

RESOLUTION OF THE TOWNSHIP OF IRVINGTON, NJ

No. **OCDP 19-0708-13**

Date of Adoption **JULY 8, 2019**

APPROVED AS TO FORM AND LEGALITY ON THE BASIS OF FACTS SET FORTH BY

Legislative Research Officer

PRESENTED BY COUNCIL MEMBER **BURGESS**

SECONDED BY **BEASLEY**

AWARDING A FAIR AND OPEN CONTRACT TO NISHUANE GROUP LLC FOR PLANNER SERVICE

WHEREAS, the Request for Proposals for professional Planner Services was publicly advertised in the New Jersey Star Ledger on May 22, 2019 with a deadline for qualifications to be submitted on June 12, 2019; and

WHEREAS, one qualification was received and publicly opened by the Purchasing Agent and Municipal Clerk; and

WHEREAS, said qualification was referred to the Community Development and Planning Director; and

WHEREAS, the Community Development and Planning Director has recommended award should be made to the following firm:

Nishuane Group LLC,
105 Grove Street, Suite 1,
Montclair, NJ 07042

NOW THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE TOWNSHIP OF IRVINGTON that a contract for Professional Planner be awarded to Nishuane Group LLC., of 105 Grove Street, Suite 1, Montclair, NJ 07042, on the basis of their response to the request for proposal selection criteria and qualifications, for an annual amount of \$70,000.00. The provider will be paid \$25,000.00 for Master Plan/Zoning Services, \$35,000.00 for Escrow Agreement Projects and \$10,000.00 for miscellaneous planning services for one year starting on July 07, 2019 until June 08, 2020; and

BE IT FURTHER RESOLVED that the Township Attorney is hereby authorized and directed to prepare the necessary contract and the Mayor and Township Clerk are authorized and directed to sign the same; and

BE IT RESOLVED that the required certification of availability of funds C9-00254 in the amount of \$3,500.00 from account number 9-01-21-180-185-299 and C-04-56-852-019-910 has been obtained from the Chief Financial Officer for the first month payment and the remaining balance will be certified upon the adoption of the 2019 budget.

RECORD OF COUNCIL VOTE

X = Indicates Vote

N.V. = No Vote

A.B. = Absent

COUNCIL MEMBER	YES	NO	N.V.	A.B.	COUNCIL MEMBER	YES	NO	N.V.	A.B.
BEASLEY	X				DR. HUDLEY	X			
BURGESS, 1ST VICE PRESIDENT	X				INMAN		X		
COX				X	LYONS, PRESIDENT				X
FREDERIC	X								

Acting
PRESIDENT OF COUNCIL

MUNICIPAL CLERK

DATE **July 8, 2019**

I hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Municipal Council. In witness whereof I have hereunto set my hand and the Corporate Seal of the Township of Irvington.

MUNICIPAL CLERK

DATE **7/18/19**

ADMINISTRATOR ☒ ASSESSOR ☐ BLDG ☐ CFO ☒ COLLECTOR ☐ COURT ☐ EDG ☐ ENGINEER ☐ FIRE ☒ HEALTH ☐ HOUSING ☐ INIC ☐
JUDGE ☐ LEGAL ☒ LIBR ☐ LICEN ☐ MAYOR ☐ NPP ☐ OCDP ☒ PARKS ☐ PAYROLL ☐ PUBLIC SAFETY ☒ DIR ☐ PUBLIC WORKS ☐ PURCHASING ☒
SEC~PB/ZBA ☐ TRAFFIC ☐ ZONING~OFF ☒ DLGS ☐ GNCD ☐ OTHER(S):

Certification Of Availability of Funds

This is to certify to the of the Township of Irvington that funds for the following resolutions are available.

Contract Amount: 3,500.00
Resolution Date: 06/20/19
Resolution Number: C900254

Vendor: NISHUA01 Nishuane Group, LLC
105 Grove St., Ste. 1
Montclair, NJ 07042

Contract: C9-00254 Zoning Ordinance Amendment,
MasterPlan Land Use Element &
Redevelopment Planning Consult

Account Number	Amount	Department Description
C-04-56-852-019-910	2,500.00	
Total	2,500.00	

Only amounts for the 2019 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.



Chief Financial Officer

Certification of Availability of Funds

This is to certify to the of the Township of Irvington that funds for the following resolutions are available.

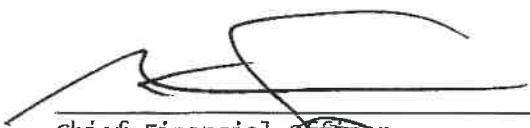
Contract Amount: 3,500.00
Resolution Date: 06/20/19
Resolution Number: C9-00254

Vendor: NISHUA01 Nishuane Group, LLC
105 Grove St., Ste. 1
Montclair, NJ 07042

Contract: C9-00254 Zoning Ordinance Amendment,
MasterPlan Land Use Element &
Redevelopment Planning Consult

Account Number	Amount	Department Description
9-01-21-180-185-299	1,000.00	PLANNING BOARD
Total	1,000.00	

Only amounts for the 2019 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.



Chief Financial Officer

Cost Estimate

Planners at Nishuane Group have a plethora of experience in municipal planning and the firm has sufficient staffing capacity to meet the needs of the Township. Our intent is to meet your goals in a cost effective and efficient manner. Since the Township has an escrow in place, two (2) payment scenarios are proposed in this cost proposal; (i) A rate for three (3) Planners to be invoiced to Irvington Township for professional planning services and (ii) An hourly professional fee per application, which would be incurred by the applicant via escrow fees.

On-Call Planning Service Budget

The below budget details a scope, hours and total cost estimate for Professional Planner services.

Description	Rate	Hours	Monthly	Total
Associate Planner	\$ 150.00	25	\$ 3,750	\$ 45,000
Senior Associate	\$ 175.00	15	\$ 2,625	\$ 31,500
Principal	\$ 200.00	10	\$ 2,000	\$ 24,000
TOTAL		50	\$ 8,375	\$ 100,500

NOTE: The cost estimate is calculated based on our understanding of the Townships needs. The proposed fee and service can be negotiated.

Board Planner Escrow Fee Rate

The escrow scenario offers an alternative to a flat fee for Board Planner services and assumes that the Board of Adjustment & Planning Board will determine when professional planning services are needed and subsequently will invoice the applicant for professional planning review and service fees. The table below outlines the scope of service, Planner/billable rate, time estimate and the total service fee per application. The fees shown below will apply solely when Planner is used to review an application and attend the respective board meeting.

Title	Planner	Rate	Site Visit & Photo Survey	Data Collection, Research/ Analysis & Mapping	Planner Report (Prelim & Final)	Board Meeting Attendance	Total Per Application
Associate	Shawna Ebanks	\$150.00	1	5	8	1	\$2,250.00
Senior Associate	Gerard Haizel*	\$175.00	1	4	8	1	\$2,450.00

*Mr. Haizel will serve as an Alternate Planner to both Boards should a conflict arise.

Contact Name and Phone Number

Michèle S. Delisfort, PP, AICP
Principal & Managing Partner
973.954.2677 ext 2