

County of Passaic
Board of County Commissioners



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Date: Dec 09, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING CONTRACT MODIFICATION NO. 1 TO RICHARD GRUBB & ASSOCIATES, TO PERFORM A COUNTYWIDE SURVEY OF HISTORIC CEMETERIES, RFQ-25-064, PURSUANT TO N.J.A.C. 5:30-11.6

THIS RESOLUTION WAS REQUESTED BY:
CULTURAL AND HISTORIC AFFAIRS

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	12/9/2025
Introduced Date	12/4/2025
Adopted Date	
Agenda Item	49.
CAF#	
Purchase Req. #	25-02768
Result	

Public Works

COMMITTEE NAME

RESOLUTION AUTHORIZING CONTRACT MODIFICATION NO. 1 TO RICHARD GRUBB & ASSOCIATES, TO PERFORM A COUNTYWIDE SURVEY OF HISTORIC CEMETERIES, RFQ-25-064, PURSUANT TO N.J.A.C. 5:30-11.6

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

WHEREAS, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners of the County of Passaic (hereafter “Board”) is vested with managing the property, finances, and affairs of the County; and

WHEREAS, pursuant to N.J.S.A. 40A:11-5, et seq. the County issued RFQ-25-064, Preservation Architects Architectural Historians, Archeologists, Cultural Resource Management Consultants, Etc. for Calendar Year 2025 (hereafter “RFQ-25-064”) seeking qualifications for a pool of professional consultants for calendar year 2025, to be hired on an as-needed basis by the County; and

WHEREAS, on January 21, 2025, the Board passed Resolution No. R-25-0064, qualifying a pool of preservation architects, architectural historians, archaeologists, and cultural resource management consultants for calendar year 2025, as recommended by the Passaic County Engineer, to be hired on an as-needed basis, which included Richard Grubb & Associates, Inc.; 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 preservation architects, architectural historians, archaeologists, and cultural resource management consultants for calendar year 2025 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 March 25, 2025, the Board passed Resolution No. R-25-0284, authorizing an award of contract to Richard Grubb & Associates, Inc. to conduct planning and research with respect to a survey of historic cemeteries within the County, in an amount not to exceed twenty-two thousand two hundred fifty dollars (\$22,250.00)

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 Director of the Department of Cultural & Historic Affairs is now recommending that the Board authorize Contract Modification No. 1 for the contract with Richard Grubb & Associates, Inc. to include survey of 50-60 historic cemeteries in the County as part of the project, in the increased amount of sixty six thousand six hundred twenty-five dollars (\$66,625.00), with a new total contract amount, as a result of the increase, in the amount of eighty-eight thousand eight hundred seventy-five dollars (\$88,875.00), pursuant to the proposal, attached hereto and made part hereof; and

WHEREAS, funds are available in 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 2025 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 November 25, 2025 meeting of the Public Works Committee, and is being recommended for approval.

NOW, THEREFORE, LET IT BE RESOLVED, pursuant to N.J.S.A. 40A:11-5, that the Board of County Commissioners of the County of Passaic hereby authorizes Contract Modification No. 1 to Richard Grubb & Associates, Inc. to include survey of 50-60 historic cemeteries in the County as part of the project, in the increased amount of sixty six thousand six hundred twenty-five dollars (\$66,625.00), with a new total contract amount, as a result of the increase, in the amount of eighty-eight thousand eight hundred seventy-five dollars (\$88,875.00), as recommended by the

Director of the Department of Cultural & Historic Affairs.

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 Richard Grubb & Associates, Inc. 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.

KJB

December 9, 2025