

**REQUEST FOR QUALIFICATIONS/
REQUEST FOR PROPOSAL
FOR
LANDSCAPE ARCHITECT SERVICES
FOR THE
TOWNSHIP OF GLOUCESTER
FOR
2017**

Issued by:

Township of Gloucester

**Physical Address: 1261 Chews Landing Road,
Laurel Springs, NJ 08021**

**Mailing Address: P.O. Box 8,
Blackwood, NJ 08012**

ISSUE DATE: March 30, 2017

DUE/RETURN DATE: April 19, 2017

SCHEDULE "A"

PROFESSIONAL SERVICES CONTRACT TO BE AWARDED BY ESTABLISHED QUALIFICATION CRITERIA

The Township of Gloucester solicits statements of qualifications for applicants for appointment to the following professional position. Responses should address the general criteria and mandatory minimum criteria for the positions sought. All responses will be treated as confidential and reviewed only by the governing body, unless otherwise required by law. Responses must be received in the **Office of the Township Clerk, P.O. Box 8, 1261 Chews Landing Road, Blackwood, NJ 08012, no later than 12:00PM, Wednesday, April 19, 2017.** The Township requires two copies of each response as well as one response on disc. All responses shall be opened and announced publicly, immediately thereafter by the Township Clerk or her representative. Responses will be reviewed by the governing body. All appointments will be announced at a public meeting. Unless otherwise noted appointments shall be for the calendar year of 2017 and subject to the execution of an appropriate contract by the firm selected.

REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR LANDSCAPE ARCHITECT DESIGN SERVICES FOR GLOUCESTER TOWNSHIP

1.0 PURPOSE

The intent of this Request for Qualifications and Proposals and resulting contract is to obtain park design, redesign, upgrading, architectural and landscape design services for Gloucester Township's existing and/or proposed parks, recreational areas and open space. While there are no specific locations identified in this proposal, the scope of the services may include but not be limited to Open Space, environmental, sustainability and walking path designs.

Firms responding to this Request for Qualifications and Proposals should have extensive experience and a knowledgeable background and qualifications in the provision of the services described herein (See Section A).

2.0 BACKGROUND INFORMATION

Gloucester Township is a 24 square mile suburban community in Camden County, New Jersey. Gloucester Township is located eight miles east of Philadelphia and 50 miles west of Atlantic City. The Township is made up of a cluster of neighborhood that make it one of the fastest growing municipalities in Southern New Jersey. The population of Gloucester Township is approaching 70,000 residents.

Gloucester Township provides a full range of municipal services including police and fire protection, youth and health services and community development activities. Further, the Township currently has a wide variety and extensive system of neighborhood tot-lots, community parks, communal pool, playgrounds, athletic fields, active and passive recreational areas located throughout the Township. Overall, there are approximately 54 noted parks/recreation sites throughout the township as well as a "rails to trails" bike bath that has been developed and which the township is interested in extending.

The Township is desirous of soliciting qualifications and proposals from firms specializing in landscape architecture for services related to improving existing park conditions and developing current open space and recreation fields, activities landscape and facilities to serve the residents of the Township.

The specific extent and character of the court reporting services to be performed shall be subject to the general control and approval of Gloucester Township.

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 QUALIFICATIONS AND PROPOSALS:

4.1 SUBMISSION OF QUALIFICATIONS AND PROPOSALS

Two copies of the Qualifications/Proposal as well as one copy on disc, **INCLUSIVE OF ALL INFORMATION** required in Part II, Proposal Requirements should be provided. Proposals must be provided to: **Office of the Township Clerk, P.O. Box 8, Chews Landing Road, Blackwood, NJ 08012.**

Proposals are scheduled to be received on: **No later than 12:00PM, Wednesday, April 19, 2017.**

Any proposals received after said time and date, whether by mail or otherwise, will be returned unopened. Qualifications/Proposals should be provided in a sealed envelope with the title of the RFP clearly marked on the outside. It is recommended that each proposal package be hand delivered. The Township assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, telephone, or e-mail is **NOT PERMITTED.**

All responses shall be opened and announced publicly, immediately thereafter by the Township Clerk or her representative. Responses will be reviewed by the governing body. All appointment will be announced at a public meeting. Unless otherwise noted appointments shall be for the calendar year 2017 and subject to the execution of an appropriate contract provided by the firm selected. Final selection of firm(s) shall be made by the Township Council of Gloucester Township by formal resolution.

4.2 QUESTIONS REGARDING REQUEST FOR QUALIFICATIONS / PROPOSALS

Any questions regarding this Request for Qualifications/Proposals must be made in writing to: **Office of the Township Clerk, P.O. Box 8, Chews Landing Road, Blackwood, NJ 08012.**

4.3 ADDENDA/REVISIONS TO REQUEST FOR QUALIFICATIONS/PROPOSALS

Addenda/revisions to this Request for Qualifications/Proposals shall be provided to all firms who have received this Request for Qualifications/Proposals.

5.0 CRITERIA FOR EVALUATION OF PROPOSALS

The governing body will independently evaluate each submission and selection will be made upon the basis of the criteria listed below:

- 5.1 Proven record of experience, including referrals, in providing the type of services detailed herein.
- 5.2 Ability to provide services in a timely manner.
- 5.3 Personnel qualifications (i.e.: resumes of key personnel who will be responsible for and assigned to the work).
- 5.4 Location of office and availability of personnel.
- 5.5 Understanding of the services requested (including completeness and clarity of submission), and qualitative nature of the services proposed.
- 5.6 Cost of services (i.e. price proposal).

SECTION A - SCOPE OF SERVICES

Gloucester Township is requesting general qualifications and proposals for development of improvements to existing parks, open space and recreational areas throughout the Township.

The successful firm and proposer shall be able and willing to work with the Township, residents, neighborhood groups and committees, stakeholders and interested parties to solicit input and engage the identified committee members in the plans and proposals for open space upgrades. The successful firm shall also be capable and competent in determining the site conditions, environmental conditions and sustainable design elements necessary to ensure it is attractive, safe and useful to the residents. Services to be performed include but are not limited to: Community parks, bike paths and walking paths and athletic field design, geotechnical, environmental and engineering site design, landscape architecture, property and right-of-way identification. Tot-lot and neighborhood park design and redesign should also be considered as services necessary.

SECTION B - RESUME

This section shall address areas as outlined:

1. Name and address of your firm and the corporate officer authorized to execute agreements.
2. Briefly describe your firm's history, ownership,

organizational structure, location of its management, and licenses to do business in the State of New Jersey.

3. Describe in general your firm's regional, statewide, and local service capabilities.
4. Provide and identify the names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the Township and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the Township.
5. Provide a listing of local governmental clients with which you have similar contracts; include the name, address and telephone number of the contact person.

SECTION C - FACILITIES

This section should address areas as outlined:

1. **OFFICE LOCATIONS**

- a. For your firm's facilities which are located closest to Gloucester Township, New Jersey, provide:
 1. The location.
 2. Firm personnel assigned to this location.
 3. The activities of the firm performed at this location.
- b. For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms where all activities are performed at one location should leave this paragraph blank.

SECTION D - FEES

This section should address:

1. The proposed hourly rate for the services to be provided.
2. Any fees for non-hourly costs or services which would be chargeable to the Township.

Note: The Township reserves the right to negotiate with any or all vendors meeting the evaluation criteria set forth herein. Negotiations will be conducted in accordance with the Township's Request for Proposals policy.

SECTION E - OTHER INFORMATION

This section is for any further pertinent data and information not included elsewhere in the RFP and found necessary by your firm.