

Township of Ocean, Monmouth County, New Jersey  
Request For Proposals

Township of Ocean Reexamination of Master Plan  
and Development Regulations

Non Fair and Open Professional Services Solicitation Process  
Issued by the Township of Ocean  
399 Monmouth Road  
Oakhurst, NJ 07755

Date Noticed: February 9, 2015

Proposal Due Date: Wednesday, March 10, 2015 at 2:00 p.m.

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## **INTRODUCTION**

### **Purpose**

Per the state regulations N.J.S.A. 40:55D-89 of the Municipal Land Use Law, —The governing body shall, at least every ten years, provide for a general reexamination of its master plan and development regulations by the planning board. The planning board shall then prepare and adopt by resolution a report on the findings of such reexamination. The current Township of Ocean Master Plan was adopted in 1990. There have been 18 reexaminations/ amendments. The most recent reexamination was adopted on October 24, 2014. A determination has been made that a reexamination of the Master Plan is needed for the area encompassing Block 33 Lot 19.01 consisting of approximately 31.08 acres.

### **SCOPE OF WORK**

The reexamination is required to maintain the presumption of validity for municipal land use policies and ordinances. The reexamination report scope of work shall include the following:

- a. The major problems and objectives relating to land development in the municipality at the time of the adoption of the last reexamination report.
- b. The extent to which such problems and objectives have been reduced or have increased subsequent to such date.
- c. The extent to which there have been significant changes in the assumptions, policies, and objectives forming the basis for the master plan or development regulations as last revised, with particular regard to the density and distribution of population and land uses, housing conditions, circulation, conservation of natural resources, energy conservation, collection, disposition, and recycling of designated recyclable materials, and changes in State, county or municipal policies and objectives.
- d. The specific changes recommended for the master plan or development regulations, if any, including underlying objectives, policies and standards, or whether a new plan or regulations should be prepared, particularly in light of the reexamination report dated November 30, 2000; the Planning Report for Block 33, Lot 19.01, Prepared By: Kasler Associates, P.A. dated October 15, 2004; the Planning Report for Block 33, Lot 19.01, Prepared by: Marc R. Shuster, AICP, PP dated May 6, 2005; and the Report of the Special Master, Prepared by Francis J. Banisch, III, PP/AICP dated September 1, 2011. Copies of these reports are available upon request.
- e. The recommendations of the planning board concerning the incorporation of redevelopment plans adopted pursuant to the “Local Redevelopment and Housing Law,” P.L. 1992, C. 79 (C.40A:12A-1 et al.) into the land use plan element of the municipal master plan, and recommended changes, if any, in the local development regulations necessary to effectuate the redevelopment plans of the municipality.

## CONTENT OF THE PROPOSAL GUIDELINES

Proposals must contain the following information in approximately the following format.

1. **Scope of Work.** The general framework for the scope of work has been developed by the Township of Ocean. Respondents should propose on all parts of the scope of work. Respondents are expected to include further detail regarding specific approach and methodologies proposed.
2. **Description of Abilities to Meet Timeframe.** Describe the firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff). This study shall be completed within 4 to 6 months.
3. **Qualifications.** Proposals should indicate general qualifications of the respondent(s) in planning. Skills appropriate to the project, as well as specific prior experience and qualifications applicable to this project, should be stated. Firm's familiarity with the Township of Ocean land use and planning will be considered in reviewing qualifications.
4. **Individuals Performing Tasks.** The qualifications and experience of the particular individuals who are expected to work on this assignment, as specified in the scope of services; identify and describe in detail examples that demonstrate the qualifications of these individuals relevant to the proposed assignment; indicate in each case the role the individual had in the assignment and whether or not the individual participated in the assignment on behalf of your firm.
5. **Past Performance.** Document past performance of same and/or similar service. Demonstrate specifically how the firm meets the requirements set forth above—the qualifications and experience of your firm to perform the required services in connection with the scope of work; list and describe in detail examples in which your firm participated which are representative of the qualifications of your firm to undertake the required services contemplated by the scope of work. Please include information about the role your firm had and the nature of the services provided. Include samples of previous work.
6. **References.** The firm should submit three (3) references where firm performed same or similar service.
7. **Technical Process and Equipment.** The firm should provide a description of processes to be used in performing the various tasks presented in the scope of work (i.e., public outreach and participation).
8. **Cost Details.** The firm should submit the proposed hourly rates for the persons who will be assigned to this engagement, an estimate by task of person-hours, and the total cost to complete the requested reexamination of the master plan and development regulations. The firm selected will be required to attend 3-4 public

meetings to meet with the Township Council, Planning Board and the public in the consideration, discussion and possible adoption of the Plan. There will be no re-imbusement provided for items such as copying, shipping, travel, etc; therefore, the total cost figure provided should include any anticipated costs of this type. The cost proposal provided will be taken into consideration as part of the selection process.

## **SUBMISSIONS OF THE RFP**

### **Completion of Submissions**

Each submission must be provided on a Standardized Submission Form as supplied in the RFP package and signed by the professional services entity or principal thereof and shall contain the name, address and telephone number of the professional services entity. All prices and amounts must be written in ink or preferably typewritten. Each signatory to the submission must initial all erasures or corrections.

Each submission of one (1) original and nine (9) copies shall be contained in a sealed envelope addressed to: *Marianne Wilensky, Community Development Director, Township of Ocean, 399 Monmouth Road, Oakhurst, NJ 07755*. Said envelope shall specify the professional service for which the submission is provided. The submission is to be clearly marked, "Sealed Submission Enclosed" (e.g. "Master Plan Reexamination – sealed submission enclosed") and must be delivered at the place and time required or mailed so as to be received prior to the opening time set in the advertisement. Submissions received after the time herein named or in unsealed envelopes shall not be considered.

The Township will not be responsible for submissions forwarded through the U.S. Mail or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to incorrect location.

The submission shall be accompanied by a:

- (1) Non-Collusion Affidavit,
- (2) Stockholder Disclosure Certification Form,
- (3) Insurance Requirement Acknowledgement Form,
- (4) Mandatory Equal Employment Opportunity Notice Acknowledgement,
- (5) copy of the applicable Business Registration Certificate,
- (6) Professional Services Entity Information Form,
- (7) Qualifications Submission, and
- (8) Acknowledgement of Corrections, Additions or Deletions Form.

A submittal checklist is part of this packet and should be initialed and submitted with the proposal to indicate the submittal of each of the 8 required items listed above. All forms listed above shall be completed in their entirety.

### **Errors in Submissions**

If applicable, in the event there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern; or if between the correct sum of the extended totals and the total

submission submitted, the correct sum shall govern. Amounts written in words shall govern over the amounts written in numerals.

**Modification of Submissions**

Any professional services entity may modify his/her submission by mail, courier or hand-delivered at any time prior to the scheduled closing time for receipt of submissions. The Township, prior to the closing time, must receive such communication. The communication should not reveal the submission price, but should provide the addition to or subtraction from or other modification so that the Township will not know the final price(s) or term(s) until the sealed submission is opened.

**Multiple Submissions Not Allowed**

More than one submission from an individual, a firm or partnership, a corporation or association of principals under the same or different names shall not be considered.

**Unbalanced Submissions**

Submissions that are obviously unbalanced may be rejected at the option of the Township.

**Facsimile Documents as Provided in a Submission**

Under no circumstances will the Township accept documents provided through facsimile machines for the submission of documents that require authorized signatures.

**Withdrawing Submissions**

Submissions forwarded to the Township before the time of opening of submissions may be withdrawn upon written application of the professional services entity who shall be required to produce evidence showing that they are or they represent the principal or principals involved in the submission. Submissions may not be withdrawn within twenty-four (24) hours of the stipulated time of opening submissions.

## **RECEIPT AND OPENING OF SUBMISSIONS**

The designated Township representative, as denoted in —Submissions of the RFP□ section above, will receive submissions at the time and place mentioned in the Public Notice of Solicitation, and at such time and place will submissions be publicly opened and read aloud.

## **REVIEW AND AWARDS**

### **Certification of Funds**

The award of the contract for this service will not be made unless the Township's Chief Financial Officer has certified the necessary funds in a lawful manner.

### **Right to Reject Submissions**

The Township of Ocean reserves the right to reject any or all submissions in whole or in part if not in compliance with the submission requirements.

### **Right to Waive Informalities Reserved**

The Township of Ocean expressly reserves the right to waive any informality in any submission, and to accept the submission, which in the Township's judgment serves its best interests.

### **Professional Services Entity Referred to Laws**

The firm selected must comply with all local, state and federal laws, rules and regulations applicable to this engagement and to the services to be performed hereunder.

### **Other General Requirements/Information**

The firm selected will be precluded from performing any services for or being involved in any way with any entity who has an adverse interest to the Township. Professional services entities are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

No minimum payment is implied or guaranteed.

The professional services entity shall guarantee any or all material and services supplied under these specifications. Defective or inferior items shall be replaced at the expense of the professional services entity.

It is understood by the professional services entity that this submission is provided on the basis of standardized submission requirements prepared by the Township of Ocean and the fact that any professional services entity not being familiar with these standardized submission requirements or conditions will not be accepted as an excuse.

The Township of Ocean reserves the right to cancel any contract entered into upon thirty (30) days written notice.

This solicitation is for a time period extending through 2015 or beyond, not to exceed a twelve (12) month period from date of award.

## **CRITERIA FOR AWARD**

The Township will consider the following as criteria for awarding the contract for this RFP.

- A. Experience and technical competence of the contractor(s) and assigned staff relative to the task requirements outlined in this RFP
- B. Understanding of Planning and the nature of the project
- C. References reflecting previous work experience of the project team and satisfactory accomplishment of contract responsibility
- D. Contract rate based upon:
  - 1. Hourly rates for persons assigned to tasks;
  - 2. Estimate by task of person hours; and
  - 3. Total cost to complete reexamination inclusive of costs for such items as copying, shipping, travel, etc.
- E. Assignment of key project staff to the project
- F. Project schedule and timeliness of products

Professional Services Applied For: (Please fill in the appropriate professional services title from the Request for Proposals)

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Submission Due Date: \_\_\_\_\_

**The following items marked with (X), as indicated below, MUST be included with your sealed submission. Please initial each item included and submit this form with the sealed submission.**

Required Initials

1. (X) Non-Collusion Affidavit Form \_\_\_\_\_
2. (X) Stockholder Disclosure Certification Form \_\_\_\_\_
3. (X) Insurance Requirements and Acknowledgement Form \_\_\_\_\_
4. (X) Affirmative Action Acknowledgement Form \_\_\_\_\_
5. (X) Copy of your Business Registration Certificate as issued by the State Of New Jersey Department of Treasury, Division of Revenue \_\_\_\_\_
6. (X) Professional Services Entity Information Form \_\_\_\_\_
7. (X) Qualifications Submission \_\_\_\_\_
8. (X) Acknowledgement of Corrections, Additions or Deletions Form \_\_\_\_\_

Reminder:

Each submission of one (1) original and nine (9) copies shall be contained in a **sealed envelope** addressed to: *Marianne Wilensky, Community Development Director, Township of Ocean, 399 Monmouth Road, Oakhurst, NJ 07755*. Said envelope shall specify the professional service for which the submission is provided. The submission is to be clearly marked, **“Sealed Submission Enclosed”** (e.g. “Master Plan Reexamination - sealed submission enclosed”) and must be delivered at the place and time required or mailed so as to be received prior to the opening time set in the advertisement. Submissions received after the time herein named or in unsealed envelopes shall not be considered.