

Planning & Real Estate Consultants

April 22, 2021

John Gross
Chief Financial Officer
Township of West Orange
66 Main Street
West Orange, NJ 07052

VIA ELECTRONIC MAIL

Subject: **Proposal for Preparation of Comprehensive Amendment to the Downtown Redevelopment Plan – Township of West Orange, NJ**

Dear Mr. Gross:

As per your request, please accept the following as our proposal for Phillips Preiss Grygiel Leheny Hughes (PPGLH) to prepare a comprehensive amendment to the Downtown Redevelopment Plan for the Township of West Orange, which was originally adopted in 2003 and has been amended multiple times since its original adoption. The remainder of this proposal provides a proposed scope of work, schedule and budget for this assignment.

Scope of Work

It is our understanding West Orange is seeking to prepare a comprehensive amendment to the Downtown Redevelopment Plan that will focus on changing permitted uses and other development regulations for portions of the Township's Downtown Redevelopment Area. The plan amendment will be focused primarily on roughly the northern half of the Redevelopment Area (i.e. north of Lakeside Avenue and east of Main Street), although changes may affect other parts of the Redevelopment Area as well. Modifications to use and bulk standards as well as site, parking, building design and other regulations are anticipated. The Redevelopment Plan's subdistricts may also have their boundaries changed and/or may be supplemented or modified, and the amendment will also need to consider the relationship to the Township's affordable housing compliance.

We propose a scope of work for this project that includes attendance at a total of three public meetings, plus additional meetings with Township representatives and potential redevelopers. The following tasks are anticipated: inspect existing conditions in the study area; survey surrounding land uses and development trends; review existing development approvals for the study area; review the zoning ordinance and zoning map; review the current master plan documentation for the Township of West Orange; prepare draft and final versions of the redevelopment plan; and present the redevelopment plan to the Planning Board and Township Council at public meetings.

Timetable

The projected timeframe for this project is approximately three months, as follows:

Month 1

- Review of site development concepts
- Review relevant planning documents

- Meeting with municipal representatives and potential redevelopers to discuss plan parameters
- Prepare draft redevelopment plan amendment

Month 2

- Township reviews draft redevelopment plan amendment
- Meeting with municipal representatives and/or redeveloper to review draft plan amendment
- Revise draft redevelopment plan amendment
- Township of West Orange reviews revised draft redevelopment plan amendment

Month 3

- Finalize revised draft redevelopment plan amendment
- Township of West Orange provides all required public notices for public hearing on the redevelopment plan amendment
- Redevelopment plan amendment introduced for first reading by the West Orange Township Council and referred to the Planning Board as required by law
- Present redevelopment plan amendment to Township Council
- Attend Planning Board meeting for review of redevelopment plan amendment
- Attend Township Council meeting for second reading and public hearing on the redevelopment plan amendment

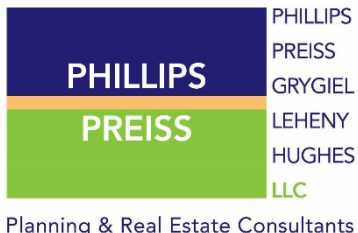
Note that this schedule assumes expedient scheduling of public meetings by the Township of West Orange and timely publication of required public notices. The schedule may be lengthened if there are issues with meeting scheduling and/or notice, or additional time is required to revise the redevelopment plan.

Proposed Budget

We would estimate the cost of services for preparation of the redevelopment plan amendment, and other tasks described above, will be approximately \$8,000 to \$9,000. This estimate includes attendance at three public meetings (of the Planning Board and the Township Council) and other meetings as described above. Our billing would increase should we be required to undertake supplemental work and/or attend additional hearings.

We propose to bill the Township of West Orange for our services based upon the billing rates for PPGLH principals and staff set forth in our 2021 contract with the Township for municipal planning services, which are as set forth below:

Paul Phillips, Managing Principal	\$175
Richard Preiss, Principal	\$175
Paul Grygiel, Principal	\$155
Elizabeth Leheny, Principal	\$155
Keenan Hughes, Principal	\$155
Kate Keller, Associate Principal	\$145
Senior Urban Designer	\$145
Associate	\$125
Senior Planner	\$125
Planner	\$115



Director of Graphics
Support

\$120
\$50

It should be noted that these rates have been discounted 20 to 30 percent from our standard billing rates consistent with company policy. Our firm's billing rates are inclusive of overhead and expenses, with certain limited exceptions (e.g., courier and express delivery service, bulk/special mailings, non-office copying).

Feel free to contact me with any questions regarding this proposal.

Yours sincerely,

Paul Grygiel
Principal

c: Richard D. Trenk, Esq., Township Attorney