



THE PINELANDS COMMISSION
PO Box 7
NEW LISBON, NJ 08064
(609) 894-7300

RICHARD J. CODEY
ACTING GOVERNOR

JOHN C. STOKES
EXECUTIVE DIRECTOR

DATE: August 3, 2005

TO: ALL PROSPECTIVE BIDDERS

SUBJECT: ADDENDUM NUMBER 1 TO RFP-06-0001

SOLICITATION TITLE: TECHNICAL ASSISTANCE FOR PINELANDS EXCELLENCE PROGRAM (EGG HARBOR TOWNSHIP)

- A. IN ACCORDANCE WITH THE SPECIFICATIONS DATED JULY 7, 2005 THE FOLLOWING ITEM IS TO NOT BE INCLUDED AS A PART OF THE SOLICITATION.
1. A Bid Guarantee (see Section VII of the Request for proposal) is NOT required.
 2. Pre-Bid questions and answers document attached.

ALL BIDDERS ARE TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY RETURNING THIS PAGE SIGNED WHEN SUBMITTING THE PROPOSAL.

Signature:

Date:



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PINELANDS EXCELLENCE PROGRAM
Egg Harbor Township Community Vision Plan
RFP-06-0001

07.27.05 PRE-BID MEETING

QUESTIONS AND ANSWERS

Oral Questions asked at the 07.27.05 Pre Bid Meeting:

1. Is the grant from the Geraldine R. Dodge Foundation the only source of funds for project? Will there be a local match?

Answer: The Dodge Foundation awarded a two year grant to the Pinelands Commission to undertake the Egg Harbor Township Community Vision Plan, \$95,000 in year one and an additional \$72,000 in year two. A significant portion of the grant is targeted for the consultant's contract, with the remainder to be used to defray expenses incurred directly by the Commission in developing and implementing this program. No predetermined amount has been officially set aside for this contract since it might affect the quality and pricing of proposals. There is no local match but it is possible that the Commission may consider additional funds if necessary to defray costs associated with this project.

2. Are prior community vision plans on the Commission's web site?

Answer: Both the Hamilton Township and Winslow Township Livable Community Action Plans are available on the Pinelands Commission web site and may be accessed by logging onto <http://www.nj.gov/pinelands/infor/broch/>

3. If there are gaps in the data collected in the first task of the project, who will do the additional research or collect the data needed?

Answer: To the greatest feasible extent, the staff of Township and the Pinelands Commission will collect base-line data on population and existing land use characteristics. The Commission will provide base GIS data to the consultant (Arc view format). All data analysis shall be the responsibility of the consultant. The consultant will be responsible for any additional data that it determines is needed, as long as that data is reasonably available.

4. What forms need to be submitted by sub-consultants?

Answer: A sub-consultant is required to submit only the following forms:

- New Jersey State Business Registration Certificate
- References
- Federal W-9 Request
- Affirmative Action Regulations
- Corporate Disclosure Statement
- Non-Collusion Affidavit
- Stockholders Disclosure Certification

<http://www.nj.gov/pinelands>

E-mail: info@njpines.state.nj.us

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5. How will additional services be funded – will it be out of the existing grant or additional funds to be generated in the future?

Answer: Depending upon the project expenses, the additional services may be funded from the Dodge Foundation Grant or the Commission may choose to supplement the grant from other funding sources.

6. What is the Egg Harbor Township web site address?

Answer: www.ehtgov.org

7. Should ordinances be drafted before plan is adopted?

Answer: Task 3 of the RFP specifically requires that the draft plan include draft ordinances. These draft ordinances may be refined in later stages of the project.

8. Can Township plans be viewed on the Commission's web site?

Answer: The Commission has a copy of the Township's master plan and zoning regulations on file. Interested parties may make an appointment with the Commission's purchasing agent, Dawn Rago, at 609/894-7300, purchasing@njpines.state.nj.us, to view these documents. The Township's master plan can also be reviewed at the Township. Contact Dale Goodreau at 926-4044, dgoodreau@ehtgov.org to make an appointment. Alternatively, the Township can provide a copy of the master plan. Copying costs are estimated at \$90, all orders for copies must be submitted to the Township no later than 12:00 p.m., August 9th and copies will then be available to pick up at the Township administration building (3515 Bargaintown Road, Egg Harbor Township 08234-8324) by August 12th. The Township's zoning regulations have been posted on the Townships Web site (www.ehtgov.org).

9. Can you clarify Visioning Team membership?

Answer: The Township's Visioning Team is comprised of 14 members, two of whom were added after the RFP was distributed. The Team is comprised of representatives from the governing body, planning and zoning boards, environmental commission, municipal utilities authority, school district, political organizations, local realty, a local developer, the Township zoning officer and residents. In accordance with the RFP, the consultant shall recommend whether the team's membership should be expanded.



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10. Will the list of firms attending pre-bid meeting be provided?

Answer: The firms represented at the pre-bid conference were:

- *ACP-Visioning & Planning, Ltd.*
- *Allee King Rosen & Fleming, Inc.*
- *Clarion Associates*
- *Damino Long LLC*
- *Edwards and Kelcey*
- *ESCenter*
- *Hillier Architecture*
- *Karabashian Eddington Planning Group, LLC*
- *Kimmerle Group*
- *Kise, Straw & Kolodner*
- *McCormick Taylor Assoc.*
- *Siemon & Larsen, PA*
- *Taintor & Assoc.*
- *Thomas J. Scangarello and Associates, P.A.*
- *Vollmer Associates LLP*

11. Which parts of the Hamilton and Winslow Plans should have been more detailed?

Answer: More detail would have been helpful in the following areas:

- *Storm water management practices and recommendations were too general and not tailored to the specific needs and conditions of the municipalities;*
- *The draft ordinances addressed some but not all of the plans' recommendations*
- *Community design concepts, particularly for the Hamilton Race Track District, were too conceptual in nature; and*
- *Implementation recommendations should have been more detailed in terms of other parties' responsibilities, costs and funding opportunities*

12. The timing of the visioning process may conflict with the Holidays. Was this anticipated?

Answer: The consultant will be responsible to include a schedule in the proposal that accounts for variables such as holidays. The proposed time frame should be based on what, in the consultant's opinion, seems feasible and workable.



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13. Is GIS capability expected?

Answer: The consultant is expected to provide all services that will be necessary to fulfill the requirements of the community-planning project. GIS capability is one of several planning skills that are considered essential. The consultant will need to manipulate existing GIS data and present it in both hard copy and electronic formats for the visioning team, decision-makers, the public, etc. The Commission operates a GIS database featuring ESRI products. Digital aerials are available from 1995 (with color and infrared) and 2000 (higher resolution in black-and-white). Other available data layers include newly completed parcel mapping, wetlands, land use as of 1995, zoning and Pinelands management areas, permanently protected lands, and roads. Following is a list of maps generated with the Pinelands Commission GIS data and included in the community information posted on the Pinelands Excellence Program web site.

Map 1 Base Map

Map 2 Zoning Overlay

Map 3 Regional Growth Area Base Map

Map 4 Wetlands and Wetlands Buffers n RGA (Regional Growth Area)

Map 5 Regional Location

Map 6 Public Lands

*The maps can be accessed, in pdf format, by logging on to the Commission's web site at:
<http://www.nj.gov/pinelands/landuse/speproj/com%20notebook.pdf>*

14. What is the overall project budget target?

Answer: Please see response to Question 1, above.

Written Questions

15. We are interested to learn of the consultant, if any, that assisted the Commission in the first phase of this Program.

Answer: Glatting Jackson Kercher Anglin Lopez Rinehart, Inc. was the lead firm. Kise Straw & Kolodner and Cahill Associates were sub-consultants.

16. Has the Commission received an allowable budget for this Program that can be disclosed to consultants?

Answer: Please see response to Question 1, above.



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17. Will the baseline data provided by the Commission include:

- Information on existing traffic conditions, e.g., counts at major intersections, segment volumes, or existing levels of service?

Answer: Atlantic County's Division of Planning conducts regular traffic counts on State, County and municipal roadways that intersect with County roadways. The majority of high volume corridors in the Township are County or State roads. Contact John Peterson, Deputy County Planning Director, at 609-645-5898 for information regarding traffic counts.

- Information on existing sewer line capacities and average flows as well as any planned improvements?

Answer: For sewer line capacity and flow information contact the Egg Harbor Township Municipal Utilities Authority (see answer to Question 18, below, for contact information).

- Land use acreages developed and available for development?

Answer: The Township updates its tax maps every 6 months. The Tax Maps are in GIS format; therefore, raw data for developed and vacant land is available but would need to be distilled from the Township's tax map database.

- Land use and/or economic forecasts for the area?

Answer: The Atlantic County Community College prepares economic forecasts for municipalities within the County in conjunction with the Atlantic County Division of Planning. Contact John Peterson, Deputy County Planning Director, at 609-645-5898 for information on this topic.

18. Has the Township undertaken any infrastructure studies recently?

Answer: The Township not undertaken any recent infrastructure studies; however, the Egg Harbor Township Municipal Utilities Authority has undertaken a recent flow capacity study. Information regarding the study can be obtained by contacting Elaine Super, the MUA office manager, at 609-926-2673.

19. Does the Township have its own GIS system?

Answer: The Township does not have its own GIS system but has contracted with a local engineering firm to provide this service.



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20. Do operations at Atlantic City Airport affect existing or potential future uses in the RGA (e.g., are there any noise exposure zones or limited development zones)?

Answer: A very small portion of the boundary of the Atlantic City Airport's Compatible Land Use Zone (CLUZ) extends into the boundaries of the Regional Growth Area, covering portions of 5 parcels at the northerly-most portion of the area. This is expected to have only limited impact on the potential future uses within the RGA.

21. Has the Township been through any processes recently that included community participation? If so, did any particular barriers or issues relative to participation become apparent?

Answer: Yes, the Township recently completed a public participation process in conjunction with its police accreditation. According to the Township manager, public participation was good.

22. Does the Township have any park or open space plans?

Answer: Yes, the Township has prepared an open space plan. The plan can be reviewed at the Township. Contact Dale Goodreau at 926-4044, dgoodreau@ehtgov.org to make an appointment. Alternatively, the Township can provide a copy of the open space plan. All orders for copies must be submitted to the Township no later than 12:00 p.m., August 9th and copies will then be available to pick up at the Township administration building (3515 Bargaintown Road, Egg Harbor Township 08234-8324) by August 12th.

23. At the pre-bid meeting, Mr. Stokes talked about the specificity of the consultant's recommendations, e.g., specific zoning ordinance language. Preparing code can be quite expensive, as can specific plans for changes to infrastructure. Would you please clarify how specific the recommendations should be? If there are a number of items that need to be addressed, can the plan focus on certain high-priority items?

Answer: Please see response to Questions 7 and 11, above. Consultants are also encouraged to review the tables in Task 3 of the Request for Proposals.

24. Mr. Stokes mentioned that the current Master Plan is accessible at the Commission. Who should we talk to about setting an appointment to review the document?

Answer: Please see response to Question 8, above.

25. The Dodge foundation web site lists a program grant of \$95,000. Will the project budget have funding sources other than the grant?

Answer: Please see response to Questions 1 and 5, above.