



2059 Springdale Road, Cherry Hill, NJ 08003

November 2, 2022

Borough of Pennington

Department of Public Works
30 North Main Street
Pennington, NJ 08534

Attn: Rick Smith, Superintendent of Public Works/Water & Sewer

**RE: Compliance Officer
Water & Wastewater System Operations
2023 Proposal**

Dear Mr. Smith:

Water Resource Management (WRM) is pleased to provide the following proposal for continuing services through 2023. Services above the 2022 scope of work have been added.

Services for 2023 shall include:

Monthly Compliance

1. Review your lab data associated with your water system and inform you of any monitoring deficiency which need quick and decisive response.
2. Coordinate with your certified lab to review all of the required lab analysis under your current NJDEP water system monitoring schedule.
3. Perform one site visit a month to review process control equipment at all the facility's water and sewer system sites. This will include four well sites and two sewer pump stations.
4. Assist the Public Works Superintendent or staff to prepare reports that are required under your current water & wastewater system permits.

Monthly Compliance Fee **\$440.00** lump sum per month
(\$5,280 yearly total)

Consumer Confidence Report

The outline of the report will cover all lab data obtained in the Township's water system during the 2019, 2020 and 2021 monitoring schedule, or as required by the NJDEP.

All new water quality language will be added in accordance with EPA and NJDEP requirements.

WRM will prepare the NJDEP certification form, which is due by **October 1, 2022**. NJDEP requires that a copy of the prepared CCR be submitted to NJDEP by July 1, 2022 deadline.

WRM will prepare and submit the completed CCR to NJDEP by July 1, 2022 to achieve compliance of the regulations.

A DEP-compliant CCR will be provided to the Township in pdf format for printing.

Consumer Confidence Report **\$2,750.00** not-to-exceed

Printing and mailing services can also be provided for cost plus 10%.

Lead Service Line Replacement Documentation

WRM will assist the Borough in maintaining compliance with all newly implemented Lead Service Line Replacement requirements and documentation.

This will include the preparation of the LSL Inventory, LSLR Progress Report, LSL Replacement Plan, LSL Consumer Notices, and LSL Consumer Notice Certification.

WRM will also assist in customer outreach and other related tasks at the direction of the Superintendent of Public Works.

Lead Service Line Compliance **\$2,200.00** not-to-exceed

Operation & Maintenance Manual

WRM will update your existing Operations & Maintenance (O&M) Manual and Emergency Response Plan (ERP) to the latest NJDEP standard and optimized for assisting in daily operations of the water system. These manuals will describe the daily operations and maintenance tasks, clarify responsibilities between the Borough of Penning staff and the Licensed Operator, consolidate important information regarding the water and sewer system and achieve compliance with NJDEP regulations.

The updates will include the following information:

- Water System Information
- Well Information
- Equipment Information
- Allocation Permit
- Standard Operating Procedures (SOPs)
- Sampling and Water Quality Monitoring Plans
- Revised Total Coliform Rule Plan
- Lead and Copper Sampling
- TTHM/HAA5 Sampling
- Monitoring Schedules
- Monitoring Waivers
- Critical Response Plan
- Emergency Response List (ERP)
- Water Quality Violation Response Procedure
- Ground Water Rule – Compliance Response Plan
- Water Supply Contingency Plan

- Appendix
- Covering additional items not found in the other sections such as system assessments and records and regulations

- Sewer System Information
- Review Emergency response plan and update
- Vulnerability analysis of each sewer pump station
- Inventory of emergency equipment
- PPE review
- Lock out tag out procedures
- Electrical safety
- Chemical use safety handling
- First aid kits on site
- Backflow Prevention review
- Utility outage contingency plan
- Generator equipment maintenance SOP

The scope of work will include the creation of SOPs for all relevant functions of the water and sewer systems and organizing/compiling existing system information in a useable format.

O&M Manual and ERP Updates **\$11,000.00** not-to-exceed

In the event of an emergency call out or additional professional service for work beyond the above scope of service, our hourly rate will be \$137.50 including portal to portal transportation.

Summary

Monthly Compliance	\$5,280.00
Consumer Confidence Report	\$2,750.00
Lead Service Line Replacement	\$2,200.00
O&M Manual and ERP Updates	<u>\$11,000.00</u>

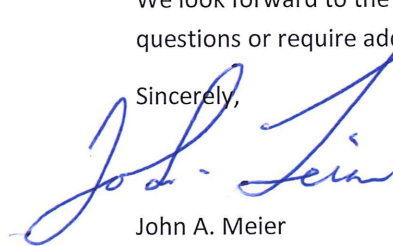
Total **\$21,230.00**

WRM personnel hold all required New Jersey DEP Water or Wastewater licenses to operate this facility.

WRM reserves the right to shift funds from phase-to-phase to best serve the Borough.

We look forward to the opportunity to continue to serve the Borough of Pennington. Should you have any questions or require additional information regarding this proposal, please contact us at 856-858-5750.

Sincerely,



John A. Meier
Water Resource Management, Inc.