

RESOLUTION NO. 2021-420

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH MANDERS MERIGHI PORTADIN FARRELL ARCHITECTS, LLC, VINELAND, NJ FOR ARCHITECTURAL/ENGINEERING WORK IN CONNECTION WITH THE 5TH FLOOR RENOVATION PROJECT, IN AN AMOUNT NOT TO EXCEED \$37,000.00.

WHEREAS, the City Council of the City of Vineland has adopted Resolution No. 2021-52, a Resolution pre-qualifying certain firms to submit proposals for as needed Architectural and Engineering Consulting Services; and

WHEREAS, the City of Vineland is in need of Architectural/Engineering Work in connection with the 5th Floor Renovation Project; and

WHEREAS, the Chief Financial Officer has recommended that a contract for the required services be awarded to Manders Merighi Portadin Farrell (MMPF) Architects, LLC, Vineland, NJ, in accordance with Professional Services Contract No. C21-0027 and the MMPF proposal, pursuant to a fair and open process; and

WHEREAS this contract is awarded in an amount not to exceed \$37,000.00; 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.

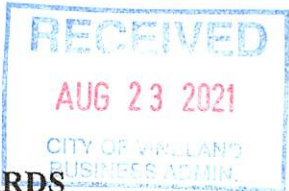
1. NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland that said contract be awarded to Manders Merighi Portadin Farrell (MMPF) Architects, LLC, Vineland, NJ, for Architectural/Engineering Work in connection with the 5th Floor Renovation Project in accordance with Professional Services Contract No. C21-0027 and in accordance with the MMPF proposal, pursuant to a fair and open process, in an amount not to exceed \$37,000.00.

Adopted:

President of Council

ATTEST:

City Clerk



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

8/23/2021
(DATE)

1. Service (detailed description): Architectural/engineering work for the 5th floor renovation project

2. Amount to be Awarded: \$ 37,000.00

- Encumber Total Award
- Encumber by Supplemental Release

3. Amount Budgeted: \$ 37,000

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

5. **Account Number to be Charged: 1-05-55-502-9006-53018 E921

6. Contract Period: _____

7. Date To Be Awarded: 09/14/21

8. Recommended Vendor and Address: MMPF Architects C21-0013
1138 E Chestnut Ave, Vineland, NJ 08360

9. Justification for Vendor Recommendation:(attach additional information for Council review)
Manders Merighi Portadin Farrell Architects, LLC is COV approved architect/engineering firm.

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

10. Evaluation Performed by: SMB

11. Approved by: Susan Baldosaro, CFO
[Signature]

12. Attachments:
 Awarding Proposal
 Other: _____

- Send copies to:
Purchasing Division
Business Administration

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



manders | merighi | portadin | farrell



April 28, 2021

Susan M. Baldosaro, CFO
City of Vineland
640 East Wood Street
PO Box 1508
Vineland, NJ 08360-1508

**Re: Renovations to Finance Department
Vineland City Hall – 5th Floor
Project Number 21.081**

Dear Ms. Baldosaro:

It was a pleasure meeting with you on Wednesday, April 21, 2021 to discuss your plans to renovate the 5th Floor Finance Department offices.

Based on our discussion, the following spaces need to be accommodated (if possible).

- 7 Accountant Offices (Including CFO)
- 1 Payroll Office (2 people with filing space)
- AP Area (4 people with filing space)
- Cash Management Area (2 people)
- 1 Administrative Assistant
- Conference Room (12 -16 people)
- Copy / Mail Area
- Coffee / Break Area
- Safe (to remain)

The current Finance Department Area is approximately 4,500 sf.

The first phase of the work required of our office will consist of measuring the existing Department and inventorying existing furniture and filing systems.

Once the existing conditions are established, we will provide proposed layouts that address your Department needs for consideration and review.

Once a floor plan has been agreed to by all parties, we will prepare construction documents including architectural, mechanical, electrical and plumbing plans suitable for construction.

The proposed architectural/engineering fees for the work outlined above will be thirty-seven thousand (\$37,000.00) dollars.

Specifically excluded from our scope of work will be selecting and specifying new furniture and filing systems, as well as design of low voltage systems, including data.

Should you wish to discuss this proposal or the project in general, please do not hesitate to contact me.

Very truly yours,


David G. Manders., AIA
DGM/amf