

**BOROUGH OF SEA BRIGHT  
COUNTY OF MONMOUTH  
REQUESTS FOR PROPOSALS/QUALIFICATIONS FOR  
A PROFESSIONAL PLANNER FOR A SPECIAL PROJECT  
FOR THE MASTER PLAN ORGANIZATION, REVISIONS AND UPDATES  
(EXCLUDING THE HOUSING ELEMENT AND FAIR SHARE PLAN),**

Sealed proposals will be received by the Borough Clerk of the Borough of Sea Bright, New Jersey and opened and read in public in the Council Room, located on in the Cecile F. Norton Community Center, 1167 Ocean Avenue, Sea Bright, New Jersey, on Tuesday, August 24, 2010 at **10:30 A.M.** for the following:

This request is for Proposals/Qualifications for a Professional Planner for Planning Services for the Borough of Sea Bright Master Plan document, to organize and format all existing studies, reports, ordinances, update maps/charts and other related elements that are not currently in one cohesive format.

A full bid package is available in the Office of the Municipal Clerk or on-line at [www.seabrightnj.org](http://www.seabrightnj.org).

Successful applicants will be required to comply with requirements of N.J.S.A. 10:5-31, et seq. (N.J.A.C. 17:27) (Equal Employment Opportunity) and N.J.S.A. 52:32-44, et seq. (New Jersey Business Registration).

The right is reserved to reject any or all proposals if it is deemed to be in the best interest of the Borough of Sea Bright to do so. The Borough Council of the Borough of Sea Bright also reserves the right to conduct interviews of any or all applicants, as it deems necessary.

By order of the Borough Council of the Borough of Sea Bright

MARYANN M. SMELTZER, Borough Administrator/Clerk,  
Borough of Sea Bright

**REQUESTS FOR PROPOSALS/QUALIFICATIONS FOR  
A PROFESSIONAL PLANNER FOR A SPECIAL PROJECT  
FOR THE MASTER PLAN ORGANIZATION, REVISIONS AND UPDATES  
(EXCLUDING THE HOUSING ELEMENT AND FAIR SHARE PLAN),  
For the Period September 15, 2010 through December 31, 2010**

**BID/PROPOSAL**

**Introduction**

Pursuant to the Fair and Open Process established by N.J.S.A. 19:44A-1, et seq., the Borough seeks Requests for Proposals/Qualifications (“RFQ”) from Individuals and/or firms licensed to practice Planning in the State of New Jersey that wish to serve as a Special Project Planner, for the Borough of Sea Bright. The successful individual and/or firm will provide the Borough with professional planning services relating to, but not necessarily limited to:

1. This special project shall include but not be limited to, researching and reviewing all existing studies and elements of the Master Plan, excluding the Housing Element and Fair Share Plan, Zoning Ordinances/Land Use Element, Central Business District Plan, Recreation Plan Element, Sea Bright Public Beach Access, Demographic Characteristics/Census Review, Utilities Plan Element, Circulation Plan Element, Recycling Plan Element, CAFRA, FEMA, Beach Erosion, Stormwater Management Plan, Floodplain Management, Flood Zones, Planning Studies, Misc./Other – as needed and updating the Map/Charts. (To view a copy of the current Master Plan, please contact the Borough Clerk’s Office 732-842-0099 x14 to obtain a scanned version).
2. This project shall include the organization, revisions and updates of all the elements to be included in the final package.
3. Final Document will include all scanning, typing, acquisition or creation of any new maps, charts, tables, etc.
4. An electronic version of the entire updated/revised Master Plan document along with 25 bound hard copies shall be provided to the Borough of Sea Bright.
5. Any other matters as directed by the Borough of Sea Bright.
6. This project shall be concluded no later than December 31, 2010.

The Borough has adopted the following hourly rate schedule for all professionals who would perform duties of the “Planner” pursuant to this RFQ :

Hourly Rates:

- \$100.00 for Project Planner
- \$105.00 for senior project planner
- \$ 55.00 for all other support staff

PHASE I: RESEARCH:

This phase will include researching and reviewing all existing studies and elements as listed above and others as needed.

FEE FOR PHASE I: \$\_\_\_\_\_

PHASE II: ORGANIZATION

This phase will include organization of all the elements to be included in the final package and determining the best way to display and put together the final format.

FEE FOR PHASE II: \$\_\_\_\_\_

PHASE III: FINAL DOCUMENT

This phase will include all scanning, typing, creation of new maps, charts, tables, etc. and putting all final elements into the completed final document. To include 25 bound hard copies along with an electronic version.

FEE FOR PHASE III: \$\_\_\_\_\_

TOTAL FEE FOR ENTIRE PROJECT: \$\_\_\_\_\_

### **Professional Information and Qualifications**

Each interested firm shall submit the following information:

1. Name of Firm;
2. Address of principal place of business and all firm's offices and corresponding telephone and fax numbers. Please note specifically which Planner will be assigned to work with the Borough;
3. Areas of Practice;
4. Description of firm's Planner's education, experience, qualifications, number of years with the firm and a descriptive narrative of their experience.
5. At least four (4) references, who have knowledge of your work on Master Plan projects;
6. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
7. Any other information which the interested firm deems relevant;
8. A copy of your New Jersey Business Registration Certificate;
9. A completed Statement of Ownership form (Attached below).

## **Selection Criteria**

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter, and
4. Cost effectiveness.

## **Submission Requirements**

Responses to this RFQ must be delivered in a sealed envelope bearing the title and no later than 10:30 a.m. on August 24, 2010 to:

Borough Clerk, Borough of Sea Bright  
1167 Ocean Avenue  
Sea Bright, NJ 07760

Please submit one (1) original and Four (4) copies of the Request for Qualifications (RFQ) on 8 ½ x 11” white paper.

(REVISED 4/10)

**EXHIBIT A**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

## **NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS – NON-CONSTRUCTION**

All New Jersey and out of state business organizations must obtain a Business Registration Certificate (BRC) from the Department of Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Proof of valid business registration with the Division of Revenue, Department of Treasury, State of New Jersey, must be submitted with this proposal. No contract will be awarded without proof of business registration with the Division of Revenue. The contract will contain provisions in compliance with N.J.S.A. 52:32-44, as amended, outlined below.

The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. Before final payment of the contract is made by the contracting agency, the contractor shall submit an accurate list and proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and each subcontractor and each of its affiliates (N.J.S.A. 52:32-44 (g) (3)) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the “Sales and Use Tax Act” (N.J.S.A. 54:32 B-1 et seq.) on all sales of tangible personal property delivered into this state.

A business organization that fails to provide a copy of a registration as required pursuant to section 1 of P.L. 2001, c.134 (N.J.S.A. 52:32-44 et seq.) or subsection e. or f. of section 92 of P.L. 1977, c.110 (N.J.S.A. 5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each business registration copy not properly provided under a contract with a contracting agency.

A sample Business Registration Certificate is attached. Other forms, such as a Certificate of Authority to collect Sales and Use Taxes or a Certificate of Employee Information Report Approval, are **not** acceptable.

Any questions in this regard can be direct to the Division of Revenue at (609) 292 – 1730. Form NJ-REG can be filed online at:

<http://www.state.nj.us/treasury/revenue/gettingregistered.htm#busentity>

**BOROUGH OF SEA BRIGHT  
COUNTY OF MONMOUTH  
STATE OF NEW JERSEY**

**STATEMENT OF OWNERSHIP**

The Contractor is (check one): Individual \_\_\_ Partnership \_\_\_ P.A. \_\_\_ L.L.C. \_\_\_  
Corporation \_\_\_ Joint Venture \_\_\_ Other (specify): \_\_\_\_\_

I certify that the names and addresses of all persons and entities who own a 10% or greater interest in the Contractor are as follows (if “none”, so state):

NAMES: ADDRESSES:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

NAME OF CONTRACTOR: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

PRINT NAME & TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**NOTES:**

- A. Attach additional sheets as needed and check here.....
- B. If an entity owns a 10% or greater interest in the Contractor, attach a list of the owners of 10% or greater interest for each such entity. Repeat the process of disclosure as necessary for each tier or level of ownership until the name and address of each person who owns a 10% or greater interest has been disclosed. **If no person or entity owns a 10% or greater interest in a listed entity, so state.**