

RESOLUTION NO. 2021- 70

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH CLARK CATON HINTZ, TRENTON, NJ, FOR PROFESSIONAL PLANNING SERVICES, IN AN AMOUNT NOT TO EXCEED \$10,000.00.

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 \$10,000.00, for the period February 1, 2021 through January 31, 2022; 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 \$10,000.00, for the period February 1, 2021 through January 31, 2022.

Adopted:

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President of Council

ATTEST:

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City Clerk

**REQUEST FOR RESOLUTION FOR CONTRACT AWARDS  
PROFESSIONAL SERVICE**

1. Service (detailed description): Planning Services

2. Amount to be Awarded: \$ 10,000

- Encumber Total Award
- Encumber by Supplemental Release



3. Amount Budgeted: \$ 20,000

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

5. \*\*Account Number to be Charged: 1-01-20-180-1110-23044

6. Contract Period: 1-YEAR (FEBRUARY 1, 2021 → JANUARY 31, 2022)

7. Date To Be Awarded: JANUARY 26, 2021

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

9. Justification for Vendor Recommendation: (attach add'l information for Council review)  
CONSULTANT RECENTLY COMPLETED AMENDMENT TO MASTER PLAN  
HOUSING ELEMENT & FAIR SHARE PLAN, IN ADDITION TO  
AFFORDABLE HOUSING ORDINANCE, NEXT STEP IS WORKING  
WITH ATTORNEY TO PRESENT DOCUMENTS FOR COUNCIL APPROVAL.

- Non-Fair & Open (Pay-to-Play documents required)
- Fair & Open: How was RFP advertised? LOCAL NEWSPAPER & CITY WEBSITE

10. Evaluation Performed by: KATHLEEN HICKS

11. Approved by: KATHLEEN HICKS, SUPERVISING PLANNER  
Kathleen M. Hicks

12. Attachments:  
 Awarding Proposal  
 Other: \_\_\_\_\_

- Send Original to: Purchasing Department
- Send Copy to: Business Administration *(initials)*

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



## 5.0 RATE SCHEDULE

Our 2020-2021 professional planning rate schedule is as follows:

PLANNERS & LANDSCAPE ARCHITECTS	HOURLY RATE	
	Standard	Expert
Brian Slaugh, PP, AICP	\$170	\$220
Michael Sullivan, LLA, ASLA, PP, AICP	\$170	\$220
Mary Beth Lonergan, PP, AICP	\$160	\$200
Emily Goldman, PP, AICP	\$140	\$155
Donna Miller, PP, AICP, CFM	\$135	\$145
Elaine Clisham, MCP	\$125	\$135
Geoffrey Vaughn, LLA, ASLA	\$120	\$125
Christian Kuhn, LLA, ASLA	\$120	\$125
Melissa McMullen	\$110	\$120
James Clavelli, MCRP	\$110	\$120
Austin Huber	\$100	\$110

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.