

BOROUGH OF OGDENSBURG

REQUEST FOR PROPOSALS FOR LAND USE BOARD PLANNER

A. INTRODUCTION

The Borough of Ogdensburg Land Use Board is seeking proposals from licensed Professional Planner for the position of Board Planner for calendar year 2023. These services would be for Board Planning and a wide range of services on a project-by-project basis.

B. SCOPE OF WORK – Required services may include, but are not limited, to one or more of the following:

1. Services as Board Planner, advising the Board on Borough Planning, review of Land Use Board applications and including all the statutory requirements and the customary service of Board Planner.
2. Planning and design of the Land Use Board projects and preparation of specifications in these projects.
3. Advise Board on Planning issues and operational procedures as needed and requested by the Board.
4. Assist in resolving citizen complaints, as requested.
5. Infrastructure planning and design improvements.
6. Construction and inspection of public improvements in approved developments.
7. Vehicle and pedestrian traffic improvements including traffic signals and streetscapes.
8. Parks and recreation facility design, including landscaping.
9. Review available funding from all county, state, and federal programs and recommend and file applications for appropriate programs with the Borough Clerk.
10. File applications for permits for NJDEP, NJDOT and others related to projects.
11. Maintain or assist in maintaining official Borough Maps and plan specifications and as-built plans of Board projects and of public improvements in development.

The Borough of Ogdensburg Land Use Board meets once a month on the 4th Tuesday of the month and attendance maybe required at some of these meetings.

C. MINIMUM REQUIREMENTS

1. NJ licensed Professional Planner; five years experience.
2. A list of three (3) professional references that work has been satisfactorily completed.
3. Must have a Certificate of Authorization if a corporation.
4. Must document that the firm has a sufficient staff to provide the necessary consulting services required in the field of licensed municipal planner.
5. Must provide a detailed description of the company's qualifications and experience. The description shall include the resumes of the personnel who will be assigned to provide services to the Borough of Ogdensburg Land Use Board.
6. Must document experience in municipal planning projects including, but not limited to public buildings and facilities, beatification and streetscaping and recreational facilities, etc.
7. Must document that the firm has knowledge and experience with Federal, State, County and Municipal rules, Municipal Land Use Law, regulations, standards, permitting procedures, grant applications and all other requirements as it relates to consulting municipal planning services.
8. Must document that the firm has knowledge and experience with the latest Redevelopment and rehabilitation plans.
9. Must document that the firm has knowledge and experience in all related fields of Geographical Information Systems.

D. EVALUATION CRITERIA

1. Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned.
2. Knowledge of the Borough of Ogdensburg and the subject matter to be addressed under this agreement.
3. Availability to attend all required meetings.

4. Availability of personnel, facilities, equipment and other resources to provide such service.
5. Qualifications and experience of personnel and organization including a list and status of major projects.
6. Reasonableness of Cost Proposal.
7. Any other factors you wish the Evaluation Committee to consider in evaluating your ability to perform the professional services requested by the Board.

E. INSTRUCTIONS

A proposal should include a cover letter and resume outlining candidate's credentials and experience, and any other factors relevant to the evaluation criteria. "Also, include the mandatory requirements included as part of this request for Proposal."

In addition, the following information shall be submitted by the applicant. The Board may select candidates for an in person interview after reviewing all submitted proposals. Each applicant should submit the following information with their proposal.

1. An executive summary of not more than two pages identifying and substantiating why the applicant is best qualified to provide the requested services.
2. A staffing plan listing those persons who will be assigned to the engagement if the applicant is selected, including the designation of the person who would be the applicant's officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the firm.
3. A description of the applicant's experience in performing services of the type required by the position of Board Planner. Specifically identify client size and specific examples of similarities with the scope of services required under for the position of Board Planner.
4. The location of the office, if other than the applicant's main office, at which the applicant proposes to perform services required for the position of Board Planner.
5. Provide references including the contact names, titles, address and

phone numbers.

6. In its proposal, the applicant must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Borough.
7. Documentation that the applicant meets the minimum qualifications for the position as outlined hereinafter.

The Borough of Ogdensburg reserves the right to reject any and all proposals.

All proposals must be in a sealed envelope and clearly marked "Sealed Proposal-Board Planner."

Proposals must be received by 4:30 p.m. on November 16, 2022.

One original and one copy of the proposal must be presented.

All proposals are to be delivered to:

Borough of Ogdensburg
Attn: Borough Clerk
14 Highland Ave
Ogdensburg, NJ 07439

If you have any questions call 973-827-3444 ext. 5

**RFP COST FORM
BOROUGH OF OGDENSBURG
Land Use Board Planner**

Hourly Rate of Pay

\$ _____

Signature

Type or Printed Name

Title

Company

Address

FEE PROPOSAL

The applicant shall provide a proposed fee schedule to the Borough for all Planning services, itemized by each type of service (i.e. professional Planner, assistant Planner, surveyor, project inspector, office staff, if applicable, etc.).

MANDATORY REQUIREMENTS

INSURANCE

The applicant is required to provide proof of insurance as follows:

1. Worker's Compensation Insurance as required by Law and Liability Insurance as required to protect the Municipality, the Engineer and/or his associated firm and their employees and agents from claims for bodily injury, death or property damage which may arise from the performance of his/their services pursuant to this Proposal.
2. Professional Liability (Errors and Omissions) Insurance to protect the Borough Engineer and/or his associated firm for claims which arise from the negligent performance of the Engineer pursuant to this Proposal. Unless higher limits are requested, the limits of said insurance shall be at least \$1,000,000 aggregate.
3. If awarded a contract, the applicant shall be required to provide a Certificate of Insurance in favor of the Borough, listing the Borough as an additional named insured.

AFFIRMATIVE ACTION CERTIFICATION

If awarded a contract, the applicant will be required to comply with the requirements of P.L.1975,C.127,(N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the applicant shall present one of the following to the Borough:

1. A photocopy of a valid letter from the U.S. Department of Labor that the applicant has an existing Federally-approved or sanctioned Affirmative Action Plan (good for one year from the date of letter).
OR
2. A photocopy of their approved Certificate of Employee Information Report.
OR
3. An Affirmative Action Employee Information Report (Form AA302)

NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L.1975, C.127.

The following questions must be answered by all Applicants:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?

YES _____ NO _____

If yes, please submit a copy of such approval.

2. Do you have a State Certificate of Employee Information Report Approval?

YES _____ NO _____

If yes, please submit a copy of such certificate.

The undersigned Applicant certifies that he is aware of the commitment to comply with the requirements of P.L.1975,c.127 and agrees to furnish the required documentation pursuant to the law.

COMPANY: _____

SIGNATURE: _____

TITLE: _____

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

(Part A)

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.

(Part B)

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)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

AMERICANS WITH DISABILITIES ACT

Equal Opportunity For Individuals With Disabilities

The Applicant and the Borough of Ogdensburg do hereby agree that the provision of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. §12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit or service on behalf of the Borough pursuant to this contract, the Applicant agrees that the performance shall be in strict compliance with the Act. In the event that the Applicant, its agents, servants, employees or sub-contractors violate or are alleged to have violated the Act during the performance of this contract, the Applicant shall defend the Borough in any action or administrative proceeding commenced pursuant to this Act. The Applicant shall indemnify, protect and save harmless the Borough, its agents, servants and employees from and against any and all suits, claims, losses, demands or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Applicant shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Borough grievance procedure, the Applicant agrees to a proposal by any decision of the Borough which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Borough or if the Borough incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Applicant shall satisfy and discharge the same at its own expense.

The Borough shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Applicant along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Borough or any of its agents, servants, and employees, the Borough shall expeditiously forward or have forwarded to the Applicant every demand, complaint, notice, summons, pleading or other process received by the Borough or its representatives.

It is expressly agreed and understood that any approval by the Borough of the services provided by the Applicant pursuant to this contract will not relieve the Applicant of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Borough pursuant to this paragraph.

It is further agreed and understood that the Borough assumes no obligation to indemnify or save harmless the Applicant, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this agreement. Furthermore, the Applicant expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Applicant's obligations assumed in this agreement, nor shall they be construed to relieve the Applicant from any liability, nor preclude the Borough from taking any other actions available to it under any other provisions of this agreement or otherwise by law.

EXPERIENCE SHEET

NOTE: The applicant is required to submit below detailed evidence that he/she is a competent organization which has performed work similar in amount, value, cost character and proportions, and the necessary financial resources to perform the work in a satisfactory manner. Specifically identify client size and specific examples of similarities with the scope of services required under the technical specification.

Year	Type of Work	Name & Address of municipal client

Applicant

By

Title

Telephone

"NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS"

The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the project.

Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the 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 a 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 on all sales or tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L. 2001, c.134 (C. 52:32-44 et al.) or subsection e. or f. of section 92 of P.L. 1977, c. 110 (C.5:12-92), or that provides false business registration information under the requirement of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency."

NJ BUSINESS REGISTRATION FORM MUST BE SUBMITTED WITH RFP

BOROUGH OF OGDENSBURG

REQUEST FOR PROPOSALS

The Borough of Ogdensburg Land Use Board is soliciting proposals for the position of Board Planner. Proposal instructions can be obtained in the Office of the Borough Clerk, 14 Highland Ave., Ogdensburg or on the Borough's website at www.ogdensburgnj.org

Interested respondents shall submit one original and one (1) copy of the proposal. Proposals will be accepted up until 4:30 p.m. on November 16, 2022, in the Borough Clerk Office, Borough of Ogdensburg, 14 Highland Ave, Ogdensburg, NJ 07439 and mailed to the attention of Robin Hough, Borough Clerk

Land Use Board
Borough of Ogdensburg