

**RFP2020-35 ENGINEERING SERVICES FOR UNACCOUNTED FOR WATER PROGRAM ASSISTANCE-PHASE 1 FOR THE CITY OF TRENTON,
DEPARTMENT OF WATER AND SEWER PROPOSALS OPENED 7/28/2020 AT 11:00AM**

RFP2020-35 ENGINEERING SERVICES FOR UNACCOUNTED FOR WATER PROGRAM ASSISTANCE-PHASE 1 FOR THE CITY OF TRENTON, DEPARTMENT OF WATER AND SEWER			
NUMBER OF RESPONDENTS:	3		
NAME OF BIDDER	SUBURBAN CONSULTING ENGINEERS, INC.	H2M ASSOCIATES, INC.	MOTT MACDONALD, LLC
ADDRESS	96 U.S. HIGHWAY 206, SUITE 101	4810 BELMAR BOULEVARD	111 WOOD AVENUE SOUTH
CITY, STATE, ZIP	FLANDERS, NJ 07836	WALL TOWNSHIP, NJ 07753	ISELIN, NJ 08830
CONTACT NAME	LEANN E. PHIL-ASSISTANT CORPORATE SECRETARY	JAMES J. ROBERTS, P.E., VICE PRESIDENT	SCOTT HOLMES, PE
TELEPHONE	973-398-1776	732-414-2661	973-315-1022
FAX	973-398-2121	732-414-2662	N/A
E-MAIL	LPHIL@SUBURBANCONSULTING.COM	JROBERTS@H2M.COM	SCOTT.HOLMES@MOTTMAC.COM
STOCKHOLDER DISCLOSURE STATEMENT	INCLUDED	INCLUDED	INCLUDED
EQUAL EMPLOYMENT OPPORTUNITY EXHIBIT A	INCLUDED	INCLUDED	INCLUDED
REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE	INCLUDED	INCLUDED	INCLUDED
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA DATED 7/17/2020	INCLUDED	INCLUDED	INCLUDED
NJ BUSINESS REGISTRATION CERTIFICATE	INCLUDED	INCLUDED	INCLUDED
NON-COLLUSION AFFADAVIT	INCLUDED	INCLUDED	INCLUDED
AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE	INCLUDED	INCLUDED	INCLUDED
ETHICS COMPLAINT DISCLOSURE	INCLUDED	INCLUDED	INCLUDED
DEBARMENT NOTICE	INCLUDED	INCLUDED	INCLUDED
CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	INCLUDED	INCLUDED	INCLUDED
DISCLOSURE OF INVESTED ACTIVITIES IN IRAN	INCLUDED	INCLUDED	INCLUDED
CITY OF TRENTON RESIDENT EMPLOYMENT POLICY	INCLUDED	INCLUDED	INCLUDED
EIC	CERT.#13480 EXP. 02/15/2021	CERT.#3244 EXP. 05/15/2023	CERT.#2062 EXP. 08/15/2021
CERTIFICATE OF INSURANCE	REQUIRED FROM AWARDED VENDOR	REQUIRED FROM AWARDED VENDOR	REQUIRED FROM AWARDED VENDOR
60-DAY EXTENSION COMPLIANCE	YES	YES	YES
PROVIDE PRIORITY EMERGENCY SERVICES	YES	YES	YES
REFERENCES	N/A	INCLUDED	N/A
W-9	INCLUDED	INCLUDED	N/A
EXCEPTIONS (IF ANY)	NONE	NONE	NONE
TOTAL LUMP SUM FEE	\$110,210.00 (SEE ATTACHED BREAKDOWN OF PRICING)	\$126,186.00 (SEE ATTACHED BREAKDOWN OF PRICING)	\$194,700.00 (SEE ATTACHED BREAKDOWN OF PRICING)
FATAL FLAW	NONE	NONE	NONE

PROPOSAL FEE BREAKDOWN CITY OF TRENTON UNACCOUNTED FOR WATER PROGRAM ASSISTANCE - PHASE 1

STAFFING

TASK DESCRIPTION	PIC/PO	PM	Proj. Licensed Professional	Sr. Designer/Sr. Survey Analyst	Designer/Survey Analyst	GIS Analyst	Admin.	Total Hrs	Expenses	Total \$
A. Evaluation of Meter Reading, Billing, and Revenue Collection Process										
Client Kick-off Meeting		4	4		8			16		\$ 2,160
1. Evaluate Meter Reading Program										
Process Metered Account Data		2	4		32			38		\$ 4,730
Meet with Meter Reading Department		4	4		8			12		\$ 1,540
Prepare Summary and Recommendations	1	2	4		16		1	24	\$ 2.5	\$ 3,055
2. Compare Account Records with Tax Records										
Process Account Records and Tax Records		4			45			49		\$ 6,245
Prepare Meter Removal Recommendations	1	1			10			11	\$ 25	\$ 1,405
Prepare Methodology/Summary Report	1	2			8			11	\$ 25	\$ 1,495
3. Compare Tax Records and Account Records										
Process Account Records and Tax Records		4			30			34		\$ 4,370
Prepare List of Buildings with No Account	1	1			8			9	\$ 2.5	\$ 1,155
Prepare Methodology/Summary Report	1	2			8		1	12	\$ 2.5	\$ 1,555
4. Compare with Other Utility Records										
Prepare Utility Account Requests			1		8			9		\$ 1,105
Process Other Utility Data			2		20			22		\$ 2,690
Prepare List of Addresses with No Account			1		8			9		\$ 1,105
Prepare Methodology/Summary Report	1	1	1		8		1	12	\$ 2.5	\$ 1,505
5. Review Actual Water Usage with Typical Usage										
Process Building Occupancy Data		4			40			44		\$ 5,620
Determine Typical Usages			4		32			36		\$ 4,420
Prepare List of Potential Underbilled Accounts		1	1		8			9		\$ 1,105
Prepare Methodology/Summary Report	1	1	1		8		1	20	\$ 2.5	\$ 2,505
6. Review Billing and Collection SOPs										
Review SOPs		4	4		32			40		\$ 5,040
Prepare Recommendations	1	1	2		8		1	13	\$ 2.5	\$ 1,650
7. Evaluate Billing Process										
Review Billing Process			12		24			36		\$ 4,620
Prepare Recommendations	1	1	2		8		1	13	\$ 2.5	\$ 1,650
Lunch and Learn with Billing Department			4		16			20	\$ 100	\$ 2,600
8. Evaluate Collections Process										
Review Collections Process			12		16			28		\$ 3,660
Prepare Recommendations	1	1	2		8		1	13	\$ 2.5	\$ 1,650
Work Sessions (x3)		1	12		20			33	\$ 100	\$ 4,395
9. Quarterly to Monthly Billing										
Review Advantages and Disadvantages	1	2	2		4			8		\$ 1,080
Prepare Summary and Recommendations	1	2	2		4			10	\$ 2.5	\$ 1,325
Sub-Total for Task A	9	40	81	0	296	157	8	591	\$ 425	\$ 75,435
B. Leak Detection, Water Loss Controls, UAW										
1. Evaluate Leak Detection and Repair Program		1	8		40			49		\$ 6,315
2. Evaluate Water Usage Data		1	8		40			49		\$ 6,315
3. Prepare Recommendations for UAW Improvement	1	2	8		40			51		\$ 6,650
4. Create Map of District Metering Areas		1	2		8	20		31		\$ 3,945
5. Prepare Water Loss Reduction Report	1	2	8		24		4	39	\$ 100	\$ 4,970
6. Client Meetings (x3)		12	12		24			48		\$ 6,600
Sub-Total for Task B	2	19	46	176	0	20	4	267	\$ 100	\$ 34,775
Total Hours	11	59	127	176	296	177	12	858	\$ 525	\$ 110,210
Hourly Rates	\$ 160	\$ 155	\$ 145	\$ 125	\$ 120	\$ 135	\$ 60			
Global Lump Sum Fee	\$ 1,760	\$ 9,145	\$ 18,315	\$ 22,940	\$ 35,520	\$ 22,125	\$ 720			\$ 110,210



CITY OF TRENTON

**REQUEST FOR PROPOSAL
ENGINEERING SERVICES FOR
UNACCOUNTED FOR WATER PROGRAM ASSISTANCE
PHASE 1
RFP2020-35**

Fee Structure

- Principal/Project Officer \$160/hour
- Senior Project Manager \$158/hour
- Project Manager \$155/hour
- Senior Project Licensed Professional \$150/hour
- Project Licensed Professional \$145/hour
- Licensed Professional \$135/hour
- Senior Project Coordinator \$150/hour
- Project Coordinator \$145/hour
- Senior Designer/Senior Survey Analyst \$125/hour
- Designer/Survey Analyst \$120/hour
- Senior Environmental Scientist \$125/hour
- Environmental Scientist \$120/hour
- Senior Project GIS Analyst \$140/hour
- Project GIS Analyst \$130/hour
- GIS Analyst \$125/hour
- Senior GIS Technician \$115/hour
- GIS Technician \$105/hour
- Senior GIS Project Coordinator \$130/hour
- GIS Project Coordinator \$125/hour
- Senior Inspector \$115/hour
- Inspector \$105/hour
- Senior Technician \$110/hour
- Technician \$100/hour
- Project Administrator \$115/hour
- Administrative Support \$60/hour
- Equipment Unit Cost
 - Unmanned Aerial Systems / Remotely Operated Vehicle \$150/hour
 - Robotic/LiDAR \$50/hour
 - GPS \$25/hour
- LSRP (Licensed Site Remediation Professional) Services Unit Cost
 - For any environmental services requiring LSRP oversight and certification, a \$25/hour unit cost will be included in addition to the hourly rate for roles above.
- Any actual disbursements and expenses which we incur on your behalf, such as subconsultant fees, application/permit fees, delivery charges, parking, printing and toll charges will be billed at actual cost-plus 15 percent.
- Mileage will be billed in accordance with federal prevailing wage.





Task	Task Description	Billing Titles and Hourly Rates										Total H2M Hours, by Task	Equipment, Travel, Lab Service, Printing	Fee Submittal	
		Phase Description	Staff 2	Proj 1	Proj 2	Sr Proj	PM	Sen. PM	Sen. Tech Expert	Principal					
		SALARY APPROX HOURLY RATE	\$ 65,000	\$ 80,000	\$ 90,000	\$ 100,000	\$ 125,000	\$ 150,000	\$ 175,000	\$ 200,000	\$ 253,000	\$ 289,000			
			\$ 94.00	\$ 116.00	\$ 130.00	\$ 145.00	\$ 181.00	\$ 217.00	\$ 253.00	\$ 289.00					
A	Evaluation - Meter Reading, Billing, Collections														
1	Reduction of Estimated Meter Reads		80												\$ 9,280.00
2	Vacant Meterd Lots		40												\$ 4,640.00
3	Occupied Unmetered Lots		40												\$ 4,640.00
4	Utility Cross Checking		40												\$ 4,640.00
5	Location of Underbilled Accounts		24												\$ 2,764.00
6	SOP Updates					80									\$ -1,600.00
7	Land-and-Learn Review					40			40						\$ 10,620.00
8	Billing/Collection Review and Optimization					40			40						\$ 5,800.00
9	Monthly vs. Quarterly Billing Comparison								40						\$ 10,120.00
															\$ 64,124.00
B	Leak Detection, Water Loss Controls														
1	Leak Detection Program Eval					40			40						\$ 10,120.00
2	Leak Repair Program Eval					16			16						\$ 23,768.00
3	Operations Optimization					24			24						\$ 5,104.00
4	District Meter Mapping					40			40						\$ 5,800.00
5	Report Summary					40			4		2				\$ 7,970.00
6	Meetings					24			12						\$ 9,300.00
															\$ 62,062.00
	TASK TOTAL		0	432	0	252	0	0	152	2	0	0	0	500	\$ 126,186.00
			0%	52%	0%	30%	0%	0%	18%	0%	0%	0%	0%		

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**Trenton Water Works
Unaccounted for Water Program Assistance - Phase 1
Fee Proposal**

Summary of Tasks

Task	Description	Billing	Principal	Project Manager	Engineer IV	Engineer II	GIS Specialist	Total Hours	Direct Costs	Total
A	Evaluation of Meter Reading, Billing and Revenue Collection Process	Not To Exceed	112	164	230	238	104	848	\$2,000.00	\$124,800.00
B	Leak Detection, Water Loss Controls, Unaccounted for Water	Not To Exceed	42	63	77	256	52	490	\$2,500.00	\$69,900.00
			Total Hours	227	307	494	156	1,338	\$4,500.00	\$194,700.00
			Average Billing Rate	\$175	\$120	\$100	\$135			
			Totals	\$39,725	\$36,840	\$49,400	\$21,060			