

Township of South Orange Village Request for Proposals

SOUTH ORANGE HISTORIC PRESERVATION COMMISSION RESEARCH & RECOMMENDATIONS

The Township of South Orange Village requests proposals ("RFP") from qualified professional planning firms for researching the creation of an historic preservation commission in South Orange, Essex County, New Jersey. This request for proposals is being solicited and will be awarded pursuant to a "fair and open process" as provided for in N.J.S.A. 19:44A-20.7. Notwithstanding the foregoing, the successful proposer will be required to execute the certification provided for in N.J.S.A. 19:44A-20.8 regarding political contributions. More specifically, proposals made by or on behalf of parties who have made political contributions set forth in N.J.S.A. 19:44A-20.5 shall be rejected.

PURPOSE: The research, which will include conducting public workshops in order to obtain public input, will be the basis for a Recommendation Report ("Report"), which will be the result of activities conducted under this contract.

STATEMENT OF QUALIFICATIONS: All firms responding to this Request for Proposals shall provide a Statement of Qualifications (SOQ) with their proposal. The SOQ will provide the firm's principles' and project team's background, experience, and staffing availability. The firm should provide examples of similar projects and samples of its work for consideration by the Village.

SCOPE OF WORK: The successful firm shall perform a minimum of five public workshops sessions ("workshops") to expand upon the historic element of the Village's Smart Growth Plan with a focus on creating design standards, which will include preparing for the workshops using the guidelines set by the National Charette Institute or similar standards, undertaking a comprehensive outreach strategy to ensure the involvement of various segments of the population and stakeholders, and monitoring and collating documents and materials produced during the workshops.

The successful firm will then produce a report recommending amendments for relevant existing documents (e.g. historic element, zoning) and a set of detailed suggestions for an Historic Preservation Ordinance that includes design guidelines and development standards. The report will address the following:

A. BACKGROUND/EXISTING RESEARCH & REPORTS

- Review existing reports studies and ordinances, including the South Orange Village Master Plan, the Zoning Ordinance, the Smart Growth Strategic Plan, and the recommendations set forth by the Ad Hoc Committee on Historic Preservation as well as other relevant plans. These are available for review at the Village Clerk's office.
- Identify conflicts between previous plans and recommend changes to existing plans in order to eliminate conflicts.
- Develop an assessment of existing historic character and preservation issues; review existing plans and current uses of the various buildings structures.

- Document opportunities and constraints identified in the Village, with a focus on the areas described in the preamble.

B. MISSIONS & GOALS

- Work with Village Administration, the Board of Trustees, the Planning Board, the South Orange Historical and Preservation Society and the Montrose Park Historic District Association to establish the parameters for the ordinance.
- Develop project schedule: identify milestones, including schedule for progress meetings, public meetings, submission of draft and final reports, and adoption of the ordinance.
- Develop public outreach process including stakeholders, such as residents, landlords, business owners and other relevant property owners.

C. RECOMMENDATIONS AND IMPLEMENTATION

- Make recommendations on the content and structure of the Historic Preservation commission ordinance based on community feedback, guidance from the administration, and data gathered above. Develop supporting documentation including site plans, charts, statistics, and renderings.
- Recommend Preservation Commission membership composition based on input from stakeholders, workshops and community character.
- Quantify future development and residential housing units as a determination as to the immediate and future historic architectural characteristics of the Village and the potential revisions for the design of the Village.
- Establish priorities for the Village regarding new construction, rehabilitation and renovation.
- Develop a timeline phasing plan for implementing the ordinance.

D. EVALUATION CRITERIA

All proposals will be evaluated based on the following criteria:

1. Firm experience and capability to provide services requested.
2. Experience of key staff assigned to project
3. Creativity
4. Thoroughness of response
5. Reference evaluation
6. Cost

FEE PROPOSAL: Fee proposals must provide a breakdown using the categories of A through C, described in the Scope of Work above, indicating staff hours and hourly rates. Number of on-site meetings should be identified. All labor fees will be converted to a lump-sum contract. The Township of South Orange Village reserves the right to negotiate the fee and scope of work prior to awarding contract. A not-to-exceed budget for reimbursable expenses must also be provided.

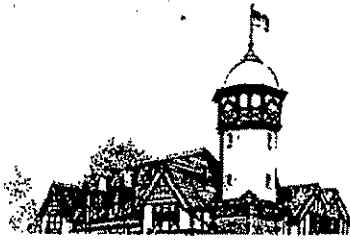
SUBMISSION REQUIREMENTS: All proposers must comply with the requirements of P.S. 1975, c. and P.L. 200, c.57. All attached forms must be completed. Failure to do so will cause proposal to be rejected.

All proposals should be submitted conforming to the following format, with defined chapter tabs or breaker pages, using 11-point font or larger. Proposals must include ALL mandatory forms. Failure to do so will result in automatic disqualification of a proposal.

1. **Cover Letter** (maximum 1 page)
2. **Understanding the Project** (maximum 1 page)
3. **Project Team** (maximum 2 pages). Restate the team with roles of key staff clearly identified, including identifying the Project Director/Manager who will serve as day-to-day contact for the Village. Provide qualifications ONLY for sub-consultants or key staff added since the RFQ submission (provide this in the Appendix).
4. **Project Approach** (maximum 8 pages). Provide approach and methodology in response to the Scope of Work identified in this RFP. Since the Village is stipulating the fee for this project (see item 6 below), the Village will consider variations from the Scope provided in this RFP. However, proposals must note any exceptions or recommended changes to the scope. In absence of noted exceptions, the RFP Scope will be assumed to govern (i.e. the RFP will be incorporated into the project agreement). Clearly identify public workshops, other on-site meetings and deliverables for each task.
5. **Project Schedule** (maximum 1 page). Provide a timeline for the study, identifying key tasks, meetings, client review periods, and deliverables.
6. **Fee Proposal.** *The anticipated budget for this study is \$40,000, including all expenses incurred by the Consultant team.* Provide a breakdown of tasks, showing hours and rate for each staff position, and total fees by task. The fee associated with each firm on the team should be clearly indicated. Labor fee will be converted to a lump-sum contract. Expenses will be treated as reimbursable not-to-exceed. Include this in your proposal. The Village reserves the right to negotiate the final fee and scope with the selected consultant prior to awarding a contract.
7. **References.** Provide five project references for the prime consultant, and three for each sub-consultant receiving more than 20% of the team fee. Identify which of the proposed team staff worked on each project used as a reference.
8. **Required forms.** *The attached forms are required and MUST be provided as part of THIS proposal. Failure to do so will automatically disqualify a firm from consideration. Per New Jersey Statute, no exceptions will be granted for omission of any of these forms.* All proposals must comply with the requirements of P.L. 1975, c. and P.L. 200, c.57. Refer to the following link for obtaining a New Jersey Business Registration Certificate, if your firm does not already have one <http://www.state.nj.us/treasury/revenue/busregcert.htm>
9. **Appendix.** Supplemental credentials per item 3, above, for Project team (if required).

If there are any questions concerning this RFP, please contact John O. Gross via email at jgross@southorange.org or by phone at 973-378-7715 x 7721.

All RFP responses must be signed and delivered (10 copies) no later than noon on November 21, 2008 to The Township of South Orange Village, c/o John O. Gross, Village Administrator, 101 South Orange Avenue, South Orange, NJ 07079.



John O. Gross, C.P.M., C.M.F.O.
Village Administrator
Chief Financial Officer
Treasurer

The Township of South Orange Village
VILLAGE HALL
SOUTH ORANGE, NEW JERSEY 07079

New Jersey Business Registration

(Attach Certificate)

STOCKHOLDER LIST CERTIFICATION

Please check the appropriate box and sign below.

- () I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned (partnership) (corporation).
- () I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned (partnership) (corporation).

Attest: _____	_____ Corporate Name
_____ (Also, Print or Type Name)	_____ Officer
	_____ (Also, Print or Type Name) (Affix Corporation Seal)

Attest: _____	_____ (Partnership) Name of Firm
_____ (Also, Print or Type Name)	_____ Officer
	_____ (Also, Print or Type Name)

STOCKHOLDERS:

Name: _____	Name: _____
Home Address: _____	Home Address: _____
_____	_____
Name: _____	Name: _____
Home Address: _____	Home Address: _____
_____	_____
Name: _____	Name: _____
Home Address: _____	Home Address: _____
_____	_____

NON-COLLUSION CERTIFICATION

The undersigned bidder hereby specifically certifies that, to the best of its knowledge and belief, the annexed bid for the above-named project has not been prepared in collusion with any other bidder or like item or service and that the prices, discounts, terms and conditions thereof have not been directly or indirectly communicated by or on behalf of said bidder to any such person other than the recipient of such bid and will not be communicated to any such person prior to the official opening of said bid.

Bidder fully understands that no premiums, rebates or gratuities are permitted either with, prior to, or after signing of contract. Any such violation will result in cancellation and the removal from bid list.

Undersigned bidder further certifies that it has the necessary authority to sign this stipulation stating it has not entered into any agreement or otherwise taken any action in restraint of free competitive bidding in connection with the above-named project.

This certification may be treated for all purposes as a sworn statement made under the oath as equivalent affirmation, and that, if any statements made herein are untrue the bidder may be subject to the provisions of N.J.S.A. 2C:29-1 through N.J.S.A. 2C:28-3 inclusive and relevant sequential sections and if applicable, 18 U.S.C. 1001, et seq.

(Firm Name)

(Signature)

(Type or Print Name and Title)

(Address)

(City, State, Zip Code)

Dated: _____, 20____

AFFIRMATIVE ACTION INSTRUCTIONS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectionate or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to the employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contract, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectionate or sexual orientation;

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker's representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable Township of South Orange Village employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable Township of south Orange Village employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate in the basis of age, creed, color, national origin, ancestry, marital status, sex, affectionate or sexual orientation and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectionate or sexual orientation and conform with applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable federal Law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the affirmative Action Officer as may be requested by the Officer from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative code (NJAC 17:27).

All bidders and all contractors who are negotiating for a contract as a precondition to entering into a valid and binding procurement or service contract with the public agency, are required to submit to the public agency, prior to or at the time the contract is submitted for signing by the public agency (in accordance with N.J.A.C. 17:27-4.3 promulgated by the Treasurer pursuant to P.L. 1975 c. 127), one of the following three documents:

- i. Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program; or
- ii. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4; or
- iii. An initial employee information report consisting of forms provided by the Affirmative Action Officer and completed by the contractor in accordance with N.J.A.C. 17:27-4.

AFFIRMATIVE ACTION QUESTIONNAIRE

Kindly complete questionnaire in the event that you or your firm is awarded this contract. The necessary forms (AA302) will be sent by the Township of South Orange Village prior to the Award. This form should be submitted with your bid.

1. Our company has a Federal or State of New Jersey Affirmative Action Plan approval.

[] YES

[] NO

A. If yes, attach a photostatic copy of said approval to this page. Acceptable approvals are a current letter (not more than one (1) year from date) from the United States Department of Labor of a State of New Jersey Certificate of Employee Information Report.

B. If no, and you become successful bidder, an affirmative Action Employee Information Report (Form AA 302) will be provided And must be submitted within seven (7) days after receipt of The notification of intent to award the contract.

I certify that the above information is correct to the best of my knowledge.

SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

BUSINESS NAME: _____

DATE: _____, 20____ Telephone Number (____) _____

NOTE: ATTACH COPY OF FORM HERE

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:				
Address:				
City:		State:		Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature _____

Printed Name _____

Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

[illegible]☐ Check here if the information is continued on subsequent page(s)

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Page _____ of _____

[illegible]☐ Check here if the information is continued on subsequent page(s)

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐ Partnership

☐ Corporation

☐ Sole Proprietorship

☐ Limited Partnership

☐ Limited Liability Corporation

☐ Limited Liability Partnership

☐ Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this ____ day of _____, 2____	_____ (Affiant)
_____ (Notary Public)	_____ (Print name & title of affiant)
My Commission expires:	_____ (Corporate Seal)

List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 52:34-25

County Name: Essex

State: Governor, and Legislative Leadership Committees

Legislative District #s: 21, 27, 28, 29, 34, 36, 40

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

County Executive

Surrogate

Registrar of Deeds

Municipalities (Mayor and members of governing body, regardless of title):

Belleville Township

Irvington Township

Orange City

Bloomfield Township

Livingston Township

Roseland Borough

Caldwell Borough

Maplewood Township

South Orange Village

Cedar Grove Township

Millburn Township

Verona Township

East Orange City

Montclair Township

West Caldwell Township

Essex Fells Township

Newark City

West Orange Township

Fairfield Township

North Caldwell Borough

Glen Ridge Borough

Nutley Township

Boards of Education (Members of the Board):

Belleville Town

Glen Ridge Borough

Nutley Town

Bloomfield Township

Irvington Township

Roseland Borough

Caldwell-West Caldwell

Livingston Township

South Orange-Maplewood

Cedar Grove Township

Millburn Township

Verona Borough

Essex Fells Borough

Newark City

West Essex Regional

Fairfield Township

North Caldwell Borough

West Orange Town

Fire Districts (Board of Fire Commissioners):

None