

**REQUEST FOR PROPOSAL**

**To Assist In The**

**Preparation of a Strategic Recovery Planning Report**

**Issued by  
Borough of Highlands, New Jersey  
County of Monmouth**

**Date Issued: December 19, 2013**

**Responses Due by 10:30 a.m. EST on:  
December 31, 2013**

**Borough of Highlands/Monmouth County Consultant Selection Schedule**

Issue RFP	December 19, 2013
Response Due Date	December 31, 2013
Firms Selected for Interview	January 8, 2014
Consultant Selection	January 15, 2014

## **1.0 BACKGROUND INFORMATION**

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 in the County of Monmouth is seeking the assistance of an Licensed Professional Engineer, Architect, Landscape Architect or professional consultancy firm with duly licensed professionals on staff to assist the Borough to prepare a **Strategic Recovery Planning Report (Report) for the Borough of Highlands/Monmouth County (Borough)**.

A completed Strategic Recovery Planning 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 Strategic Recovery Planning 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 and to 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, and stimulate economic recovery.
- 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**

An original, one “hard” copy and one digital copy of the proposal shall be submitted no later than December 31, 2013 by 10:30 a.m. EST. All proposal submittals should be delivered by hand, first class mail or via email by the referenced due date to the contact person specified below.

**Timothy Hill  
Borough Administrator  
Borough of Highlands  
171 Bay Avenue  
Highlands, New Jersey 07732  
thill@highlandsborough.org**

Please note that 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 project.

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 assist the Borough to prepare the Strategic Recovery Planning Report shall, incorporate the tasks listed below.

**Task A.** Identify major tasks, develop estimated implementation costs and delineate a timeframe for completing each recovery project the Borough intends to undertake, as defined in paragraph 1.2.c. – *Contents of the Proposal*, above. This task will include the preparation of preliminary contextual, concept sketches of up to 4 priority recovery projects - to be selected in conjunction with the Borough - to help Borough officials and/or residents of the community understand the visual and physical impacts of the project.

**Task B.** Conduct a detailed assessment of Superstorm Sandy’s impacts on public infrastructure, water and power lines and all public institutions, including schools, hospitals, post offices, and prisons.

**Task C.** List critical infrastructure and their vulnerability to disruption of services.

**Task D.** Create maps of areas of critical current and future vulnerability, including FEMA flood plain zones and elevation requirements.

**Task E.** Attend up to 2 public meetings to present the work product of Tasks A through D to Borough officials and/or residents of the Borough

**Task F.** Consultants will be required to prepare monthly progress reports, which will be submitted to the Borough for submission to the NJ Department of Community Affairs, Office of Local Planning Services (The content and format of those reports will be determined by the NJ Department of Community Affairs, Office of Local Planning Services).

### **2.1 CONSULTANT FEE**

Interested parties should submit a fee proposal, itemized by task, the total of which shall not exceed a maximum of \$20,000.

### **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 and contact information
- e) Proposed scope of work
- f) Proposed fee for all deliverables broken down by task
- g) Timetable for project deliverables
- h) Completion date for all deliverables
- i) Examples of similar work products – up to three
- j) Copy of collaboration/subcontract agreements, if applicable
- k) Firm, individual or institution ownership information
- l) Budget and justification for associated costs; if applicable (refer to program guidelines for explanation).

### **4.0 SELECTION OF PLANNING CONSULTANT**

All proposals submitted by the due date to the contact person named herein will be evaluated by the Borough and selected on the basis of quality of the proposal, timetable proposed, 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.

The Borough reserves the right to award a contract to undertake all or a portion of the tasks outlined above or to reject all proposals.