



PRESERVATION
DESIGN
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April 23, 2026

Ms. Sara Quinlan, Historic Preservation Officer
Municipality of Princeton
400 Witherspoon Street
Princeton, New Jersey 08540

RE: Design Guidelines for Historic Districts
Adjustment of Services

Dear Sara:

Thank you for the opportunity to work with the Municipality of Princeton on the Design Guidelines for Historic Districts.

As we have discussed, our original proposal (dated 12/05/2024) was prepared with the assumption that the Guidelines would not exceed 200 pages in length. Through the course of working with the Guidelines Committee, it was determined that expanding the document to address additional subjects would ultimately better serve the goals of the HPC, applicants and staff. Based on the Committee’s direction, the final Guidelines will be 240 pages in length.

Page 4.1 of our proposal addressed the possibility of expanding the Guidelines as noted below:

ADJUSTMENT OF SERVICES

As described in our proposal, our Fee Proposal is for a two-hundred page Design Guidelines document. Rather than calculating additional pages at an hourly rate, each additional page would be billed at a rate of \$400 / page when added during the Draft Preparation phase of the project.

At this time, we are requesting an increase of \$16,000 (40 pages x \$400/page) in the Phase II: Final Workplan and Content Development portion of our Agreement, raising the Task fee total from \$110,000 to \$126,000.

Proposal Breakdown	Hawkins \$250/hr		Staff \$100/hr		Total
	Hrs	Fee	Hrs	Fee	
Phase I: Information Gathering and Review	32	8,000	20	2,000	10,000
Phase II: Final Work Plan and Content Development	360	90,000	200	20,000	110,000

I appreciate your consideration and am happy to discuss this at your convenience.

Thank you,

Dominique M. Hawkins, FAIA, LEED AP, NCARB
Partner, Managing Principal