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May 24, 2018

Via Email and US Mail

Ziad Shehady, Borough Administrator
Borough of Red Bank
90 Monmouth Street
Red Bank, New Jersey 07701

***Re: Proposal for Redevelopment Planning Services
Redevelopment Plan Preparation
VNA Site
Block 3, Lots 2.01, 4.01, 6, and 9.01
Borough of Red Bank, Monmouth County, New Jersey
Proposal No. 2018-128***

Dear Mr. Shehady:

CME Associates (CME) is pleased to provide this proposal for redevelopment planning services to assist the Borough of Red Bank in the process of redeveloping its areas designated as in need of rehabilitation. It is our understanding that the subject area, Lots 2.01, 4.01, 6, and 9.01 of Block 3 in the Borough, were previously designated as an "Area in Need of Rehabilitation" per the Local Redevelopment and Housing Law (LHRL) by the Borough Council in July of 2017 (Resolution 17-174). We further understand that the Borough Council now wishes to prepare a Redevelopment Plan to facilitate the rehabilitation of this property. CME will provide the planning services outlined below on behalf of the Borough Council to complete and adopt a Redevelopment Plan for these properties. This proposal outlines the scope of work for CME to prepare a Redevelopment Plan.

At CME, we pride ourselves on our commitment to personal service and our ability to complete projects in a highly professional and cost effective manner. We have extensive experience in preparing redevelopment plans and a history of working with the Borough of Red Bank. We understand the community and the relationship between the development of a neighborhood and redevelopment planning.

If authorized, we will perform the tasks outlined below to complete the Redevelopment Plan for the subject property.

Scope of Services

A detailed description of each of the items that comprise the Scope of Services is included below.

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CONSULTING AND MUNICIPAL ENGINEERS

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A. Kick-Off Meeting

CME professional staff will attend a kick-off meeting with Borough officials and staff, and other key stakeholders to discuss and establish a consensus vision for the redevelopment of this key gateway into the Borough. The purpose of the meeting will be to determine specific goals and objectives which will guide the development of the Redevelopment Plan.

B. Preparation of a Redevelopment Plan

CME staff will prepare a Redevelopment Plan for the subject properties in accordance with all applicable laws and requirements of the LRHL. This will include analysis of all existing Borough land use and zoning ordinances, master plans, and the Area in Need of Rehabilitation Investigation Report conducted for the area, as well as any other relevant documents. CME will prepare all necessary maps for the Redevelopment Plan using GIS data available.

The Redevelopment Plan will include at minimum, the following information sufficient to guide the redevelopment of the subject properties as is required by LRHL:

- A statement of the Plan's relationship to definite local objectives as to appropriate land uses, population density, and improved traffic and public transportation, public utilities, recreational and community facilities, and other public improvements;
- Proposed land uses and building requirements in the project area;
- Adequate provision for the temporary or permanent relocation, as necessary, of residents in the project area, including an estimate of the extent to which decent, safe, and sanitary dwelling units affordable to displaced residents will be available to them in the existing local housing market;
- An identification of any property within the redevelopment area which is proposed to be acquired in accordance with the Redevelopment Plan;
- Any significant relationship of the redevelopment plan to the master plans of contiguous municipalities, the master plan of the county, and the State Development and Redevelopment Plan adopted pursuant to the State Planning Act;
- An inventory of all affordable housing units within the project area as of the date of the adoption of the resolution finding the area to be in need of rehabilitation, which are to be removed;
- A plan for the provision of replacement affordable housing for all current affordable housing units to be replaced;



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The redevelopment plan shall include the following additional information:

- A provision for affordable housing in accordance with the Fair Housing Act, and the Borough's Housing Element and Fair Share Plan;
- A set of design standards to guide the architectural design of any buildings, and site planning of proposed projects within the project area.

It is important to note that this proposal does not include the preparation of any conceptual site plans or renderings.

A draft Plan will be completed and submitted to the Borough for review and comment. CME will revise the Plan based on Borough and Planning Board comments. Copies of the final Plan will be prepared and submitted to Borough Council for consideration of adoption of the Plan at a public hearing.

C. Meetings

This fee estimate includes a total of up to five (5) meetings and/or conference calls. The meetings anticipated to require CME staff attendance are as follows:

- One (1) Kick-off meeting;
- One (1) additional project team meeting or conference call
- Two (2) Planning Board meetings
- One (1) Borough Council meeting

Total Fee Estimate: \$8,500.00

Exceptions

Any work not specified or listed in the above tasks shall be considered additional services and will be invoiced as an additional fee at the time said additional work is authorized by the Borough. Work shall commence upon receipt of a purchase order for the authorized scope of services.

As this fee estimate includes a total of five (5) meetings or phone conferences, should additional meetings or phone conferences be requested we will provide a separate proposal for those services.



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We appreciate the opportunity to provide this proposal and look forward to continuing to assist the Borough in revitalizing its rehabilitation and redevelopment areas. Should this fee estimate meet your approval, please provide our office with a professional services agreement as an indication of the work to proceed. In the meantime, should you have any questions concerning this matter, please do not hesitate to contact me.

Very truly yours,
CME Associates

Peter Van Den Kooy, PP, AICP
Director of Planning

Laura J. Neumann, PE, PP
Borough Engineer

PVdK:jb

cc: Greg Cannon, Esq., Borough Attorney
Leslie London, Esq., Borough Redevelopment Attorney
Glenn Carter, PP, AICP, Borough Planner
Kenneth DeRoberts
Eugenia Poulus, CMFO, QPA, Director of Finance/CFO
Pamela Borghi, RMC, CMR, PIO, Borough Clerk