

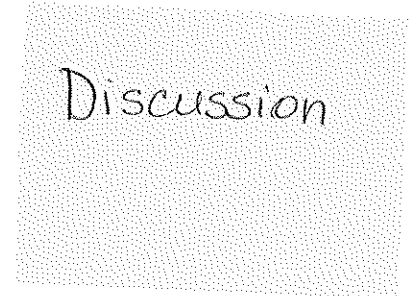


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April 24, 2020

VIA EMAIL



Peter Gorbatuk, R.M.C.
Municipal Clerk
Borough of Englishtown
15 Main Street
Englishtown, NJ 07726

Re: Proposal for Professional Planning Services
Master Plan & Development Regulations Reexamination Report
MC Project No. ELP-002P

Dear Mr. Gorbatuk:

Maser Consulting P.A. is pleased to submit the following proposal for professional planning services to prepare a Master Plan & Development Regulations Reexamination Report for the Borough of Englishtown. It is our understanding that the last Reexamination Report is dated 2011.

This proposal is divided into four sections as follows:

- Section I – Scope of Services
- Section II – Schedule of Fees
- Section III – Borough Responsibilities
- Section IV – Client Contract Authorization

SECTION I – SCOPE OF WORK

Task 1.0 Master Plan Reexamination Report

1. Maser Consulting will review the 2011 Master Plan Reexamination Report and conduct the necessary research on local, County, and State documents.
2. We suggest the Borough create a sub-committee of roughly four members to work with this office during the course of this project. This office will meet with the sub-committee at the beginning of the project to gain guidance on goals, priorities, issues, and policy recommendations. This first meeting will also review the ordinance findings memorandum and the goals memo. (See 3 and 4 below.)
3. Maser Consulting will review the prior Master Plan's goals and make recommendations for amendments to the goals. This will be summarized in a memo the sub-committee.



4. Maser Consulting will also perform a cursory review of the zoning regulations and make recommendations for changes and updates. This is especially important as new technologies (i.e. solar, wind, digital signs, etc.) have emerged over the last decade that the Borough may want to define, regulate or prohibit. This sub-task includes a maximum of four (4) hours of ordinance review, which will then result in a memorandum to the sub-committee with recommendations for discussion at the first meeting.
5. To assist in determining if there are any ordinance issues, Maser Consulting will request the Board of Adjustment's use variance activity from the past ten (10) years and copies of the last ten (10) Board of Adjustment annual reports.
6. After the meeting Maser Consulting will draft a Master Plan & Development Regulations Reexamination Report that complies with the requirements of N.J.S.A. 40:55D-89. Major sections of the report will address:
 - a. The major problems and objectives relating to land development in the municipality at the time of the adoption of the last Master Plan Reexamination Report in 2011.
 - b. The extent to which such problems and objectives have been reduced or have increased subsequent to 2011.
 - c. The extent to which there have been significant changes in the assumptions, policies, and objectives forming the basis for the Master Plan or development regulations as last revised, with particular regard to the density and distribution of population and land uses, housing conditions, circulation, conservation of natural resources, energy conservation, collection, disposal and recycling of designated materials and changes in State, County, and Borough policies and objectives.
 - d. The specific changes recommended for the Master Plan or development regulations if any, including underlying objectives, policies and standards, or whether a new plan or regulations should be prepared.
 - e. The recommendations of the Planning Board concerning the incorporation of redevelopment plans adopted pursuant to the "Local Redevelopment and Housing Law," P.L. 1992 C.79 (C.40A:12A-1 seq.) into the land use plan element of the Master Plan.
 - f. The recommendations of the Planning Board concerning locations appropriate for the development of public electric vehicle infrastructure, including, but not limited to, commercial districts, areas proximate to public transportation and transit facilities and transportation corridors, and public rest stops; and recommended changes, if any, in the local development regulations necessary or appropriate for the development of public electric vehicle infrastructure.



7. The Borough should note that this scope of work will produce a “basic” Master Plan Reexamination Report that will meet the statutory standards. It is anticipated that the final report will be approximately fifteen (15) to twenty-five (25) pages in length and accompanied by maps as needed.
8. Once a draft Master Plan Reexamination Report has been prepared, Maser Consulting will attend one (1) sub-committee meeting to discuss the draft document and receive comments. Following this meeting, Maser Consulting will make the requested changes to the report. This includes a maximum of three (3) hours of revisions.
9. After completion of any edits, the final draft will then be sent to the Planning Board Secretary to commence the adoption process.

Task 2.0 Meetings

Prior to the Board hearing, Maser Consulting will send ten (10) color copies and one (1) digital PDF to the Board Secretary. Maser Consulting will attend one (1) Planning Board meeting to present the report. This includes meeting preparation and hearing coordination. After the report is adopted, we will provide the Borough with three (3) signed and sealed hard copies and a digital PDF.

Task 3.0 Additional Services

Any services above and beyond the scope of work in Task 1.0 and 2.0 including preparation of notices, resolutions or ordinances or meetings above those delineated above will be billed hourly in accordance with the approved Rate Schedule between the Borough and Maser Consulting at the time of service.

SECTION II – SCHEDULE OF FEES

Maser Consulting’s work shall be invoiced on an hourly basis in accordance with the rates that are contained in the Schedule of Hourly Rates that is included in the professional services agreement between the Borough and Maser Consulting. Services will be billed at the hourly rate in effect at the time of service. The cost not to exceed for each task is as follows:

Task 1.0	Master Plan Reexamination Report	\$ 12,500.00
Task 2.0	Meetings	\$ 1,700.00
Task 3.0	Additional Services	Hourly

All work shall be invoiced in accordance with the terms and provisions of the agreement between the Borough of Englishtown and Maser Consulting for professional services. Maser will commence work upon receipt of either a resolution approving the proposal or a copy of the



executed client contract authorization on page 5. We anticipate that this project will take four (4) to five (5) months to complete.

SECTION III - BOROUGH RESPONSIBILITIES

The following items must be addressed by the Borough to assist Maser Consulting in the preparation of the Master Plan & Development Regulations Reexamination Report.

1. Copies of Board of Adjustment Year-End Reports from 2010 – 2019
2. Copies or PDFs of all Master Plan reports that have been adopted since April of 2011.
3. Copies of any zoning ordinances adopted since April of 2011.
4. Provide notice of any public hearings that are required for the Master Plan & Development Regulations Reexamination Report.
5. Prepare any required notices and/or resolutions.
6. Coordinate sub-committee meetings and Planning Board hearings.

CONCLUSION

We want to thank the Borough for providing the opportunity to perform this most important work. If you have any questions or clarifications regarding the scope of work, please do not hesitate to call our office.

Very truly yours,

MASER CONSULTING P.A.

A handwritten signature in black ink that reads 'Darlene A. Green'.

Darlene A. Green, P.P., AICP
Borough Planner

A handwritten signature in black ink that reads 'Deborah Alaimo Lawlor'.

Deborah Alaimo Lawlor, FAICP, P.P.
Discipline Leader, Planning Services

DAG/hk

cc: Leo Ponzio, Maser Consulting (via email lponzio@maserconsulting.com)



SECTION IV – CLIENT CONTRACT AUTHORIZATION

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract.

Signature

Date

Printed Name

Title