

**RESOLUTION NO. 2020 - 13**

**RESOLUTION OF THE TOWNSHIP OF LITTLE EGG  
HARBOR, COUNTY OF OCEAN, STATE OF NEW JERSEY,  
APPOINTING T&M ASSOCIATES AS TOWNSHIP PLANNER**

**WHEREAS**, the Township of Little Egg Harbor is in need of the services of a Township Planner; and

**WHEREAS**, although the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, authorizes the award of contracts for "Professional Services" without competitive bids, the Township issued a request for proposals for professional service contracts in accordance with the competitive negotiation procedure as delineated within Section 40-8 of the Township Code of the Township of Little Egg Harbor, entitled "Fair and open process utilized to award contracts with anticipated value in excess of \$17,500"; and

**WHEREAS**, a determination of value has been made by the Township that said contract shall be a value in excess of \$17,500; and

**WHEREAS**, said competitive negotiation procedure satisfies the requirements of a fair and open process under N.J.S.A. 19:44A20.5 *et seq.*; and

**WHEREAS**, all proposals were to be submitted to the Office of the Township Clerk by November 13, 2019; and

**WHEREAS**, T&M Associates is duly qualified to serve as Township Planner; and

**WHEREAS**, it is the desire of the Mayor and Township Committee to appoint T&M Associates as Township Planner for the Township of Little Egg Harbor; and

**WHEREAS**, the amount of the contract to be awarded under this resolution is determined to be \$17,500.00, which sum is reasonably estimated based upon such services as may be required over the contract term to be awarded under this resolution, including, but not limited to, the

amount spent for such services from the previous calendar year, the costs of compensation under the contract to be awarded, and any projected increase or decrease in services anticipated versus the prior year, and which sum the Township of Little Egg Harbor is under no obligation to spend and which may be exceeded; and

**WHEREAS**, the Chief Financial Officer has certified that there are funds available for this contract, which certification is annexed hereto; and

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, authorizes the award of contracts for "Professional Services" and requires that the resolution and contract be made available for public inspection.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Township of Little Egg Harbor, County of Ocean, State of New Jersey as follows:

1. That T&M Associates, is hereby appointed as Township Planner for the Township of Little Egg Harbor for a term of one year, commencing January 1, 2020, and ending December 31, 2020 and shall be paid for all services as set forth on Schedule A, attached hereto and made a part hereof.

2. That the Mayor is hereby authorized to execute and the Township Clerk to attest to the attached agreement with T&M Associates.

3. That the agreement shall be an open-ended contract with funds being encumbered contingent upon the availability of funds in the budget year. That a certificate of availability of funds executed by the Chief Financial Officer is annexed hereto. The following is the line item appropriation[s], which constitute the availability of funds for this contract: 0-01-20-715-020.

4. That this agreement is awarded as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because it is for services to be performed by a person(s) authorized by law to practice a recognized profession.

5. That a notice of this action shall be printed once in the official newspaper of the Township of Little Egg Harbor.

6. That this resolution shall take effect on January 1, 2020.

7. That a certified copy of this resolution, together with a copy of the contract between the parties, shall be provided by the Township Clerk to the Chief Financial Officer and T&M Associates.

**CERTIFICATION**

I, **DIANA K. MCCRACKEN, RMC**, Municipal Clerk of the Township of Little Egg Harbor do hereby certify that the foregoing resolution was duly adopted by the Township of Little Egg Harbor Township Committee at a meeting held on the 1<sup>st</sup> day of **January, 2020**.

  
**DIANA K. MCCRACKEN**, Township Clerk  
Little Egg Harbor Township

**CERTIFICATE OF AVAILABILITY OF FUNDS**

I, **RODNEY R. HAINES**, Chief Financial Officer for the Township of Little Egg Harbor, do hereby certify that adequate funds are available for an open-ended contract with T&M Associates as Township Planner.

The amount of the contract to be awarded under this resolution is determined to be \$17,500.00, which sum is based on a reasonable estimate of the services required over the contract term, the Township of Little Egg Harbor is not obligated to spend this amount and is permitted to exceed this amount during the course of performance of this contract.

The funds which are available for this open-ended contract are found in the following line item appropriation[s]: 0-01-20-715-020



**RODNEY R. HAINES**, Chief Financial Officer  
Township of Little Egg Harbor

SECTION FOUR / COST PROPOSAL

2020 Schedule of Hourly Billing Rates	
Billing Title	Billing Rate/Hour
Intern Administrative Support Staff	\$88.00
Junior Field Staff	\$100.00
Junior Technical Staff	\$110.00
Technical Staff Field Staff	\$130.00
Junior Professional Staff Senior Technical + Field Staff	\$135.00
Professional Staff Supervising Technical Staff	\$140.00
Senior Professional Staff	\$155.00
Group Manager Department Manager Corporate Manager	\$162.00
Billing Basis: Fixed Rate for Each Billing Title	

LEHT-2020

T&M occasionally uses part-time and temporary staff to meet peak workload demands, and these staff will be billed in accordance with the attached rate schedule.

SCHEDULE OF MISCELLANEOUS CHARGES

Effective: January 1, 2020

**Contracted Services**

Including subconsultants, contracted labor, Sub-professionals, and subcontractors ..... Invoice Cost + 15%

**Direct Expenses**

- Disbursements to agencies, vendors and suppliers includes:  
 Equipment; interstate transportation; permit, application, review, and similar fees; printing, plotting, reproduction, binding, and other graphic services; outside computer services; title, research, and data services; courier and express services; project field office expenses; and out-of-state telephone costs ..... Invoice Cost
- Other Charges
  - Mileage ..... Commensurate with IRS Guidelines
  - Travel and Subsistence ..... Invoice Cost
  - Field Vehicles ..... \$105/Day

