

County of Passaic

Board of County Commissioners



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Date: Feb 24, 2026 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING CONTRACT MODIFICATION NO. 1 TO CME ASSOCIATES TO PROVIDE FACILITY ASSESSMENTS AND A FIVE-YEAR CAPITAL PLAN FOR BUILDINGS OWNED BY THE COUNTY, RFQ-25-013, PURSUANT TO N.J.A.C. 5:30-11.6

THIS RESOLUTION WAS REQUESTED BY:
 ENGINEERING

REVIEWED BY:

Matthew P. Jordan, Esq.
 COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.
 COUNTY COUNSEL

| | |
|-----------------------------|------------------------|
| Official Resolution# | |
| Meeting Date | 2/24/2026 |
| Introduced Date | 2/19/2026 |
| Adopted Date | |
| Agenda Item | 32. |
| CAF# | C-04-55-176-002-920 |
| Purchase Req. # | R5-11359 - PO-25-05026 |
| Result | |

Public Works

COMMITTEE NAME

RESOLUTION AUTHORIZING CONTRACT MODIFICATION NO. 1 TO CME ASSOCIATES TO PROVIDE FACILITY ASSESSMENTS AND A FIVE-YEAR CAPITAL PLAN FOR BUILDINGS OWNED BY THE COUNTY, RFQ-25-013, PURSUANT TO N.J.A.C. 5:30-11.6

WHEREAS, the County of Passaic (hereafter “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

WHEREAS, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners for the County of Passaic are vested with decision-making powers on behalf of the County; and

WHEREAS, pursuant to N.J.S.A. 40A:11-5, et seq. the County issued RFQ-25-013, Engineers, Architects, Land Surveyors, Planners, Landscape Architects, Golf Course Architects/Designers, And Environmental and Safety/Engineering Consultants (hereafter “RFQ-25-013”) seeking qualifications for a pool of engineers, architects, land surveyors, planners, landscape architects, and environmental health and safety engineers for calendar year 2025, to be hired on an as-needed basis, to provide professional services to the County; and

WHEREAS, on January 21, 2025, the Board passed Resolution No. R-25-0058, qualifying a pool of engineers, architects, land surveyors, planners, landscape architects, and environmental health and safety engineers for calendar year 2025, as recommended by the Passaic County Engineer, to be hired on an as-needed basis, which included CME Associates; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.4, the County’s request for qualifications is a fair and open process, specifically, the qualification for the pool of Engineers, Architects, Land Surveyors, Planners, Landscape Architects, Golf Course Architects/Designers, and Environmental and Safety/Engineering Consultants for calendar year 2026 is publicly advertised, awarded under a process that provides for public solicitation of qualifications, established the basis of an award and disclosure process documented in writing prior to any solicitation, and is publicly opened and announced when awarded; and

WHEREAS, on July 15, 2025, the Board passed Resolution No. R-25-660, authorizing an award of contract to CME Associates for Tasks 1 through 3, outlined in the proposal from CME Associates, to conduct a comprehensive assessment of the buildings owned by the County and to evaluate the condition and functionality of the buildings, identify areas for capital improvement, and develop a five (5) year Capital Improvement Plan, in an amount not to exceed three hundred seventy-eight thousand dollars (\$378,000.00); and

WHEREAS, pursuant to N.J.A.C. 5:30-11.6, the County can authorize contract modifications for professional services and extraordinary unspecifiable services, when the change is outside the original scope of activities of the original contract, provided that any change beyond the original scope of activities shall be made by amendatory contract approved by the governing body; and

WHEREAS, the Passaic County Engineer is now recommending that the Board authorize Contract Modification No. 1 for the contract with CME Associates, in the increased amount of three hundred fifty seven thousand dollars (\$357,000.00) for tasks four, five, and six in relation to the facility assessment and five year capital improvement plan for county owned buildings, pursuant to the proposal, attached hereto and made part hereof; and

WHEREAS, funds are available in Account No. C-04-55-176-002-920, or any account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2026 and/or subsequent years’ County budget(s), which is attached to and made part of this Resolution; and

WHEREAS, this matter was discussed at the February 11, 2026 meeting of the Public Works Committee and is being recommended to the Board for approval; and

NOW, THEREFORE, LET IT BE RESOLVED, pursuant to N.J.A.C. 5:30-11.6, that the

Board of County Commissioners of the County of Passaic hereby authorizes Contract Modification No. 1 to CME Associates for tasks four, five, and six in relation to the facility assessment and five year capital improvement plan for county owned buildings, in the increased amount of three hundred fifty seven thousand dollars (\$357,000.00), with a new total contract amount, as a result of the increase, in the amount of seven hundred thirty five thousand dollars forty-nine thousand seven hundred fifty dollars (\$735,000.00), as recommended by the Passaic County Engineer.

LET IT BE FURTHER RESOLVED, the Clerk to the Board shall print, in the official newspaper, a brief notice stating the nature, duration, service, and amount of the contract to CME Associates and maintain a copy of the resolution on file and available for public inspection in the Office of the Clerk to the Board.

LET IT BE FURTHER RESOLVED, that the Clerk of the Board, County Counsel, and Director of the Board of County Commissioners are authorized to execute the contract and take any other steps necessary to carry out the purpose of this Resolution.

ZMQ

February 24, 2026