



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

June 6, 2024

**Re: Request for Proposal
Replacement of Balcony Windows and Doors at Back Bay Gardens (12-8)**

Dear Mr. Mahon,

Clarke Caton Hintz (CCH) is pleased to provide our fee proposal for the Replacement of Balcony Windows and Doors at Back Bay Gardens (12-8) (11 story, 250 senior citizen units + 1 Non-Dwelling Unit #111). You will find that Clarke Caton Hintz is uniquely qualified to provide architectural services related to your balcony upgrades.

Clarke Caton Hintz has assembled a project team well qualified to perform the design and administer the construction of the balcony 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, received on May 20, 2024. We will provide construction documents for the replacement of the whole exterior door/window/wall assembly (column to column, floor to ceiling of each of the units). Windows to have integral blinds within glazing system. Existing old heaters to be replaced by BHA (coordinate work between BHA & new exterior wall assembly). Provide "ZIP" wall construction barrier on interior side of new exterior wall assembly during construction.

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 Replacement of Balcony Windows and Doors at Back Bay Gardens (12-8) for a fee of \$131,250 (One-Hundred Thirty-One Thousand Two-Hundred Fifty Dollars).

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



HOURLY RATES

CCH 2024 HOURLY RATES

Principal	\$240.00
Associate Partner	\$215.00
Senior Associate/Senior Project Manager	\$185.00
Associate/Project Manager	\$165.00
Interior Designer	\$145.00
Project Architect/Coordinator	\$130.00
Staff (3.1 x direct salary – not to exceed \$115/hr)	\$90 to \$115.00

Reimbursable Expenses

	BW Charge	Color Charge
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