

Township of West Milford

Passaic County, New Jersey

~ Resolution 2023 - 110 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC AND STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT WITHOUT COMPETITIVE BIDDING TO JESSICA CALDWELL OF J. CALDWELL & ASSOCIATES LLC FOR A COMPREHENSIVE MASTER PLAN UPDATE TASK #3

WHEREAS, on July 20, 2022 the Township Administrator submitted the Scope of Work (SOW) prepared by Jessica Caldwell, PP/AICP to the Highlands Water Protection and Planning Council (Highlands Council); and

WHEREAS, the Highlands Council approved the Scope of Work (SOW) for completion of a comprehensive Master Plan Update; and

WHEREAS, the Township aims to address deficiencies in the 35 year old plan and to satisfy the requirements set under the Municipal Law; and

WHEREAS, the Township Council wishes to retain the services of J. Caldwell & Associates LLC to conduct the Master Plan Update from the recommendations in the recently completed 2022 Scope of Work Master Plan Update that includes a statement of objective, principles, assumptions, policies and standards upon which the constituent proposals for the physical, economic and social development of the municipality are based; and a land use element; and

WHEREAS, J. Caldwell & Associates LLC shall be paid an amount not to exceed \$44,000.00 to complete the Master Plan Update; and

WHEREAS, Jessica Caldwell has completed and submitted a Business Entity Disclosure Certification which certifies that the firm has not made any reportable contributions to a political or candidate committee in the Township of West Milford with the elected officials in the previous one year, and that the contract will prohibit the firm of J. Caldwell & Associates LLC from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for these services said funds to be encumbered from account number 02-213-41-734-007.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Council of the Township of West Milford, County of Passaic and State of New Jersey as follows:

1. The Mayor and Township Clerk are hereby authorized to execute an agreement with Jessica Caldwell, PP/AICP of J. Caldwell & Associates LLC, 145 Spring Street, Suite E, Newton, NJ 07860 for professional services for the Master Plan Update.
2. This contract is awarded without competitive bidding as "Professional Services" pursuant to N.J.S.A. 19:44A-20 et seq. and the local public contracts law.
3. The total fee authorized for this contract shall not exceed \$44,000.00 without the prior written approval of the Township Council.
4. That a notice of this action shall be published in accordance with law, and said notice to provide that the contract awarded and this resolution authorizing same are available for public inspection in the office of the Township Clerk.

Adopted: March 1, 2023

Adopted this 1st day of March, 2023
and certified as a true copy of an original.

William Senande, Township Clerk