

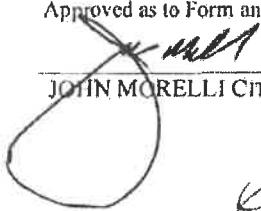
# RESOLUTION

20-529

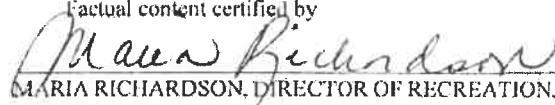
No.

Date of Adoption September 17, 2020

Approved as to Form and Legality

  
JOHN MORELLI CITY ATTORNEY

Factual content certified by

  
MARIA RICHARDSON, DIRECTOR OF RECREATION,  
NATURAL RESOURCES AND CULTURE

Councilman /woman 

presents the following Resolution:

## RESOLUTION AWARDING A CONTRACT THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44 A-20.4 ET SEQ., TO BROWNFIELD REDEVELOPMENT SOLUTIONS, INC. IN AN AMOUNT NOT TO EXCEED \$268,320.00 RFP2020-29

WHEREAS, the City has a need for Professional Architectural, Engineering, and Planning Consultant Services to Assist in the Implementation and Completion of Various Recreation Project Management Services for a period of one (1) year for the City of Trenton, Department of Recreation, Natural Resources and Culture; and

WHEREAS, a request for proposals was advertised, and four (4) proposals were received on June 25, 2020 and were evaluated by a committee based on criteria that included, experience, understanding of requirements and cost; and

WHEREAS, the proposal of Brownfield Redevelopment Solutions, Inc., 739 Stokes Road, Units A&B, Medford Lakes, New Jersey 08055 was deemed to have the necessary qualifications and expertise for the performance of the services at the rates budgeted; and

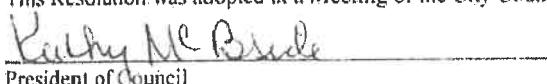
WHEREAS, funds in an amount not to exceed \$268,320.00 have been certified to be available in the following capital account number(s): C-04-20-70-008J-001 (\$78,320), C04-20-70-008J-002 (\$160,000.00), and C-04-20-70-008I-003 (\$30,000.00); and

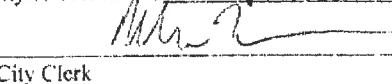
**NOW, THEREFORE IT IS RESOLVED**, by the City Council of the City of Trenton, as follows:

1. The Mayor is hereby authorized to enter into a contract with Brownfield Redevelopment Solutions, Inc., 739 Stokes Road, Units A&B, Medford Lakes New Jersey 08055 for Professional Architectural, Engineering, and Planning Consultant Services to Assist in the Implementation and Completion of Various Recreation Project Management Services in an amount not to exceed \$268,320.00 for a period of one (1) year for the City of Trenton, Department of Recreation, Natural Resources and Culture.
2. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A. 40A:11-5.
3. A notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk's Office.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
BLAKELEY	✓				MCBRIDE		✓			VAUGHN		✓		
CALDWELL WILSON	✓				MUSCHAL	✓								
HARRISON	✓				RODRIGUEZ		✓							

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on September 17, 2020

  
Kathy Mc Beside  
President of Council

  
City Clerk

## PROFESSIONAL SERVICES CONTRACT

RFP2020-29  
RESOLUTION 20-529

THIS CONTRACT, made this 18<sup>TH</sup> day of **SEPTEMBER 2020** by and between the **CITY OF TRENTON, 319 EAST STATE STREET, TRENTON, NEW JERSEY 08608** a Municipal Corporation of the State of New Jersey, ("City") and **BROWNFIELD REDEVELOPMENT SOLUTIONS, INC., 739 STOKES ROAD, UNITS A&B, MEDFORD, NEW JERSEY 08055** (CONTRACTOR").

**WHEREAS**, the City has a need for **PROFESSIONAL ARCHITECTURAL, ENGINEERING, AND PLANNING CONSULTANT SERVICES TO ASSIST IN THE IMPLEMENTATION AND COMPLETION OF VARIOUS RECREATION PROJECT MANAGEMENT SERVICES** for the City of Trenton, Department of Recreation, Natural Resources and Culture.

**WHEREAS**, Contractor agrees to provide **PROFESSIONAL ARCHITECTURAL, ENGINEERING, AND PLANNING CONSULTANT SERVICES TO ASSIST IN THE IMPLEMENTATION AND COMPLETION OF VARIOUS RECREATION PROJECT MANAGEMENT SERVICES** for the City of Trenton, Department of Recreation, Natural Resources and Culture in accordance with the terms and conditions as set forth hereinafter, and the City being agreeable thereto;

**NOW THEREFORE**, the parties mutually agree as follows:

**PROFESSIONAL ARCHITECTURAL, ENGINEERING, AND PLANNING CONSULTANT SERVICES TO ASSIST IN THE IMPLEMENTATION AND COMPLETION OF VARIOUS RECREATION PROJECT MANAGEMENT SERVICES** for the City agrees to retain **BROWNFIELD REDEVELOPMENT SOLUTIONS, INC., 739 STOKES ROAD, UNITS A&B, MEDFORD, NEW JERSEY 08055** ("the request of and under the general supervision of the City of Trenton, Department of Recreation, Natural Resources and Culture.

### **1. SCOPE OF SERVICES**

**SEE ATTACHED SCOPE OF SERVICES**

### **DURATION OF THE CONTRACT:**

This contract shall remain in full force and effect for a period of one (1) year from September 18, 2020 to September 17, 2021 in an amount not to exceed \$268,320.00.

- 2. STATUS OF CONTRACTOR:** It is expressly understood by and between the parties hereto that the status of the Contractor retained to carry out the services set forth in this agreement is that of an Independent Contractor. It is further understood by and between the parties that is not intended nor shall it be construed, that the contractor is an agent, employee, or officer of the City of Trenton.
- 3. NOTICES:** Any notices required to be delivered to either party pursuant to this Contract shall be in writing to their respective addresses. The parties shall be responsible for notifying each other of any change of address.
- 4. INTEGRATION: Resolution #20-529** and this contract constitutes the entire agreement between the parties and any representation that may have been made prior to the execution of this Contract are nonbonding, void, and of no effect and neither party has relied on any such prior representations in entering into this Contract with the City of Trenton, Department of Recreation, Natural Resources and Culture.

5. **ENFORCEABILITY:** If any term or condition of this Contract or its application to any party or circumstances shall be deemed invalid or unenforceable, the remainder of the Contract and its application to other parties and circumstances shall not be affected.

6. **GOVERNING LAW:** This Contract shall be governed by the laws of the State of New Jersey.

7. **MISCELLANEOUS PROVISIONS:**

- a. Contractor, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation, disability or nationality. 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, sex, affectional, gender identity or expression, sexual orientation. Such action shall include, but is not 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. 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;
- b. Contractor, 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, sex, gender identity or expression, affectional or sexual orientation.
- c. Contractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the American with Disabilities Act.
- d. Contractor, where applicable, agrees to attempt to schedule minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2, amended and supplemented from time to time.
- e. Contractor, where applicable, agrees to inform in writing appropriate recruitment agencies in the area, including 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, sex, gender identity or expression, affectional, sexual orientation, disability or nationality and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- f. Contractor, where applicable, agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional, sexual orientation, disability or nationality. Contractor will conform these employment goals

consistent with statutes and court decisions of the State of New Jersey, and applicable Federal law and Federal court decisions.

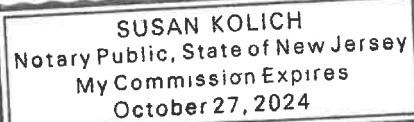
- g. Contractor, where applicable, shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations. Contractor shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).
- h. Contractor, shall submit along with the signed contract one of the following as evidence of compliance with N.J.A.C. 17:27:
  1. Appropriate evidence that the Independent contractor is operating under an existing Federally approved or sanctioned affirmative action program.
  2. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4.
  3. An initial employee information report (Form AA#302) provided by the Affirmative Action Office and completed by the contractor in accordance with N.J.A.C. 17:27-4



BROWNFIELD REDEVELOPMENT SOLUTIONS, INC.,  
739 STOKES ROAD, UNITS A&B,  
MEDFORD, NEW JERSEY 08055

9/30/2020  
DATE

Seal: \_\_\_\_\_  
Attest: Susan Kolich



IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year above written.

ATTEST:



\_\_\_\_\_  
MATTHEW H. CONLON, RMC  
MUNICIPAL CLERK

DATE

10-23-26

CITY OF TRENTON



\_\_\_\_\_  
W. REED GUSCIORA, ESQ.  
MAYOR

DATE

10-20-2020

**CITY OF TRENTON  
DEPARTMENT OF RECREATION, NATURAL RESOURCES AND CULTURE  
REQUEST FOR PROPOSAL  
FOR  
RECREATION PROJECT MANAGEMENT SERVICES**

**1.0 GENERAL PURPOSE**

The City of Trenton, Department of Recreation, Natural Resources and Culture is soliciting sealed proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq from professional architectural, engineering and planning consultants to assist in the planning, implementation and completion of various recreation related projects.

The purpose and intent of this Request for Proposal is to enter into a Contract for said services.

**2.1 SCOPE OF WORK**

- a. The successful firm shall be assigned project(s) for implementation and completion. Project types may include, but not be limited to the following:
  - i) Building improvements including structural, electrical, plumbing, aesthetic, and HVAC for historic and non-historic structures;
  - ii) Athletic field enhancements and improvements including, surface treatments (sod, grass, artificial turf), plumbing / irrigation, drainage electrical, and site amenities (batting cages, bleachers, lighting, netting, announcer's booth, concession stands, etc.);
  - iii) Park and playground improvements and repairs including surface treatments, playground apparatus, lighting, drainage;
  - iv) Investigation and / or remediation of environmental concerns at City recreation properties;
  - v) Acquisitions and / or sales of properties within the City as they pertain to recreational use;
  - vi) Miscellaneous improvements to City owned historic properties, monuments and historic features as needed.
- b. The successful firm shall be required to perform the following tasks:
  - i) Perform initial investigation of assigned project and make recommendations regarding the scope of work;
  - ii) Prepare preliminary cost estimates and schedules;
  - iii) Prepare Scope of Work for advertisement or to secure quotations from qualified vendors / firms;
  - iv) Assist in the procurement of vendor services for the City in compliance with the New Jersey Local Public Contracts Law & Regulation;
  - v) Review qualifications, proposals and bids received in connection with assigned

projects and prepare summary tabulations and recommendations for contract award;

- vi) Prepare municipal resolutions for contracts and change orders;
- vii) Schedule and conduct meetings and prepare agendas and minutes for the same;
- viii) Grant compliance and reporting (including but not limited to Green Acres, Blue Acres, CDBG, NJ Historic Trust, HDRSF, etc.);
- ix) Oversight and documentation of activities performed by procured firms and vendors for assigned projects including project schedule and budget;
- x) Preparation of notices, correspondences as necessary for duration of project;
- xi) Review, editing and approval of payment requests, and preparation of recommendations for payments and change orders; and
- xii) Assist in obtaining required approvals and funding from government agencies such as Planning Board, Zoning Board, New Jersey Department of Environmental Protection (NJDEP), State Historic Preservation Office (SHPO), New Jersey Historic Trust (NJHT), Delaware Valley Regional Planning Commission (DVRPC), Army Corps of Engineering (ACE) etc.;
- xiii) Attend site meetings on behalf of the City;
- xiv) Make recommendations to the City regarding feasibility and cost effectiveness of project and approaches;
- xv) Coordinate and work with procured firms and contractors to address problems, questions and verify / negotiate rates and costs;
- xvi) Conduct periodic site visits and prepare report(s) for same;
- xvii) Prepare and assist with grant reimbursement correspondences and tasks;
- xviii) Coordinate with various City staff as necessary to successfully implement the projects.
- xix) Present the project(s) to City government representatives, community organizations, partnering organizations and representatives of funding sources.

c. The successful firm shall designate one (1) person with the required experience in project management who must be available to manage ongoing projects. The firm's designee shall meet with the City's Director of Recreation, Natural Resources, and Culture or designee on a bi-weekly basis, during which the status and strategies for each project will be reviewed. No changes shall be made to the firm's designee without prior written approval by the City, following submittal of the firm's alternate designee's credentials.

- d. The assigned designee of the successful firm must have the following skills and credentials:
  - i) Bachelor's Degree in Engineering, Planning, Architecture or related field
  - ii) Professional Certification(s) and/or Licenses
  - iii) A minimum of ten (10) years of experience in project planning and management including but not limited to the following as necessary to meet the goals of the City and address the requirements of the various funding sources:
    - (a) Experience in preparation and management of municipal architectural, engineering, and construction projects, preparation of scopes of work; proposal and bid review and tabulation; procurement / contract administration; schedule preparation, monitoring and maintenance; municipal resolution preparation; and review / approval of periodical invoices / payments.
- e. Sample Project Information: The following table provides a list of projects in progress as reported by the current Project Management consultant during the spring of 2020. This information is provided for information purposes and may not necessarily reflect the current status of any project.