

**SPECIFICATIONS
FOR
CITY OF PLAINFIELD
UNION COUNTY, NEW JERSEY**

**Cushing Road Retention Basin
and Robinson Brook Improvement Project
in the City of Plainfield, Union County, NJ**



REQUEST FOR PROPOSALS

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**CUSHING ROAD RETENTION BASIN AND ROBINSON BROOK IMPROVEMENT
PROJECT**

**THE CITY OF PLAINFIELD WILL RECEIVE SEALED PROPOSALS FOR THE
CUSHING ROAD RETENTION BASIN AND ROBINSON BROOK IMPROVEMENT
PROJECT AS DETAILED IN THE REQUEST FOR PROPOSALS, UNTIL 11:00 A.M.
PREVAILING LOCAL TIME ON FRIDAY, FEBRUARY 20, 2013 AT THE
PURCHASING DIVISION, 515 WATCHUNG AVENUE, PLAINFIELD, NEW JERSEY
07061.**

**THE ABOVE CONTRACT SHALL BE PERFORMED IN STRICT ACCORDANCE
WITH THE CONTRACT DOCUMENTS, INCLUDING ANY TECHNICAL
SPECIFICATIONS WHICH ARE ON FILE WITH THE CITY PURCHASING AGENT,
515 WATCHUNG AVENUE, PLAINFIELD, NEW JERSEY, 07061.**

**ATTENTION IS CALLED TO THE FACT THAT NOT LESS THAN THE MINIMUM
SALARIES AND WAGES AS SET FORTH IN THE CONTRACT DOCUMENTS MUST
BE PAID ON THIS PROJECT AND THAT EMPLOYEES AND APPLICANTS FOR
EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF THEIR RACE,
COLOR, RELIGION, SEX OR NATIONAL ORIGIN.**

**BIDDERS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF N.J.S.A.
10:5-31 et. seq. and N.J.A.C. 17:27 AS WELL AS THE AFFIRMATIVE ACTION
REQUIREMENTS OF THE CITY OF PLAINFIELD. SUCH REQUIREMENTS ARE
INCLUDED IN THE PROPOSAL DOCUMENTS.**

**THE CITY OF PLAINFIELD RESERVES THE RIGHT TO REJECT ANY OR ALL
BIDS, TO WAIVE DEFECTS OR INFORMALITIES IN BIDS, OR TO ACCEPT ANY
BID AS IT SHALL DEEM IN THE BEST INTEREST OF THE CITY OF PLAINFIELD,
NEW JERSEY.**

**BIDS MAY BE HELD BY THE CITY FOR A PERIOD NOT TO EXCEED SIXTY (60)
CALENDAR DAYS FROM THE DATE OF OPENING OF THE PROPOSALS FOR THE
PURPOSE OF REVIEWING THE PROPOSALS AND INVESTIGATING THE
QUALIFICATIONS OF THE VENDORS PRIOR TO AWARDING OF THE
CONTRACT.**

**PURCHASING AGENT
CITY OF PLAINFIELD N.J.**

REQUEST FOR PROPOSALS
Cushing Road Retention Basin and Robinson Brook Improvement
Project in the City of Plainfield, Union County, NJ

The City of Plainfield is seeking professional engineering, inspection and construction clean-up administration services to identify, recommend, manage and generate a maintenance plan for the de-silting and debris removal from the waterways of the Cushing Road Retention Basin and the Robinson Brook, increasing and maintaining positive flow and a reduction of flooding to area residents.

ADVERTISEMENT

The City of Plainfield is soliciting technical and fee proposals from qualified firms to provide professional engineering, inspection and construction/clean-up management services for the debris removal and de-silting of the waterways in the Cushing Road Retention Basin and Robinson Brook in the City of Plainfield, Union County, New Jersey.

All work shall be performed in accordance with New Jersey Department of Environmental Protection and Local Permit Rule regulations facilitating debris removal and de-silting of the water channels.

The Request for Proposal package will be available for pick-up at no cost beginning on Friday, February 8, 2013 from 9AM to 5PM at the City of Plainfield Municipal Building, 515 Watchung Ave, Plainfield, NJ 07061.

Any questions and/or RFP request should be submitted in writing to Jacques A. Howard, (908)226.2519/jacques.howard@plainfield.com. All questions shall be submitted by Friday, February 1, 2013 5:00PM. Any questions submitted thereafter will not be answered.

I. INTRODUCTION AND BACKGROUND

The water channels of the Cushing Road Retention Basin and Robinson Brook are serpentine, with sharp bends that have increased the build-up of debris and silt over the years. Residential area surrounding the Cushing Road Retention Basin and the Robinson Brook are part of the Cushing Road flood basin. Over the years, debris from trees, shrubs and silt have accumulated in the waterway channels of the retention basin and key points along the stretch of the Robinson Brook, reducing the down flow of water and creating high pressure, erosion and damage to residential property during heavy rainfall. In an effort to provide responsible, cost-effective intervention to mitigate the frequency of area flooding and to improve the basin's capacity to absorb and channel the rainfall, the City of Plainfield is working closely with local residents to address the flooding, property and related safety concerns. The successful implementation of

this project will result in increased positive water flow through the Cushing Road Retention Basin and Robinson Brook, improving the quality of life to area residents, and supporting the City's application to the National Flood Insurance Program (NFIP), FEMA for participation in the Community Rating System

To that end, the project must result in an increase in positive water flow through the channels of the Cushing Road Retention Basin and Robinson Brook.

Part A of this Request for Proposals calls for the development of a plan to generate significant improvement in the hydrology and hydraulics of the Cushing Road and Robinson Brook waterways. This phase includes the identification of strategic points of intervention, an assessment of applicable rules and regulations to facilitate and expedite an acceptable plan of action to remove debris and silt from the waterways, a recommendation for phased intervention, and a budget to accomplish each phase. The budget should include opportunities to leverage municipal resources with other government resources, including the use of man-power and equipment.

Part B of this Request for Proposals calls for the implementation of the plan, including solicitation of NJ DEP permit and funding applications where appropriate and available, Inspection and management of the debris removal and de-silting of the waterways, and the preparation and orientation of the City of Plainfield Division of Public Works and Plainfield Municipal Utilities Authority, in the implementation of a cost-effective and comprehensive maintenance plan for the Cushing Road Retention Basin and Robinson Brook that includes on-going cooperation from participating local, county and state governments and authorities.

SCOPE OF WORK

Part A – Professional Engineering Services

Professional Engineering should be conducted in accordance with New Jersey Department of Environmental Protection and all Federal, State, and local laws. The debris removal and de-silting must be compliant with applicable rules and regulations impacting watersheds and, wetlands.

1. Stakeholder Coordination and Meetings

- a. Attend one (1) kickoff meeting with the City of Plainfield Staff.
- b. Attend up to three (3) meetings with local stakeholders (residents) to develop and present issues contributing to area flooding and the plan to de-silt and remove debris from the waterways.
- c. Attend up to five (5) additional meetings with the City of Plainfield.
- d. Prepare and distribute meeting minutes for any meeting attended.

- e. Provide bi-weekly status updates for the life of the project.

2. Professional hydrologic and hydraulic analysis

- a. Review available information and conduct site visits to gather necessary background data regarding the project area.
- b. An outbound delineation and topographic survey for the proposed project limits. Work shall be signed and sealed by a New Jersey Licensed Land Surveyor. Survey should show all waterways at (10) foot intervals and cross-sections every 3-5 feet and include existing features such as storm drains and sewer lines.

Deliverables: Deliver five copies of signed and sealed survey and base mapping, and one (1) electronic copy in AutoCAD and PDF format.

3. Professional Engineering Design (Preliminary and Final)

- a. The design team will inform and coordinate work with the respective utility companies or any other entity, including private property owners, which may be affected by the project.
- b. Prepare Erosion and Sedimentation Control plans for approval by Somerset Union County Soil Conservation District.
- c. Prepare Preliminary and Final quantity take off(s) for all items specified for the project.
- d. Prepare Preliminary and Final Engineers Estimates for the project.

4. Permitting

- a. During the investigatory process, it is the consultant's responsibility to identify the permits and approvals required for the project, and prepare permit applications for the project. It is anticipated that at a minimum permit approval will be required from the NJ DEP, Somerset Union County Soil Conservation District and City of Plainfield Planning Board-where applicable.
- b. Permit fees will be paid by the selected engineering firm and reimbursed at a 1 to 1 ratio by City of Plainfield.
- c. The consultant will be responsible for providing proper notices and all other aspects of the respective permit application.
- d. The consultant shall periodically advise the City of Plainfield of permit statuses and shall inform City immediately of their receipt of any permit approval or denial.

5. Construction Documents and Bid Services

- a. The City of Plainfield will provide the consultant with standard language for contract documents.

- b. The Consultant will assemble the approved contract documents into a bid package.
- c. The consultant will prepare notice to bidders, answer contractor questions during bidding, issue addenda, and will facilitate pre-bid and bid meetings, assemble bid tabulation, and will assist the City of Plainfield in reviewing the contractor bids and recommending an award-where non-government resources are applied.

Submissions: Assume two (2) submissions of Preliminary Plans (one initial, and one revised based on City and Stakeholder Comments) and two (2) Submissions of Final Plans, Specifications, and Estimates (one initial, and one revised based on City Comments). The final submission will be utilized as the plans and specifications to advertise the project for construction-where applicable.

Deliverables: Deliver two copies of fully permitted signed and sealed Final Plans, Specifications, Estimate, and Contract Documents, and one (1) electronic copy in AutoCAD and PDF format. Deliver up to ten additional copies for bidding purposes-where applicable.

Part B – Construction Management and Construction Inspection

1. Construction Management & Inspection

Consultant's responsibilities include coordination of monthly construction meetings, monitoring of the work, material submissions as may be required, preparation of necessary change orders, review of contractor's applications for payment and other typical activities of contract administration-where contractor is a private party.

2. Construction Inspection

Regular inspection services during construction are also included as part of this scope of work. The consultant will submit a plan for on-site inspection, for a maximum of 20 hours per month during the de-silting and debris removal phase of the project. The inspector should act on the behalf of the client and be responsible for maintaining a log of the work and photographing the project's progress.

3. Closeout

The firm shall be responsible for working with the city to secure any and all approvals to dedicate new improvements within the waterways of the project area.

II. PROPOSAL REQUIREMENTS

Interested firms shall submit five (5) sealed copies of their Proposals to:

Purchasing Agent
City of Plainfield Municipal Building
515 Watchung Ave, Plainfield, NJ 07061.

All envelopes shall be clearly marked “RFP—CUSHING ROAD RETENTION BASIN AND ROBINSON BROOK IMPROVEMENT PROJECT”

A proposal shall consist of three (3) separate and sealed documents: (1) technical proposal outlining the consultant(s) qualifications, methods, and such; (2) fee proposal for performing PART A of project scope of work; and (3) fee proposal for performing PART B project scope of work.

Submittals will be accepted at the above address until Friday, February 20, 2012 close of business at 11:00AM. No partial or incomplete submissions will be accepted. Proposals will not be accepted after the time specified for submission. Proposals received after the hour appointed will be deemed invalid and returned unopened.

Technical proposals should include the following:

- a. **Cover Letter:** This letter should include a brief summary of the reasons for the consultant’s interest in the project, the reasons why the particular consultant is most uniquely suited for the project, and a brief summary of information regarding the most relevant examples of the consultant’s work.
- b. **Consultant Profile/Project Team:** Each proposal should contain a description of the in-house team within the consultant and their role on the project as well as a list of the sub-consultants who have agreed to be part of your overall project team. The summary of in-house and sub-consultant expertise shall include resumes of key personnel, shall identify the relevant managerial and technical qualifications of key personnel, and state the titles/roles of all team members. Please provide an organizational chart.
- c. **Project Approach:** Consultants shall briefly state their own understanding of the issues and tasks of the project at hand and describe the methodology to be used to accomplish the work. Project Approach should be divided into two separate sections: **PART A** scope of work and **PART B** scope of work.

- d. **Portfolio of Relevant Experience:** Consultants shall describe their specific experience, including a thorough description of other relevant projects, which best demonstrate the consultant's ability to carry out the scope of work of this project. The consultant should indicate its experience working on water channels, flood plain improvement projects in urban areas. The proposal should, for each project, list a concise project description, project completion dates, construction values and project references. Visual images are desirable. Please be clear about the consultant's or sub-consultant's role in the project.
- e. **Client References:** Please provide at least three (3) references with preference given to references from clients with similar projects.
- f. **Copies of Professional Certificates and License**
- g. **Schedule:** A project schedule showing the start and completion of each phase of work shall be submitted with the proposal. It is assumed that the selection committee will need four (4) weeks to review, negotiate, and select a design team. Therefore, please start your project schedules four (4) weeks from the date of proposal submission. A two (2) week review period shall be provided in the schedule for City of Plainfield review.

Fee Proposals:

Separate and sealed fee proposals shall be provided for PART A Scope of Work and PART B Scope of Work. Consultants should provide a cost breakdown for each item identified in each "Scope of Services". Fee proposals submitted for the Secondary Scope of Work should be valid for 3 months.

Costs shall be calculated and invoiced on an hourly basis with the costs of each staff member being stated. This hourly billing rate shall include the individual's salary, benefits, overhead, profit, and any multipliers and/or such costs. Consultants should provide an hourly rate schedule for all consultant members and sub-consultants who will work on the Study.

If additional work is authorized under this contract as a change order, consultant will hold the same fee rates and schedule attached with this submission.

All reimbursable expenses (including but not limited to items like printing and delivery charges) will be included within the submitted fee.

V. Evaluation Criteria

The City of Plainfield will create a selection committee and will evaluate each proposal submitted. The selection committee will evaluate the consultants according to the qualification-based criteria detailed below.

- **Professional Credentials** **30%**
 Review of the consultant’s credentials, team, resumes, and references (with regards to utility and roadway experience in urban areas).

- **Technical Completeness of Proposal** **20%**
 Overall quality, professionalism, and completeness of submitted proposal.

- **Proposed Project Approach** **30%**
 This section should outline the proposed methods used to accomplish the scope of work.

- **Knowledge of Local Conditions** **20%**
 Understanding of the project’s environment and surrounding areas.

The selection committee reserves the right to reject any and all proposals, to request redefined proposals from any consultant responding to this RFP, to request clarification of any portion of a proposal received or to request additional information from any consultant that submits a proposal.

Following receipt of proposals, some consultants may be invited to an interview for the purpose of clarification, verification of evaluations, review of personnel, or other reasons. Upon a decision to interview consultants, the selection committee may ask the consultants being interviewed to include specific personnel from their staff to attend. The decision to conduct interviews of either individual consultants, all consultants, or no consultants is at the sole discretion of the selection committee. If selected for an interview, consultants will be contacted to schedule the date and time of the interview.

The selection committee will negotiate with the consultant having the highest ranked proposal in order to procure the professional consulting services at a fair and reasonable cost. If negotiations are unsuccessful, negotiations will be terminated and started with the second ranked consultant and so on until a contract for professional services is successfully negotiated.