

Request for Proposals for Professional Services

**Feasibility Study for the Relocation of Millburn
Department of Public Works to
John F. Kennedy Parkway Site**

for the

TOWNSHIP OF MILLBURN

ESSEX COUNTY, NEW JERSEY

ISSUE DATE: January 9, 2019

DUE DATE/TIME: February 13, 2019/ 11:00 a.m.

Issued by:

**The Township of Millburn
375 Millburn Avenue
Millburn, New Jersey 07041**

Request for Proposals for Professional Services

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Department of Public Works to
John F. Kennedy Parkway Site

Proposals must be received by 11:00 am on Wednesday, February 13, 2019

INTRODUCTION

The Township of Millburn is requesting the submittal of proposals from qualified firms or individuals authorized to do business in the State of New Jersey to prepare a Feasibility Study to investigate the suitability of a new site for the relocation of the Millburn Department of Public Works from its existing location on Essex Street to a site on John F. Kennedy Parkway known as Block 5401, Lot 1. The proposed site is owned by the Township of Millburn.

The purpose for the proposed relocation is to move a necessary, but inherently unattractive operation from a downtown setting to a location that is much more suitable and appropriate for the nature of the work that is conducted at a public works yard. The move would free up piece of real estate in a prime location in downtown Millburn, making it available for development.

The final design and bidding documents of this work are not included in this contract. The results of the Feasibility Study are intended to be used for planning purposes only. The Feasibility Study shall be complete seventy five (75) calendar days from the date of contract execution. **The consultant shall submit their proposal by February 13, 2019 11:00 am.**

PROJECT SCOPE

The project shall include all necessary professional studies and services to provide a Feasibility Study for the relocation of the entire operation of the Department of Public Works (DPW) from its existing location at 345 Essex Street, Millburn to an approximately 12 acre site owned by the Township on JFK Parkway, a limited access Essex County road, in Short Hills. The site on JFK is currently, and has been for many years, utilized as the Township's leaf composting facility. It is bordered on the north by Canoe Brook (tributary to the Passaic River) and City of East Orange Water Company, on the east by Parsonage Hill Road, on the south by John F. Kennedy Parkway, and on the west by New Jersey American Water Company.

The consultant or team of consultants will be responsible to perform site visits to become familiar with the site and the proposed use in order to anticipate the level of services necessary to **provide an accurate, not to exceed contract fee proposal** for the above-mentioned and herein described scope of work.

The consultant shall submit with their proposal a timeline of the deliverables, identifying various milestones to be completed within the seventy five (75) day allotted time frame for the study. The proposals shall be submitted to the attention of the Township engineer

having the associated fees structured in accordance to the outline provided. It is recognized that more than one consultant with different areas of expertise may be required to complete the following scope of services. Please provide resumes, past/relevant experience for the prime and sub consultants.

SCOPE OF FEASIBILITY STUDY

The following outline identifies the minimum scope of services for the Feasibility Study. The Consultant shall review the items and include any additional items they feel necessary to provide a complete and accurate assessment, and one that would ultimately permit the Township to make an informed decision.

- Study of flood plain, wetlands, riparian and wetland buffer area delineations, and other environmental issues that may impact the suitability of the site for the intended use.
- Determination of available construction envelope.
- Investigation of the physical site characteristics, soil bearing capacity, and topography, to determine the extent of site preparation required
- Investigation of the feasibility of ingress/egress from/to Parsonage Hill Rd., which would require construction of a bridge over Canoe Brook and acquisition of a permanent access easement from the City of East Orange.
- Investigation and report of NJ Department of Environmental Protection permitting requirements
- Approximate cost estimate and schedule for the development of site construction plans and specifications

INVESTIGATIVE PHASE

Post Award Meeting

Upon award of contract, the Township will schedule a meeting at Town Hall with the Consultant and key township personnel from the DPW, engineering, and administration, to discuss the important facets of the study and to identify any missing information that may be required for a successful completion. At this time, information available from the Township related to this project shall be provided.

The design criteria information, such as building size and number and size of vehicles in the fleet, will be provided so the consultant has a sense of the optimal amount of space required for the operation of the facility. The Consultant must have a complete

understanding of the both the daily and seasonal operations of the DPW so they may be able to assess the suitability of the proposed site.

Information Gathering

The Consultant shall be responsible for gathering all site information required, including field work for geotechnical analysis, and shall provide a plan or plans and a report containing all information as described and requested herein. This may include, but is not limited to, contacting the NJDEP, Essex County, and City of East Orange, as well as obtaining a soils report with information regarding soil bearing capacity. The information provided by the Feasibility Study should be of sufficient quality and quantity so as to allow the Township to decide whether to proceed to a design phase of site development/construction.

Cost Estimate and Timeline

The Consultant is required to provide a cost estimate that includes site preparation costs, cost of preparing and obtaining NJDEP permits if required, and approximate cost for the proposed site ingress and egress. The expected cost of preparation of architectural and engineering bid documents (plans and specifications) for the total project shall also be included. It is noted and understood that all costs are approximate and shall be used by the Township for planning purposes only.

A project timeline shall be developed with the Consultant's best estimate of the amount of time that would be required for all items listed in the cost estimate, as well as a projected estimate of the duration of construction. Again, this information will be used by the Township for planning purposes only.

DELIVERABLES

The Consultant shall be required to provide a site plan or plans, and written report that provides the following information, at a minimum:

Plan Submittal – The consultant shall prepare, submit and present a conceptual site plan including the minimum following elements delineated or identified:

1. Site plan showing dimensions
2. Key map identifying adjacent properties
3. Delineation of streams and wetlands, and their associated buffer zones
4. Available construction envelope
5. Easements – owners thereof, location, and dimensions
6. Street R.O.W.s
7. Depiction on site plan of ingress/egress location over Canoe Brook and through adjacent property

Written Report Submittal - The consultant shall prepare a written report which contains the following information:

1. Brief introductory description of what information was gathered and the extent of studies/testing done
2. Written discussion/report of site, including topography and soil conditions, geotechnical, and site hydrology, and the anticipated site preparation that would be required
3. Written discussion of environmental impacts/restrictions, if any
4. Approximate Cost estimate as previously described above
5. Approximate Timeline for site investigation, surveys, and field work, design and bid document preparation phase, bidding phase, permitting, and construction phase

The Consultant shall deliver three (3) full size copies of the plan or plans and three (3) copies of the written report. In addition, the Consultant shall deliver one (1) digital copy of both the plans and the written report.

AWARD CRITERIA

The Township of Millburn reserves the right to award the contract generated from this **Request for Proposal (RFP)** to the respondent who presents a proposal that best meets the specifications as listed herein and represents the most beneficial procurement as determined by the Township.

The award will be made by the Township governing body and shall be based on the respondent's interpretation of the Township needs, as exhibited by the criteria listed below:

A. Experience and Qualifications of the Respondent

Consideration will be given to respondents demonstrating strong capabilities, experience and reputation in undertakings similar to those described in this RFP. Similar experience will be understood to include providing similar services to municipalities or like entities. References attesting to the quality of services performed and/or demonstrated ability of the respondent will also be considered.

B. Proposal Completion

Proposal responses will be evaluated on completeness and responsiveness to the requirements of the RFP, and proposal presentation.

C. Project Understanding

Proposal demonstrates an understanding of the project's objective and scope as evidenced by the quality and substance of the submittal

D. Financial Terms

Consideration will be given to the proposal that presents the most cost efficient terms to the Township over the term of the contract.

The Township reserves the right to waive any minor deviation in proposal responses received when such waiver is in the best interests of the Township, and reserves the right to modify any requirements, terms or conditions as outlined in this RFP when such modification (s) is (are) in the best interests of the Township.

Proposals will only be accepted from thoroughly competent, experienced and financially qualified individuals or entities as determined solely by the Township of Millburn. Respondents are responsible for submission of accurate, adequate and clear descriptions of the information requested. Omissions, vagueness or inaccurate descriptions or responses shall not be interpreted in favor of the bidder and shall be grounds for bid rejection.

This document is not an offer to contract but is an RFP as defined herein, to satisfy specific user requirements of the Township of Millburn. Neither the issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the Township of Millburn, will commit the Township to award a contract to any respondent even if all of the user requirements in the RFP are met. The Township may modify these requirements in whole or in part and/ or seek additional respondents to submit proposals. Only the execution of a written contract will obligate the Township in accordance with the terms and conditions contained in such contract. Respondents may be required to make a presentation of their qualifications to the Township.

QUALIFICATIONS REQUIREMENTS

The respondent must have experience in producing reports that offer practical information, rigorous analysis and effective action plans derived from this analysis and information. Background and support for the respondent's work will be provided by the Township. It is expected that the respondent will meet with other Township staff and various other outside parties.

FORM OF PROPOSALS

The Township of requesting proposals to be structured in the following itemized format in order to assist in evaluating proposals received. The proposal shall not include unnecessary promotional material. The Township invites the Consultant to submit relevant items of work and associated cost that may not have been included in the above outline. Exclusions shall also be stipulated in the proposal. The following general framework should be used in the **Proposal**:

1. Cover Letter – An introduction describing interest and commitment in providing professional services to the Township, and a description of the individual(s) or firm(s) involved in the proposal and relevant experience with similar projects. Letter should be signed by a person authorized to negotiate a contract with the Township.

2. Work Plan – Proposed work plan for project tasks and deliverables. A fee estimate must be given for each task. The work plan may show additional suggested tasks or work products that would improve this project’s ability to fulfill stated objectives.
3. Personnel – Tasking of personnel including expertise and qualifications of key team members assigned to the project should be included. A project manager should be identified as the point of contact for the Township.
4. Budget – Provide a detailed breakdown of the proposal cost including (at a minimum): Personnel costs by staff person assigned, and general/administrative overhead, travel expenses, subcontractors (if applicable), other direct expenses, fixed fee and **Total Proposal Cost**.
5. References – Provide a list of past clients for whom the firm has performed work of a similar nature. For each reference, provide a contact name, phone number, and email address. Include a minimum of three references and no more than six.
6. Capacity of the respondent – Does the respondent’s current workload and future obligations permit a timely completion of this project?

Submittals with Proposal

Accompanied with the proposal, the consultant shall provide Certificate of Employee Information Report, NJ Business Certificate, and Business entity Disclosure Certification.

The Township is requesting proposals to be submitted to the Engineering Department by **11:00 a.m.** on **February 13, 2019** at the Township Municipal Building. It is requested three original copies of all proposal documents be submitted to the following contact:

Martha Callahan, P.E., C.M.E.
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375 Millburn Avenue
Millburn, New Jersey 07041
973-564-7052 mcallahan@millburntwp.org