

Resilient NJ: Municipal Assistance Program Scope of Work and Request for Quotes Questions & Answers

Question 1: Will the program’s answers to submitted questions be provided on a rolling basis as questions are submitted? Or will all answers be provided only after the question deadline of October 29?

Answer: Questions will be accepted and compiled until the deadline of October 29, 2021. Responses to submitted questions will be posted online and will also be sent directly to prequalified contractors.

Question 2: Given the limited funding availability, is a town eligible to only do tasks 1 and 2 as a “phase 1” of the development of a local climate resilience strategy and/or climate change-related hazard vulnerability assessment? Or must the proposal include at least tasks 1, 2, and 3, so the minimum deliverable is through the Task 3 Vulnerability Assessment?

Answer: Proposals are not required to include all five tasks and may include only Tasks 1 and 2. However, proposals must include each task prior. For example, if a project proposes to develop a vulnerability assessment under Task 3, then Tasks 1 and 2 must also be included in the project proposal. If a proposal includes Task 2, then Task 1 must also be included. All proposals must be consistent with the Program Goals and Objectives in Section II. Please also see Section III - Scope of Work for further clarity on the scope of the Program.

Question 3: Is task 2 stakeholder engagement intended to gather information for a vulnerability assessment or is it for a broader resilience and adaptation plan?

Answer: The Resilient NJ: Municipal Assistance Program is intended to promote resilience planning at the local level by providing funding for the development of a local climate change resilience strategy and/or climate change-related hazard vulnerability assessment. Task 2 is intended to develop and implement stakeholder and community engagement throughout the duration of the project included in the proposal. Proposals do not have to result in a vulnerability assessment or a broader resilience and adaptation plan, however these factors, as well as all other evaluation listed in Section VI. and the Program Goals and Objectives in Section II., will inform which proposals are selected.

Question 4: Is the eligible municipal government required or encouraged to provide a local match to the contractor award? Or is the intent that the NOAA and NJ Coastal Management Program \$400,000 fully funds all contractor awards under this mini-bid RFQ?

Answer: A local match is not required for the Resilient NJ: Municipal Assistance Program. The available funds for this program come from the NJ Coastal Management Program and will be awarded directly to contractors.

Question 5: If a contractor intends to submit proposals for work related to multiple eligible municipalities, must a separate proposal package be submitted for each municipality?

Answer: Contractors may submit multiple proposals, but separate proposal packages must be submitted for each individual project. However, if a contractor agrees to submit a proposal on behalf of a group (two or more) of eligible municipalities that have agreed to participate in this program together, the contractor need only submit one proposal that includes all municipalities included in the group. In all cases, individual contractor awards will range from \$30,000 to \$100,000 regardless of the number of municipalities included in any individual proposal.

Question 6: Have eligible municipalities been informed of this opportunity?

Answer: Eligible municipalities were notified on Tuesday October 12, 2021, through the Department's Office of Local Government Assistance.

Question 7: Will the program consider extending the response deadline of November 22, 2021?

Answer: No. Unfortunately, we are unable to extend deadlines for this program due to the overall project timeline. Nothing precludes contractors from initiating conversations with municipalities upon release of the Scope of Work and Request for Quotes.

Question 8: Is it possible for municipalities to reach out to the pool of pre-approved contractors, or must they wait for a contractor to initiate this process?

Answer: Municipalities may reach out to the pre-approved contractors to express interest in this opportunity. However, this does not guarantee that a contractor will submit a proposal to work with that municipality.

Question 9: Is it possible to receive more detail on the types of technical assistance that might be available for the coastal municipalities and the available funding for technical assistance?

Answer: While we are unable to provide further information on technical assistance related to the Scope of Work and Request for Quotes, the Department has resources available for municipalities to help plan for climate change and increase resilience. The [Resilient NJ: Local Planning for Climate Change Toolkit](#) provides guidance that is designed to assist in developing a climate change-related hazard vulnerability assessment and local climate resilience strategy. Additionally, outside of this funding opportunity, the Department is available to provide technical assistance to municipalities during preparation of climate change-related hazard vulnerability assessments, however, assistance will be provided as practicable based on the number of requests received at any one time.

Question 10: Can you confirm that the RNJ municipalities (participating in the Resilient NJ regional planning projects) would be eligible for the support?

Answer: All towns within the coastal zone and listed in Appendix A of the Scope of Work and Request for Quotes are eligible for this opportunity, including those currently participating the Resilient NJ regional planning projects.

Question 11: Did the Resilient NJ: Municipal Assistance Program RFQ reach only the select approved vendors on the T3103 Program Administrator – Resiliency Planning Projects – NJDEP Master Blanket P.O.?

Answer: Yes. The Scope of Work and Request for Quotes was sent only to the six pre-approved contractors selected through T3103 Bid Solicitation #19DPP00368.

Question 12: If prime vendors do not wish to participate, but a subcontractor to that prime would like to pursue this contract – are they able to do so without the prime on the team?

Answer: No. Only the pre-approved contractors selected through the T3103 Bid Solicitation #19DPP00368 may submit proposals for this opportunity. A subcontractor to one of the six pre-approved contractors may act as the lead on a proposal, but the pre-approved contractor must participate in the project.

Question 13: The pricing that was provided in the best and final offer was provided for a two-year period. The project performance would extend beyond this two-year period. Is there an opportunity to provide escalated pricing for 2023?

Answer: Proposals must be consistent with the hourly rates awarded as a result of Bid Solicitation 19DPP00368. See Section IV – Funding of the Scope of Work and Request for Quotes.

Question 14: In making the decision to award, how is DEP weighing the following elements:

- the impacts of the project (community need),
- the qualifications of the team,
- the price.

Answer: The Department will review submitted quote and select contractor(s) whose quote(s) are most advantageous to the State, price and other factors considered. For a full list of factors that may apply, see the Evaluation Criteria in Section VI.

Question 15: The proposed scope items mirror the major steps being completed for the four regions participating in Resilient NJ, however most of these tasks for these communities have already been completed. Considering the communities of the four regions are listed in the RFP as eligible for this award. Will NJ allow departures from the proposed scope if other suitable tasks can be identified for Resilient NJ regions so that momentum gained thus far can be continued?

Answer: Any proposal may be submitted for eligible municipalities in response to this Scope of Work and Request for Quotes as long as it fits within the scope of the Resilient NJ: Municipal Assistance Program. Proposals cannot duplicate efforts already being funded by State or Federal funds.

Question 16: The proposed scope includes specific mention of P.L. 2021, c. 6; adopted after the RFP's developed for the 4-region Resilient NJ and FRAMES projects. Does DEP encourage responses that tailor the SOW to match an individual municipality's priorities with regard to meeting that set of requirements?

Answer: All proposals submitted in response to this Scope of Work and Request for Quotes should be specifically tailored to the needs of the municipality as long as it fits within the scope of the Resilient NJ: Municipal Assistance Program. To the extent that a municipality has already satisfied one or more of the requirements of P.L. 2021, c. 6, those efforts must not be duplicated.

Question 17: As indicated in RFP, municipalities may only be provided services through one contractor award. However, may one contractor award be used to serve the needs of multiple municipalities?

Answer: Contractors are not precluded from submitting proposals that pertain to a group of regional municipalities so long as those municipalities have all agreed to participate together. In this case, the contractor need only submit one proposal that includes all municipalities included in the group. Contractors may submit multiple proposals. However, separate proposal packages must be submitted for each individual project. Regardless of the number of municipalities included in any individual proposal, individual contract awards will range from \$30,000 to \$100,000.

Question 18: Would NJDEP consider proposals directly to Utility Authorities within the municipalities on the list?

Answer: As stated in the Scope of Work and Request for Quotes, contractors are required to coordinate and partner with municipal governments. The intent of the Resilient NJ: Municipal Assistance Program is to assist municipalities with comprehensive resilience planning, which may include addressing utilities. Any proposal should consider the municipality as a whole.

Question 19: Are we able to add subconsultants to our T3103 team?

Answer: Additional subconsultants included in proposals can be added to consultant teams selected through T3103 Bid Solicitation #19DPP00368 through approval from the Department and Treasury's Division of Purchase and Property. See Section 4.4.1.3 – Subcontractor Utilization Plan and Section 5.7 – Substitution or Addition of Subcontractor(s) of T3103 Bid Solicitation #19DPP00368.

Question 20: May we submit proposals that exceed \$400,000 (recognizing that the available funding is \$400,000)?

Answer: Individual contractor awards will range from \$30,000 to \$100,000. See Section IV – Funding.

Question 21: Under Section III, page 3: The RFP states that in relation to the final project report “NJDEP will use this information to inform future grants.” What grant programs may use this information as a potential qualifying requirement?

Answer: The Department's intent is to use the lessons from this program to improve the development of future funding opportunities, programs, and guidance, not necessarily to act as a pre-requisite to any other grant programs.

Question 22: If Task 3 in the Scope of Work (page 5), the Climate Change-Related Hazard Vulnerability Assessment is funded, is it anticipated that the municipality will be required to adopt the assessment as part of the Land Use Plan Element of the Master Plan as specified in the recent amendment to the Municipal Land Use Law? Would this apply even if the municipality was not anticipating adopting a new or amended land use plan element at the present time.

Answer: The Scope of Work and Request for Quotes does not require adoption of the deliverables developed as a result of this funding.

Question 23: Under Section V, page 7: What is the definition of key community partners and what is required to demonstrate support from them?

Answer: Any community partner included in the proposal and that is necessary to accomplish the tasks proposed to be completed should provide a letter of support demonstrating their commitment and participation. See Section V – Proposal Requirements.

Question 24: It is our understanding that the contractor will be responsible for the administration of the grant award and all reporting requirements and that the municipality will not be required to undertake any aspect of grants administration. Please confirm that this is NJDEP’s understanding and intent.

Answer: Correct. The funds will be awarded directly to the contractors who will be responsible for development of quotes, coordination with municipalities, and all program and grant administration requirements.