

**REQUEST FOR PROPOSAL/QUALIFICATIONS
FOR
PARKS & RECREATION ENGINEER**

**Issued by
The Borough of Bernardsville**



BOROUGH HALL

Date Issued: 10/15/2021

Responses Due by: 11/4/2021

REQUEST FOR PROPOSAL & QUALIFICATION
FOR
PARKS & RECREATION ENGINEER

I. PURPOSE AND INTENT

Through this Request for Proposal & Qualifications (RFP/Q), the Borough of Bernardsville (hereinafter the "Borough") seeks to engage a vendor as Parks & Recreation Engineer for the Borough for a contract term of twelve (12) months.

II. PROPOSAL SUBMISSION:

The Borough requires the proposal be submitted in the following format:

One (1) original, hard copy and one (1) copy in PDF File format on a flash drive, shall be submitted in sealed envelopes and must be marked with the name "PARKS & RECREATION ENGINEER" and addressed to:

Thomas Czerniecki
Borough Administrator
Borough of Bernardsville
166 Mine Brook Rd.
Bernardsville, NJ 07924

The proposal must be received no later than Thursday, November 4, 2021 by 10:00 a.m.

Any inquiry concerning this RFP should be directed in writing to:

Thomas Czerniecki, Borough Administrator at:

tczerniecki@bernardsvilleboro.org

All proposals shall include all of the information requested in the requirements and selection criteria section in section V. Submissions. Proposals will be deemed incomplete if all of the documents are not submitted accordingly.

All professional service contracts are required to comply with the requirements on N.J.S.A. 52:32-33 et seq. (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq.

and N.J.A.C. 17:27 et seq. (Contract compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2)

The Borough reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Borough reserves the right to re-solicit proposals.

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records ACT N.J.S.A. 47:1a-1 et. seq. The Borough will not be responsible for any costs associated with the submission or presentation of the proposal.

III. Services Sought

The Borough of Bernardsville recently completed an update to its Parks, Recreation of Open Space master plan, which can be viewed at:

<https://www.bernardsvilleboro.org/News/View/1036/recreation-and-open-space-master-plan>

The Borough of Bernardsville is seeking a Request for Proposals/Qualifications from qualified professional engineering consultants licensed to practice in the State of New Jersey with specific and demonstrated experience, knowledge, expertise and credentials to design and renovate public parks, associated buildings, playgrounds, playing fields including synthetic turf fields, field lighting, drainage, parking and circulation. Services will include planning, design, cost estimates, creation of specifications for bid, review of bids, inspections, and construction support and contract administration for a variety projects which are generally listed in Chapters 8 (p. 143) and 9 (p. 156).

Proposals shall be submitted by professionals that are capable and can demonstrate proven backgrounds in the type of work. In addition, all interested professionals shall have sufficient, readily available resources in the form of trained personnel,

support services and specialized consultants to carry out to complete projects deemed necessary by the Borough.

IV. Minimum Qualifications and Experiences

1. Consultant's professional qualifications, availability and experience of key personnel working on the project.
2. Understanding of scope of work.
3. Prior experience and familiarity working on municipal projects.
4. Prior experience and familiarity working with the design and renovation of public parks, playgrounds and sports facilities.

V. Submissions

Each proposal must contain:

1. Name, qualifications and experience of principal who will oversee the relationship along with three references.
2. Name and qualifications of any other individuals who may assist the principal.
3. Three references relevant to RFP/Q.
4. Project profiles led by the firm and its staff that demonstrate experience in the following areas/disciplines:
 - a. Park planning
 - b. Playgrounds
 - c. Synthetic fields
 - d. Architecture of related buildings such as food concessions and restrooms
 - e. Parking and circulation
 - f. Landscape architecture
 - g. General drainage
 - h. Lighting
 - i. Playing field rehabilitation
 - j. Playing courts; development and rehabilitation
5. Statement of availability to perform work outlined in the scope of services.
6. Hourly rate sheet depicting fees for all services applicable to this scope of work.

7. Copy of Business Registration Certificate.
8. Copies of other required disclosure information.

VI. Selection

The Mayor and Council reserves the right to reject any or all proposals.

Selection will be based on the following criteria, in order of rank:

1. Qualifications of the primary principal and support staff based on assessment of items outlined in the Submissions (Section V).
2. Diversity of expertise and experience of the firm related to parks projects including but not limited to project engineering, planning, architecture, landscape design and landscape architecture, and experience,
3. General experience of the firm related to parks and recreation projects inclusive of project and budget management.
4. Fees to be charged on an hourly rate per staff member.