



PREAKNESS VALLEY GOLF COURSE MAINTENANCE FACILITY

COUNTY OF PASSAIC

APRIL 2, 2024

Clarke Caton Hintz

Trenton, NJ • 609 883 8383 • clarkecatonhintz.com

Mr. Jonathan Pera, PE
County Engineer
County of Passaic
401 Grand Street
Paterson, NJ 07505

April 2, 2024

RE: A/E Services for Proposed Golf Course Maintenance Facility

Dear Mr. Pera:

Clarke Caton Hintz (CCH) is pleased to provide our qualifications for Professional Architectural & Engineering Services to the County of Passaic for your proposed Golf Course Maintenance Facility. You will find that CCH is uniquely qualified to provide the services outlined in the RFP.

We have over 45 years of experience providing a wide range of award-winning architectural design services for Municipal Buildings, Office Buildings, Public Works Buildings, Park Facilities, Libraries, Health and Human Services Facilities, Educational Facilities (including Colleges and Universities), Athletic Facilities, Correctional Facilities, Judicial Facilities and Housing. We have completed work for numerous state, county and local government entities across New Jersey. We have the skills, qualifications and experience distinctively suited for this project.

We believe we have assembled an ideal team for your project comprised of leading professionals at the national, regional and local level. We are committed to providing the County of Passaic with a project that will meet all of your needs. Our proposed design team for this project shall be as follows:

FIRM	M/W/SBE	DISCIPLINE
Clarke Caton Hintz, PC	SBE	Architecture / Landscape Architecture
Harrison-Hamnett, PC	SBE	Structural Engineering
Princeton Engineering Group	SBE	MEP/FP Engineering
B&G Engineering	MBE/SBE	Site/Civil/Survey/Geotechnical
BALA Consulting Engineers		IT/Security
Becker & Frondorf		Cost Estimating

The team has the perfect combination of excellence and expertise in their given fields; experience building together; and a very long history of completing successful projects throughout the state and region.

CONSULTANT TEAM PROFILES

Harrison-Hamnett, PC (HH) has been providing client-focused structural engineering services for 35 years - founded on the belief that how you treat people is as important as what you can do for them. Harrison-Hamnett's office location is in central New Jersey and helps the team to provide easy access to projects throughout the state. The office is staffed with over 15 structural engineers and the office has the capacity to bring an engineering team onto the project given the proposed schedule. CCH has found HH to be New Jersey's premier structural engineering firm, particularly when dealing with existing and historic buildings. Because of their expertise and common sense approach, we have worked with them almost exclusively for over 25 years. They will be a tremendous asset if any structural issues come up.



Princeton Engineering Group (PEG) services include the design of mechanical and electrical systems for new buildings, historic preservation projects, restoration and rehabilitation of existing structures, feasibility studies and master plans. The firm applies these services to projects ranging from cultural and educational institutions, to municipal buildings, to commercial spaces and to private residences. PEG has tremendous expertise with assessing and improving existing MEP systems, or replacing them with the most cost effective and sustainable new systems when necessary. We have worked with PEG on numerous projects, both new construction and existing buildings. They are conscientious, innovative and responsive.

B&G Engineering LLC (B&G) is a State of New Jersey Minority owned firm that was established in August 2009 to provide quality civil engineering services to both public and private sector clients. The firm was founded by Besrick Plummer, PE, CME, a civil engineer with over 30 years of experience in the public and private sector.

BALA Consulting Engineers is an 165-person firm with offices in Philadelphia (86), New York (21), Boston (37), Baltimore (11), and Washington, DC (10). Established in 1982, they are a multi-disciplined company made up of Mechanical, Electrical, Plumbing, Fire Protection (MEP/FP), Structures, Technology, Commissioning and Sustainability Practice Groups. BALA's markets include mission critical, corporate, high-rise mixed-use, life-care, hospitality, education, transportation, and building infrastructure.

Becker & Frondorf provides construction consulting services, including cost estimating, scheduling, building inspections, expert testimony, and bid/change order review. Assignments consist of such project types as medical facilities, educational buildings, laboratories, hotels, offices, garages, historic restoration, and sitework projects, at all phases, including feasibility, master plan, schematic, design development, construction documents, and post construction. Clients include architects, engineers, institutional and corporate owners, developers, real estate appraisers, and governmental agencies. We have found Becker and Frondorf to be among the most accurate and efficient cost estimators in the area. Since we work with them so often, our estimating process is quicker than usual. There is no time lost translating our design intentions: They have a good sense of what we intend since we've done so many projects together!

Enclosed please find our technical proposal along with our fee proposal & hourly rates.

We look forward to continuing our long and successful history with the County of Passaic!

Sincerely,

Michael J. Hanrahan, AIA
Principal-In-Charge



TABLE OF CONTENTS

- 1.0 PROJECT APPROACH
- 2.0 FIRM INTRODUCTION & AWARDS
- 3.0 PROJECT EXPERIENCE
- 4.0 PROJECT ORGANIZATION & RESUMES
- 5.0 FEE PROPOSAL & HOURLY RATES



1.0 PROJECT APPROACH

I. PROJECT UNDERSTANDING

Clarke Caton Hintz (CCH) understands the County desires to construct a golf course maintenance facility located at the Preakness Valley Golf Course in the Township of Wayne, which shall include a storage building, mechanics building and office building. CCH will utilize the concept sketch provided by the County as an initial starting point for layout of the proposed improvements, and shall be responsible to provide three (3) concept plans for review and consideration by the County. Architectural and Engineering services shall include:

- The CCH team will review and evaluate all site regulatory issues and building codes with Township of Wayne.
- All consulting services for the project will be under one lead (CCH).
- CCH has extensive experience with the public bid process, particularly with the County of Passaic. We are capable of providing design/construction drawings and specifications for the project as described.

II. ARCHITECTURAL PROJECT APPROACH

The Clarke Caton Hintz team is ideally suited for the complex and diverse requirements needed for this project. Our team brings an extraordinary degree of experience and expertise to the varying aspects of the project. We bring more than 45 years of experience and expertise working with municipal clients.

Our Approach: A Project Planning Partner

Planning and Design are a collaborative process. We believe the most successful projects are the result of a strong team approach. Our team approach will directly address the complex programmatic and planning issues of the proposed project. Our responsiveness

to the client team will be central to the success of the project. We are accustomed to working with Authorities, Administration and staff to develop a comprehensive analysis of the issues critical to long term planning. We are also skilled at coordinating between diverse groups to reach consensus on complex issues and departmental missions. Our team approach will be focused on developing concepts to address all important issues and act as a roadmap for implementation.

Management Methodology

The overall design responsibility for this project will reside with Michael Hanrahan, AIA, Principal at Clarke Caton Hintz. He will be your main point of contact for all principal related decisions, coordination, and activities.

James Giresi, AIA, Associate, will be the Project Manager for the project and responsible for the coordination with all prime consultants. Both Michael and James have extensive experience with the County of Passaic, most recently leading the restoration efforts at the Lambert Castle site. They will be complimented by a Project Architect, Julie Kroon, AIA who will assist them with the design and construction administration of the facility.

Cristina Alvarez will also be integrated in the team as the Interior Design Director from Clarke Caton Hintz. Our team will be rounded out by Michael Sullivan, ASLA, AICP, Principal-in-Charge of Landscape Architecture and Geoffrey Vaughn, PLA, ASLA, Senior Associate who will also assist with necessary landscape architecture/ planting design.

The principal level involvement down to the designers' coordination is the same philosophy of each firm on this team. Each and every member of the team answers to Michael Hanrahan, as the Prime Professional, and ultimately to the client. Our firms do not consist of marketing staff and production staff. Our principals



do not appear for the interview and then fade to the background. There will be a consistent approach to our involvement from Day One.

Clear Communication - We Listen!

It may seem obvious, but unfortunately we have heard from too many clients a sense of frustration with designers that arrive with preconceived notions, pursue personal design agendas, or simply fail to listen. It has always been our experience that our most successful and rewarding projects are a true collaboration and sharing of ideas and experiences. This begins with our best planning tool - the ability to listen. Throughout the process, we will continue to strive to understand the goals, specific directives, detailed requests and functional necessities of the steering committee, users and operators of this project. We will then directly respond with ideas, plans and options that are insightful, and truly respond to the information conveyed to us. In this way, we will ensure that the client team is pleased with the solutions that are developed.

Our mission is very simple - To provide you with the tools at every stage of this project, to make smart, educated and defensible decisions in allocating precious resources at the County. Clarke Caton Hintz offers a breadth of expertise and creative problem solving appropriate to the tasks at hand in the planning for your facility.

Concise and effective communication is critical to a project's success. To facilitate communication, each member of the A/E team will clearly understand his/her roles and responsibilities. The client's project team and its leaders will be the focus of project communications to assure that all project decisions are made with the best interest and priorities of the County in mind. The County will have direct access to the Principal's of the various firms within our team to address project management and planning issues. All key members of the A/E team will remain involved with the project from inception through completion, expediting the process and assuring that your goals remain at the center of all decisions.

Well-planned and timely progress meetings will be essential to maintaining project development. In addition to face-to-face communications and hard copy documentation, the team will use electronic media. This includes:

- Issuing of meeting confirmations and agendas via email to help participants prepare for each meeting;
- Prompt issuing of meeting minutes via email that effectively summarize decisions and responsibilities for next steps;
- Posting of current project information on a dedicated, password-protected web site

Quality Control throughout the Process

The true success of any project can only be seen after many years of operation and use, and that success begins in the details. The Clarke Caton Hintz team has a track record of providing quality feasibility plans, design documentation and construction documents leading to fewer design conflicts, better budget tracking and better performing buildings over the long run. This level of quality is achieved through a variety of means.

First, we conduct meetings and track issues in an ongoing succession revisiting every issue during project meetings until we officially reach resolution and consensus. Each meeting will consist of old business items, new business items, responsibility action items and timelines much the same way a construction meeting would be run. In this way there is never an issue that goes unresolved, and the format for meetings will be consistent.

Second, we aggressively track every project issue from the smallest detail through the largest space through a project tracking matrix. This matrix begins at the kick-off of our first meeting and records every request, every detail and every relationship noted in meetings, phone conversations, facility tours, or wherever any client team member communicates a piece of information to us. This list is then circulated among the design team and each member signs off on the list prior to every



drawing issue certifying that each issue has been resolved and incorporated into the work. In this way we guarantee that no item will fall through the cracks.

Before any study documents or drawings are issued, our entire team including consultants, conducts thorough quality control review sessions on the deliverables. We will not issue any information until this review is completed to the satisfaction of the entire team and reflects the highest level of competence our firms expect. Many other firms will issue incomplete information with the hope of resolving issues later in the project, but we have found this to be a recipe for disaster. By issuing more thorough and complete work with adequate coordination, the owner review of the project can focus on content and more relevant issues without the distraction of errors.

We are experienced with office facilities, maintenance and storage facilities. A cornerstone of this process is communication and review. Throughout the process, we will communicate proposed design solutions graphically and clearly. We will document discussions and rendered decisions thoroughly. And we will continually challenge ourselves and our consultant team members to help the County fulfill its project objectives. At the conclusion of each phase, we will submit materials for review and approval per the contract. It is our objective, however, that the review process is a formality by effectively managing and communicating the submittal made throughout the process.

III. APPROACH TO DESIGN

Three Step Design Process

We follow a three-step process for all of our design work: Analysis, Options, and Final Design. Analysis involves a comprehensive review of policies, goals, functional issues, economic parameters, physical conditions and constraints. This important first step concludes with agreed-upon design and development principles that establish the rationale for the overall scheme and guide the rest of the work.

Analysis

Analysis is the most creative part of the design process. Our analysis work is not just descriptive: we interpret what we learn and see, rather than just record or map. We look at each element, such as a water's edge, street pattern, or landscape, in order to see it in a different way, and only then bring the elements together for a complete view. We also review other built elements in the area so that our building will complement the existing surroundings and be a good neighbor.

Options

The Options process entails the articulation of different design alternatives based on these principles and culminates in the selection of a preferred option. As part of the process, constructability and cost are primary drivers, but the aesthetic vision for the project is also considered.

Final Design

In the Final Design process, the emphasis is on building consensus within the design and client team, ensuring that key issues are resolved and agreement reached before proceeding to the next stage of work.

Most importantly, we find that taking more time up front to meet with all parties and gather information resolves key issues and focuses the work from the outset. This initial investment eliminates arbitrary decisions in the Options phase, and allows the client to make strategic decisions much earlier in the process.

Interior Design:

A natural complement to our architectural services is the interior design of our buildings. Whether it is the interior of a maintenance facility, courthouse or office, Clarke Caton Hintz strives to maintain a cohesive design sensibility answering our clients' needs. We begin with a thorough space analysis which results in a detailed program summary. This is utilized for creating an efficient and creative space plan. With the client's budget in consideration, a comprehensive design is developed, often creating a new public image.



We ensure the successful completion of our projects by working in partnership with our clients, translating their project requirements into an interior space reflective of their unique needs and aspirations. As such, our Interior Design Director will be engaged in all phases of the project to maintain clear design direction and an integrated approach to architecture and interiors.

IV. SCOPE OF SERVICES PER PHASE OF WORK

Concept Design:

This phase will consist of work which is conceptual in character, and which responds directly to the program requirements. The drawings and documents will illustrate the general scope, scale and relationship of project components for approval. Concept Design services include but are not limited to the following:

- Preliminary plans, sections and elevations
- Preliminary selection of building materials
- Development of approximate dimensions, areas and volumes
- Narrative of possible HVAC improvements/ options, including an evaluation of initial cost, life cycle cost, constructability and serviceability.
- Narrative of proposed improvements to the electrical system
- Narrative of proposed improvements to the plumbing system
- Cost Estimate
- Perform additional land survey as necessary to complete the design
- Perform geotechnical engineering services

Preliminary Design:

This phase will focus on the approved concept plan as chosen by the County. It will consist of drawings and other documents which will fix and describe the character of the entire project, including architectural,

structural, mechanical, plumbing and electrical. Consideration shall be given to the availability of materials, equipment and labor, construction sequencing and scheduling, and the economic analysis of construction and operations.

Services during this phase consist of the continued development and expansion of the schematic design documents to establish the final scope, relationships, forms, size and appearance of the project. These services will include but are not limited to the following:

- Plans, sections, elevations
- Typical construction details
- Three dimensional sketches
- Final materials selection
- Equipment layouts
- Development of HVAC design drawings and specifications
- Development of electrical design drawings and specifications
- Development of plumbing design drawings and specifications.
- Development of security drawings and specifications
- Development of site/ civil engineering design drawings inclusive of utility design
- Obtain necessary regulatory and land use approvals including, but not limited to NJDEP, Hudso-Essex-Passaic Soil Conservation District and local planning board approvals (although this is assumed to be courtesy review)
- Cost Estimate

Final Design:

This phase will consist of the preparation of construction documents, based on approved preliminary design documents, consisting of drawings,



specifications and other pertinent documents setting forth in detail the requirements for construction, bidding and contracting of the project. There will be “rolling submission” during the construction document phase for the County’s review and comment. Construction drawings at this point will include but will not be limited to:

- Drawing Index, Symbols, Notes, Location Map
- Life Safety/Code Analysis
- Phasing Plan(s) if necessary
- Floor Plans
- Roof Plan
- Exterior Elevations
- Building Sections
- Plan Blow-ups and Interior Elevations
- Wall Sections
- Plan & Section Details
- Reflected Ceiling Plans
- Room Finish, Door, & Window Schedules
- Partition Type Schedule
- Roofing Details
- Flooring Pattern Plans
- Signage Plans and Details
- Structural Plans and Details
- Plumbing Plans & Details
- Fire Protection Plans & Details
- HVAC Plans & Details
- Electrical Plans & Details
- Security Plans and Details
- Site/ Civil Plans and Details
- Cost Estimate
- Submit for/ Obtain Building/ Utility Permits

Bid Phase:

Items and services provided as part of this phase of work will include but will not be limited to:

- Assistance with County with the Bid Process.
- Attendance at a Prebid Conference
- Preparation of Bid Addenda, if required
- Evaluation of Bid/ Offer Recommendation of Award

Construction Administration and Project Closeout:

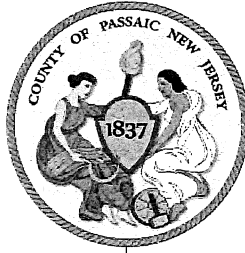
CCH will work with the County to insure that the construction process is as streamlined as possible. We will provide sufficient field representation to answer all questions and resolve issues. This will include construction meetings during the duration of the project as well as any additional site visits necessary to facilitate the construction of the building. Our documents will include requirements for Operations and Maintenance Manuals, and we will require training sessions so that the County staff will be familiar with the new building systems. Other activities include, but are not limited to:

- Process, review and approve all shop drawings
- Process, evaluate and respond to all RFI's
- Participate at all job meetings/ conduct on-site observation
- Prepare submittal logs, review project schedules

CCH will plan, schedule and execute all close-out activities to ensure a smooth transition from construction to occupancy. Our office will develop punch list and inspection reports, verify the correction of the deficient items and determine substantial completion. Items and services provided as part of this phase of work will include but will not be limited to:

- Punch Lists
- Verify Correction of Punch List Items
- Determination of Substantial Completion
- Ensure Issuance of “Temporary Certificate of Occupancy or Acceptance”
- Ensure submission of Close-Out Documentation
- Ensure Issuance of “Certificate of Occupancy or Acceptance.”

4.0 PROJECT ORGANIZATION & RESUMES



ARCHITECTURE / LANDSCAPE ARCHITECTURE

Clarke Caton Hintz, PC

<p>Michael Hanrahan, AIA Principal Principal-In-Charge</p>	<p>James Giresi, AIA Associate Project Manager</p>	<p>Michael Sullivan, ASLA, AICP Principal Landscape Architect</p>
<p>Julie Kroon, AIA, LEED AP Project Architect</p>	<p>Cristina Alvarez Interior Designer</p>	<p>Geoffrey Vaughn, PLA, ASLA Senior Associate Landscape Architect</p>

MEP/FP

Princeton Eng Group

Michael Berry, PE
Principal | Lead Mechanical Engineer

S/C/SURVEY/GEOT

B&G Engineering

Besrick Plummer, PE
President

STRUCTURAL

Harrison-Hamnett, PC

John Harrison, PE
Principal

IT/SECURITY

BALA Consulting Engineers

Matthew Ezold, CTS-D
Director | Digital Planning

COST ESTIMATING

Becker & Frondorf

Mike Zaidel
Principal | Partner of Cost Estimating

5.0 FEE PROPOSAL & HOURLY RATES

Please note that everything included in the fee sections is negotiable. We have never lost a job for failure to come to a mutually agreeable fee.

The Clarke Caton Hintz team proposes to perform the architectural and engineering services for the Passaic County Preakness Vally Golf Course Maintenance Facility for the lump sum fee of \$699,500.00 (Six Hundred Ninety-Nine Thousand Five Hundred Dollars even). Fee is inclusive of reimbursable expenses such as printing, mileage, express services, etc. Breakdown by consultant follows this section.

Concept Design	\$139,975
Preliminary Design	\$318,250
Final Design	\$121,110
Bidding Phase	\$29,255
Construction Phase	\$73,510
Total Cost Direct Labor:	\$682,100
Reimbursables	\$17,400
GRAND TOTAL:	\$699,500

Assumptions & Exclusions

- Our fee is based on the architectural and engineering scope of work outlined within the RFP, dated March 14, 2024. Our team anticipates completing all design work within 240 days and construction is assumed to be 12 months in either 2025 or 2026.
- Our proposal includes: Architecture, Structural, Site/Civil/Geo-Tech, Landscape, MEP/FP Engineering, IT/AV/Security, Professional Cost Estimating.
- Our proposal excludes Environmental Engineering. Our fee excludes the evaluation, specification and design services or remediation work activities to any existing environmental conditions at the site.

These include, but are not limited to: contaminated soils, hazardous materials, contaminated ground-water, asbestos, lead, radon, etc.

- Assumes traditional "single drawing/specification" package with one general contractor.
- The lump sum proposal does not include any permit, application or filing fees associated with project permitting and approval. The lump sum proposal does not include pricing for any materials testing. These services will be billed separately at direct cost to CCH.
- Our building design will be "green" and energy efficient, however as LEED Certification is not required, and in the interests of keeping our fee as competitive as possible, we have excluded: energy modeling, commissioning, BIM design, computerized energy analysis and life cycle costs, commissioning and/or assisting commissioning agents in their preparation of calculations and documentation, etc.
- Full time on-site administration of the construction contract is excluded. Our team will provide attendance at bi-weekly CA phase job meetings.
- Our standard hourly rates along with our consultants are attached for reference should additional services be required. These rates are subject to change, increased at annual intervals.

CCH 2024 HOURLY RATES

Partner	\$240.00
Associate Partner	\$215.00
Senior Associate/Senior PM	\$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 ea.