

RESOLUTION NO. 2015-_____

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH CLARK CATON HINTZ, TRENTON, NJ, FOR PROFESSIONAL PLANNING SERVICES, IN AN AMOUNT NOT TO EXCEED \$15,300.00.

WHEREAS, there exists a need for professional planning services to be used on an as need basis and for guidance needed on revisions to land use ordinance; and

WHEREAS, the City of Vineland has a need to acquire such professional services as a Non-Fair and Open Contract pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, Clark Caton Hintz, Trenton, NJ, has submitted a proposal indicating they will provide the professional services in the amount not to exceed \$15,300.00 for the period January 1, 2016 through December 31, 2016; and

WHEREAS, Clark Caton Hintz has completed and submitted a Business Entity Disclosure Certification for Non-Fair and Open Contract which certifies that Clark Caton Hintz has not made any reportable contributions to a political or candidate committee in the City of Vineland in the previous one year and that the contract will prohibit Clark Caton Hintz from making any reportable contributions through the term of the contract to a political or candidate committee in the City of Vineland; and

WHEREAS, the availability of funds for said Professional Services Contract to be awarded herein have been certified by the City Comptroller; 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 as follows:

1. That the Mayor and Clerk are hereby authorized and directed to execute a Non-Fair and Open Agreement pursuant to N.J.S.A. 19:44A-20.5 with Clark Caton Hintz, Trenton, NJ, for professional planning services to be used on an as need basis and for guidance needed on revisions to land use ordinance, in an amount not to exceed \$15,300.00.
2. That this Agreement is awarded without competitive bidding as a Professional Services in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because said services to be rendered or performed require knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction distinguished from general academic instruction or apprenticeship and training.
3. That the Business Disclosure Entity Certification and the Political Contribution Disclosure Form be placed on file with the Resolution.
4. That a Notice of this action shall be printed once in the Daily Journal.

Adopted:

President of Council

ATTEST:

City Clerk



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

12/1/15
(DATE)

1. Service (detailed description): PROFESSIONAL PLANNING SERVICES-
TO BE USED ON AN "AS NEEDED" BASIS

2. Amount to be Awarded: \$ 15,300.00

- Encumber Total Award
- Encumber by Supplemental Release

3. Amount Budgeted: \$ 15,300.00

4. Budgeted: By Ordinance No. 2015-207
Or Grant: Title & Year NA

5. **Account Number to be Charged: 001-0-13-30-3003-0-50230AA

6. Contract Period: 1/1/16 -> 12/31/16

7. Date To Be Awarded: 12/22/15

8. Recommended Vendor and Address: CLARKE CATON HINTZ
100 BARRACK STREET
TRENTON, NJ 08608

9. Justification for Vendor Recommendation:(attach additional information for Council review)
PROFESSIONAL PLANNING SERVICES AVAILABLE WHEN NEEDED/
GUIDANCE NEEDED ON REVISIONS TO LAND USE ORDINANCE

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

10. Evaluation Performed by: NA

11. Approved by: Kathleen M. Hicks
SUPERVISING PLANNER

12. Attachments:

- Awarding Proposal
- Other: _____

- Send copies to:
Purchasing Division
Business Administration

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



Clarke Caton Hintz

Architecture
Planning
Landscape Architecture

Kathleen Hicks, PP, AICP
City Planner
City of Vineland
640 E. Wood St.
PO Box 1508
Vineland, New Jersey 08362-1508

November 30, 2015

100 Barrack Street
Trenton NJ 08608
clarkecatonhintz.com
Tel: 609 883 8383
Fax: 609 883 4044

Re: Professional Planning Services

Dear Ms. Hicks,

Please accept this letter as an expression of interest in providing professional planning services as a consultant to the City of Vineland. The firm has undertaken the City's affordable housing and other work since 2009 and most recently was instrumental in achieving the first judgment of repose in the state following the NJ Supreme Court's reassignment of housing plans to Superior Court.

Clarke Caton Hintz is a professional organization composed of planners, landscape architects, architects and graphic designers that bring a strong design sense to planning and a comprehensive contextual approach to architecture. The firm, with 32 people, can bring a wide level of expertise to particular problems and projects that go well beyond that of the average planning company.

The firm currently provides consulting planning services to over 50 municipalities, a practice built up since the firm's founding in 1978. The full list of our current municipal clients is included. Clarke Caton Hintz offers a full range of municipal planning services, including:

John Clarke, FAIA
Philip Caton, FAICP
Carl Hintz, AICP, ASLA
John Hatch, AIA
George Hibbs, AIA
Brian Slauch, AICP
Michael Sullivan, AICP

- Master Plan elements and statements;
- Farmland preservation plans;
- Affordable housing plans and implementation;
- Land development ordinances;
- Expert testimony in defense of municipal ordinances and actions;
- Historic preservation plans and surveys;
- Redevelopment plans;
- Subdivision and site plan review;
- Urban streetscape design; and
- Environmental analysis



Professional Planning Services Proposal

November 30, 2015

Clarke Caton Hintz

The firm agrees to provide such services to the City of Vineland for 2016 on an as-needed basis in accordance with our hourly rate sheet enclosed with this letter in an amount not to exceed \$15,300.00 for the year.

Should you have any questions concerning this matter, please contact me at your convenience.

Sincerely,

Brian M. Slauch,
Principal

Enc.



Clarke Caton Hintz

Architecture

Planning

Landscape Architecture

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Michael Sullivan, AICP

Emeriti
John Clarke, FAIA
Carl Hintz, AICP, ASLA

CLARKE CATON HINTZ
2015 Municipal Planning Clients

Absecon City	Gibbsboro	Ocean (Monmouth)
Allendale	Glassboro	Oceanport
Avalon	Greenwich (Warren)	Pennsville
Bayonne	Haddon Township	Pittsgrove
Bethlehem Twp.	Haddonfield	Plainfield
Branchburg	Hamilton (Atlantic)	Raritan
Cape May Point	Hamilton (Mercer)	Readington
Chesterfield	Hampton	Secaucus
Clinton Township	Harrison Township	South Brunswick
Cranbury	Highland Park	Springfield (Burlington)
Delanco	Ho-Ho-Kus	Springfield (Union)
Deptford	Hopewell (Cumberland)	Trenton
East Windsor	Lawrence (Mercer)	Union (Hunterdon)
Edgewater	Little Ferry	Vineland
Edgewater Park	Little Silver	Wall Township
Fair Haven	Mannington	Wenonah
Flemington	Millville	West Amwell
Florence	Montgomery	Wildwood Crest
Franklin Lakes	Moorestown	Woolwich Township



CLARKE CATON HINTZ
2016 PROFESSIONAL PLANNING FEE SCHEDULE

Clarke Caton Hintz

Architecture

Planning

Landscape Architecture

100 Barrack Street

Trenton NJ 08608

clarkecatonhintz.com

Tel: 609 883 8383

Fax: 609 883 4044

PLANNERS & LANDSCAPE ARCHITECTS

HOURLY RATE

	<u>Standard</u>	<u>Expert</u>
Philip Caton, PP, FAICP	\$160	\$210
Brian Slaugh, PP, AICP	\$160	\$210
Michael Sullivan, PP, AICP, LLA, ASLA	\$160	\$210
Mary Beth Lonergan, PP, AICP	\$150	\$190
Elizabeth McManus, PP, AICP, LEED AP	\$145	\$185
Andrea Malcolm, PP, AICP	\$130	\$140
Geoffrey Vaughn	\$110	\$115
Christian Kuhn, LLA	\$110	\$115
Ashton Jones, AICP	\$105	\$115
Daniel Hauben, PP, AICP	\$105	\$115
Courtney Lewis	\$95	\$100

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.

W:\Administration\CCH\Rates\2016\PL-LSA_Public Rates 2016.docx

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