Services to develop layouts and coordinate construction details for Vineland Municipal Electric (VME)'s new Control Room to be located in their new facility at 57 W. Park Ave, Vineland, NJ.

The new Control Room will be approximately 1,200 – 1,300 s.f. and feature, at a minimum, operator positions for generation and dispatch services, as well as an additional flex position. The room will be built, as much as practical, to meet NERC-CIP standards and guidelines and be equipped for 24/7 use by operators.

Lamb has recently completed similar Control Room fit-out projects for clients across the country, such as York Electric (SC), Northcentral Electric (MS), and Central Electric (MO). Our in-house team of Architects and Engineers are experienced and knowledgeable with all facets of the Control Room environment, including ergonomic and technology incorporation.

Based on the background information above, Lamb will provide the following services:

#### DESIGN SERVICES

- Conduct a series of interviews with managers, shift supervisors, operators, and other key project stakeholders to gain an understanding of VME's operating

environment. Lamb will also conduct a walkthrough survey of the existing Control Rooms during this initial site visit.

- Review the desired components of the Control Room, including number of operators, technology, and in-suite amenities, such as restrooms, kitchenette, and IT area. A detailed review of available video display and operator console equipment will be conducted at this time.
- Develop a concept layout for the Control Room, based on the stated criteria.
- Conduct a layout review workshop with VME and incorporate feedback into the final layout.
- Generate a budget estimate for the specialty Control Room equipment, such as the operator consoles and video display system.
- Review the final layout with VME's primary design firm and general contractor and provide recommendations for general construction materials for the space and any special considerations that must be built into the space. The recommendations will include:
  - o Perimeter wall construction
  - o Access control points
  - o Lighting
  - o Low-profile access floor system
  - o Power and data locations
  - o Room finishes, such as carpet tile and acoustical ceiling

Lamb will provide basis-of-design information in the form of sketches, equipment cut sheets and written narrative descriptions.

- Prepare detailed design packages for the operator consoles and video display system. These packages will be suitable for bidding to qualified specialty firms.
- Provide peer review of the final Construction Document (drawing and specifications) to ensure VME's desired components and industry-best practices are incorporated into the final design.

## DESIGN SERVICES THROUGH CONSTRUCTION

Lamb will continue to support the project during the construction phase by providing the following Design Services Through Construction:

- Review specialty equipment bid packages with VME and their general contractor
- Evaluate bids for specialty equipment
- Review shop drawings and submittal packages
- Coordinate technical issues relating to the control room fit-out and specialty equipment
- Participate, via teleconference and as required, periodic construction meetings
- Conduct (2) site visits during the course of construction
- Prepare a final punch-list for the Control Room fit-out

## CLARIFICATIONS

- Lamb will not be responsible for producing permit drawings for the Control Room fit-out. We will work with the primary design firm to make recommendations for and review their permit and construction documents. Coordination with the primary design firm includes:
  - o Sketches and material cut sheets to aide in the preparation of the final construction documents
  - o Availability for web meeting, teleconference, or in-person meeting to review layout and selection prior to creation of the final construction documents
  - o Coordination / confirmation of material and finish selections into final documents
  - o Peer review of the final document set

PROJECT BUDGET AND DELIVERY

Lamb will provide the Control Room Design Services described above for the following not-to-exceed budget, including expenses and based on the attached terms, conditions, and rates.

Control Room Fit-Out Design	\$	34,800
Design Services Through Construction	\$	12,000
<b>Total Authorization</b>	<b>\$</b>	<b>46,800</b>

The initial interview and layout phase will be complete within 2-3 weeks of authorization. The remainder of the services will be completed at the appropriate time in the overall project schedule.

SUBSEQUENT SERVICES

Lamb can continue to support the Control Room project by conducting competitive bidding, procurement, and overseeing the installation of the specialty equipment (operator consoles and video display system).

These and other continuing services will be discussed throughout the initial phase of work.

We look forward to working with the Vineland Municipal Electric Team on this project. Please feel free to contact me with any questions regarding Lamb's capabilities or this proposal at 610-666-9200, ext. 225 or at [dsterchak@relamb.com](mailto:dsterchak@relamb.com).

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel J. Sterchak". The signature is fluid and cursive, with a large initial "D" and "S".

Daniel J. Sterchak  
Vice President

**ROBERT E. LAMB, INC.**  
Standard Conditions for Engagement  
And Compensation for Services

**BILLING RATES**

<u>Classification</u>	<u>Rate/Hour</u>
Managing Engineer/Architect	\$165
Facilities Planner/Project Manager	\$145
Senior Project Engineer/Architect	\$135
Project Engineer/Architect	\$125
Field Superintendent	\$120
Design Engineer/Architect	\$105
Designers	\$100
Designer/Draftsperson	\$90
Draftsperson/CAD	\$85
Clerical	\$75

Travel, food, and lodging as required in the interest of the work will be charged as follows:

Travel by public carrier and rental cars - actual cost.

Automobile expenses – Current mileage reimbursement rate established by the Internal Revenue Service plus tolls and parking charges.

Food and lodging expenses - actual cost.

Reproduction of drawings and specifications - at standard rates.

Outside consultants, where required - at 1.10 times cost.

*Invoices will be submitted monthly for services performed during the prior month.*

*Payment terms are net 30 days.*

**Insurance and Indemnity:**

Lamb carries Workmen's Compensation and Employer's Liability (Statutory Requirements), Comprehensive General Liability (\$5,000,000 limit), and Comprehensive Automobile Liability. Our Professional Liability Insurance limit is \$1,000,000. Lamb will furnish Certificates of Insurance upon request. If the Client's contract or purchase order places greater responsibility upon us or requires further insurance coverage, we, if specifically directed by Client before the work has begun, will obtain additional insurance (if procurable) at the Client's expense.

**Warranty:**

The only warranty or guarantee made by Robert E. Lamb, Inc. in connection with its services performed hereunder is that we will use that degree of care and skill ordinarily exercised under similar conditions by reputable members of our profession practicing in the same or similar locality. No other warranty, expressed or implied, is made or intended by our proposal for services or by our furnishing oral or written reports of the findings made.

January 1, 2018