

RESOLUTION: 204-19

**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 Cybersecurity Assessment Plan for the Borough of Clayton for a total amount not to exceed \$8,700.00.
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 \$8,700.00 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



THOMAS BIANCO, Mayor

Attest:



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 – Cybersecurity Assessment Plan**

Dear Ms. Miller:

REMINGTON & VERNICK ENGINEERS is pleased to submit this proposal to provide professional engineering consulting services to complete a **WATER UTILITY – CYBERSECURITY ASSESSMENT PLAN**. As you are aware, the Water Quality Accountability Act (WQAA) requires water purveyors with internet connected control systems and 500 or more service connections to develop a Cybersecurity Assessment Plan.

The Borough Water Utility consists of an internet connected control system (SCADA) with the control panel located at the Water Treatment Plant with communications to the Water Storage Tank, Potable Well and Booster Pump Station at the emergency interconnection. In addition, the water utility consists of approximately 2,750 service connections. Accordingly, the Borough meets the requirements to develop and submit a Cybersecurity Assessment Plan (Plan) under the WQAA.

The work under this project will include working with the Borough to develop the Plan in accordance with BPU Docket # AO16030196. The Plan will be developed to include the following:

- Define organizational oversight, accountabilities and responsibilities;
- Identify cyber risk management including inventory of critical assets;
- Develop reporting mechanisms;
- Develop training and implementation programs.
- Analyze risk and consequences according to how critical they are to the water utility.

To develop the necessary Cybersecurity Assessment Plan, the following scope of services will be provided:

SCOPE OF SERVICES

1. RVE will review the existing SCADA System and the associated critical infrastructure to prepare an assets list with critical assets identified by risk;

2. RVE will review the operational and reporting structure of the utility and develop a reporting and organizational chart for plan purposes;
3. Develop methodology for reporting cyber events and documentation;
4. Develop monitoring logs of critical cyber infrastructure;
5. Develop a report which includes all of the above information for use onsite by the Utility and as necessary for certification as part of the WQAA;
6. Work with the Borough IT Department or consultant to discuss the Borough's internet security system;
7. Upon development of the Cybersecurity Assessment Plan, we will review with the Borough for comments and additions prior to finalizing the plan.

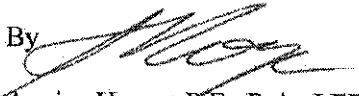
The above scope of services shall be completed for a Not to Exceed Fee of \$8,700.00.

We understand the urgency in completion and will complete the work in 2-3 weeks upon authorization based on site accessibility. 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