

MEMORANDUM

FNPB-G1101

To: Kevin Boris, Chairman
Fanwood Borough Planning Board

From: Martin P. Truscott, PP, AICP, LEED-GA *mp*

Date: July 7, 2011

Re: **Green Buildings and Sustainability Plan Element**

As requested, I am providing the Planning Board with a proposal for a Green Buildings and Sustainability Plan Element of the Fanwood Borough Master Plan.

You will recall that one of the recommendations of the most recent Master Plan Reexamination Report was to consider the adoption of a Green Buildings and Sustainability Plan Element of the Fanwood Borough Master Plan. This plan element, which was recently added to the NJ Municipal Land Use Law, is an optional element and identifies the following:

...which shall provide for, encourage, and promote the efficient use of natural resources and the installation and usage of renewable energy systems; consider the impact of buildings on the local, regional and global environment; allow ecosystems to function naturally; conserve and reuse water; treat storm water on site; and optimize climatic conditions through site orientation and design.

Please review the enclosed proposal and advise if the proposed scope of services addresses the Board's satisfaction. If appropriate, the proposal can be transmitted to the Borough Council for further review and consideration.

If you have any questions concerning the proposal, feel free to contact me.

c: (all w/enclosure)
Pat Hoynes, Administrative Officer
Robert Renaud, Esq. (via email)
Dominic Carrino, P.E., Borough Engineer, T&M Associates
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PROPOSAL FOR

**PLANNING SERVICES FOR
PREPARATION OF
GREEN BUILDINGS AND ENVIRONMENTAL
SUSTAINABILITY PLAN ELEMENT**

Submitted to:

**PLANNING BOARD
BOROUGH OF FANWOOD
UNION COUNTY, NEW JERSEY**



**11 Tindall Road
Middletown, New Jersey 07748
(732) 671-6400**

July 7, 2011

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INTRODUCTION

T&M Associates is pleased to submit this proposal for a Green Buildings and Environmental Sustainability Plan Element of the Borough of Fanwood Master Plan. The purpose of a Green Buildings and Environmental Sustainability Plan Element is to provide a framework for Ordinance amendments to increase green buildings, through new construction or renovations, and encourage environmental sustainable actions in the Borough by the municipality and through changes in land use and transportation and reduction of waste and energy use. The purpose of this project would be to address the requirements of the Green Buildings and Environment Sustainability Plan Element as identified in the Municipal Land Use Law. T&M Associates is particularly qualified to provide these services to the Borough of Fanwood. In addition to being the Borough's Land Use Board Planner, Affordable Housing Planner, Redevelopment Planner, and Borough Engineer, T&M is extremely well versed in the preparation of master plans and planning studies. In addition T&M Associates has 21 Leadership in Energy Efficiency and Environmental Design (LEED)-Green Associate (GA) professionals and 4 LEED-AP professionals. This proposal identifies the scope of services which will be provided by T&M Associates as part of this project.

T&M ASSOCIATES

T&M Associates is a multi-disciplinary firm providing comprehensive planning, engineering, surveying, geographic information system, and landscape architecture services. The firm's staff of over 300 personnel includes professional planners, landscape architects, environmental specialists, and engineers who are fully licensed in their disciplines and have experience in many aspects of energy conservation, renewable energy and sustainable technology. T&M has successfully completed numerous energy conservation and renewable energy projects throughout the region. As environmental concerns grow and the energy industry continues to develop, T&M continues to maintain our position on the forefront of the developing technologies, funding opportunities and regulations related to the market. We have an extensive experience working with private industry to install solar energy facilities. Having prepared the Borough's recent Master Plan Reexamination Report, T&M is fully aware of the planning issues in Fanwood.

SCOPE OF WORK

T&M will undertake the project in accordance with the following Scope of Work:

I. Environmental Sustainability Plan

T&M will prepare the Environmental Sustainability Plan containing the following:

A. Introduction and Purpose

1. Brief description and profile of Fanwood Borough.
2. Purpose and use of the plan element
3. Explanation of "green building" and "sustainability" concepts

B. Goals and Objectives.

C. Inventory of Sustainable Efforts.

Interview municipal officials to determine the current sustainable activities and efforts in the areas of land use, transportation, and energy and waste. For example information, in the land use sector, may include ordinance provisions to encourage mixed use buildings and redevelopment to increase proximity to transit, sidewalks, walking and bicycle trails, and retainage of wooded areas. Municipal facilities and operations will be addressed.

D. Review Potential Regulations and Sustainable Measures

- Listing of measures to encourage green buildings in the private sector.
- Actions to address sustainability of municipal facilities.
- Overview of sustainable measures addressing land use, transportation, energy and waste.
- Listing of activities in other municipalities.

E. Establish Targets and Benchmarks

Quantitative targets are important to be able to measure progress toward the Borough's goals.

F. Action Plan.

Prepare an action plan of short term and long term measures, ranked by priority, listing the responsible party and cost category.

II. Meetings and Hearings

T&M Associates will attend two Planning Board meetings in connection with this project. The first meeting will be a workshop session with representatives of the Borough and the Planning Board to review the draft report and discuss necessary revisions. The second meeting will be the public hearing.

III. Deliverables

T&M Associates will provide the following deliverables as part of this project:

- Draft Green Buildings and Environmental Sustainability Plan Element (digital format)
- Final Green Buildings and Environmental Sustainability Plan Element (digital format)

Digital Format of Deliverables - All plan text, visuals, photos, plans, graphics, data, and related information shall be provided in digital format on a CD for use and reproduction by the Borough and Planning Board.

PROJECT MANAGEMENT

T&M Associates will designate Martin P. Truscott, P.P., AICP, LEED-GA, as the project manager. Mr. Truscott will be responsible for coordinating the work effort, attending meetings and will serve as the principal contact with the Borough. Mr Stan Slachetka, PP, AICP, LEED-GA Mr. Slachetka, the current Fanwood Borough Redevelopment and Affordable Housing Planner, will also work on this project as well as the other planning professionals in T&M's Planning Division.

PROJECT SCHEDULE

The work products and tasks described in this schedule will be completed within three (3) months of the Borough's approval of this proposal.

FEE

T&M Associates can provide all of the services and work products described in this proposal for a fee of Fifteen Thousand Dollars (\$15,000). Services, requested by the Planning Board, beyond those specified in the scope of services herein shall be billed on a time and material basis in accordance with the attached rate schedule. Additional services will not be commenced without additional authorization.