

RESOLUTION NO. 2024-206

A RESOLUTION AUTHORIZING AN AGREEMENT WITH PENNONI ASSOCIATES INC., HADDON HEIGHTS, NJ FOR PROFESSIONAL DESIGN SERVICES FOR LANDIS/VALLEY SIGNAL PRELIMINARY ENGINEERING PHASE.

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 Design Services for Landis/Valley Signal Preliminary Engineering Phase; 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 \$42,641.38 for specified services; 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 Design Services for Landis/Valley Signal Preliminary Engineering Phase 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 \$42,641.38.

BE IT FURTHER RESOLVED that the award of contract authorized herein shall be subject to the approval of the State of New Jersey Department of Transportation;

Adopted:

President of Council

ATTEST:

City Clerk

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



5/14/2024
(DATE)

1. Service (detailed description): Professional Design Services for Landis/Valley Signal Preliminary Engineering Phase

2. Amount to be Awarded: \$ 42,641.38

- 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: C-04-00-000-2322-78001

6. Contract Period: _____

7. Date To Be Awarded: 6/11/24


8. Recommended Vendor and Address: Pennoni Associates, Inc. C24-0002
515 Grove St, 1B, Haddon Heights, NJ 08035

9. Justification for Vendor Recommendation:(attach additional information for Council review)
Highest scoring proposal from Engineering evaluation.

Award shall be contingent upon concurrence by NJDOT.


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

10. Evaluation Performed by: Engineering

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

Award Justification

PROFESSIONAL DESIGN SERVICES FOR LANDIS AVENUE AT VALLEY AVENUE TRAFFIC SIGNAL (#24-013)

Upon review of all four (4) proposals, it was determined that **Pennoni Associates, Inc.** was the most qualified firm to complete the above-mentioned project. Technical review rating forms are attached for review.

After ranking the proposals based on technical proficiency, the highest ranked bidder's cost proposal was opened and a negotiation meeting was scheduled to discuss the scope of work and the cost proposal.

(Take note that, in this Federal process, the only cost proposal opened is that of the highest ranked proposer from a technical standpoint.)

On April 10, 2024, David Maillet and Stephanie Wakeley met with two representatives of Pennoni. During that meeting, the scope of the project was reviewed. At the request of the City, the "Bid Support" hours were requested to be removed from the proposal. Also, the City requested for the cost proposal to be separated for the two phases (Preliminary Engineering and Final Design). The City recommended that Pennoni review the overall hours in the proposal to ensure that the appropriate hours were estimated for each task.

On April 29, 2024, Pennoni emailed a revised cost proposal for the work of this project. It reflects the requested revisions above as well as additional work hours for various tasks.

It is the opinion of the City Engineer that Pennoni is very well qualified to perform the work of this project and that they have worked in good faith to provide the City of Vineland with a fair and reasonable price for the services to be rendered. Contract award to be finalized after NJDOT concurrence. **Preliminary Engineering will be awarded at this time. Final Design will be awarded to the consultant once all Preliminary Engineering tasks are completed and satisfactory.**

**24-013 RFP FOR PROFESSIONAL DESIGN SERVICES FOR
LANDIS AVE/ VALLEY AVE SIGNAL**

FOR EACH FIRM, GIVE A RATING OF 1-10 FOR EACH CATEGORY.

CATEGORY	Technical Approach (40%)	Firm Qualifications (20%)	Staff Qualifications (25%)	DBE/ESBE Utilization (15%)	Final Score
FIRM					
Pennon	9	9	9	10	9.15
CES	8	8	8	10	8.3
CME	8	9	8	10	8.5
VS	8	8	7	10	8.05

TECHNICAL APPROACH: Understanding of the effort required. Shall address (1) discussion of approaches to resolving any problems, and (2) community involvement process.

FIRM QUALIFICATIONS: Shall provide list of similar work including contact info for clients, full description of services provided by the firm, organizational chart and description of firm, and how subcontractors are used to supplement services. Location of the office that will be performing the work.

STAFF QUALIFICATIONS: Qualifications, experience and office address of firms and any subcontractor's staff. Resumes of the professional staff.

DBE UTILIZATION: This is a 1 or a 10. They meet the goal or they don't. (DBE Goal is 9.95% per RFP)

Scores provided by Stephanie Wakeley

SW
3/25/24

**24-013 RFP FOR PROFESSIONAL DESIGN SERVICES FOR
LANDIS AVE/ VALLEY AVE SIGNAL**

FOR EACH FIRM, GIVE A RATING OF 1-10 FOR EACH CATEGORY.

CATEGORY	Technical Approach (40%)	Firm Qualifications (20%)	Staff Qualifications (25%)	DBE/ESBE Utilization (15%)	Final Score
FIRM					
Pennon	8	9	9	10	8.75
CES	8	8	7	10	8.05
CME	8	9	8	10	8.5
V5	8	7	7	10	7.85

TECHNICAL APPROACH: Understanding of the effort required. Shall address (1) discussion of approaches to resolving any problems, and (2) community involvement process.

FIRM QUALIFICATIONS: Shall provide list of similar work including contact info for clients, full description of services provided by the firm, organizational chart and description of firm, and how subcontractors are used to supplement services. Location of the office that will be performing the work.

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Scores provided by Rick Caudill

RC
 3/25/2024

24-013 RFP FOR PROFESSIONAL DESIGN SERVICES FOR
LANDIS AVE/ VALLEY AVE SIGNAL

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FIRM					
Pennonl	8	9	9	10	8.75
CES	7	8	8	10	7.9
CME	7	7	7	10	7.45
V5	9	7	8	10	8.5

TECHNICAL APPROACH: Understanding of the effort required. Shall address (1) discussion of approaches to resolving any problems, and (2) community involvement process.

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Scores provided by Joshua Stenger



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FIRM					
Pannoni	9	9	9	10	9.15
CES	8	8	7	10	8.05
CME	8	9	9	10	8.75
V5	7	9	9	10	8.35

TECHNICAL APPROACH: Understanding of the effort required. Shall address (1) discussion of approaches to resolving any problems, and (2) community involvement process.

FIRM QUALIFICATIONS: Shall provide list of similar work including contact info for clients, full description of services provided by the firm, organizational chart and description of firm, and how subcontractors are used to supplement services. Location of the office that will be performing the work.

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Scores provided by David Maillet

Heavily staffed. Plan breakdown by V5 was exorbitant. Exhibited lack of scope understanding. All firms but CES had PTOE Personnel involved. Pannoni's investigation during proposal preparation indicated greater understanding of the scope compared to others.

MANPOWER ESTIMATE
 Prop # COVIN24005P - FINAL DESIGN
 Division: 308
 Project: RFP2024-13 - Landis Avenue & Valley Avenue Signal Impro
 Location: City of Vineland, Cumberland County, New Jersey

Client: City of Vineland

Date: 3/15/2024
 By: JMM
 Rev. Date: 4/29/2024
 By: VV

NOTE: TRAFFIC SIGNAL REPLACEMENT
 ITEM # FINAL DESIGN

Task / Description	Subtotal	ASCE Grades								2-Person Survey	Subs/Direct	TOTAL							
		MARKHAM Principal Professional	LUDWIG KEAVENEY VOLTAGGIO GRASSO Senior Professional	OLIVER-COMMEY JOSH Project Professional	SURVEY DRAFTING Staff Professional	THOMPSON Associate Professional	QUINN MCAVEY Graduate Professional	SLACK EGNER Senior Designer	Hourly Rates										
									PVII				PVI	PV	PIV	PIII	PII	ETIV	N/A
									\$97.75				\$88.70	\$60.38	\$46.49	\$34.48	\$33.17	\$53.50	\$80.00
Task A - Pro-Design	\$ 308.32											\$ 308.32							
Project Management												\$ -							
Preliminary Engineers/Improvement Program Report												\$ -							
Initial Utility Contacts												\$ -							
Field Investigation (minimum of 1 visit)												\$ -							
Schedule												\$ -							
QA/QC		1	1						1			\$ 121.87							
Task B - Coordination	\$ 2,888.53											\$ 2,888.53							
Kick-Off Meeting (1 meeting, in person)												\$ -							
Site Design Meetings (as needed, minimum of 1)												\$ -							
Progress Meetings (bi-weekly for the duration of the project)			8						16	16		\$ 2,096.32							
Stakeholder Meetings (minimum of 1)			2						1	1		\$ 264.07							
Meeting with NJDOT and/or FHWA (minimum of 1 with either)			1						1	1		\$ 175.37							
Public Information Session (minimum of 1)			3						1	1		\$ 352.77							
Task C - Survey and Mapping	\$ -											\$ -							
Field Survey												\$ -							
Drafting												\$ -							
Task D - Data Collection and Analysis	\$ -											\$ -							
Traffic Volume Counts (MTM + ATR, see below)												\$ -							
Lighting Analysis (existing)												\$ -							
Existing signal timing procurement												\$ -							
Capacity Analysis												\$ -							
Task E - Preliminary Engineering	\$ 3,241.09											\$ 3,241.09							
Clearance Calculations (vehicular + pedestrian)									2	1		\$ 119.84							
Capacity Analysis (optimized timing/phasing)									2	1		\$ 119.84							
Conduit Fill Analysis									1	1		\$ 86.67							
Key Sheet (1 sheet)			1							1		\$ 142.20							
Estimate and Distribution of Quantities (1 sheet)			1						1			\$ 121.87							
Construction Plan (1 sheet)									2			\$ 66.34							
Tie Plan (1 sheet)										1		\$ 53.50							
Signing and Striping Plan (1 sheet)									1	1		\$ 86.67							
Lighting Plans (2 sheets)												\$ 132.68							
Traffic Signalization Plans (3 sheets)			2	1		2			4	4		\$ 1,184.14							
Traffic Control/Diversion Plans (2 sheets)									4	1		\$ 186.16							
Construction/Electrical Details (2 sheets)									1			\$ 33.17							
Construction Staging Plan (1 sheet)									1			\$ 33.17							
Specifications										4		\$ 214.00							
Engineering Estimate									2			\$ 66.34							
30% PS&E Submission												\$ -							
Comment Response									2			\$ 66.34							
60% PS&E Submission			4						2	2		\$ 528.14							
Task F - Final Design Engineering	\$ 1,636.24											\$ 1,636.24							
Response to COV and NJDOT Comments			2				4		8	6		\$ 901.68							
Construction Schedules			2							2		\$ 284.40							
Specifications			2						2	1		\$ 297.24							
Construction Cost Estimates										4		\$ 214.00							
Categorical Exclusion Document (CED)							4					\$ 137.92							
Bid Support												\$ -							
Task G - Necessary Permitting and/or Appro	\$ 157.66											\$ 157.66							
Permitting			1				2					\$ 157.66							
TOTAL	\$ 8,430.84	1	31	1	0	12	75	49	0	0		\$ 8,430.84							

Total Salaries		\$ 8,430.84
Overhead Rate	x 159.16%	13,418.52
	SUBTOTAL	21,849.36
Fixed Fee (% of salaries)	x 16.00%	3,535.97
Total Salaries Cost	SUBTOTAL	25,385.33
Sub Consultant	Stokes Creative Group, Inc.	\$ 2,582.90 9.03%
Reimbursable Expenses	Regulatory Permit & Certification Fees (not anticipated)	\$ -
Direct	Mileage 100 miles @ \$0.67 per mile	\$ 67.00
	Reproduction and Mailing	\$ 250.00
	Traffic Counts	\$ -
		\$ -
	SUBTOTAL	317.00
Total Cost	TOTAL SALARIES + OVERHEAD + FEES	\$ 28,588.64 FINAL DESIGN

Determine % of project to be completed by DBE = $\frac{21,582.90}{28,588.64} = 9.03\%$
 Stokes Creative Group, Inc.

MANPOWER ESTIMATE
 Prop # COVIN24005P- PRELIMINARY DESIGN
 Division: 308
 Project: RFP2024-13 - Landis Avenue & Valley Avenue Signal Impro
 Location: City of Vineland, Cumberland County, New Jersey

Client: City of Vineland

Date: 3/15/2024
 By: JMM
 Rev. Date: 4/28/2024
 By: VV

NOTE: TRAFFIC SIGNAL REPLACEMENT
 ITEM # PRELIMINARY DESIGN

Task	Description	Subtotal	ASCE Grades										TOTAL
			Professional	Senior Professional	Project Professional	Staff Professional	Associate Professional	Graduate Professional	Senior Designer	2-Person Survey	Subs/Direct		
			PVI	PVI	PV	PIV	PIII	PII	ETIV	N/A			
Hourly Rates													
		\$ 97.75	\$ 88.70	\$ 60.38	\$ 46.49	\$ 34.48	\$ 33.17	\$ 53.50	\$ 80.00				
Task A - Pre-Design		\$ 1,448.50											
	Project Management			2								\$ 177.40	
	Preliminary Engineers/Improvement Program Report			2								\$ 549.76	
	Initial Utility Contacts							8	2			\$ 86.34	
	Field Investigation (minimum of 1 visit)							2				\$ 346.68	
	Schedule							4	4			\$ 121.87	
	QA/QC		1	1				1				\$ 186.45	
Task B - Coordination		\$ 3,957.13										\$ 3,957.13	
	Kick-Off Meeting (1 meeting, in person)			2	2			2	2			\$ 540.46	
	Site Design Meetings (as needed, minimum of 1)			4				2	2			\$ 528.14	
	Progress Meetings (bi-weekly for the duration of the project)			8				16	16			\$ 2,096.32	
	Stakeholder Meetings (minimum of 1)			2				1	1			\$ 264.07	
	Meeting with NJDOT and/or FHWA (minimum of 1 with either)			1				1	1			\$ 175.37	
	Public Information Session (minimum of 1)			3				1	1			\$ 352.77	
Task C - Survey and Mapping		\$ 3,390.56										\$ 3,390.56	
	Field Survey										24	\$ 1,920.00	
	Drafting			4			24					\$ 1,470.56	
Task D - Data Collection and Analysis		\$ 803.57										\$ 803.57	
	Traffic Volumes Counts (MTM + ATR, see below)							4				\$ 132.68	
	Lighting Analysis (existing)							8				\$ 265.36	
	Existing signal timing procurement							1				\$ 33.17	
	Capacity Analysis							8	2			\$ 372.96	
Task E - Preliminary Engineering		\$ 3,174.75										\$ 3,174.75	
	Clearance Calculations (vehicular + pedestrian)							2	1			\$ 119.84	
	Capacity Analysis (optimized timing/phasing)							2	1			\$ 119.84	
	Conduct FBI Analysis							1	1			\$ 86.67	
	Key Sheet (1 sheet)			1					1			\$ 142.20	
	Estimate and Distribution of Quantities (1 sheet)			1					1			\$ 121.87	
	Construction Plan (1 sheet)							2				\$ 66.34	
	The Plan (1 sheet)								1			\$ 53.50	
	Signing and Striping Plan (1 sheet)								1			\$ 86.67	
	Lighting Plans (2 sheets)							4				\$ 132.68	
	Traffic Signalization Plans (3 sheets)		2	1			2	20	4			\$ 1,184.14	
	Traffic Control/Diversion Plans (2 sheets)							4	1			\$ 186.18	
	Construction/Electrical Details (2 sheets)							1				\$ 33.17	
	Construction Staging Plan (1 sheet)							1				\$ 33.17	
	Specifications								4			\$ 214.00	
	Engineering Estimate							2				\$ 66.34	
	30% PS&E Submission		4					2	2			\$ 528.14	
	Comment Response											\$ -	
	60% PS&E Submission											\$ -	
Task F - Final Design Engineering		\$ -										\$ -	
	Response to COV and NJDOT Comments											\$ -	
	Construction Schedules											\$ -	
	Specifications											\$ -	
	Construction Cost Estimates											\$ -	
	Categorical Exclusion Document (CED)											\$ -	
	Bid Support											\$ -	
Task G - Necessary Permitting and/or Approval		\$ 167.66										\$ 167.66	
	Permitting			1				2				\$ 157.66	
	TOTAL	\$ 12,932.17	1	39	3	24	6	102	48	24	0	\$ 12,932.17	

Total Salaries		\$ 12,932.17
Overhead Rate	x 159.16%	20,582.84
	SUBTOTAL	\$ 33,515.01
Fixed Fee (% of salaries)	x 18.00%	3,839.37
	SUBTOTAL	\$ 37,354.38
Sub Consultant	Stokes Creative Group, Inc.	\$ 4,270.00
Reimbursable Expenses	Regulatory Permit & Certification Fees (not anticipated)	\$ -
Direct	Mileage 100 miles @ \$0.67 per mile	\$ 67.00
	Reproduction and Mailing	\$ 250.00
	Traffic Counts	\$ 700.00
	SUBTOTAL	\$ 1,017.00
Total Cost	TOTAL SALARIES + OVERHEAD + FEES	\$ 42,641.38 PRELIMINARY DESIGN

Determine % of project to be completed by DBE =	$\frac{34,270.00}{42,641.38}$	=	10.01%
	Stokes Creative Group, Inc.		