

# County of Passaic

## Board of County Commissioners



### OFFICE OF COUNTY COMMISSIONERS

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Louis E. Imhof  
Clerk Of The Board

Date: Feb 10, 2026 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO CLARKE CATON HINTZ, P.C. TO PREPARE A COMPREHENSIVE MAINTENANCE PLAN AT LAMBERT CASTLE IN THE CITY OF PATERSON, RFQ-26-047, PURSUANT TO N.J.S.A. 40A: 11-5, ET SEQ.

THIS RESOLUTION WAS REQUESTED BY:  
CULTURAL AND HISTORIC AFFAIRS

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REVIEWED BY:

Matthew P. Jordan, Esq.  
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.  
COUNTY COUNSEL

<b>Official Resolution#</b>	
Meeting Date	2/10/2026
Introduced Date	2/3/2026
Adopted Date	
Agenda Item	26.
CAF#	-01-41-789-025-233, O-25-5
Purchase Req. #	
Result	

Public Works

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COMMITTEE NAME

**RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO CLARKE CATON HINTZ, P.C. TO PREPARE A COMPREHENSIVE MAINTENANCE PLAN AT LAMBERT CASTLE IN THE CITY OF PATERSON, RFQ-26-047, 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-26-047, Preservation Architects Architectural Historians, Historians, Archeologists, Cultural Resource Management Consultants, Etc., for Calendar Year 2026 (hereafter “RFQ-26-047”) seeking qualifications for a pool of professional consultants for calendar year 2026, to be hired on an as-needed basis by the County; and

**WHEREAS**, on December 29, 2025, the Board passed Resolution No. R-25-1284, qualifying a pool of preservation architects, architectural historians, historians, archaeologists, and cultural resource management consultants for calendar year 2026, as recommended by the Passaic County Engineer and Director of the Department of Cultural and Historic Affairs, to be hired on an as-needed basis, which included Clarke Caton Hintz, P.C.; 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, historians, archaeologists, and cultural resource management consultants for calendar year 2026 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, P.C. to provide a comprehensive maintenance plan for Lambert Castle, the Carriage House, and Storage Building in the City of Paterson, in an amount not to exceed fifty-three thousand five hundred eighty dollars (\$53,580.00), pursuant to the proposal, attached hereto and made part hereof; and

**WHEREAS**, funds are available in Account Nos. G-01-41-789-025-233, O-25-56-650-001-602, 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 2026 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 January 28, 2026 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, P.C. to provide a comprehensive maintenance plan for Lambert Castle, the Carriage House, and Storage Building in the City of Paterson, in an amount not to exceed fifty-three thousand five hundred eighty dollars (\$53,580.00), 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, P.C., 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

February 10, 2026