

BOROUGH OF NEW PROVIDENCE

**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL ENGINEERING SERVICES FOR EVALUATION
OF WASTE WATER TREATMENT PLANT AND OPERATIONS**



BOROUGH OF NEW PROVIDENCE

ISSUE DATE: August 17, 2020

SUBMISSION DEADLINE: September 15, 2020

ADDRESS ALL QUALIFICATION STATEMENTS TO:

**OFFICE OF THE BOROUGH CLERK
Municipal Building
360 Elkwood Avenue
NEW PROVIDENCE, NEW JERSEY 07974**

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING QUALIFICATIONS

BOROUGH OF NEW PROVIDENCE
360 ELKWOOD AVENUE
NEW PROVIDENCE, NEW JERSEY 07974

CONTACT PERSON

DOUGLAS MARVIN, ADMINISTRATOR
908-665-1400

PURPOSE OF REQUEST

The BOROUGH OF NEW PROVIDENCE (the "BOROUGH") is soliciting Qualification Statements from interested persons and/or firms for the provision of professional engineering services for the purposes as described herein. Through a Request for Qualification process described herein, persons and/or firms interested in assisting the BOROUGH with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The BOROUGH will review Qualification Statements only from those persons and/or firms that submit a Qualification Statement which includes all the information required to be included as described herein, as determined in the sole and absolute discretion of the BOROUGH. The BOROUGH intends to qualify persons and/or firms that (a) possess the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the BOROUGH to provide the greatest benefit to the taxpayers of New Providence. The services of successful Respondents may be procured as soon as October, 2021.

DEFINED TERMS

The following definitions shall apply to and are used in this Request for Qualifications:

"BOROUGH" - refers to the BOROUGH OF NEW PROVIDENCE.

"Qualification Statement" - refers to the complete responses to this RFQ submitted by the Respondents.

"Qualified Respondent" - refers to a Respondent who (in the sole and absolute discretion of the BOROUGH) has satisfied the qualification criteria set forth in this RFQ.

"RFQ" - refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

"Respondent" or "Respondents" - refers to the interested persons and/or firm(s) that submit a Qualification Statement.

CONTRACT FORM

If selected, a respondent shall be required to execute the BOROUGH's form contract, which includes, among other things, indemnification, insurance, termination and licensing provisions. A complete copy of a draft BOROUGH form contract is available upon request.

It is also agreed and understood that the acceptance of the final payment by a vendor shall be considered a release in full of all claims against the BOROUGH arising out of, or by reason of, the work done and materials furnished under the contract.

REQUIREMENTS OF THE QUALIFICATION STATEMENTS FOR LEGAL AND OTHER PROFESSIONAL SERVICES

1. BOROUGH OF NEW PROVIDENCE FACTS AND FIGURES – The BOROUGH OF NEW PROVIDENCE is a legal, governmental entity. The BOROUGH was incorporated in 1899 and operates under N.J.S.A 40A:60-1, et seq., the borough form of government. The BOROUGH is governed by a mayor and borough council. The Borough Council sets policy, adopts the operating and capital budgets for the BOROUGH, enacts ordinances and sets the direction of how the BOROUGH OF NEW PROVIDENCE will provide government services. The Mayor is elected and is the chief executive. The Borough Administrator carries out the policies adopted by the Mayor and Borough Council.

The BOROUGH's population is approximately 12,500 and it consists of approximately 4 square miles of area. The BOROUGH provides a full range of municipal services.

The BOROUGH's operating budget is approximately \$21 million.

2. NATURE/ SCOPE OF SERVICES – The BOROUGH hereby solicits Qualification Statements from Respondents who have expertise in providing professional engineering services specifically related to evaluation of facilities and operations of Waste Water Treatment Plants. Respondents must demonstrate that they satisfy all professional requirements and will have the continuing capabilities to perform these services as outlined in Attachment # 1.

3. SUBMISSION REQUIREMENTS – Respondents must have a minimum of ten (10) years of experience in the practice of engineering. Each Qualification Statement must clearly indicate the position(s) sought. Respondents should submit a Qualification Statement that contains the following:

- A.** The name of the Respondent, the principal place of business and, if different, the place where the services will be provided;
- B.** A description of Respondent's overall experience in providing the type of services sought in the RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ: (i) description and scope of work by Respondent; (ii) explanation of perceived relevance of the experience to the RFQ; and (iii) the education, qualifications, experience, and training of all persons

who would be assigned to provide services along with their names and titles;

- C. A narrative statement of the Respondent's understanding of the BOROUGH's needs and goals;
- D. A listing of all other engagements where services of the types being proposed were provided in the past five (5) years. This should include other municipal governments and other levels of government. Contact information for the recipients of the similar services must be provided. The BOROUGH may obtain references from any of the parties listed;
- E. A listing of all immediate relatives of the principal(s) of Respondent who are BOROUGH employees or elected officials of the BOROUGH. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws;
 - A statement that neither the firm nor any individuals assigned to this engagement are suspended or otherwise prohibited from professional practice by any federal, state, or local agency;
 - An Affirmative Action Statement (sample language attached);
 - A completed Non-Collusion Affidavit (copy of form attached);
 - A completed Owner Disclosure Information form (copy of form attached);
 - A statement that the Respondent will comply with the General Terms and Conditions required by the BOROUGH and enter into the BOROUGH's standard Professional Services Contract;
 - A copy of the Respondent's Business Registration Certification; and
 - A completed Disclosure Statement (copy of form attached).

4. **COST PROPOSAL** – Respondents should submit a cost proposal that would include any proposed retainer, the services to be provided for the retainer, if services will be provided at a flat rate, if all or any services will be billed through hourly rates and a statement of the established rate(s). The BOROUGH does not provide payment for reimbursement for travel expenses.

5. **EVALUATION** – The BOROUGH has structured a procurement process that seeks to obtain the desired results described herein, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFQ. The BOROUGH will select the most advantageous proposal(s), if any and as determined in its sole and absolute discretion, based on all of the evaluation factors set forth at the end of this RFQ. The BOROUGH will make the award(s), if any, that is in the best interest of the BOROUGH.

Qualification Statements will be reviewed and evaluated by the BOROUGH and its engineering, legal and/or financial advisors (collectively, the "Review Team"). The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas and other requirements described in this RFQ. Each

Respondent must satisfy the objectives and requirements detailed in this RFQ. The successful Respondent shall be determined by an evaluation of the total content of the Qualification Statement submitted. Under no circumstances will a member of the Review Team review responses to an RFQ for an appointment for which he/she or his/her firm submitted a response. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the BOROUGH will (in its sole and absolute discretion) determine which Respondents are qualified from a professional, administrative and financial perspective. Each Respondent who meets the requirements of the RFQ (determined in the sole and absolute discretion of the BOROUGH) will be designated as a Qualified Respondent and may then be given an opportunity to provide services to the BOROUGH.

The RFQ process commences with the issuance of this RFQ. It is anticipated that certain Qualified Respondents will be selected to begin providing services to the BOROUGH as soon as October 1, 2021. There can be no assurance, however, that any Qualified Respondent will be selected.

All communications concerning this RFQ or the RFQ process shall be directed, in writing, to the BOROUGH's designated contact person:

Douglas Marvin, Borough Administrator
BOROUGH OF NEW PROVIDENCE
360 Elkwood Avenue, New Providence, New Jersey 07974

6. RESERVATION OF RIGHTS – The BOROUGH reserves the right to:

- a.** Not select any of the proposals;
- b.** Select only portions of a particular Respondent's proposal for further consideration (however, Respondents may specify portions of a proposal that they consider "bundled");
- c.** To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ;
- d.** To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ;
- e.** To conduct investigations of any or all of the Respondents, as the BOROUGH deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement; and
- f.** To suspend or terminate the procurement process described in this RFQ at any time (in its sole and absolute discretion). If terminated, the BOROUGH may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The BOROUGH shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

The BOROUGH shall not be obligated to explain the results of the evaluation process to any person or entity, including, without limitation, any Respondent.

The BOROUGH may require Respondents to demonstrate any services described in their proposal prior to award.

7. LIMITATIONS – This RFQ is not an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the BOROUGH by issuance of this RFQ. The BOROUGH reserves the right at the BOROUGH's sole discretion to refuse any submission. This RFQ does not constitute a Request for Proposal ("RFP") and does not commit the BOROUGH to issue an RFP.

8. USE OF INFORMATION – Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnished or disclosed by the BOROUGH to the Respondent in connection with this RFQ shall remain the property of the BOROUGH. When in tangible form, all copies of such Information shall be returned to the BOROUGH upon request. Unless such Information was previously known to the Respondent, free of any obligation to keep it confidential, or has been or is subsequently made public by the BOROUGH or a third party, it shall be held in confidence by the Respondent, shall be used only for the purposes of this RFQ, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

9. GENERAL TERMS AND CONDITIONS –

- A.** The BOROUGH reserves the right to reject any Qualification Statement in whole or in part or to waive any informalities in a Qualification Statement, and, unless otherwise specified by the respondent, to accept any item, items or services in the proposals should it be deemed in the best interest of the BOROUGH to do so.
- B.** In case of the failure by a successful Respondent to perform, the BOROUGH may procure the articles or services from other sources, deduct the cost of the replacement from money due to the Respondent under the contract and hold the Respondent responsible for any excess cost occasioned thereby.
- C.** The Respondent shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability.
- D.** Each Qualification Statement must be signed by the person authorized to do so.
- E.** Qualification Statements may be hand delivered or mailed consistent with the provisions of the legal notice to the Borough Clerk, identified on page 1. In addition to the original proposal, an electronic copy of the proposal must be included with the submission on a thumb drive or other device. In the case of mailed proposals, the BOROUGH assumes no responsibility for Qualification Statements received after the designated date and time and will return late Qualification Statements unopened. Proposals shall be in a sealed envelope,

marked "Qualification Statement for the Provision of Legal and Other Professional Services." To be considered, proposals shall be delivered to or received by the BOROUGH Clerk no later than 11 a.m. on September 15, 2020

- F.** Respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. See attached Exhibit A.
- G.** By submission of a Qualification Statement, the Respondent certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and a successful Respondent shall, at its expense, defend any and all actions or suits charging such infringement, and will save the BOROUGH harmless in any case of any such infringement.
- H.** No Respondent shall influence, or attempt to influence, or cause to be influenced, any BOROUGH officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- I.** No Respondent shall cause or influence, or attempt to cause or influence, any BOROUGH officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the respondent or any other person.
- J.** Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the Borough Counsel's decision shall be final and conclusive.
- K.** All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent. The BOROUGH OF NEW PROVIDENCE shall not be responsible for any expenditure of monies or other expenses incurred by the Respondent.
- L.** The checklist, affidavits, notices and the like presented at the end of this RFQ are a part of this RFQ and shall be completed and submitted as part of a Qualification Statement.
- M.** All Qualification Statements shall become the property of the BOROUGH and will not be returned.
- N.** All Qualification Statements will be made available to the public at the appropriate time, as determined by the BOROUGH (in the exercise of its sole and absolute discretion) and in accordance with law.
- O.** The BOROUGH may request Respondents to send representatives to the BOROUGH for interviews with less than 24 hours advance notice.
- P.** Neither the BOROUGH nor their respective staffs, consultants or advisors

(including, but not limited to, the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement or for participating in this procurement process.

- Q. If awarded a contract, your company/firm shall be required to comply with the requirements of **N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27**

END OF GENERAL INSTRUCTIONS

BASIS OF AWARD

A contract, if any, shall be awarded based upon the following factors:

EVALUATION FACTORS

- A. Relevance and extent of qualifications, experience, reputation and training of personnel to be assigned
- B. Knowledge of the BOROUGH OF NEW PROVIDENCE and the subject matter to be addressed under this engagement
- C. Relevance and extent of similar engagements performed
- D. Qualification Statement contains all required information
- E. Reasonableness of cost proposal

QUALIFICATION STATEMENT CHECKLIST

THIS CHECKLIST MUST BE COMPLETED, INITIALED, SIGNED AND SUBMITTED WITH YOUR PROPOSAL. A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REFUSAL.

INITIAL BELOW

- | | | |
|----|--|-------|
| A. | An original and five signed copies of your complete proposal | _____ |
| B. | Non-Collusion Affidavit properly notarized | _____ |
| C. | Owners Disclosure Statement, properly notarized, listing the names of all persons owning ten (10%) percent or more of the proposing entity | _____ |
| D. | Authorized signatures on all forms | _____ |
| E. | Business Registration Certificate(s) | _____ |
| F. | Disclosure Statement | _____ |
| G. | Affirmative Action Statement | _____ |

Note: N.J.S.A 52:32-44 provides that the BOROUGH shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors at the time that it submits its proposal. The contracting party must also collect the state use tax where applicable.

THE UNDERSIGNED HEREBY ACKNOWLEDGES **THE ABOVE LISTED REQUIREMENTS**

NAME OF RESPONDENT:

Person, Firm or Corporation

BY: (NAME)

(TITLE)

(REVISED 4/10)

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

EXHIBIT A *(Continued)*

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies, including, but not limited to, employment agencies, placement bureaus, colleges, universities and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job- related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Department of the Treasury and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

NON-COLLUSION AFFIDAVIT

[illegible]

I, _____ of the City of _____ in the County of _____ and the State of _____ of full age, being duly sworn according to the law on my oath depose and say that:

I am _____ of the firm of _____, the Respondent submitting the Qualification Statement, and that I executed the said Qualification Statement with full authority so to do; and that said Respondent has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the Qualification Statement; and that all statements contained in said Qualification Statement and in this Affidavit are true and correct, and made with full knowledge that the State of New Jersey relies upon the truth of the statements contained in said Qualification Statement and in the statements contained in this Affidavit in awarding any contract for the named services.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

_____(N.J.S.A. 52:34-15)

(Also type or print name of Affiant under signature)

Subscribed and sworn to before me this _____

day of _____, 20__.

A Notary Public of _____

My Commission Expires: _____

OWNER DISCLOSURE INFORMATION

Set forth below are the names and addresses of all owners of 10% or more of the proposing business entity.

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

NAME OF BUSINESS ENTITY

SIGNATURE

TITLE

Notary Public of

My Commission Expires: _____, 20____.

DISCLOSURE STATEMENT

(To be submitted with Qualification Statement)

- (a) Is or was anyone in your firm or company or a member of his/her immediate family a member of the BOROUGH governing body within the last calendar year? If yes, then provide the name of the individual below and his/her relationship.

Yes_____

No_____

Name

Position

Relationship

- (b) Has any principal/partner of your firm been convicted of an indictable offense? If yes, please provide further explanation and copies of any relevant documents.

Yes_____

No_____

Name

Position

Relationship

- (c) Has any individual who would provide service under this contract ever been sanctioned by the appropriate licensing board?

Yes_____

No_____

Name

Position

Term

Reason for censure:

- (d) Has the firm been found liable for professional malpractice in the last 5 years?

Yes_____

No_____

Reason for Action:

- (e) Has any member of your firm ever been barred from doing business with any state, BOROUGH or municipal government? If yes, please provide further written explanation including date and copies of relevant documentation.

Yes_____

No_____

Name

State, County or
Municipality

Date

- (f) Has your firm sued the BOROUGH OF NEW PROVIDENCE in the past five (5) years? If yes, please identify the matter/case and provide further written explanation including date and copies of relevant documents.

Yes_____

No_____

Name

Date

By_____ Title_____

#326439

Attachment # 1

1 Project Description and Background

The New Providence WWTP operates under NJPDES Permit No. NJ0021636) as a 1.5 MGD (million gallons per day), level 3, secondary treatment plant with one primary clarifier, two high rate trickling filters, (one plastic media and one rock media), one secondary clarifier, and a disinfection/dechlorination tank. Wastewater flows into the treatment plant up to 3.0 MGD are pumped through the City of Summit to the Joint Meeting of Essex and Union Counties in Elizabeth for final treatment. Wastewater flows exceeding 3.0 MGD are treated within the plant on-site facilities, disinfected with sodium hypochlorite (chlorine) and dechlorinated with sulfur dioxide before discharging into the Passaic River.

1.1 Scope of Work

Refer to Attachment # 1 which summarizes the anticipated work items throughout the facility.

1.2 Project Approach

Respondent will be working closely with the Borough's plant personnel throughout the life of this project to make sure that the design meets the Borough's needs and requirements now and in the future. This proposal is for the assessment of existing facilities and preparation of a preliminary design to confirm the project scope, estimated costs and schedule for the proposed plant modifications and upgrades. The preliminary design of the project will include an evaluation phase to confirm the detailed scope of work for the final design and an estimated cost for the Water Bank financing program. Following consultation with and confirmation of the final scope of work of the project by the Borough, Respondent will prepare a separate proposal for the final design work, along with permitting and bid phases.

The preliminary design will include an assessment of the existing facilities and evaluations as described on the attached Table. The respondents' experts for wastewater facilities will review available information and visit the site to evaluate and make recommendations for the improvements to be included in the project. The team should include staff experienced in process; mechanical, architectural, structural, HVAC, electrical and SCADA design of wastewater facilities.

The existing facilities will be scanned by conducting a digital point cloud survey to document the existing conditions and allow for the development of existing conditions models. As part of the preliminary engineering, Respondent will prepare background drawings for the Raw Sewage Pump Station and Administration Building utilizing Building Information Modeling (BIM). No other facilities will be modeled during the preliminary design phase. Respondent will utilize the point cloud survey and site photos obtained during the initial site visits to document findings and assist in the evaluation of the other existing facilities.

By using a model based design approach for the selected facilities, Respondent will be able to present design concepts to the Borough staff with 3D images to help visualize construction phasing, alternative layouts and confirm operator accessibility to major equipment alternatives. Upon selection of the final scope of the project, the BIM model will be used for detailed design to prepare the contract drawings for each discipline.

2 Scope of Professional Engineering Services

The proposed Scope of Services under this Proposal includes the following:

2.1 Evaluation/Preliminary Engineering Phase

This phase will evaluate the items noted on the attached scope of work document – Addendum # 1. The items listed on this addendum represent our interpretation of areas that require evaluation and recommendation. A report will be prepared following site visits outlining recommendations, priorities and estimated construction costs for alternatives. The report will also outline potential upgrade work packages/phases given the needs to bypass existing processes. A meeting will be held with the Borough to review the report to confirm the recommended basis of design and the estimated project cost to move forward into a future Design Phase. The estimated project cost could be used to commence the NJ Water Bank Financing Process under Scope 2.3 below. The evaluation report could also be used as the basis for the required Environmental Planning Document. In general, the Evaluation/Preliminary engineering will include the following:

Process and Equipment - Respondent will meet with operational staff to review the existing equipment and establish items that require replacement or repair. Respondent will arrange for a site visit by Ovivo to evaluate and provide a recommendation for the existing trickling filters and primary clarifier mechanisms and have included these costs for Ovivo's services in our budget.

In addition, respondent will evaluate the treatment process and provide recommendations on the following:

1. Evaluate plant performance based on DMR data versus the existing and potential future permit limits.
2. Evaluate impact of potential extra storage in the rock Trickling Filter on duration, volume and frequency of river discharges.
3. Determine impact of elimination of the rock Trickling Filter on plant's performance and need/feasibility of improving performance of plastic Trickling Filter by adding forced air ventilation.
4. Evaluate potential for improving performance of the plastic Trickling Filter by chemical addition to the primary clarifier on stand-by basis.
5. Determine need and feasibility of improving performance of the final clarifier by polymer addition.

Architectural – Respondent will evaluate the space usage in the existing Administration building and provide an estimated construction cost for recommended improvements for effective use of the existing space.

Structural - Respondent will assess the conditions of the four treatment tanks and make recommendations as to the condition and estimated future service life of the four (4) structures as part of this Phase. Detailed recommendations for corrective action for steel and concrete repairs and rehabilitation as the protective coating work (recoating) required will be provided. If complete replacement is recommended, respondent will advise the Borough of costs to complete a conceptual design and cost estimate for this scope.

Electrical – Respondent will evaluate replacement of existing electrical facilities, wiring and conduits serving equipment to be replaced. If issues are identified, an electrical testing task might be recommended as part of the detailed design proposal. Motor Evaluations will be performed by

reviewing historical amperage data if available. Also upgrades to interior and exterior lighting will be evaluated.

SCADA – Respondent will evaluate the overall Plant SCADA system and make a recommendation on components which can be replaced and others which should be upgraded to maintain a resilient system.

HVAC – Respondent will evaluate the requirements to upgrade the existing exhaust system to meet current building codes. Respondent will also evaluate existing HVAC systems for the Raw Sewage Pump Station and Administration buildings.

Environmental – Respondent will review existing information to assess the existing USTs and provide an estimated cost for removal (possibly utilizing a State Contractor) under the supervision of a LSRP.

2.2 Desktop Evaluation of Restoring continuous Discharge

Given the rising costs of pumping daily influent flows to the City of Summit, this evaluation will provide a conceptual cost for upgrades necessary to restore continuous discharges from the facility to the Passaic River. Based on discussions with Borough staff, our evaluation will consider requirements to treat a flow range of approximately 1.2 to 5.0 MGD. Some flow would still be pumped to Summit on a daily basis to keep the force mains active and to convey some flow. This high-level analysis will be summarized in a report, which will cover the items listed below and will provide a comparison cost to those developed in the evaluation phase above:

Permitting - A pre-application meeting with NJDEP will be requested to determine the future permit limits that the revised facility would be subject to. This is needed to confirm the treatment level required.

Constraints – the existing site is constrained which could limit the options for modified treatment facilities. Considerations will also include Constructability and Schedule to maintain current operations at the facility. Some immediate work might still be required on existing equipment in the short-term.

Operational Requirements – Respondent will evaluate the need for additional staffing.

Sludge Process - process modifications would likely require sludge hauling from the site. Costs for disposal will be considered in the analysis.

Respondent will identify additional process data that will be required to complete this analysis and will work with Borough staff to carry out the required sampling.

2.3 NJ Water Bank Financing Program Assistance

Respondent understand that the Borough may be considering funding the project through the New Jersey Infrastructure Bank (NJ Water-Bank a/k/a NJEIT). For this funding activity, Respondent will provide support to the Borough, coordinate with the NJDEP, and prepare necessary project planning documents for submission to the NJ Water-Bank /NJDEP.

- Upon confirming funding requirements with the Borough, Respondent will contact and advise the NJ Water-Bank /NJDEP of the scope, purpose and need for the project. Respondent will schedule and attend a pre-application meeting with the NJ I-Bank, as required related to the Planning Document.
- Respondent will assist the Borough in preparing the necessary Letter of Commitment.

- Respondent will prepare NJ Water-Bank Environmental Planning Document in accordance with NJAC 7:22-10 for the Borough's submission to the NJ Water-Bank. It is assumed that a Level 1 Environmental Review will be required on the basis that the proposed improvements will retain pumping to Summit as the primary mode of operation. This document will utilize the basis of design and preliminary design information developed under Phase

2.1 – Evaluation Phase.

- Respondent will confirm the regulatory permit requirements with the NJDEP.

NJDEP requires the services identified in their *"Construction Phase Checklist for Architectural/Engineering Agreements"* to be provided for the loan projects at a minimum. A copy of the checklist is attached here for the Borough's reference. Any future Bidding and Construction Phase proposals will be structured to address all NJDEP required services.

3 Project Schedule

The scope of this proposal Items 1 & 2 is estimated at three months. Task 3 would commence should the Borough decide to proceed with financing through the Water Bank.

Also for the Borough's planning purposes, Respondent have attached a Preliminary overall Project Schedule. As indicated on the project schedule, it is estimated that a total of forty three (43) months will be required for completion of the Water Bank Program submissions, permitting, design, bid phase and the construction of the project. The schedule will be updated based on the decisions made at the end of the evaluation phase.

4 Fees for Proposed Services

Respondent should provide a list of the hourly rates for any employees who will be working on the project along with an estimated amount of time necessary to complete each phase. The hours required should be converted to the cost per phase of the project.

	Cost
2.1 Evaluation/Preliminary Engineering Phase	_____
2.2 Desktop Evaluation - Restoring of continuous Discharge	_____
2.3 NJ Water Bank Financing Program Assistance	_____

**Borough of New Providence - WWTP Modification & Upgrade
Scope of Work Summary**

Existing Facility	Replacement/Upgrade Items	Items to be Evaluated under Phase 1
Raw Sewage Pump Station	1 Channel monster	Install hatch door for access to side of wet well
	Lighting in wet well back area	Grit Removal
	Low Lift Pumps 1-2-3	Grease Removal from Wet Well
	Low Lift pumps 1-2-3 check valves (3)	Fresh air system for wet well
	Low Lift pumps 1-2-3 gate valves (6)	Constantine water hammer valve
	Upgrade pump drain systems	Low lift motors (3) and Constantine Pump Motors (2)
	Access hatches (1st & 2nd Floor)	Channel monster hydraulic units
	Front exterior Woodwork	Pump control cabinets (5)
	Loading Dock Stairs	Bubbler system
	Plumbing System	Removal of old oil tanks and digester
Primary Tank	Drive assembly	Evaluation of all metal on tank
	Gear reducer and motor	Evaluation of arms and flygts
	Sludge and grease collection plug valves	
	Add concrete access vault	
	Intermediate grease collection valve	
	Sandblast/re-coat entire tank inside and out	
Plastic Filter	Remove and replace all plastic media	Rotating arm assembly
	Sandblast/re-coat entire tank inside and out	Media support system
		Add forced air system
Rock Filter	Dependent on Process Evaluation - If No Change in Process then:	Process Evaluation
	Remove and replace all media (possible change in media from rock to plastic)	Concrete Tank Evaluation
	Replace media support system	Rotating arm assembly
		Evaluate change in Media from Rock to Plastic
Final Clarifier	Center column, worm gear, gear reducer and motor	Concrete Tank Evaluation
		Rotating arms
Recirculation Pit	Check Valves	Chamber Top Concrete Surface
Chlorine Contact Tank	Control Panel Upgrade (I/O cards in PCP 400)	Evaluate Effluent Discharge Sample Area
Hydrogen Peroxide Building	Control Panel Upgrade (I/O cards in PCP 500)	
Summit Metering Pit	Piping, valves, metering system	Add sump pump
Exterior Valves around Plant		Replace as needed

Administration Building	Pump control cabinets	Improvements and modifications to existing interior of building
	MCC 200 motor starters	Possible new upper level
	Install new VFDs (4)	Upgrade plant SCADA system
	Install new controllers	Evaluate Summit pump motors
	Control Panel PCP 300 - Replace PLC, I/O cards, converters & other components	Control Panel PCP 200 - Replace components as necessary
	Summit Pumps 1 & 2	Transfer Pumps 1 & 2 - investigate clogging issue
	Summit Pump Automatic valves and gate valves	Reconfigure Valves and Piping
	Gorator Pump #2 and replace and reconfigure valves	
	Gorator pump motors	
	Transfer Pumps - Replace 2 check valves and 4 gate valves	
	Second Stage pumps (related to Process Evaluation)	
	New floor draining system	
Hypochlorite and SO2 Room	Total upgrade of all components and room	
Force Main Air Relief valves	Air relief valves	Evaluate all force main gate valves
Miscellaneous	Upgrade interior and exterior lighting system throughout Plant	
	Upgrade all flow metering equipment	