

PROPOSAL FOR PROFESSIONAL SERVICES FOR

MUNICIPAL STORMWATER MANAGEMENT PLAN FOR PERMIT COMPLIANCE

WEST ORANGE TOWNSHIP, ESSEX COUNTY, NJ
August 22, 2022



Greenman-Pedersen, Inc.

ENGINEERING | SURVEYING | PLANNING | CONSTRUCTION MANAGEMENT

301 Gibraltar Drive – Suite 2A
Morris Plains, NJ 07950

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GPI

ORIGINAL

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August 22, 2022

Leonard R. Lepore, Municipal Engineer
Director of Public Works
Township of West Orange
25 Lakeside Avenue
West Orange, NJ 07052

RE: Response to Request for Proposals for Professional Services
Municipal Stormwater Management Plan for Permit Compliance

Dear Mr. Lepore:

Greenman-Pedersen, Inc. is interested in performing Professional Services for the *Municipal Stormwater Management Plan for Permit Compliance* project as outlined in your August 8, 2022 Request for Proposals.

Enclosed please find our Proposal to Provide Professional Engineering and Surveying Services for your review, dated August 22, 2022.

We are pleased to have this opportunity to be of continued service to the Township of West Orange and hope you will find our proposal favorable. We would be happy to provide additional information or assistance as your needs dictate. My direct line is (973) 434-8349.

Very truly yours,



Andrew Cangiano, PE, CME
Director of Engineering

AC/rem

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SECTION 1

Scope of Services / Fee Proposal

Greenman-Pedersen, Inc. (GPI) understands that the Township of West Orange requires professional services for the **Municipal Stormwater Management Plan for Permit Compliance**. Throughout the firm's 56-year history, we have provided professional services to dozens of New Jersey municipalities. We are very experienced in providing professional stormwater management solutions to our municipal clients that conform with the requirements of the New Jersey Department of Environmental Protection Municipal Stormwater Regulation Program on a cost-effective and timely manner.

The following is a copy of the County's Scope of Services with enhancements and additions noted in *blue text*.

1. **Municipal Stormwater Management Plan (MSWMP)**

The Township is required to update their existing 2005 MSWMP including tables, figures and appendices to the report. In addition, a complete the buildout analysis using Township's inventory of total land area sorted by HUC14 and land use zone will need to be tabulated using available GIS data. The existing impervious areas, wetlands areas and waterbodies will need to be subtracted out of the total land area to calculate the developable area. The Township's allowable impervious coverage in each zone will need to be applied to indicate a theoretical build-out of impervious land. Also, an additional calculation will be provided by zoning type to compute anticipated pollutant loads of Total Phosphorus, Total Nitrogen and Total Suspended Solids Loads from the buildout data using load criteria published by NJDEP (lbs/acre/yr).

Using the 2005 MSWMP as the base document, GPI will update the Township MSWMP and buildout analysis as indicated in the RFP. It is assumed the existing Township GIS data will be made available to GPI in a suitable GIS geodatabase format.

2. **Catch Basin Inspection, Maintenance and Mapping**

The Township estimates that approximately 2,000 catch basins will need to be located and inspected throughout the municipality including inspection documentation for cleaning, clearing and repairs of structures as inspections progress in order for the Township's DPW to schedule and make the necessary cleaning/clearing and repairs. The data collection will include:

- GPS data on all catch basins that can be field-located based on existing as-built drawings of the stormwater system. Catch basins identified on any as-built drawings which cannot be field verified will be marked as such; any additional catch basins found in the field which are not in the as-built drawings will be added to the database.
- GPS data on all catch basins that can be field-located.
- A photograph of each catch basin.

The graphical basis for this analysis will be the base map compiled from existing as-built plans, and other sources to build a useful and supportive base map for the Township's catch basins mapping. The data collected for mapping will need to in the ESRI GIS environment on NJ State Plane coordinate system required by the NJDEP. This base map will be used as a starting point for field data collection, and it is expected to be uploaded on mobile devices to record future data and supporting documentation to log in the number of wet tons of material collected.

Township to provide personnel to assist with access and location of stormwater facilities.

GPI will locate approximately 2,000 catch basins using GPS/GIS, in compliance with the NJDEP GPS Data Collection Standards for GIS Data Development. At same time, GPI will inspect the structures as indicated above. This proposal assumes GPI will be provided the Township's as-built drawings of the stormwater system to perform this task and that the Township will provide personnel to assist with access and locations of stormwater facilities.

3. Outfall Pipes Mapping

Part A

The Township is required to update their existing 2009 Municipal Outfall Pipe Mapping which will required to locate all municipally owned and operated outfall pipes. Outfalls are to be located for submission to NJDEP and will need to in the ESRI GIS environment on NJ State Plane coordinate system required by the NJDEP.

The data collection will include:

- GPS data on all outfalls that can be field-located based on the 2009 Municipal Outfall Pipe Mapping
- Any additional outfalls found in the field which are not in the 2009 Municipal Outfall Pipe Mapping
- GPS data on all outfalls that can be field-located
- A photograph of each outfall identifying the type of outfall and its receiving surface waterbody name

Township to provide personnel to assist with access and location of stormwater facilities.

The graphical basis for this analysis will be the base map compiled from existing asbuilt plans, and other sources to build a useful and supportive base map for the Township's outfalls mapping. The data collected for mapping will need to be in the ESRI GIS environment on NJ State Plane coordinate system required by the NJDEP. This base map will be used as a starting point for field data collection, and it is expected to be uploaded on mobile devices to record future data and supporting documentation.

GPI will locate, inspect, and photograph Municipal Outfalls using GPS/GIS in compliance with the NJDEP GPS Data Collection Standards and ESRI GIS environment on NJ State Plane coordinate system required by the NJDEP. GPI will prepare a suitable GIS basemap from existing Township as-built plans and other available sources.

Part B

The Township will be required in the next permit cycle starting in 2023 to comply with additional mapping requirements to the Municipal Separate Stormwater Sewer System (MS4 permit) that will require the following additional data collection:

- MS4 ground water discharge points (type)
- MS4 interconnections (type into/from, entity)
- Storm drain inlets (type, catch basin present, label present, retrofitted)
- MS4 manholes
- MS4 conveyance (type, direction of flow)
- MS4 pump stations
- Stormwater facilities (type)
- Property boundaries of maintenance yard(s) and other ancillary operations (type)

Using GIS methods for this Task, GPI will identify locations and include them on the GIS basemap, including their associated attributes noted in parentheses.

GPI assumes the following :

- *MS4 groundwater discharge points will be collected from available State GIS data*
- *MS4 interconnections locations will identified by Township staff*
- *Township staff will assist in providing locations of municipal stormwater facilities*
- *Property boundary information required above will be taken from available sources, such as Township Taxmaps. Boundary surveys are excluded from this proposal.*

4. **Outfall Pipe Stream Scouring**

Consultant is to conduct an investigation for stream scouring in conjunction with the outfall mapping and provide inspection reports to the Township in order to complete the Stormwater Pollution Prevention Plan (SPPP). Township to provide personnel to assist with access and location of stormwater facilities.

GPI will inspect each outfall and the surrounding area for localized scouring of the streambanks or bottom caused by the outfall. GPI will provide an inspection report for each location.

5. **Stormwater Facilities Maintenance (Municipally Owned and/or Operated)**

The Township is required to prepare a written program of long-term cleaning, operation and maintenance of municipally owned and/or operated stormwater facilities for which the Township staff will compile the necessary information for the Consultant to review for meeting the requirements of the permit and assist the Township in developing maintenance logs using NJDEP's sample templates to link to the Township's GIS system.

GPI will review and prepare maintenance logs in accordance with permit requirements with a link to the Township's GIS system.

6. **Stormwater Facilities Maintenance (Privately Owned and/or Operated)**

The Township is required to prepare a written program of long-term cleaning, operation and maintenance of privately owned and/or operated stormwater facilities for which the Township staff will compile the necessary information for the Consultant to review for meeting the requirements of the permit and assist the Township in developing maintenance logs using NJDEP's sample templates that can be provided to private entities and to link to the Township's GIS system.

GPI will review and prepare maintenance logs in accordance with permit requirements with a link to the Township's GIS system.

7. **Total Maximum Daily Load (TMDL)/Impaired Waterway**

The Township is required to identify TMDL's for the watercourses within the municipality to assess initially and then annually for stormwater related pollutants to assess and prioritize maintenance schedules and repairs in order to address sources of pollutants of the published TMDL's. Consultant will be required to review the published TMDL's for streams include Fecal Coliform and Phosphorus for lakes and prepared written recommendations to the Township relating to maintenance priorities to be incorporated into the SPPP and MSWMP.

GPI will review published TMDL's for the streams and prepare written recommendations for maintenance priorities to be incorporated into the SPPP and MSWMP.

8. **Deliverables**

For the scope of services delineated above the Township requires the following deliverables:

- Outfall Pipe Map in PDF
 - GIS geodata containing catch basins and outfall data collected
 - Inspection reports including data, photos and report
 - TMDL written recommendations
 - Municipal Stormwater Management Plan in PDF and Word format
- Consultant is to submit two (2) paper copies of the deliverables along with electronic version of all documents.

GPI will provide the aforementioned deliverables.

9. **Proposal Fees**

Our fee for the services outlined above are as follows:

Item No.	Description	Labor	Expenses	Total
1	Municipal Stormwater Management Plan (MSWMP)	\$7,300.00	NO EXPENSES	\$7,300.00
2	Catch Basin Inspection, Maintenance and Mapping	\$62,050.00		\$62,050.00
3A	Outfall Pipes Mapping – Part A	\$14,000.00		\$14,000.00
3B	Outfall Pipes Mapping – Part B	\$8,700.00		\$8,700.00
4	Outfall Pipe Stream Scouring ¹	\$2,200.00		\$2,200.00
5	Stormwater Facilities Maintenance (Municipally Owned and/or Operated)	\$3,600.00		\$3,600.00
6	Stormwater Facilities Maintenance (Privately Owned and/or Operated)	\$6,500.00		\$6,500.00
7	Total Maximum Daily Load (TMDL)/Impaired Waterway	\$4,700.00		\$4,700.00
			TOTAL:	\$109,050.00

¹ Scouring field assessments are performed concurrently with Task 3A

HOURLY BILLING RATES

As submitted in our Qualification package to the Township of West Orange on December 21, 2021, following are our municipal billing rates:

PROFESSIONAL ENGINEER	\$ 165.00
SENIOR PROJECT MANAGER, ENGINEERING	\$ 150.00
SENIOR PROJECT MANAGER, LANDSCAPE ARCHITECTURE	\$ 145.00
SENIOR DESIGNER	\$ 120.00
DESIGNER	\$ 95.00
INSPECTOR	\$ 95.00
ENGINEERING TECHNICIAN	\$ 85.00
PROFESSIONAL LAND SURVEYOR	\$ 160.00
SENIOR PROJECT MANAGER, SURVEYING	\$ 145.00
PROJECT SURVEYOR	\$ 120.00
SURVEYING TECHNICIAN	\$ 80.00
PARTY CHIEF	\$ 95.00
INSTRUMENT PERSON	\$ 80.00
TECHNICAL TYPIST	\$ 60.00

SECTION 2

Personnel Assignments

For this project, GPI will perform the work in its entirety. No sub-consultants will be needed. All work will be done entirely within GPI's Engineering Department. The following individuals are proposed to be assigned to this project:

Andrew Cangiano, PE, CME, Director of Engineering

David Wagner, GISP, Director of Geospatial Services

Jerome Blannard, GIS Manager

Muhammed S. Assal, PE, CME, Project Manager

Valerie Hrabal, PE, PP, Water Quality Project Manager

SECTION 3

Project Schedule

GPI is committed to adhering to the Township's goal to conduct the scope of services by Fall 2022. We anticipate work will proceed within two (2) weeks after the award of contract. The schedule assumes there will be limited ability to conduct field inspections during winter months due to weather. We have the resources to complete the project in a timely fashion, and we are confident that we can achieve the Township's goal.

We have assumed an October 1, 2022 contract award, and have prepared the following Project Schedule.

	October 1, 2022 (Assumed Contract Award)	Project Schedule					
		October 2022	November 2022	December 2022	January 2023	February 2023	March 2023
1	Municipal Stormwater Management Plan						
2	Catch Basin Inspection, Maintenance and Mapping						
3	Outfall Pipes Mapping - Part A & B						
4	Outfall Pipe Stream Scouring						
5	Stormwater Facilities Maintenance (Municipally Owned and/or Operated)						
6	Stormwater Facilities Maintenance (Privately Owned and/or Operated)						
7	Total Maximum Daily Load (TMDL)/ Impaired Waterway						
8	Deliverables						

SECTION 4

Sample Insurance Certificate

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 12/28/2021																																											
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.																																															
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).																																															
PRODUCER PG Genatt Group LLC 3333 NEW HYDE PARK RD SUITE 409 NEW HYDE PARK NY 11042			CONTACT NAME: Jeff Kozarsky PHONE (A/C, No, Ext): 516-869-8788 FAX (A/C, No): 516-470-0338 E-MAIL: jkozarsky@genattgrp.com																																												
INSURED Greenman Pedersen, Inc. (Morris Plains) 301 Gibraltar Drive, Suite 2A Morris Plains NJ 07950			INSURER(S) AFFORDING COVERAGE <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Starr Indemnity & Liability Company</td> <td>38318</td> </tr> <tr> <td>INSURER B: XL Specialty Insurance Company</td> <td>37885</td> </tr> <tr> <td>INSURER C: Westchester Surplus Line Insurance Company</td> <td>10172</td> </tr> <tr> <td>INSURER D: Berkley Insurance Company</td> <td>32603</td> </tr> <tr> <td>INSURER E: Everest National Insurance Company</td> <td>10120</td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>			INSURER	NAIC #	INSURER A: Starr Indemnity & Liability Company	38318	INSURER B: XL Specialty Insurance Company	37885	INSURER C: Westchester Surplus Line Insurance Company	10172	INSURER D: Berkley Insurance Company	32603	INSURER E: Everest National Insurance Company	10120	INSURER F:																													
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COVERAGES CERTIFICATE NUMBER: 111294590 REVISION NUMBER: THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>INSR LTR</th> <th>TYPE OF INSURANCE</th> <th>ADDL SUBR INSD WVD</th> <th>POLICY NUMBER</th> <th>POLICY EFF (MM/DD/YYYY)</th> <th>POLICY EXP (MM/DD/YYYY)</th> <th>LIMITS</th> </tr> </thead> <tbody> <tr> <td>A</td> <td> ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO. ☐ JECT ☒ LOC ☐ OTHER </td> <td></td> <td>1000025533211</td> <td>12/31/2021</td> <td>12/31/2022</td> <td> EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPROP AGG \$2,000,000 \$ </td> </tr> <tr> <td>A</td> <td> ☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY </td> <td></td> <td>1000198539211</td> <td>12/31/2021</td> <td>12/31/2022</td> <td> COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ </td> </tr> <tr> <td>C</td> <td> ☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☒ DED ☒ RETENTION \$10,000 </td> <td></td> <td>G71780296003 XC5EX01512-211</td> <td>12/31/2021 12/31/2021</td> <td>12/31/2022 12/31/2022</td> <td> EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$ </td> </tr> <tr> <td>A</td> <td> ☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below </td> <td>Y/N ☐ N/A</td> <td>1000002543 1000002541</td> <td>12/31/2021 12/31/2021</td> <td>12/31/2022 12/31/2022</td> <td> ☒ PER STATUTE ☐ OTHER E L EACH ACCIDENT \$1,000,000 E L DISEASE - EA EMPLOYEE \$1,000,000 E L DISEASE - POLICY LIMIT \$1,000,000 </td> </tr> <tr> <td>B</td> <td> ☐ Property ☒ Professional Liability </td> <td></td> <td>UM00082200MA21A AEC-905031302</td> <td>12/31/2021 12/31/2021</td> <td>12/31/2022 12/31/2023</td> <td> Valuable Papers \$250,000 Each Claim \$1,000,000 Aggregate \$3,000,000 </td> </tr> </tbody> </table> DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO. ☐ JECT ☒ LOC ☐ OTHER		1000025533211	12/31/2021	12/31/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPROP AGG \$2,000,000 \$	A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY		1000198539211	12/31/2021	12/31/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☒ DED ☒ RETENTION \$10,000		G71780296003 XC5EX01512-211	12/31/2021 12/31/2021	12/31/2022 12/31/2022	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$	A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A	1000002543 1000002541	12/31/2021 12/31/2021	12/31/2022 12/31/2022	☒ PER STATUTE ☐ OTHER E L EACH ACCIDENT \$1,000,000 E L DISEASE - EA EMPLOYEE \$1,000,000 E L DISEASE - POLICY LIMIT \$1,000,000	B	☐ Property ☒ Professional Liability		UM00082200MA21A AEC-905031302	12/31/2021 12/31/2021	12/31/2022 12/31/2023	Valuable Papers \$250,000 Each Claim \$1,000,000 Aggregate \$3,000,000
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SAMPLE FOR INFORMATIONAL PURPOSES ONLY			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.																																												
			AUTHORIZED REPRESENTATIVE <i>[Signature]</i>																																												

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Additional offices throughout the U.S.

