

**RESOLUTION: 203-19**

**RESOLUTION AUTHORIZING AGREEMENT FOR CERTAIN  
PROFESSIONAL SERVICES ADOPTED BY THE BOROUGH OF  
CLAYTON**

*WHEREAS*, there exists a need for specialized services on behalf of the Borough of Clayton; and

*WHEREAS*, funds are or will be available for this purpose; and

*WHEREAS*, the Local Public Contracts Law, N.J.S.A. 40A:11-1 requires that notice with respect to contracts for Professional Services awarded without competitive bids must be publicly advertised.

*NOW, THEREFORE, BE IT RESOLVED* by the Mayor and Council of the Borough of Clayton, County of Gloucester, and State of New Jersey as follows:

1. That Remington & Vernick Engineers, of Haddonfield, New Jersey is hereby hired to provide Consulting Engineering services for Water Utility Asset Management Plan for the Borough of Clayton for a total amount not to exceed \$15,550.00.
2. The term of this contract shall be from September 12, 2019 to September 11, 2020.
3. Donna Nestore, CFO, for the Borough of Clayton certifies that \$15,500.00 is available through the 2019 Water/Sewer Operating Budget, Engineering O&E.
4. The Contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-11-5(1)(a), and the Fair and Open Process because it is for services performed by persons authorized by law to practice a recognized profession.
5. A copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Borough of Clayton.
6. A notice in accordance with the Local Public Contracts Law of New Jersey shall be published in The Sentinel or South Jersey Times.
7. The Mayor and Clerk of the Borough of Clayton are hereby authorized to execute a Contract outlining the above on behalf of the Borough of Clayton.

***ADOPTED*** at a meeting of the Mayor and Council of the Borough of Clayton, County of Gloucester, and State of New Jersey on September 12, 2019.

BOROUGH OF CLAYTON



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THOMAS BIANCO, Mayor

Attest:



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CHRISTINE NEWCOMB, Municipal Clerk



**REMINGTON  
& VERNICK  
ENGINEERS**

RVE HQ:  
232 Kings Highway East  
Haddonfield, NJ 08033  
O: (856) 795-9595  
F: (856) 795-1882

August 14, 2019

Borough of Clayton  
125 N. Delsea Drive  
Clayton, NJ 08312

Attn: Susan Miller, Administrator

**RE: Proposal to Provide Consulting Engineering Services  
Borough of Clayton  
Water Utility Asset Management Plan**

**REMINGTON & VERNICK ENGINEERS** is pleased to submit this proposal to provide professional engineering consulting services to complete a **WATER UTILITY ASSET MANAGEMENT PLAN**. As you are aware, one of the requirements of the Water Quality Accountability Act (WQAA) is to complete an Asset Management Plan (AMP) that is certified by a licensed Professional Engineer and/or Licensed Operator. This plan is being required by the WQAA so that the Borough may plan for and allocate funds on an annual basis to remediate and address the highest priority projects identified in the Plan.

In accordance with the Best Management Practices Guide, the Asset Management Plan will identify and consider the following elements of your water utility system:

- Identify all water utility assets and their current condition;
- Develop a list of assets and identify how critical they are to the operation of the water utility;
- Determine the ranking for risk / failure for each asset;
- Analyze failure risk and consequences according to how critical they are to the water utility;
- Develop lifecycle costs for critical assets;
- Develop a 10 -Year Capital Improvement Plan to allow for predictive maintenance and deploy resources based upon asset condition;
- Provide an assessment of the costs and revenues generated by the water utility to determine the system's financial forecast. This forecast can assist the Borough decide what changes need to be made to the system's long-term funding strategy.

To develop the necessary Asset Management Plan, the following scope of services will be provided:

#### **SCOPE OF SERVICES**

##### **Task 1**

1. RVE will tour the existing Borough facilities and develop an inventory of the water utility assets. We will also review the current condition of the water utility infrastructure and prioritize the assets in terms of risk failure. The assets will also be ranked based upon the impact of failure to the sustained operation of the system.
2. Our team will develop life cycle costs for the critical assets. The development of life cycle costs will be included in the plan to demonstrate predictive maintenance and preventative utility planning by the Borough;

3. Prepare a 10-Year Capital Improvement Plan to outline the improvements that will need to be completed for upkeep, routine maintenance and compliance with current regulations over the next 10 years. In addition, the capital plan will outline the prioritized improvements based upon ranking of the critical assets.
4. Included in our 10-Year Capital Improvement Plan, we will establish annual construction, engineering and inspections costs necessary to make these improvements. The costs can be used for Borough budgetary planning. This information may also be used to examine funding options.
5. Our team will provide written comment on potential funding sources to allow the implementation of the 10-Year Capital Improvement Plan.

*The estimated fees associated with Task 1 are \$9,800.00.*

Task 2 – Rate Structure Analysis

1. Our team will examine the rate structure associated with the water utility system. Our analysis will take into account the current utility operating budget, current debt service and factor in the 10-Year Capital Improvement Plan. Our analysis will develop a rate structure that will fund the Capital Improvement Plan and allow the utility to remain self-liquidating over the analysis period.

*The estimated fees associated with Task 2 are \$5,500.00.*

**SUMMARY - COST OF SERVICES**

|   |            |
|---|------------|
| Task 1 – Asset Management Plan & 10 Year Capital Plan | \$9,800.00 |
| Task 2 - Utility System Rate Structure Analysis       | \$5,500.00 |
| Task 3 – Certification / Submission                   | \$250.00   |

|                                |                     |
|--------------------------------|---------------------|
| <b>ESTIMATED PROJECT FEES:</b> | <b>\$ 15,550.00</b> |
|--------------------------------|---------------------|

Should you have any questions or require additional regarding the above information, please do not hesitate to contact our office.

Sincerely,

**REMINGTON & VERNICK ENGINEERS, INC.**

By

  
Annina Hogan, P.E., R.A., LEED AP  
Principal, Executive Vice President

Cc: Mayor & Council  
Joseph Hunt, Public Works Director