

RESOLUTION NO. 2024-117

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH PENNONI ASSOCIATES INC., HADDON HEIGHTS, NJ FOR TECHNICAL ENGINEERING SUPPORT SERVICES, IN AN AMOUNT NOT TO EXCEED \$50,000.00.

WHEREAS, the City Council of the City of Vineland has adopted Resolution No. 2023-630, a Resolution pre-qualifying certain firms to submit proposals for as needed Architectural and Engineering Services; and

WHEREAS, the City of Vineland has a need for Professional Engineering Services for Technical Engineering Support; and

WHEREAS, the City Engineer has recommended that a contract for the required services be awarded to Pennoni Associates Inc., Haddon Heights, NJ, in accordance with Professional Services Contract No. C24-0002 and Pennoni Associates Inc. proposal, pursuant to a fair and open process; and

WHEREAS, this contract is awarded in an amount not to exceed \$50,000.00 for a period of one year from date of award; 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.

1. NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland that said contract for Technical Engineering Support Services be awarded to Pennoni Associates Inc., Haddon Heights, NJ, in accordance with Professional Services Contract No. C24-0002 and in accordance with Pennoni Associates Inc. proposal, pursuant to a fair and open process, in an amount not to exceed \$50,000.00 for a period of one year from date of award.

Adopted:

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President of Council

ATTEST:

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City Clerk

**REQUEST FOR RESOLUTION FOR CONTRACT AWARDS  
UNDER 40A:11-5 EXCEPTIONS  
(PROFESSIONAL SERVICES, EUS, SOFTWARE MAINTENANCE, ETC)**

February 29, 2024

(DATE)



1. Service (detailed description): Professional Engineering Services

2. Amount to be Awarded: \$ 50,000

- Encumber Total Award
- Encumber by Supplemental Release

3. Amount Budgeted: \$ \_\_\_\_\_

4. Budgeted: By Ordinance No. \_\_\_\_\_  
Or Grant: Title & Year \_\_\_\_\_

5. \*\*Account Number to be Charged: 4-01-20-165-1109-23044

6. Contract Period: 1 year


7. Date To Be Awarded: \_\_\_\_\_

8. Recommended Vendor and Address: Pennonni Associates  
515 Grove Street, Suite 1B, Haddon Heights,

9. Justification for Vendor Recommendation:(attach additional information for Council review)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


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

10. Evaluation Performed by: \_\_\_\_\_

11. Approved by:   
David J. Maillet

12. Attachments:

- Awarding Proposal
- Other: \_\_\_\_\_

- **Send copies to:**  
**Purchasing Division**  
**Business Administration** 

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



February 6, 2024

COVIN24000

City of Vineland

Attn: Richard P. Tonetta, Esq., Director Department of Law and Solicitor  
640 East Wood Street  
Vineland, New Jersey 08360

**Re: Professional Engineering Services – C24-0031**

Dear Mr. Tonetta:

Pennoni Associates Inc. (Pennoni) is pleased to submit this proposal for professional services related to technical support for the City of Vineland Engineering Department.

**SCOPE OF SERVICES**

The professional services, under the supervision of the City Engineer, will provide technical support relative to funding processes and procedures associated with South Jersey Transportation Planning Organization (SJTPO) and such other funding sources as may be available including federal, state or local funding sources. The services shall include but not be limited to concept development, project scoping, project design development, assistance in the preparation of funding applications, assistance in solicitation of project consultants and project management as requested.

Vincent Voltaggio, PE, will serve as Pennoni’s senior engineer and project manager for this contract. Mr. Voltaggio has more than 32 years of experience and served for 17 years as the Gloucester Director of Public Works and County Engineer. He has extensive experience managing federal, state and county funded projects. He has prepared, reviewed, and constructed many public works projects throughout his career.

Pennoni’s in-house engineering capabilities include wastewater and water systems, building demolition, survey, roadways, drainage, dams, environmental, structural, mechanical, electrical, parks and recreation facilities, construction inspection, and geographic information systems (GIS). We have an excellent reputation among our governmental clients for solving problems as they arise while completing jobs on schedule and within budget.

**FEE**

Our services will be billed on an hourly basis in accordance with our attached Schedule of Fees. We estimate our fees for the above services for the remainder of the year as follows:

**Technical Engineering Support Services..... \$50,000.00 (estimated fees)**

**SCHEDULE**

Pennoni Associates will begin providing services on this contract upon receipt of a signed copy of this proposal or a purchase order, which will serve as our Notice to Proceed (NTP).

**BILLING AND PAYMENT**

Our invoices will be prepared and presented for payment monthly. Invoices will be due in full upon receipt.

**TERMS AND CONDITIONS**

Our Professional Services Contract C24-0002 with the City of Vineland is considered as part of this proposal.

We appreciate the opportunity to provide you with this proposal for professional engineering services and anticipate working with you soon. If this proposal is satisfactory, please signify your acceptance by signing in the space provided below and return one (1) copy to our office.

Sincerely,  
PENNONI ASSOCIATES INC.



Edward P. Guetens  
Vice President

Attachment: Pennoni 2024 Schedule of Fees

Accepted by: \_\_\_\_\_  
Owner/Partner/Officer Date

\_\_\_\_\_  
Print Name and Title





# Billing Rates

## HADDON HEIGHTS & CAMDEN OFFICES 2024 SCHEDULE OF FEES

Pennoni provides engineering consulting services to its clients in accordance with the terms and conditions of our contract. Pennoni's compensation will be based on the following schedule of fees and charges unless our contract specifies otherwise.

LABOR CATEGORY	RATES: \$/HOUR
Principal Professional.....	\$250
Senior Professional.....	\$220
Project Professional.....	\$190
Staff Professional.....	\$180
Associate Professional.....	\$160
Graduate Professional.....	\$140
Technician III.....	\$135
Technician II.....	\$125
Technician I.....	\$115
Survey Crew (2 person).....	\$270
Survey Crew (1 person).....	\$160
Senior Field Inspector/Technician.....	\$120
Field Inspector/Technician.....	\$110
Project Assistant.....	\$ 85

- Add 15% to above Survey Crew rates when OSHA 40-hour training required
- Technical Support/Expert Testimony Fee provided upon request
- 3 Person Survey Crew rates for roadwork provided upon request

"Professional" includes all disciplines (Engineer, Planner, Landscape Architect, Surveyor, Geologist, etc.)

### EXPENSES:

Pennoni does not bill for routine office management or accounting services; however, direct expense charges described below are subject to an additional administrative and handling fee as indicated:

- Subconsultant/Subcontractor services: cost plus 10%
- Project Related Travel and Living Expenses: cost plus 10%
- Field Equipment, Expendable Materials/Supplies and Outside Reproduction): cost plus 10%
- Passenger Vehicles: per IRS standard rate
- Field Vehicles: \$100.00/day
- Record Retrieval: \$500.00/request plus reprographic charge
- Communication Fee: 2% of billable labor. Includes cost for non-deliverable in-house photocopies, non-express postage and telephone/fax/computer.