

GLOUCESTER CITY, NEW JERSEY
REQUEST FOR PROPOSAL FOR
Gloucester City Transportation Study

FAIR & OPEN PROFESSIONAL SERVICES SOLICITATION PROCESS

Issued by the City of Gloucester City
512 Monmouth Street
Gloucester City, NJ

ISSUE DATE: January 24, 2019
DUE DATE: February 25, 2019

Proposals shall be delivered in a sealed envelope clearly marked "Transportation Study" to Kathleen Jentsch, City Clerk, Gloucester City, 512 Monmouth Street, Gloucester City, NJ.

I. INTRODUCTION

The City of Gloucester City ("City" and/or "Gloucester City") is seeking proposals for completion of a Transportation Study. Proposals shall confirm to the scope of work, instructions and schedule provided herein. The City will select an engineering firm ("Engineer") based on price and other factors considered, which shall be the most advantageous to the City. The City reserves the right to make follow-up inquiries and / or conduct interviews subsequent to the submission of RFPs. The City reserves the right to reject any and all RFP responses.

II. GENERAL INFORMATION

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 g! seq. The selection is subject to the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44-20.4 g! seq., however. The City has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFP Qualification Statements will be evaluated in accordance with the criteria set forth in this RFP, which will be applied in the same manner to each Proposal received.

Proposals will be reviewed and evaluated by the City and its legal and/or financial advisors (collectively, the "Review Team"). The Proposals will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFP. Under no circumstances will a member of the review team review responses to an RFP for a job which they or their firm submitted a response. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the City will (in its sole judgment) determine which Respondents are qualified (from professional, administrative and financial standpoints). Each Respondent that meets the requirements of the RFP (in the sole judgment of the City) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the City.

The RFP process commences with the issuance of this RFP. The steps involved in the process and the anticipated completion dates are set forth herein. The City reserves the right to, among other things, amend, modify or alter the Schedule upon notice to all potential Respondents.

Subsequent to issuance of this RFP, the City (through the issuance of addenda to all firms that have received a copy of the RFP) may modify, supplement or amend the provisions of this RFP in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the City.

III. BACKGROUND OVERVIEW

The proposed project will be a transportation study of the residential neighborhood and port area of Gloucester City. The goal of the study is to provide an in-depth analysis of the transportation network of Gloucester City.

Additional information may be obtained by making an e-mail request to the City Administrator: jlipsett@cityofgloucester.org

IV. BASIC SERVICES SCOPE OF WORK

There are two areas in which the City would like to focus this study; along King Street and Broadway from Linden Street to the intersection of Broadway and King Street (the intersection will be included in the study) and the intersection of Broadway and Market Street. The current intersection alignment at King Street and Broadway makes it difficult for trucks to make the turns. The City would like to see how the intersections could be reworked to accommodate trucks in a safer manner. Market Street is a County Road with a school located on it. The volume on the road seems to be increasing and the City would like to investigate ways that the pressure could be taken off of that road in order to improve safety conditions; especially at the Market Street and Broadway intersection. In addition, the City would like feedback on what signage would be most effective in order to keep trucks on the appropriate roads.

Phase 1: Inventory and Analysis: Along Broadway and King Street from Linden Street to the Broadway and King Street intersection and the intersection of Broadway and Market Street

- Transportation Assessment
 - Transportation conditions
 - Compile traffic and travel data
 - Collect other relevant data for the study
 - Traffic Counts by vehicle type
- Assess Corridor Geometrics and Network Integrity
 - Assess functionality of network
 - Review truck movements
 - Review network for continuity and efficiency
- Traffic Modeling
 - Analyze traffic conditions
- Analyze Existing Transportation Conditions
 - Assess traffic conditions
 - Analysis of transportation system for all modes of travel on daily and peak-period bases
 - Identify any deficiencies
 - Consider new development that is being proposed and how it will affect existing network

Phase 1 Deliverable: Report containing all relevant data collected and analysis

Phase 2: Design Alternatives

- Conceptual land use and transportation solutions for the corridor
- Short-term and long-term solutions
- Wayfinding solutions
- Other recommendations
- Public Meeting to engage community and businesses
- Up to three alternative solutions with cost estimates for planning purposes

Phase 2 Deliverable: Report containing recommendations for study area

The proposed study will implement the Develop Livable Communities principle of Connections 2045. The proposed plan will allow for the reinvestment into the existing transportation network in Gloucester City. A more efficient network will improve the existing community and support new development along the waterfront. Once the study is finalized and recommendations are provided, Gloucester City will move towards implementation of recommendations.

V. RFP SCHEDULE

1. RFP Issuance —January 24, 2019
2. Deadline for submission of written questions — February 5, 2019
3. Responses to written questions — February 15, 2019
4. Deadline for RFP Response submissions — February 24, 2019
5. Follow-up questions and interviews, if applicable —by March 1, 2019
6. Engineer selection by City — March 5, 2019

VI. PROPOSAL (RFP RESPONSE / QUALIFICATION) TECHNICAL CONTENT

The following items shall be included in the RFP Response

- Overview of approach to the project and a concise summary of the scope of work proposed in the context of the Basic Scope of Services set forth herein.
- Roster of personnel who will work on the project, including resumes for the key professionals.
- Summary of relevant experience producing traffic studies, analyses, and recommendations based on analyses.
- An hourly rate price quotation for the Basic Scope of Services set forth herein and the scope of work proposed.
 - If optional or alternative approaches are to be proposed, they shall be itemized and quoted separately, including hourly rates if appropriate.

This RFP and the Engineer's Response will be incorporated into a contract for the selected engineer to be drafted by the City's attorney.

VII. SUBMISSION PROCEDURE

One original, eleven (11) copies and one electronic copy (PDF format) of the proposal shall be delivered in a sealed envelope clearly marked "Transportation Study" to Kathleen Jentsch, City Clerk, 512 Monmouth Street, Gloucester City, New Jersey on or before February 24, 2019

VIII. SELECTION EVALUATION

The City will select an engineer or planning firm ("Engineer") based on price and other factors considered, which shall be the most advantageous to the City of Gloucester City. The City reserves the right to make follow-up inquiries and / or conduct interviews subsequent to the submission of RFPs. The City reserves the right to reject any and all RFP responses. RFP Responses will be evaluated taken into the following on the basis of the most advantageous, price and other factors considered:

- a. Fee / Hourly Rates;
- b. Licensure, experience and reputation in the field;
- c. Ability to address, complete, and facilitate all items stated in the above scope of services;
- d. Knowledge of similarly situated municipalities having the same issues / concerns as the City;
- e. Other factors to be demonstrated to be in the best interest of the City.

1. Conditions Applicable to RFP.

Upon submission of a Qualification Statement (i.e., Proposal) in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- o All costs incurred by the Respondent in connection with responding to this RFP shall be borne solely by the Respondent.
- o The City reserves the right in its sole judgment to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFP from further consideration for this procurement.
- o The City reserves the right in its sole judgment to reject any Respondent that submits incomplete responses to this RFP, or a Qualification Statement that is not responsive to this RFP.
- o The City reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or otherwise request additional information.

- o e All Qualification Statements shall become the property of the City and will not be returned.
- o All Qualification Statements will be made available to the public at the appropriate time, as determined by the City (in the exercise of its sole discretion) in accordance with law.
- o The City may request Respondents to send representatives to the City for interviews.
- o Any and all Proposals not received by the City by the deadline will be rejected.
- o Neither the City, nor their respective staffs, consultants or advisors (including but not limited to the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement or for participating in this procurement process.

2. Rights of the City

The City reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFP and the procurement process in accordance with the provisions of applicable law:

- To determine that any Qualification Statement received complies or fails to comply with the terms of this RFP.
- To supplement, amend or otherwise modify the RFP through issuance of addenda to all prospective Respondents who have received a copy of this RFP.
- To waive any technical non-conformance with the terms of this RFP.
- To change or alter the schedule for any events called for this RFP upon the issuance of notice to all prospective Respondents who have received a copy of this RFP.
- To conduct investigations of any or all of the Respondents, as the City deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement.
- To suspend or terminate the procurement process described in this RFP at any time (in its sole discretion.) If terminated, the City may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.
- The City shall be under no obligation to complete all or any portion of the procurement process described in this RFP.

3. Addenda or Amendments to RFP.

During the period provided for the preparation of responses to the RFP, the City may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the City and will constitute a part of the RFP. All responses to the RFP shall be prepared with full consideration of the addenda issued prior to the proposal submission date.

4. Cost of Proposal Preparation.

Each proposal and all information required to be submitted pursuant to the RFP shall be prepared at the sole cost and expense of the respondent. There shall be no claims whatsoever against the City, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFP.

IX. SUBMISSION REQUIREMENTS

1. General Requirements.

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications and shall incorporate the information requested below.

In addition to the Technical Content information required as described hereinabove and the information requested below, a Respondent may submit supplemental information that it fees may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

2. Administrative Information Requirements.

The Respondent shall, as part of its Qualification statement, provide the following information:

- a. A summary page containing information requested in this Qualification Statement.
- b. An executed Letter of Qualification (See Appendix A to this RFQ).
- c. Name, address and telephone number of the firm or firms submitting the Qualification statement pursuant to this RFP, and the name of the key contact person.
- d. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.
 1. Provide the names and business addresses of all Principals of the firm or firms submitting the Qualification Statement. For purposes of this RFP, "Principals" means persons possessing an ownership, interest in the Respondent. IF the Respondent is a corporation, "Principals" shall include

each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.

2. If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and described the nature and extent of the parents' approval rights over the activities of the firm submitting a Qualification Statement. Describe the approval process.
 3. If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.
- e. An executed Letter of Intent (See Appendix B).
 - f. The number of years your organization has been in business under the present name.
 - g. The number of years the business organization has been under the current management.
 - h. A statement that the Respondent is in compliance with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
 - i. Any judgments within the last three years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
 - j. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
 - k. Confirm appropriate federal and state licenses to perform activities.

3. Professional Information Requirement.

- a. Respondent shall submit a description of its overall experience in the provision of the type of services sought in the RFP. At a minimum, the following information on past experience should be included as appropriate to the RFP.
 1. Description and scope of work by Respondent.
 2. Name, address and contact information of references.
 3. Explanation of perceived relevance of the experience to the RFP.

4. Describe the services that Respondent would perform directly.
5. Describe those portions of the Respondent's services, if any, for which the Respondent uses a sub-contractor. Identify all subcontractors the Respondent anticipates using in connection with this project.
6. Does the Respondent normally employ union or non-union employees?
7. Resumes of key employees.
8. A narrative statement of the Respondent's knowledge of the City's needs and goals.
9. List all immediate relatives of Principal(s) of Respondent who are City employees or elected officials of the City. For purposes of the above "Immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandchild, and in-laws by reason of relation.

APPENDIX A
LETTER OF QUALIFICATION

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)
Mr. _____

City of Gloucester City
512 Monmouth Street
Gloucester City, N.J. 08030

Dear Mr. .

The undersigned have reviewed our Qualification Statement submitted in response to the Request for Proposals (RFP) issued by the City of Gloucester City ("City"), dated in connection with the City's need for (insert service).

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief, and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of Name of Respondent.

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company sign),

(Signature of Chief Executive Officer)

(Signature of Chief Financial Officer)

(Typed Name and Title)

(Typed Name and Title)

(Type Name of Firm)

(Type Name of Firm)

*If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Qualification.

APPENDIX B
LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)
Mr. _____

City of Gloucester City
512 Monmouth Street
Gloucester City, N.J. 08030

Dear Mr. .

The undersigned as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Proposal (RFP) issued by the City of Gloucester City ("City"), dated (date), in connection with the City's need for (insert service).

(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.
2. (Name of Respondent) agrees (agree) to participate in good faith in the procurement process as described in the RFP and to adhere to the City's procurement schedule.
3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the (RFP), or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. (Name of Respondent) hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein, and that no person other than those herein mentioned has any participation in the Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the City. (Name of Respondent) declares that the Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
5. (Name of Respondent) acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the City shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.

- 6. (Name of Respondent) acknowledges that any contract executed with respect to the provision of (insert service) must comply with all applicable affirmative and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

- 7. (Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign).

(Signature of Chief Executive Officer)

(Typed Name and Title)

(Typed Name of Firm)

Dated:

* If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Intent.