

RESOLUTION 2025-143

AUTHORIZING THE AWARD OF A CONTRACT WITH A COST IN THE AMOUNT OF \$46,000.00 WITHOUT PUBLIC ADVERTISING FOR BIDS

WHEREAS, the "Local Public Contracts Law" provides that except for contracts which require the performance of professional services, all contracts or agreements that are less than the bid threshold but are fifteen percent (15%) or more of that amount, two competitive quotations, whenever practicable, shall be solicited by the contracting agent, and the contract shall be awarded to the vendor whose response is the most advantageous, price and other factors considered; and

WHEREAS, the Bordentown Sewerage Authority has solicited the following professional service quotation:

<u>BIDDER</u>	<u>PRICE</u>
Remington & Vernick Engineers	\$46,000.00

for the goods or services set forth below:

Engineering/design, bid documents/specifications, and bidding/advertisement support services for the various building improvements to designated buildings and structures within the Bordentown Sewerage Authority service area.

**Replacement of doors that do not seal properly and locking hardware to all doors at the wastewater treatment plant and pump stations;
Building B-1 (Administration Building) window replacement, façade masonry repointing, and entrance stair nosing upgrading (as adapted from November rejected bid);
Replacement of damaged fencing, waterproofing for EB-1;
Concrete repairs to existing tanks, foundations and pads.**

which the Authority has determined are directly related to the performance, completion or undertaking of the project for the following reasons:

To repair the structures of the Authority so the buildings can be secured, cement pathways and stairways are safe, and windows are secured.

WHEREAS, a certificate of availability of funds has been provided by the designated certifying finance officer and is attached hereto.

NOW, THEREFORE, BE IT RESOLVED, this 17th day of November 2025 that the aforesaid contract for the professional services described above be and the same is hereby awarded to: **Remington & Vernick Engineers not to exceed the amount of \$46,000.00**

THE BORDENTOWN SEWERAGE AUTHORITY

By: M. Ellen Gulbinsky
M. Ellen Gulbinsky, Chairwoman

Attest:

Heather Cheesman
Heather Cheesman, Assistant Secretary

I have reviewed this resolution and the certificate of availability of funds and am satisfied that an appropriate certificate of availability has been provided.

Anthony T. Drollas, Jr.
Anthony T. Drollas, Jr., Esquire
General Counsel

CERTIFICATE OF AVAILABILITY OF FUNDS

I, Elizabeth J. Kwelty, Administrative Manager and Certifying Finance Officer of The Bordentown Sewerage Authority, do hereby certify, pursuant to the rules of the Department of Community Affairs, Division of Local Government Services (N.J.A.C. 5:34-5.1 et seq.), that there are available adequate funds for the following proposed contract:

CONTRACT: Engineering/design, bid documents/specifications, and bidding/advertisement support services for the various building improvements to designated buildings and structures within the Bordentown Sewerage Authority service area. For Structural improvements to the doors, locks, windows, and cement.

CONTRACTOR: Remington & Vernick Engineers


CONTRACT AMOUNT: \$46,000.00

BUDGETARY LINE ITEM: 02-004-7610
02-004-7642

I certify that the same funds have not been certified as available for more than one pending contract.

11/17/2025

Date



Elizabeth J. Kwelty
Certifying Finance Officer

Special situations (check all that apply):

 A.) The Authority is operating under a temporary budget and:

- 1. the full cost of the contract is certified against the temporary budget; or
- 2. only the pro rata amount of the contract is charged against the temporary budget and the contract contains a clause making its continuation past the date subject to a further appropriation of sufficient funds.

 B.) This contract is an open-ended contract for goods at a unit price up to a maximum amount and:

- 1. the full maximum amount permitted by the contract is being certified; or
- 2. the amount of the purchase shall be certified at the time that such goods are ordered by attaching the certificate of availability to the file copy of the purchase order.

 X C.) This 12-month contract does not coincide with the fiscal year and:

- 1. the full cost of the contract is hereby certified against the budget of the year in which the contract is awarded; or
- X 2. the amounts for which liability is to be incurred is hereby certified against the two respective budgets at this time.

 D.) This is a multi-year contract and:

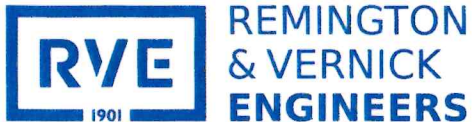
- 1. this contract is for construction and related services and the full amount of the contract is hereby certified to the current budget; or
- 2. this is not a construction contract, and the availability of funds will be certified to the respective budgets at the time that the goods or services are ordered.

11/17/2025

Date



Elizabeth J. Kwelty
Certifying Finance Officer



RVE HQ:
2059 Springdale Road
Cherry Hill, NJ 08003
O: (856) 795-9595
F: (856) 795-1882

November 11, 2025

Mr. Charles W. Bluhm, Jr., Executive Director
Bordentown Sewerage Authority (BSA)
954 Farnsworth Avenue, P.O. Box 396
Bordentown, NJ 08505

**Re: Bordentown Sewerage Authority
Scope of Services & Cost Proposal for
Various Facility Building Improvements**

Dear Mr. Bluhm:

REMINGTON & VERNICK ENGINEERS (RVE) is pleased to provide the following scope of services and associated cost proposal for; engineering/design, bid documents/specifications and bidding/advertisement support services for the various building improvements to designated buildings and structures within the Bordentown Sewerage Authority service area.

Proposed improvements include, but not limited to the following major work items:

- Replacement of all man doors which do not function properly or are tightly secured.
- Replacement of all locking hardware to all facilities within the WWTP and various pump stations.
- Installation of new fencing to areas that are damaged.
- Window repairs and replacement at Building B-1 (Administration & Control Building).
- Building B-1 entrance stair nosing upgrading (Adapted from November rejected bid advertisement).
- Building B-1 façade masonry repointing.
- Waterproofing for EB-1 (Sludge Thickening Building).
- Concrete repairs to existing tanks, foundations and pads.

Our office proposes the following five (5) phased approach for the professional services required for the BSA's facility building improvements.

PHASE I: SITE ASSESSMENT & INITIAL BASE PLAN PREPARATION

Site Inventory & Assessment

During this phase RVE requests a representative from Bordentown Sewerage Authority to accompany RVE personnel during the WWTP and pump station site assessments to grant access to the various properties.

Once all the site inventory work is completed RVE will prepare a summary list that will supplement the scope of work listed above for BSA concurrence. This list will become the basis of the proposed contract work.

Base Plan Preparation

Since the proposed improvements are at both the wastewater treatment plant (WWTP) and the satellite pump stations RVE will generate an overall service area map into the drawing set highlighting each pump station location along with the WWTP location.

For the WWTP site work a plan drawing will be included with all the structures labeled and areas where the contractor can store materials designated.

For the WWTP improvements background drawings with plan and profile views will be prepared using either AutoCadd drawings RVE utilized on past projects or the 1991 WWTP drawing set as a background with improvements indicated via dark lettering. For the pump station sites the basis of each pump station drawing may be different for each pump station but one option is to utilize a photo taken during the site inventory work with dark lettering superimposed providing the proposed improvement information to the contractor.

PHASE II: PRELIMINARY ENGINEERING & DESIGN

Based on the scope of work developed under Phase I this phase will consist of the engineering/design, preparation & development of plans, specifications, and bids documents.

Engineering & Design Standards

All designs shall be in conformance with local building codes (IBC 2021).

Bid Documents & Specifications

RVE will provide all documents necessary for bidding in accordance with the standards of the Authority, utilizing the current local building codes.

Plans Format/Layout

In general the plans will consist of the following pages:

- Title Page with WWTP site indicated
- BSA Service Area Map With Locations of both the WWTP and Pump Stations Where Work is Occurring Indicated.
- WWTP Structure Identification Plan
- Building Profile Views per Location
- Construction Details

Permitting

Our office does not anticipate permits for this project.

Project Coordination with the Authority

RVE anticipates at least two (2) meetings in some instances for the purposes of project coordination, obtaining input, design and improvement comments. RVE will provide a 85% design development set consisting of contract drawings and pertinent specification sections for BSA review and comment.

Upon receipt of all comments from the Authority and/or review agencies, we will make minor revisions to the plans, specifications, and bid documents as reasonably necessary and/or required.

PHASE III: FINAL DESIGN & BIDDING/ADVERTISEMENT SUPPORT

This phase consists of the incorporation of all minor comments and recommendations received from the Preliminary Engineering & Design Phase. The following tasks will be performed:

- Independent RVE staffer will review the drawings at the WWTP site and several pump stations to ensure constructability. This RVE staffer will provide comments to the design team.
- Provide updated pre-advertisement drawing set with notable specification pages for BSA review and comment.
- A detailed Engineer's Estimate of cost for the project will be prepared and provided.
- Provide contract documents for contractor acquisition at RVE's Cherry Hill office.
- Perform all work necessary to coordinate advertisement and bid receipt date with the Authority.
- Answer and respond to all prospective bidder questions during the advertisement period.
- Prepare written clarification and/or issue formal addendums as necessary.
- Attendance at bid opening, review bid submissions, prepare bid tabulation, and prepare recommendation of award.
- Prepare contracts for BSA/contractor endorsement. Work under this phase ends when the returned awarded contractor specification books are deemed complete with the proper endorsements and bond documents.

PHASE IV: CONSTRUCTION OBSERVATION

This phase consists of the professional services and tasks required after the project is formally awarded by the Authority for the construction activities. Work efforts during this phase shall include, but are not necessarily limited to, the following major work items/tasks based on the assigned contract completion time:

- Coordinate and conduct the pre-construction meeting and prepare/distribute meeting minutes.
- Perform field observation/inspection services on a part-time basis. RVE will provide qualified construction observers during normal working hours, during critical aspects of construction.

PHASE V: CONTRACT ADMINISTRATION

This work efforts consists of the professional services and tasks required after the projects are formally awarded by the Authority for the construction phases of the project. Work efforts during this phase shall include, but are not necessarily limited to, the following major work items/tasks based on an assigned contract completion time:

- Distribute the construction contract documents to the successful bidder and the Authority.
- Issue the Notice to Proceed, review construction schedule, and review of all required shop drawings and submittals.
- Maintain Authority aware of proposed contractor work each Friday proposed for the following week.
- Review, prepare, and submit payment recommendations for the contractor to the Authority.
- Perform project coordination and "close out" work efforts.

SPECIFIC EXCLUSIONS

The following work items are specifically excluded:

- Topographic survey.
- Utility coordination.
- Stormwater management.
- Preparation of applications for review/regulatory agencies not specifically indicated.
- Application fees for review and/or permits from regulatory agencies.
- Traffic control plan.
- Right-of-way acquisition and construction easement documents.
- Advertisement fees via newspaper or other means.
- Contract administration and construction observation services beyond specified contract duration.

If unforeseen and/or unanticipated work items arise, our office can provide a separate scope of services and cost proposal for consideration and approval by the Authority.

COST OF SERVICES

Our lump sum fee of **\$46,000.00** will be billed monthly based on percent complete of each phase, detailed as follows:

Phase I: Site Assessment & Initial Base Plan Preparation:	\$10,900.00
Phase II: Preliminary Engineering & Design:	\$18,600.00
Phase III: Final Design & Bidding/Advertisement Support:	\$16,500.00
Phase IV: Construction Observation:	TBD
Phase V: Contract Administration:	<u>TBD</u>
Total Professional Services Costs for Phases I-III:	\$46,000.00

TBD: Proposed fee will be provided after the project bid date.

Note fees for one phase may have to be transferred to another phase in order to complete the work.

SCHEDULE

We are prepared to begin work immediately on this project upon receipt of formal authorization to commence work. Once authorized, we offer the following timeline:

Phase I: Site Assessment & Initial Base Plan Preparation:	2 weeks
Phase II: Preliminary Engineering & Design:	5 weeks
Phase III: Final Engineering & Bidding/Advertisement Support:	6 weeks (1)

(1) Represents time for advertisement and bid award; does not include contract preparation period.

We request authorization for advertisement at the December 2025 BSA Board meeting as a possible advertisement date may be just before or after the January BSA Board meeting.

Should you have any questions, please do not hesitate to contact Richard Czekanski of our firm at (609)-680-5834.

Sincerely,

REMINGTON & VERNICK ENGINEERS

Jacqueline D Trovato, PE
Senior Associate | Structural Department Head