

**MASON, GRIFFIN & PIERSON**  
A PROFESSIONAL CORPORATION  
COUNSELLORS AT LAW

**MEMORANDUM**

To: Mayor & Council of Princeton

From: Edwin W. Schmierer, Esq.  
Assistant Municipal Attorney



Date: June 16, 2014

**Re: Resolution and Professional Services Agreement: Small Cities Grant Application**

---

Princeton Engineer Robert V. Kiser, P.E. recommends that Community Grants, Planning and Housing be retained to assist with the preparation of a Small Cities Grant application to the New Jersey Department of Community Affairs. The grant application would seek funding for upgrading handicapped curbs and repairing sidewalks at no cost to the residents in the Birch/Leigh/Race/John Streets neighborhood. Community Grants, Planning and Housing has worked successfully for Princeton in the past in obtaining Small Cities Grant funding. The work to be performed by them would not exceed \$5,440.00.

I have therefore prepared and attach hereto a proposed resolution and professional services agreement. We would appreciate your considering this request as a part of your agenda on June 23, 2014.

EWS:kaj

cc: Robert W. Bruschi, Administrator  
Kathryn Monzo, Assistant Administrator  
Linda McDermott, Clerk  
Robert V. Kiser, P.E., Princeton Engineer

COUNTY OF MERCER

PRINCETON

STATE OF NEW JERSEY

**RESOLUTION**

**WHEREAS**, there exists a need for professional planning services to assist with the preparation of a Small Cities Grant application; and

**WHEREAS**, the New Jersey Local Public Contracts Law, *N.J.S.A. 40A:11-1 et seq.* requires that a resolution authorizing the award of a “professional services” contract without competitive bidding and the contract itself must be available for public inspection.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of Princeton as follows:

1. The Mayor and Clerk of Princeton are hereby authorized and directed to enter into a professional services agreement with Community Grants, Planning and Housing, 569 Abington Drive, East Windsor, New Jersey 08520 for a sum not to exceed \$5,440.00 to assist Princeton in preparing a Small Cities Grant application. The professional services agreement authorized by this resolution is on file with the municipal clerk and may be inspected during regular office hours.

2. This contract is being awarded without competitive bidding as a “professional services” contract in accordance with the provisions of *N.J.S.A.40A:11-5(1)(a)* of the New Jersey Local Public Contracts Law for services to be performed by a person authorized by law to practice a recognized profession that is by law regulated.

3. A notice of the award of this contract shall be published upon its adoption in the Princeton Packet within 10 days of passage.

**CERTIFICATION**

I, Linda S. McDermott, Clerk of Princeton, do hereby certify that the foregoing Resolution was adopted by the Mayor and Council of Princeton at their regular meeting held on the 23<sup>th</sup> day of June, 2014.

---

Linda S. McDermott, Clerk  
Princeton

2014

**AGREEMENT FOR PROFESSIONAL SERVICES**

**THIS AGREEMENT**, entered into this 23<sup>rd</sup> day of June, 2014, by and between **PRINCETON**, a municipal corporation of the State of New Jersey, 400 Witherspoon Street, Princeton, New Jersey 08540 (hereinafter referred to as "**PRINCETON**") and **COMMUNITY GRANTS, PLANNING AND HOUSING**, 569 Abington Drive, East Windsor, New Jersey 08520 (hereinafter referred to as "**CONSULTANT**").

**WITNESSETH:**

**WHEREAS, PRINCETON** requires the services of a professional planning consultant to assist with the preparation of a Small Cities Grant Application to the New Jersey Department of Community Affairs; and

**WHEREAS, PRINCETON**, pursuant to the provisions of the New Jersey Local Public Contracts Law, *N.J.S.A. 40A:11-1 et seq.*, has adopted a resolution awarding a contract for "professional services" to the **CONSULTANT** to undertake the necessary work in order to facilitate the filing of the aforementioned Small Cities Grant application.

**NOW, THEREFORE**, in consideration of one dollar (\$1.00) good and other valuable consideration and the mutual undertakings provided for hereinbelow, **PRINCETON** and the **CONSULTANT** agree as follows:

1. **PRINCETON** hereby retains the **CONSULTANT** to assist with the preparation of a Small Cities Grant application to the New Jersey Department of Community Affairs.
2. The **CONSULTANT** agrees to undertake and complete the tasks set forth on Schedule A attached hereto and made a part hereof. The income survey will be utilized to assist with the application for a Small Cities Grant in order to upgrade the handicapped curb ramps and repair

a number of deteriorated sidewalks in the Birch/Leigh/Race/John Streets neighborhood without cost to the residents of said neighborhood.

3. As per Schedule A, **PRINCETON** agrees to pay the **CONSULTANT** a sum not to exceed Five Thousand Four Hundred and Forty Dollars (\$5,440.00) based upon an hourly billing rate of One Hundred Eleven dollars (\$111.00) per hour.

4. All work to be undertaken by the **CONSULTANT** shall be coordinated through the office of the **PRINCETON** Engineer.

5. **PRINCETON** and the **CONSULTANT** hereby incorporate into this Contract the mandatory affirmative action/non-discrimination language set forth in the attached Exhibit B, attached.

6. The **CONSULTANT** agrees to furnish to **PRINCETON**'s Chief Financial Officer its New Jersey Business Registration Certificate, as required by P.L. 2004, Ch. 57 of the laws of the State of New Jersey pursuant to Exhibit C.

7. The **CONSULTANT** shall adhere to the requirements of the New Jersey Local Unit Pay-to-Play Act, *N.J.S.A. 19:44A-20.7 et seq.*, per attached Exhibit D.

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

**ATTEST:**

\_\_\_\_\_  
Linda S. McDermott, Clerk

**ATTEST:**

\_\_\_\_\_

**PRINCETON**, a municipal corporation of the State of New Jersey

By: \_\_\_\_\_  
Liz Lempert, Mayor

**COMMUNITY GRANTS, PLANNING  
and HOUSING**

By: \_\_\_\_\_  
Randall M. Gottesman, P.P., President

## Schedule A

### Cost Estimate and Outline to perform income survey

**Purpose:** To determine Princeton's eligibility to apply for Small Cities Grant Application

**Assignment:** CGP&H to orchestrate, prepare documents, perform and provide the results of an income survey to the approximately 212 units in the subject area of Birch/Leigh/John/Race neighborhoods.

**Proposed process outlined below:**

- CGP&H to prepare a cover letter and a one page Income Survey Form in both English and Spanish for each to become a two-sided document. CGP&H will email electronic versions to Princeton to place on municipal letterhead and mail to the 212 +/- units, along with a self-addressed stamped return envelope. The residents will be gently but clearly informed to kindly respond within several days either by phone (CGP&H can set up a dedicated local phone number), by mail, or they can drop the form off at the municipal building. We only need the information from them, verbally, we do not really need the form, if they simply call in.
- CGP&H will track the responses.
- CGP&H will prepare a more urgent follow-up notice, once again in both English and Spanish, and email same to Princeton to place on municipal letterhead and mail to the previously unresponsive units, along with another self-addressed stamped return envelope.
- If Princeton is able to provide phone numbers, CGP&H will perform phone follow-up.
- After the above period expires, if the results did not yet produce the 51% minimum income eligible units needed (107), CGP&H will follow up with a door-to-door survey of the unresponsive units.
- CGP&H will provide a written summary of the results of the above efforts and recommend whether the results meet with the state's criteria to apply for grant funding.

**To meet the goal:**

The above process takes into consideration a higher rate of expected return from the residents by the mailing coming directly from an official of Princeton, preferably the Mayor, and on the municipal letterhead rather than from our firm, unknown to the residents.

**Fee Schedule:**

CGP&H services will be billed hourly at our blended hourly rate of \$111.00 per hour, not to exceed \$5,440.00. This not to exceed fee can be reduced to \$2,440 if Princeton is able to provide staffing to conduct the follow up door to door surveys. We are not expecting that, but wanted to make that an option for Princeton.



EXHIBIT "B"

**AFFIRMATIVE ACTION/ EQUAL EMPLOYMENT GOAL COMPLIANCE  
ATTACHMENT**

for

**PROCUREMENT AND SERVICE CONTRACTS, INCLUDING  
PROFESSIONAL SERVICES AGREEMENTS**

Pursuant to N.J.A.C. 17:27-3.5(a)1 and 4.3(a)1, each vendor (also referred to herein as "contractor") shall submit to Princeton (also referred to as "public agency" or "agency"), after notification of award but prior to execution of a goods and services contract with Princeton, one of the following three documents:

- (1) Appropriate evidence that the contractor is operating under an existing Federally approved or sanctioned affirmative action program; or
- (2) A certificate of employee information report approval, issued in accordance with N.J.A.C. 17:27-4; or
- (3) An employee information report (Form AA302) provided by the Division and distributed to Princeton to be completed by the contractor, in accordance with N.J.A.C. 17:27-4. A contractor shall not be eligible to submit nor shall Princeton accept an employee information report unless the contractor certifies and agrees to the following: The contractor, where appropriate, certifies that he or she has never before applied for a certificate of employee information report in accordance with rules promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time; and agrees to submit immediately to the Division a copy of the employee information report.

A contractor shall not enter into a binding subcontract with a subcontractor unless the subcontractor has submitted to said contractor one of the three documents listed above.

**During performance of this contract, the contractor agrees as follows:**

A. The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that all employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be 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. The 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. The contractor or subcontractor, 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

C. The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

D. The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer, pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

E. The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with:

- (1) Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2; or
- (2) Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

F. The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

G. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions;

H. In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry,

marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

I. The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance and EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code (N.J.A.C. 17:27)**.

**As required by N.J.S.A. 10:2-1 ("Discrimination in employment on public works; contract provisions; set-aside programs"), the contractor agrees as follows:**

A. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

B. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

C. There may be deducted from the amount payable to the contractor by Princeton, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

D. This contract may be canceled or terminated by Princeton, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from Princeton of any prior violation of this section of the contract.

EXHIBIT C

**BUSINESS REGISTRATION & SALES & USE TAX ADDENDUM**

P.L. 2004, c.57 (N.J.S.A. 52:32-44) imposes the following requirements on contractors and subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

**A. Proof of Contractor's Business Registration**

The contractor must provide a copy of its business registration certificate issued by the Department of the Treasury or such other form or verification that the contractor is registered with the Department of the Treasury. Proof of business registration must be submitted no later than at the time of execution of this contract.

**B. Proof of Subcontractors' Business Registration**

The contractor shall not enter into any contract with a subcontractor under this contract unless the subcontractor first provides proof of valid business registration to the contractor. Also, if the contractor subcontracts any of the work:

1. The contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the contractor. Subcontractors through all tiers of the project must provide written notice to their subcontractors to submit proof of business registration, and subcontractors shall collect such proofs of business registration.
2. The contractor shall forward copies of proof of the subcontractors' business registrations to the contracting agency.
3. The contractor shall maintain and submit to the contracting agency a list of subcontractors and their addresses that may be updated from time to time during the course of the contract performance.
4. Before final payment is made by the contracting agency under this contract, the contractor shall submit to the contracting agency a complete and an accurate list of all subcontractors, along with their proof of business registration (if not previously provided), used in fulfillment of the contract. If no subcontractors were used, the contractor shall attest to same prior to final payment.

A contractor or subcontractor who fails to provide proof of business registration or provides false information of business registration shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each proof of business registration not properly provided under a contract with a contracting agency.

**C. Sales and Use Tax**

For the term of this contract, the contractor and each of its affiliates shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury the use tax due pursuant to the "Sales and

Use Tax Act," P.L. 1966, c.30 (C.54:32B-1 et seq.) on all their sales of tangible personal property delivered into this State.

In the event the contractor subcontracts any of its work, the contractor shall include within its subcontracts the requirement that, for the term of this contract, the subcontractor and each of its affiliates shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury the use tax due pursuant to the "Sales and Use Tax Act," P.L. 1966, c.30 (C.54:32B-1 et seq.) on all their sales of tangible personal property delivered into this State.

Information on the law and its requirements is available by calling (609) 292-9292.

## EXHIBIT D

### NEW JERSEY "LOCAL UNIT PAY-TO-PLAY LAW" COMPLIANCE

#### Political Contribution Disclosure

This Agreement has been awarded to CONTRACTOR/CONSULTANT based on the merits and abilities of CONTRACTOR/CONSULTANT to provide the goods or services as described herein. This Agreement was not awarded through a "fair and open process" as that phrase is defined in *N.J.S.A. 19:44A-20.7*. As such, CONTRACTOR/CONSULTANT hereby certifies that CONTRACTOR/CONSULTANT (including persons and other business entities having an interest in CONTRACT/CONSULTANT as defined by *N.J.S.A. 19:44A-20.7*) has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to *N.J.S.A. 19:44A-1 et seq.* (*i.e.*, in excess of \$300.00), in the one (1) year period preceding the award of this Agreement that would, pursuant to P.L. 2004, c.19 affect its eligibility to perform this Agreement, nor will it make a reportable contribution during the term of this Agreement to any municipal committee of a political party if a member of that political party is serving in an elective public office for Princeton when the Agreement is awarded, or to any candidate committee of any person serving in an elective public office for Princeton when the Agreement is awarded.