



# **REQUEST FOR PROPOSAL**

For the Preparation of a

## **Strategic Recovery Planning Report**

Issued by:

**Borough of Highlands, Monmouth County**

**Date Issued:**

October 4, 2013

**Responses due by 4:00 PM EST on:**

October 18, 2013

## **1.0 BACKGROUND INFORMATION FOR ENTITY PREPARING THE PROPOSAL**

The State of New Jersey has allocated a total \$5 million to a Post Sandy Planning Assistance Grant program to help the most impacted counties and municipalities that have sustained a ratable loss of at least 1% or \$1 million attributable to Superstorm Sandy develop planning strategies that will guide activities directed at revitalizing local planning documents and practices to achieve community-wide resilience to future storm damage and encourage sustainable economic growth. Funds granted under the Post Sandy Planning Assistance program are to be spent on plans to ameliorate the most significant municipal weaknesses identified in the Strategic Recovery Planning Report. A full program description and guidelines can be found at:

<http://www.nj.gov/dca/services/lps/pdf/Post%20Sandy%20Planning%20Assistance%20Grant%20Program%20Guidelines.pdf>

### **1.1 PURPOSE AND INTENT OF REQUEST FOR PROPOSAL**

The Borough of Highlands is seeking the assistance of an AICP/PP Licensed Professional Planner or professional consultancy firm with duly licensed professionals on staff to prepare a **Strategic Recovery Planning Report (Report)** for the Borough.

A completed Report is a prerequisite for the Borough to receive funding from the NJ Department of Community Affairs' Post Sandy Planning Assistance program. Grant awards are based on the planning needs demonstrated in the Report, and are intended to support long range planning for community redevelopment in municipalities and counties that sustained damage from Superstorm Sandy.

### **1.2 CONTENTS OF THE PROPOSAL**

The Report will serve as a blueprint to guide the recovery from the effects of Superstorm Sandy, increase the Borough's resilience and sustainability and reduce vulnerabilities to future storms.

- a. The Report will evaluate the impacts on affected community features and address the conditions created or exacerbated by the storm.

- b. The Report will articulate the planning goals, strategies, and priority actions that are most urgently needed to improve public safety, increase resistance to damage from future storms, stimulate economic recovery and create a more sustainable community.
- c. The Report will contain detailed descriptions of each of the projects proposed; a statement of need that demonstrates how each project relates to the impacts of Superstorm Sandy; why the project is important to the economic and environmental health of the community; the major tasks associated with each project; the estimated cost of implementation; identification of potential or actual funding sources to pay for project implementation; and estimated implementation dates.

Any awards made through the Post Sandy Planning Assistance Grant program will be subject to the Community Development Block Grant Disaster Recovery (CDBG-DR) regulations and the New Jersey DCA CDBG-DR Action Plan, as approved by the United States Department of Housing and Urban Development (HUD). The Report and all contract deliverables must be completed within a twelve-month contract term.

### **1.3 PROPOSAL SUBMISSION**

Eight (8) copies of the proposal are to be submitted no later than October 15, 2013 by 4:00 PM EST. All proposal submittals shall be delivered by hand, courier or first class mail to the attention of:

**Tim Hill  
Borough Administrator  
Borough of Highlands  
42 Shore Drive  
Highlands, NJ 07732**

Any State or Federal suspension, debarment, or disqualification action against a consultant or any member of the consultant's team will render them ineligible to participate in this program.

Proposals are considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and the common law.

### **1.4 COLLABORATIONS AND SUBCONTRACTS**

Any proposal that relies on collaboration between planning consultants, who are not formally affiliated, must include a signed copy of the agreement between the authorized signatories of

the parties to the proposal. Any subcontractors to be engaged by the entity preparing the proposal must be identified in the proposal.

## **2.0 SCOPE OF WORK AND COMPONENTS OF THE REPORT**

The proposal to prepare the Strategic Recovery Planning Report shall, at a minimum, incorporate the tasks listed below.

**Task A.** Examine the adequacy of the existing documents listed below and describe what changes are needed, if any, to support municipal or county planning needs and goals related to post storm recovery and to mitigate future storm impacts.

1. Community Master Plan and Re-Examination Reports, Land Use Regulations, Capital Improvement Plan and Stormwater Management Plan.
2. Highlands portion of Monmouth County Hazard Mitigation Plan.
3. Approved but not constructed site plans, and approved but not completed subdivisions.
4. Evacuation and emergency management plans.
5. Other relevant planning documents.

**Task B.** Document, evaluate and/or facilitate:

1. The major impacts of Superstorm Sandy on land use and public infrastructure, i.e. transportation and communications systems; water and sewer; stormwater; electric and gas; telephone and cable; and public institutions.
2. The current status of major long-term recovery efforts since Superstorm Sandy.
3. Meetings with government officials, local businesses and residents in order develop an assessment of the most pressing concerns and recommendations for rebuilding the community.

**Task C.** Delineate a timeframe for completing each of the foregoing tasks.

**Task D.** Use the information compiled in Tasks A, B and C to prepare a report that:

1. Summarizes community vulnerabilities and opportunities created or exacerbated by the storm.
2. Maps areas of critical current and future vulnerability, including FEMA flood plain zones and elevation requirements.
3. Lists critical infrastructure and their vulnerability to disruption of services.

4. Identifies approaches to rebuilding the vulnerable areas in ways that will be more resistant to damage from future storm events and that will contribute to long-term community resiliency and sustainability.
5. Identifies and summarizes planning efforts and other relevant initiatives already undertaken, currently underway or projected to be undertaken in the near future.
6. Recommends and prioritizes municipal actions (short and long range) to promote recovery from the effects of Sandy and reduce vulnerabilities to future storms.
7. Describes proposed projects specifically related to an application for a NJ Department of Community Affairs' Post Sandy Planning Assistance Grant that includes the items listed in Section 1.2c above.

**Task E.** Consultants will be required to prepare monthly reports, which will be submitted to the NJ Department of Community Affairs, Office of Local Planning Services.

## **2.1 CONSULTANT FEE**

Interested parties shall submit a fee proposal for an amount not to exceed \$30,000.

## **3.0 SUBMISSION REQUIREMENTS**

The following information shall be included in the Proposal:

- a) RFP Title Page
- b) Name of firm, individual or institution submitting proposal
- c) Professional credentials of all individuals working on project
- d) Resume of project manager (Note: all projects must be overseen by an AICP/PP licensed planner) and contact information
- e) Proposed scope of work
- f) Proposed fee / budget
- g) Proposed timetable and estimated completion date
- h) Examples of similar work products, if any
- i) Copy of collaboration/subcontract agreements, if applicable
- j) Firm, individual or institution ownership information

## **4.0 SELECTION OF PLANNING CONSULTANT**

All proposals submitted by the due date to the contact person named herein will be evaluated and selected on the basis of quality of the proposal, timetable proposed, specific knowledge of the area and of its planning issues, and the experience and credentials of the firm, individual or institution responding. The proposal selected by the governing body will be subject to the acceptance of a mutually agreeable contract.