

RESOLUTION NO. 2021-497

A RESOLUTION AUTHORIZING THE ISSUANCE OF AN AMENDATORY SUPPLEMENTAL CHANGE ORDER NO. 1, IN THE AMOUNT OF \$10,000.00 TO PROFESSIONAL SERVICES CONTRACT NO. C21-0043, ISSUED TO CLARKE CATON HINTZ, TRENTON, NJ.

WHEREAS, the City Council of the City of Vineland, on February 9, 2021, adopted Resolution No. 2021-70, entitled "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"; and

WHEREAS, the City Planner has requested that an amendment be made to contract awarded to Clark Caton Hintz, Trenton, NJ, for Professional Planning Services, as authorized by Resolution No. 2021-70; because the City has initiated process to secure State Plan Endorsement, this change order to Contract No. C21-0043 will provide for the preparation of the Municipal Self-Assessment report to be reviewed by the State; and

WHEREAS, the Chief Financial Officer has certified that funds for the amendment requested herein are available; now, therefore,

BE IT RESOLVED by the Council of the City of Vineland as follows:

1. THAT Resolution No. 2021-70, entitled "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"; be and the same is hereby amended and supplemented to increase maximum amount of the contract by \$10,000.00.

2. THAT the Purchasing Agent be and the same is hereby authorized to issue an amendatory supplemental change order #1 to Contract No. C21-0043, in the amount of \$10,000.00.

Adopted:

President of Council

ATTEST:

City Clerk



October 19, 2021

REPORT

TO: THE MAYOR AND COUNCIL

Amendatory Supplemental Change Order No. 1
Contract No. C21-0043
Professional Planning Services
Clark Caton Hintz, Trenton, NJ

We are requesting that an amendatory supplemental change order be issued to Contract No. C21-0043, to Clark Caton Hintz, Trenton, NJ, for Professional Planning Services. This contract was authorized by Resolution No. 2021-70, adopted by City Council on February 9, 2021

The City has initiated process to secure State Plan Endorsement and required the preparation of the Municipal Self Assessment report for review by the State. The change order is requested for preparation of said report in the amount of \$10,000.00. This change increases the original contract amount from \$10,000.00 to \$20,000.00.

The amendatory supplemental change order for which authorization is herein requested may be authorized in accordance with N.J.A.C. 5:34-4.1 et seq.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert Dickenson", is written over the printed name.

Robert Dickenson
Business Administrator

RD/wr



REQUEST FOR CHANGE ORDER

FOR:

Professional Planning Services

PROJECT NAME

TO: BUSINESS ADMINISTRATION

DEPARTMENT: Administration/Planning

FROM: Kathleen Hicks

This is a request for change order # 1 to Contract # C21-0043 for: (2020-32)

Project Name Professional Planning Services

Name/Address of

Contractor: Clarke Caton Hintz, PC 100 Barrack Street Trenton, NJ 08608

The change order is necessary because: (use additional pages if necessary to explain your reason and you must attach *documentation to support the necessity of this change order.

*(Documentation from contractor, engineer, etc.)

City has initiated process to secure State Plan Endorsement.

State will review Municipal Self Assessment & will then initiate public involvement.

Original Contract Amount:	\$ <u>10,000</u>
Amount of this change order:	\$ <u>10,000</u>
Previous Change Orders:	\$ <u>-0-</u>
Total Revised Amount:	\$ <u>20,000</u>

APPROVED BY: Kathleen M. Hicks
Print/type

Kathleen M. Hicks
Signature

NOTE:

CHANGE ORDERS CANNOT EXCEED 20% OF THE ORIGINAL CONTRACT AMOUNT

Please provide the account number that the change order will be charged to:

Account # 1-01-20-180-1110-23044

CC: Purchasing Division