



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

March 4, 2025

**Re: Request for Proposal  
Replacement of Stair Treads and VCT Flooring at Bridgeview Manor**

Dear Mr. Mahon,

Clarke Caton Hintz (CCH) is pleased to provide our fee proposal for the stair floor finish upgrades at the Bridgeview Manor Buildings. You will find that Clarke Caton Hintz is uniquely qualified to provide architectural services related to these interior upgrades. Our office has over 40 years of experience in designing and documenting interior renovations for multiple project types as well as for Housing Authorities. With many new products that now meet stringent testing and performance criteria, there are many options that can help to transform the existing stairs while also meeting the Bayonne Housing Authorities needs for a long-lasting, safe, and durable flooring material.

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

Cristina Alvarez, Interior Designer, will be responsible for the day-to-day activities of the project team. She will be the primary and continuing point of contact between all team members. She 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 and information given during the site walkthrough on February 20th, 2025. We will provide construction documents for the upgrades to the building stairs including installation of new floors, stair risers, and tread finishes. We understand there are 14 distinct interior stairs that will require new floor finishes at all landings as well as new risers and treads. Given the prototypical nature of these buildings, we recommend developing a "typical" stair condition for each of the fourteen stairs to be renovated. We will present at least three flooring options to the BHA that meet the appropriate durability and slip resistance needs for a high-traffic floor while also incorporating beautiful finishes appropriate for the spaces. Once a basis of design is selected by the BHA, we will complete our construction documentation.

### 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 Bridgeview Manor Stair Upgrades for a fee of \$29,900 (Twenty-Nine-Thousand Nine-Hundred Dollars). Of this fee, \$15,000 is for Design and Documentation, \$4,000 is for Bidding, and \$10,900 is 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. 308.

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 –<br>not to exceed \$105/hr) | \$95 to \$105.00 |

## Reimbursable Expenses

|                   | <b>BW<br/>Charge</b> | <b>Color<br/>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