

County of Passaic
Board of County Commissioners



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Date: Jun 17, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING AWARD OF CONTRACT TO CLARKE CATON HINTZ
TO CONDUCT A MARKET STUDY OF 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	6/17/2025
Introduced Date	6/11/2025
Adopted Date	
Agenda Item	68.
CAF#	5-01-20-102-001-213
Purchase Req. #	
Result	

Public Works

COMMITTEE NAME

RESOLUTION AUTHORIZING AWARD OF CONTRACT TO CLARKE CATON HINTZ TO CONDUCT A MARKET STUDY OF 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. 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, 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 Cultural Arts Facilities Expansion (hereafter “CAFE”) Program is an initiative by the New Jersey Economic Development Authority (hereafter “NJEDA”) designed to support the development and rehabilitation of cultural arts facilities across the State of New Jersey; and

WHEREAS, the County must submit a market study conducted by an independent third party in accordance with the program’s requirements; and

WHEREAS, the study must assess the marketability and financial feasibility of the proposed cultural arts project over the five-year eligibility period, including market overview, target audience analysis, competitive landscape, project assessment, marketing strategy, and financial analysis; and

WHEREAS, the study must demonstrate the demand and viability of the cultural arts facility, either through evidence of prior success or an independent evaluation of projected success for a new institution; and

WHEREAS, Clarke Caton Hintz provided a quote, attached hereto and made part hereof, for conducting a market study of Lambert Castle in the City of Paterson, in a total amount not to exceed twelve thousand five hundred dollars (\$12,500.00), which is being recommended for approval by the Director of the Department of Cultural & Historical Affairs; 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 conduct a market study of Lambert Castle in the City of Paterson in a total amount not to exceed twelve thousand five hundred dollars (\$12,500.00; and

WHEREAS, funds are available in Account No. 5-01-20-102-001-213, 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 June 4, 2025 meeting of the Public Works Committee, and is being recommended to the Board for approval; and

NOW, THEREFORE LET IT BE RESOLVED, pursuant to N.J.S.A. 40A:11-5, the Board of County Commissioners of the County of Passaic authorizes an award of contract to Clarke Caton Hintz, in a total amount not to exceed twelve thousand five hundred dollars (\$12,500.00) for conducting a market study of Lambert Castle in the City of Paterson, 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 the 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 to the Board, County Counsel, and the Director of the Board are authorized to take any other steps necessary to carry out the purpose of this resolution.

ZMQ

June 17, 2025