



Mr. John Mahon  
Executive Director  
Bayonne Housing Authority  
549 Avenue A  
Bayonne, NJ 07002

March 4, 2025

**Re: Request for Proposal  
Replacement of Exterior Windows at Bridgeview Manor**

Dear Mr. Mahon,

Clarke Caton Hintz (CCH) is pleased to provide our fee proposal for the Replacement of Exterior Windows at Bridgewater Manor (consisting of 4 separate 4 story buildings, each building comprising of 3 or 4 "X" shaped sub-buildings conjoined at one end of the "X" wing). You will find that Clarke Caton Hintz is uniquely qualified to provide architectural services related to your upgrades. Our office has completed numerous successful window replacement designs for multiple Housing Authorities within New Jersey, and we have also completed many window replacement projects for Universities, Public School Districts, and for Private Clients.

Clarke Caton Hintz has assembled a project team well qualified to perform the design and administer the construction of the exterior upgrades.

## **I. PROJECT TEAM:**

George M. Hibbs, AIA, Principal-in-Charge, will be the single-source coordinator of all design and construction related activities and services for this project. He will also be the authorized representative for Clarke Caton Hintz on any contracts. Mr. Hibbs will commit the necessary resources to successfully complete the project, promptly resolve administrative issues, ensure performance in accordance with contract requirements and project goals and ensure responsiveness and the highest quality services. He is the representative authorized to sign an agreement for the firm.

Stephen Doyle, AIA, LEED AP, Associate Partner/Project Manager, will be responsible for the day-to-day activities of the project team. He will be the primary and continuing point of contact between all team members. Stephen will ensure that the flow of information is responsive, accurate, and efficient.

## **II. HOUSING AUTHORITY EXPERIENCE & REFERENCES:**

**Clarke Caton Hintz** has the following experience:

1. Trenton Housing Authority Turner Point Apartments

**Reference:** Jelani Garrett, Executive Director, Trenton Housing Authority; 609-278-5015



2. Perth Amboy Housing Authority:

- Richard F. Stacks Apartments
- Wesley T. Hansen Apartments
- William A. Dunlap Homes
- George J. Otlowski Gardens
- John E. Sofield Gardens
- Douglas G. Dzema Gardens
- The Parkview

**Reference:** Mr. Douglas Dzema, PAHA Executive Director; 732-826-3110 Ext. 610

3. Hoboken Housing Authority:

- Adams Gardens
- Harrison Gardens
- John Adams Gardens
- James Monroe Gardens
- Columbus Gardens

**Reference:** Mr. Marc Recko, HHA Executive Director; 201-273-8492

### III. PROJECT UNDERSTANDING:

Our understanding of the project is based on the RFP from the Housing Authority as well as the site walkthrough held on February 20th, 2025. We will provide construction documents for the following: selective demolition of the existing windows, new window replacement windows at the existing rough openings, sealant, flashings, and associated waterproofing joints around the perimeter of the windows. We understand that there are approximately 234 apartments in total and approximately 1,200 windows in total to be replaced.

For efficiency, we propose that the prototypical window details be established for the window replacements with all associated details. Our office will develop a window schedule and key plan showing the locations, and we will consult with the Bayonne Housing Authority on options from various window manufacturers. After reviewing performance data from each option, a basis of design will be selected and we will provide finalized construction documents utilizing the selected system. Our office utilizes best practices for window replacements as established by our experiences on multiple recent window replacements of a similar scale and scope.

### IV. PROJECT SCHEDULE:

We are committed to meeting any and all schedule goals established by the Authority in order for the project to be completed in a timely fashion in order to meet the established Authority calendar. The project is anticipated to be completed in the following steps, within the time frames listed:

- Prepare Bid Drawings, Specifications and a Cost Estimate: (2 Months)
- Bid Review, Negotiation and Award: (1 Month)
- Construction: (6 Months)
- Total: (9 Months)

## V. FEE PROPOSAL:

Clarke Caton Hintz proposes to perform the design and construction administration of the Renovations of Exteriors of Buildings at Bridgeview Manor for a fee of \$55,000 (Fifty-Five Thousand Dollars). This fee includes \$25,000 for Design and Documentation, \$5,000 for Bidding, and \$25,000 for Construction Administration.

Reimbursables will be billed additionally, at direct expense to Clarke Caton Hintz.

### Assumptions & Exclusions:

1. Standard reimbursables inclusive of prints, photocopies, mileage, etc. are to be billed at 1.0 times cost and are in addition to design fees.
2. Excludes environmental engineering. The proposal does not include evaluation, specification and design services for remediation work activities to any existing environmental conditions at the site. These include, but are not limited to: contaminated soils, contaminated groundwater, asbestos, lead and radon. CCH will coordinate with Authority appointed consultant as appropriate.
3. Fee does not include any permit, application or filing fees associated with project permitting and approval.
4. Fee excludes public meetings and presentation drawings, renderings, or three dimensional drawings of any type.
5. Full time representation at the site during construction is not included in the base fee proposal. The proposal assumes project representation during construction will be limited to bi-weekly (or as required) site visits/ project meetings during active construction.
6. Should the need arise for any scope of work beyond that described in this proposal, our standard hourly rates apply. These rates are subject to change, increased at annual intervals.

## VI. CONCLUSION:

We very much appreciate the opportunity to provide you with this proposal and look forward to sharing our experience and ideas with the Housing Authority of the City of Bayonne. If you should have any questions or require any additional information, please do not hesitate to contact me at (609) 883-8383 Ext. 305.

Sincerely,

**George M. Hibbs, AIA**  
*Principal*



# HOURLY RATES

## CCH 2025 HOURLY RATES

Principal	\$245.00
Associate Partner	\$230.00
Senior Associate/Senior Project Manager	\$190.00
Associate/Project Manager	\$175.00
Interior Designer	\$145.00
Project Architect	\$135.00
Project Coordinator	\$105.00
Staff (3.1 x direct salary – not to exceed \$105/hr)	\$95 to \$105.00

## Reimbursable Expenses

	<b>BW Charge</b>	<b>Color Charge</b>
Letter (8.5"x11")	\$0.15	\$2.00
Legal (8.5"x14")	\$0.30	\$3.00
Tabloid (11"x17")	\$0.30	\$3.00
Arch C (18"x24")	\$1.20	\$2.25
Arch D (24"x36")	\$2.40	\$4.50
Arch E1 (30"x42")	\$3.50	\$6.50
Arch E (36"x48")	\$4.80	\$9.00

Check Plots are billed at Cost

Scans billed 12.50 each, any size

Fax @ 0.25, CD's @ \$10 each