

RESOLUTION NO. 2019- 41

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH CLARK CATON HINTZ, TRENTON, NJ, FOR PROFESSIONAL PLANNING SERVICES, IN AN AMOUNT NOT TO EXCEED \$40,000.00.

WHEREAS, the City of Vineland has heretofore advertised for proposals for Professional Planning Services to be used on an as need basis; and

WHEREAS, the Request was published on the City of Vineland's official newspaper and the City's website; and

WHEREAS, one proposal was received and referred to the City's Supervising Planner for evaluation and recommendation; and

WHEREAS, it has been 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, in the amount not to exceed \$40,000.00, for the period February 1, 2019 through January 31, 2020; 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, 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 \$40,000.00, for the period February 1, 2019 through January 31, 2020.

Adopted:

President of Council

ATTEST:

City Clerk

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

1/28/19

(DATE)

1. Service (detailed description): Professional planning services

2. Amount to be Awarded: \$ 40,000

- Encumber Total Award
 Encumber by Supplemental Release

3. Amount Budgeted: \$ 40,000

4. Budgeted: By Ordinance No. -
Or Grant: Title & Year proposed 2019 budget

5. **Account Number to be Charged: 9-01-20-180-1110-23044

6. Contract Period: 1-year

7. Date To Be Awarded: 2/12/19

8. Recommended Vendor and Address: Clarke Caton Hintz PC - 100 Barrack St.
Trnton, NJ 08608-2008

9. Justification for Vendor Recommendation:(attach additional information for Council review)
Only 1 proposal was received. Firm has been doing affordable housing, master
plan & land use ordinance work for the City since 2009.

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

10. Evaluation Performed by: Kathleen Hicks

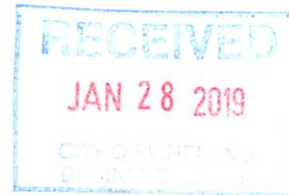
11. Approved by: Kathleen M. Hicks

12. Attachments:

- Awarding Proposal
 Other: _____

- Send copies to:
Purchasing Division
Business Administration

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



Miguel A. Mercado, QPA
Purchasing Agent
City of Vineland
640 E. Wood St., 5th Floor
Vineland, NJ 08362-1508

January 18, 2019

RE: Professional Planning Services

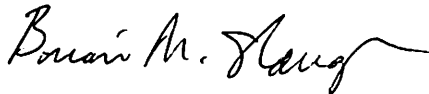
Dear Mr. Mercado:

Please accept this letter as an expression of interest in providing professional planning services to the City of Vineland. Clarke Caton Hintz has provided consulting planning services since 2009. The firm most recently assisted the City Planning Board is drafting and adopting a Reexamination Report of the Master Plan. Under a continuation of that contract, the firm will be revising the Land Use Plan Element of the Master Plan and zoning regulations. In the past, Clarke Caton Hintz helped Vineland achieve the first court-approved housing plan following the 2015 NJ Supreme Court decision transferring jurisdiction on affordable housing matters to the court system and has developed a number of land use ordinance amendments for consideration. Clarke Caton Hintz has the expertise as well as the staff to undertake the professional planning work proposed by the City as will be more fully explained in the following sections.

Attached to this cover letter is our response to the five sections of the Request for Proposal and all required forms.

I would be pleased to discuss our qualifications and response further as the City directs.

Sincerely,



Brian M. Slauch, PP, AICP
Principal-In-Charge



5.0 RATE SCHEDULE

Our 2018-2019 professional planning rate schedule is as follows:

PLANNERS & LANDSCAPE ARCHITECTS	HOURLY RATE	
	<u>Standard</u>	<u>Expert</u>
Philip Caton, PP, FAICP	\$165	\$215
Brian Slauch, PP, AICP	\$165	\$215
Michael Sullivan, LLA, ASLA, PP, AICP	\$165	\$215
Mary Beth Lonergan, PP, AICP	\$155	\$195
Kendra Lelie, PP, AICP, LLA, ASLA	\$140	\$180
Emily Goldman, PP, AICP	\$130	\$140
Andrea Malcolm, PP, AICP	\$130	\$140
Donna Miller, PP, AICP, CFM	\$130	\$140
Geoffrey Vaughn, LLA, ASLA	\$115	\$120
Christian Kuhn, LLA, ASLA	\$115	\$120
Melissa McMullen	\$105	\$115
Austin Maitland, AICP	\$105	\$115

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.