

**BOROUGH OF SOMERVILLE NEW JERSEY**

**REQUEST FOR QUALIFICATIONS AND PROPOSALS**

**PROFESSIONAL PLANNING CONSULTANT**

**FOR THE REVISION OF  
THE SOMERVILLE LANDFILL & STATION AREA  
REDEVELOPMENT PLAN**

**STANDARDIZED SUBMISSION REQUIREMENTS & SELECTION CRITERIA**

**ISSUED FEBRUARY 21<sup>st</sup> 2007**

**DUE MARCH 9<sup>th</sup> 2007**

**BOROUGH OF SOMERVILLE NEW JERSEY  
REQUEST FOR QUALIFICATIONS AND PROPOSALS  
FOR THE REVISION OF  
THE LANDFILL & STATION AREA REDEVELOPMENT PLAN**

The Borough of Somerville New Jersey is soliciting sealed proposals from professional Planning Design firms to prepare a comprehensive Revision to the "Landfill" Redevelopment Plan. This revision will be for a new "mixed use redevelopment" comprising 160 acres at Somerville, which includes the Somerville Train Station and is bisected by State Route 206.

The successful firm must have a proven track record of completing projects of similar size and magnitude, engaging the public and other interested stakeholders in the plan development process, and working collaboratively with local government officials, New Jersey Transit and other levels of government.

The deadline for proposal submission is 4:30 PM on March 9<sup>th</sup>, 2007. Copies of the Official Request for Qualifications and Proposals RFQ/P are available in the Municipal Building located at 25 West End Avenue, Somerville NJ 08876 in the Office of the Administrator. Interested firms can also download copies of the RFQ/P from the Borough Web Site at [www.somervillenj.org](http://www.somervillenj.org). For more information please contact Director of Economic Development at 908-369-3241.

## TABLE OF CONTENTS

I.	Overview.....	3
II.	Scope of Services.....	9
III.	Selection Process.....	10
IV.	Written Application.....	11
IV.	Submission Forms.....	16
VI.	Attachments.....	24

# **BOROUGH OF SOMERVILLE REQUEST FOR QUALIFICATIONS AND PROPOSALS**

## **1. OVERVIEW**

### Requested Services:

This Request for Qualifications and Proposals seeks proposals from a Professional Planning and/or Design firm or team to prepare a Revised Redevelopment Plan for a mixed use redevelopment which includes; i) a major mass transit facility, the Somerville Train Station, ii) a major state highway, Route 206, and is, iii) contiguous with the Borough of Somerville's Main Street Business District. The Plan would be prepared in accordance with Section 7 of the New Jersey Local Redevelopment and Housing Law LRHL NJSA 40A 12A I et seq, and shall include an outline for the development of a 160+/- acre Redevelopment Area. The Plan should be correlated to and consistent with local objectives concerning appropriate land use, population density, improved pedestrian and vehicular circulation, enhanced use of public transportation, improved public utilities, preservation of existing open space, creation of passive and active recreation and location of new community facilities and other public improvements.

The Redevelopment Plan Revision will build upon an existing January 2007 "Somerville Landfill and Station Area Vision Plan", prepared for the Borough of Somerville with the support and financial assistance of New Jersey Transit, the New Jersey Office of Smart Growth, and the New Jersey Department of Transportation. This document advocates the creation of a transit oriented "center" in a central location that would enhance community identity and pride and serve as transportation, civic and cultural focal point for Somerville Borough. The goals of the Plan would be to integrate the diverse needs of borough residents, local and regional commuters and existing commercial establishments, including the Main Street area. The Revised Redevelopment Plan is intended to advance a bold new vision for future land use including a mixed use Transit Village core in the immediate area to the South of the Somerville Train Station, the busiest station along the Raritan Valley Line.

It is anticipated that the Plan would be developed in conjunction with various constituencies including Borough Stakeholders, New Jersey Transit, New Jersey Office of Smart Growth, and the New Jersey Department of Transportation, to improve vehicular, pedestrian, and bicycle access to and from the Transit Station Area with the ultimate goal of increasing the use of mass transit and thereby discouraging traffic congestion and wasteful land use or suburban sprawl, which is consistent with the existing Somerville Master Plan and articulated in the Vision Plan. The Revised Redevelopment Plan will seek to protect and enhance the quality of life of both existing and new residential neighborhoods in the area and develop transportation solutions to deal with peak hour traffic congestion.

The success of the proposed Redevelopment will be dependent upon partnerships with private developers willing to invest in the Redevelopment Area. Therefore, the planning

consultant selected for this project will be expected to incorporate the appropriate market analyses and other data created by the Vision Plan Study to ensure that potential developers understand the full impact and long term implications of this project. The planning consultant will also be expected to engage community stakeholder groups in the Revision of the Plan through public presentations.

The revisions to the Redevelopment Plan are to be completed by May 31<sup>st</sup> 2007.

#### Borough of Somerville:

The Borough of Somerville is a 2.2 square mile suburban/urban community, located in central New Jersey and at the center of Somerset County, midway between New York and Philadelphia. It is a community with a number of notable assets. It has a diverse population of approximately 12,400. It is known for its excellent public school district and a highly successful open space preservation program. With Somerset County's support, the Borough's open space program is responsible in large part for the permanent preservation of 80+ acres of parkland and open space.

The Borough is adjacent to and directly accessible to the major transportation network of central New Jersey. As with so many suburban communities, Somerville needs a viable plan for redevelopment where future mixed-use development can occur in a central location, accompanied by public spaces for community activities, all accessible by pedestrians, bicyclists and drivers, alike. Fortunately, the presence of the Somerville Train Station provides the ideal setting for such a Center.

The Borough is governed by the Mayor and Council form of government. Executive and administrative responsibilities are vested in an elected Mayor, while policy setting, legislative and investigative functions are delegated to a 6 member Borough Council. The Mayor, the Council and the 9 member Borough Planning Board have enthusiastically endorsed the redevelopment and visioning process for the 160 acre Landfill and Train Station Redevelopment Area.

#### The Project Area Designation and the Vision Study:

In 1998, the Borough Council unanimously adopted a Resolution directing the Borough Planning Board to undertake a preliminary investigation to determine whether a proposed study area of 58+/- acres of former municipal Landfill and surrounding area should be designated as an Area in Need of Redevelopment, pursuant to the LRHL. A comprehensive study was undertaken by the Borough Planner and the Planning Board approved the Borough Planner's Study in 1997 at a public hearing. On December 8th, 1997, the Borough Council unanimously designated a 114+/- acre area in need of redevelopment, pursuant to the LRHL. On February 25<sup>th</sup>, 1998 the Borough adopted a Redevelopment Plan for the area in accordance with N.J.S.A. 45:14A-12.

During 2006, the area was re-examined to update the boundaries and properties contained within the designated area. As a result of this re-examination, certain properties were removed from the area (due to redevelopment), while the lands to the west of state route 206 within the borough were included in the area, adding approximately 50 acres to the area.

In early 2005, the New Jersey Department of Community Affairs (“DCA”) approved a grant through the Office of Smart Growth for the preparation of a Visioning Study and Plan for the Redevelopment Area.

Subsequently, New Jersey Transit engaged Regional Plan Association to prepare a Somerville Landfill and Station Area Vision Plan.

The study was jointly funded by the Office of Smart Growth, NJ Transit and the New Jersey Department of Transportation (NJDOT). The Vision Plan process aggressively engaged Borough residents, business and property owners and various governmental representatives. The Plan was vetted through public hearings conducted by both the Planning Board and Borough Council and was adopted by the Council on the 10<sup>th</sup> of January, 2007. The Plan envisions a mixed use development with a Transit Village core immediately to the south of the Train Station, a series of public places and a pedestrian focus combined with the remediation of contaminated sites under the New Jersey Brownfield and Contaminated Site Remediation Act (NJSA 58 1 OB I et seq.)

A copy of the Redevelopment Area and Vision Plan are available on the Borough website, [www.somervillenj.org](http://www.somervillenj.org).

#### Description of the Somerville Landfill and Station Redevelopment Area:

As described by the Vision Plan and depicted in the map attached this RFQ/P, the Redevelopment Area is bounded by New Jersey Transit’s Raritan Valley Line to the north, the Borough Boundary to the west (The Raritan River), South Bridge Street to the east, and certain lots south of the rail line and the Bridge Street eastern boundary line. The Redevelopment Area is bisected by Route 206. There are 24 individual properties (lots) within the Redevelopment Area. This area has historically been a mixture of industrial uses, the Borough Landfill, commuter parking lots, railroad tracks and appurtenances associated with the Raritan Valley Line rail operations, both present and past.

#### Development and Improvements Occurring in the Redevelopment Area:

Somerville’s growth has been northward from the Train Station as it evolved from being a rural community to Somerset County’s center of commerce and industry and the county seat. It is the center of county government, medicine and the region is home to many of the world’s major Pharmaceutical companies. The first location of commercial activity was focused along Main Street. The Redevelopment Area is an ideal location for mixed-use development because it is strategically located adjacent to one of the busiest train stations on the Raritan Valley Line, and is surrounded by a network of state and county roads.

By using the funding and other benefits available through the LRHL, Somerville now seeks to create a focal point for this community in the form of a Transit Oriented Development.

In recent years, the Redevelopment Area has been the subject of interest, studies and decisions at the municipal, state and regional levels, all aimed at fostering the next

stage of Somerville's economic development. Locales surrounding the Redevelopment Area have experienced rapid growth. For example, the nearby Raritan Woolen Mill redevelopment will provide in excess of 250 luxury apartments to the area, many of which will ultimately use the goods and services provided by this redevelopment.

Recently, the Bridgewater Commons Mall opened an adjacent lifestyle center component in an endeavor to provide a "Downtown" experience traditionally provided by established Main Street and transit oriented municipal centers.

NJ Transit is currently designing ADA improvements for the Somerville Station, consisting of two new 710 foot high-level side platforms with canopies, 2 new elevator cabs with machine rooms, a new inbound waiting room with restroom, a new outbound platform waiting room, new platform shelters, new platform ramps and stairs, new communications room, new electrical room, new storage/janitor spaces, new accessible paths of travel (sidewalks), and an alteration to the inbound tunnel entrance. Rehabilitation work is also included in the design program and involves the two existing freight elevator shafts, pedestrian tunnel (lighting and drainage improvements), and a pair of exterior stairs that lead to South Bridge Street.

In addition, the Redevelopment Area is within minutes of major commercial and office developments along the Route 202/206-287/78 corridors.

There are also a number of pedestrian and vehicular circulation improvements proposed (in the Vision Plan) in the Redevelopment Area that strive to decrease the dependence on the automobile by providing safer opportunities for pedestrian and bicycle mobility and increased vehicular connectivity to and from downtown Somerville and Route 206. These proposed improvements are summarized below:

Davenport Street Extension: Davenport Street is currently a local road serving as access to Main Street from Route 22. As proposed by earlier studies, the Vision Plan recommends that this road be realigned and extended into the new road network within the Landfill and Station Redevelopment Area, becoming the major Somerville access to the Area's core from the north and Main street.

Veterans Memorial Highway Underpass/Bridge: As proposed in the Vision Plan, this connection under (or over) the Raritan Valley Rail Line would extend Davenport Street further into the Redevelopment Area, providing a key vehicular, pedestrian and bicycle link between downtown Somerville and the site. It is anticipated that this new tunnel/bridge will be publicly funded and include two vehicular travel lanes, sidewalks and a bike lane. Additional road improvements will take place East and West, along the existing roadway of Veterans Memorial Highway to ensure a smooth transition.

Wetlands Parkway: Construction of a new roadway connecting the Transit Core with the existing intersection at Route 206 and Orlando Drive. This proposed road would border existing wetlands and provide a scenic vista to those entering the Redevelopment Area. It would further reduce the load on existing circulation.

It has been suggested that this road be named “Hope Farm Road”, in honor of the area it traverses and the historic roots of Somerville.

Station Road: Construction of a new roadway connecting to the Transit Core via a new access point on Route 206 North, dubbed Station Road this road would deliver traffic directly to the area core. This will reduce the load on existing circulation and direct commuter traffic directly to new parking facilities at the railway station; it will be one of the principal roadways used to access the Train Station.

As a tribute to one of the Boroughs outstanding residents and an employee of the borough for 53 years, it is anticipated that one of the new road linkages be named after Ralph (Chick) Sternadori, Borough Clerk & Administrator.

Existing Land Use in the Redevelopment Area:

Despite being located at an important point in Central Jersey, none of the Properties within the Redevelopment Area can be considered improved. Of the area’s 24 parcels, only 4 parcels can be considered improved, with 3 parcels considered somewhat improved while the remaining 17 parcels consist of vacant lots, older industrial properties, parking areas or properties related to the operation of the railroad. Only 7 properties within the redevelopment area are occupied by buildings. There is some impervious surface parking consisting of two lots on the south side of the railroad station, owned by New Jersey Transit. Approximately 124 acres of the core Redevelopment Area is in municipal or railroad ownership and approximately 36 acres are in private ownership.

The fact that approximately 77% of the Redevelopment Area is in public land or railroad area ownership suggests that redevelopment of a critical portion of the properties could proceed in its initial phases without costly or disruptive residential or business relocation.

The Redevelopment Area has demonstrated a market potential for new development. As the vision planning process was underway a significant number of developers, regional and national contacted the Borough and continue to do so, requesting information and asking to be placed on the list to receive RFP’s when completed.

**The Redevelopment Area**

<b>Ownership</b>	<b>Area acres</b>	<b>Block and</b>	<b>Lot</b>
Borough of Somerville	2.1	Block 124	Lots 19
Borough of Somerville	7.08	Block 124	Lots 17
Borough of Somerville	1.87	Block 124	Lots 17.01
Borough of Somerville	27.43	Block 124	Lots 1 part of 1.02
Borough of Somerville	20.01	Block 124	Lots 21
Borough of Somerville	1	Block 123	Lot 12
Borough of Somerville	0.41	Block 123	Lots 3, 3.01
Borough of Somerville	1.97	Block 123	Lots 5

Borough of Somerville	20	Block 123.03	Lots 1.06, 5
Borough of Somerville	15	Block 124.02	Lot 1
Somerset County	10	Block 123.03	Lot 4
New Jersey Transit	8.72	Block 123	Lot 2.01
New Jersey Transit	4.5	Block 123	Lot 12.01
New Jersey Transit	1.9	Block 124	Lot 20
Communipaw Central Land Co	11.58	Block 124	Lot 18
Moye Handling Sys	4.34	Block 124	Lot 22
Sarah Jane's	1.2	Block 124	Lot 23
Electra Inc	5.93	Block 124	Lot 23.01
Lauren Associates	4.6	Block 123	Lot 6
Rosko Phil Real Estate	3	Block 123	Lot 6.01
Richards Fuel Oil	2.8	Block 123	Lot 9
Richards Fuel Oil	1.9	Block 123	Lot 4

Existing Land Uses:

The dominant land uses in the Redevelopment Area are undeveloped land, public and railroad lands comprising 70% percent of the Redevelopment Area; light Industrial is the predominant developed use

Existing Land Use Character:

Historically, the core portion of the area was farmland. More recently, from the early 1950's, the Borough's Municipal Landfill occupied a large portion of the redevelopment area lands; this facility closed in 1982 and has remained undeveloped since that time.

The area directly adjacent to and parallel to the railway station and track has historically been associated with railway operations since the late 1800's. While many of the activities are now abandoned, remnants remain scattered throughout the area.

Those portions of the area in private ownership are primarily light industrial use or vacant.

Environmental Characteristics:

There are a number of environmental constraints to be addressed in the Redevelopment Area. The public lands consist in part of the former Borough Landfill, closed since 1982. Other parcels, including those now owned by New Jersey Transit, were part of the Central Railway of New Jersey operation which included engine repair and cleaning facilities, roundhouse and fuel storage.

A number of the properties in private ownership within the area have been used for industrial purposes for many years and it is assumed that some levels of environmental contamination exist.

Wetlands and flood plains are also located along the northern and central portions of the area; these areas are depicted in the Vision Plan as the proposed "Green Seam". The exact boundaries of these constraints are subject to detailed consideration by the selected planner.

It is anticipated that the Revised Redevelopment Plan will address the regulation and/or remediation of any and all environmental constraints determined to be present within the Redevelopment Area through the identification and use of financial support and incentives under applicable federal and state environmental investigation, mitigation and clean-up statutes.

Currently the Borough is conducting an environmental characterization of the entire redevelopment area. It is anticipated that this study will provide sufficient base-line environmental data to allow potential developers to determine remediation requirements and site preparation needs.

#### Somerville's Commitment to Professionalism:

The Borough maintains a Community Development Department, utilizes County Engineering staff as Borough Engineer, and a contract Borough Planner who will serve as resources for the successful planning consultant. In addition, the Borough's Director of Economic Development will assist the planning consultant with the coordination and input of all resources.

Although professionals such as land use planners, attorneys, engineers and other certified professionals are not required to competitively bid for contracts with municipalities, the Borough is committed to seeking consultants for this project without consideration of politics, pursuant to State statutes.

Recognizing the need to avoid any abuse of this exception to New Jersey's Competitive Bidding requirements, the Borough Council adheres to New Jersey statute 19:44A-20.4, 20-5 et seq, the Fair and Open Bidding Statute.

This statute prohibits any professional business entity from making any contribution of money or anything of value including in kind contributions at any time within one year of the awarding of a professional services contract to any (Somerville) candidate for Mayor or Borough Council or to any (Somerville) Borough political party committee or their intermediaries, including but not limited to a (Somerset) County political committee. The Mayor and Council believe that strict adherence to this Statute and its principles will maintain the confidence of the public that all professionals including the redevelopment planner will be selected solely on merit and qualifications and not on the basis of any other considerations including contributions to political candidates or parties.

## **II. SCOPE OF SERVICES**

The Redevelopment Planning Consultant team, which may include, but not necessarily limited to, planners, architects, urban designers, engineers, financial advisors, or other similar professionals must be have appropriate professionals that are licensed in New Jersey, if so required by state law. If selected, the successful Consultant Team will be responsible for drafting a Revised Redevelopment Plan - using the adopted Landfill and Station Area Vision Plan as a base - and detailing a process leading to the adoption of such a Plan, including the following:

1. A description of the approach the team will use to develop the revised plan
2. An outreach plan including community meetings (at least two community meetings are anticipated) and a critical path identifying key decision points.
3. Revised Redevelopment Plan including the following sections and any other accompanying documentation the Respondent deems appropriate
  - a. A use plan, including overall densities integrating a mix of uses, massing, bulk, height and other applicable zoning standards
  - b. A transportation and internal circulation plan incorporating vehicular, pedestrian and bicycle
  - c. A housing plan and - using the adopted Vision Plan and data - a forecast of any increased school enrollment and fiscal impacts
  - d. An open space plan that will show active and passive recreation areas and its relationship to existing Borough and County recreation and open space areas
  - e. A phasing plan for the implementation of the Revised Redevelopment Plan
  - f. Include and elaborate upon (if necessary) existing architectural and other design guidelines, including the potential for integrating sustainable green systems and technologies
  - g. Description of environmental issues/constraints as a basis for remediation and development of various sites within the Redevelopment Area
  - h. Infrastructure requirements and improvements
  - i. Identification of any property that may need to be acquired in accordance with the revised plan
  - j. Relationship of revised plan to Borough Master Plan, County Master Plan, and State Development and Redevelopment Plan & policies.

This revision to the redevelopment plan is being paid for by a grant received by the Borough and we request that bids take this into account and do not exceed \$35,000 in total.

### **III. SELECTION PROCESS**

The Redevelopment Planning Consultant Team will be selected by the Borough on the basis of a three phase process; New Jersey Transit will also participate in the selection process.

First, the applicants will be required to submit written applications in accordance with Section IV of this Request for Qualifications.

A Search Committee consisting of the Mayor and members of the Borough Redevelopment Committee, Council Administration, Planning Board and NJ Transit will review those applications, and select respondents for interviews.

Second, the respondents will be interviewed by the Search Committee in executive session.

Third, after the interview process is completed, finalists selected by the Search Committee will provide presentations in joint public sessions of the Council and Planning Board.

The Mayor and Council will then conclude an agreement with the consultant chosen through that process.

It is expected that an agreement will be negotiated and approved within fifteen (15) days of the completion of public presentations by the finalists.

#### **Selection Criteria Shall Include:**

Proposals will be evaluated on the basis of the proposal submitted with expertise, experience, price and other factors considered. In addition a demonstrated understanding of the Visioning Plan process and the plan itself should be included.

The evaluation will consider:

1. Qualifications of the individuals who will perform the tasks and the level of their respective participation (i.e., total number of hours per each team member anticipated to be dedicated to this project and individual tasks).
2. Experience in performing the various aspects of services described in the RFQ/P, knowledge of and experience with the New Jersey Redevelopment Process and a known reputation in the field of redevelopment planning.
3. Knowledge of the Borough and the subject matter to be addressed under the contract. This will include a description of how will the redevelopment plan capture the various aspects of the vision plan while retaining enough flexibility to allow creative responses from the redevelopment community.

4. Ability to perform the services and tasks in a timely fashion, including staffing and familiarity with the subject matter and availability to accommodate all required meetings.
5. Excellent public presentation skills and the ability to develop consensus among various constituents.
  - a. Public meetings were part of the visioning process and these elements should not be duplicated; respondents will explain how they will present to the public; what the redevelopment plan should include, what changes and/or refinements they will make to the land use plan, circulation plan, etc., and why.
  - b. How will they work with and incorporate technically the vision plan data i.e., fiscal impact & market study, traffic study, design guidelines, etc.
6. Cost consideration including but not limited to historical costs for similar professional services, expertise involved and comparable costs for comparable public entities.
7. Qualified firms will be expected to demonstrate experience and expertise in the following: mixed use development, transit oriented development and smart growth initiatives.
  - a. Redevelopment Plans of similar scope can be submitted as examples.
  - b. Examples of completed redevelopment projects (based on the RD Plan) should be used where ever possible.

This project will be a co-operative effort between the major stakeholders (Borough and NJT) and the selected planner; the applicant must demonstrate their understanding and capability to manage the interdisciplinary elements of this project in addition to their planning abilities including; wetlands use, landscape architecture, integration of fiscal impact and traffic analysis, infrastructure needs and environmental remediation challenges.

#### **IV. WRITTEN APPLICATION**

As set forth in Section V of this RFQ, applicants will be required to submit answers to questions on standardized forms including:

1. Names and roles of the individuals who will perform the services and tasks described herein and descriptions of their experience with other public entities or institutions on similar projects, including resumes detailing education, degrees conferred, applicable professional certifications, etc.  
A description should be provided as to how long members of the consulting team have worked with each other and the extent of such collaboration on projects similar to that described herein.
2. References and a record of similar successful projects: narrative(s) comparing similarities and differences of projects for which such services were performed should be included.

3. Description of ability to provide the services in a timely fashion including staffing familiarity and location of key staff.
4. Detailed cost estimates including fully loaded hourly rates of each of the individuals who will perform services and accompanying breakdown of anticipated hours per team member that will be allotted to each task described herein. Also, an estimate of all anticipated non-salary expenses is required.
5. A description of the quantity and the manner in which public presentations are to be provided.

Respondents shall submit one 1 original and 10 additional sets of their submission (10) days after the issuance of this Request. All respondents must also submit their responses on compact disc in adobe PDF format.

### **Receipt and Opening of Submissions;**

The Borough has invited submissions for the services of a professional Redevelopment Planning Consultant through a public notice of a Request for Qualifications and Proposals.

#### Receipt of Submissions

The Borough Administrator and or his designated representative will receive submissions at the time and place mentioned in the public notice and at such time and place the submissions will be opened

#### Submissions Not in Compliance

The Borough may waive any informality or reject any and/or all submissions in accordance with the Fair and Open Public Solicitation Process for Professional Services established pursuant to P.L. 2004 c 19; N.J.S.A 19:44A-20A, et seq

#### Withdrawing Submissions

Submissions forwarded to the Borough Administrator and/or his designated representative 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 represents the principal or principals involved in the submission.

Submissions may not be withdrawn within twenty four (24) hours of the stipulated time of opening of submissions. Once submissions have been opened they must remain firm for a period of ninety (90) days.

#### Qualifications of Respondents;

Names and roles of the individuals who will perform the tasks and descriptions of their education and experience including experience with other public institutions similar to the services contained herein.

Past Performance:

Documented past performance of same and or similar service, copies of completed plans will be accepted in addition to standardized forms.

References:

References and record of success of the same or similar service.

Description of Abilities

Description of ability to provide the services in a timely fashion including staffing familiarity and location of key staff.

Cost Details

Cost details including the hourly rates of each of the individuals who will be performing services and all expenses.

Technical Process and Equipment

Description of technical process and equipment used in performing the tasks.

**Preparation of Submissions:**

Completion of Submissions

Each submission must be provided on a Standardized Submission Form as supplied in the submission package signed by the Respondent or the 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 shall be contained in a sealed envelope addressed to the Office of the Administrator, Borough of Somerville, 25 West End Avenue, Somerville, New Jersey 08876 and said envelope shall be clearly marked "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 hour herein named or in unsealed envelopes shall not be considered.

No Responsibility for Lost or Misdirected Submissions

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

Required Submission Forms

1. Respondent Information Form
2. Submission Form
3. Disclosure of Ownership Form

4. Non- Collusion Affidavit
5. Equal Employment Opportunity Notice Acknowledgement
6. Copy of the applicable Business Registration Certificate
7. Acknowledgement of Corrections Additions or Deletions Form and
8. Affidavit of Compliance with Section 19:44A-20.4, 20.5 et seq of the State Code

All documents listed above 1 through 8 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 in any given submission, the unit prices shall govern or if between the correct sums 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.

Modifications of Submissions:

Any Respondent may modify its submission by mail courier or hand delivery at any time prior to the scheduled closing time for receipt of submissions.

The Borough, prior to the closing time for receipt of submissions, 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 Borough will not know the final prices or terms until the sealed submission is opened.

Rejection of Submissions:

Multiple Submissions Are Not Allowed.

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

Right to Reject Submissions

The right is reserved to reject any or all submissions in whole or in part if not in compliance with the standardized submission requirements.

Method of Award of Submissions

Right to Waive Informalities in Submission Preserved

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

Referred to Laws

The attention of the Respondents is especially directed to the provisions of Federal, State, County and Local Government statutes and regulations that may apply to the work.

Facsimile Documents Provided in a Submission

Under no circumstances on submission documents requiring authorized signatures will the Borough accept documents provided through facsimile machines.

Contract Compliance

Respondents are required to comply with the requirements of N.J.S.A. 52:32-44 Business Registration of Public Contractors See Attachment VI.A; N.J.S.A. 10:5-31, et seq Law against Discrimination; N.J.A.C. 17:27, et seq.

Contract Compliance and Equal Employment Opportunities in Public Contracts

See Attachment VI.B and the Equal Opportunity Act of 1971 and Chapter 19:44A et seq the State's Anti Pay to Play Statute.

General Requirements Information

It is understood by the Respondent that this submission is provided on the basis of standardized submission requirements prepared by the Borough and the fact that any Respondent is not familiar with these standardized submission requirements or conditions will not be accepted as an excuse.

**V. SUBMISSION FORMS**

BOROUGH OF SOMERVILLE CHECKLIST

SUBMISSION DATE

10 days from Notice and Issuance of Request

The following items shall be provided with the receipt of sealed submissions

- 1 Respondent Information Form
- 2 Submission Form
- 3 Disclosure of Ownership Form
- 4 Non Collusion Affidavit
- 5 Acknowledgements of Corrections Additions and Deletions
- 6 Equal Employment Opportunity Notice Acknowledgement
- 7 Copy of Respondent s Business Registration Certificate
- 8 Affidavit of Compliance with Section 19:44A et seq of the State Statute

**Respondents shall submit one 1 original and 10 additional sets of their submission (10) days after the issuance of this Request. All respondents must also submit their responses on compact disc in Adobe PDF format.**

## RESPONDENT INFORMATION FORM

If the Respondent is an INDIVIDUAL sign name and give the following information

Name  
Address  
Telephone No  
Social Security No  
Fax No  
E Mail

If individual has a TRADE NAME give such trade name  
Trading As  
Telephone No

If the Respondent is a PARTNERSHIP give the following information

Name of Partners  
Firm Name  
Address  
Telephone No  
Federal ID No  
Fax No  
E Mail  
Social Security No  
Signature of authorized agent

If the Respondent is INCORPORATED give the following information

State under whose laws incorporated  
Location of principal office  
Telephone No  
Federal ID No  
Fax No E Mail  
Name of agent in charge of said office upon who notice may be legally served  
Telephone No  
Name of Corporation  
Signature By  
Title  
Address

**BOROUGH OF SOMERVILLE**  
**SUBMISSION FORM**  
**1 of 2**

Note: Attach additional sheets as necessary, complete submission should not exceed 20 pages.

1. Names and roles of the individuals who will perform the services and description of their education, municipal experience and experience with projects similar to the services contained herein, including their education, degrees conferred and professional certifications:

2. References and record of success of same or similar service:

3. Description of ability to provide the services in a timely fashion including staffing familiarity and location of key staff:

4. Cost details including fully loaded hourly rates of each of the individuals who will perform services and all non-salaried expenses and an indication whether a fixed fee is proposed and, if so, why:

Note: Attach additional sheets as necessary

**BOROUGH OF SOMERVILLE  
SUBMISSION FORM  
2 of 2**

Firm \_\_\_\_\_

Date \_\_/\_\_/2007

Authorized Representative \_\_\_\_\_

Print \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

**DISCLOSURE OF OWNERSHIP FORM**  
**1 of 2**

N.J.S.A. 52:25-24.2, reads in part that no corporation or partnership shall be awarded any contract by the State, County, Municipality or School District or any subsidiary or agency thereof unless prior to the receipt of the submission of the corporation or partnership there is provided to the public contracting unit a statement setting forth the names and addresses of all individual who own 10% or more of the stock or interest in the corporation or partnership

1. If the professional service entity is a partnership then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership
2. If the professional service entity is a corporation then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class
3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation
4. If the professional service entity is other than a corporation or partnership the contractor shall indicate the form of corporate ownership as listed below

**COMPLETE ONE OF THE FOLLOWING STATEMENTS**

I. Stockholders or Partners owning 10% or more of the company providing the submission

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_/\_\_/2007

II. No Stockholder or Partner owns 10% or more of the company providing this submission

SIGNATURE \_\_\_\_\_

DATE \_\_/\_\_/2007

**DISCLOSURE OF OWNERSHIP FORM**  
**2 of 2**

III. Submission is being provided by an individual who operates as a sole proprietorship

SIGNATURE \_\_\_\_\_

DATE \_\_/\_\_/2007

IV. Submission is being provided by a corporation or partnership that operates as a  
check one of the following

Limited Partnership Limited Liability Corporation

Limited Liability Partnership Subchapter S Corporation

SIGNATURE \_\_\_\_\_

DATE \_\_/\_\_/2007

**NON- COLLUSION AFFIDAVIT**

STATE OF NEWJERSEY

SS

COUNTY OF \_\_\_\_\_

I of the of \_\_\_\_\_

in the County of \_\_\_\_\_ and the State of New Jersey of full age being duly sworn according to law on my oath depose and say that I am of the firm of the Respondent making the submission for the above named Service and that I executed the said submission with full authority to do so that said Respondent has not directly or indirectly entered into any agreements participated in any collusion or otherwise taken any action in restraint of fair and open competition in connection with the above named Service and that all statements contained in said submission and in this affidavit are true and correct and made with full knowledge that the Borough relies upon the truth of the statements contained in said submission and in the statements contained in this affidavit in awarding the contract for said Service.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission percentage brokerage or contingent fee except bona fide employees or bona fide established commercial or selling agencies maintained by Name of Respondent \_

\_\_\_\_\_

Subscribed and sworn to before me this day of \_\_/\_\_/2007

Notary Public State of \_\_\_\_\_

Signature of Professional \_\_\_\_\_

My Commission expires \_\_/\_\_/20

Name and Title \_\_\_\_\_

**ACKNOWLEDGEMENT OF CORRECTIONS, ADDITIONS AND DELETIONS FORM**

I of the firm \_\_\_\_\_ hereby  
acknowledge that any corrections additions and or deletions have been initialed and  
dated in this Submission Package

Signature \_\_\_\_\_

Type or Print name of applicant and Title under signature

\_\_\_\_\_

Date \_\_/\_\_/2007

## ATTACHMENTS

## **EQUAL EMPLOYMENT OPPORTUNITY**

N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27 et seq  
GOODS PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

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 affectional or sexual orientation or sex Except with respect to affectional 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 affectional or sexual orientation 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 employees and applicants for employment notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non discrimination clause

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

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 workers 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 any regulations promulgated by the Treasurer pursuant to N J S A 10 5 31 et seq 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 county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division pursuant to N.J.A.C. 17:27-5.2

## **BUSINESS REGISTRATION OF CONTRACTORS**

On September 1, 2004 P.L. 2004 c 57: Business Registration of Contractors with Government Agencies became effective As of that date all business organizations that do business with a local contracting agency are required to be registered with the State of New Jersey Department of Treasury Division of Revenue and provide proof of that registration to the contracting agency before the contracting agency may enter into a contract with the business

A Business Organization means an individual partnership association joint stock company a trust corporation or other legal business entity or successor thereof The law provides that a copy of the Business Registration Certificate issued by the New Jersey Department of Treasury Division of Revenue shall be provided at the time any submission is received failure to do so is a fatal defect that cannot be cured this law covers construction as well as non construction submissions

Further information may be obtained by visiting the following web site at the State of New Jersey [www.nj.gov/treasury/revenue/busregceti/htm](http://www.nj.gov/treasury/revenue/busregceti/htm)

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract

1. The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor
2. Prior to receipt of final payment from a contracting agency a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none were used
3. During the term of this contract the contractor and its affiliates shall collect and remit and shall notify all subcontractors and their affiliates that they must collect and remit to the Director New Jersey Division of Taxation the use tax due pursuant to the Sales and Use Tax Act N.J.S.A. 54:32B-1 et seq on all sales of tangible personal property delivered into this State

A contractor subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of 25 for each day of violation not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency

**BOROUGH OF SOMERVILLE**

**AFFIDAVIT OF COMPLIANCE WITH SECTION 19:44A-20.4, 20.5, ET SEQ OF THE STATE STATUTE**

State of \_\_\_\_\_

County of \_\_\_\_\_

I \_\_\_\_\_ (Name of Professional Business Entity is if a corporation name of officer making affidavit) being duly sworn affirm that I am aware of the provisions of section 19:44a-20.4, 20.5, et seq of the state statute, and adhered to by the Borough of Somerville.

I further declare that neither the professional business entity with which I am associated nor I have made any contribution of money or anything of value including in kind contributions at anytime within the past year to any Borough of Somerville candidate for Mayor or Borough Council or Borough of Somerville political party committee or their intermediaries including but not limited to a Somerset County political party committee

I further declare that I am aware that if it is determined that such contributions have been made that it will be deemed as a material breach of any professional services agreement that I have entered into with the Borough of Somerville and that I may be subject to penalties as may be provided by law.

Signature of Person Making Affidavit \_\_\_\_\_

Sworn and subscribed to before me this day of \_\_/\_\_/2007

My Commission expires on \_\_/\_\_/2007