

RESOLUTION: 204-17

**RESOLUTION AUTHORIZING AGREEMENT FOR CERTAIN
PROFESSIONAL SERVICES ADOPTED BY THE BOROUGH OF
CLAYTON**

WHEREAS, there exists a need for specialized services on behalf of the Borough of Clayton; and

WHEREAS, funds are or will be available for this purpose; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 requires that notice with respect to contracts for Professional Services awarded without competitive bids must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Clayton, County of Gloucester, and State of New Jersey as follows:

1. That Federici & Akin, of Sewell, New Jersey is hereby hired to provide planning services for Land Development Regulations & Zoning Map update for an amount not to exceed \$23,500.00.
2. The term of this contract shall be from September 27, 2017 to September 26, 2018.
3. The Contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-11-5(1)(a), and the Fair and Open Process because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Borough of Clayton.
5. A notice in accordance with the Local Public Contracts Law of New Jersey shall be published in The Sentinel or South Jersey Times.
6. The Mayor and Clerk of the Borough of Clayton are hereby authorized to execute a Contract outlining the above on behalf of the Borough of Clayton.

ADOPTED at a meeting of the Mayor and Council of the Borough of

Clayton, County of Gloucester, and State of New Jersey on September 27, 2017.

BOROUGH OF CLAYTON



THOMAS BIANCO, Mayor

Attest:



CHRISTINE NEWCOMB, Borough Clerk



FEDERICI & AKIN, P.A.
CONSULTING ENGINEERS

Joseph P. Federici, Jr. P.E., P.P.
President
Douglas E. Akin, P.L.S., P.P.
Vice President

Bret T. Yates
Director of Marketing

307 Greentree Road
Sewell, New Jersey 08080
856-589-1400
Fax 856-582-7976

June 22, 2017
File No. 17091

Mayor Thomas Bianco & Council
Borough of Clayton
125 North Delsea Drive
Clayton, New Jersey 08312

Re: Land Development Regulations & Zoning Map Update
Borough of Clayton, Gloucester County, New Jersey
Proposal for Professional Planning Services

Dear Mayor & Council:

We are pleased to submit our proposal for Professional Planning Services to update the current Land Development Regulations & Zoning Maps.

The proposal is being submitted based on our understanding of the services the Borough Council seeks from our meeting dated May 25, 2017 and will be a coordinated simultaneous level of effort by both the Planning/Zoning Board Engineer and the Borough Planner.

The following is a description of our proposed Planning Services to be provided.

BASIC SERVICES SCOPE OF WORK:

The scope of the anticipated work shall include an effort of work to produce an update to the current Land Development Regulations & Zoning Maps. The Firm will work closely with the Borough Council and Planning Board during the update. An outline of the tasks necessary that fulfills the project goals are the follows:

- Review and analyze the current Unified Development Ordinance (UDO) adopted by the Borough dated March 12, 1998 for recommended updates. Assemble possible amendments for review by Council and Planning Board.
- Assemble and analyze applications submitted to the Planning/Zoning Board within the last four (4) years to review reoccurring variances, waivers and exceptions to recommend amendments to the UDO that would benefit the Borough and applicant.



- Review the current Zoning Maps for incorporation of amendments or updates since late update.
- Preparation of a "Completeness Checklist" to be adopted by the Borough in accordance with N.J.S. 40:55D-10.3 to be utilized for Planning/Zoning Board applications.
- Review of technical elements within UDO requiring updates based on amendments or changes in local, county or state regulations.
- Review the "Plan for Redevelopment- Delsea Drive (NJSH No. 47 Corridor)" document adopted on March 13, 2014 for elements requiring changes to the current ordinances or recommendations to incorporate in UDO.
- Consult with Borough Engineer to assemble additional recommendations from his office.
- Consult with Borough Sewer and Water Engineer to assemble additional recommendations from his office.
- Prepare an initial summary assessment of recommended revisions for review, comment by Borough Council and Planning Board.
- Meetings with Borough Council and Planning Board on an as-need basis to assemble recommendations and amendments.
- Coordination and preparation of final amendments upon review, comment and approval of Borough Council for legal incorporation.

The work is expected to start within two (2) weeks of the date the Borough authorizes our firm to commence work and requires approximately six (6) months to complete depending on scheduling factions between all parties involved.

We believe that the above outline is thorough, however, should unanticipated tasks arise or the scope of the project expands, this additional work will be considered "Additional Services". Our office will prepare an estimate for the "Additional Services" and obtain approval from the Borough prior to commencement of this work.

Price Proposal – Consultant Services:

Based on our understanding of the scope of services required as outlined above, we propose to provide the needed Planning Services, on an hourly cost basis in accordance with the amount *Not to Exceed* of \$23,500.00.




Basic Services and Additional Services rendered will be invoiced monthly based upon actual hours worked in accordance with our 2017 Rate Schedule adopted by the Borough.

If the Borough should find this proposal acceptable, please arrange for a resolution authorizing such services.

Should you have any questions, please contact this office.

Respectfully submitted,

FEDERICI & AKIN, P.A.



Douglas E. Akin, PLS, PP
Planning/Zoning Board Planner

cc: Sue Miller, Borough Administrator
Debbie Schlosser, Combined Planning/Zoning Board Secretary