

RESOLUTION NO. 2024- 350

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH MANDERS MERIGHI PORTADIN FARRELL ARCHITECTS LLC, VINELAND, NJ TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES RELATED TO RENOVATIONS OF THE CITY OF VINELAND MUNICIPAL COURT STAFF OFFICE, IN AN AMOUNT NOT TO EXCEED \$63,000.00.

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 Architectural and Engineering Services related to Renovations of The City of Vineland Municipal Court Staff Office; and

WHEREAS, the Director of The Municipal Court has recommended that a contract for the required services be awarded to Manders Merighi Portadin Farrell Architects LLC, Vineland, NJ, in accordance with Professional Services Contract No. C24-0006 and Manders Merighi Portadin Farrell's proposal dated February 28, 2024, pursuant to a fair and open process; and

WHEREAS, this contract is awarded in an amount not to exceed \$63,000.00; 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 Architectural and Engineering Services related to Renovations of The City of Vineland Municipal Court Staff Office be awarded to Manders Merighi Portadin Farrell Architects LLC, Vineland, NJ, in accordance with Professional Services Contract No. C24-0006 and in accordance with proposal dated February, 28, 2024, pursuant to a fair and open process, in an amount not to exceed \$63,000.00.

Adopted:

President of Council

ATTEST:

City Clerk

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

07/22/2024

(DATE)

1. Service (detailed description): Architectural and Engineering Fees
Manders Merighi Portadin

2. Amount to be Awarded: \$ 63,000.00

- Encumber Total Award
 Encumber by Supplemental Release

3. Amount Budgeted: \$ 63,0000

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

5. **Account Number to be Charged: 4-01-99-800-2024-10003

6. Contract Period: 08/13/2024

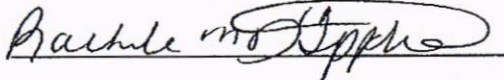
7. Date To Be Awarded: 08/13/2024

8. Recommended Vendor and Address: Manders Merighi Portadin
1138 E. Chestnut Ave. Vineland, NJ 08360

9. Justification for Vendor Recommendation:(attach additional information for Council review)
Renovations for court staff office. See attached proposal for details.
Approved under RFQ 2023-41.

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

10. Evaluation Performed by: Rachele D'Ippolito

11. Approved by: 

12. Attachments:

- Awarding Proposal
 Other: _____

- Send copies to:
Purchasing Division
Business Administration

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

manders merighi portadin farrell



February 28, 2024

Ms. Rachele D'Ippolito, CMCA
City of Vineland
640 East Wood Street
PO Box 1508
Vineland, NJ 08360-1508

**Re: City of Vineland
Municipal Court Renovations
Project Number 22.019**

Dear Rachele:

On behalf of Manders Merighi Portadin Farrell Architects, I am pleased to present the following proposal for architectural and engineering services for the proposed renovations of the administrative areas of the City of Vineland Municipal Court located at 736 East Landis Avenue in Vineland, New Jersey. The project scope includes renovations to the General Office Area and Private Office, the Vestibule and Corridor, the Break Room, Work Room, Computer Room, Anteroom and Police area. The total area of renovation is approximately 3,000 square feet.

Our fee proposal is based on an approved schematic floor plan provided to you and will include the design of mechanical, electrical, plumbing and fire protection systems impacted by the renovations. We will also coordinate our efforts with your furniture vendor to incorporate all furnishings required, and we will work with you and your staff on the design of built-in cabinetry, counters, workstations, etc.

Excluded from our fee proposal are civil and structural engineering services, legal fees, and any hazardous materials testing and remediation. Also excluded are costs associated with the reproduction of drawings and specifications.

For the work described above we are proposing a fixed fee of sixty-three thousand (\$63,000.00) dollars. Our fee will be divided into the following four phases: design development, construction documents, bidding & negotiations, and construction administration. We will prepare the drawings required for bidding and assist you during the bid process and in the evaluation of bids. During the construction phase we will attend job meetings as required, review shop drawings, respond to RFI's, and perform a punch list inspection at project completion.

I would like to thank you for giving us the opportunity to provide you with this proposal. As always, please do not hesitate to contact me with any questions or concerns you might have.

Very Truly Yours,

Ron Portadin, AIA
RPP/clh