

RESOLUTION NO. 2024-_____

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH CDM SMITH, EDISON, NJ TO PROVIDE CONSTRUCTION ENGINEERING SERVICES FOR THE LEAD SERVICE LINE REPLACEMENT PROGRAM AS MANDATED BY THE STATE OF NEW JERSEY, IN AN AMOUNT NOT TO EXCEED \$500,000.00.

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 Architectural and Engineering Services; and

WHEREAS, the City of Vineland has a need for Professional Construction Engineering Services for the Lead Service Line Replacement Program as mandated by the State of NJ; and

WHEREAS, the Director of Municipal Utilities has recommended that a contract for the required services be awarded to CDM Smith, Edison, NJ, in accordance with Professional Services Contract No. C24-0023 and CDM Smith's proposal dated November 18, 2024, pursuant to a fair and open process; and

WHEREAS, this contract is awarded in an amount not to exceed \$500,000.00; 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.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland that said contract for Professional Construction Engineering Services for the Lead Service Line Replacement Program as mandated by the State of NJ be awarded to CDM Smith, Edison, NJ, in accordance with Professional Services Contract No. C24-0023 and in accordance with proposal dated November 18, 2024, pursuant to a fair and open process, in an amount not to exceed \$500,000.00.

Adopted:

President of Council

ATTEST:

City Clerk



NOV 19 2024
CITY OF VINELAND
PURCHASING DEPT.

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

1. GOODS OR SERVICES (DETAILED DESCRIPTION): Construction Engineering for Lead Service Line Replacement as Mandated by the State Of New Jersey

2. TYPE: RFP ORFQ NUMBER: _____

NON-FAIR & OPEN (PAY TO PLAY DOUCMENTS REQUIRED)
 FAIR & OPEN: HOW WAS RFP ADVERTISED? RFQ 2023-41 C24-0023

3. AMOUNT TO BE AWARDED: \$500,000.00
 ENCUMBER TOTAL AWARD ENCUMBER BY SUPPLEMENTAL RELEASE

4. BUDGETED ITEM: YES NO ACCOUNT NUMBER: G-02-57-802-2024-46003-\$125,000.00

5. CAPITAL ORDINANCE: YES NO ORDINANCE NUMBER: _____

6. TRACKING ID(S): _____ COMMODITY CODE(S): _____

7. CONTRACT PERIOD (IF APPLICABLE): To be Determined

8. DATE TO BE AWARDED: To be Determined

9. RECOMMENDED VENDOR NAME AND ADDRESS: _____
CDM Smith 110 Fieldcrest Ave. #8 Edison New Jersey 08837

10. JUSTIFICATION FOR VENDOR RECOMMENDATION (INCLUDE ADDITIONAL INFORMATION FOR COUNCIL):
Approved RFQ Vendor with expertise in this area of work

11. EVALUATION PERFORMED BY: Joe Prato
(NAME, TITLE AND EXTENSION NUMBER)

12. APPROVED BY: John Lillie
SIGNATURE (DIRECTOR, DEPARTMENT HEAD, SUPERVISOR)

13. ATTACHMENTS: AWARDDING PROPOSAL OTHER: _____

COPY TO:
PurchasingOffice@vinelandcity.org

G-02-57-802-2024-46000-\$125,000⁰⁰
4-07-55-502-8006-53103-\$250,000⁰⁰
4-07-55-502-8006-53102-\$50,000⁰⁰
4-05-55-512-9006-52000-E391-3-475,000⁰⁰
\$500,000⁰⁰



110 Fieldcrest Avenue, #8
6th Floor
Edison, New Jersey 08837
tel: 732 225-7000

November 18, 2024

Mr. John Lillie, Director
Vineland Municipal Utilities
640 E. Wood St
Vineland, NJ 08360

Subject: Lead Service Line Replacement Program
Engineering Services and Construction Oversight – Phase 1

Dear Director Lillie:

CDM Smith Inc. (CDM Smith) is pleased to submit this proposal to assist the City of Vineland (City) in progressing its first active phase of the Lead Service Line Replacement Program (LSLRP) which is structured to find and replace lead and galvanized services (collectively called "LSLs"). All work performed under this project is authorized under the City of Vineland Lead Service Line Replacement Program Management Services Contract which was awarded by Resolution No. 2023-396 on August 22, 2023. This proposal provides a summary of work completed to date and recommendations for next steps.

Background

On November 1, 2023, CDM Smith provided the City of Vineland a scope of work for Preliminary Planning Phase Tasks. This planning phase included development of a prioritization model, inventory development, leadCAST implementation, development of a project website and initial communication material. This phase also included preparing an initial submission to the NJ Infrastructure Bank (NJIB) including development of a planning document, technical specifications and construction details for work under Phase 1 of the program. To date, CDM Smith has completed all tasks outlined under the Preliminary Planning Phase and has been waiting for authorization from the City of Vineland to approve release of required customer notification letters to addresses with known lead service lines (LSLs), known galvanized service lines and addresses where the service line is unknown. With the required notification letters, the City discussed potential modifications to a project website which would incorporate a modified landing page specifically to answer questions on the letters.

Currently, the inventory is comprised of the following*:

- Customer with non-lead **4,144**
- Customers with lead or galvanized steel requiring replacement **6,079**
- Customers with unknown material **6,215**

*There are several customer accounts which represent multiple addresses, and this number is currently based upon customer count and information available today and is subject to change.





Mr. John Lillie
November 18, 2024
Page 2

Over the last year, the City and CDM Smith team have been strategizing on the most efficient and cost-effective manner to execute this program and meet the compliance target for identification and replacement of all LSLs by July 2031. During these discussions, the team has met with NJIB and determined that it would be best to develop loan packages which consist of two contracts which would be bid in consecutive years. This strategy would minimize legal and administrative costs while maximizing award of principal forgiveness and low-interest financing. The target budget for the loan would be \$20 million, broken into two \$10 million contracts to be bid in fiscal years 2025 and 2026. As such, this proposal represents the first two years of program support with approximately 1,800 LSLs to be replaced.

During the planning phase, the project team discussed alternatives for implementation, specifically initial project areas. The City had decided that streets covered under its Planned Paving program (Years 2025 – 2029) should be covered in Phase 1 and the corresponding funding application. This method would minimize restoration costs and maximize services lines that could be replaced. It is assumed that within these paving regions and additional high priority streets, we would likely be able to identify at least 1,800 services to be replaced.

Scope of Services

The scope contained herein is meant to represent Phase 1 of the program as described below. The scope is based upon the development of two bid contracts for approximately 1,800 service lines and one loan application with NJIB.

The tasks associated with this proposal include:

- Task 1 – Program Management and Project Support
- Task 2 – Final Design
- Task 3 – Permit and NJIB Support
- Task 4 – Bidding
- Task 5 – Construction Management
- Task 6 – Inspection Services
- Task 7 – Outreach and Communication
- Task 8 – Field Canvass and Door-to-Door Inspections
- Task 9 – Customer Self-Reports
- Task 10 – NJDEP and US EPA Compliance Support

The scope associated with each task is detailed below.

Task 1 – Program Management and Project Support

The Task 1 support task includes work required to support all other LSLR tasks and activities stated herein and are:





Mr. John Lillie
November 18, 2024
Page 3

- Project Management and Project Administration
- Kick-off and Progress Meetings
- Monthly Construction Progress Meetings
- Bi-Weekly Construction Meetings

Task 1.1 - Project Management and Project Administration

CDM Smith will provide a designated Project Manager and Project Technical Leader to execute and implement Phase 1 of the project. Rajbarath (Raj) Panneerselvam will continue to be the Project Manager and Kristin Epstein will continue to be the Project Technical Leader. The project manager will be responsible for establishing project milestones and coordinating progress meetings as well as recording minutes. The Project Technical Leader will be responsible for providing technical direction to the project team. Both Raj and Kristin will be supported by Christine Ballard as the Project Director and Sandra Kutzing as one of our Technical Experts on this project.

Task 1.2 - Project Kick-Off and Progress Meetings

While Phase 1 is a continuation of the Preliminary Planning Phase, it is nonetheless a new scope of work and thus important for the entire project team to be aligned with the path moving forward. CDM Smith will host a project kick-off meeting with the City of Vineland to review scope, milestones and deliverables. CDM Smith will facilitate this meeting in a workshop setting with members identified by the City along with the CDM Smith team. CDM Smith will prepare and distribute minutes from this kick-off meeting.

CDM Smith will host monthly progress meetings via Microsoft Teams throughout the project. It is anticipated that there will be thirty-two (32), one-hour progress meetings. CDM Smith will invite project members to the progress meetings as relevant to the topics being discussed. It is expected that the Program Manager, the Client Service Leader and the Project Manager will attend these calls with the City's program leadership team. CDM Smith will prepare the agenda, the presentation material (slides, handouts), and generate meeting minutes.

Task 1.3 - Construction Progress Meetings

1.3 hours and costs are being held for a future authorization and not included in this scope of work.

Task 1.4 - Bi-Weekly Construction Meetings

Task 1.4 hours and costs are being held for a future authorization and not included in this scope of work.

Task 2 – Final Design

During the Preliminary Planning Phase, CDM Smith prepared a set of bid specifications for submission to the NJIB and final draft submitted to the City of Vineland for review. Under this task, the design team will





Mr. John Lillie
November 18, 2024
Page 4

finalize the bid specifications based upon review comments from the City and NJIB. This tasks include finalization of one bid set for the first funding year contract. The bid set will include an updated Vineland front end including required NJIB and Bipartisan Infrastructure Law (BIL) requirements, technical specifications, construction standard details, project location maps, and proposed work areas. The design team will also prepare an opinion of probable construction cost (OPCC) for bidding purposes.

Task 3 – Permit and NJIB Support

Task 3.1 - Permit Support

Prior to bid, CDM Smith will assist the City by coordinating with the local plumbing and electrical sub-code officials to advise them of the project and incorporate any additional requirements into our contract documents. CDM Smith will also prepare an Application for Project Authorization to the State Historic Preservation Office for the two parcels which are listed on the State Historic Register and included in the Phase 1 project. Currently those properties are the Siloam Cemetery and Vineland High School.

CDM Smith will assist with the preparation of permit documents, submitting permit applications to the permitting authority, review of comments provided by the permitting authority, updating permit application based on the comments from the permitting authority and advising the City on program needs as it pertains to permitting.

For budgeting purposes, we have assumed 92 hours for permitting support under this contract which is intended to cover support for this initial phase and one submission to the State Historic Preservation Office on the subsequent phase of work.

Based upon our current understanding of the project, all work will be within local and County-owned roadway rights-of-ways; therefore, New Jersey Department of Transportation (NJDOT) permits are not required for this project. It is anticipated that County Road opening permits will be secured by the Contractor.

Task 3.2 - NJIB Support

All projects funded by the NJ Infrastructure Bank are required to have a specifications review completed by NJDEP staff to confirm the necessary funding references and sections are incorporated into the final bid documents. For the purposes of this proposal, it is assumed that all permitting efforts will be limited to NJDEP and the bids will be below \$12.5M and will **not** require review by the Office of the State Comptroller. CDM Smith will provide the City with the final set of technical specifications and bid documents which can then be uploaded to H2Loans. CDM Smith will address one round of comments and revise the bid documents accordingly.

CDM Smith will support the City Finance Department and Bond Counsel as it relates to documents for the funding application. CDM Smith will participate in two virtual meetings and one in-person meeting. Since it is anticipated that these two contracts will be rolled into one loan application, these meetings will be held once at the beginning of the project to secure funding from NJIB.





Mr. John Lillie
November 18, 2024
Page 5

Throughout construction, CDM Smith will assist the City and the Contractor with maintaining its monthly and quarterly SED reporting. The City shall assign someone to be the official "Compliance Officer" and acknowledge receipt of these forms which are required to be prepared by the Contractor month/quarterly, as necessary.

At the close of each project, CDM Smith will assist the City in assembling the necessary documentation for the loan closing and project closeout. This generally includes summaries of items completed and costs to completion, engineering certifications and record documents. 372 hours are included to complete the above tasks over the next two and a half years.

Task 4 – Bidding

Once the City obtains Authorization to Advertise Bids from NJIB, CDM Smith will assist the City with formal bid notification by sending the approved notice to the City Clerk for publication. CDM Smith will provide the City with a total of fifteen (15) sets of bid documents which can be used for bidding, contracts, distribution to contractors and for the City project team. CDM Smith will attend up to one (1) pre-bid meeting, prepare up to two (2) addenda and one (1) set of conformed documents.

CDM Smith will create a bid tabulation summary and review bids from the three lowest bidders for the two bid contracts included under this funding loan. This review will be incorporated into a Recommendation of Award Letter that will be forwarded to City and NJDEP staff for concurrence.

Task 5 –Construction Management

The scope of this task is based upon test pitting and/or replacement of approximately 1,800 LSLs. It is anticipated that replacement will be implemented in two different construction projects, each construction project with two (2) crews working concurrently.

Task 5.1 - Construction Management

Task 5.1 hours and costs are being held for a future authorization and not included in this scope of work.

Task 5.2 - GIS Support

CDM Smith's GIS team will assist with development of new customer points for addresses which are not currently customers but served by Vineland water such as trailer parks and corporate campus locations. This team will help create new inventory locations in GIS that would then be pushed into leadCAST. Quarterly this team will provide updates for the City's GIS inventory and database. It is assumed that no more than eight (8) updates will be completed. As needed, the GIS team will create mapping showing LSLs along paving roads and in support of planning processes.

Task 5.3 - Website Management and Updates

CDM Smith will continue to maintain hosting of a project website with Trinnex support for maintenance and updates. The website currently contains the Lead Service Line Landing Page, Public Map and Address





Mr. John Lillie
November 18, 2024
Page 6

Look-up Tool, Frequently Asked Questions (health effects, how to test your water video, etc.), and Embedded Water Quality Report. It is anticipated that there will be 1-2 revisions per year and we have currently budgeted 120 hours for website updates. Renewal costs for leadCAST are being held for a future authorization and not included in this scope of work.

Task 6 – Inspection Services

Task 6 hours and costs are being held for a future authorization.

Task 7 – Outreach and Communication

During the preliminary phase of the project, CDM Smith worked with the City and its sub-consultant to develop some initial communication documents, specifically a cover letter to accompany the lead service line letter and website text. As part of this next phase of outreach and communication, CDM Smith will lead the development of several communication materials, specifically geared toward educating the public on the City's program and helping them to take an action. Some of the actions include self-reporting interior water service line material and signing an access agreement for the service line replacement.

CDM Smith will work with the City to provide a clear, concise, comprehensive messaging for every stage of the project. In further support of the City's outreach efforts, CDM Smith will develop inventory and Lead Service Line Replacement content via the following list of educational and communication materials:

- Scripts for up to two (2) social media posts with graphics for the City to utilize on their social media platforms. Each of social media posts will be developed in English and Spanish.
- Up to two (2) revisions per year of the website content to incorporate new information during different program phases.
- Right-Of-Entry communications to inform customers of project specifics and next steps and securing property owner agreements. Outreach for right-of-entry communications may include print, digital, and in-person methods such as door-to-door canvassing. CDM Smith will coordinate and obtain signed access agreements through use of mailings, door-to-door canvassing, and contractor solicitation. The preferred method for signing the agreement will be digitally; however, CDM Smith will print hard color-copies for distribution. In addition, an e-version of the agreement will be available on the website and accessed via field tablets to obtain signatures electronically.
- Up to four (4) program flyers and postcards used to provide information to stakeholders and customers on all program aspects including for materials verification and replacement activities, including: general information flyer, flyer for local politicians, pre-verification postcard, pre-replacement postcard, pre-replacement flyer, post-replacement health effects flyer, flushing and





Mr. John Lillie
November 18, 2024
Page 7

filter flyer, and sample request postcard. The LSLR Fact Sheet Flyers are typically double sided 8 ½ "x 11". The notification addresses flushing instructions, pitcher instructions, sampling FAQs and restoration information.

- Up to four (4) door hangers. Three (3) door hangers to be used by the Contractor and Consultant to provide water customers with verification schedule information for the City and LCRR Program staff to utilize during field investigations. Each of the door hangers will be developed and distributed in English and Spanish with information on where to find more translated versions online. Four (4) additional door hangers will be developed to provide information prior to and following replacement activities and will be completed in future phases of work.
- Up to two (2) customer educational materials related to disturbances of LSLs or unknown services compliant will be provided to the City for use by their own internal staff. This document will be compliance with the newly pass Lead and Copper Rule Revisions (LCRR). No printing of this document is included in this budget.
- One (1) frequently asked questions (FAQs) document/script for customer service representatives to respond to customer questions on lead in drinking water, the service line inventory program, and the LSLR program (if applicable), and/or be added to the website. The FAQs will be revised and updated as the activities and program progresses.
- CDM Smith will support up to two (2) live community outreach events for inventory or LSLR replacement activities.

CDM Smith anticipates additional communications support may be required to assist the City with public education and outreach and to maintain compliance with the Lead and Copper Rule Improvements (LCRI) which was promulgated on October 8, 2024. CDM Smith will provide additional work authorization proposals for these additional services at the request of the City. We have allocated 392 hours and \$10,000 to cover printing of postcards, flyers and some initial door hangers as part of this initial authorization.

Task 8 – Field Canvass and Door-to-Door Inspections

Field canvassing and door-to-door inspections are important tasks when there is a need to identify customer side material in advance of a replacement project but it also helps to provide advanced notification to customers about the upcoming project. Field staff for door-to-door canvassing is not part of this initial authorization but will be supported in future phases of work.

Task 8.1 - Field Canvass Support and Door-to-Door Inspections

Task 8.1 hours and costs associated with door-to-door canvassing are being held for a future authorization and not included in this scope of work.





Mr. John Lillie
November 18, 2024
Page 8

Task 8.2 - Call Center Support

CDM Smith will maintain and manage an online appointment calendar and call center in support of field canvassing. When staff are going door-to-door, they will leave a door hanger with information on how to self-report interior plumbing material. It will also have a link to the online appointment system and a phone number to call for further information and assistance. CDM Smith will provide staff to answer calls during the timeframe that field teams are performing canvassing.

Additionally, CDM Smith will make out-going phone calls only to customers within a designated LSL replacement work area to specifically solicit inspection appointments and signed Right of Entry Agreements. It is anticipated that the call center established with CDM Smith personnel; however, contact information for either the Contractor if attempting to schedule a replacement or CDM Smith if attempting to perform an internal inspection, will be noted on the door hanger. A total one hundred and sixty (160) hours are anticipated for call center support.

Task 8.3 - Quality Reviews

Task 8.3 hours and costs associated with quality reviews of door-to-door canvassing inspections are being held for a future authorization and not included in this scope of work.

Task 9 – Customer Self-Reports

CDM Smith will be responsible for developing a system for obtaining and reviewing customer self-reported photographs of internal water service line material. It is anticipated that 5% of the people will submit self-reported photographs after initial canvassing and customer outreach. This represents approximately 300 photographs to be reviewed and recorded in the inventory. We have budgeted 80 hours for this task which includes a quality control review of twenty percent (20%) of the reports.

Task 10 – NJDEP and US EPA Compliance Support

CDM Smith will assist the City with preparation of the required workplan and inventory as required by the State of New Jersey NJDEP and the United States Environmental Protection Agency (USEPA) lead and copper rules. In 2024 CDM Smith assisted in development of the initial inventory; however, the City opted to delay mailing the required notification letters. For the 2025 inventory, it is anticipated that it will be updated based upon field canvassing and self-reporting updates, although there is a 10% replacement goal of 607 which are unlikely to be completed before the inventory is due in July 2025. The 2026 inventory will be updated based upon replacements completed to date and any additional updates from canvassing and self-reporting.

For this task, we have allocated a printing and mailing allowance of \$14,500 for the certified letters to newly identified lead service lines and regular mailings to lead services which have been previously notified and unknown letters. This allowance should cover notifications for 2025 and 2026 compliance reporting.





Mr. John Lillie
November 18, 2024
Page 9

Assumptions

The scope was developed based on the following assumptions:

1. This initial authorization does not include construction management or inspection hours; however, other tasks related to finalization of bid documents and bidding are included.
2. This scope does not include CDM Smith answering calls from customers other than those made assist with customer attempting to self-report their interior plumbing material.

Schedule

The CDM Smith team is prepared to begin upon execution of a Task Order. Our goal is to initiate work as follows:

- | | |
|-----------------|-------------------------------------|
| • December 2024 | Notice to Proceed |
| • January 2025 | Submission of Bid Documents to NJIB |
| • April 2025 | Bid Project #1 |





Mr. John Lillie
November 18, 2024
Page 10

Fee

CDM Smith proposes to invoice by Tasks as outlined in the Table provided below. We propose to invoice Vineland monthly based on the amount of work completed to date. Labor costs are at the hourly rate included in the Lead Service Line Replacement Program Management Services Contract. Estimates of other direct costs are included in each task including printing, mileage and equipment. Mileage for travel which will be billed at the U.S. General Service Administration mileage reimbursement rate (presently \$0.67 per mile).

Task	Total Labor Hours	Other Direct Costs (ODCs)	Labor Costs	Total Project Costs
Task 1 – Program Management and Project Support	438	\$0	\$89,800	\$89,800
Task 2 – Final Design	192	\$0	\$31,100	\$31,100
Task 3 - Permit and NJIB Support	464	\$0	\$82,000	\$82,000
Task 4 – Bidding	112	\$1,500	\$20,900	\$22,400
Task 5 – Construction Management	332	\$0	\$63,000	\$63,000
Task 6 – Inspection Services	0	\$0	\$0	\$0
Task 7 – Outreach and Communication	392	\$10,000	\$54,300	\$64,300
Task 8 – Field Canvass and Door-to-Door Inspections	741	\$0	\$84,000	\$84,000
Task 9 – Customer Self-Reports	132	\$0	\$21,500	\$21,500
Task 10 – NJDEP and US EPA Compliance Support	174	\$14,200	\$27,700	\$41,900
Project Total	2,977	\$25,700	\$474,300	\$500,000





Mr. John Lillie
November 18, 2024
Page 11

We look forward to working with the City of Vineland on this important project. If there are any questions, please do not hesitate to contact me by phone at (732) 590-4528 or email at ballardca@cdmsmith.com.

Sincerely,

CDM Smith Inc.

Christine A. Ballard, PE
Officer-in-Charge/Client Service Leader

Christine A Ballard

cc: J. Prato, City of Vineland
S. Lillie, City of Vineland
R. Panneerselvam, CDM Smith
K. Epstein, CDM Smith

