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January 23, 2020

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

**Re: *Affordable Housing Services Budget Estimate
Borough of Red Bank, Monmouth County, New Jersey
Proposal No. 2020-028***

Dear Mr. Shehady:

CME Associates (“CME”) is pleased to provide this fee estimate for Affordable Housing Services to the Borough for consideration. CME has been working with the Borough, its legal counsel, Fair Share Housing Center, and the Court Master in the ongoing affordable housing court compliance process, and helped the Borough achieve a judgement of compliance and repose from Judge Jones in September of 2019. The deadline of July 1, 2020 for mid-point reporting period for the Third Round compliance is approaching, and the Borough is required to produce a report outlining the status of compliance with the court order and settlement agreement, and a review of the realistic opportunity for development of affordable housing on all sites identified in the Housing Element and Fair Share Plan.

We understand that the Borough has also recently determined that it has excess funds in its Affordable Housing Trust from a Regional Contribution Agreement (RCA) with the Township of Manalapan. This excess of funds may require an amendment to the Borough’s Affordable Housing Trust Fund Spending Plan, which was previously adopted.

The Scope of Services to assist the Borough in amending the Spending Plan is as follows:

A. Third Round Reporting

CME will prepare a mid-point realistic opportunity review report (“Report”), as required pursuant to N.J.A.C. 52:27D-313, for the Borough to post on its municipal website. This Report will include the following information:

- Status of all approved or proposed unbuilt projects previously identified to satisfy unmet need;
- Review of all sites previously identified to ensure they remain feasible development sites;
- Status of rehabilitation program;
- Status of first time homebuyer program;
- Status of very low income units;
- A report on potential mechanisms to address any changes that may be necessary in the event that any site or project previously identified in the Housing Element and Fair Share Plan is determined to no longer be feasible as a realistic opportunity site.

The Report will also be submitted to Fair Share Housing Center (FSHC) for their review, as is



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required by the Settlement Agreement. This proposal includes services through initial submission of the final Report to the Borough, FSHC, and the Court master. Should any requests for additional information be made by FSHC, the court master, the court or any other interested party, or if any additional services are required, we will provide a separate proposal for those services.

Estimated Fee: \$4,800.00

B. Amended Affordable Housing Trust Fund Spending Plan

CME will prepare an updated Spending Plan that outlines how the Borough will utilize all of its existing and anticipated Trust Fund revenues in fulfillment of its affordable housing obligations, and in compliance with all conditions of the Borough's settlement agreement with Fair Share Housing Center, and in compliance with all conditions of the Borough's judgment of compliance and repose. This will include incorporating any additional funds from the RCA which were not initially anticipated when drafting the current adopted spending plan. The update to the Spending Plan will also include coordination with Borough staff and with representatives of Fair Share Housing Center as needed.

Estimated Fee: \$2,700.00

We will provide a draft Spending Plan to the Borough and to Fair Share Housing Center for review and comment, and we will incorporate any comments received into a final Spending Plan to be adopted by the Borough Council.

C. Meetings and Phone Conferences

CME staff will attend one (1) public meeting of the Governing Body to present the revised Spending Plan for adoption. In addition to the public meeting of the Borough Council, we will also attend the hearing to provide testimony before the Court to amend the court order previously approving of the spending plan along with all other affordable housing documents.

This proposal also includes up to three (3) phone conferences ahead of the Court hearing to coordinate with Borough professionals and staff, and to coordinate with representatives of Fair Share Housing Center as necessary.

Estimated Fee: \$1,500.00

Total Estimated Fee: \$9,000.00

We assume that no further amendments to any other of the Borough's affordable housing documents will be needed at this time. If it is determined that any other affordable housing document will need to be updated or amended, we will submit a separate proposal to perform that work.

Limitations and Exclusions

The limitations and exclusions for this fee estimate are set forth below:



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1. Any additional documentation or services required as part of a report or other request by the Special Master, Fair Share Housing Center or other entities is not included in this proposal. We will provide a separate proposal if those services are required.
2. All out-of-pocket expenses including, but not limited to, certified mailings, photographs and special deliveries are not included within this fee estimate. These items, if required, will be billed at cost as an additional fee.
3. The terms and conditions of this fee estimate are subject to CME Associates hourly rate schedule. The fees for the hourly rate schedule are subject to change January 1 of each year.
4. The terms of this contract will remain in effect for one (1) year from the date of this fee estimate.
5. This fee estimate does not include services for the preparation of any documentation based upon any new regulations, legislation or court orders or decisions that occur subsequent to the submission of this fee estimate. Should new regulations, legislation or court orders or decisions occur subsequent to the submission of this fee estimate and create a need for additional services, we will provide a separate fee estimate for those services.

We thank you for the opportunity to submit this fee estimate and look forward to continuing work with Red Bank on this important project. Should this fee estimate meet your approval, please provide our office with a professional services agreement/purchase order or Resolution as an indication of the work to proceed. In the meantime, should you have any questions or require additional information, please feel free to give me a call.

Very truly yours,
CME Associates

Peter Van den Kooy, PP, AICP
Director of Planning

PVdK:cd:jr

cc:

Glenn Carter, Borough Planner
Laura J. Neumann, PE, PP, Borough Engineer's Office
Peter O'Rielly, Chief Financial Officer
Pamela Borghi, Borough Clerk
Doreen M. Hoffmann, Administrative Secretary