



MUNICIPALITY ^{of} PRINCETON

Department of Infrastructure
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MEMORANDUM

To: Mayor and Council
From: Deanna Stockton, *Deputy Administrator*
Subject: Professional Services Agreement with USA Architects for a Retrofit Assessment of Various Buildings at the Westminster College Campus
Date: June 17, 2026

Attached for Council's execution at its June 22, 2026 is a contract with USA Architect's to conduct a retrofit assessment of various buildings at the Westminster College Campus in the not to exceed amount of \$74,100.

Princeton is currently working with a planning firm, Topology, to develop a Redevelopment Plan for the Westminster Campus after the site was designated as an Area in Need of Redevelopment. Through the community and stakeholder engagement component of Topology's Preliminary Investigation of the site, a set of Design Objectives was created to form a vision for the site and provide a framework for future concept alternatives. The Design Objectives, which were presented to the Council and public in November 2025, include the following (among others):

- Retain key existing site assets, including, at minimum, the Historic Quad, Cullen Center, and Playhouse.
- Be financially feasible.
- Address municipal facilities needs, including existing Monument Hall / Suzanne Patterson Center uses.

In order to advance Princeton's knowledge of specific Campus buildings and the potential costs for upgrading the same for public use, USA Architects was requested to provide a proposal to perform a retrofit assessment. USA Architects is currently under contract with Princeton for concept planning of a new Public Works facility. Attached is their proposal detailing their scope of work. In addition to assessing the Campus structures, they will be considering the space requirements for relocating municipal functions from the structures at Monument Hall and the Suzanne Patterson Building. The final deliverable will include a report and cost estimates. USA Architects estimates that these services will be completed within six weeks of notice to proceed.

Please contact me if you have any questions.

