

**BOROUGH OF SOMERVILLE NEW JERSEY  
PLANNING BOARD**

**REQUEST FOR QUALIFICATIONS**

**PROFESSIONAL PLANNING CONSULTANT**

**FOR THE REVISION OF HISTORIC PRESEVATION ELEMENT FOR  
THE SOMERVILLE MASTER PLAN**

**STANDARDIZED SUBMISSION REQUIREMENTS & SELECTION CRITERIA**

**ISSUED APRIL 30<sup>th</sup>, 2007**

**DUE MAY 25<sup>th</sup>, 2007**

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## **Introduction**

The Planning Board of the Borough of Somerville is requesting Qualifications from professionals knowledgeable in historical preservation planning and architecture to conduct a physical survey of the borough, undertake a review the proposed "Historic Overlay Area" recommendation and the additional historic areas the Historic Advisory Committee (HAC) has identified for inclusion in the Borough's Master Plan Re-examination as part of the Historic Element. These areas range from the downtown business district, to a modest residential "Victory Homes" neighborhood, through the "West End" of town with its noteworthy homes and buildings. These areas include numerous significant buildings, some historically, some architecturally. The last study was done in 1991-92 by Somerset County, the inventory & descriptions created in that study are now outdated, and incomplete.

The selected professional will review the work to date and update the data to reflect the unique character of each area or district and make recommendations to the Planning Board as outlined in the "Scope of Work" section of this document.

The borough has received a \$25,000 NJ DCA OSG "Smart Future" grant titled "Design Guidelines for Creating Places" to fund this project. The purpose of this grant as stated is to: create "Smart Design" guidelines for the Designated Regional Center (Borough of Somerville portion) that reflect not only the character of the area(s) but the input of the public and their feelings towards the proposed guidelines.

## **I. REQUESTED SERVICES**

The professional will evaluate the total inventory of buildings in the defined areas, categorize and describe the significant ones, and relate these areas to historical records & events of Somerville. The result will be a complete update of the information for the Historic overlay for the Master Plan and a series of recommendations (which will include suggested ordinances) to the Borough for the preservation and maintenance of these areas and structures.

## **II. SCOPE OF SERVICES**

- a. Conduct a physical survey of these areas.
- b. Conduct public workshops and survey of local residents and business community
- c. Develop guidelines to support the anticipated new ordinances.
- d. Examine ordinances in relation to design guidelines.
- e. Draft new zoning ordinances to protect the heritage of the community in the proposed Overlay district(s).

The professional will conduct Public Meetings to;

- a) Describe the process the professional will use in obtaining data and input to the process;
- b) Obtain input from residents and others to ascertain concerns and issues relating to this study;
- c) Present preliminary findings and recommendations to the public and seek commentary from them;
- d) Present the final recommended plan, overlay and recommended ordinances to the public at a regular session of the Planning Board and ultimately the Borough Council.

The professional's proposal will include:

1. Information and examples of similar projects they have completed, this can include, surveys and methodology employed, proposed workshop methodology, and sample design guidelines where possible.
2. A projected time-line of events to completion.
3. A list of staff working on the project and their qualifications, knowledge of the municipality and area.
4. Detail of fully loaded hourly rates for staff working on the project.

Responses to this request for qualifications are due no later than 5/25/2007 and should be submitted to: Secretary, Somerville Planning Board, 25 West End Avenue, Somerville NJ 08876.

Proposal should be submitted in a sealed package marked "Historic Planning Proposal" and consist of one original set of documents with 10 copies plus the complete proposal on compact disc in PDF format

### **III. SELECTION PROCESS**

The Consultant Team will be selected by the Borough Planning Board on the basis of the following 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 members of the Planning Board, Mayor, Borough Planner, Historic Advisory Committee and members of the Borough Redevelopment Committee will review those applications, and if deemed necessary select respondents for interviews.

Second, if interviews are needed, the respondents will be interviewed by the Search Committee in executive session.

Upon the recommendation of the 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 forty-five (45) days of the Boroughs appointment of the finalist.

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

Proposals will be evaluated on the basis of the proposal submitted with expertise, experience, price and other factors considered.

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 and a known reputation in the field of historical preservation planning.
3. Knowledge of the Borough and surrounding area/region and the subject matter to be addressed under the contract.
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 are a required part of the planning process; respondents will explain how they will present to the public; what the historical element should include, and why.
  - b. How will they work with and incorporate technically the study data
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: historical preservation planning and smart growth initiatives.
  - a. Previous completed work of similar scope can be submitted as examples.
  - b. Examples of completed projects (including recommended ordinances) should be used where ever possible.

#### **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 (20) days after the issuance of this Request. All respondents must also submit their responses on compact disc in adobe PDF format.

## **V. RECEIPT AND OPENING OF SUBMISSIONS**

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

### Receipt of Submissions

The Borough Planning Board Secretary and or a 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 Planning Board 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 Planning Board Secretary and/or a 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.

## **VI. 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 Secretary, Planning Board, 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 Planning Board 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 Planning Board, 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 Planning Board 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 Planning Board 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 Planning Board and the fact that any Respondent is not familiar with these standardized submission requirements or conditions will not be accepted as an excuse.

## **VII. SUBMISSION FORMS**

### BOROUGH OF SOMERVILLE PLANNING BOARD CHECKLIST

#### SUBMISSION DATE

20 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 Affidavits
- 5 Acknowledgements of Corrections Additions and Deletions
- 6 Equal Employment Opportunity Notice Acknowledgements
- 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 (20) 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  
PLANNING BOARD  
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  
PLANNING BOARD  
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

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