

RESOLUTION: 128-22

**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 TRIAD Associates Inc., of Vineland, New Jersey is hereby hired to provide Market and Business Development services for a total amount not to exceed \$14,000.00.
2. The term of this contract shall be from May 26, 2022 to May 25, 2023.
3. Donna Nestore, CFO, for the Borough of Clayton certifies that \$14,000.00 is available through the 2022 Municipal Budget – Redevelopment.
4. 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.
5. A copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Borough of Clayton.
6. A notice in accordance with the Local Public Contracts Law of New Jersey shall be published in The Sentinel or South Jersey Times.
7. 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 May 26, 2022.

BOROUGH OF CLAYTON



THOMAS BIANCO, Mayor

Attest:



CHRISTINE NEWCOMB, Municipal Clerk



April 21, 2022

Susan Miller, Administrator
Borough of Clayton
125 N. Delsea Drive
Clayton, New Jersey 08312

**RE: Authorization to Proceed – Borough of Clayton
Market and Business Development Services**

Dear Ms. Miller,

Please allow this letter to confirm that the Borough of Clayton has authorized TRIAD Associates to provide Market and Business Development services as an authorized project.

It is agreed that for all services rendered by TRIAD Associates in connection with the application, including those set forth on Exhibit "A" hereto, TRIAD will be paid a total compensation of \$14,000.00 as set forth on Exhibit "B" hereto.

Please indicate your confirmation of the foregoing by signing this letter where indicated. Please retain one copy for your records and return the other signed copy for our files.

Sincerely,

Carolyn P. Zumpino, President

CZ/mm

Agreed to this 26th day of May, 2022

BOROUGH OF CLAYTON

By: _____

Name / Title

Witness/Attest

EXHIBIT A
PROJECT DESCRIPTION AND SCOPE OF SERVICES
Market And Business Development Options For Clayton Borough

Attached to and made a part of the Agreement dated April 21, 2022, between **TRIAD ASSOCIATES** ("Consultant"), and **BOROUGH OF CLAYTON** ("Principal").

For the following project, Principal agrees to retain Consultant to provide these services:

PROJECT DESCRIPTION: As a follow-up to the 2020 Market Analysis completed for Clayton Borough by Triad Associates, Borough officials asked Triad Associates to prepare a Scope of Work outlining options for implementation of the document's recommendations. The Borough is experiencing growth in both its residential and commercial markets with the development of two large housing projects and the opening of several new businesses.

SCOPE OF SERVICES: After a review of possible projects and budget considerations, the following is the proposed Scope of Work to initiate implementation of the recommendations contained in the Market Analysis. This Scope of Work will be incorporated as part of a General Services Contract with the Borough.

PROJECT	DELIVERABLES	PROPOSED FEE
1. Marketing Materials and Restaurant Recruitment and Development Strategy, (Phase 1.)	<ul style="list-style-type: none">• Work with Borough to update the existing Marketing Brochure aimed specifically at restaurant and new retail investment opportunities.• Borough identifies prospective locations/sites for a new restaurant that is consistent with local land use regulations• Triad prepares a targeted list of restaurants within the region to include input from commercial brokers specializing in restaurant development along with data from Trade Shows and other Marketing Resources• Initiate outreach to brokers, investors and targeted list of respondents• Monitoring and follow up	\$7,500
2. Streetscape Design and Improvements, (Phase 1)	<ul style="list-style-type: none">• Identification of grant funding for design and location of Borough streetscape improvement concepts• Funding application prepared to secure grant financing• Preparing RFP and/or coordinating development of design concepts with Borough engineer• Coordination with NJ DOT (as necessary) and Borough officials for construction timeline and strategy for implementing design concepts• Preparing funding strategy for concept construction• Preparation of RFP for construction and installation of streetscape improvements• Grant/financing management services	As this is a longer-term project, it will require implementation in phases. The initial phase which will cover the pursuit of grants or use of local funding for creation of streetscape design concepts is estimated at \$6,500 to prepare a grant application for funding.

DATA TO BE FURNISHED TO CONSULTANT: The Principal shall provide the Consultant information and documentation, which the Consultant may require to properly render the services provided for in this Agreement.

PREPARATION OF GENERAL SERVICES CONTRACT: Based on those projects identified by the Borough on the previous page, Triad will provide the Borough with a General Services Contract. Once authorization and approval of the Scope of Work is provided and a signed contract is executed, Triad will assign staff to begin implementing the Scope of Work.

EXHIBIT B COMPENSATION AND METHOD OF PAYMENT

Attached to and made a part of the Agreement dated April 21, 2022, between **TRIAD ASSOCIATES** ("Consultant"), and **BOROUGH OF CLAYTON** ("Principal").

Principal agrees to pay the Consultant as follows:

COMPENSATION: Principal shall provide compensation of \$14,000.00 for the provision of Marketing and Business Development Services in accordance with Exhibit A.

METHOD OF PAYMENT: Principal agrees to pay Consultant in accordance with the following billing schedule:

- Monthly progress invoices will be submitted.
- Principal shall process all invoices for payment upon receipt.
- **Payment Address:** All payments must be remitted to Triad Associates, 1301 W. Forest Grove Road, Bldg. 3A, Vineland, NJ 08360

UNSPECIFIED TECHNICAL SERVICES: For services outside the scope of this contract, Consultant shall invoice at the hourly rate effective at the time of service. These rates include all clerical and related services. Unspecified technical services will be performed upon prior authorization from the Principal and/or Principal's staff.