

# RESOLUTION

No.

24 - 3 9 0

Approved as to Form and Legality

WESLEY BRIDGES, ESQ. CITY ATTORNEY

Date of Adoption

SEP 19 2024

Factual content certified by

ARCHILISTON, ACTING DIRECTOR OF HOUSING  
AND ECONOMIC DEVELOPMENT

Councilman/woman

presents the following Resolution:

SPONSORED BY:

**RESOLUTION AWARDING A CONTRACT THROUGH THE FAIR AND OPEN PROCESS  
IN ACCORDANCE WITH N.J.S.A. 19:44A-20.5 ET SEQ., AND N.J.S.A. 40A:11-4 ET SEQ.,  
TO BROWNFIELD REDEVELOPMENT SOLUTIONS, INC. FOR PROFESSIONAL  
SERVICES FOR GRANT WRITING AND IDENTIFICATION OF GRANT  
OPPORTUNITIES TO ALL DEPARTMENTS ON A CITY-WIDE BASIS IN  
ACCORDANCE WITH NJDEP REGULATIONS FOR A PERIOD NOT TO EXCEED ONE  
(1) YEAR FROM DATE OF AWARD IN AN AMOUNT NOT TO EXCEED \$66,000.00 PER  
RFP2024-21**

**WHEREAS**, the City of Trenton (the "City") has a need for Professional Services for Grant Writing and Identification of Grant Opportunities to All Departments on a City-wide Basis in Accordance with NJDEP Regulations, by and through the Department of Housing and Economic Development, Division of Economic Development; and

**WHEREAS**, a request for proposal was advertised, and six (6) sealed proposals were received on June 6, 2024 at 11:00AM, by the Purchasing Agent and was evaluated by a committee based on criteria that included, experience, understanding of requirements and cost; and

**WHEREAS**, the proposal of Brownfield Redevelopment Solutions, Inc. P.O. Box 2293, 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 \$60,000.00 (invoiced at \$5,500 per month on a lump sum basis) have been certified to be available in the following account numbers: 4-01- -60-6050-290 (\$33,000.00) and 4-01- -60-6050-290 (\$33,000.00) for a period not to exceed one (1) year from date of award.

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

1. The above recitals are incorporated by reference as if set forth at length herewith.
2. The Mayor is hereby authorized to execute a contract with Brownfield Redevelopment Solutions, Inc. P.O. Box 2293, Medford Lakes, New Jersey 08055 for Professional Services for Grant Writing and Identification of Grant Opportunities to All Departments on a City-wide Basis in Accordance with NJDEP Regulations; in an amount not to exceed \$60,000.00 for a period not to exceed one (1) year from date of award for the City of Trenton, by and through the Department of Housing and Economic Development, Division of Economic Development, and Division of Planning; and

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3. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law, specifically N.J.S.A. 19:44A-20.5 et seq., and N.J.S.A. 40A:11-4 et seq.
4. 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

MOTION: <i>Frisby</i>					SECOND: <i>Gonzalez</i>				
	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
EDWARDS	✓				GONZALEZ	✓			
FIGUEROA	✓				HARRISON	✓			
KETTENBURG	✓				WILLIAMS	✓			
FRISBY	✓								

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on SEP 19 2024

*Christopher C. ...*  
President of Council

City Clerk

*[Signature]*

**PROFESSIONAL SERVICES CONTRACT**

**RFP2024-21**

**RESOLUTION 24-390**

**AWARDED TO BROWNFIELD REDEVELOPMENT SOLUTIONS, INC., FOR PROFESSIONAL SERVICES FOR GRANT WRITING AND IDENTIFICATION OF GRANT OPPORTUNITIES TO ALL DEPARTMENTS ON A CITY-WIDE BASIS IN ACCORDANCE WITH NJDEP REGULATIONS FOR A PERIOD NOT TO EXCEED ONE (1) YEAR FROM DATE OF AWARD**

**THIS CONTRACT** made this 20<sup>TH</sup> day of SEPTEMBER 2024 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., P.O. BOX 2293, MEDFORD LAKES, NEW JERSEY 08055** (CONTRACTOR").

**WHEREAS**, the City has a need to provide **PROFESSIONAL SERVICES FOR GRANT WRITING AND IDENTIFICATION OF GRANT OPPORTUNITIES TO ALL DEPARTMENTS ON A CITY-WIDE BASIS** for the City of Trenton, Department of Housing and Economic Development.

**WHEREAS**, Contractor agrees to provide **PROFESSIONAL SERVICES FOR GRANT WRITING AND IDENTIFICATION OF GRANT OPPORTUNITIES TO ALL DEPARTMENTS ON A CITY-WIDE BASIS** for the City of Trenton, Department of Housing and Economic Development 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:

**FOR PROFESSIONAL SERVICES FOR GRANT WRITING AND IDENTIFICATION OF GRANT OPPORTUNITIES TO ALL DEPARTMENTS ON A CITY-WIDE BASIS** for the City agrees to retain **BROWNFIELD REDEVELOPMENT SOLUTIONS, INC., P.O. BOX 2293, MEDFORD LAKES, NEW JERSEY 08055** "the request of and under the general supervision of the City of Trenton, Department of Housing and Economic Development.

**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 20, 2024, TO SEPTEMBER 19, 2025**, in an amount not to exceed **\$66,000.00**.

- 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 #24-390** 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 this Contract with the City of Trenton, Department of Administration, Division of Information Technology.
- 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.

**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].

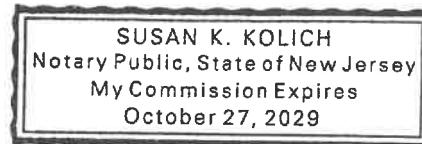
- h. Contractor, shall submit along with the signed contract one of the following as evidence of compliance with N.J.A.C. 17-27:
1. Appropriate evidence that the independent contractor is operating under an existing Federally approved or sanctioned affirmative action program.
  2. A certificate of employee 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.  
P.O. BOX 2293  
MEDFORD LAKES, NEW JERSEY 08055

10-31-2024  
DATE

Seal: \_\_\_\_\_

Attest: 




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

ATTEST:

  
BRANDON L. GARCIA  
MUNICIPAL CLERK

CITY OF TRENTON

  
W. REED GUSCIORA, ESQ.  
MAYOR

12/2/24  
DATE

11.7.24  
DATE



## REQUEST FOR PROPOSALS – CONSULTING SERVICES FOR GRANT WRITING RFP2024-21

### PRICING INFORMATION

Please note the following explanations regarding the information provided on the pricing form:

- (1) It is anticipated that the lump sum amount for consulting services would be treated like a retainer contract and would be billed in monthly increments of \$5,500.
- (2) Should the City wish to pursue a piecemeal pricing arrangement, the price per grant application will vary depending upon the level of effort required for the submittal. BRS can provide a work assignment proposal for every funding application identified for the City's review and authorization prior to preparing an application.
- (3) Compensation as a percentage of a grant award is atypical for grant writing contracts. If the intent is to compensate for grant writing out of the awarded funding, please know that this is almost always an ineligible use of funding for most grants, particularly those awarded by state and federal agencies.
- (4) As a fourth alternative, BRS would be more than willing to consider invoicing on a time and materials basis using the following billing schedules:

Position	Personnel	Hourly Rate
Principal	Michele Christina Leah Yasenchak	\$ 174
Supervisory Engineer	Jennifer Taylor	\$ 166
LSRP / Managing Environmental Scientist	Denis Newcomer Charles Metzger	\$ 156
Supervisory Planner	Michael Kolber	\$ 150
Supervisory Grant Writer/Manager	Laura Burnham	\$ 150
Supervisory Landscape Architect	Randy Baum	\$ 152
Senior Environmental Scientist	Alicia Flammia	\$ 145
Grant Writer	Erica Severan-Webb	\$ 130
Environmental Scientist	Kathleen Nolan Emily Arnold	\$ 120
Senior Grant Manager	Alison Devine	\$ 132
Grant Manager	Kathleen Bland	\$ 128
Senior Planner	Alisa Goren Megan Stanley	\$ 132

Planner	Lynn Brooks Avni	\$ 125
Economist	Sonia Martin	\$ 125
CADD / GIS Operator	Lori Fallon	\$ 110
Staff Grant Manager	Teresa Herman	\$ 110
Staff Planner	Sarah Oliver	\$ 110
Staff Landscape Architect	James Lee	\$ 110
Staff Engineer	Abigail Doris	\$ 110
Intern	Cecilia Johnson	\$ 56



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)

### **CONSULTING SERVICES IN GRANT WRITING**

The City of Trenton, Department of Housing and Economic Development is soliciting sealed Request for Proposal through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq. for Consulting Services in Grant Writing for a period of one (1) year.

#### **SCOPE OF SERVICES**

- Consultant will monitor and evaluate the City of Trenton's current funding procurement efforts, including meeting with all necessary personnel to determine funding goals.
- Consultant will notify the City of Trenton of all available and potentially available governmental and non-governmental funding opportunities that fit the City's needs and priorities.
- Consultant will research, prepare (including coordination of legislative support when appropriate), submit, and follow up on all grant applications.
- Consultant will be responsible for any other services the City of Trenton may require including but not limited to attending any City of Trenton meetings related to grant writing.
- Consultant **must** have a minimum of two (2) years of experience providing these services to municipalities (**proof required with your proposal submittal**).

#### **PROPOSAL REQUIREMENTS**

- Three (3) References Required with proposal submittal.