

RESOLUTION NO. 2020-42

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH CLARK CATON HINTZ, TRENTON, NJ, FOR PROFESSIONAL PLANNING SERVICES, IN AN AMOUNT NOT TO EXCEED \$10,000.00.

WHEREAS, the City of Vineland has heretofore advertised for proposals for Professional Planning Services to be used on an as need basis; and

WHEREAS, the Request was published on the City of Vineland's official newspaper and the City's website; and

WHEREAS, one proposal was received and referred to the City's Supervising Planner for evaluation and recommendation; and

WHEREAS, it has been recommended that a contract for the required services be awarded to Clark Caton Hintz, Trenton, NJ based upon the proposal received, pursuant to a fair and open process, in the amount not to exceed \$10,000.00, for the period February 1, 2020 through January 31, 2021; and

WHEREAS, the availability of funds for said Professional Services Contract to be awarded herein have been certified by the Chief Financial Officer; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40A:11-1, et seq) requires that the Resolution authorizing the award of contract for Professional Services without competitive bidding and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland that said contract for Professional Planning Services, be awarded to Clark Caton Hintz, Trenton, NJ, based upon the proposal received, pursuant to a fair and open process, in the amount not to exceed \$10,000.00, for the period February 1, 2020 through January 31, 2021.

Adopted:

President of Council

ATTEST:

City Clerk

**REQUEST FOR RESOLUTION FOR CONTRACT AWARDS
PROFESSIONAL SERVICE**

1. Service (detailed description): Professional planning services, focusing on affordable housing, redevelopment & land use (only on an 'as needed' basis) _____

2. Amount to be Awarded: \$ 10,000 _____

- Encumber Total Award
 Encumber by Supplemental Release



3. Amount Budgeted: \$50,000 _____

4. Budgeted: By Ordinance No. - _____
Or Grant: Title & Year proposed 2020 budget _____

5. **Account Number to be Charged: 0-01-20-180-1110-23044 _____

6. Contract Period: February 1, 2020 to January 31, 2021 _____

7. Date To Be Awarded: January 28, 2020 _____

8. Recommended Vendor and Address: Clarke Caton Hintz
100 Barrack Street
Trenton, NJ 08608 _____

9. Justification for Vendor Recommendation:(attach add'l information for Council review)
Firm has been doing affordable housing, master plan & land use ordinance work for the City since 2009. Currently wrapping up Re-Examination of Master Plan & companion ordinances. _____


- Non-Fair & Open (Pay-to-Play documents required)
 Fair & Open: How was RFP advertised? _____

10. Evaluation Performed by: Kathleen Hicks, Supervising Planner _____

11. Approved by: Kathleen M. Hicks _____

12. Attachments:

- Awarding Proposal
 Other: _____

- Send copies to:
Purchasing Department
Business Administration 

** If more than one account #, provide break down

5.0 RATE SCHEDULE

Our 2019-2020 professional planning rate schedule is as follows:

PLANNERS & LANDSCAPE ARCHITECTS	HOURLY RATE	
	Standard	Expert
Brian Slauch, PP, AICP	\$170	\$220
Michael Sullivan, LLA, ASLA, PP, AICP	\$170	\$220
Mary Beth Lonergan, PP, AICP	\$160	\$200
Andrea Malcolm, PP, AICP	\$135	\$145
Donna Miller, PP, AICP, CFM	\$135	\$145
Emily Goldman, PP, AICP	\$130	\$140
Elaine Clisham	\$125	\$135
Geoffrey Vaughn, LLA, ASLA	\$120	\$125
Christian Kuhn, LLA, ASLA	\$120	\$125
Melissa McMullen	\$110	\$120
Austin Huber	\$100	\$110

NOTE: Standard rates shall be applicable for all services to public sector clients except for those related to litigation/contested matters in which case Expert rates shall apply. Time for off-premise work is billable on a portal-to-portal basis. Reimbursable expenses, including travel, copying, computer plotting and other reproducible items, postal charges, photography, subcontracted work and other expenses directly related to a specific project or application are billed at the firm's direct cost without mark-up for administration.