

County of Passaic
Board of County Commissioners



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Date: Dec 09, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO CLARKE CATON
HINTZ FOR RESTORATIVE WORK ON INTERIOR FINISHES AT LAMBERT CASTLE IN THE
CITY OF PATERSON, RFQ-25-064, PURSUANT TO N.J.S.A. 40A: 11-5, ET SEQ.

THIS RESOLUTION WAS REQUESTED BY:
CULTURAL AND HISTORIC AFFAIRS

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	12/9/2025
Introduced Date	12/4/2025
Adopted Date	
Agenda Item	44.
CAF#	C-04-55-162-001-902
Purchase Req. #	
Result	

Public Works

COMMITTEE NAME

RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO CLARKE CATON HINTZ FOR RESTORATIVE WORK ON INTERIOR FINISHES AT LAMBERT CASTLE IN THE CITY OF PATERSON, RFQ-25-064, PURSUANT TO N.J.S.A. 40A: 11-5, ET SEQ.

WHEREAS, the County of Passaic (hereafter “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

WHEREAS, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners for the County of Passaic (hereafter “Board”) is vested with decision making powers on behalf of the County; and

WHEREAS, pursuant to N.J.S.A. 40A:11-5, et seq., any contract the amount of which exceeds the bid threshold, may be negotiated and awarded by the governing body without public advertising for bids and bidding therefor and shall be awarded by resolution of the governing body if, the subject matter consists of professional services; and

WHEREAS, pursuant to N.J.S.A. 40A:11-5, et seq. the County issued RFQ-25-064, Preservation Architects Architectural Historians, Archeologists, Cultural Resource Management Consultants, Etc. for Calendar Year 2025 (hereafter “RFQ-25-064”) seeking qualifications for a pool of professional consultants for calendar year 2025, to be hired on an as-needed basis by the County; and

WHEREAS, on January 21, 2025, the Board passed Resolution No. R-25-64, qualifying a pool of preservation architects, architectural historians, archaeologists, and cultural resource management consultants for calendar year 2025, as recommended by the Passaic County Engineer, to be hired on an as-needed basis, which included Clarke Caton Hintz; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.4, the County’s request for qualifications is a fair and open process, specifically, the qualification for the pool of preservation architects, architectural historians, archaeologists, and cultural resource management consultants for calendar year 2025 is publicly advertised, awarded under a process that provides for public solicitation of qualifications, established the basis of an award and disclosure process documented in writing prior to any solicitation, and is publicly opened and announced when awarded; and

WHEREAS, the Director of the Department of Cultural & Historic Affairs is recommending that the Board authorize an award of contract to Clarke Caton Hintz to provide design and restoration services for interior finishes at Lambert Castle in the City of Paterson, in an amount not to exceed thirty-five thousand eight hundred fifteen dollars (\$35,815.00), pursuant to the proposal, attached hereto and made part hereof; and

WHEREAS, funds are available in Account No., C-04-55-162-001-902 or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent years’ County budget(s), which is attached to and made part of this Resolution; and

WHEREAS, this matter was discussed at the November 25, 2025 meeting of the Public Works Committee and is being recommended to the Board for approval.

NOW, THEREFORE, LET IT BE RESOLVED, pursuant to N.J.S.A. 40A:11-5, that the Board of County Commissioners of the County of Passaic hereby authorizes an award of contract to Clarke Caton Hintz, to provide design and restoration services for interior finishes at Lambert Castle in the City of Paterson, in an amount not to exceed thirty-five thousand eight hundred fifteen dollars (\$35,815.00), as recommended by the Director of the Department of Cultural & Historic Affairs.

LET IT BE FURTHER RESOLVED, the Clerk to the Board shall print, in the official newspaper, a brief notice stating the nature, duration, service, and amount of the contract to Clarke Caton Hintz, and maintain a copy of the resolution on file and available for public inspection in the Office of the Clerk to the Board.

LET IT BE FURTHER RESOLVED, that the Clerk of the Board, County Counsel, and Director of the Board of County Commissioners are authorized to execute the contract and take any other steps necessary to carry out the purpose of this Resolution.

KJB

December 9, 2025