

BOROUGH OF RINGWOOD
MUNICIPAL BUILDING
60 MARGARET KING AVENUE
RINGWOOD, NEW JERSEY 07456

PLEASE TAKE NOTICE, that the Borough of Ringwood has a need to award a contract for a Consultant Firm for professional planning, professional engineering and/or landscape architecture services to perform various preliminary planning engineering and/or landscape architecture activities to further develop and refine concepts to improve pedestrian and bicycle travel and enhance economic activity in the Borough of Ringwood and, therefore, is requesting proposals for the award of such a contract through a fair and open process in accordance with N.J.S.A. 19:44A-20.4, et seq.

All those interested in submitting proposals may obtain same through the Municipal Clerk of the Borough of Ringwood located at the Municipal Building, 60 Margaret King Avenue, Ringwood, New Jersey 07456 or via our website www.ringwoodnj.net - Important Links – Bids & RFPs.

Please be further advised that two (2) copies all proposals must be submitted to the Borough Manager at the Ringwood Municipal Building on or before Tuesday, May 4, 2021 at 12:00 pm.

NICOLE LANGENMAYR, RMC
MUNICIPAL CLERK

1t: Sunday April 11, 2021
Trends
Fee

RFP FOR

**Consultant Firm for professional planning, professional engineering
and/or landscape architecture services**

INSTRUCTIONS FOR RESPONDING

All those submitting proposals should review the enclosed Request for Proposals and submit two (2) copies of all requested documentation. All proposals must address all of the Sections contained in this Request for Proposals by providing documentation and/or a response to that Section. An individual or authorized party must sign all proposals. Failure to follow the instructions as set forth herein will render the submission unresponsive and will result in rejection. All submissions shall be hand-delivered, mailed by way of first class mail, or overnight delivery service. Fax submissions will not be considered. Late submissions shall be deemed unresponsive and will not be considered. No rights are conferred upon any party by virtue of a response to this Request for Proposals unless there is a resolution appointing a contract awarded by the Municipal Council of the Borough of Ringwood.

Environmental and Economic Sustainability Grant Information for RFP

Introduction

Borough of Ringwood is seeking proposals from Consultant Firms for professional (professional planning, professional engineering and/or landscape architecture) services to perform various preliminary planning engineering and/or landscape architecture activities to further develop and refine concepts to improve pedestrian and bicycle travel and enhance economic activity in the Boroughs of Ringwood. The concepts are being developed by the Economic Development Commission (EDC) and the Borough Council through a grant from the Highlands Council. The consultant is to collect data, obtain public input and develop planning level concepts. The goal of the concepts is to improve safety and mobility, support economic development, while protecting the environment.

Scope of Work:

Objectives:

Develop a system of trails throughout the Borough of Ringwood that link commercial corridors; tourism sites and public facilities, i.e. Weis Ecology Center, library; recreation fields, State Park, etc.

Enhance a system of trails that will assist in promoting safe pedestrian mobility for tourism and economic development.

To align with Highlands RMP Policy 8c1: To promote recreation and tourism based economic initiatives, which derive economic benefit from sustainable use of the natural resources of the Highlands Region. Policy 8C3: To promote public and private tourism attractions in the Highlands Region through the marketing of natural resources, the arts, cultural, historic, scenic, agricultural, and recreational resources, urban amenities, and accommodations.

Consultant Tasks and Deliverables:

1. To review and reference the existing Ringwood Pedestrian and Bike plan and to parse the recommendations into a staged approach for implementation with an aim to identifying implementable packages taking into account funding limitations and public perception. The intent is not redo work already developed, but to parse out those items that could be easily implemented and that have wide support and that could be used as a foundation for this effort.

http://www.ringwoodnj.net/filestorage/2500/2508/4079/J400003_Ringwood_Final_BP_Plan.pdf

2. Utilizing electronically available tax map data, identify property ownership and easements of the existing trails including private owners and public owners adjacent to the trails

3. Identify existing trail safety issues and how to mitigate these issues, i.e. right of way, environmental constraints of existing trails; power lines; steep slopes, natural barriers

4. Identify potential locations for any new trails.

5. Prioritize trails that are most heavily utilized and provide access to community assets, i.e. shopping center; tourism sites, library, etc.

6. Provide cost estimates for recommended actions needed to improve the trails identified to provide safe passage and signage to promote way finding.

7. Provide examples of effective way finding signage and locations for placement of way finding signage along trails

8. Clarify insurance and liability issues when the public is utilizing the trails on public and private lands.

9. Written Quarterly Reports tied to task completion: **Quarterly Reports will include: status of each task activity; budget details including a percent complete status; anticipated task results for the next 90 days and comments and concerns.**

10. Generate Final Report with Executive summary and maps- **2 of Hard Copies and Electronic Version**

Mapping Deliverables

1. GIS Map Identifying Trail locations

2. GIS Map Identifying Privately and Publicly owned property adjacent to the trails.

3. Map of trails indicating existing environmental constraints.

4. Compilation of all GIS data used and developed.

Timelines/Milestones:

Milestone Chart Based on Deliverables

TECHNICAL SPECIFICATIONS

Background Information:

I. Method of Providing the Requested Services

1. Provide a summary of the Services that reflect the **Environmental and Economic Sustainability Grant Deliverables**
2. Proposals must be submitted in Arial, 12-point font. Provide 2 Hard Copies plus an electronic version must be submitted .

II. Qualifications and Experience Performing Similar Work

1. Demonstrate the experience of the responding company or individuals in conducting the nature and scope required by this Request for Proposals. Identify other communities that you have provided similar services.
2. All responding companies or individuals are to provide the names, addresses and phone numbers of three references.
3. Identify and provide resumes for the project coordinator and other key personnel to be assigned to render the services required.

III. Stability of Staff and Management

1. Provide a statement that demonstrates the stability and continuity of both staff and management of the responding company or individual.

IV. Small, Minority, and Women Enterprise Participation

If the responding company or individual qualifies under any of the three categories, the responding company or individual shall provide documentation so that the municipality can determine which category(ies) is (are) applicable to the responding company or individual.

1. Small business firm
2. Minority owned business firm
3. Women owned business firm

V. Compensation

A set of qualifications will be considered non-responsive if the responding company or individual fails to signify a willingness to accept a lump sum contract(s). Indicate the range of fees over the **one-year work period** for items listed in the Scope of Work. **Contract not to exceed \$50,000.**

VI. Business Registration

All consultants must be registered with the State of New Jersey Department of the treasury in order to bid on this contract. Bidders must include with their bid proof of registration (Business Registration Certificate) issued by the Department of Revenue.

VII. Insurance

Upon award of the contract for services, the Consultant shall forward to the Borough copies of proof of general liability insurance, statutory works compensation coverage and professional liability coverage to the Borough.

