



TOWN OF WESTFIELD

MAUREEN LAWSHE, RMC
TOWN CLERK

January 3, 2024

VIA EMAIL ONLY

James M. Zullo, AICP, CAPP - jzullo@tha-consulting.com
THA Consulting, Inc.
144 Livingston Ave.
New Brunswick, NJ 08901

Dear Jim:

Enclosed please find a resolution that was adopted on January 2, 2024 awarding THA Consulting, Inc. a contract for professional services in the Town of Westfield.

This letter constitutes Notice of Award of the subject contract to THA Consulting, Inc.

In order to execute the contract, the Town of Westfield MUST have a signed Hold Harmless Agreement. Please complete, sign and return the enclosed agreement.

Thank you for your attention in this matter.

Very truly yours,

Maureen Lawshe
Town Clerk



425 East Broad Street, Westfield, New Jersey 07090

www.westfieldnj.gov

Telephone: (908) 789-4030, ext. 4032 Email: townclerk@westfieldnj.gov Fax: (908) 928-9316

TOWN OF WESTFIELD
WESTFIELD NEW JERSEY
RESOLUTION NO. 29 - 2024

PUBLIC SAFETY, TRANSPORTATION
& PARKING COMMITTEE

JANUARY 2, 2024

WHEREAS, a need exists for the Town of Westfield to retain professional redevelopment parking services; and

WHEREAS, the Town of Westfield issued a Request for Qualifications (RFQ) for said redevelopment planning services through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq., and

WHEREAS, James M. Zullo, AICP/CAPP, of THA Consulting Inc., submitted a proposal dated December 13, 2023, indicating that THA Consulting Inc. would provide the above referenced services based on the fees set forth in the firm's cost proposal; and

WHEREAS, the Town of Westfield has deemed that the background, experience and qualifications of the respondent herein satisfy the criteria set forth in the RFQ; and

WHEREAS, a Certificate of the Chief Financial Officer, certifying the availability of adequate funds for this contract, prepared in accordance with N.J.A.C. 5:30-5.4, will be furnished to the Town Clerk, subject to the availability of funds in the 2024 Budget. Expenditure of funds pursuant to this contract is to be charged to the appropriate accounts, under a Purchase Order number to be determined upon adoption of the 2024 Budget.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Town of Westfield enters into a contract with THA Consulting Inc., 144 Livingston Avenue, New Brunswick, NJ 08901 in conjunction with the services provided by James M. Zullo AICP/CAPP to provide redevelopment parking services to the Town of Westfield.
2. The term of the contract will be for a period ending December 31, 2024.
3. This contract may be renewed for two (2) additional one (1) year terms, at the Town's discretion.
4. The estimated total fees for the year shall not exceed \$100,000.
5. This contract is awarded pursuant to the "fair and open" process (N.J.S.A. 19:44A-20.5 et seq.).

I hereby certify that the within Resolution is a true and exact copy of the Resolution adopted by the Westfield Town Council at their meeting of January 2, 2023.



Maureen Lawshe, RMC
Town Clerk