



Clarke Caton Hintz  
Architecture  
Planning  
Landscape Architecture

Ms. Kelly C. Ruffel  
Director, Department of Cultural & Historic Affairs  
County of Passaic  
199 Totowa Rd  
Wayne, NJ 07470

July 29, 2025

**RE: Proposal for Professional Services for the Lambert Castle – Maintenance Plan**

100 Barrack Street  
Trenton NJ 08608  
clarkecatonhintz.com  
Tel: 609 883 8383  
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Dear Kelly,

As discussed, I am pleased to submit a proposal for a Maintenance Plan for the Lambert Castle site. Maintenance is both one of the most critical and most frequently overlooked aspects of a historic site. Preservation is often guided by short-term budget constraints rather than long-term preservation priorities. As a result, necessary upkeep is deferred until the building has deteriorated significantly, requiring costly repairs to restore its historic character. Lambert Castle, like all historic sites, has extensive needs, and ongoing maintenance protects, and extends the extensive restoration efforts that have been undertaken. The proposed maintenance plan for Lambert Castle will help prevent accelerated deterioration and preserve the integrity of Castle's original materials and features.

By identifying and addressing issues early, such as water damage, pests, or structural weaknesses, maintenance reduces the need for costly emergency repairs and ensures the site remains safe and preserved, protecting the County's large investment in the recent restoration and construction on site. Appropriate cleaning and repair products must be specified to protect historic finishes. Regular upkeep supports compliance with life safety and accessibility codes, which is especially important for sites open to the public, the proactive care allows maintenance and repairs to be made with minimal disruption and intrusion to County operations.

While restoration work at the site is nearing completion, the need for interpretation, exhibits and event planning will be necessary to support the operation of the site. An implemented maintenance plan will demonstrate responsible stewardship, which is often required for preservation grants and other funding. Lastly, documenting maintenance over time helps monitor changes and supports informed decision-making for future preservation efforts.

The Maintenance Plan will provide the following information for the Castle, Carriage House and Storage Building:

John Hatch, FAIA  
George Hibbs, AIA  
Brian Sláugh, AICP  
Michael Sullivan, AICP  
Michael Hanrahan, FAIA  
Mary Beth Lonergan, AICP



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1. We will provide a routine inspection checklist for the maintenance of the exterior, starting with the roof. Schedule of tasks will include items such as roof inspection, drain cleaning, mortar inspection, etc.
2. We will review the contractor provided shop drawings for each of these projects and determine which items require routine maintenance. We will locate additional information required for maintenance that was not included in the submittals.
3. We will prepare a schedule in Excel indicating the recommended maintenance for the installed MEP equipment and the frequency that it should be performed.
4. We will designate items that should be performed by qualified professionals.
5. We will provide list of appropriate cleaning and repair materials for common interior finishes, such as plaster, woodwork, painted surfaces, tile.
6. We will provide maintenance logs and checklists for contracted maintenance staff to complete following routine maintenance.

We propose the following lump sum fee of \$53,580.00 (Fifty-Three Thousand Five Hundred Eighty Dollars, even) for the work. The maintenance plan will be limited to the building and systems only, paving and site civil improvements are not included.

Clarke Caton Hintz	\$24,000.00
<u>Princeton Engineering Group</u>	<u>\$29,580.00</u>
	\$53,580.00

It has been a pleasure working with you and the County on this project! What you have planned for the future of Lambert Castle and the grounds is very exciting, and I particularly look forward to the opportunity of working with you as you implement and maintain your long-term vision.

Thank you for your consideration.

Sincerely,

Michael J. Hanrahan, FAIA  
Principal