

PROPOSAL to ASSIST in the  
**Preparation of a Strategic Recovery  
Planning Report**

**Borough of Highlands**

December 2013



---

TRANSPORTATION • ENVIRONMENTAL SERVICES • REAL ESTATE DEVELOPMENT  
ENERGY & UTILITIES • WATER RESOURCES • PUBLIC WORKS

TMOH-13E35

December 30, 2013

Mr. Timothy Hill  
Borough Administrator  
Borough of Highlands  
171 Bay Avenue  
Highlands, New Jersey 07732

**Re: Proposal Assist in the Preparation of a  
Strategic Recovery Planning Report**

Dear Mr. Hill:

T&M Associates (T&M) is pleased to submit an original, a hard copy and CD of our proposal to assist in the preparation of the Strategic Recovery Planning Report (SRPR) services for the Borough of Highlands. We understand that the nonprofit organization, New Jersey Future, will be preparing the SRPR for the Borough and, if selected, T&M will provide professional planning and engineering services in support of this effort. Our firm has provided planning, consulting engineering and environmental services to New Jersey municipalities for nearly five decades. In that time, T&M has grown to have a multidisciplinary staff of nearly 350 employees holding more than 150 professional licenses. Our professional staff is dedicated to building strong relationships with our clients by consistently delivering quality and cost-effective services. None of the staff at T&M is under any state or federal suspension, debarment or disqualification action.

We understand that communities damaged by Superstorm Sandy require specific types of support to develop recovery plans that address post-storm conditions, implement storm-resistant approaches to rebuilding, and encourage sustainable economic growth. We were on the front lines in the Superstorm Sandy relief and recovery efforts. With some of our long-time clients suffering the greatest damages from the storm, T&M has played an instrumental role in providing strategic services to support long-range planning for community redevelopment, as well as planning to reduce our clients' vulnerabilities to future disasters.

For this effort, we can offer the Highlands our familiarity with the Borough and your specific recovery-related needs, as well as our depth of knowledge and experience having provided this report to other municipalities with successful results. This includes:

- Intimate knowledge of the Highlands and your post-Sandy priorities.
- Experience developing **Strategic Recovery Planning Reports (SRPR)** for other communities.
- Unparalleled expertise provided by our proposed team, led by Stanley Slachetka, PP, AICP, who was called upon to serve as a presenter at the "From Devastation to Recovery: Community Rebuilding after Sandy Workshop."

We believe that T&M's overall expertise and experience in planning, SRPRs, obtaining grants, and civil/municipal engineering, together with our understanding of the issues facing the Borough of Highlands and other storm-impacted communities, far exceed the minimum qualification requirements set forth in the Request for Proposal.

We will provide all services to the Borough from our Middletown headquarters. I can be reached at 732.671.6400 and at RKeady@tandmassociates.com. We look forward to assisting the Borough of Highlands on this exciting project.

Very truly yours,



Robert R. Keady, PE, CME  
Vice President  
Division Manager – Municipal North

*Cover Letter*

<b>Section 1</b>	Summary of Qualifications
<b>Section 2</b>	Key Personnel, Resumes & Licenses
<b>Section 3</b>	Relevant Experience & References
<b>Section 4</b>	Scope of Services
<b>Section 5</b>	Project Schedule
<b>Section 6</b>	Proposed Cost

T&M Associates (T&M) has been providing consulting engineering, planning and environmental services to New Jersey municipalities, counties, public and private clients, and government agencies for nearly five decades. Over the course of our firm's history, we have developed a unique capacity to assist with a variety of recovery-related planning challenges. With a multidisciplinary staff of nearly 350 employees holding more than 150 professional licenses, our expertise includes land-use planning, infrastructure engineering, landscape design, urban design, hydrology and hydraulics, transportation, sustainability, grant procurement and much more.

Our knowledge of the specific storm-related recovery needs of New Jersey's communities is extensive. We understand that these needs include the development of **strategic planning objectives** designed to address conditions that were created or exacerbated by Superstorm Sandy. Through our experience helping our clients over the years, we have also cultivated an understanding of how to most effectively identify and implement **storm-resistant planning approaches to rebuilding**, while encouraging **sustainable economic growth**.

In addition to our resources and experience, T&M can offer the Borough unparalleled expertise to help guide your post-storm recovery planning. Our proposed team will be led by Stan Slachetka, AICP, PP, whose expertise was most recently called upon as a presenter at the "[From Devastation to Recovery: Community Rebuilding after Sandy](#)" workshop. The free public workshop was co-sponsored by the New Jersey Department of Community Affairs and the New Jersey Redevelopment Authority, and was attended by mayors, planning and zoning board members, municipal managers, and business administrators from communities that experienced significant physical damage from Superstorm Sandy. The workshop presented an in-depth examination of the conditions, obstacles and opportunities on the path to recovery from the perspective of officials who led the most successful rebuilding efforts in communities devastated by Hurricane Katrina. Mr. Slachetka and fellow presenters offered practical tools for planning after Superstorm Sandy, as well as solutions to help manage local recovery, and resolve zoning issues and other land use challenges to redevelopment.

For this project, T&M brings extensive relevant experience to assist the Borough in developing their **Strategic Recovery Planning Report (SRPR)**. T&M is currently developing SRPRs for a number of other municipalities in the state, including the Borough of Rumson. To fund the report, T&M successfully secured a CDBG Post Disaster Planning Grant for the Borough. Additional details regarding our experience have been included in Section 3 of this proposal.

T&M's overall expertise in planning, preparation of SRPRs, obtaining grants, and civil/municipal engineering, together with our understanding of the issues facing storm-impacted communities, and our direct experience with the Borough, far exceed the minimum qualification requirements set forth in this RFP.

Our Planning Division has five full-time professional and technical employees including licensed Professional Planners who are qualified members of the American Institute of Certified Planners (AICP). Three of our planners are also certified LEED Green Associates (LEED-GA). T&M's planning projects have been recognized with awards for innovation, excellence, and achievement, including a prestigious National Planning Award from AICP, as well as awards from the New Jersey Chapter of the American Planning Association and the New Jersey Planning Officials.

### PROJECT MANAGER:

**Stanley Slachetka, PP, AICP**, brings over 30 years of planning expertise to our team. In addition to the expertise detailed in the previous section, he is the co-author of **The Local Redevelopment Handbook: A Guide to Rebuilding New Jersey's Communities**, published jointly by the New Jersey Department of Community Affairs and New Jersey Chapter of the American Planning Association. A second edition of the Handbook, with updates on the law and recent court cases, was published in 2012. Mr. Slachetka understands the unique challenges related to the social as well as economic impacts of post-Sandy recovery and a sustainable path moving forward. He is also is a certificate holder from the National Charrette Institute, and has conducted numerous community visioning meetings. A full resume detailing Mr. Slachetka's professional credentials has been included in this section.

### PROFESSIONAL TEAM:

**Dale Leubner** has over 23 years of extensive and experience and wide ranging knowledge of various types of engineering related projects for both the public and private sector. He has been involved with the design and construction of local, county and state roadways; various parks and sports complexes; residential and commercial sites, and other unique high-profile projects. He has also been involved in day-to-day engineering issues for municipalities and has completed numerous site plans, subdivision plans, and sanitary sewer reviews.

As Assistant Client Manager for the Boroughs of Highlands and Bound Brook, Mr. Leubner has provided design and construction support services for a multitude of sanitary sewer, roadway, park rehabilitation, and waterfront projects within the municipalities.

**Richard Cramer, PP, AICP**, has over 35 years of experience as a Professional Planner with municipal, county, and state government and as a private consultant. His specialty is comprehensive planning and he has prepared master plans and development codes for urban, suburban, rural, and coastal communities throughout New Jersey. He has served on numerous projects as planner to municipal planning and zoning boards, and county and state governments. He also served on the legislative committee of the New Jersey Chapter of the American Planning Association and as a planning instructor for Rutgers University. Mr. Cramer's planning work is distinguished by awards of achievement and by successful implementation. He is an expert on local land use regulation and has prepared ordinances at the cutting edge of zoning to control "big-box" development, residential dwelling size, and protect environmentally critical areas for T&M clients. In two decisions that expanded local control over development, the New Jersey Supreme Court upheld the ordinances prepared by Mr. Cramer.

**Martin Truscott, PP, AICP, LEED-GA**, Mr. Truscott has over 35 years of experience preparing master plans, open space plans, zoning ordinances, impact studies and other planning studies in both the public and private sector. He is the Planning Consultant for Fanwood Borough, Bound Brook Borough, and Rutherford Borough.

Mr. Truscott holds an MA in City and Regional Planning from Rutgers University, and a BA in Political Science, also from Rutgers. He is a Licensed Professional Planner in New Jersey, and a member of the American Institute of Certified Planners, American Planning Association and LEED-Green Association.

His professional experience includes:

- Preparation of master plans, reexamination reports, housing plans, redevelopment plans, zoning ordinances and development regulations
- Expert testimony before planning and zoning boards
- Review of development applications and consulting services for planning and zoning boards of various municipalities
- Planning and land use studies
- Demographic and population projection reports
- Grant applications to state and federal agencies

**Robert Dare, PP, AICP, MCIP, LEED-GA**, is a licensed Professional Planner, member of the American Institute of Certified Planners, and a LEED-GA who brings over 10 years of experience in areas such as master plan development; redevelopment, land use, and traffic and transportation planning; and urban design to this project. His active involvement in transportation and infrastructure related planning services will be particularly useful in the preparation of this report. It includes developing comprehensive master plan circulation elements; preparing regional mobility studies, and more. He has applied his strong analytical skills and broad expertise in planning and GIS to a variety of award-winning projects including smart growth plans, traditional neighborhood development plans, and land use codes and design standards. Mr. Dare holds both a BA and MS from Rutgers University, and is currently studying for his PhD in Urban Planning, Policy and Design, which he anticipates receiving in 2014.

**Anthony Rodriguez, PP, AICP, LEED-GA**, brings over seven years of relevant experience providing various planning services to this project. His expertise includes services for land use planning and the associated determination for cost estimation and anticipated timeframes related to project completion. His planning experience encompasses redevelopment, community visioning, grant writing and research, transit-oriented development and urban design. He is particularly familiar with master plan reexamination reports, subsequent ordinance modifications, and issues related to changes in the status of master plans. He has co-authored and assisted with multiple reexamination reports and redevelopment studies, and is well-versed in determining compliance mechanisms for a variety of Municipal Plan Elements. Mr. Rodriguez holds an MS in Planning from Florida State University, as well as a BA in American Studies from Rutgers University. He is a Licensed Professional Planner in New Jersey, and a member of the American Institute of Certified Planners, American Planning Association, and the LEED Green Association.

**Lori Thompson, GPC**, holds a Grants Professional Certification and serves as T&M's Grant Program Manager. She brings 11 years of experience in grant procurement to this project. Ms. Thompson is well-versed in acquiring, coordinating, administering and reimbursing federal, state, county and non-profit grant/loan funding programs. As a subset of grant services, she assists municipal and non-profit clients in planning and determines eligibility for a wide range of grant and loan programs. Ms. Thompson utilizes her network of professional working relationships with government agencies to enhance the opportunities of our municipal and private clients. She has secured over \$50 million in funding for local and county governments. Ms. Thompson holds a BS in Political Science from Kean

University, and is a certified Grants Professional and a member of the Grants Professionals Association.

Following Superstorm Sandy, Ms. Thompson, worked tirelessly to secure grants and other funding sources for our hardest hit communities, and worked directly with them to submit applications to FEMA.

### ADDITIONAL EXPERTISE AND RESOURCES

Our Planning Division is supported by T&M's vast pool of qualified professional staff who will contribute on multidisciplinary issues, such as landscape architecture, design and community engagement; infrastructure engineering; hydrology and stormwater management; environmental permitting; transportation planning and design, structural design and waterfront stabilization; and grant procurement and administration as needed during this project or the subsequent phases of the Borough's revitalization efforts.

T&M currently serves 20 New Jersey communities as Municipal Planner, Planning and/or Zoning Board Planner, or Special Projects and Redevelopment Planner.

We have received several awards for our planning services, including the West Lake Avenue Redevelopment Plan in Neptune Township, which won a Sustainable Development award at the Governor's Housing Conference, and the North End Redevelopment Plan in Ocean Grove. In addition, T&M received an Achievement in Planning Award from the New Jersey Planning Officials for the Asbury Park Scattered Site Redevelopment Program, and Lakewood Township's Smart Growth Plan.

T&M utilizes some of the most sophisticated computer hardware and software systems currently available for geographic information systems (GIS), transportation system planning, civil and structural engineering, land planning and design, architectural design and environmental analysis. Specially trained planners and environmental specialists with a comprehensive knowledge of computer programs and techniques will form an integral component of the overall project staff. T&M maintains a staff of five Information Specialists to manage a computer network of over 300 workstations, evaluate new programs prior to acquisition and installation, and staff a Help Desk 14 hours daily.

**Education**

Rutgers University, MS City & Regional Planning, 1983  
Eagleton Institute of Politics, Graduate Fellow, 1981-1982  
Rutgers University, BA Political Science, 1981

**Professional Registrations/Affiliations**

Licensed Professional Planner in New Jersey  
American Planning Association  
New Jersey Planning Officials  
American Institute of Certified Planners  
Charrette System Certified by the National Charrette Institute

**Years in the Industry**  
32

**Areas of Expertise**

Land Use Planning, Redevelopment, Affordable Housing, Policy Development, School Enrollment Projections

**Summary of Qualifications**

Mr. Slachetka’s background includes extensive experience in both the public and private sector. His areas of expertise include redevelopment, affordable housing and fiscal impact analysis. He has authored published reports and articles on these topics and a variety of other planning and development issues. He is co-author of The Local Redevelopment Handbook: A Guide to Rebuilding New Jersey’s Communities, published jointly by the New Jersey Department of Community Affairs and New Jersey Chapter of the American Planning Association. A second edition of the Handbook, with updates on the law and recent court cases, was published in 2012. Mr. Slachetka is a former Chief of Housing Services and Principal Planner for the New Jersey Council on Affordable Housing (COAH) and has extensive experience in the preparation of housing elements and fair share plans.

**Professional Experience**

- Professional planning consultant to New Jersey municipalities
- Preparation of master plans, redevelopment plans and studies, housing plans, local zoning ordinances and development regulations
- Expert testimony before planning and zoning boards
- Recognized expert in redevelopment and affordable housing issues
- Superior Court testimony on affordable housing and planning issues
- Preparation of school enrollment projections for local school districts
- Preparation of policy reports and analyses
- Drafting of legislation
- Testimony before Committees of the New Jersey State Legislature

**Key Projects**

**Strategic Recovery Planning Report, County of Union, NJ**

Project Manager for this project to provide a Strategic Recovery Planning Report, which T&M is currently preparing. The completed report will be developed in accordance with the requirements for grant funding. It provides:

- A summary of storm-related vulnerabilities in the community and recommended an approach with consideration for storm-resistant rebuilding
- Priorities and recommendations for municipal actions to implement the approach
- Details of projects specifically related to an application for a NJ Department of Community Affairs’ Post Sandy Planning Assistance Grant
- List(s) of critical infrastructure and their vulnerability
- Mapped areas of critical current and future vulnerability, including FEMA flood plain zones and elevation requirements.

**Preparation of Strategic Recovery Planning Reports, Multiple Municipalities, NJ**

Project Manager for current projects where T&M will be preparing SRPR Reports for Union Beach, Keansburg, Aberdeen, Waretown, Little Egg Harbor, Atlantic Highlands and Berkeley Township. The reports will evaluate the impacts of the disaster on relevant



community features, with a focus on planning goals, strategies, and priorities leading to actions that are most urgently needed for public safety and economic recovery. The reports will also serve as a guide for future actions and recovery efforts, and will include detailed descriptions of the projects proposed, planned implementation dates, and proposed funding sources for related recovery projects in each municipality.

**Borough of Union Beach Planning Services: Pre- and Post-Superstorm Sandy, Union Beach, Monmouth County, NJ** Provided services for the preparation of a new master plan in 2005, which contained a Land Use Plan Element, Housing Plan Element, Recycling Plan Element and a Statement of Consistency Plan Element. The Plan created a new vision for established residential, neighborhood, commercial and highway districts. Also served as Project Manager for the services to provide a Strategic Recovery Planning Report for this municipality, which suffered unprecedented residential and infrastructure damages in Superstorm Sandy.

**Lakewood Township Smart Growth Plan, Ocean County, NJ** Developed a Smart Growth Plan for this growing municipality that provides for future growth and development while preserving significant amounts of open space and the Township's natural resources. The Lakewood Smart Growth Plan is a comprehensive planning document that proposes an overall vision plan and center-based land use plan that promotes smart growth and sustainability. The Plan also balances development with an environmental preservation strategy that protects and preserves valuable open space and natural resources. The primary mechanism for open space and natural resource preservation is a non-contiguous clustering approach which allows clustering development in the growth areas and promotes preservation through the private market. The adopted plan received a 2010 Achievement in Planning Award from the New Jersey Planning Officials.

**Reexamination Reports and Master Plans and for Multiple Municipalities, NJ** Various planning services to municipalities including Point Pleasant Beach Borough, Lakewood Township, Cranford Township, Parsippany Township, Union Township and the City of Perth Amboy, NJ.

**Redevelopment Studies and Plans and for Multiple Municipalities, NJ** Various planning services to municipalities including the Townships of Alexandria, Cranford, Harmony, Montclair, Neptune and Union; Milford Borough, Gloucester City the City of Hackensack, and the City of Asbury Park (Scattered Site Redevelopment Plan), NJ.

**Neptune Township Strategic Revitalization Plan, Monmouth County, NJ** Assisting the Township in its efforts to revitalize the Midtown, Bradley Park and Shark River sections of the municipality. The plan addressed revitalization, redevelopment, housing rehabilitation and quality of life issues in targeted areas.


**Ocean Township Planning Services, Ocean County, NJ** Services have included preparation of a Master Plan Reexamination Report and Amended Land Use Plan Element, the Housing Element and Fair Share Plan, redevelopment studies and plans, and the successful application for plan endorsement and center designation from the New Jersey State Planning Commission. T&M also has prepared amendments to zoning and land development ordinances to implement these plans. Noteworthy milestones include, but are not limited to:

- Amended Land Use Plan Element of the Master Plan – 2003
- Master Plan Reexamination
- Edgemont Redevelopment Study and Plan – 2004
- Route 9 Phase 1 Redevelopment Study and Plan – 2004
- Environmental Resources Inventory



**Scattered Site Redevelopment Plan, City of Asbury Park, Monmouth County, NJ.** Provided services to develop a Scattered Site Redevelopment Plan for the City, which used municipally owned scattered site properties for the infill production of affordable single-family housing in residential neighborhoods.



**Smart Growth Plan, West Milford, NJ.**

**South Avenue Corridor Study, Cranford, NJ.**

 THE STATE OF NEW JERSEY  
**DEPARTMENT OF LAW & PUBLIC SAFETY**  
**DIVISION OF CONSUMER AFFAIRS**

[NJHome](#) | [Services A to Z](#) | [Departments/Agencies](#) | [FAQs](#)

 OAG Home | OAG Services from A - Z |  OAG Home

 OAG Contact | **DIVISION OF CONSUMER AFFAIRS** |  Eric T. Kanefsky  
Director

### License Information

Accurate as of December 27, 2013 12:52 PM

[Return to Search Results](#)

**Name:** STANLEY C SLACHETKA JR

**Address:** Metuchen,NJ

**Profession/License Type:** Professional Planners,Professional Planner

**License No:** 33LI00350800

**License Status:** Active

**Status Change Reason:**

**issue Date:** 10/1/1986

**Expiration Date:** 5/31/2014

For more information contact the New Jersey State Board of Professional Planners (973)504-6465



THE STATE OF NEW JERSEY

DEPARTMENT OF LAW & PUBLIC SAFETY

[NJHome](#) | [Services A to Z](#) | [Departments/Agencies](#) | [FAQs](#)

DIVISION OF CONSUMER AFFAIRS



> [OAG Home](#)

OAG Services from A - Z

> [OAG Contact](#)

DIVISION OF CONSUMER AFFAIRS

← [OAG Home](#)

Eric T. Kenefsky  
Director



### License Information

Accurate as of December 27, 2013 12:53 PM

[Return to Search Results](#)

**Name:** RICHARD S CRAMER

**Address:** Middletown,NJ

**Profession/License Type:** Professional Planners,Professional Planner

**License No:** 33LI00220700

**License Status:** Active

**Status Change Reason:**

**Issue Date:** 9/11/1979

**Expiration Date:** 5/31/2014

For more information contact the New Jersey State Board of Professional Planners (973)504-6465



OAG Home

OAG Services from A - Z

OAG Contact

DIVISION OF CONSUMER AFFAIRS

OAG Home

Eric T. Kanefsky  
Director



### License Information

Accurate as of December 27, 2013 12:53 PM

[Return to Search Results](#)

**Name:** MARTIN P TRUSCOTT

**Address:** Middletown,NJ

**Profession/License Type:** Professional Planners,Professional Planner

**License No:** 33LI00244300

**License Status:** Active

**Status Change Reason:**

**issue Date:** 7/1/1981

**Expiration Date:** 5/31/2014

For more information contact the New Jersey State Board of Professional Planners (973)504-6465



THE STATE OF NEW JERSEY

DEPARTMENT OF LAW &amp; PUBLIC SAFETY

[NJHome](#) | [Services A to Z](#) | [Departments/Agencies](#) | [FAQs](#)

DIVISION OF CONSUMER AFFAIRS

[OAG Home](#)

OAG Services from A - Z

[OAG Contact](#)

DIVISION OF CONSUMER AFFAIRS

[OAG Home](#)Eric T. Kanefsky  
Director

## License Information

Accurate as of December 27, 2013 12:54 PM

[Return to Search Results](#)**Name:** Robert E Dare, Jr.**Address:** Cinnaminson,NJ**Profession/License Type:** Professional Planners,Professional Planner**License No:** 33LI00596400**License Status:** Active**Status Change Reason:** License Issuance**Issue Date:** 3/8/2007**Expiration Date:** 5/31/2014

For more information contact the New Jersey State Board of Professional Planners (973)504-6465



[NJHome](#) | [Services A to Z](#) | [Departments/Agencies](#) | [FAQs](#)



OAG Home

OAG Services from A - Z

OAG Contact

DIVISION OF CONSUMER AFFAIRS



OAG Home

Eric T. Kanefsky  
Director



### License Information

Accurate as of December 27, 2013 12:53 PM

[Return to Search Results](#)

**Name:** Anthony R Rodriguez

**Address:** North Middletown,NJ

**Profession/License Type:** Professional Planners,Professional Planner

**License No:** 33LI00620300

**License Status:** Active

**Status Change Reason:** License Issuance

**issue Date:** 2/6/2012

**Expiration Date:** 5/31/2014

For more information contact the New Jersey State Board of Professional Planners (973)504-6465

### EXAMPLES OF SIMILAR PROJECTS/ENGAGEMENTS

#### **Strategic Recovery Planning Report**

##### **County of Union, NJ**

T&M was recently selected to prepare the SRPR for the County of Union that will be developed in accordance with the requirements of the program and will provide:

- A summary of storm-related vulnerabilities in the community and a recommended approach for storm-resistant rebuilding
- Suggested priorities and recommendations for municipal actions to implement the approach
- Details of projects specifically related to an application for a NJ Department of Community Affairs' Post Sandy Planning Assistance Grant
- A list of critical infrastructure and related vulnerabilities
- Maps of areas of critical current and future vulnerabilities, including FEMA flood plain zones and elevation requirements

##### Reference:

*William Inglefield, Department of Parks and Community Renewal, Union County Administration Building, 10 Elizabethtown Plaza, Elizabeth, NJ 07207, 908.527.4000*

#### **Preparation of Municipal Strategic Recovery Planning Reports**

##### **Multiple Municipalities, NJ**

T&M will also be preparing Strategic Recovery Planning Reports for Rumson, Union Beach, Keansburg, Aberdeen, Waretown, Little Egg Harbor, Atlantic Highlands, and Berkeley Township. The reports will engage Professional Planners to evaluate the impacts of the disaster on relevant community features, with a focus on planning goals, strategies, and priorities leading to actions that are most urgently needed for public safety and economic recovery. The Reports will serve as a guide for future actions and recovery efforts. The SRPR will contain detailed descriptions of the projects proposed, planned implementation dates, and proposed funding sources for related recovery projects in each municipality.

##### Reference:

*Thomas P. Cusick, Clerk, Borough of Keansburg, 29 Church Street, Keansburg NJ 07734, 732.787.0215*

### **Borough of Union Beach Planning Services: Pre- and Post-Superstorm Sandy** **Union Beach, Monmouth County, NJ**

Having served as the appointed Borough Engineer for Union Beach for more than 10 years, T&M's staff was familiar with the community's civil engineering challenges pre-Superstorm Sandy. Some of our planning experience within the Borough prior to the storm included preparation of a new Master Plan in 2005, which contained a Land Use Plan Element, Housing Plan Element, Recycling Plan Element and a Statement of Consistency Plan Element. The Plan created a new vision for established residential, neighborhood, commercial and highway districts.



After the storm, the Borough experienced near total destruction of residential structures, and unprecedented destruction of municipal infrastructure systems, such as power, sanitary services and potable water. Approximately 90 percent of the Borough was inundated from the floodwaters, and the entire Borough was littered with storm damage debris. More than 500 structures were significantly damaged; 177 were completely demolished, and more than 100 additional structures are slated to be taken down.

In response to the storm damage, T&M has provided a variety of planning and engineering services within the Borough. Our assistance with the relief, recovery and rebuilding efforts have included:

- Storm damage assessment, and post disaster revisions to maps and Borough Plans, including:
  - Advisory Base Flood Elevations Post Disaster HMGP (Hazard Mitigation Grant Program) Home Elevation Project Map
  - Community Map for the Proposed Post Disaster HMGP: Stone Revetment Wall Construction
- Performing a Post Sandy Planning and Recovery Study
- Pre-design planning and assessment services for multiple infrastructure rehabilitation and redevelopment projects
- Grant administration and funding assistance, including FEMA funding, through the:
  - HMGP that required narrative descriptions, cost estimates, and associated mapping for proposed projects
  - Flood Mitigation Assistance Grant Program
  - Severe Repetitive Loss Grant Program
  - Pre-Disaster Mitigation Grant Program
  - Repetitive Flood Claim Grant Program



We are currently developing Union Beach Borough's **Strategic Recovery Planning Report**.

#### References:

*Paul J. Smith, Mayor, Borough of Union Beach, 650 Poole Avenue, Union Beach NJ 07735, 732.264.2277*

*Anne Marie Friscia, RMC, Clerk, Borough of Union Beach, 650 Poole Avenue, Union Beach NJ 07735, 732.264.2277*



### SCOPE OF SERVICES

As indicated in the RFQ, T&M understands that the scope of services for this project involves the preparation of a Strategic Recovery Planning Report (SRPR) that will serve to fulfill the Department of Community Affairs (DCA) prerequisite for the Borough of Highlands to receive certain funding from the DCA's Post Sandy Planning Assistance program. T&M further understands that the nonprofit organization, New Jersey Future, will be preparing the SRPR for the Borough. T&M will provide professional planning and engineering services in support of this effort.

Pursuant to the requirements of the DCA's grant program, the SRPR will serve as a blueprint to guide the Borough's recovery from the effects of Superstorm Sandy and to reduce vulnerabilities to future storms. Accordingly, the SRPR will:

- Evaluate the impacts on affected community features in the Borough of Highlands and address the conditions created or exacerbated by the storm
- Articulate the planning goals, strategies, and priority actions that are most urgently needed to improve public safety, increase resistance to damage from future storms, and stimulate economic recovery
- Contain detailed descriptions of each of the projects proposed, a statement of need that demonstrates how each project relates to the impacts of Superstorm Sandy, why the project is important to the economic and environmental health of the community, the major tasks associated with each project, the estimated cost of implementation, identification of potential or actual funding sources to pay for project implementation, and estimated implementation dates

T&M has extensive knowledge of the planning and engineering needs and requirements that must be met in accordance with the Post Sandy Assistance Planning Program in order to obtain specific grant awards. We understand that the completed SRPR must support long-range planning for community redevelopment in municipalities like Highlands that sustained damage from Superstorm Sandy.

T&M's scope of services will incorporate the tasks listed below to support New Jersey Future in the preparation of the SRPR and comply with HUD Post Disaster Funding:

#### **TASK A/IDENTIFY MAJOR TASKS, DEVELOP ESTIMATED IMPLEMENTATION COSTS AND DELINEATE A TIMEFRAME**

T&M will identify major tasks, develop estimated implementation costs and delineate a timeframe for completing each recovery project the Borough intends to undertake. This task will include the preparation of preliminary contextual concept sketches of up to four priority recovery projects, to be selected in conjunction with the Borough. These sketches will help Borough officials and residents of the community understand the visual and physical impacts of the project.

#### **TASK B/EVALUATION OF SUPERSTORM SANDY'S IMPACT ON THE BOROUGH**

T&M will evaluate the major impacts of Superstorm Sandy on the Highlands, including public infrastructure; i.e., water and power lines, and public institutions including schools, hospitals, post offices, and prisons.

#### **TASK C/CRITICAL INFRASTRUCTURE AND THEIR VULNERABILITY**

T&M will list critical infrastructure and their vulnerability to disruption of services.

### **TASK D/CREATE MAPS OF AREAS OF CRITICAL, CURRENT AND FUTURE VULNERABILITY**

T&M will create maps of areas of critical, current and future vulnerability, including FEMA flood plain zones and elevation requirements.

### **TASK E/MEETINGS**

T&M will attend a maximum of two meetings with Borough officials and residents to present the work product of Tasks A through D.

### **TASK F/PREPARATION OF MONTHLY PROGRESS REPORTS**

T&M will prepare monthly progress reports that will be submitted to the Borough for submission to the NJ Department of Community Affairs and Office of Local Planning Services.

T&M understands that the SRPR is a prerequisite for additional post-Sandy planning grants that may be available from DCA. Accordingly, T&M will work in an efficient and expeditious manner to complete the project.

T&M estimates that the preparation of the SRPR will take approximate eight to ten weeks to complete. This includes one to two weeks to review existing documentation, as specified in Task A. Task B will take an additional two to three weeks to evaluate the impact of Superstorm Sandy in the Borough, and approximately one month to complete the preparation of the SRPR and present the final report to the Borough.

Please note that this schedule assumes that the Borough will assist T&M in the compilation of necessary planning documents, data, and information from the Borough.

## PROPOSED COST

T&M estimates that the cost of the project will be **\$19,900** based on the following task breakdown:

Task A–Identify Major Tasks, Develop Estimated Implementation Costs and Delineate a Timeframe	\$2,668.00
Task B–Evaluate Impacts of Sandy	\$5,528.00
Task C–List Critical Infrastructure	\$4,052.00
Task D–Create Maps of Areas of Critical, Current and Future Vulnerability	\$3,816.00
Task E–Meetings	\$2,368.00
Task F –Monthly Progress Reports	\$836.00
Direct Expenses	\$632.00
<b>TOTAL</b>	<b>\$19,900</b>