

**RESOLUTION NO. 2024-006**

**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**, there exists a need for Grant Writing Services for the Township of Little Egg Harbor; and

**WHEREAS**, the Township Administrator has determined and certified in writing that the anticipated value of the contract will exceed \$17,500; 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**, all proposals were to be submitted to the Office of the Township Administrator by November 30, 2023; and

**WHEREAS**, the Township Administrator has reviewed the proposals submitted and recommends T&M Associates and BRS, Inc. be appointed as Township Grant Writers; and

**WHEREAS**, the Township has determined that T&M Associates and BRS, Inc. has the ability and expertise to perform the Grant Writing services required by the Township; and

**WHEREAS**, the amount of the contract to be awarded under this resolution is determined not to exceed \$17,500.00 which sum is reasonably estimated based upon such Grant Writing services may be required over the contract term to be awarded under this resolution, including, but not limited to, the amount spent for such Grant Writing 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.*, requires that the resolution and contract be made available for public inspection.

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

1. That Township Committee does hereby appoint T&M Associates and BRS, Inc. as the Township Grant Writers for the Township of Little Egg Harbor for a term of one (1) year, commencing January 1, 2024 and ending December 31, 2024 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 and BRS, Inc. in accordance with the provisions of this resolution.

3. That this contract is awarded without competitive bidding 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 or persons authorized by law to practice a recognized profession.

4. That this contract is awarded pursuant to a fair and open public solicitation process in compliance with Ch. 19, P.L. 2004.

5. That the agreement shall be an open-ended contract with funds being encumbered contingent upon the availability of funds in the budget year. No services shall be rendered under the contract until the Chief Financial Officer has certified the availability of funds

for such services. The following is the line item appropriation(s) which constitute the availability of funds for this contract 01-20-715.

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

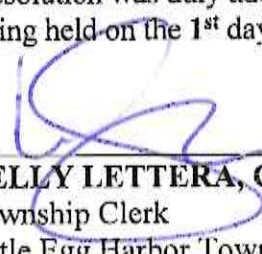
7. That a copy of the written determination of value by the Township Administrator shall be placed on file with this resolution.

8. That this resolution shall take effect immediately.

9. That a certified copy of this resolution shall be provided by the Township Clerk to the Chief Financial Officer T&M Associates and BRS, Inc.

#### **CERTIFICATION**

**I, KELLY LETTERA, CMC, 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, 2024**.

  
\_\_\_\_\_  
**KELLY LETTERA, CMC, RMC**  
Township Clerk  
Little Egg Harbor Township

**CERTIFICATE OF AVAILABILITY OF FUNDS**

I, **RODNEY 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. for Township Grant Writing services.

The amount of the contract to be awarded under this resolution is determined not to exceed \$17,500.00 which sum is based upon a reasonable estimate of the Grant Writing 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): 01-20-715

  
\_\_\_\_\_  
**RODNEY HAINES**, Chief Financial Officer  
Township of Little Egg Harbor

**AGREEMENT FOR PROFESSIONAL SERVICES**

**THIS AGREEMENT** dated the 1<sup>st</sup> day of **January, 2024**,

**BETWEEN:** **TOWNSHIP OF LITTLE EGG HARBOR**, a municipal corporation of the State of New Jersey, having its principal offices located at 665 Radio Road, Little Egg Harbor, New Jersey 08087 (hereinafter referred to as "Township");

**AND:** **BRS, INC.**, having its principal offices located at 739 Stokes Road, Unites A & B, Medford, NJ 08055 (hereinafter referred to as "Township Grant Writer").

**W I T N E S S E T H :**

**WHEREAS**, pursuant to law, the parties hereto wish to enter into an agreement for Professional Grant Writer.

**NOW, THEREFORE**, the parties hereunder do agree as follows:

1. BRS, Inc. is hereby appointed and designated by the Township Committee of the Township of Little Egg Harbor as the Township Grant Writer for a term of one (1) year, commencing January 1, 2024 and ending December 31, 2024.
2. The hourly rates shall be paid for all Grant Writing services authorized by the Township Committee in accordance with the rates on the attached Schedule A.
3. The amount of the contract to be awarded is set forth in approving Resolution which sum is reasonably estimated based upon such grant writing 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 grant writing 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.

3. Grant Writer and the Township agree that this appointment as Township Grant Writer shall expire on December 31, 2024, or upon thirty (30) days' written notice by either party.

4. Grant Writer agrees to provide grant writing services as required by the Township as well as any reasonable grant related activities, including researching of grants.

5. The parties to this contract agree to incorporate into this contract the mandatory language of subsection 3.5(a) of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Contractor or subcontractor agrees to comply fully with the terms, provisions, and obligations of said subsection 3.5(a).

6. The parties to this contract agree to incorporate into this contract the mandatory language of section 3.7 of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Contractor or subcontractor agrees to comply fully with the terms, provisions, and obligations of said section 3.7.

7. The Grant Writer shall execute the Affirmative Action Agreement, Exhibit A attached hereto, which shall be incorporated herein by reference.

8. The Grant Writer shall submit a copy of the Certificate of Employee Information Report, or a copy of letter of Federal approval, or Form AA-302 (Initial Employee Information Report) prior to execution of this agreement.

9. The Grant Writer shall provide written notice to his subcontractors of the responsibility to submit proof of business registration to the Grant Writer.

Before final payment on the contract is made by the Township, the Grant Writer shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.



For the term of the contract, the Grant Writer and each of his affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-44(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L. 2001, c. 134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L. 1977, c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

**10.** The Township of Little Egg Harbor and the Grant Writer for themselves, their heirs, executors, administrators, successors or assigns, hereby agree to the full performance of the covenants herein contained.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed the day and year first above written.

**WITNESS & ATTEST:**

**TOWNSHIP OF LITTLE EGG HARBOR**

\_\_\_\_\_  
**KELLY LETTERA, CMC, RMC**  
Township Clerk  
(Seal)

By

\_\_\_\_\_  
**BLAISE SCIBETTA, Mayor**  
**BRS, INC.**

\_\_\_\_\_  
As to

# SCHEDULE A

Little Egg Harbor Township, New Jersey  
November 30, 2023

Grant Writer  
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pricing for grant preparation 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 attached rate sheet, we provided a not to exceed amount of \$15,000, in order to accommodate any more complex federal opportunities that the Township may want to undertake, given the recent influx of federal funds that have become available. These applications often require project development or cost/benefit analyses. Straightforward grants would be priced around \$6,000-\$8,000.

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.

Position	Hourly Rate
Principal	\$ 174
LSRP	\$ 156
Senior Environmental Scientist/Project Manager	\$ 142
Supervisory Licensed Landscape Architect	\$ 150
Staff Landscape Architect	\$ 110
Supervisory Professional Planner	\$ 150
Professional Planner	\$ 120
Environmental Scientist	\$ 130
Supervisory Grant Writer/Manager	\$ 150
Grant Writer / Manager	\$ 130
Graphics and Mapping Specialist	\$ 120
Staff Engineer	\$110
Support Staff	No Charge

## H. REQUISITE FORMS

Required forms have been completed and can be found in **Attachment B**.



739 Stokes Road, Units A & B, Medford, NJ 08055  
PO Box 2293, Medford Lakes, NJ 08055  
t (856) 964-6456 • f (732) 782-0404 • [www.BRSinc.com](http://www.BRSinc.com)



## **EXHIBIT A**

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27**

#### **GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional orientation or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable, will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable federal law and applicable federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable federal law and applicable federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval  
Certificate of Employee Information Report  
Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Company \_\_\_\_\_  
Signature \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_