



# MUNICIPALITY OF PRINCETON

Department of Infrastructure  
& Operations

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## MEMORANDUM

**To:** Mayor and Council  
**From:** Deanna Stockton, *Deputy Administrator*  
**Subject:** Proposal to Complete a Programmatic Study and Concept Planning for Various Municipal Facilities to be Sited at 298 River Road  
**Date:** December 15, 2025

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For more than 30 years, there has been recognition from elected officials that a new facility is needed to house the Public Works Department (DPW). As Princeton's 2025 Fourth Round Housing Plan Element and Fair Share Plan includes the Public Works sites located at 303 John Street and 27 North Harrison Street for 100 percent affordable housing developments, there is now a deadline looming to move the equipment and staff from these locations to a new site. The proposed location for the new DPW facility is at 298 River Road.

A Request for Proposals (RFP) was advertised to solicit proposals from consultants to complete the following two tasks within a very aggressive 90-day term for the planning of a new municipal facility:

- Phase 1 is a programmatic effort to determine the facility requirements of the activities / operations.
- Phase 2 develops a concept plan to co-locate the proposed facilities on the municipally-owned 298 River Road site and prepare a budgetary cost estimate of the design, permitting, site demolition, and site construction.

In response to the RFP, Princeton received twelve proposals. Staff selected a short-list of the five most qualified firms to interview. The team of USA Architects / CME Associates / Skanska were unanimously selected by the interviewees. USA Architects coincidentally completed a similar study in 2008-2010 for the Borough and Township for the 298 River Road site. At the time, they partnered with French and Parrello and were tasked with "Master Planning and Preliminary Design of a new Public Works Facility, Sewer Operating Committee Facility, and a Bus Storage Area". Their current team includes the following subconsultants:

- CME Associates for site / civil, structural, geotechnical, environmental, and MEP/FP
- Skanska for cost estimating

During the interview process, various consultants provided insights and feedback on the scope of work, some of which staff determined were valuable to this project. The value attributed to these items is specifically related to fully documenting the site constraints and opportunities. In a subsequent meeting and correspondence with the USA Architects team, we asked that they revise their scope of work for the project to include additional work that was not included in the RFP. For example, the consultant had originally noted certain portions of the municipal property that would not be mapped or have wetlands delineated. Based upon a cursory evaluation in the interview phase, another consultant identified pockets of potentially developable areas on this same discounted property so we asked that it be added into the scope. USA had also noted certain exceptions in their proposal including ground penetrating radar to locate underground storage tanks and the preparation of a preliminary assessment report to identify potential contamination that we feel is necessary to get a complete characterization of the costs to be anticipated in developing the site. We also requested that a Phase 3 be added to the scope of work to calculate the utility needs to serve the site. This work is necessary to develop the site but typically comes during design; we are advancing this work to be in a position to have utility infrastructure installed in case we need to accommodate the Public Works staff in advance of the facility build out.

Since the proposals were received, the Department of Infrastructure & Operations staff, with the assistance of the Mayor and Council members, have been refining the RFP list of facilities / operations to be considered in this planning effort. Provided below is the amended and prioritized list of facilities:

1. Princeton Department of Public Works
  - a. 303 John Street – Main Facility including materials and salt storage
  - b. 27 North Harrison Street – Fleet Maintenance and storage
  - c. Climate-controlled Vehicle Storage
  - d. 298 River Road – Sewer Department and materials storage
  - e. 500 Snowden Lane – Sign Shop and materials storage
2. Future potential needs / if space permits:
  - a. Fueling facility (if required for redundancy and public safety)
  - b. Electric Vehicle Charging Facility (specifically for electric service capacity to support charging; charging build-out would be a future phase)
  - c. Future Stormwater Utility equipment and staff
  - d. Princeton Police Indoor Multi-Purpose Training Facility currently located on the second floor of the Hook and Ladder building at 27 North Harrison Street. Assessment of needs in this contract will assist Mayor and Council in determining if / where this operation will be accommodated.
  - e. Animal Control Storage and Materials Management Area. Assessment of needs in this contract will assist Mayor and Council in determining where this operation will be accommodated if its current location(s) becomes unavailable.
  - f. Climate-controlled file storage
  - g. 45 Stockton Street – Parking Meter Maintenance Shop. Assessment of needs in this contract will assist Mayor and Council in determining where this operation will be accommodated if its current location(s) becomes unavailable. It is preferred that a site is located closer to the Central Business District is located for this operation, as it serves only the CBD.
  - h. Princeton Recreation Department equipment storage currently located at 380 Witherspoon Street and at Community Park South
  - i. Office of Emergency Management climate-controlled vehicle and supplies storage currently located at the former PFARS building located at 237 North Harrison Street

Due to the deadlines for affordable housing development, we established an aggressive project term for this work. Once the programming and concept planning is completed under this contract, permitting and design services will be required. This 120+ acre site has significant environmental constraints - wetlands, state open waters, riparian areas, flood hazard areas, D&R Canal Zone A, a historic property, and a landfill - which will impact how much of the site is available for municipal use. The main site access from River Road is routinely inaccessible due to flooding; a second access road must be developed from Herrontown Road, which will most likely be located between the solar panel array and the Police training area over top of the capped landfill. Due to its proximity to the D&R Canal, the project will be subject to the highest level of scrutiny by the D&R Canal Commission. A portion of the 120+ acre site is also Green Acres-encumbered which also restricts the area where municipal use may occur. With a potential deadline of two years to make the John Street and Harrison Street municipal properties available for fourth-round affordable housing development and the extended permitting window, it is imperative that the planning phase commence and conclude quickly – hence the aggressive term.

The consultant team's fee proposal to complete the requested scope of work is \$469,901 per the following table. It is a substantial amount of money, but we are confident that the USA Architects team will produce a concept plan and project estimate that will enable Mayor and Council to make the critical budgetary decisions necessary.

**REVISED 11/13/25**

**FEE SUMMARY**

	ARCH	ENG	COST	TOTALS
	USA Architects	CME Engineering	Skanska	
<b>Fee for Task No. 1</b>	\$49,350	\$13,926	\$8,780	<b>\$72,056</b>
Phase 1 Services				
<b>Fee for Task No. 2</b>	\$54,930	\$199,444	\$12,240	<b>\$266,614</b>
Phase 2 Services				
<b>Fee for Task No. 3</b>	\$3,240	\$60,432	\$3,460	<b>\$67,132</b>
Phase 3 Services				
<b>Fee for Task No. 4</b>	\$0	\$4,960	\$0	<b>\$4,960</b>
Goetech, Driller				
<b>Fee for Task No. 5</b>	\$0	\$5,000	\$0	<b>\$5,000</b>
Title Report				
<b>Fee for Task No. 6</b>	\$0	\$8,100	\$0	<b>\$8,100</b>
Phase 1A Arch				
<b>Fee for Task No. 7</b>	\$0	\$24,564	\$0	<b>\$24,564</b>
Bldg Eviron Testing				
<b>Fee for Task No. 8</b>	\$0	\$4,600	\$0	<b>\$4,600</b>
Test Pits				
<b>Fee for Task No. 9</b>	\$0	\$14,375	\$0	<b>\$14,375</b>
GPR Allowance				
<b>Fee for Task No. 10</b>	\$0	\$1,500	\$0	<b>\$1,500</b>
Hist Data Report				
<b>Reimbursables</b>	\$0	\$1,000	\$0	<b>\$1,000</b>
Expenses				
<b>TOTAL FEE</b>	<b>\$107,520</b>	<b>\$337,901</b>	<b>\$24,480</b>	<b>\$469,901</b>

For a frame of reference, in 2010, USA Architects estimated that the cost of the 298 River Road envisioned would cost between \$26 and \$35 million. The six-year capital budget submission from the I&O Department includes a \$40 million request for the proposed facility.

If you have any questions, please contact me.