

**TOWNSHIP OF VERONA
COUNTY OF ESSEX, STATE OF NEW JERSEY**

RESOLUTION No. 2021-115

A motion was made by Councilman McEvoy; seconded by Councilman Tamburro that the following resolution be adopted:

**AWARDING RFP 2021-01 -
PROFESSIONAL SERVICES - MASTER PLAN
TO H2M ASSOCIATES, INC.**

WHEREAS, *N.J.S.A. 40:55D-89* requires that the governing body shall, at least every 10 years, provide for a general reexamination of its master plan and development regulations by the planning board; and

WHEREAS, pursuant to *N.J.S.A. 40A:11-4.3*, on April 19, 2021 by Resolution No. 2021-058 the Township Council authorized competitive contracting for the solicitation of proposals for the examination and revision of the municipal Master Plan; and

WHEREAS, the Township received eleven (11) proposals for RFP 2021-01 - PROFESSIONAL SERVICES - MASTER PLAN on May 11, 2021; and

WHEREAS, an evaluation committee made up of Planning Board Chairman Lonergan, Ms. Pearson, Mr. Camuti, Mr. DeOld and Board Attorney Mascera was convened to evaluate the proposal received; and

WHEREAS, pursuant to *N.J.A.C. 5:34-4.3(f)*, before reviewing any proposals, each person evaluating the proposals assessed their own affiliations and financial interest and those of their families that relate to their duties as someone evaluating a proposal to ensure they do not have a conflict of interest; and

WHEREAS, pursuant to *N.J.A.C. 5:34-4.3(g)*, prior to evaluating the proposals, each individual participating in the evaluation of a proposal executed a statement in accordance with *N.J.A.C. 5:34-4.3(f)* certifying they do not have a conflict of interest and said statements were filed with the Township Manager, prior to the beginning of the evaluation process; and

WHEREAS, the proposers have consented that the proposals be held for consideration up to 120 days after the receipt of the proposals pursuant to *N.J.S.A. 40A:11-4.5(e)*; and

WHEREAS, the evaluation committee met on July 13, 2021, July 22, 2021 and August 17, 2021 to evaluate and rank the proposals; and

WHEREAS, the Township Manager/Qualified Purchasing Agent on behalf of the RFP Evaluation Committee in a report/memorandum dated August 18, 2021 has determined that the proposal made by H2M Associates, Inc., 119 Cherry Hill Road, Suite 110, Parsippany, New Jersey 07054 is the most advantageous, price and other factors considered and recommends the award of the contract to H2M Associates, Inc.; and

WHEREAS, on August 26, 2021 by Resolution No. 2021-05, the Planning Board recommended the contract for RFP 2021-01 - PROFESSIONAL SERVICES - MASTER PLAN be awarded by the Township Council to H2M Associates, Inc., 119 Cherry Hill Road, Suite 110, Parsippany, New Jersey 07054 in an amount not to exceed \$83,868 (\$69,890 for tasks 1-11 plus a 20% contingency for additional tasks that might be necessary for the examination and revision of the municipal Master Plan) without further consent of the governing body.

NOW, THEREFORE BE IT RESOLVED that the Township Council of the Township of Verona, in the County of Essex, New Jersey concurring with the recommendation of the Planning Board hereby authorizes the award of the contract for RFP 2021-01 - PROFESSIONAL SERVICES - MASTER PLAN to H2M Associates, Inc., 119 Cherry Hill Road, Suite 110, Parsippany, New Jersey 07054 in an amount not to exceed \$83,868 (\$69,890 for tasks 1-11 plus a 20% contingency for additional tasks that might be necessary for the examination and revision of the municipal Master Plan) without further consent of the governing body.

ROLL CALL:

AYES: Holland, Tamburro, McEvoy, McGrath, Roman

NAYS:

THIS IS TO CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF VERONA AT THE SPECIAL MEETING HELD ON AUGUST 26, 2021.


JENNIFER KIERNAN
MUNICIPAL CLERK



EXHIBIT A

**TOWNSHIP OF VERONA
COUNTY OF ESSEX, NEW JERSEY**



**TOWNSHIP MANAGER
MATTHEW CAVALLO
TOWNSHIP CLERK
JENNIFER KIERNAN
TOWNSHIP ATTORNEY
BRIAN J. ALOIA, ESQ.**

**MAYOR
ALEX ROMAN
DEPUTY MAYOR
CHRISTINE McGRATH
COUNCILMEMBERS
JACK McEVOY
CYNTHIA L. M. HOLLAND
CHRISTOPHER H. TAMBURRO**

**VERONA COMMUNITY CENTER
880 BLOOMFIELD AVENUE
VERONA, NEW JERSEY 07044**

**MUNICIPAL BUILDING
600 BLOOMFIELD AVENUE
VERONA, NEW JERSEY 07044
(973) 239-3220
WWW.VERONANJ.ORG**

**DEPARTMENT OF PUBLIC WORKS
10 COMMERCE COURT
VERONA, NEW JERSEY 07044**

Inter-Office Memorandum

DATE: August 18, 2021
TO: Members of the Planning Board
FROM: Matthew Cavallo, Township Manager/Qualified Purchasing Agent
On behalf of the RFP Evaluation Committee
Larry Lonergan, Jessica Pearson, Al De Old, Tim Camuti, Greg Mascera, Esq.
SUBJECT: RFP 2021-01 - PROFESSIONAL PLANNING SERVICES - MASTER PLAN
REVIEW & AWARD RECOMMENDATION

The Township on behalf of the Planning Board solicited proposals from qualified vendors for professional planning services for the preparation of a Master Plan and statutorily required Reexamination Report.

Eleven proposals were submitted in response to this Fair & Open Competitive Contracting solicitation pursuant to Local Public Contracts Law. The cost of the proposals spanned a broad range of amounts and are as follows:

BFJ Planning	\$100,000
Burgis Associates	\$147,500
Clark Canton Hintz	\$120,500 - \$152,750
CME Associates	\$107,595
H2M architects + engineering	\$69,890
Harbor Consultants	No Fixed Rate
Heyer Gruel Associates	\$85,000+
Neglia Associates	\$87,500
Nishuane Group	\$150,000
T&M Associates	\$79,000 - \$100,500
Topology	\$144,750

Since this request for proposals was solicited under the rules of Competitive Contracting, the proposals were reviewed to determine the most advantageous, price and other factors considered.

EXHIBIT A

Utilizing the prescribed evaluation criteria, weighed as indicated below, the RFP Evaluation Committee ("Committee") members completed and submitted their evaluations of each firm and the individual responses were detailed in the RFP Summary Worksheet which is attached to this memorandum and which the averages are ranked as follows:

H2M architects + engineering - 92/100 points
Heyer Gruel & Associates - 89/100 points
Clark Canton Hintz - 83/100 points
BFJ Planning - 83/100 points
T&M Associates - 80/100 points
Burgis Associates - 72/100 points
CME Associates - 68/100 points
Neglia Engineering Associates - 64/100 points
Nishuane Group LLC - 62/100 points
Topology - 56/100 points
Harbor Consultants - 40/100 points

Upon review and evaluation of the proposals submitted, it is the recommendation of the Committee that RFP 2021-01 - PROFESSIONAL PLANNING SERVICES - MASTER PLAN be awarded to H2M architects + engineering, located in Parsippany, New Jersey. A complete copy of the proposal is enclosed. The Committee was very impressed with the engagement strategy proposed by H2M including the use of different technologies to obtain adequate public input.

The Committee's recommendation is that the award includes all elements proposed (Tasks 1-11) in the amount of \$69,890. It is noted that the proposal from H2M did not include the preparation of a new Housing Element as the Housing Element is expected to be completed as part of Verona's Housing Element and Fair Share Plan to satisfy Court-mandated Affordable Housing planning requirements prior to the adoption of the revised Master Plan. It is anticipated that further revision may be required to the Housing Element as part of this reexamination and revision. The Committee also recognizes that further revisions to elements of the Master Plan, such as to the recently adopted Open Space and Recreation Plan, might become desirable and the Committee therefore is recommending that a 20% contingency be authorized above the \$69,890 in anticipation of additional tasks that might be necessary for the examination and revision of the municipal Master Plan.

Should you have any questions regarding the Committee's recommendation or the process undertaken, please contact me at your convenience.

Respectfully submitted,

ON BEHALF OF THE RFP EVALUATION COMMITTEE



Matthew Cavallo, MPA, CMFO, QPA
Township Manager/Qualified Purchasing Agent

Enclosed

EXHIBIT A

TOWNSHIP OF VERONA

RFP 2021-01 – PROFESSIONAL PLANNING SERVICES – MASTER PLAN

RFP SUMMARY WORKSHEET

VENDOR	TECHNICAL (MAX 30)					MANAGEMENT (MAX 45)					COST (MAX 25)					TOTAL (MAX 100)					AVERAGE
	Member 1	Member 2	Member 3	Member 4	Member 5	Member 1	Member 2	Member 3	Member 4	Member 5	Member 1	Member 2	Member 3	Member 4	Member 5	Member 1	Member 2	Member 3	Member 4	Member 5	
H2M architects + engineering	30	27	27	30	30	40	39	41	42	30	25	21	23	25	30	95	87	91	97	90	92
Heyer Gruel & Associates	25	28	21	30	30	40	43	32	43	30	25	25	18	23	30	90	96	71	96	90	89
Clark Canton Hintz	30	29	24	30	25	40	44	32	43	25	20	21	15	12	25	90	94	71	85	75	83
BFJ Planning	20	28	24	30	25	35	40	36	44	25	20	20	20	21	25	75	88	80	95	75	83
T&M Associates	25	25	24	27	28	40	35	27	36	28	20	21	18	17	28	85	81	69	80	84	80
Burgis Associates	25	22		24	24	40	29		37	24	10	14		14	24	75	65		75	72	72
CME Associates	25	25	12	28	20	30	35	18	38	20	15	23	10	20	20	70	83	40	86	60	68
Neglia Engineering Associates	25			26	10	35			36	10	20			21	10	80			83	30	64
Nishuane Group LLC	25	25		21	15	30	28		33	15	10	19		13	15	65	72		67	45	62
Topology	15	21	21	26	14	25	23	27	35	14	10	12	13	8	14	50	56	61	69	42	56
Harbor Consultants	10			24	10	20			31	10				5	10	30			60	30	40

*Shaded fields with no numbers indicate that the evaluation committee member did not provide a ranking score for said criteria.

Prepared by:
 Matthew Cavallo, MPA, CMFO, QPA
 Township Manager

Dated: August 18, 2021

EXHIBIT B

**PLANNING BOARD
TOWNSHIP OF VERONA
COUNTY OF ESSEX, STATE OF NEW JERSEY**

RESOLUTION No. 2021-05

**RECOMMENDING AWARD OF RFP 2021-01 -
PROFESSIONAL SERVICES - MASTER PLAN
TO H2M ASSOCIATES, INC.**

WHEREAS, *N.J.S.A. 40:55D-89* requires that the governing body shall, at least every 10 years, provide for a general reexamination of its master plan and development regulations by the Planning Board; and

WHEREAS, pursuant to *N.J.S.A. 40A:11-4.3*, on April 19, 2021 by Resolution No. 2021-058 the Township Council authorized competitive contracting for the solicitation of proposals from professional planners to assist the Planning Board in the examination and revision of the municipal Master Plan; and

WHEREAS, the Township received eleven (11) proposals in response to RFP 2021-01 - PROFESSIONAL SERVICES - MASTER PLAN on or before May 11, 2021; and

WHEREAS, an RFP Evaluation Committee made up of Planning Board Chairman Lonergan, Ms. Pearson, Mr. Camuti, Mr. De Old and Board Attorney Mascera was convened to evaluate the proposals received; and

WHEREAS, pursuant to *N.J.A.C. 5:34-4.3(f)*, before reviewing any proposals, each person evaluating the proposals assessed their own affiliations and financial interest and those of their families that relate to their duties as someone evaluating a proposal to ensure they do not have a conflict of interest; and

WHEREAS, pursuant to *N.J.A.C. 5:34-4.3(g)*, prior to evaluating the proposals, each individual participating in the evaluation of a proposal executed a statement in accordance with *N.J.A.C. 5:34-4.3(f)* certifying they do not have a conflict of interest and said statements were filed with the Township Manager, prior to the beginning of the evaluation process; and

WHEREAS, the proposers have consented that the proposals be held for consideration up to 120 days after the receipt of the proposals pursuant to *N.J.S.A. 40A:11-4.5(e)*; and

WHEREAS, the RFP Evaluation Committee met on July 13, 2021, July 22, 2021 and August 17, 2021; and

WHEREAS, each RFP Evaluation Committee member independently evaluated each of the proposals utilizing ranking criteria prepared by the Township Manager/Qualified Purchasing Agent; and

WHEREAS, the Township Manager/Qualified Purchasing Agent, on behalf of the RFP Evaluation Committee, compiled the rankings and upon such compilation found that the RFP Evaluation Committee determined that the proposal made by H2M Associates, Inc., 119 Cherry Hill Road, Suite 110, Parsippany, New Jersey 07054 is the most advantageous, price and other factors considered; and

WHEREAS, the RFP Evaluation Committee recommends the award of the contract for the examination and revision of the Municipal Master Plan to H2M Associates, Inc. for the reasons set forth herein and as set forth in a memorandum prepared by the Township Manager/Qualified Purchasing Agent and the RFP Evaluation Committee dated August 18, 2021.

NOW, THEREFORE BE IT RESOLVED by the Planning Board of the Township of Verona, in the County of Essex, New Jersey that the contract for RFP 2021-01 - PROFESSIONAL SERVICES - MASTER PLAN be recommended for award by the Township Council to H2M Associates, Inc., 119 Cherry Hill Road, Suite 110, Parsippany, New Jersey 07054 in an amount not to exceed \$83,868 (\$69,890 for tasks 1-11 plus a 20% contingency for additional tasks that might

EXHIBIT B

be necessary for the examination and revision of the municipal Master Plan) without further consent of the governing body.

ROLL CALL:

**AYES: MR. FRESCHI, MR. DEOLD, VICE CHAIR PEARSON, MR. NEALE,
MAYOR ROMAN, COUNCILMAN MCEVOY & CHAIRMAN LONERGAN**

NAYS:

ABSTAIN:

**THIS IS TO CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF
A RESOLUTION ADOPTED BY THE PLANNING BOARD OF THE TOWNSHIP OF
VERONA AT THE REGULAR MEETING HELD ON AUGUST 26, 2021.**



ASHLEY NEALE,
Planning Board Secretary

EXHIBIT C

TO: Township Council of the Township of Verona
FROM: Matthew M. Laracy, CPA, CMFO, Chief Financial Officer
RE: Certification of Availability of Funds
DATE: August 27, 2021

This is to certify to the Township Council that funds for the above referenced contract are available.

Contractor: H2M Associates, Inc.
119 Cherry Hill Road, Suite 110
Parsippany, New Jersey 07054

Contract: RFP 2021-01 - PROFESSIONAL SERVICES - MASTER PLAN

Budget Account No.	Amount	Account Description
C-53-46-036-006	\$83,868.00	Ord # 2021-18

/s/ Matthew Laracy
MATTHEW M. LARACY, CPA, CMFO
CHIEF FINANCIAL OFFICER