



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

April 14, 2026

**Re: Request for Proposal  
Replacement of Flat Roofs at Kill Van Kull Gardens (12-5)**

Dear Mr. Mahon,

Clarke Caton Hintz (CCH) is pleased to provide our fee proposal for the Removal and Installation of New Flat Roofs at Kill Van Kull Gardens (consisting of 4 separate 8-story buildings). You will find that Clarke Caton Hintz is uniquely qualified to provide architectural services related to your upgrades.

Clarke Caton Hintz has assembled a project team well qualified to perform the design and administer the construction of the roofing 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. Patrick Orem will be the lead Project Architect on the project.

## **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, received on March 20, 2026. We will provide construction documents for the removal and installation of new flat roofs. Work will include roofing, misc flashing conditions, vent boots/flashing, soffits / aluminum, gutters, leaders & any damaged plywood substrate and the associated work to accommodate them. We will include a project survey to develop background documentation for the project, schematic drawings for approval of the Bayonne Housing Authority, and once those drawings are approved, we will develop construction bid documents (drawings and specifications). We will then develop a cost estimate of the work, assist the BHA on the review of bids and we will make a recommendation of award. We will then lead a pre-construction meeting and will provide construction administration services including reviewing submittals, responding to requests for information, review payment applications, and we will inspect the work and prepare punch lists once the project is substantially complete.

### 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. We understand the project bid set must be completed in 60 calendar days after the awarding of the project. The project design and documentation effort is anticipated to be completed in the following steps, within the time frames listed:

- Detailed Survey and Document Existing Conditions: (2 Weeks)
- Prepare Schematic Drawings and Review with the BHA: (2 Weeks)
- Prepare Bid Drawings, Specifications and a Final Cost Estimate: (4 Weeks)
- **Issue Bid Package (8 Weeks After the Notice to Proceed/ Award)**
- Bid Period: (4 Weeks)
- Bid Review, Negotiation and Award: (2 Weeks)
- Construction: (20 Weeks)
- Project Close-Out: (2 Weeks)
- Total: (34 Weeks)



## V. FEE PROPOSAL:

Clarke Caton Hintz proposes to perform the design and construction administration of the Replacement of Roofs at Kill Van Kull Gardens for a fee of **\$38,000 (THIRTY-EIGHT THOUSAND DOLLARS)**.

Note that the fee above includes the following: \$4,000 for field surveying, \$5,000 for initial design development, \$10,000 for construction documents, \$2,000 for the front-end coordination, \$1,500 for the cost estimate development, \$2,000 for the bidding phase scope, \$500 for the construction kick-off meeting, and \$8,000 for the construction phase services. Note that an additional \$5,000 surcharge is also applied to expedite the design schedule given the liquidated damages requirements.

Reimbursables will be billed additionally, at direct expense to Clarke Caton Hintz. Please see our fee breakdown sheet attached.

### 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*