

CITY OF ORANGE TOWNSHIP

REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL PLANNING CONSULTANT



SUBMISSION DEADLINE
10:00AM
DECEMBER 1, 2020

DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

ADDRESS ALL PROPOSALS TO:

CITY OF ORANGE TOWNSHIP
29 N. DAY STREET
ORANGE, NJ 07050

ATTN: LAQUANA T. BEST, PLANNING & ECONOMIC DEVELOPMENT DIRECTOR

GENERAL INFORMATION & SUMMARY ORGANIZATION REQUESTING PROPOSAL

DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT
CITY OF ORANGE TOWNSHIP
29 N. DAY STREET
ORANGE, NJ 07050

CONTACT PERSON

LAQUANA BEST, DIRECTOR
PLANNING & ECONOMIC DEVELOPMENT
CITY OF ORANGE TOWNSHIP
973-592-8506

PURPOSE OF REQUEST

The City of Orange Township ("City") is requesting proposals from qualified individuals and firms to provide Professional Planning services of a specialized nature to the City. Proposals will be evaluated in accordance with the criteria set forth in this RFQ. One or more individuals/firms may be selected to provide services.

PERIOD OF CONTRACT

Contract term not to exceed 12 months, with the option to extend for 2 additional terms of 12 months each.

CONTRACT FORM

The successful respondent shall be required to execute the City's form contract, which includes the indemnification, insurance, termination and licensing provisions. A complete copy of a draft City contract is available upon request.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the City arising out of, or by reason of, the work done and materials furnished under this Contract.

**DETAILED REQUIREMENTS OF THE REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL PLANNING CONSULTANT SERVICES**

The City of Orange Township ("City") is soliciting Qualification Statements from licensed and certified Planners and/or planning firms for the provision of Professional Planning consulting services in the Central Orange Redevelopment Area. The City is home to approximately 31,000 residents and is located in Essex County. The City is managed by a Mayor and a seven (7) member Council and the Planning Department is managed by the Director of Public Works, Planning & Economic Development. The function of the Department of Planning & Economic Development is to advise the Mayor, City Council, Planning Board, and the Zoning Board commissioners on planning matters affecting the physical development of the City. The Department prepares, maintains, and updates the City's Master Plan, and recommends changes to the City's Zoning Ordinance.

NATURE/SCOPE OF SERVICE

The City is requesting a qualification statement from licensed and certified Planners and/or planning firms. The responsibility of the Planner or Planning firm is to provide land use planning, redevelopment and/or community development services, to assist with the update of the City Master Plan, and Affordable Housing services to the City. The Planner or Planning firm should demonstrate knowledge and technical capabilities in the following areas: Land Use Planning, Redevelopment Planning, Community Development (i.e. Visioning, Public Outreach & Engagement), Master Plan, Affordable Housing and Economic Development. The selected individual or firm will be assigned projects within the Redevelopment Areas within the City on an as needed basis.

General Statement of Duties

The selected Planner or Planning firm will work with the department staff and provide the necessary professional planning services and resources necessary to deliver services on a timely basis. The scope of work shall include, but not be limited to, the following planning specialty areas:

1. Redevelopment Planning
2. Land Use Planning
3. Municipal Technical Assistance
4. Economic Development
5. Project Management

The Planner or Planning firm must demonstrate the ability to:

- A. Perform professional planning services on behalf of the City's Planning Department and the City's land use boards; Prepare Area Investigations and Redevelopment Plans; Provide professional planning testimony on behalf of the City's Planning Board and Board of Adjustment. Additionally, the Planner or Planning firm must provide planning advisory services to the Planning and Economic Development Department staff on technical matters.
- B. Attend regular, technical review, special and emergency meetings at the City.
- C. Interact with applicable City personnel and other governmental agencies.
- D. Coordinate and facilitate planning related community engagement activities, as needed.

TERM OF AGREEMENT

The appointment of the professional Planner or Planning firm shall be for a twelve-month period, commencing on January 1, 2021.

MANDATORY MINIMUM PROFESSIONAL QUALIFICATIONS AND REQUIREMENTS

The Consultant must demonstrate the following:

1. The Planner or Planning firm must have a minimum of ten (10) years of experience in providing land use planning, economic and community development and redevelopment planning services and a minimum of ten (10) years servicing other governmental entities.
2. Knowledge of planning and redevelopment initiatives in the City of Orange Township.
3. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles.
4. Possession of a valid Professional Planners (PP) license in the State of New Jersey and certification by the American Institute of Certified Planners (AICP).
5. Engagements where services of the types being requested were provided in the past five (5) years. This should include other levels of government.
6. Samples of land use, redevelopment planning, community engagement and economic development services.
7. Contact information from at least three (3) municipal recipients of similar services must be provided.
8. Statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.
9. Possession of a Business Registration Certificate.

Respondents must submit **one (1) bound original, 5 copies and a digital file** of their qualifications to the following.

City of Orange Township
Department of Planning
29 North Day Street
Orange, New Jersey 07050
Attention: Laquana T. Best
Director of Planning & Economic Development

Submission due by 10 AM on December 1, 2020

SUBMISSION OF QUALIFICATIONS

Submission to the RFQ should include the following:

1. Description of professional planning experience; particularly providing planning services to municipalities, economic development divisions, housing authorities and other governmental entities. Special attention should be paid to firm's experience working with local government in urban municipalities.
2. Statement of Corporate Ownership: A description of the business organization (i.e., corporation, partnership, joint venture, etc.) its ownership and organizational structure.
3. The number of years the firm has been in business under the present name.
4. Any judgments, claims or suits pending or outstanding against company. If yes, please explain.
5. Statement regarding whether the firm is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
6. Resumes of the principals, project manager(s) and professional staff who would work directly with the City.
7. Copy of 2020 Fee Schedule
8. Copy of valid professional planning license(s) (PP) and certification(s) (i.e. AICP)
9. An Affirmative Action Statement.
10. A completed Non-Collusion Affidavit.
11. Project profiles of land use planning, redevelopment planning, community engagement and economic development related work (one-page maximum per each profile).
12. References who can attest to the Planner(s)/firm's ability to work on similar projects and prior experience. Reference information should include:
 - a. Contact Person and title
 - b. Name of Municipality
 - c. Telephone Number and email address
 - d. Firm's key personnel assigned to referenced project
 - e. Project name
13. Successful Proposer will be required to submit a copy of general liability (Errors and Omissions) insurance to the City.

REQUEST FOR QUALIFICATIONS CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL:

Please initial below, indicating that your proposal includes the itemized document.
A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REFUSAL.
INITIAL BELOW

- A. An Original, 5 copies and an electronic copy of your complete submission.
- B. Non-Collusion Affidavit properly notarized.
- C. Disclosure and Ownership Form.
- D. Insurance Requirement Acknowledgement form.
- E. Authorized signatures on all forms.
- F. Business Registration Certificate.
- G. Affirmative Action Statement.
- H. Professional Service Entity Information form.
- I. Political Contributions Disclosure
- J. Qualifications Submission _____

Note: N.J.S.A 52:32-44 provides that the City shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors at the time that it submits its proposal.

**THE UNDERSIGNED HEREBY ACKNOWLEDGES
THE ABOVE LISTED REQUIREMENTS**

NAME OF PROPOSER:
{Person, Firm or Corporation}

BY: _____
(NAME) (TITLE) (DATE)

EXHIBITS

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, _____, herein referred to as the contractor, agree as follows:

The contractor 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 take affirmative action to ensure that such applicants are recruited and employed, 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 action 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, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act 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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to 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, labor unions, that it does not discriminate on the basis of age, 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 applicable 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, 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:

1. Letter of Federal Affirmative Action Plan Approval
2. Certificate of Employee Information Report
3. Employee Information Report Form AA302

The contractor shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the City 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

**NON-COLLUSION AFFIDAVIT
STATE OF NEW JERSEY
COUNTY OF ESSEX**

SS:

I AM _____

OF THE FIRM OF _____

UPON MY OATH, I DEPOSE AND SAY:

1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;

2. THAT THIS PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;

3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE BOROUGH OF ROSELLERELIES UPON THE TRUTH OF THE STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THE STATEMENTS CONTAINED IN THIS AFFIDAVIT IN AWARDING THE CONTRACT FOR THE SAID ENGAGEMENT; AND

4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES OF THE PROPOSER.
(N.J.S.A.52: 34-25)

SUBSCRIBED AND SWORN TO
BEFORE ME THIS _____ DAY
OF _____ 20____.

(TYPE OR PRINT NAME OF AFFIANT UNDER
SIGNATURE)

NOTARY PUBLIC OF

MY COMMISSION EXPIRES: _____, 20__.

DISCLOSURE OF OWNERSHIP FORM

N.J.S.A. 52:25-24.2 reads in part that “no corporation or partnership shall be awarded any contract by the State, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the corporation or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individual who own 10% or more of the stock or interest in the corporation or “partnership”.

- 1. If the professional service entity is a partnership, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.
2. If the professional service entity is a corporation, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class.
3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.
4. If the professional service entity is other than a corporation or partnership, the contractor shall indicate the form of corporate ownership as listed below.

COMPLETE ONE OF THE FOLLOWING STATEMENTS:

I. Stockholders or Partners owning 10% or more of the company providing the submission:

NAME: ADDRESS:

SIGNATURE: _____ DATE: _____

II. No Stockholder or Partner owns 10% or more of the company providing this submission:

SIGNATURE: _____ DATE: _____

III. Submission is being provided by an individual who operates as a sole proprietorship:

SIGNATURE: _____ DATE: _____

IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following:

_____ Limited Partnership _____ Limited Liability Corporation
_____ Limited Liability Partnership _____ Subchapter S Corporation

SIGNATURE: _____ DATE: _____

CITY OF ORANGE TOWNSHIP

INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM

Certificate(s) of Insurance shall be filed with the City Clerk's Office upon award of contract by the City Council.

The minimum amount of insurance to be carried by the Professional Service Entity shall be as follows:

PROFESSIONAL LIABILITY INSURANCE

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

Acknowledgement of Insurance Requirement:

(Signature)

(Date)

(Printed Name and Title)

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature	Printed Name	Title
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Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)

Continuation Page

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

Page ___ of _____

Vendor Name:

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)