



THE TOWNSHIP OF MILLBURN

375 MILLBURN AVENUE
MILLBURN, NEW JERSEY 07041

Township of Millburn REQUEST FOR PROPOSAL HISTORIC PRESERVATION CONSULTANT

The Township of Millburn, a municipal corporation with its Town Hall at 375 Millburn Avenue, Millburn, NJ 07041, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 is soliciting proposals from consultants for the appointment and position of Historic Preservation Consultant for April 1, 2019 through December 31, 2019. The Township will be appointing one consultant/firm for the position/appointment.

POSITION/APPOINTMENT

The position of historic preservation consultant generally includes providing services and representation of the Historic Preservation Commission. The position of Historic Preservation Consultant will provide an hourly rate for services.

Escrow Services: The chosen historic preservation consultant will be compensated through escrow fees for all work performed for applications to the Historic Preservation Commission.

SCOPE OF SERVICE

The Township is seeking proposals for one consultant/firm to provide services as a Historic Preservation Consultant. The quotation submitted should be a per hour rate at which the consultant will be compensated for their services. The Township will appoint one consultant/firm based on its evaluation. The consultant will work directly with the Historic Preservation Commission, Township Administrator or their designee with services that will include but are not limited to the following;

- Attendance at monthly Historic Preservation Commission Meetings
- Review of applications including preparation of reports (escrow)
- Meetings, telephone calls and correspondence with applicants (escrow)

- Application for grants on municipal historic projects
- Bid specifications and construction documents for work on historic Township owned properties
- Assist the Township in any other related matters that may be assigned

EVALUATION

Proposals will be evaluated by the Township of Millburn on the basis of the most advantageous, with due consideration to the qualifications, experience and quotations submitted and other factors and criteria. The compensation proposal will be considered but will not be the controlling factor. The evaluation will generally consider the following criteria:

(a) Experience and reputation in the general field of consultancy in the field of Historic Preservation, and in the representation/technical support of Historic Preservation groups or commissions and municipalities. As a minimum qualification, the consultant should have five (5) years of experience as consultant to municipalities or other entities on historic preservation. The Township will evaluate the consultant's experience with regard to these groups, accreditations or organization affiliations, experience working with SHPO or other national level historic preservation groups.

(b) Knowledge of Historic Preservation matters, techniques, construction, construction materials, architecture and planning will also be evaluated.

(c) Compensation proposal. As noted, the responding consultant should provide a proposal a per hour fee quotation for their services.

(d) Other factors in the best interest of the Township of Millburn.

PROPOSALS

Proposals must be in writing and include at a minimum the following information:

(a) Cover letter describing interest and commitment in providing professional services to the Township. The letter shall be signed by a person authorized to negotiate a contract with the Township.

(b) Qualifications and experience of the firm on similar services provided to municipalities and/or their historic preservation commission/group within the last five years.

- (c) Individual resumes for all staff to be assigned to this contract.
- (d) The most current rate schedule that includes the rates of all applicable staff that may be assigned to this contract.
- (e) Minimum of three references and no more than six (name, agency, title, address, email and telephone number) for recent similar or related work.
- (f) Any additional relevant information that may be helpful in the selection process including any exceptions taken to the Township's standard agreement.

NOTE: All required documentation under the New Jersey Local Public Contracts Law will be required to be submitted prior to the signing of a contract with the Township of Millburn.

PROPOSAL SUBMISSION

Sealed proposals will be received by the Township of Millburn, County of Essex, State of New Jersey, in the **Administrator's Office at 375 Millburn Avenue, Millburn, New Jersey**, on **Friday, January 30, 2019, 3:30 p.m.**, prevailing time, and at that time will be publicly opened and read.

The proposal (an original and 7 copies) must be enclosed in a **SEALED ENVELOPE**, properly endorsed with the name of the Bidder, with the designation "**TOWNSHIP OF MILLBURN, SEALED PROPOSAL, 2019 PROFESSIONAL SERVICES – HISTORIC PRESERVATION CONSULTANT, FRIDAY, JANUARY 30, 2019, 3:30 p.m.**" Proposals submitted by facsimile or email will not be accepted.

After receipt, the Township of Millburn will review and evaluate the proposals and qualifications. In the absence of unusual circumstances, the Township Council anticipates adopting a resolution appointing the Municipal Township Attorney on March 19, 2019 at their regular Committee Meeting.

The Township reserves the right to reject any and all proposals and waive any informality or non-conformity in any submission to the extent that it is lawful and in the best interest of the Township. To the extent permitted by law, the Township reserves the right to negotiate with qualified attorneys after the submission of proposals.

Any questions regarding this proposal/process should be submitted in writing to Alexander McDonald, 375 Millburn Avenue, Millburn, New Jersey 07041, (973) 564-7748 FAX or email administrator@millburntwp.org.

ALEXANDER MCDONALD
TOWNSHIP ADMINISTRATOR