

# MORRIS CANAL GREENWAY PLAN RFP



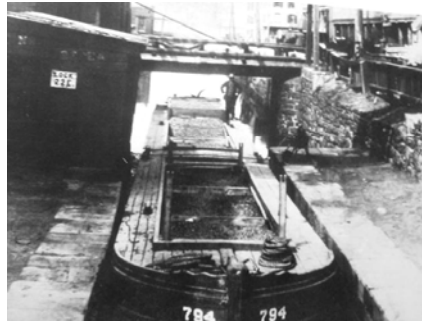
Information Session  
December 8, 2011

## Who's Involved?

- ▶ City of Jersey City
- ▶ North Jersey Transportation Planning Authority
- ▶ Steering Committee including
  - NJDEP/SHPO
  - Canal Society of NJ
  - Jersey City Redevelopment Agency
  - NJ TRANSIT

## Purpose

- ▶ Prepare a comprehensive plan for a bicycle and pedestrian greenway on the former Morris Canal right-of-way with connections to other regional facilities



Above: Lock 22 East in Jersey City

## Study Area

- ▶ Dearth of off-road bike/ped facilities in Jersey City
- ▶ 26% of those who live and work in Jersey City walk or bike to work







## Minimum Scope of Work

- ▶ Task 1 – Data Collection and Review, Project Website
  - Review existing documents and collect new data
  - Identify
    - Location
    - Ownership
    - Impediments/Constraints
    - Regional facilities
    - Potential ROW
    - Environmental screening

## Minimum Scope of Work

- ▶ Task 2 – Delineation of Greenway Route, Public Meeting 1
  - Off-road to the greatest extent possible



Above: Lock 21 East in Jersey City

## Minimum Scope of Work

- ▶ Task 3 – Design Guidelines
  - Low-maintenance, low-cost, eco-friendly
  - Consider
    - Materials
    - Signage
    - Historic Markers
    - Lighting
    - Landscaping
    - Safety

## Minimum Scope of Work

- ▶ Task 4 – Implementation Strategy and Public Meeting 2
  - Consider
    - Cost estimates
    - Funding source
    - Responsible agency
    - Timeframe
    - Phasing plan
    - Interim treatments
- ▶ Task 5 – Draft Final Report
- ▶ Task 6 – Final Report

## Minimum Scope of Work

- ▶ Concurrent Tasks
  - Project Management and Communication (including monthly invoicing)
  - Steering Committee Meetings
  - Public Meetings
  - Website
  - FTP Site
  - Quality Control

## Consultant Selection Criteria

- ▶ Excellent written and oral communication skills
- ▶ Bicycle facility planning
- ▶ Pedestrian facility planning
- ▶ City planning and urban design for a highly-urbanized environment
- ▶ Public outreach

## Proposal Evaluation Criteria

- ▶ Cost Proposal (10%)
- ▶ Consultant Team Qualifications (20%)
- ▶ Technical Approach (25%)
- ▶ Understanding of Scope of Work (25%)
- ▶ Creativity and Innovative Ideas (10%)
- ▶ Schedule and Deliverables (10%)

## Technical Proposal

- ▶ Summary Statement
- ▶ Statement of Qualifications
- ▶ Scope of Work/Project Approach and Timeline
- ▶ Proposed Schedule of Deliverables

## Technical Proposal (cont.)

- ▶ Proposed Schedule of Meetings/Presentations
- ▶ Jersey City Responsibilities
- ▶ Assumptions and Qualifications
- ▶ References

## Technical Proposal (cont.)

- ▶ Business Registration Certificate
- ▶ Equal Employment Opportunity and Affirmative Action Requirements Forms
- ▶ Pay-to-Play Forms

## Cost Proposal

- ▶ Cost plus fixed fee proposal for Scope of Work
- ▶ DBE/ESBE 15.6%
- ▶ Refer to sample budget in RFP package
- ▶ Cost Proposal must include:
  - the hours per task for each employee
  - the hourly wage rate for each employee with the effective date of hourly wage rates
  - identification of DBE/ESBE firm(s) on the consultant team
  - overhead rate
  - other direct expenses
  - fee
  - the length of time that the cost appraisal is considered valid

## Insurance

- ▶ Comprehensive General Liability – \$1 million
- ▶ Automobile Liability Coverage – \$2 million
- ▶ Workers' Compensation Insurance – \$100,000
- ▶ Professional Liability Insurance – \$1 million

## How to Respond

Submit ten (10) separately-bound copies of Technical Proposal including EEO/AA and Pay to-Play forms and one (1) copy of Cost Proposal in a separate, sealed envelope to the City of Jersey City's Division of Purchasing by Thursday, January 5, 2012 at 11 AM

## Important Dates

- ▶ Deadline for Written Questions – December 16, 4 PM
- ▶ Proposal Due Date – January 5, 2012, 11 AM
- ▶ Consultant Interviews – January 26, 2012
- ▶ Contract Negotiations – End January 2012
- ▶ Contract Execution – February 2012
- ▶ Project End – May 31, 2013

## Questions

- ▶ Questions must be submitted in writing to Naomi Hsu by 4 PM on Friday, December 16, 2011
  - E-mail: [hsun@jcnj.org](mailto:hsun@jcnj.org)
  - Fax: 201-547-4323
  - Mailing address:  
Division of City Planning  
30 Montgomery Street, Suite 1400  
Jersey City, NJ 07302
- ▶ Responses will be posted on the City of Jersey City's website ([www.jerseycitynj.gov](http://www.jerseycitynj.gov))