



PO Box 457
Trenton, NJ 08625

Request for Quotation
NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
New Jersey Historic Trust
RFQ Issued: December 1, 2021
Response Deadline: 4:00pm on Thursday, December 9, 2021

I. OBJECTIVE

The New Jersey Historic Trust NJ Department of Community Affairs (the Department) is seeking quotations for professional consulting services (“Consultant”) to produce an economic impact study, based on approximately twenty (20) sites, that examines the economic and fiscal contributions of heritage tourism in New Jersey.

II. BACKGROUND

The National Trust for Historic Preservation defines heritage tourism as, “Traveling to experience the places and activities that authentically represent the stories and people of the past. It includes historic, cultural, and natural resources.” Heritage tourism represents an integral part of the New Jersey economy. New Jersey has a rich history that includes Native American archaeological sites, agricultural and industrial buildings, museums, three centuries of residential buildings, schools and halls, parks, and theaters. Many of these heritage sites are available to the public, including hundreds that are interpreted as historical destinations or contribute to the tourism economy.

In 2010, the New Jersey Heritage Tourism Task Force and Stockton College created an inventory of 1,834 existing and potential heritage tourism attractions throughout New Jersey. While the primary goal of the heritage tourism inventory was to capture current information about the state’s heritage tourism attractions and develop a better understanding of the extent to which sites were (or were not) ready for visitors, the analysis did not assess the economic impacts of the 1,834 sites. The full economic importance of heritage tourism in New Jersey includes spending by visitors to heritage sites (both on- and off-site), which sustains thousands of jobs and generates millions in state and local tax receipts. The full economic importance of heritage tourism was first quantified in a 2013 analysis. By measuring the economic impact of the heritage tourism economy, the New Jersey Historic Trust (NJHT) can inform decisions regarding the funding and prioritization of the sector’s development and can also carefully monitor its successes and future needs.

III. QUALIFICATIONS

The State seeks a professional consultant with expertise and demonstrated experience in researching, developing, and analyzing economic data to compile diverse data sets that measure visitor expenditures at specific heritage tourism sites throughout the state.

IV. RESUMES of KEY TEAM MEMBERS

The Bidder should provide a resume for everyone who will perform work against the resulting contract (including executive, middle management, and support personnel) to clearly demonstrate their respective appropriate qualifications, capabilities, and background. The resumes should indicate the individual's name, title, number of years employed with the bidding organization, and any certifications or licenses held that are germane to performing the requisite tasks. At a minimum, the resume should include:

- demonstrable experience specific to providing the types of services required herein
- employment history
- education
- degrees, professional certifications, and/or licenses; and
- any additional information that would allow the Department to assess the individual's abilities to perform against the contract, including skills relevant to conducting the assessment sought by the Department.

V. DELIVERABLES

- Detailed project schedule
- Bi-weekly status reports
- Raw data files in electronic format
- A final written report (or separate reports as desired) with Executive Summary, detailed analysis, and graphical depiction of findings (draft and final)
- A designed summary report that can be circulated to community leaders and stakeholders
- Assistance in development of press release
- Availability to speak with the media and policy makers

VI. INSURANCE

The selected Bidder shall maintain professional liability insurance in amounts/limits that the Department dictates are reasonable and adequate to protect the Department from acts, omissions, and negligence on the part of the firm and/or of its partners, attorneys, or employees. The Bidder shall furnish the Department with original certificates of insurance naming the Department as an additional insured and evidencing such coverage dictated by the Department on the effective date of the contract resulting from this RFQ. If the Bidder fails to provide complete and adequate evidence of insurance coverage, the Department reserves the right to rescind its offer and award the contract to an alternate Bidder.

VII. QUOTATION SUBMITTAL

The State of New Jersey, Department of Community Affairs, and the Historic trust assume no liability for payment of expenses incurred by Bidders in preparing and submitting quotations in response to this procurement.

Quotations with all supporting material must arrive by 4:00 PM on Thursday, December 9, 2021.

If submitting by hand delivery or courier:

Dorothy Guzzo
New Jersey Historic Trust
101 South Broad Street
Trenton, New Jersey 08608

If using USPS:

New Jersey Department of Community Affairs
New Jersey Historic Trust
ATTN: Dorothy Guzzo
P.O. Box 800
Trenton, New Jersey 08625-0051

If submitting electronically:

dorothy.guzzo@dca.nj.gov

If you anticipate submitting your quotation electronically, we cannot accept attachments of more than 10 MB in size.

All bid submissions must include completed mandatory compliance forms:

[NJ Division of Purchase and Property - Ethics \(state.nj.us\)](http://state.nj.us)

[Waiver and DPA Contract Checklist.pdf \(state.nj.us\)](http://state.nj.us)

[StandardTermsandConditions.pdf \(state.nj.us\)](http://state.nj.us)

All bid submissions must include registration in NJ Start, the state's mandatory procurement system:

Click on this link for the NJSTART Vendor Portal: <https://www.njstart.gov/bs/>

It is the bidding firm's sole responsibility to ensure that all required documentation and submissions indicated by this RFQ are included with the bid quotation. A quotation **cannot** be reviewed and evaluated unless and until all required information is received. Failure to provide all items as indicated in this document, in the level of detail specified, may prevent the Department from effectively and accurately evaluating the quotation and may result in rejection of the quotation. Bidders should be aware that responses to this RFQ will be available, upon request, for public inspection. The Department, as an instrumentality of the State of New Jersey, is subject to the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1) and New Jersey Right-to-Know statutory law and relevant case law.