

**RESOLUTION NO. 2019 - 13**

**RESOLUTION OF THE TOWNSHIP OF LITTLE EGG HARBOR, COUNTY OF OCEAN, STATE OF NEW JERSEY, APPOINTING T&M ASSOCIATES AND BRS INC. AS TOWNSHIP GRANT WRITERS**

**WHEREAS**, the Township of Little Egg Harbor is in need of the services of a Township Grant Writer; 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 20, 2018; and

**WHEREAS**, T&M Associates and BRS Inc. are duly qualified to serve as Township Grant Writers; and

**WHEREAS**, it is the desire of the Mayor and Township Committee to appoint T&M Associates and BRS Inc. as Grant Writers 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 Grant Writer for the Township of Little Egg Harbor for a term of one year, commencing January 1, 2019 and ending December 31, 2019 and shall be paid for all services as set forth on Schedule A, attached hereto and made a part hereof.

2. That BRS Inc., is hereby appointed as Township Grant Writer for the Township of Little Egg Harbor for a term of one year, commencing January 1, 2019 and ending December 31, 2019 and shall be paid for all services as set forth on Schedule B, attached hereto and made a part hereof.

3. That the Mayor is hereby authorized to execute and the Township Clerk to attest to the attached agreements with T&M Associates and BRS Inc.

4. That the agreements shall be an open-ended contracts 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: 9-01-20-715-020.

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, 2019.

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, T&M Associates and BRS Inc.

#### **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, 2019**.

  
**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 and BRS Inc. as Township Grant Writers.

The amount of the contracts to be awarded under this resolution are 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]: 9-01-20-715-020



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

Billing Title	Billing Rate/Hour
Intern Administrative Support Staff	\$84.00
Junior Field Staff	\$105.00
Junior Technical Staff	\$126.00
Technical Staff Field Staff	\$132.00
Junior Professional Staff Senior Technical + Field Staff	\$136.00
Professional Staff Supervising Technical Staff	\$152.00
Senior Professional Staff	\$157.00
Group Manager Department Manager Corporate Manager	\$159.00
Billing Basis: Fixed Rate for Each Billing Title	

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.

LEHT

**SCHEDULE OF MISCELLANEOUS CHARGES**

Effective: January 1, 2019

**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



**G. HOURLY RATES / COSTS**

BRS typically completes grant writing on a lump sum/grant basis. Costs are dependent upon many factors, including the anticipated level of effort, the complexity of the grant requirements, data collection, and the timeline for completion. Therefore, we feel it is advantageous to Little Egg Harbor Township to provide pricing for grant preparation is provided on a case-by-case, lump sum basis. Prior to initiating the preparation of a grant application, BRS and Little Egg Harbor Township will review the requirements of the grant, and agree upon the appropriate level of effort and cost structure associated with the grant.

In the event of the award of any given grant, BRS can also provide technical assistance for completion of the subsequent cooperative agreement and/or grant management and implementation. Cost estimates for this additional support can be provided upon request.

For comparative purposes, we have provided our hourly Fee Schedule below. As far as other rates that BRS uses for our other New Jersey municipalities, the rates listed below are the same rates that are charged to all other BRS municipal clients.

<b>Position</b>	<b>Personnel</b>	<b>Hourly Rate</b>
Principal	Leah Yasenchak	\$ 150
Professional Engineer	Jennifer Taylor Mathew Brenner	\$130
Licensed Landscape Architect	Randy Baum	\$ 125
Staff Planner	Katie – Rose Imbriano	\$ 110
Grant Writer	Laura Burnham Jennifer Walker Alisa Goren Christine Polit	\$ 98
Support Staff	Claire Juhlmann Susan Kolich	No Charge

**H. REQUISITE FORMS**

Required forms have been completed and can be found in **Attachment B**. The following forms are included:

- State of New Jersey Business Registration Certificate
- Specimen Certificate of Insurance
- Affirmative Action Information Form/Employee Information Report
- Form W-9 Taxpayer Identification Number/ W-9 Form

