



Haddon Township Municipal Pocket Park REQUEST FOR PROPOSALS

Responsible Landscape Architectural firms, and responsible Civil Engineering firms with Licensed Landscape Architects, are encouraged to respond to the following Request for Proposals for the proposed Pocket Park located at 135 Haddon Ave, Haddon Twp., NJ.

Proposals due by August 31, 2022, 11:00 AM EST

Deliver Four (4) Copies of Complete Proposals to:
Dawn Pennock
Township of Haddon – Municipal Building
135 Haddon Ave, Haddon Township, NJ 08108

Questions Due by August 17, 2022, 11:00 AM EST

Email Questions to Dawn Pennock at
dpennock@haddontwp.com

Haddon Township is accepting competitive price proposals for Schematic Design Verification, Design Development, Construction Documentation, Bidding Assistance, and Construction Administration for a pocket park next to the municipal building.

1.0 PURPOSE:

The purpose of this RFP is to provide a fair evaluation for candidates and to provide the candidates with the evaluation criteria against which they will be judged.

This RFP is a competitive process by invitation from Haddon Township to design firms. This RFP provides a framework for a fair evaluation of candidates based on price of itemized services, qualifications of service providers, quality references from previous work, and as further described herein.

Additional itemized services, listed as Additional in this RFP, might be added to the final Agreement but will not be evaluated as part of the base quote.

2.0 BACKGROUND:

A Schematic Design has been developed by the Township and will be available upon request from Dawn Pennock, Haddon Township: email dpennock@haddontwp.com. Firms must review the Schematic Design prior to submitting a proposal. The Schematic Design includes a Schematic Site Plan and a Schematic Planting Plan. There may be adjustments by Haddon Township to these plans prior to the start of services. The design was developed by the Pocket Park Committee and incorporates input from local residents during a public session. Attached to this RFP are Appendix A, an existing conditions plan, and Appendix B, photographs of existing conditions.

AutoCAD files of the Schematic Design will be available at the start of services; the topographic survey by the Township’s engineer will also be available in AutoCAD. It is anticipated that underground utilities will be located for design purposes by One-Call and documented in AutoCAD by the Township’s engineer for the consultant’s use; nearby stormwater facilities are also intended to be added to the survey. Infiltration testing is anticipated to be done by the Township at the schematic rain garden location and under proposed pervious pavers.

2.1 GOAL

Haddon Township’s goal for the pocket park is to “Create a peaceful multi-use park for gathering, resting, walking, listening, learning and ecological enhancement”.

2.2 DESIGN PARAMETERS



2.3 SITE PROGRAM:

- Welcoming entry
- South garden space (nearest Haddon Ave) with flexibility for daily use and occasional small gatherings
- North garden space for daily use
 - Water feature – likely in north garden space
 - Sculpture(s) by others (coordination and integration by consultant) – can be incorporated with water feature
- Different types of seating and tables, opportunity for table games
- Bioswale (collecting downspout water and/or runoff) and rain garden (multi-seasonal plantings)
- Fencing/screening at parking lot and retail building to the east
- Fencing/screening at municipal parking lot to west, with pedestrian connection(s)
- Bike parking, likely along sidewalk
- Trash and recycling receptacles
- Diverse native plantings, supplemented with non-invasive adapted non-native species.
 - Supplement function of the pollinator garden that is in front of the municipal building.
 - Plantings with multi-year interest, including a reasonable quantity of evergreens
 - Simple herbaceous plant groupings for simple maintenance.
 - White Oak, “Salem Oak” location if feasible
- Pervious pavers/pavement
- Lighting and electrical (low-height lights preferred)
- Educational signage (by others)
- Hose bib(s) on municipal building (by others)
- Holiday tree (artificial tree) location with visibility to Haddon Ave for lighting event
 - Boom truck will likely need to reach into the south space for tree and building decorations
- Storage structure(s) by others, fenced-in driveway and storage area (pervious)
- Green stormwater infrastructure
 - Stormwater runoff management is anticipated to be infiltration and surface discharge, without increasing runoff to neighboring properties
 - It is desirable to connect a downspout to the vegetated swale and rain garden if feasible (utilize downspout diverter)
 - Calculations are anticipated to be needed by the consultant for green stormwater infrastructure enhancements. Avoid increase in impervious coverage if feasible.

2.4 ADDITIONAL PARAMETERS

- Sustainable design / restorative design
- Destination for residents and town visitors, welcoming
- Interactive play – water pump or similar - optional
- Opportunity for public activities
- Small ceremonies and events, justice of the peace, swearing in of officers, etc
- Conversation, coffee, table games, eating, reading
- Family-friendly

- Life expectancy balanced with costs
- Low maintenance as feasible
- Minimal or no new impervious coverage
- Aesthetic: artistic
- Support the architecture of the municipal building – blend in some continuity of materials/aesthetic
- Security cameras (by Township)
- No irrigation

3.0 COMPLIANCE WITH LAWS:

The successful firm(s) shall comply with all applicable federal, state, and local statutes, rules and regulations.

4.0 PROCEDURE FOR RESPONDING TO REQUEST FOR PROPOSALS:

4.1 SUBMISSION OF PROPOSALS

Four (4) copies of the Proposal, INCLUSIVE OF ALL INFORMATION required in Section 5.0 and Section 6.0 of this proposal. Proposals are scheduled to be opened at the hour and day due. Late proposals will not be considered. The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal and must be able to conduct business in Haddon Township, New Jersey.

The price quoted should be all-inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with an explanation of the nature of those fees.

If the execution of work to be performed by your company requires the hiring of sub-contractors you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined. In your proposal, please provide the name, address, and EIN of the sub-contractor. The selection committee will not refuse a proposal based upon the use of sub-contractors, however, the Township retains the right to refuse the sub-contractors you have selected.

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

Haddon Township will negotiate final Agreement terms upon selection. All Agreements are subject to review by Haddon Township’s legal team, and a project will be awarded upon signing of an Agreement which outlines terms, scope, budget, timeline and other necessary items.

Review, oversight and approval of the design and deliverables will be by the Haddon Township Commissioners and their designated representatives. Haddon Township’s Civil Engineer will review and comment on the Construction Documents.

4.2 QUESTIONS REGARDING REQUEST FOR PROPOSAL

Please submit any questions about this RFP by e-mail as described earlier in this RFP, and a written response to all questions will be distributed to all invited firms within approximately one week.

5.0 PROPOSAL REQUIREMENTS:

5.1 GENERAL

In the proposal, include a narrative of your design approach for this project. Ideas and suggestions for improvement and enhancement of the Schematic Design are welcome.

5.2 SCOPE OF WORK

In general, the project involves:

- Schematic Design verification including Cost Estimate of current Schematic plans; construction budget review; and determination of feasible construction scope
- Design Development including Cost Estimate update
- Construction Documentation including Cost Estimate update
- Bidding Assistance
- Construction Administration

5.3 DELIVERABLES

In your proposal, utilize the following deliverables and elaborate/add as needed to provide the services necessary for a successful project.

Schematic Design Verification Phase

- Basis of Design Memorandum
- Order of Magnitude Cost Estimate of the current Schematic Plan
- Grading, runoff and stormwater review / general recommendations
- Identify challenges and opportunities
- Identify potential permits required
- Report including Site Plan notations of any recommended or approved adjustments to the Schematic Plan
- In-person meetings during this phase with Township: one (evening meeting may be required)
 - Telephone and video conferencing as necessary

Design Development Phase

Based on the agreed-upon scope, revisions, and construction cost at the end of the previous phase, prepare the following:

- Basis of Design Memorandum Update
- Site Preparation Plan (tree removals, protection fencing, etc)
- Materials Plan (walls, paving/pavers, lights, benches, etc)
- Grading Plan including green stormwater infrastructure and piping

- Include underdrainage at pervious pavers, underdrainage at rain garden, outfalls
- Planting Plan (collaborate with Township/committee)
- Plant list – desirable species, typical sizes (collaborate with Township/committee)
- Materials Image Boards – for selection of materials options and lighting
- Electrical Plan, including source
- Plumbing Plan, including source
- Typical construction details at key features and key materials
- Fountain/water feature plan/details
- Two illustrative cross sections, one at north garden space and one at south garden space
- Cost Estimate – Opinion of Probable Construction Cost
- 100% Submission
- Value engineering recommendations and identification of budget Alternates
- Illustrative Plan – color rendered
- One color 3-D Rendering (draft, review/edits, final)
- In-person meetings during this phase with the Township: two (evening meetings may be required)
 - Telephone and video conferencing as necessary

Construction Documentation Phase

Based on the agreed-upon scope, revisions, and construction cost at the end of the previous phase, prepare the following:

- Site Preparation Plan (tree removals, erosion and sediment control, site protection, stockpile areas, staging, etc)
- Materials Plan update
- Layout Plan
- Lighting Plan including photometrics / footcandle array
- Grading Plan update including green stormwater infrastructure & piping
 - Prepare calculations of pre-construction and post-construction stormwater management showing that stormwater management/discharges meet regulations.
- Planting Plan – Trees and Shrubs, labeled locations (collaborate with Township/committee)
- Planting Plan – Herbaceous Plants, labeled locations (collaborate with Township/committee)
- Plant Schedule
- Materials Image Boards – update for final materials options
- Electrical Plan, including power source and all equipment needed
- Plumbing Plan, including water source and all equipment needed
- Water Feature Plan and details, equipment selections and details, remote hidden panels/pumps/cabinets/tank; include winterization plan; include drainage
- Construction Details
- Technical Specifications
- Division One Specifications; General Conditions in consultation with the Township
- Coordination for sculpture by others
- Illustrative Plan update – color rendered
- 75% Submission including budget review
- 100% Submission for bidding: Drawings, Technical Specifications and Division One Specifications,

Bid Form, Instructions to Bidders, Unit Prices Form; General Conditions.

- Cost Estimate – Opinion of Probable Construction Cost update
Note: it is the Consultant’s responsibility to prepare Construction Documents that will enable reasonable construction bids to meet budget; given the volatility of construction costs, this will require the use of clearly defined bid Alternates.
- Provide bid package to Township for issuance by Township – electronic format, and three (3) printed sets.
- In-person meetings during this phase with the Township: two (evening meetings may be required)
 - Telephone and video conferencing as necessary

Bidding Phase

- Answer RFI’s & issue Addenda
- Assist Haddon Township with Bidder Review and Bid Review

Construction Administration Phase

- Provide conformed set “For Construction”
- Answer RFI’s
- Issue Change Orders
- 15 Site observations/meetings during construction, with reports
 - Includes preconstruction meeting(s), construction review, hardscape punch list, landscape punch list, etc

5.4 ANTICIPATED TIMELINES

In your proposal, provide a recommended timeline feasible for your firm and reasonable for construction. Suggested timeframes are listed below.

- Schematic Design Verification: 1 month
- Design Development: 1.5 months
- Construction Documentation : 2 months
- Commissioner Review/Approval for Bidding: 1 month
- Bidding, Commissioner Approval, Contracts: 3 months
- Contractor Mobilization, Construction, Punch List: 3 months (non-winter)
- Planting: 1 month in spring or fall

Describe if permitting may affect any of these timelines.

5.5 FEE BREAKDOWN REQUIRED IN PROPOSAL

Lump Sum Fees per Phase (inclusive of expenses):

- Schematic Design Verification Phase
- Design Development Phase
- Construction Documentation Phase
- Bidding Phase
- Construction Administration Phase
- TOTAL

- Include breakdown fees for prime consultant and subconsultants as applicable.
- Hourly Rates of Personnel and subconsultants – applicable to approved additional services
- Reimbursable expense rates – applicable to approved additional services.

5.5 ADDITIONAL ITEMS – NOT INCLUDED IN BASE COST

- Additional Services Lump Sum Fee for each additional color 3-D Rendering – state the fee per rendering, all inclusive (draft, review/edits, final).

5.6 NOT INCLUDED

- Infiltration testing
- Underground utilities mark-out and mapping
- Submission to county for erosion and sediment control permitting.

In your proposal, identify other exclusions as applicable.

6.0 QUALIFICATIONS:

In responding to this RFP please include the following:

1. List the design projects your firm has produced that best reflect your work and relevancy to this project. Briefly list the role your firm played in each project. **You must include images of at least three (3) of those projects** and indicate whether they were installed or not.
2. Describe your experience in designing/producing design projects for municipalities and public spaces.
3. Provide current reference information for three former or current clients.
4. Briefly describe your firm's organizational capacity.
5. Provide a company profile, length of time in business and core competencies.
6. What type of team will be assigned to this project? What will each person's role be?
7. Include a brief background summary or brief resume for each key staff member and key subconsultant to be assigned to this project.
8. Terms and conditions - draft (must be compliant with requirements in this proposal, and will be subject to review by the Township).
9. Qualification information as listed in "Township's Request For Proposals for Professional Services" included below in this RFP.

7.0 EVALUATION CRITERIA:

Proposals must include four (4) printed copies, and must be received at the Haddon Township Municipal Building no later than as stated in this RFP on page 1. Your proposal must include a cost proposal as described above, and all other items listed above in 5.0 Proposal Requirements and 6.0 Qualifications. All costs associated with the delivery of the project should be presented in a flat rate, fee for service format, with expenses included, unless otherwise indicated by this RFP.

Proposals that meet the mandatory requirements, as stated above, will be evaluated with the following criteria:

1. Suitability of the Proposal – the proposed solution meets the needs and criteria set forth in the RFP.
2. Expertise in recommending and communicating appropriate technical and aesthetic solutions as evidenced by the proposal and references.
3. Aesthetic Capabilities – Prior work demonstrates artistic and innovative solutions especially for public spaces.
4. Candidate Experience – Candidate has successfully completed similar projects and has the qualifications necessary to undertake this project.
5. Depth and Breadth of Staff – The candidate firm has appropriate staff to develop the site in the time frame needed.
6. Proposal Presentation – The information is presented in a clear, logical manner and is well organized.
7. Fee Level
8. Additional evaluation criteria described in the “Basis for Award of Contract/Agreement for Professional Services” section of the “Township’s Request for Proposals for Professional Services” on the following pages.

8.0 Township's Request For Proposals for Professional Services

The applicant/proposer shall in response to the Township's Request for Proposal, at a minimum, include the following information:

A. Qualification requirements to compete for the needed service ~~or activity as set forth in the "duties and responsibilities" of the position defined in the Township's Request for Proposals.~~ Qualifications, at a minimum, shall include requirements defined as follows:

1. Full name and business address.
2. Listing of all post high school education of the applicant and/or members of a professional firm seeking to provide professional services as described within the body of the Request for Proposals.
3. Dates of licensure, if any, in the State of New Jersey and any other state as to the professional discipline requested to serve the needs of the Township.
4. A listing of any professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held.
5. The number of licensed professionals employed (if a professional firm) and/or affiliated with the professional entity seeking to provide services to the Township. A description of each individual's qualifications, including education, licensure and years of professional experience.
- ~~6. A listing of all previous Public Sector entities served by the applicant/proposer licensed professional including dates of service and position(s) held.~~
7. Proposed cost of the service(s) or activities – lump sum for a clearly defined scope of services, inclusive of expenses. The proposed cost should include:
 - a. Meetings.
 - b. Site visits.
 - c. Professional servicesAdditionally, state the hourly rates of personnel for additional services, and state the rates for reimbursable expenses applicable to additional services.
8. **Insurance.** The applicant/proposer, shall provide documentation of insurance for professional liability coverage with limits for liability acceptable to the Township of Haddon. ***This item may be provided after the proposal is submitted but is required upon request.***
9. **Financial Disclosure.** The applicant/proposer as a "professional", if required by law, shall file a Financial Disclosure Statement pursuant to Local Government Ethics Law *N.J.S.A. 40A:9-22(1) et seq.* ***This item may be provided after the proposal is submitted but is required upon request.***
10. **Law Against Discrimination and Affirmative Action.** The applicant/proposer as a "professional" shall file a statement as to compliance with *N.J.S.A. 10:5-1 et seq.* (Laws Against Discrimination) and P.L. 1975, c.127 (Affirmative Action).
11. Enclose a copy of New Jersey Business Registration Certificate.

12. Completion of Affidavit of Compliance with Chapter 97 of the Code of the Township of Haddon regarding awarding of professional contracts: Limitations on Political Contributions by Vendors (Pay to Play). The form is at the end of this document.

13. The applicant/proposer shall submit four (4) copies of their proposal for review and consideration by the Mayor and Commissioners.

14. Failure to comply with any item above may disqualify your submission.

15. Refer to the body of the Request For Proposal for additional requirements.

8.1 Basis for Award of Contract/Agreement for Professional Services

The Township shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:

1. Qualifications of the individual or firms who will perform the service or activity.

2. Experience and references.

3. Ability to perform the service or activity in a timely fashion, including staffing and the staff's familiarity of the service or activity.

4. Cost Competitiveness.

5. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the professional services as outlined in the applicant's/proposer's proposal.

6. All awards or waivers will be made by resolution acted on by the Board of Commissioners at a Township meeting.

7. All awards are subject to availability of funds.

8. Refer to the body of the Request For Proposal for additional Evaluation Criteria

**AFFIDAVIT OF COMPLIANCE WITH CHAPTER 97 OF THE HADDON TOWNSHIP CODE
REGARDING AWARDING OF PROFESSIONAL CONTRACTS; LIMITATIONS ON POLITICAL CONTRIBUTIONS BY
VENDORS (PAY TO PLAY)**

- A. Although professional services contracts and certain other contracts for goods and services are exempt from the competitive bidding requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., the Commissioners deem it appropriate, and consistent with the provisions of New Jersey legislation, now codified at N.J.S.A. 19:44A-20.1 et seq., to henceforth award such contracts through a competitive, quality-based, fair and open process, unless a specific determination to the contrary is made by the Board of Commissioners.
- B. The Township of Haddon, or any agency or instrumentality thereof, shall not enter into a contract, including a professional services contract, or such other contract which is exempt from public bidding requirements, having a anticipated value in excess of \$17,500 as determined by the Township of Haddon or an agency or instrumentality, with a business entity, except through a contract that is awarded pursuant to a fair and open process if, during the preceding one-year period, that business entity has made a contribution that is reportable by the recipient under N.J.S.A. 19:44A-1 et seq., to any municipal committee of a political party if a member of that political party is in office as a member of the Board of Commissioners when the contract is awarded or to any public candidate committee of any person serving in an elected public office of the Township of Haddon when the contract is awarded.
- C. Any individual meeting the definition of a professional business entity under Chapter 97-3 of the Haddon Township Code may annually contribute a maximum of \$300 each for any purpose to any candidate for office, or \$300 to the Township of Haddon party, or \$300 to the Camden County party committee, or to a PAC referenced in Chapter 97, without violating Section 97-3(A) of the Haddon Township Code. However, any group of individuals meeting the definition of a professional business entity under this section, including such principals, partners, and officers of the entity in the aggregate, may not annually contribute for any purpose in excess of \$2,500 to all Township of Haddon candidates and officeholders with ultimate responsibility for the award of the contract, and all Township of Haddon or Camden County political parties and PACs referenced in Chapter 97 combined, without violating Section 97-3(A) of the Haddon Township Code. For purposes of this section, the office that is considered to have ultimate responsibility for the award of the contract shall be the Township of Haddon Commissioners.
- D. For purposes of Chapter 97, "professional business entity seeking a public contract" means an individual, including the individual's spouse, if any, and any child living at home; person; firm; corporation; professional corporation; partnership; organization; or association. The definition of a "business entity" includes all principals who own 10% or more of the equity in the corporation or business trust, partners, and officers in the aggregate employed by the entity as well as any subsidiaries directly controlled by the business entity.
- E. It shall be a breach of the terms of the Township of Haddon professional service agreement for a business entity to:
 - 1. Make or solicit a contribution in violation of Chapter 97;
 - 2. Knowingly conceal or misrepresent a contribution given or received;
 - 3. Make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution;
 - 4. Make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee of any candidate or holder of the public office of the Township of Haddon;
 - 5. Engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution which, if made or solicited by the business entity itself, would subject that entity to the restrictions of Chapter 97;
 - 6. Fund contributions made by third parties, including consultants, attorneys, family members, and employees;
 - 7. Engage in any exchange of contributions to circumvent the intent of Chapter 97; or directly or indirectly, through or by any other person or means, do any act which would subject that entity to the restrictions of Chapter 97.
 - 8. Directly or indirectly, through or by any other person or means, do any act which would subject that entity to the restrictions of Chapter 97.

The undersigned attests under penalty of perjury they have not made a contribution in violation of Chapter 97 of the Code of the Township of Haddon.

Subscribed and sworn before me this _____ day of

_____, 20_____

(Notary Public)

(Signature)

My Commission expires:

Print Name and Title