

RESOLUTION NO. 2017- 520

A RESOLUTION AUTHORIZING AN AGREEMENT FOR PROFESSIONAL PLANNING SERVICES WITH CLARK CATON HINTZ, TRENTON, NJ, FOR PREPARATION OF MASTER PLAN RE-EXAMINATION AND REVISIONS TO THE LAND USE ORDINANCES.

WHEREAS, the City of Vineland has heretofore advertised for proposals for Professional Services for Planning Services for Preparation of Master Plan Re-examination and Revisions to Land Use Ordinance; and

WHEREAS, the Requests were published on the City of Vineland's official website and official newspaper; and

WHEREAS, three (3) proposals were received and referred to the staff of the City Engineer and City Planning Divisions for evaluation and recommendation; and

WHEREAS, the Supervising Planner has 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; and

WHEREAS this contract is awarded in an amount not to exceed \$59,300.00 for specified services, for a contract period of one year beginning January 1, 2018; 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 for Preparation of Master Plan Re-examination and Revisions to Land Use Ordinance, 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 \$59,300.00 for a contract period of one year beginning January 1, 2018.

Adopted:

President of Council

ATTEST:

City Clerk



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

November 29, 2017
(DATE)

1. Service (detailed description): Professional planning services for preparation of
Master Plan Re-examination & revisions to Land Use Ordinance

2. Amount to be Awarded: \$ 59,300 (not to exceed)

- Encumber Total Award
- Encumber by Supplemental Release

3. Amount Budgeted: \$ 59,300

4. Budgeted: By Ordinance No. FY17 budget
Or Grant: Title & Year _____

5. **Account Number to be Charged: 001-0-13-30-3003-0-5023044

6. Contract Period: One year beginning Jan 1, 2018

7. Date To Be Awarded: December 12, 2017

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

9. Justification for Vendor Recommendation:(attach additional information for Council review)
3 proposals received - reviewed by 4 person committee
RFQ/RFP required flat fee for the Re-examination of the Master Plan portion of
the proposal
Clarke Caton Hintz addressed the City's needs at the lowest cost

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

10. Evaluation Performed by: Hicks/Headley/Myers/Manders

11. Approved by: Kathleen Hicks, Supervising Planner
Kathleen M. Hicks

12. Attachments:
 Awarding Proposal
 Other: _____

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

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



SECTION 5 – Proposal

Clarke Caton Hintz

Reexamination Report

A reexamination report is an analysis of the existing master plan elements and statements that have been adopted in past years, as well as the land use and development regulations that implement the policy established by the elements. The City has several documents adopted at various times. Furthermore, the municipality is partially in the Pinelands Management Area, which requires consistency between municipal planning and zoning documents and the Pinelands Management Plan.

The statutory requirements under N.J.S.A. 40:55D-89 will be addressed in the following tasks to be completed by Clarke Caton Hintz during the preparation of the Reexamination Report:

1. Review Documents @ Current Conditions – Since the Reexamination Report is a review of existing documents, those documents present the obvious starting point for the process. We will review the 2008 Master Plan, the 2010 Circulation Element, the 2015 Housing Plan and the 2000 Reexamination Report at a minimum. We will also review any other master plan components that have been produced in recent years that are relevant to long term planning and are not specifically listed. We will examine the City's five redevelopment areas and plans.

We will also take a close look at the physical city in conjunction with the municipal planning staff to discuss issues, concerns and opportunities to inform our analysis. This is the first meeting.

2. Analysis – What we learn will be analyzed in accordance with the statutory criteria for a Reexamination Report. Our analysis work is not just descriptive: we interpret what we learn and see, rather than just record or map. We look at each piece of the information that we have gathered and put the components together to create a complete view to present to the Planning Board.
3. Recommendations – The prior two tasks will result in a series of recommendations that will be incorporated into the Reexamination Report. For the purpose of clarity and ease of implementation, the recommendations will be organized by topic. Following this process the firm will produce a draft report for internal staff or any sub-committee review that the Planning Board may wish to create.
4. Review of the Draft Reexamination Report – Once drafted, the project manager will either meet with the staff or sub-committee to present the Draft



SECTION 5 – Proposal

Clarke Caton Hintz

Reexamination Report. The Draft will be released to the City a least one week prior to the meeting in order to allow City staff and officials to review the work product. Comments from the session will be incorporated into the Reexamination Report.

5. Preparation of the Final Draft for Public Presentation and Adoption – Following the input from staff and officials, the draft will be finalized and presented at a public meeting of the Planning Board for adoption. The Reexamination Report is adopted by resolution and does not require public notice. The Planning Board Solicitor will be responsible for drafting the resolution adopting the Reexamination Report. In total, three meetings are included in the scope of work.

Clarke Caton Hintz will supply 15 paper copies of the draft and final draft of the Reexamination Report. It will also be supplied digitally to municipal staff should additional copies need to be made.

Once adopted, 10 signed and sealed Reexamination Reports will be supplied to the City along with a digital .pdf for its records.

Master Plan Compilation

In addition to the creation of the Reexamination Report, Clarke Caton Hintz will compile all of the municipality's valid master plan and redevelopment documents into one volume. The firm will create an introductory section that provides an overview of the adoption of each portion of the master plan and indicates their relationship to each other. The firm will create a table of contents for the volume. Since the introductory section is not a required or optional element or statement of the Master Plan, it does not require Planning Board action to include it in the volume. For the firm to undertake this work, it will need digital copies in .pdf format for the various components that the City wishes to include in the document. Furthermore, resolutions pertaining to their adoption will be needed for the introductory section and for reference purposes. The firm will produce one copy of the completed master plan in paper and a digital version in .pdf format. This will allow the City to post the document on its website. A suitable cover will be designed for the document by Clarke Caton Hintz to be approved by municipal staff.

Zoning Map

Recommendations in the Reexamination Report may result in zoning map changes to be implemented. The City may also have adopted changes not yet implemented in the



SECTION 5 – Proposal

Clarke Caton Hintz

zoning map. Clarke Caton Hintz will revise the zoning map to include up to 10 prior zoning map amendments not yet reflected on the map and to implement any changes proposed in the Reexamination Report. For the firm to undertake this work, the existing zoning map will need to be supplied in either an AutoCAD or ArcView readable format. We anticipate that the work product will be digital only, in an appropriate format as determined by the City Engineer. The adoption of the zoning map will be the responsibility of the municipality. Clarke Caton Hintz's role will be limited to map drafting under the direction of City staff.

Land Use Ordinance

The Reexamination Report completion is necessary to adequately gauge the extent of the revisions that will be necessary to the Land Use Ordinance. Minor revision work such as the creation of a new zoning district is in the range of \$6-10,000 in cost, including a staff meeting and public hearing in front of City Council. At the other extreme, implementing a form-based zoning code for the City is in the range of \$150-175,000. We suggest to the City that should we be the successful bidders for the Reexamination Report, Master Plan Compilation and Zoning Map revisions that at that time we will prepare an additional proposal to address the revisions to the LUO that are necessary.

Additional Work

Additional work authorized by the City beyond the scope of this proposal will be billed on a time and materials basis in accordance with our established hourly billing rate in effect at the time of billing. We will inform you in writing at the point where we believe the scope of work is being exceeded prior to any additional work being performed and will obtain the City's explicit approval for such work beforehand.



SECTION 6 – Cost

Clarke Caton Hintz

Clarke Caton Hintz will undertake the scope of work as detailed in Section 5 – Proposal for the following fixed fees:

Master Plan Reexamination Report	\$24,450.00
Master Plan Compilation and Introductory Section	\$2,000.00
Zoning Map Revisions	<u>\$3,000.00</u>
Total for Basic Services	\$29,450.00
Land Use Ordinance – Minor Revision	Not to Exceed \$10,000.00
Land Use Ordinance – Complete Overhaul with Form-Based Code	Not to Exceed \$175,000.00
Range for Basic Services and Land Use Ordinance	\$39,450.00 - \$204,450.00

As indicated in Section 5, the cost of the Land Use Ordinance changes cannot be specifically defined at this moment since to provide a specific estimate or fixed fee proposal requires that the Reexamination Report process be completed that identifies the revisions necessary.

The fees in the cost proposal are fixed fee and include reimbursable expenses associated with the scope of work.