

TOWN OF KEARNY
RIVERBANK PARK BIKE TRAIL PHASE I
FINAL DESIGN
REQUEST FOR PROPOSAL (RFP)

It is the intent of this Request for Proposal and contract conditions contained herein to establish to the greatest possible extent complete clarity regarding the requirements of both parties to the agreement resulting from this Request for Proposal.

Date of Request for Proposal (RFP):	March 14, 2012
Time and Place of Request for Proposal Due:	April 27, 2012- 3:00 P.M. Town of Kearny Clerk's Office 402 Kearny Avenue Kearny, N.J. 07032
Number of Proposals:	Seven (7)

Seven (7) sets of RFP's should be delivered no later than April 27, 2012, by 3:00 P.M. local time at the address mentioned in the RFP package. The Town of Kearny reserves the right to reject any and all RFP responses, and make the award based on the best interest of the Town of Kearny. All comments and/or questions regarding the RFP's should be addressed in writing no later than March 28, 2012 to:

Michael Martello, Town Administrator
Fax: (201) 991-0608
Town of Kearny
Kearny Town Hall
402 Kearny Avenue
Kearny, New Jersey 07032

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Dear Consultant:

In order to assess your firm's or team's ability to provide necessary services for this project, an outline of required elements has been established for this RFP. Consultant selection will be based primarily on qualifications of the firm and key staff assigned to this project and the firm's understanding of the purposes and goals of the project. The following criteria outlines the elements and format to be included in the submission of the technical proposal by which your firm or team will be evaluated. Consultants whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the Town of Kearny.

Preparation of Proposal Packages:

THE TOWN RESERVES THE RIGHT TO INVESTIGATE ANY OR ALL QUALIFICATION CLAIMS MADE BY ANY OR ALL CONSULTANTS HEREIN THE PROPOSAL.

ALL REQUESTS FOR PROPOSALS MUST BE MADE UPON THE CONTENT INCLUDED HEREIN. THE ENTIRE SCOPE OF WORK, WITH ALL ENTRIES COMPLETED, MUST BE SUBMITTED WITH THE REQUEST FOR PROPOSAL, INCLUDING ANY ADDENDUM TO THE SCOPE OF WORK, CORPORATE DISCLOSURE STATEMENT AND ESBE REQUIREMENTS.

THE TOWN OF KEARNY RESERVES THE RIGHT TO REJECT ANY OR ALL REQUEST FOR PROPOSALS OR TO WAIVE ANY FORMALITIES IN THE REQUEST FOR PROPOSAL.

EACH CONSULTANT MUST SUBMIT AN ORIGINAL REQUEST FOR PROPOSAL AND ADDITIONAL COPIES AS REQUIRED. THE CONSULTANT SHALL SIGN THE REQUEST FOR PROPOSAL CORRECTLY USING THE SIGNATURE PAGE PROVIDED IN THE RFP.

ALL AWARDS ARE SUBJECT TO APPROVAL BY THE MUNICIPAL COUNCIL, TOWN OF KEARNY.

Organize qualification packages into the following parts:

- Executive Summary
- Company's Background
- Team Qualifications
 - Project Understanding including Company's Vision for Riverbank Park Bike Trail
- Company's understanding and qualification to perform Scope of Services
- Company's Work Plan and Schedule
- Company's Project Management Plan
- Company's Project Schedule
- Company's Organization Chart and Key Staff (including Resumes)
- Sub consultant Commitment
- ESBE Compliance
- Additional Information *such as*:
 - Reference with similar projects
 - Signature Page

Award of Contract

Award of contract will be made to one consultant whose Request for Proposal is judged to be the most favorable.

The Town of Kearny reserves the right to reject any or all Request for Proposals or parts thereof. The Town further reserves the right to waive technicalities and formalities in the Request for Proposal where it is deemed advisable in protection of the best interest of the Town. The Town reserves the right to inspect the consultant's facilities prior to award of a contract. The Town reserves the right to interpret all Requests for Proposals and waive any ambiguities therein to its best interest.

Response Format

In order to facilitate the analysis of responses to this RFP, design consultants are required to prepare their Request for Proposals in accordance with the instructions outlined in this section. Consultants whose Request for Proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the Town of Kearny.

Proposals are to be prepared on left side bound 8 ½" x 11" white paper. Proposals should be prepared as simply as possible and provide a straightforward without sacrificing necessary content, concise description of the consultant's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, and tables should be numbered and clearly labeled.

Request for Proposals shall be considered valid for the period of time it takes to negotiate an agreement and execute a contract with the successful firm. The Town of Kearny will not

reimburse respondents for expenses incurred in responding to this RFP. The Request for Proposals shall be organized into the following areas:

Executive Summary

The Executive Summary (one page) should state key highlights of the Consultant's Request for Proposal, the company reputation, deliverables, and competitive advantages. The summary should contain as little technical jargon as possible, and should be oriented toward non-technical personnel. The Executive Summary should not include cost proposals.

Company Background

Each consultant must provide the following information about their company to allow evaluation of the consultant's stability and ability to support the commitments set forth in response to the RFP. The consultant should outline their company's background, including:

1. A brief description of the company, including past history, present status, future plans, etc.
2. How long the company has been in business and named successful projects completed
3. Company size and organization
4. Address of the office where the work will be performed
5. The Firm's experience in designing Bike Trail Improvements projects and similar type of projects.

Team Qualifications

The qualifications of your team or key personnel should be presented to show how your firm would be the best to complete the project. Your approach to the project and the methodology to be used should be presented in some details to show that it would be appropriate for this project.

Project Understanding

Include a statement of comprehension as to the work to be accomplished and products to be delivered on tasks and subtasks to the attached Scope of Work. Special requirements and unique circumstances should be discussed.

Scope of Services

Include a statement of comprehension as to the work to be accomplished and products to be delivered on tasks and subtasks, while specific references made to the attached Scope of Work. Special requirements and unique circumstances should be discussed.

DO NOT COPY WORD FOR WORD THE SCOPE OF SERVICES IN THIS RFP. INNOVATION AND INGENUITY SHALL BE USED.

Work Plan and Schedule

Describe how the consultant team proposes to complete the work. Address methodologies, techniques, and processes that will be used. Include any unique concepts and innovations that the team might be employing. Show levels of efforts, proposed assignments and relevant experience of the project core staff.

Submit a comprehensive project schedule that includes charts and/or other diagrams with identification and clear labeling. The schedule must include an identification of the tasks and subtasks with anticipated completion times. The schedule should have reference to deliverables and milestones.

Project Management Plan

Submit a plan with regard to management of technical efforts, the consultant's communication with the Town, internal communication, cost management and control, schedule management, quality assurance and quality control, and other necessary plans.

If sub-consultants are involved, clearly set forth what work will be assigned to whom, who will have the management authority, and lines of communication and coordination.

Schedule

Provide a timetable indicating the scheduling and duration of each task as well as key decision points.

Organization Chart and Key Staff

Submit a detailed organizational chart that illustrates the detailed hierarchical reporting structure of the Consultant's organization as it will exist and be utilized for work. Include all key staff that will have major productive roles and responsibilities. Identify project manager/principal-in-charge and other key staff, listing specific responsibilities for each.

Sub-Consultant Commitment

If the Proposal includes sub-consultants, provide a clear statement of commitment from each proposed sub-consultant to the prime consultant. The commitment shall include a definitive statement of the services to be performed by the sub-consultant.

Emerging Small Business Enterprise (ESBE) Compliance

The consultant shall submit information regarding ESBE participation for the project and describe how the Town's goal of a minimum of **15.6% participation of ESBE** on this project will be accomplished. ESBE firms must be NJDOT approved.

Cost Proposals

The Cost Proposal should be in a separate, sealed envelope rather than being a part of the technical Qualification Package. Each consultant and/or sub consultant must use the same form for comparison purposes.

The consultant's cost proposals must be itemized and include all costs and hours for each of the tasks. If a product or service is to be provided at no additional cost, that item should be noted as a "no charge".

Contract Terms and Conditions

The consultant must state any exceptions to the conditions listed in this RFP and include the Signature Page. This section is intended to be a foundation for the development of the contract to be awarded as a result of this RFP.

Procedure

Upon receipt of the proposals, the Town of Kearny will provide each proposal to a Technical Evaluation Committee, which includes representatives from NJDOT-Local Aid Office, NJTPA and Town of Kearny. Each individual on the committee will review, evaluate and rate the proposal based on quality and substance of the information provided, the quality of staffing and familiarity with the type of work and location of the company. Each applicant should refer to the Rating Sheet included in this RFP and should be certain that the proposal submitted in response to this RFP will provide sufficient information for the Town to assess an appropriate rating. As mandated by FHWA and NJDOT, the cost proposal will be opened for the highest ranked firm. A contact person should be designated by the firm to direct any questions that the Town might have. All firms submitting a qualified proposal will be notified of the results of the review.

Successful applicants are responsible for complying with all applicable laws and regulations including the National Environmental Policy Act (NEPA) and Environmental Impact Act (23 CFR Part 771).

If a joint venture, partnership or other formal organization is submitting a RFP, each participant shall execute the signature page included in this RFP. Each such participant must execute a separate disclosure statement and non-collusion affidavits.

TOWN OF KEARNY

RIVERBANK PARK BIKE TRAIL PHASE I

FINAL DESIGN

REQUEST FOR PROPOSAL (RFP)

Project Description

The Town of Kearny, in cooperation with the North Jersey Transportation Planning Authority's Local Lead Program and the New Jersey Department of Transportation (NJDOT) is proposing improvements to approximately 0.5 miles of Riverbank Park in the Town of Kearny, Hudson County, New Jersey. The northerly end of Riverbank Park (described as Phase I of the proposed Bike Trail within the previously completed Riverbank Park Bike Trail Scoping Document) runs from the Belleville Turnpike (State Route 7) to the area of the park between Linden Avenue and Laurel Avenue

The Town of Kearny is seeking proposals from qualified New Jersey registered consulting engineering firms to complete the final design of this 0.5 mile section of Riverbank Park. Prospective respondents are expected to review all documents, plans and studies produced as a result of the submitted Categorical Exclusion Document (CED) prepared by NJDOT and all its backup documentation as prepared by Neglia Engineering Associates.

Existing Concerns

The existing asphalt pathway in Riverbank Park should be described as sporadic, at best. Portions of Riverbank Park contain an asphalt walking path while others contain no path at all. The condition of the existing asphalt paths is tenuous. The remaining path is well beyond its useful life and no longer serves as a safe walkway. Some portions of the existing path are only a few feet wide while other portions are becoming overgrown with grass and weeds. Some portions of the walkway have been wholly overgrown by the grass leaving large gaps in the existing walkway.

Additionally, the existing asphalt is in poor condition. The remaining asphalt walkway has begun to ravel and become brittle. This has resulted in water infiltrating the subgrade and causing larger damage (i.e. – cracks, freeze-and-thaw damage, walkway settlement, etc.) For this reason, the walkway is largely unused by pedestrians and bicycle traffic. It is particularly unsafe for children, handicapped people and the elderly due to the numerous trip hazards which have developed.

Existing Needs

Riverbank Park needs circulation improvements for interior pedestrian and bicycle traffic in order to address a number of concerns. The need for a safe way to travel through the park is apparent when one reviews the hazardous conditions of the existing path. Also, the need to balance the utilization of the park is noticeable – the high volumes of pedestrian traffic at the north and south ends of the park highly contrast the low volumes of pedestrian traffic in the central portion of Riverbank Park. Therefore, there is a need for the design of a safe, usable path within the study area in order to enhance the usage and improve the safety of Riverbank Park.

Proposed Improvements

Riverbank Park in the Town of Kearny is in need of improved interior circulation for pedestrian and bicycle traffic. The Town wishes to design the construction of a new pathway to accommodate the needs of the park as detailed earlier in this report.

The early stages of this project (design) would include the preparation of a site survey, design and submission of permit applications. Upon receipt of all necessary approvals and proper bidding documents, the project will then be bid for the construction phase.

The proposed path (for Phase I) will start from the Belleville Turnpike at the Passaic Avenue gateway entrance, Kearny Crew House and Doyle Pavilion. The path will run southward to connect this busy location to two existing parking lots – one of which is located on Passaic Avenue and the other is located adjacent to the Dog and Cat Hospital. The path will continue southward through a number of open fields and eventually to the Midland Avenue railroad crossing.

The pedestrian and bike pathway described above will be approximately ten (10) feet in width and be constructed of a smooth, colored asphalt. The color will resemble an older, traditional brick or cobble path. Additionally, the Town will look to install decorative streetscape furniture along the path. Such pieces of furniture will include but not be limited to security lighting, decorative benches and decorative trash cans which will match the forest green furniture selected in the other parks in Town. This will result in a unified Riverbank Park which blends with the rest of the Town's park inventory.

ENVIRONMENTAL IMPACTS

An environmental screening was performed based on existing GIS mapping to identify potential sensitive areas within the study area. These sensitive areas may serve as a barrier to potential concepts and alternatives, but no major environmental barriers have been noted. Some permitting may be necessary depending on the potential alternatives and their potential impacts

to sensitive areas. Further, State and Waterfront Development Law may impact the proposed improvements. Specific environmental sensitivities are outlined by type below.

Historic Sites

Two previously identified historic resources are located within the project's Area of Potential Effects (APE):

- Jersey City Waterworks Historic District received a SHPO Opinion of Eligibility on February 20, 2003. This linear, subsurface resource is located along the northern edge of the Phase I portion of the APE and runs below Belleville Turnpike (NJ Route 7).
- The New York and Greenwood Lake Railroad (also the former New Jersey Transit Boonton Line) is located within the project area. The railroad corridor, travels over the Phase III portion of the project area. This railroad was identified as potentially eligible for listing in the New Jersey and National Registers of Historic Places on August 5, 1996 (HPO-H96-20) and again on September 18, 2008 (HPO-I2008-I62).

Please review the attached letter (Appendix B) from Daniel D. Saunders, the Deputy State Historic Preservation Officer (HPO.) Based on his assessment of effects "the HPO has determined that there are no historic properties affected."

Section 4(f) Properties

Section 4(f) of the Federal DOT Act (1966) limits the use of public parks, recreational areas, wildlife refuges or historic sites unless no other feasible alternative is available, and all steps are taken to limit the impact of a Section 4(f) property.

None of the parcels within the study area fall within the delineated areas on the Natural Heritage Priority Site and Public Open Space map.

However, all Town owned parcels which comprise Riverbank Park are listed within the Town's Recreational Open Space Inventory. Therefore, all requirements to be met as a part of Section 4(f) will be met. Further, in order to accommodate the 2005 revisions to Section 4(f), the proposed improvements are only anticipated to have a de minimis impact.

Ecology

There are no areas of disturbed wetlands within Phase I of the Riverbank Park Bike Trail. No forested areas or wildlife habitats have been identified within the study area. Some portions of the Riverbank Park are located within the 100 year floodplain and within the flood prone. Claimed tidelands are also located within the study area as indicated on the local tax maps. A Waterfront Development Permit, Flood Hazard Permit or Tidelands Grant may be required depending on the type and location of the activity within the study area.

Hazardous Waste

The initial screening identified one (1) site within the Phase I area as a known contaminated site. This includes those which may have been partially or wholly cleaned up, as well as those where contaminants still exist. For any planned improvements in the vicinity of these locations, further investigation may be necessary.

The one (1) sites includes:

- NJ Dept. of Transportation (941 Passaic Avenue – Site ID 53464)

It should be noted that the Town of Kearny is in the process of acquiring the site located at 941 Passaic Avenue. This site is not currently owned by the Town, nor has the current owner received a letter of “No Further Action” by the NJDEP. Information regarding the cleanup can be obtained from the Town’s environmental consultant (Excel Environmental) and information regarding the acquisition can be obtained from the Town of Kearny’s Town Attorney (Castano Quigley, LLC).

TAKINGS & USE OF IMPACTED PROPERTIES

The Town of Kearny currently owns a majority of the properties within the study area. Copies of the Town’s Tax Maps are available for review. Based on the current tax records, the below properties are currently owned by entities other than the Town of Kearny:

851-855 Passaic Avenue (Block 89, Lot 2)

Owner: 855-857 Passaic, LLC (a/k/a Arlington Dog & Cat Hospital)

The Town of Kearny will need to attain an easement for the proposed improvements within Phase I.

927 Passaic Avenue (Block 89, Lot 5)

Owner: Passaic Valley Water Commission

The Town of Kearny will need to attain an easement for the proposed improvements within Phase I.

941 Passaic Avenue (Block 89, Lot 6)

Owner: 941 Passaic Avenue, LLC

The Town of Kearny is currently working towards the acquisition of the subject property. This would eliminate the necessity of any easement agreements.

The contracted firm will be responsible for providing easement descriptions to the Town of Kearny's Town Attorney and coordinating the acquisition of all necessary easements as per the Federal Uniform Act and NJDOT ROW procedures.

PERMITS AND APPROVALS

The proposed improvements may require a number of permits before construction can begin. The final designed layout of the pathway, the areas of disturbance, materials selected and all other design elements will be determined in a manner to reduce the disturbance of sensitive areas and thereby reducing the number of permits required. The following permits have been identified as possible requirements:

- NJDEP Flood Hazard Area Permit
- NJDEP Waterfront Development Permit
- NJDEP Freshwater Wetlands Permit - OR
- NJDEP Stormwater Management Rules Compliance
- SCS Soil Erosion & Sediment Control Plan Certification
- Tidelands Grant or Lease
- State Water Quality Certificate

The proposed Riverbank Park Bike Trail will be divided into phases based on a number of contributing factors. Some of the possible permits listed above would require an extensive review period from the granting agency. Therefore, any necessary permits for Phase I of the Bike Trail should be submitted as early as possible.

SCOPE OF SERVICES

All improvements shall conform to present Municipal, State and Federal Highway Administration standards and criteria and will meet the approval of all reviewing agencies.

The Scope of Services shall include, but not limited to the items listed below:

A. Review of Plans and Studies

Obtain and review all existing plans, documents and other pertinent information. Consultant must become familiar with and to the extent possible utilize the submitted Categorical Exclusion Document prepared by NJDOT and all backup documentation as prepared by Neglia Engineering Associates during the final design.

B. Agency Contacts

Contact state and local authorities including the New Jersey Department of Transportation (NJDOT), North Jersey Transportation Planning Authority (NJTPA), NJ Department of Environmental Protection (NJDEP), State Historic Preservation (SHPO) and other agencies, as required, discussing the project. The following meetings are anticipated:

- Pre-status meetings with NJDEP/SHPO and other regulatory agencies
- Status Meeting(s) with the Town of Kearny
- Pre-Bid Meeting/Presentation to the Town of Kearny

Any contacts with NJDOT, NJDEP, FHWA or any other agencies must be coordinated with the Town of Kearny.

C. Surveying Activities

Provide for any and all survey work that may be required. Survey limits shall include the Passaic Avenue right-of-way and all property between Passaic Avenue and the Passaic River from the Belleville Turnpike to the Midland Avenue railroad crossing. Any surveying of the Passaic River necessary for permits shall also be included.

1. Perform baseline controlled field survey to locate existing topographic features. Field survey shall be sufficient to include probable project limits plus reasonable extensions to show matches to existing conditions. The minimum length of topographic survey shall include the Passaic Avenue right-of-way and all property between Passaic Avenue and the Passaic River from the Belleville Turnpike to the Midland Avenue railroad crossing. Any surveying of the Passaic River necessary for permits shall also be included. Permission to access properties not owned by the Town of Kearny shall be attained from

the appropriate property owner prior to any survey activity. Said permission shall be attained in coordination with the Town Attorney's office.

2. Obtain pavement, curb, grass and all other elevations in order to develop a complete grading and drainage plan.
3. Establish existing right-of-way and property lines within the project limits. Establishment for existing right-of-way and property lines shall include field work, deed searches, and review of all available information from the Town or County. All owners of properties adjacent and abutting to the entire project area shall be identified and notified.
4. Locate all overhead and underground utilities. Coordinate the mark-outs for underground utilities and obtain test pits at areas affected by proposed work. The Consultant shall record horizontal and vertical utility locations, as well as existing pavement thicknesses, at each test pit.
5. Locate areas of potential wetlands impacts. Delineate and document wetlands in accordance with NJDEPLJSACE standards.
6. Horizontal and Vertical Survey control shall be established with a minimum of two benchmarks based on the New Jersey Plane Coordinate System, North American Datum (NAD 1983). Global Positioning System (GPS) methodology will be used in the event there is no monumentation available in the project area. Vertical control will be tied to North American Datum (NA VD 1988). Control points will be tied to existing physical features and baseline.
7. Perform all other necessary survey field work to complete proposed design work and obtain required permits as described herein.
8. All angle points and the beginning and end points of the baseline shall be tied.
9. Prepare Description of Easements, easement maps and all other necessary documents needed during the acquisition of easements as per the Federal Uniform Act and NJDOT ROW procedures.

D. Engineering Design

1. Design of bike path will be performed in accordance with the current policy found within the AASHTO and NJDOT Bike guidelines.
2. Design of all improvements must be in strict conformance with all of the latest ADA requirements.
3. Stormwater drainage design shall be performed per NJDOT design guidelines and as needed to perform analyses required to secure regulatory approval.

4. Consultants shall prepare "Design Exception" as needed and in accordance with NJDOT standards.
5. Design of project shall include full design of bike path, lights, grading, drainage, soil erosion, amenities and all other items necessary for a complete and comprehensive set of construction documents which meet all local, State and Federal bidding requirements.

E. Permits

Contact all Federal, State and local agencies to determine construction and environmental permit requirements and proceed to obtain all permits necessary for the proposed construction. The work to be performed as outlined elsewhere herein may require, but is not limited to, the following permits:

- NJDEP Flood Hazard Area Permit
- NJDEP Waterfront Development Permit
- NJDEP Freshwater Wetlands Permit - OR
- NJDEP Stormwater Management Rules Compliance
- SCS Soil Erosion & Sediment Control Plan Certification
- Tidelands Grant or Lease
- State Water Quality Certificate

A hazardous waste screening was completed and further investigation may be necessary during the design phase to determine the nature and extent of contaminants in the project area (as described previously) and their relation to proposed construction. If it is determined that excavation and disposal of contaminated materials are necessary, a soil reuse plan and Remedial Action Plan, approved by NJDEP, would be required.

The Consultant shall be responsible for final determination of which permits are required for the proposed work and shall be responsible for preparing all drawing, computations, application, and other pertinent data attendant to securing said permits. The Consultant will also be responsible for meetings with all permitting agencies and for incorporating all comments and revisions which can be reasonably anticipated. Permit fees, however, will be invoiced separately and should not be reflected in the proposal.

The Consultant shall also be responsible for establishing contacts and coordinating the design with other agencies whose facilities or operations have an impact upon or will be impacted by or are adjacent to the project, in order to obtain their requirements and concerns.

The Consultant shall ensure that the Environmental Commitments for this project as set forth in the Categorical Exclusion Documentation are satisfied.

F. Right-of-way

Acquisition of land and/or easements are both required within this project as listed previously in this RFP.

1. Establish existing right-of-way and property lines, as described in Part C, and draft same on applicable construction base maps.
2. Prepare a general property parcel map, individual maps and descriptions for all permanent property takings and easements necessary for construction of this project.
3. Parcel maps and descriptions shall be prepared in accordance with current Town of Kearny format. It is anticipated that the preparation of one (1) general property parcel map and one (1) individual parcel map and description may be necessary for this project. GPPMs or IPMs will not be needed for temporary easements.

G. Utilities

Determine the location (horizontal and vertical) of all utility facilities within the project limits. Prepare a utility verification and conflict identification plan for each utility. Develop utility facility relocation schemes for each of the conflicting facilities of each utility owner and receive approval from that utility owner. Relocation of private services (i.e. building connections, etc.) will be shown to be relocated as part of the contract drawings. All work shall be done in accordance with current NJDOT Procedures.

H. Drainage Analysis

Perform all Hydrologic and Hydraulic Calculations and Studies as required. Delineate the drainage area tributary to the project and determine the runoff using NJDOT Highway Design Manual and City Standards as amended. Design a proposed drainage system per NJDOT design guidelines to connect to an acceptable existing system or into an acceptable discharge system. Submit a Drainage Report to include determination of runoff to all inlets and pipe flow calculations.

I. Lighting Design

1. Coordinate with a local electric utility provider for metering and connection of proposed park lighting into the existing electric utilities and locally available services. Lights shall be owned by the Town of Kearny and connected/metered into the locally available electric grid. Any necessary approvals by the FHWA shall be obtained. This includes but is not limited to the completion of a Public Interest Finding and its acceptance and approval by the FHWA.
2. Select an appropriate Lighting System and submit selected system to Town of Kearny for approval.

3. Determine placement of luminaries using approved software.
4. Identify and resolve any utility conflicts.
5. Determine availability of electric service and load centers.
6. Prepare lighting plans in accordance with current New Jersey Department of Transportation guidelines.

J. Use of Proprietary Items

The Consultant will be required to perform a Public Interest Finding for any proprietary items included in this design. Consultant shall be responsible for all work necessary to attain FHWA approval of the proprietary item. Specifically, the Consultant shall reference NJDOT sample plans for Federal project requirements for use of Public Service Electric & Gas utilities.

K. Contract Documents

The scope of the work is intended to provide the Town of Kearny with final contract documents for the construction of the proposed improvements, as described herein. Plans and specifications should be prepared in accordance with current NJDOT and the Town of Kearny approved format. Construction specifications for this project shall be the New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction (2007 Edition). Copy of the Town's front-end boiler plate specifications is available electronically in Microsoft Word Format. The Consultant shall make modifications to the Town's specifications boiler plate as may be necessary for this project.

Final construction plans, special provisions, quantity and cost estimate shall incorporate all pertinent comments from reviews by the Town of Kearny and State permitting agencies.

All final contract documents shall be complete and ready for public bidding.

L. Submissions

As a minimum, the Consultant will be required to make submissions in accordance with the following:

- Preliminary Plans and Engineer's Estimate
- Right of Way Parcel Maps and Descriptions
- Permit Drawings and Applications
- Interim Plans, Specifications and Engineer's Estimate
- Final Plans, Specifications and Engineer's Estimate

- Plans and Specifications for bidding purposes

Preliminary Plans:

Plans and/or sketches shall be submitted as early as possible in the design process, but in no case later than upon 60% completion of the project, and should include, as a minimum, the following:

1. Topographic plan of existing conditions.
2. Limits of proposed improvements, including preliminary horizontal and vertical alignments. Provide considerations and impacts on existing properties, wetlands and other environmentally sensitive areas.
3. Typical sections and profile of roadway and bridges.
4. Bridge plan and elevation for recommended structural configuration. Provide sketch of bridge configurations with supporting cost estimates, if appropriate.
5. Identify major right-of-way and utility conflicts associated with eventual construction.
6. Identify impacts on environmentally sensitive areas such as wetlands and green acres parcels.
7. Conceptual construction staging plan or detour plan, if required.
8. Architectural treatment alternatives.
9. List of Preliminary Pay Items.

Right of Way Parcels and Descriptions:

The right of way submissions shall be made as soon as maps for the affected parcels are developed but in no case later than upon 30% completion of the project. Submission of right-of-way parcel maps and descriptions shall be made as early as possible so as not to delay the project schedule.

Permit Drawings and Applications:

The permit drawings and applications shall be made as soon as permit implications for the project are defined and as early as possible so as not to delay the project schedule, but in no case later than upon 30% completion of the project.

Permit Drawings and Applications should be submitted in accordance with approved agency formats.

Interim Plans and Specifications:

Interim Plans and Specifications submission shall be approved by the Town. Said submission shall incorporate all comments from review of earlier submissions. Interim submission shall include plans, specifications, and quantity and cost estimates when project is approximately 75% complete. As a minimum, the following should be submitted,

1. Key Sheet (with list of anticipated final sheets)
2. Typical Sections
3. Plan and profile drawings which includes existing and proposed trails, proposed horizontal and vertical alignments, existing and proposed drainage, grading, utility locations, and amenity improvements, etc. (Horizontal scale 1"=20' and Vertical 1"=2')
4. Soil Erosion and Sediment Control Plan (1"=20')
5. Standard construction details of bike trail, lights, etc.

Final Submission:

Prior to submission of final documents, two (2) sets of plans, specifications and estimate shall be submitted for final review by the Town of Kearny (1) and NJDOT-Local Aid (1). The Consultant shall provide three (3) additional copies of the title sheet for NJDOT-Local Aid. Submission of final plans, specifications and cost estimates will incorporate all comments made by the Town as well as NJDOT-Local Aid on all previous submissions, and shall be complete and ready for public bidding. As a minimum, final submission plans include the following:

1. Key sheet
2. Typical sections (1"=5')
3. Estimate of Quantities
4. Plan Sheet Layout
5. Construction Plans (1"=20')
6. Grading Plans (1"=20')
7. Ties (1"=30')
8. Profiles (Horizontal scale"=50' and Vertical scale 1"=5')
9. Construction Details
10. Final Parcel Maps and Descriptions

The Consultant's proposal shall include his own descriptions of each above noted submission. Each submission shall include three (3) sets of plans for review by the Director's Office. Review comments will be returned to the Consultant within four (4) weeks of plan receipt. If no comments are received by the end of said period, Consultant may proceed with the next phase of design. Final submission shall include one (1) set of original Mylar reproducible construction plans, one (1) set of original Mylar reproducible parcel map and one (1) master set of project Special Provisions, one (1) final estimate of quantities and cost, and one (1) bar chart of the proposed construction schedule. Aside for the reproducible copies, submit two sets of signed and sealed plans, specifications and estimate. Contract drawing size shall be 24"x36". Submit fifteen (15) sets of plans and specifications for bidding purposes.

For bidding purposes, Drawings prepared with CAD shall also be submitted on CD-Rom. One (1) set of CD-Rom for all CAD drawings shall be provided.

Supplementary Specifications shall also be submitted on CD-Rom (2 copies) in Microsoft Word.

The consultant shall be required to submit one copy of a signed and sealed final design report. Said report shall contain all pertinent design data, criteria and calculations. As a minimum, the final design report should include the following:

1. Specifications
2. Survey field notes
3. Right-of- Way and easement calculations
4. Hydraulic data and drainage calculations
5. Material quantities calculations

The design package must be sufficiently detailed to allow a thorough analysis and review of methods employed in the design of the project.

A Design Certification must be submitted. Consultant shall be responsible for using the latest Federal Aid Design Certification.

The Consultant shall provide twenty (20) sets of plans and specifications for bidding purposes.

M. Project Control

1. Quality Assurance and Quality Control Plans

The consultant shall develop and submit in his proposal a quality assurance and quality control plan which is to be used to achieve and sustain a high standard of performance by consultant personnel. The plan shall include quality control organization, employee responsibilities, and specific procedures that are to be followed to insure the quality of the product.

2. Meetings

The consultant is required to attend all meetings with the Town, utility companies, local authorities and other agencies as required during the project, to discuss and resolve any questions or comments regarding submissions made to the Town, or applications made to the various permitting agencies. The consultant shall attend two (2) Public Information Center in each ward within the project limits. The Consultant is responsible for documentation of all such meetings and will forward copies of said documentation to the Town.

3. Progress Reports

Quarterly progress reports shall be submitted to the City summarizing the progress on the various tasks/subtasks. The reports shall depict the percentage of work finished and the amount of funds expended for each task.

4. Response to Request for Information

The Consultant will respond to all requests for information at the bidding and construction phase of the project in conjunction with the completed design even though the design process is determined to be complete after final bid documents are delivered.

APPENDIX A

SIGNATURE PAGE
Town of Kearny, New Jersey

Riverbank Park Bike Trail

The undersigned design consultant, having examined these documents, and having full knowledge of the condition under which work described herein must be performed, hereby proposes to fulfill the obligations contained herein in accordance with all terms, conditions, and specifications set forth; and to furnish all required products and pay all incidental costs in strict conformity with these documents for the stated prices as payment in full.

Submitting Firm:

Address: _____

Telephone Number: _____

Name of Authorized Representative: _____

Title: _____

Authorized Signature: _____

Date: _____

Any EXCEPTIONS OR DEVIATIONS to the terms and conditions of this Request for Proposal should be noted below, otherwise "No Exceptions" should be written. Please attach additional sheet(s) if required.

NONCOLLUSION AFFIDAVIT OF PRIME CONSULTANT

State of _____

City of _____

_____, Being First Duly
Sworn, Deposes and says that:

(1) He is (owner, partner, officer, representative, or agent of _____
the Prime Consultant that has submitted the attached bid;

(2) He is fully informed respecting the preparation and contents of the attached bid and of all
pertinent circumstances respecting such bid.

(3) Such bid is genuine and is not a collusive or sham bid;

(4) Neither the said Prime Consultant nor any of its officers, partners, owners, agents
representatives, employees or parties in interest, including this affidavit has in any way colluded,
conspired, connived or agreed directly or indirectly with any other Prime Consultant, firm or
person to submit a collusive or sham bid in connection with the contract for which the attached
bid has been submitted or to refrain from bidding in connection with such contract, or has in any
manner, directly or indirectly, sought by agreement or collusion or communication or conference
with any other Prime Consultant, firm or person to fix the price or prices in the attached bid or of
any other Prime Consultant, or to fix any overhead, profit or cost element of the bid price of any
other Prime Consultant or to secure through any collusion, conspiracy, connivance or unlawful
agreement advantage against the _____ (Local Public Agency) or
any person interested in the proposed contract and;

(5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any
collusion, conspiracy, connivance or unlawful agreement on the part of the Prime Consultant or
any of its agents, representatives, owners, employees, or parties in interest, including this
affidavit.

(Signed) _____

(Title) _____

Subscribed and sworn before me

This _____ day of _____, 20 ____

Title

My commission expires _____

NON COLLUSION AFFIDAVIT OF SUBCONSULTANT

State of _____

City of _____

_____, being first duly sworn, deposes and says that:

(1) He is (owner, partner, officer, representative or agent) Hereinafter referred to as the "Sub consultant"

(2) He is fully informed respecting the preparation and contents of the Subconsultant's Proposal submitted by the Sub consultant to, the Contractor, for certain work in connection with the _____ Contract pertaining to the project in _____ (City or City and State)

(3) Such Subconsultant's proposal is genuine and is not collusive or sham proposal

(4) Neither the Sub consultant nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Prime Consultant, firm or person to submit a collusive or sham proposal in connection with such contract or to refrain from submitting a proposal in connection with such contract, or has in any manner, directly or indirectly, sought by any unlawful agreement or connivance with any other Prime Consultant firm or person to fix the price or prices in said Subconsultant's proposal, or to secure through collusive, conspiracy, connivance or unlawful agreement any advantage against the City of Newark, New Jersey, or any person interested in the proposed contract; and

(5) The price or prices quoted in the Subconsultant's Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Prime Consultant or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed) _____

(Title) _____

Subscribed and sworn before me

This _____ day of _____, 20 ____

Title

My commission expires _____

DISCLOSURE STATEMENT

Prime Consultant must specify whether bidding as an - Individual, Partnership or Corporation and fill in the appropriate section shown herein.

NJ STATE STATUTE requires corporations and partnerships bidding for City contracts to submit a list of names and addresses of all stockholders owning 10% or more of the stock of the corporation, or in the case of a partnership, the names and addresses of those partners owning a 10% or greater interest therein.

INDIVIDUAL: (If an individual, fill in the following)

Full Name: _____

Trading as: _____

Partnership Name: _____

Name and Address of each Partner: _____

Corporation Name: _____

Full Name of Officer signing Bid: _____

Title of Officer Signing Bid: _____

State in which Company Incorporated: _____

Name and Address of each Stockholder Owning 10% or more in Company:

Criminal conviction to serve as ground for disqualification from award of contract:

Prime Consultant must disclose whether any person (s) named above have a criminal conviction in any Municipal, City, State or Federal Court in this State or any other State:

Yes _____ No _____

Also, Prime Consultant must report any conviction of any person (s) named above in any Municipal, City, State or Federal Court during the contract or agreement period, to the Town Counsel, Town of Kearny.

(Any termination by the Town, based upon a prior or subsequent conviction shall not take place unless and until there has been a responsibility hearing held by the Town of Kearny.)

Kearny Riverbank Park Bike Trail
Design Services for Phase I
Request for Proposal (RFP) Rating Sheet

Consultant Team:

Reviewer:

Weight Indicator	Possible Points	Reviewer's Points	Remarks	
Quality and Presentation of Proposal	10			
Project Understanding and Familiarity with Kearny	10			
Appropriateness of Work proposed for each Task in Scope of Work	15			
Overall Project Team Experience	20			
Experience with Similar Projects	15			
Certified ESBE Firm	5			
Comprehensive Work Plan and Schedule	5			
Project Management Plan	5			
Experience of Project Manager	10			
Project Team Location (Proximity to Project Site)	5			
Total	100		Rank	
Comments				

APPENDIX B

Letter from Daniel D. Saunders, Deputy State Historic Preservation Officer dated August 9, 2010 which indicates that the Historic Preservation Office has determined that there are no historic properties affected by the proposed undertaking.



State of New Jersey

MAIL CODE 501-04B

DEPARTMENT OF ENVIRONMENTAL PROTECTION

NATURAL & HISTORIC RESOURCES

HISTORIC PRESERVATION OFFICE

P.O. Box 420

Trenton, NJ 08625-0420

TEL. (609) 984-0176 FAX (609) 984-0578

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

BOB MARTIN
Commissioner

HPO-112010-52
10-1890-1

KEARMUN0907

Kevin

August 9, 2010

Pamela Garrett
Supervising Environmental Specialist
Bureau of Environmental Resources
New Jersey Department of Transportation
1035 Parkway Avenue
P.O. Box 600
Trenton, New Jersey 08625-0600



Dear Ms. Garrett:

As Deputy State Historic Preservation Officer for New Jersey, in accordance with 36 CFR Part 800: Protection of Historic Properties, as published in the Federal Register on December 12, 2000 (65 FR 77725-77739) and amended on July 6, 2004 (69 FR 40553-40555), I am providing continuing consultation comments on the following proposed undertaking:

**Hudson County, Town of Kearny
Riverbank Park Bike Trail**

These comments were prepared in response to your July 7, 2010 letter initiating consultation pursuant to Section 106 of the National Historic Preservation Act. The letter and the accompanying photographs, maps, and project description, were received by the Historic Preservation Office (HPO) on July 14, 2010.

800.4 Identifying Historic Properties

Your July 7, 2010 letter identifies the Old Main Delaware, Lackawanna, and Western Railroad Historic District as being located within the project's Area of Potential Effects (APE). This historic district is actually located well south of the Riverbank Park and is outside of the APE for the proposed undertaking.

Two previously identified historic resources are located within the project's Area of Potential Effects (APE):

- Jersey City Waterworks Historic District received a SHPO Opinion of Eligibility on February 23, 2003. This linear, subsurface resource is located along the northern edge of the Phase I portion of the APF and runs below Belleville Turnpike (NJ Route 7).
- The New York and Greenwood Lake Railroad (also the former New Jersey Transit Boonton Line) is located within the project area. The railroad corridor, travels over the Phase III portion of the project area. This railroad was identified as potentially eligible for listing in the New Jersey and National Registers of Historic Places on August 5, 1996 (UPO-1196-20) and again on September 18, 2008 (UPO-12638-162).

800.5 Assessment of Effects

As outlined in the submitted documentation, project related construction will begin south of the Belleville Turnpike (NJ Route 7) and will therefore have no effect upon the Jersey City Waterworks Historic District.

The pathway and pedestrian bridge proposed for the Phase III portion of the project will be constructed beneath the previously mentioned New York and Greenwood Lake Railroad corridor, specifically the railroad bridge, which crosses the Passaic River, the proposed bike path alignment and Passaic Avenue. Mr. Kevin O'Sullivan of Neglia Engineering, in consultation with Jonathan Kinney of my staff, confirmed that the proposed construction in this area will not result in any physical disturbance to the railroad bridge or corridor. In addition, Mr. O'Sullivan confirmed that the proposed pedestrian bridge is similar in appearance to other pre-fabricated pedestrian structures previously reviewed by the HPO for compatibility with historic railroad resources. Should the bridge type or appearance be changed further along in the design process, Neglia Engineering will submit project plans or other documentation outlining the change.

Therefore, the HPO has determined that there are **no historic properties affected** by the proposed undertaking. Consequently, pursuant to 36 CFR 800.4(d)(1), no further consultation is required unless additional resources are discovered or there is a change in the scope of work during project implementation pursuant to 36 CFR 800.

If you have any questions regarding this letter, please contact Jonathan Kinney of my staff at (609) 984-0141 with any questions regarding historic architecture, historic districts, or historic landscapes or Kate Marcupal of my staff at (609) 984-3816 with any questions regarding archaeology. Thank you.

Sincerely,



Daniel D. Saunders
Deputy State Historic
Preservation Officer

Cc:

Municipal Clerk, Town of Kearny
Chair, Kearny Historical Preservation Commission
Director, Hudson County Office of Cultural Affairs & Tourism
Kevin O'Sullivan, Nepha Engineering