

**RFP2020-12 LABORATORY AND WATER QUALITY CONSULTING SERVICES FOR A PERIOD OF ONE (1) YEAR FOR THE CITY OF TRENTON, DEPARTMENT OF WATER AND SEWER
PROPOSAL OPENED 5/19/2020 AT 11:00AM**

RFP2020-12 LABORATORY AND WATER QUALITY CONSULTING SERVICES FOR A PERIOD OF ONE (1) YEAR FOR THE CITY OF TRENTON, DEPARTMENT OF WATER AND SEWER	
NUMBER OF RESPONDENTS:	1
NAME OF BIDDER	AGRA ENVIRONMENTAL AND LABORATORY SERVICES, INC.
ADDRESS	90 1/2 WEST BLACKWELL STREET
CITY, STATE, ZIP	DOVER, NEW JERSEY 07801
CONTACT NAME	CHARLES T. ANZOLUT-PROJECT MANAGER
TELEPHONE	973-989-0010
FAX	973-989-0156
E-MAIL	CANZOLUT@AGRA.US
OWNERSHIP DISCLOSURE STATEMENT	INCLUDED
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY EXHIBIT A	INCLUDED
REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE	INCLUDED
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA	N/A
NJ BUSINESS REGISTRATION CERTIFICATE	INCLUDED
NON-COLLUSION AFFIDAVIT	INCLUDED
AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE	INCLUDED
ETHICS COMPLAINT DISCLOSURE	INCLUDED
CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	INCLUDED
DISCLOSURE OF INVESTED ACTIVITIES IN IRAN	INCLUDED
DEBARMENT NOTICE (REQUIRED)	INCLUDED
EIC	CERT.# 40087 EXP. 06/15/2021
CITY OF TRENTON RESIDENT EMPLOYMENT POLICY	INCLUDED
CERTIFICATE OF INSURANCE	REQUIRED FROM AWARDED VENDOR WITH SIGNED CONTRACTS
60-DAY EXTENSION COMPLIANCE	YES
WILLING TO PROVIDE PRIORITY EMERGENCY SERVICES	YES
W-9	N/A
EXCEPTIONS (IF ANY)	NONE
TOTAL AMOUNT	\$112,710.00 (SEE ATTACHED BREAKDOWN OF PRICING)
FATAL FLAW	NONE

**City Of Trenton
Division of Purchasing
Ms. Isabel C. Garcia
Purchasing Agent
319 East State Street
Trenton, NJ 08608**

**Proposal for City of Trenton: Laboratory and Water Quality Consulting Services
for the City of Trenton, Trenton Water Utility**

Proposal Number: RFP2020-12

May 19, 2020. 1100 Hours

Fee Proposal

Hourly Rates and Projected Costs

Billing Rate: \$85.00 per hour.

Estimated time weekly: 25.5 hours

Estimated annual cost: \$112,710.00 (25.5 hours per week x 52 weeks)

All additional hours required would be billed at \$85.00.

On-call and Emergency consultation will be billed at \$85.00 per hour.

Scope of Work

Agra Environmental and Laboratory Services, Inc., (Agra) will provide onsite consultation at the Trenton Water Works Filtration Plant (TWW) on a weekly basis (Item 12). The tasks to be covered are as follows:

- 1. Agra has a staff of Licensed Water System Operators and compliance staff to provide logistical support regarding regulatory compliance and technical support to reach regulatory requirements. (Item 1)**
- 2. Review of compliance sampling, laboratory practices and the oversight and completion of all required compliance reporting, filed in the applicable format as required by State and Federal Regulations.(Items 2, 4, 7, 8, 23, and 28)**
- 3. Agra will review compliance needs for any new or pending regulatory requirements, and provide appropriate recommendations to meet new regulatory goals. If required for compliance, Agra will implement sampling schedules for required analysis. Agra will assess current laboratory equipment to ensure compliance with new regulations or revisions to existing rules. (Items 2, 3, 4, 10, 11, 13, 23, and 27.)**
- 4. Agra will work with TWW staff and management on issues as they arise. Agra will work with the NJDEP or other agencies to resolve monitoring or laboratory compliance issues or to address customer concerns and to foster cooperative working relationships in future projects. Agra will be available for consultation at any time. (Items 1, 2, 3, 7, 9, 10, 11, 12, 13, 14, 16, 17, 22, 23, 24, 26, and 27.**

- 5. Agra will provide assistance producing data for the annual Consumer Confidence Report (CCR) (item 6.)**
- 6. Agra will provide continuous monitoring of all compliance monitoring sampling and assist in the physical sampling and processing of samples as necessary. (Item 2, 7, 8, 11, 13, 22, 23, 25, and 26.)**
- 7. Agra will provide oversight and support for regulatory compliance with the Lead and Copper Rule sampling requirements. This includes providing a sampling plan and site list for the 25 Water Quality Parameter compliance samples to be sampled every six month monitoring period. The sampling plan shall be reviewed and updated as necessary and the appropriate regulatory agency approvals obtained. Agra shall also provide the reporting data and E2 forms for the WQP data (Items 4, 22, 23, and 28)**
- 8. Agra will train TWW Laboratory Staff on any new regulatory requirements. Agra will ensure that all sampling and processing of samples is executed in accordance with applicable regulations. (Item 2, 4, 10, and 13.)**
- 9. Agra will review and update sampling plans to keep them within compliance and develop new plans with TWW approval for any additional hours. (Item 11)**
- 10. Based on available data, Agra will forward proposals for additional process sampling to optimize treatment. With TWW management approval and at their direction, Agra will implement process sampling to assess treatment optimization. Agra will work to anticipate potential problems and report to, and meet with management weekly to discuss any issues that occur or may be of concern in the future. (Items 25)**
- 11. Agra will prepare correspondence as required for regulatory or other related needs. (Item 14)**
- 12. Agra will provide TWW management with regular activity reports, meet with management daily when on site and provide periodic updates or reports on issues of concern. (Item 15.)**
- 13. Agra will provide on and off site consultation on a twenty-four hour basis. (Item 16.)**
- 14. Agra will assist with customer inquiries or complaints or forward customers to the appropriate department with TWW management approval. (Item 17)**
- 15. *Agra will assist in the preparation of data for triggered reports, such as Operation Evaluation Reports under Disinfectant/Disinfectant Byproduct Rule Stage 2, or Corrosion Control Plan reports, within the scope of sampling compliance, as necessary. Agra will arrange for any sampling and analysis for any samples triggered by compliance requirements and file any required reports within the required deadlines. (Item 22 and 23.)***
- 16. Agra will provide assistance in all inspection and audit visits, onsite or at the location designated by the regulatory authority. Agra will address any appropriate deficiencies within the scope of laboratory procedures, or as requested and approved by TWW management for issues outside the scope of this contract, indicated through audits or inspections. Any Issues addressed outside the scope of the contract will require TWW approval for any additional hours. (Item 24.)**
- 17. Agra will assist in providing guidance with Proficiency Testing. All analysis will be done by TWW Lab staff, and submitted to the appropriate reporting agency. If issues arise with PT reporting, Agra will intercede on behalf of TWW with the PT provider or the NJDEP as needed. (Item 5.)**
- 18. Agra will also provide field support for process sampling for UDF or other projects with prior approval from TWW management for any additional hours, when necessary. (Item 26.)**
- 19. Agra will conduct Jar testing twice a month for KMnO_4 demand testing or other jar testing as water quality conditions warrant. (Item 21.)**

In summation, Agra will work with personnel to improve the operating efficiency and work environment of Trenton Water Works. Regular update reports will be provided to TWW management covering compliance issues, regulatory updates and any special projects requested by management and the project manager will be available at anytime for consultation. Agra will be hands on to ensure regulatory compliance and optimize operational efficiency in a cost effective manner.

Agra will dedicate a minimum of twenty-four hours on site weekly and an additional eight to sixteen hours, as workload requires, on or offsite as necessary. Onsite hours will be dedicated to completing compliance reports, review any issues with the lab or operations as required by management, and to complete any sampling required. Additional offsite hours will be utilized to produce reports, special projects research or such activities as requested and approved by TWW management.

Respectfully Submitted,

**Charles T. Anzolut
Agra Environmental and Laboratory Services, Inc.
Special Projects Manager**

**Original RFP w/ All authorizing signatures
Included in RFP proposal Document:**

**Acknowledgment of receipt of addenda
Stockholder Disclosure
Affirmative Action Statement
Affirmative Action Mandatory Language
Americans with Disabilities Act Mandatory Language
Acknowledgment of Addenda (ADA)
Non-Collusion Affidavit
Certification and Disclosure of Political Contributions
Disclosure of investment activities in Iran**

Included at the back of RFP Proposal Document:

**Site Visit Log
Certificate of Liability Insurance (Prior to Contract)
New Jersey Business Registration
Employee Information Report
Statement of Qualifications and Reference List
(Includes the firm's qualifications, applicable projects, credentials and references)
Resumes: M. Furrey
S. Van Veen
Max J. Huber
C. Anzolut**