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January 25, 2018

Via E-Mail

Kenneth DeRoberts, Business Administrator
Borough of Red Bank
90 Monmouth Street
Red Bank, New Jersey 07701

***Re: Affordable Housing Planning Services
Borough of Red Bank, Monmouth County, New Jersey
Fee Estimate No.: 2018-015***

Dear Mr. DeRoberts:

CME Associates ("CME") is pleased to provide this fee estimate for affordable housing planning services to assist the Borough of Red Bank in the process of addressing its affordable housing obligations in accordance with the court mandated compliance process. CME will work with the Borough and its professionals to settle its affordable housing obligations and prepare a Housing Plan Element and Fair Share Plan based upon any settlement. Over the course of the firm's thirty-four year history, CME has prided itself on its commitment to personal service and the ability to meet its clients' needs in an efficient and cost-effective manner. We possess the experience, staff, and qualifications necessary to assist the Borough in evaluating and selecting mechanisms that can be implemented to address the Borough's affordable housing obligations. Additionally, our institutional knowledge of the Borough through various matters, including redevelopment and recent affordable housing services, places CME into an advantageous position to efficiently address the Borough's affordable housing needs and provide top quality deliverables.

We have extensive experience in preparing Housing Elements and Fair Share Plans to address municipal Mount Laurel obligations and possess a thorough understanding of the types of mechanisms available to address the Borough's affordable housing obligation. Our firm also offers a full slate of planning services to our clients and has practical experience in preparing master plans, redevelopment plans that have produced affordable units, revitalization plans, and inclusionary zoning ordinances, and has also represented clients at court mediations for affordable housing obligations for municipalities throughout New Jersey. We are confident you will find that our knowledge of the affordable housing planning process and experience providing affordable housing planning services to municipalities throughout the State makes us well-suited to provide these services to the Borough.

Scope of Services

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



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A. Preparation of a Housing Element and Fair Share Plan

CME will prepare a Housing Element and Fair Share Plan that outlines the Borough's cumulative affordable housing obligations for all applicable periods including the prior round obligation and the Court determined third round obligation. Preparation of the plan will include two (2) project team meetings with the Borough, an update of the Borough's pertinent demographic and housing information and identification all affordable units that will be credited toward Red Bank's fair share obligation. The draft plan will discuss the Borough's affordable housing history, identify all existing affordable units and credits, settlement agreements from any litigation, estimate the Borough's future obligation based upon the direction of the Court, and prepare necessary affordable housing ordinances and resolutions to effectuate the Housing Element. This proposal also includes work related to finalizing a settlement agreement in coordination with Borough professionals and key staff members.

CME will also review the Borough's existing affordable housing ordinances and prepare draft updates to the ordinances to be in compliance with current requirements.

After identifying a clear plan detailing compliance mechanisms with all stakeholders and its legal counsel and ordinance updates that align with existing regulations, CME will distribute a draft Housing Element and Fair Share Plan and ordinances to the project team identified by the Borough for review and comments. CME will then revise and finalize the draft documents to incorporate any comments prior to submitting the Housing Element and Fair Share Plan and ordinances to the Borough Planning Board for adoption at a public hearing. CME assumes one (1) Planning Board meeting and one (1) Governing Body meeting for the adoption of the Plan and ordinances.

After the Planning Board has adopted the Housing Element and Fair Share Plan with Governing Body endorsement, CME will attend the required Fairness Hearing to present the Housing Element and Fair Share Plan to the Court Master for Final Judgment of Repose and substantive certification. Upon receipt of substantive certification, CME will work with the Borough to ensure all ordinances, conditions, or requirements of the Final Judgment of Repose are met and implemented.

Fee Estimate: \$8,800.00

B. Preparation of a Spending Plan

In conjunction with the update of the Housing Element and Fair Share Plan, CME will prepare an updated spending plan that outlines how the Borough will meet its fair share obligations. Based on the aforementioned project team meetings and the Borough's obligations, CME will assess the available mechanisms and develop a feasible implementation schedule based on



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the Borough's existing affordable housing trust funds and anticipated revenue. Upon completing a clear schedule for the expenditure of the Borough's trust funds, CME will distribute a draft spending plan to the project team identified by the Borough for review and comments. CME will then revise the draft document to incorporate any comments prior to submitting the draft to the court master for review and comment. Upon incorporation of all comments from the court master and governing body, the final Spending Plan will be provided to the Governing Body for consideration for adoption and, subsequently, to the Court for approval.

Fee Estimate: \$3,000.00

C. Preparation of Court Mediation Documentation and Mediation Meetings

CME will attend up to three (3) mediation meetings with the Borough's court-appointed Special Master in order to discuss the Borough's fair share obligations and present a plan for implementation. CME will prepare documentation, including a cumulative credit summary for the Borough's existing and proposed affordable projects, summaries for existing and proposed projects, an overall affordable housing site map, and other documentation as requested by the Borough to distribute at the court mediations.

Fee Estimate: \$4,500.00

D. Meetings

This fee estimate includes a total of two (2) project team meetings, two (2) Planning Board meetings, one (1) Governing Body meeting and three (3) court mediation meetings as outlined above for a total of eight (8) meetings.

Total Fee Estimate: \$16,300.00

Limitations and Exclusions

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

1. Any services not included within the above Scope of Services are not included within this fee estimate. Any additional work stemming from the preparation of the Borough's Housing Element and Fair Share Plan or any other Court Orders placed upon the Borough that requires additional work is not included within this estimate. CME will submit a separate proposal for any additional work 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 hourly rate schedule.



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The hourly rate schedule fees are subject to change January 1 each year.

4. The contract terms will remain in effect one (1) year from date of this fee estimate.
5. Printing costs will be invoiced in accordance with the enclosed rate schedule.
6. In addition to the specific work items as listed herein, the client may be required to demonstrate compliance with additional court orders or regulatory requirements. These conditions may require revisions to the reports and/or preparation of additional supporting documentation. This fee estimate does not include these additional items.
7. This fee estimate does not include services for the preparation of any documentation based upon any new regulations, legislation, or court decisions that occur subsequent to the issuance of this proposal. Should new regulations, legislation or court decisions occur subsequent to the issuance of this proposal and create a need for additional services, we will provide a separate fee estimate for any required services.

We appreciate the opportunity to provide this proposal and look forward to continuing to assist you in satisfying the Borough's Mount Laurel obligation. Should this fee estimate meet your approval, please provide our office with a purchase order or Resolution as an indication to proceed with work. In the interim, 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


Laura J. Neumann, PE, PP
Borough Redevelopment Engineer

PVdK:jb

cc: Greg Cannon, Esq. – Borough Attorney
Leslie London, Esq. – Borough Redevelopment Attorney
Glenn Carter, PP, AICP – Borough Planner
Doreen Hoffman – Assistant Administrator