

RESOLUTION NO. 2024-96

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH MONTROSE ENVIRONMENTAL SOLUTIONS, INC., ROBBINSVILLE, NJ TO PROVIDE GENERAL ENGINEERING SERVICES FOR ON-CALL SUPPORT FOR THE WATER UTILITY, IN AN AMOUNT NOT TO EXCEED \$47,850.00.

WHEREAS, the City Council of the City of Vineland has adopted Resolution No. 2023-630, a Resolution pre-qualifying certain firms to submit proposals for as needed Environmental Consulting Services; and

WHEREAS, the City of Vineland Water Utility has a need of On-call General Engineering Services for Various Environmental Projects which may include Consumer Confidence Reporting, AWWA yearly audit, Master Permit Renewal, EPA Assistance, etc.; and

WHEREAS, the Director of Municipal Utilities has recommended that a contract for the required services be awarded to Montrose Environmental Solutions, Inc., Robbinsville, NJ, in accordance with Professional Services Contract No. C24-0025 and Montrose Environmental Solutions' proposal dated January 31, 2024, pursuant to a fair and open process; and

WHEREAS, this contract is awarded in an amount not to exceed \$47,850.00 for the contract period February 1, 2024 through January 31, 2025; 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 Professional Services to Provide General Engineering Services for On-Call Support for the Water Utility be awarded to Montrose Environmental Solutions, Inc., Robbinsville, NJ, in accordance with Professional Services Contract No. C24-0025 and in accordance with proposal dated January 31, 2024, pursuant to a fair and open process, in an amount not to exceed \$47,850.00 for the contract period February 1, 2024 through January 31, 2025.

Adopted:

President of Council

ATTEST:

City Clerk



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

2/22/24

(DATE)

1. Service (detailed description): Various Env. projects-Consumer Confidence Reporting
AWWA yearly audit, Master Permit Renewal, EPA Assistance.(see Proposal)

2. Amount to be Awarded: \$ 47,850.00

- Encumber Total Award
- Encumber by Supplemental Release

3. Amount Budgeted: \$ 100,000.00

4. Budgeted: By Ordinance No. N/A
Or Grant: Title & Year N/A

5. **Account Number to be Charged: 4-07-55-502-8004-53345

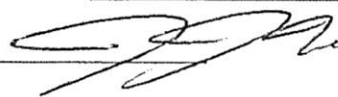
6. Contract Period: February 1, 2024 thru January 31, 2025

7. Date To Be Awarded: March 12, 2024

8. Recommended Vendor and Address: Montrose Environmental Solutions, Inc
500 Horizon Drive, Ste 540, Robbinsville, NJ


9. Justification for Vendor Recommendation:(attach additional information for Council review)
Knowledgeable in the operations and State Mandated reporting for Water
Utilities Contract #C24-0025

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

10. Evaluation Performed by: Joe Prato 

11. Approved by: John Lillie


12. Attachments:
 Awarding Proposal
 Other: _____

- Send copies to:
Purchasing Division 
Business Administration

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

January 31, 2024

Electronic Mail Delivery Only:
bkennedy@vinelandcity.org

Mr. Bill Kennedy
City of Vineland Water & Sewer Utility
330 E. Walnut Road
Vineland, NJ 08360

**RE: Professional Engineering Services for On-call Support for the City of Vineland Water Utility for Fiscal Year 2024
Project Number 2017-3561
OPP-2024-01-31-049022**

Dear Mr. Kennedy:

Montrose Environmental Solutions, Inc., (Montrose) is pleased to provide the following proposal to City of Vineland Water Utility. Montrose's proposed scope of work and estimated cost to perform on-call professional engineering services are described below.

PROJECT UNDERSTANDING

As you know, Montrose 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.

Examples of projects completed by Montrose under the general engineering services contracts/purchase orders for the City of Vineland include:

- AWWA Audit (2016-2023);
- 10-year Water Allocation Renewal Permit (2023)
- Application for a Master Permit for the City of Vineland Water Utility's Water Distribution System and Assistance with Annual Renewal of this Permit (2013-2023);
- Annual Master Permit Renewals (2012-2023);
- Renewal for Radioactive Materials License (2021);
- Risk & Resilience / Emergency Response Plans EPA (2021&2023);
- Water Conservation and Drought Emergency Plans Required by the NJDEP Bureau of Water Allocation (2014, 2018, 2020 & 2023);
- Review of all Potable Sampling Data Collected throughout the Distribution System for CCR Reporting (2020-2023);
- Revised Total Coliform Sampling Plan (2019);
- Landis Avenue (Route 56) Water Main Upgrades Project Design (2018);
- Water Quality Parameter and Lead and Copper Sampling Plans (2017); and
- On-going Support with the NJDEP.

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

- Montrose (AGC) provided Licensed Site Remediation Professional (LSRP) services for:
 - Removal of two underground storage tanks (USTs) in 2020 at the City of Vineland's Electric Utility;
 - Removal of six underground storage tanks USTs in 2019 at Pump Stations 7,8,9,10 & 11;

- o Removal of one (1) UST in 2017 at 330 East Walnut Rd;
- Existing Well No. 4 Treatment Improvements Project for the Removal of Ethylene Dibromide which was placed into service in October 2015;
- Existing Well No. 14 New Radium Removal Treatment Plant (completed August 2014); and
- Existing Well No. 12 Radium Removal Treatment Plant (completed November 2014).

SCOPE OF WORK

Montrose proposes using the next open phase (Phase 13 – 2024 Services) to track costs associated with professional services supporting the City of Vineland Water Utility.

Phase 13 – 2024 Technical Support / On-call Services

Throughout the course of the year, the City of Vineland is required to develop plans and reports as part of their compliance with NJDEP permits for the ongoing operation and maintenance of the water supply. For 2024, the following tasks are anticipated to be required:

Task 1: Consumer Confidence Reporting (CCR) Assistance

NJDEP requires the City of Vineland to sample and test for certain contaminants yearly. NJDEP provides a sample schedule to be implemented by the City. Montrose tabulates all the sample results with minimum and maximum concentrations for the year. Montrose compares the data to the maximum contaminant levels (MCLs) to determine compliance with the standards. The tables are submitted to the City, and included in the preparation of the CCR Annual Report by others. Montrose will work with Gemini Group this year with getting all required 2023 results uploaded to their system. Montrose will assist with making sure all required items from EPA administrative order are added on the City's CCR from 2020, 2021 & 2022 not were missed so they are up-to-date per the administrative order dated January 24, 2024.

Task 2: AWWA Water Audit Yearly New 6.0 Version (Due March 31,2023)

An annual water audit is done yearly to help utilities compare their attributes, key performance and to help improve water loss control. This rates the utility on pumped water vs. billed water and total overhead cost for the year. We input unbilled water such as hydrant flushing, unmetered properties such as municipal buildings, etc. After all required data and information is input, the AWWA Water Audit provides a water audit data score for that calendar year to the City. Montrose compiles the report and submits it to the Delaware River Basin Commission.

Task 3: Master Permit Renewal 2024

An annual master permit is renewed yearly. The report provides the NJDEP with new developments planned for the City of Vineland, indicating the number of new water service lines to be connected for both residential and commercial buildings. Montrose calculates the new water demands, adds it to the total demand from the previous year, and submits for a new updated allocation permit. **The following items are included in this submission to NJDEP:** (6) NJDEP forms, technical specifications, engineers report, required tables, figures, full GIS map with all the required shapefiles, drawing and the required application fee check paid by the City.

Task 4: Updates / Revisions to Master Permit

Receiving permits from the NJDEP takes time. Periodically, a project comes in that the City wants approved, and to be added to the Master Permit as soon as possible. For these circumstances,

Montrose will submit a revised permit package with the updated information to NJDEP. This information is also documented into the engineer's report for this new property or properties.

Task 5: Update of 2019 Total Coliform Plan – EPA Notice

The following information on the existing plan will be reviewed and updated:

The Total Coliform Plan includes:

- Sample locations where each sample location requires an upstream and downstream sampling site,
- sampling procedures,
- sampling frequency,
- circumstances which may require re-sampling,
- timing of re-sampling,
- analytical method of testing (Total Coliform/E-Coli),
- procedure for submission of the laboratory testing results,
- reporting protocols if a positive testing result is received, and
- any modifications to the original plan will be modified and updated on a GIS Map.

Task 6: Annual Reporting for Lead and Copper Sampling

Montrose originally prepared the City of Vineland's Lead and Copper Plan in 2017 & 2018. The City is required to collect 30 samples from their customers off the approved BWSE-18 STANDARD sample list, between June – September 2024. Montrose provides annual support to the City for identifying, as necessary, pre-selected alternate locations if the City is not able to obtain a water sample from one of the approved standard locations. Montrose populates all 30 customer result letters for the City to mail to the residences where samples were obtained. Montrose then submits all the required forms and a copy of one of the customer's letters to the NJDEP.

Task 7: GIS Attributes for Treatment Plant

Montrose will work with Sharon Lille to update the current treatment plant shapefiles to add attributes for all wells, treatment plants, booster pumping stations, storage tanks, treatment chemicals, interconnection, generators, etc.

Task 8: MW-1 Well at 330 E. Walnut

In April of 2023, the monitoring well at 330 E. Walnut was sampled and still has a high Benzene level of 3.8 ug/L. We recommended to add more nutrients or a more aggressive approach (injection) that is a lot more expensive. Bill and I spoke and we talked about doing another year of nutrients. We will order two new units over the next year to help minimize the Benzene to under required MCL.

Task 9: EPA Assistance

Montrose is helping assist with the EPA requirements after the inspection in June 2023 and helping with EPA Administrative Order that was sent to the City on January 23, 2024.

Task 10: Well 13 Modification (End of February Middle of March Submission to NJDEP)



Permit Modification Application package for Well 13, required NJDEP forms PA-01, PA-01C, PA-05, PA-06, PA-12, PA14 and PA16. Along with engineer's report, technical specifications, drawings (Site plan & floor plan modification) existing and proposed schematic and GIS Map submission. Responding to NJDEP comments during NJDEP review process, two site visits during construction phase services and construction completion report. (If no site plan or floor plan in CAD exists, there will be an extra cost).

Task 11: Well 13 Modification (NO Site Plan or Floor Plan in CAD)

If the City is not able to find a site plan and/or floor plan in CAD, this task would be used for extra hours for putting this together for the Well 13 Modification.

Task 12: Year-round On-call Support (Extra)

This task is a contingency budget for the City's discretionary use to request Montrose to provide general technical support on engineering issues related to the operation, maintenance and upgrading of the City of Vineland's Water Utility; including, but not limited to; water supply wells and treatment facilities, water storage facilities, and water distribution system. Montrose can provide additional engineering consulting services on an as-needed basis under this allocation.

PROJECT TEAM

We propose the following project team members:

- Jerry Halmowitz, PE: In-house T4/W4/S4/C4/N2 Licensed Operator
- Regina Reeve: Water Treatment Specialist, GIS and Required Plan Specialist
- Robert May, PE: NJ Licensed Professional Engineer/N2 Licensed Operator
- Frederick Shoyer, LSRP: NJDEP Licensed Site Remediation Professional, N2 Licensed Operator

PROPOSED COST

Montrose proposes to perform Phase 13, Tasks 1-11 for the below lump sum fee total of \$42,850. Task 12 is a contingency budget to respond to City of Vineland's unplanned requests, if any. This work, if required, will be billed on a time-and-material basis on actual work performed in accordance with the rates provided in Attachment A.

Phase 13, Tasks 1-12	Cost T&M
Task 1: CCR Assistance	\$4,200
Task 2: AWWA Water Audit	\$2,500
Task 3: Master Permit Renewal 2024	\$4,600
Task 4: Updates / Revisions to Mater Permit	\$1,400
Task 5: Update of 2019 Total Coliform Plan – EPA Notice	\$3,000
Task 6: Annual Reporting for Lead and Copper Sampling	\$1,200
Task 7: GIS Attributes for Treatment Plant	\$4,050
Task 8: MW-1 Well at 330 E. Walnut	\$1,200
Task 9: EPA Assistance	\$2,700
Task 10: Well 13 Permit Modification Application NJDEP	\$13,600
Task 11: Well 13 Modification (If No Site Plan or Floor Plan in CAD)	\$4,400
Task 12: Year-round On-call Support (Extra)	\$5,000
TOTAL	\$47,850



TERMS AND CONDITIONS

The work will be completed in accordance with the executed Contract with the City of Vineland.

CLOSING COMMENTS

Thank you for this opportunity to continue to provide our services to City of Vineland. Montrose is prepared to continue our services uninterrupted on this project upon acceptance of this proposal. If this proposal is acceptable to you, kindly sign a copy in the appropriate spot below and return it to our office via mail, email or fax. If you have any questions, please do not hesitate to contact the undersigned at 609-320-2340.

Very truly yours,
Montrose Environmental Solutions, Inc.

Regina C Reeve
Designer and Water System Technician

Frederick J. Shoyer, III
Sr. Project Consultant, LSRP, N2

Enclosures:

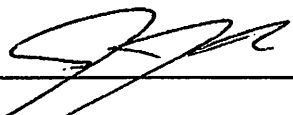
Attachment A – Montrose 2024 Fee and Rate Sheet

RCR:FJS:mm

PROPOSAL ACCEPTANCE AGREEMENT

BY SIGNING THIS PROPOSAL ACCEPTANCE AGREEMENT, THE CLIENT ACCEPTS THE PROPOSAL AND AGREES TO BE BOUND BY ITS TERMS, INCLUDING THE GENERAL TERMS AND CONDITIONS ATTACHED THERETO AND ALL OTHER ATTACHMENTS REFERENCED THEREIN. THE PROPOSAL AND ATTACHMENTS THERETO CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE CLIENT AND MONTROSE ENVIRONMENTAL SOLUTIONS, INC., WITH RESPECT TO THE PROJECT REFERENCED IN THE PROPOSAL AND SUPERSEDE ALL PRIOR WRITTEN OR ORAL STATEMENTS OR UNDERSTANDINGS.

PROPOSAL OPP- 2024-01-31-049022 ACCEPTED FOR CITY OF VINELAND

Client (Signature): By (Type/Print): JOSEPH PASIJOTitle: DEPARTMENT HEADDate: 2/16/24

Attachment A: Rate Sheet



Principal/ Associate

Managing Principal	\$383
Senior Principal	\$284
Principal	\$263
Senior Associate	\$242
Associate	\$231

CADD/GIS

Senior Designer/Architect/GIS	\$205
Project Designer/Architect/GIS	\$147
Staff Designer/Architect/GIS	\$110
CAD Drafter	\$95
CAD Technician	\$79
Designer	\$135

Professional

Senior Professional III	\$221
Senior Professional II	\$205
Senior Professional I	\$179
Project Professional III	\$158
Project Professional II	\$131
Project Professional I	\$121
Staff Professional III	\$115
Staff Professional II	\$110
Staff Professional I	\$105

Construction/Field Services

Construction Manager	\$200
Senior Field Supervisor	\$179
Project Field Supervisor	\$131
Senior Equipment Operator	\$131
Equipment Operator	\$110
Senior Technician II	\$131
Senior Technician I	\$110
Technician II	\$84
Technician I/Laborer	\$65

Administrative/Technical Editor

Administrative Director	\$221
Administrative Manager	\$189
Administrative Supervisor	\$131
Administrative Professional III	\$110
Administrative Professional II	\$84
Administrative Professional I	\$74
Senior Technical Editor	\$152
Project Technical Editor	\$131
Staff Technical Editor	\$95

DIRECT EXPENSES

- Subcontract Fees: Cost +15%
- Other Direct Project Expenses (Including travel and materials): Cost +10%
- General & Administrative Fee: Labor and Other Direct Costs +5%

ADDITIONAL RATE NOTES

- Non-professional labor provided over 8 hours per day or on weekends and holidays will be charged at 1.5x the hourly rate.
- Litigation support including deposition and trial will be charged at 1.5x the hourly rate.
- Unit prices for equipment utilized on projects will be provided upon request.

The personnel charges and direct expenses indicated above are for calendar year 2024 only and are subject to change January 1 of each calendar year or upon 30 days' notice to the client.