



MUNICIPALITY ^{of} PRINCETON

Department of Infrastructure
& Operations

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MEMORANDUM

To: Mayor and Council
From: Deanna Stockton, *Municipal Engineer*
Subject: Professional Services Agreement with M&E Engineers, Inc. for the Design of a Replacement Boiler System Serving Various Buildings on the Westminster Campus
Date: July 22, 2026

Attached for Council's authorization at its July 27, 2026 meeting is a professional services contract with M&E Engineers, Inc. for the replacement of two failed steam boilers serving Williamson Hall, Erdman Hall, Taylor Hall, and Bristol Chapel through an underground steam distribution system on the Campus.

M&E Engineers, Inc. has submitted a proposal to design the replacement boilers and related ancillary equipment and piping sized to adequately supply heat to the four structures. Taylor Hall has been offline from the heating system since before Princeton purchased the property from Rider University due to an underground steam pipe failure; the proposed boiler will be capable of serving this building in the future if it is brought back into service and the steam distribution line repaired. While we understand that Bristol Chapel may come under the ownership of McCarter Theater in the future, M&E Engineers has advised that Princeton could assign and invoice a portion of Princeton's cost of operating the system if the transaction does occur.

The proposed scope includes reviewing existing documentation, conducting site visits, coordinating with the architect and planning consultants, preparing design layouts, plans, construction documents, and specifications, and providing bidding support. The proposal also includes design of an automatic safety control system intended to comply with applicable New Jersey boiler requirements and ASME CSD-1 standards. M&E would also attend a bidder site visit, review bids, recommend an award, and provide construction administration services such as submittal review, responses to reasonable RFIs, progress meetings, final inspection, and punch list preparation. The proposed not to exceed fee is \$49,925.00.

Several items are excluded from the consultant's scope, including structural review and design, hazardous materials identification and abatement, permit applications, commissioning, hidden-condition investigation beyond visual observation, and site utility location services. The proposal also notes that M&E cannot guarantee approval of the boiler exemption by the State Board, and that certain exemption-related duties must be completed by the Operating Engineer and/or Boiler Operator in charge.

Given the failed boiler condition, the importance of maintaining heat to the Williamson Hall, Erdman Hall, and Bristol Chapel, and the need for code-compliant engineering documents to support bidding, permitting, and construction, authorization of the consultant proposal is recommended.

Please contact me if you have any questions.