

**RESOLUTION NO. 2016-33**

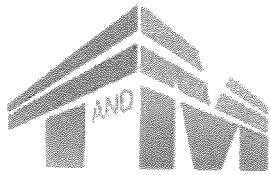
**WHEREAS**, the Township Council of the Township of Aberdeen is in need of professional planning services associated with the 2015 Housing Element and Fair Share Plan; and

**WHEREAS**, Martin Truscott, T&M Associates submitted a revised proposal on December 3, 2015 for aforementioned planning services.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Aberdeen that the Mayor And Clerk are authorized to execute an agreement with T&M Associates for a cost not to exceed the sum of \$23,000.00, in accordance with a proposal dated December 3, 2015, attached hereto and made part of this resolution.

This agreement is made without competitive bidding as a “professional service” under the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)a(I).

**BE IT FURTHER RESOLVED** that this resolution is subject to the Township Manager’s certification of availability of Township of Aberdeen funds.



YOUR GOALS. OUR MISSION.

ABDNOH-15002

September 16, 2015  
Revised December 3, 2015

Holly Reycraft, CTA, MPA  
Township Manager  
Township of Aberdeen  
One Aberdeen Square  
Aberdeen, NJ 07747

**Re: Township of Aberdeen  
Proposal for Professional Planning Services  
2015 Housing Element and Fair Share Plan**

Dear Ms. Reycraft:

T&M Associates is pleased to submit this proposal to prepare a Housing Element and Fair Share Plan for the Township of Aberdeen to address the requirements of the recent decision of the New Jersey Supreme Court. The following is the Scope of Services for undertaking the project. This scope is in addition to the work performed to date to assist the Township in evaluating the Township's affordable housing obligation and in filing the original motion with the court.

#### **PROPOSED SCOPE OF WORK**

The Township's previously adopted Housing Element and Fair Share Plan included an inventory of the Township's demographic characteristics and its housing stock based on prior Census data; a calculation of the cumulative Township housing obligation for COAH Cycle 1 and 2 (prior-round obligation), a vacant land adjustment and calculation of the Township's Realistic Development Potential (RDP), and a fair share plan. T&M will prepare a new Housing Plan Element and Fair Share Plan that addresses the Township's Cycle 3 obligation as established by the Court. T&M also will update the vacant land analysis as described below.

##### **TASK 1: Update of the Vacant Land Analysis**

T&M also will review and update as necessary the Township's vacant land inventory and prepare the requisite calculation of the Township's Realistic Development Potential (RDP). T&M will prepare the analysis in accordance with Cycle 1 and 2 regulations previously adopted by COAH unless otherwise modified by the Court. T&M will coordinate with the Township Administrator and Clerk and Tax Assessor to obtain all relevant data and information regarding existing land uses, publicly and privately-owned vacant land, and land use to prepare the VLA.

##### **TASK 2: Preparation of Cycle 3 Housing Element and Fair Share Plan**

T&M will complete three tasks, as described herein, to prepare a new Housing Plan and Fair Share Plan for the Township of Aberdeen.



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### **2.1 – Data Collection and Demographic Analysis**

T&M will compile and update data on demographic characteristics and housing stock based on current 2010 Census data and other relevant federal and state sources and incorporate this information into the plan.

### **2.2 – Plan Development and Workshop Meetings with the Township Council and Planning Board**

T&M will meet with the Township Council and the Planning Board to review the housing data, the vacant land analysis and calculation of the Township's affordable housing obligation. T&M also will present and review proposed compliance techniques for meeting the obligation. Based upon the direction of the Council and Planning Board, T&M Associates will prepare a final draft of the Housing Element and Fair Share Plan document for public hearing.

The draft Housing Element and Fair Share Plan will be prepared to address the Township's housing obligation in accordance with the current regulatory requirements and the permissible compliance techniques as may be approved by the Court.

### **2.3 – Public Hearing and Adoption**

T&M will prepare the amended Housing Plan and Fair Plan for public hearing and adoption by the Township Planning Board. The plan document will be submitted at least ten days prior to the public hearing which will be scheduled by the Planning Board.

Subsequent to the Planning Board public hearing and adoption, T&M will provide the adopted version of the plan document to Township Council along with required supportive documentation regarding proposed inclusionary sites and other proposed compliance mechanisms.

## **DELIVERABLES**

T&M will provide the deliverable documents as follows:

- Draft Housing Plan and Fair Share Plan—Fifteen (15) Copies.
- Final Housing Plan and Fair Share Plan, as adopted, Fifteen (15) Copies and One (1) CD in PDF Format.

Additional copies of the deliverable documents will be provided by T&M upon the request of the Township. If additional copies are requested, the Township will reimburse T&M for the price of providing additional copies of the documents.



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#### **Data and Documents to be Provided by the Township**

The Township will provide relevant documents and information to T&M as necessary, in digital and/or paper form.

#### **MEETINGS**

T&M will attend the following meetings as part of this project:

- One (1) workshop meeting with the Township Council to review the Township's obligation and potential implementation mechanisms to be included in the draft Housing Element and Fair Share Plan.
- One (1) workshop meeting with the Planning Board to review the draft Housing Element and Fair Share Plan.
- One (1) public hearing of the Planning Board on the plan.
- One (1) meeting of the Township Council to present the adopted plan and review required actions to implement the plan.

If requested by the Township, T&M will attend additional Planning Board or Township Council meetings as necessary to ensure the adoption of the plan by the deadline established by the Court. Attendance at such meetings will be billed on an hourly basis in accordance with our current municipal billing rates and professional contract with the Township.

The Township will be responsible for organizing, scheduling, providing public notice, preparing official minutes, or compiling transcripts of any public hearings and meetings

#### **FEES PROPOSAL**

T&M Associates estimates that the cost for the preparation of the Housing Element and Fair Share Plan, including meetings and hearings will be \$23,000.

T&M Associates will bill at an hourly rate in accordance with the 2015 schedule of municipal billing rates pursuant to the current professional services contract with the Township. The project billings will not exceed the estimates listed above, unless the Township authorizes an increase in the budgeted amount.

This fee proposal does not include the preparation of ordinances to implement the plan as finally recommended by the adopted Housing Element and Fair Share Plan, nor does it include the costs to respond to objections of the Housing Element once the plan has been adopted and submitted to the Court, such as responding to requests for additional information or mediation or other related services. T&M will present an additional estimate and request for authorization when such services may be requested.



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Additional meetings or work requested beyond that specified in this scope of work, will be billed on a time and materials basis in accordance with the T&M schedule of billing rates approved by the Township. No additional work or services will be undertaken without written authorization by the Township.

We look forward to working with the Township on this project. If we can provide you with any additional information, please do not hesitate to contact me.

Very truly yours,

T&M ASSOCIATES

A handwritten signature in black ink, appearing to read "Martin P. Truscott".

MARTIN P. TRUSCOTT, P.P., AICP, LEED-GA  
PLANNING CONSULTANT

SCS:MPT:lkc

cc: Ron Gordon, Esq. (via email)  
Stan Slachetka, T&M Associates

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