



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 20-0571, Version: 1

Dept/ Agency: Administration/Division of Central Purchasing

Action: (X) Ratifying (X) Authorizing () Amending

Type of Service: Bid Contract(s)

Purpose: To provide Consultant Services for Consolidated Plan.

Entity Name(s)/Address(s): The Aubrey Group, 648 Westfield Avenue, #301, Elizabeth, New Jersey 07208

Contract Amount: Not to exceed \$100,000.00

Funding Source: 2019 Budget/Department of Economic and Housing Development/NW027-A19-EC910-71280-B2019

Contract Period: August 1, 2020 through July 31, 2021

Contract Basis: (X) Bid () State Vendor () Prof. Ser. () EUS
() Fair & Open () No Reportable Contributions () RFP () RFQ
() Private Sale () Grant () Sub-recipient () n/a

Additional Information:

This contract will be used to provide consulting services to the Department of Economic Housing and Development to develop a Five-Year Strategic Plan (Consolidated Plan).

Advertisement Date: April 1, 2020

Re-advertisement Date: April 8, 2020

Bids Solicited: Five (5)

Bids Received: Three (3)

WHEREAS, on April 1, 2020 the City of Newark (the "City"), through its Purchasing Agent, QPA (the "QPA"), advertised to solicit bids for contractors to provide Consulting Services for Consolidated Plan for the Department of Economic and Housing Development, Division of Housing as described in the attached bid package; and

WHEREAS, the Department of Administration, Division of Central Purchasing distributed five (5) bid proposal packages to prospective vendors following the date of advertisement; and

WHEREAS, the Division of Central Purchasing published the bid package on the City of Newark's website to provide broader access and download capability to potential bidders; and

WHEREAS, the Division of Central Purchasing postponed the bid opening until April 23, 2020 due to the impact of COVID-19 and the delay in mail in order to ensure that prospective bidders was granted sufficient time for us to receive their bid proposals; and

WHEREAS, on April 23, 2020, the Division of Central Purchasing received three (3) bids in response to this advertisement; and

WHEREAS, the Department of Economic and Housing Development, Division of Housing recommended that a single award be made to: TDA Consulting Inc., 131 Atkins Street, Suite B,

Laurinburg, North Carolina 28352, the lowest, responsive and responsible bidder; and

WHEREAS, the Purchasing Agent, QPA, initially concurred with the recommendation from the Department of Economic and Housing Development, Division of Housing that a single award be made to: TDA Consulting Inc., 131 Atkins Street, Suite B, Laurinburg, North Carolina 28352, the lowest, responsive and responsible bidder; and

WHEREAS, upon review, the Department of Law deemed TDA Consulting Inc., non-responsive because TDA Consulting, Inc., submitted a bid for a fixed price instead of an hourly rate as required by the specifications and the price schedule; and

WHEREAS, the Department of Economic and Housing Development, Division of Housing, reconsidered the matter and revised its recommendation and expressed that a single award be made to: The Aubrey Group, 648 Westfield Avenue, #301, Elizabeth, New Jersey 07208, the responsive and responsible bidder who provided an hourly price rate in its bid; and

WHEREAS, the Purchasing Agent, QPA, upon review and reconsideration, concurs with the revised recommendation from the Department of Economic and Housing Development, Division of Housing that a single award be made to: The Aubrey Group, 648 Westfield Avenue, #301, Elizabeth, New Jersey 07208, the responsive and responsible bidder; and

WHEREAS, pursuant to N.J.S.A. 40A:11-24, the recommended bidder consented to holding its bid for consideration until such time as an award is made, as the law permits; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 et seq., solicitations through public bidding in accordance with N.J.S.A. 40A:11-1 et seq. meets the requirements of the Fair and Open Process.

NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE CITY OF NEWARK, NEW JERSEY, THAT:

1. The Mayor and/or his designee, the Purchasing Agent, QPA, are authorized to enter into and execute a contract with The Aubrey Group, 648 Westfield Avenue, #301, Elizabeth, New Jersey 07208, to provide Consultant Services to develop a Five-Year Strategic Plan (Consolidated Plan) for 2021-2025 and a First Year Annual Action Plan for 2021-2022 for the City's Department of Economic and Housing Development, Division of Housing, whose bid was received on the advertised due date and determined to be the lowest, responsive and responsible bidder in accordance with the bid specifications. The term commences August 1, 2020 and terminates July 31, 2021 at a cost not to exceed One Hundred Thousand Dollars and Zero Cents (\$100,000.00).
2. The contract is ratified from August 1, 2020 to the date of adoption of this authorizing resolution.
3. There shall be no amendment or change of this contract without the approval of the Municipal Council by resolution.
4. There shall be no advance payment on this contract in accordance with N.J.S.A. 40A:5-16. Funds for 2020 and subsequent years are contingent upon appropriations, pursuant to

N.J.A.C. 5:30-5.5(d)(2).

5. This is an open-ended contract to be used as needed during the term of the contract. Thus, for any and all expenditures against this contract, a certification of the availability of sufficient funds, as required by N.J.A.C. 5:30-5.5(b)(2), shall be executed before a contractual liability is incurred each time an order is placed from Account Code Line: Department of Economic and Housing Development, Division of Housing/NW027-A19-EC910-71280-B2019. A Certification of Funds issued by the Finance Director/CFO in the amount of One Hundred Thousand Dollars and Zero Cents (\$100,000.00) is attached hereto.
6. The Purchasing Agent, QPA, shall file a copy of this resolution and the duly executed copy of the contract in the Office of the City Clerk.
7. If required by State Law, the City Clerk shall provide the appropriate notice of the award of this contract to the State Comptroller, no later than twenty (20) business days following such award, in accordance with N.J.S.A. 52:15C-10 and the Notice of the Office of the State Comptroller dated May 7, 2008.

STATEMENT

This resolution ratifies and authorizes the Mayor and/or his designee, the Purchasing Agent, QPA, to enter into and execute a contract with The Aubrey Group, 648 Westfield Avenue, #301, Elizabeth, New Jersey 07208 to provide Consultant Services for a Five-Year Strategic Plan (Consolidated Plan) and First Year Annual Action Plan to the City's Department of Economic and Housing Development, Division of Housing, for the term commencing on August 1, 2020 and terminating July 31, 2021 at a cost not to exceed One Hundred Thousand Dollars and Zero Cents (\$100,000.00).