

**REQUEST FOR PROPOSAL/QUALIFICATIONS  
FOR  
TRAILS CONSULTING ENGINEER**

**Issues by  
The Borough of Bernardsville**



**Date Issued: October 8, 2021**

**Responses Due By: November 4, 2021**

**Borough of Bernardsville - Trails Consulting Engineer  
Request for Qualifications & Proposal  
Bernardsville Parks Trail Plan - Phase 1**

**INTRODUCTION**

The Borough of Bernardsville, New Jersey recently adopted the 2021 Parks and Recreation Master Plan. A community survey conducted as part of the plan identified a trail system as a highly desirable element to develop in the community. The Mayor and Council discussed the need for a plan and directed the Borough Administrator to proceed with the development of such a plan.

The Borough is inviting qualified engineering firms to consider providing qualifications to serve as the Borough's Trails Consulting Engineer. Additionally, the Borough is seeking proposals for the development of four (4) detailed feasibility studies outlined in Part 2 of this RFQ/P.

Firms interested in being considered for the development of the Bernardsville Borough Parks' Trail Plan must submit a detailed proposal by 10 a.m. on Thursday, November 4, 2021.

There will a voluntary meeting via Zoom on Thursday, October 28, 2021 to answer any questions and discuss the Borough's expectations. Please email [tczerniecki@bernardsvilleboro.org](mailto:tczerniecki@bernardsvilleboro.org) to sign up for the Zoom meeting.

Please submit 12 bound paper proposals and one PDF electronic copy on a flash drive addressed to: Thomas Czerniecki, Borough Administrator, Borough of Bernardsville, 166 Mine Brook Rd., Bernardsville, NJ 07924.

**Qualifications and proposals must be received by mail or delivery to the Borough Administrator's office of the Borough of Bernardsville by 10 am, Thursday, November 4, 2021.**

**PART 1**

**REQUEST FOR QUALIFICATIONS**

It is the Borough's intention to appoint a Trails Consulting Engineer, secure the initial studies being requested, and potentially engage said engineer to implement the all or parts of the plan. Each submittal shall include at a minimum the following items:

- A. Statement of qualifications, including resumes of key personnel that will include the engineer, environmental expert, landscape architect, surveyor and any other professionals who will be involved directly in the delivery of services to the Borough.
- B. References of similar contracts including dates, contact names, and telephone numbers.
- C. A description of the firm's understanding of the work to be done and the approach that the firm will take to carry out the work.
- D. Any additional information that you wish to call to the Borough's attention with respect to your firm's qualifications.
- E. Time Requirements. Please indicate the estimated length of time it will take to complete the tasks identified in the RFP/Q.
- F. Hourly Rates. Please include a detailed explanation of the hourly rates the firm intends to charge if engaged in trails related projects.

**PART 2**

**REQUEST FOR PROPOSALS - TRAIL PLANNING SERVICES**

**STUDY A**

**Feasibility & Route Selection: 271 Mine Brook Road Trail**

The Borough recently acquired this property (See Attachment A) which consists of Block 81 Lot 6.02 (18.8 +/- acres) and lot 6.03 (2.6 +/- acres) for a total of 21.44 +/- acres. The Borough is interested in developing a concept plan for a trail system that can be built in multiple phases. The trail will be designed in a manner that maximizes visual interest, minimizes disturbance of wetlands and other valuable ecological features, provides accessibility to residents with disabilities, access for police and emergency medical services, and provides the fewest obstacles to development. Additionally, the trail layout should take into account the privacy needs of adjoining property owners and preserve contiguous developable areas for future, not yet established, park development opportunities.

In addition to a general trail layout, the concept plan should identify a low impact parking area to accommodate anticipated trail use, which will take into account NJDOT regulations as the lot would be accessed through NJ Route 202.

The study should include a comprehensive and detailed explanation of any regulatory hurdles, and an estimated itemized project budget that includes staff meetings, design, permitting, attendance at three public meetings (1 - Council, 1 - Recreation Committee, and 1 - Land Use Planning Board), bid development and construction management.

**Study A: Proposed Fee:**

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**STUDY B**

**Feasibility & Route Selection: Peters Tract/251 Claremont Road Trail**

This property consists of Block 17 Lot 30 (30 acres +/-), and Block 17 Lot 28 (5.08 +/- acres) (See Attachment B). Except for a home, the area is undeveloped.

The Borough is interested in developing a concept plan for a trail system that can be built in multiple phases. The trail will be designed in a manner that maximizes visual interest, minimizes disturbance of wetlands and other valuable ecological features, provides accessibility to residents with disabilities, access for police and emergency medical services, and provides the fewest obstacles to development. Additionally, the trail layout should take into account the privacy needs of adjoining property owners and preserve contiguous developable areas for future, not yet established, park development opportunities.

In addition to a general trail layout, the concept plan should identify a low impact parking area to accommodate anticipated trail use.

The study should include a comprehensive and detailed explanation of any regulatory hurdles, and an estimated itemized project budget that includes staff meetings, design, permitting, attendance at three public meetings (1 - Council, 1 - Recreation Committee, and 1 - Land Use Planning Board), bid development and construction management.

**Study B: Proposed Fee**

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STUDY C

Connection of the Polo Grounds municipal park to adjoining trails  
associated with the Morristown National Park and  
the New Jersey Audubon Society

The Borough is seeking an assessment, a buildable concept plan and cost estimates that would connect the Borough's largest active park, known as the Polo Grounds (See Attachment A), which is located adjacent to the Bernardsville Middle School at Seney Drive, to the trail system located within the Morristown National Park, also known as Jockey Hollow. The portion of the Morristown National Park that is situated in Bernardsville is known as the New Jersey Brigade Area within which is also located the Cross Estate Garden. Adjacent to this and immediately southeast of the Cross Estate abutting the Polo Grounds is the New Jersey Audubon Society's Scherman Hoffman Wildlife Sanctuary, which features a spur of the Patriots' Path and its own trail system.

There is a well-developed sidewalk network linking substantial portions of the Borough to the Polo Grounds. Therefore, the ability to create further linkages into these already development trail systems is a high priority.

The study should include a comprehensive and detailed explanation of any regulatory hurdles, and an estimated itemized project budget that includes staff meetings, design, permitting, attendance at three public meetings (1 - Council, 1 - Recreation Committee, and 1 - Land Use Planning Board), bid development and construction management.

**Study C: Proposed Fee**

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**STUDY D**

**Community Connectivity Study**

The Borough is seeking an analysis and recommendations that would identify and prioritize realistic and effective opportunities to establish linkages throughout the community. The emphasis of the study is to maximize pedestrian connectivity between parks, open spaces and other public and private institutions of cultural and social value including schools, the library, civic buildings and houses of worship.

This study should consider topography, the presence/absence of rights of way, and the recommended pedestrian infrastructure application (i.e. sidewalk, trail, bike path/lane, etc.) best suited to achieve this goal.

The mission of Study D, the linkage study, is to provide a top level guide for further evaluation.

**Study D: Proposed Fee**

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**PART 3**

**INSTRUCTIONS FOR RFQ/P SUBMISSIONS**

The sealed proposals, including all information requested, in the Scope of Work, should be marked BERNARDSVILLE TRAILS ENGINEERING CONSULTANT and be received no later than 10:00 a.m. on Thursday, November 4, 2021. Proposal shall be delivered to Tomas Czerniecki, Borough Administrator, Borough of Bernardsville, 166 Mine Brook Rd., Bernardsville, NJ 07924.

**Selection Criteria**

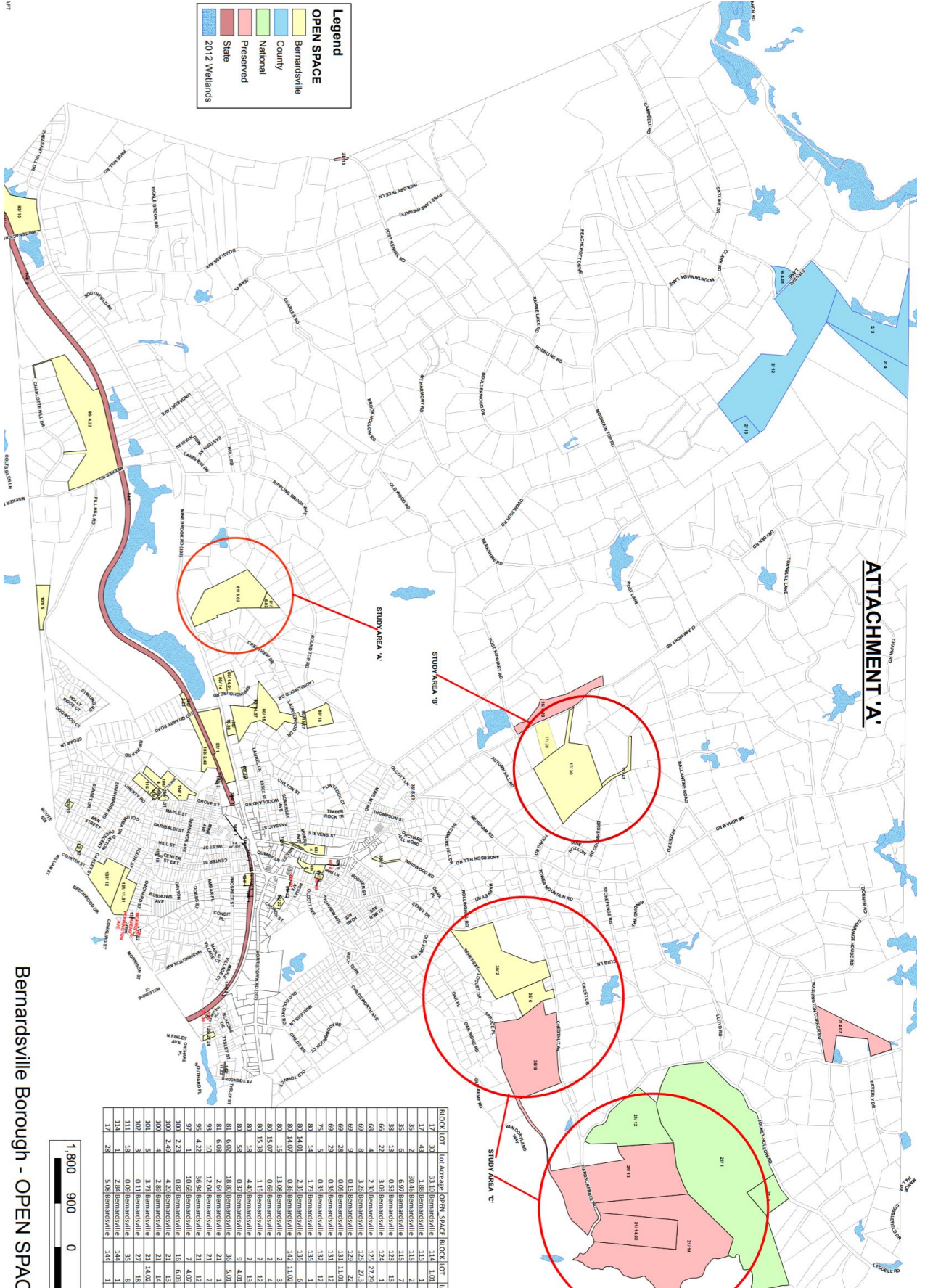
The Borough Council and/or other Borough Departments and Committees will read, review, and evaluate each proposal. Selection Criteria will be based on price, experience, references, completeness of proposal, time requirements and firm's demonstrated understanding of all aspects of scope of work.

**Reservations**

The Borough reserves the right to reject any and all proposals and accept a proposal considered most advantageous to the Borough. The Borough reserves the right to award proposals for the specific studies outlined in Part 2.

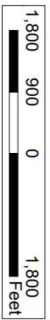


# ATTACHMENT 'A'



Bernardsville Borough - OPEN SPACE 2021

BLOCK	LOT	Lot Acreage	OPEN SPACE	BLOCK	LOT	Lot Acreage	OPEN SPACE
17	30	33.10	Bernardsville	114	101	0.41	Bernardsville
17	31	30.26	Bernardsville	115	1	0.33	Bernardsville
32	45	30.26	Bernardsville	115	2	0.33	Bernardsville
35	6	6.07	Bernardsville	115	7	2.05	Bernardsville
38	13	0.51	Bernardsville	123	13	0.30	Bernardsville
66	22	3.01	Bernardsville	124	1	0.79	Bernardsville
68	4	2.30	Bernardsville	125	27.3	0.54	Bernardsville
69	9	0.15	Bernardsville	129	22	0.29	Bernardsville
69	20	0.56	Bernardsville	131	12	0.43	Bernardsville
69	25	0.56	Bernardsville	131	12	0.43	Bernardsville
75	5	0.25	Bernardsville	132	12	0.35	Bernardsville
80	14	1.73	Bernardsville	135	1	0.03	Bernardsville
80	14.01	2.35	Bernardsville	135	6	0.20	Bernardsville
80	14.07	0.36	Bernardsville	142	11.02	0.15	Bernardsville
80	15	13.08	Bernardsville	2	4	23.33	County
80	15.01	0.69	Bernardsville	2	13	0.03	County
80	15.02	0.69	Bernardsville	2	14	0.03	County
80	18	4.81	Bernardsville	2	15	0.54	County
80	58	0.17	Bernardsville	9	4.01	3.17	County
81	6.08	18.80	Bernardsville	36	5.01	0.01	National
81	6.09	2.64	Bernardsville	21	1	140.89	National
93	10	12.04	Bernardsville	21	2	7.99	National
95	4.22	36.24	Bernardsville	21	12	26.94	National
97	1	10.08	Bernardsville	7	4.07	11.61	Preserved
97	2	2.28	Bernardsville	7	4.08	11.61	Preserved
100	2.68	4.20	Bernardsville	21	6.03	40.72	Preserved
100	4	2.80	Bernardsville	21	14	70.49	Preserved
101	5	3.73	Bernardsville	21	14.02	22.31	Preserved
102	3	0.11	Bernardsville	27	18	0.29	Preserved
111	18	0.09	Bernardsville	35	8	58.43	Preserved
114	1	2.84	Bernardsville	144	1	12.56	State
117	28	5.08	Bernardsville	144	1	31.44	State



**Legend**

**OPEN SPACE**

- Bernardsville
- County
- National
- Preserved
- State
- 2012 Wetlands

