

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

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**I. Overview**

The New Jersey Department of Environmental Protection’s (DEP) Bureau of Climate Resilience Planning (BCRP) is soliciting quotes from T3103 contractors to provide services to municipal governments located in the New Jersey Coastal Zone (see Appendix A for a list of eligible municipalities) as part of the **Resilient NJ: Municipal Assistance Program** to perform tasks identified in Section III below. Contractors will be responsible for identifying and contacting eligible municipal governments and developing quote(s) in response to this mini-bid. Contractors may submit multiple quotes and receive multiple awards. Contractors will also be responsible for coordinating with local governments while products resulting from this opportunity are being developed. A municipality may only be provided services through one contractor award. Upon release of this mini-bid, eligible municipal governments will be informed of the opportunity to partner with contractors through this program.

The **Resilient NJ: Municipal Assistance Program** is funded by the National Oceanographic and Atmospheric Administration (NOAA) through the New Jersey Coastal Management Program. The total available funding is \$400,000. Individual contractor awards under this mini-bid will range from \$30,000 to \$100,000. The number of awards will depend on the number of quotes submitted and consistency with the evaluation criteria listed below. All work must be completed by **September 30, 2023**.

This mini-bid aligns with multiple New Jersey goals related to climate change and resilience. P.L. 2021, c. 6 (codified at N.J.S.A. 40:55D-28 et seq.) amended the Municipal Land Use Law to require municipalities to include a climate change-related hazard vulnerability assessment upon updating the land use plan element of their master plan. Additionally, municipalities wishing to undergo the State Plan Endorsement process are now required to develop a local climate resilience strategy to successfully complete the process. Prioritization for awards will be given to projects that align with one of these efforts, however any product resulting from this mini-bid must be consistent with the general requirements stated in the Plan Endorsement guidelines and/or the Municipal Land Use Law.

Contractors are urged to use the Local Climate Resilience Toolkit (<https://www.nj.gov/dep/bcrp/resilientnj/>) to guide and inform quotes and deliverables.

**Notice of Consistency with Executive Order No. 125**

Pursuant to Executive Order No. 125, signed by Governor Christie on February 8, 2013, the Office of the State Comptroller (“OSC”) is required to make all approved State contracts for the allocation and expenditure of federal reconstruction resources available to the public by posting such contracts on an appropriate State website. Such contracts are posted on the New Jersey Sandy Transparency website located at: <https://nj.gov/comptroller/sandytransparency/contracts/sandy/approved/contracts.html>.

The contract resulting from this Scope of Work and Request for Quotes is subject to the requirements of Executive Order No. 125. Accordingly, the OSC will post a copy of the contract, including the Scope of Work and Request for Quotes, the winning contractor’s proposal and other related contract documents for the above contract on the Sandy Transparency website.

In submitting its proposal, a contractor may designate specific information as not subject to disclosure. However, such contractor must have a good faith legal and/ or factual basis to assert that such designated portions of its proposal (i) are proprietary and confidential financial or commercial information or trade secrets or (ii) must not be disclosed to protect the personal privacy of an identified individual. The location in the proposal of any such designation should be clearly stated in a cover letter, and a redacted copy of the proposal should be provided. A contractor’s failure to designate such information as confidential in submitting a proposal shall result in a waiver of such claim.

The State reserves the right to make the determination as to what is proprietary or confidential, and will advise the winning contractor accordingly. The State will not honor any attempt by a winning contractor to designate its entire proposal as proprietary, confidential and/or to claim copyright protection for its entire proposal. In the event of any challenge to the winning contractor assertion of confidentiality with which the State does not concur, the contractor shall be solely responsible for defending its designation.

## II. Program Goals and Objectives

The overall purpose of the **Resilient NJ: Municipal Assistance Program** is to fund local planning projects that will:

- Enhance the understanding of the impacts of climate change on the municipality based on best available climate change data;
- Promote thorough and equitable community engagement through meaningful involvement of socially vulnerable populations;
- Develop innovative and implementable solutions that reduce risk and increase the community's overall resilience in both the short- and long-term;
- Assist municipalities in meeting the requirements of Plan Endorsement by supporting climate resilience activities that align with Plan Endorsement guidelines, such as development of a local climate resilience strategy and municipal environmental justice action plan;
- Assist municipalities in meeting requirements of the Municipal Land Use Law relating to the development of a climate change-related hazard vulnerability assessment; and
- Enhance the value and integrity of natural resources through the prioritization of nature-based solutions and green infrastructure.

## III. Scope of Work

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 resilience strategy and/or climate change-related hazard vulnerability assessment consistent with P.L. 2021, c. 6 ([https://www.njleg.state.nj.us/2020/Bills/AL21/6\\_.HTM](https://www.njleg.state.nj.us/2020/Bills/AL21/6_.HTM)). A local climate resilience strategy involves a) assessments to understand the local impacts of climate change, b) community engagement and visioning efforts, and c) identification and prioritization of resilience actions to minimize or address the impacts of climate change. Proposed projects are not required to include all five tasks below but must include each prior task as applicable. 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. Submitted quotes must include sufficient detail to explain how each deliverable will be developed for each task selected.

The contractor will be required to submit quarterly progress reports, a project final report, and any task-specific deliverables listed below. All deliverables must be submitted to DEP for review in a timely manner. The final project report will summarize the project and results, barriers to success, lessons learned, and any anticipated next steps. DEP will use this information to inform future grants, guidance, and provide as case studies for other municipalities throughout the state. All data collected or created as part of any project awarded funding must be provided to DEP to be made publicly visible and accessible.

## Tasks

### 1. Research, Data Collection, and Assessment

Collect data and information to assist in understanding the existing local conditions of the municipality. The information gathered in this task will create the foundational knowledge needed to proceed through the rest of the project and develop an appropriate action plan. Assessment of the information gathered should also identify any gaps in information, policy, or plans that should be addressed and included in the action plan to increase resilience. Note that the use of “assessment” in this task applies to the documents and information listed below; it does not apply to vulnerability assessment which is covered by Task 3. Relevant documents and information to consider in this task include, but are not limited to:

- Local planning documents, ordinances, and policies – This information should be used to understand the municipality’s current state of planning.
- Demographic information – This information can help identify socially vulnerable populations including, but not limited to, environmental justice communities, age distribution, disabled persons, non-English speaking populations, etc.
- Planned Development Projects – If the municipality has plans for new development, redevelopment, or rehabilitation, those projects should be considered when developing the action plan. Any development projects (infrastructure, housing, transportation, etc.) identified do not have to be resilience projects, but there may be opportunity to incorporate resilience through this mini-bid process.
- Existing Resilience Activities or Plans – Any prior resilience planning efforts by the municipality (e.g. NJ FRAMES, hazard mitigation planning) should be identified and can be incorporated as appropriate to this project.
- Maps – Any maps that support or inform documents listed above. Relevant maps may include land use, zoning, floodplains, critical infrastructure, historic and cultural resources, demographics, hazard exposure, etc.

#### Deliverables:

- A brief memo summarizing any key findings and any identified gaps
- A list of the documents reviewed

### 2. Stakeholder and Community Engagement

Organize public stakeholder meetings, visioning charrettes, or workshops that actively engage all populations of the local community to share information and data and to solicit public comment on the prioritization of local problems and solutions, the direction and vision of the municipality’s planning efforts, and/or the development of the resilience action plan. Early outreach and engagement should work towards developing a vision statement for the municipality that incorporates public feedback on priority risks, solutions, goals, and values. As it is a goal of this program to promote thorough, equitable, and meaningful involvement of socially vulnerable and under-represented populations, this effort must be designed for equitable and inclusive community approach. The engagement process should utilize various outreach methods and strategies, to the extent possible, to maximize engagement. Engagement is expected throughout the entire process with at least one public meeting (virtual or in-person, as appropriate) dedicated to each task.

#### Deliverables:

- Draft engagement plan

- Final engagement plan in response to DEP comments
- Any materials distributed at public meetings as well as appropriate meeting notes, summaries, attendance lists, etc.
- Key findings memo from visioning and engagement and how it informs other tasks, future efforts, and requirements of the Plan Endorsement process or development and adoption of a climate change-related hazard vulnerability assessment consistent with P.L. 2021, c. 6.

### 3. Vulnerability Assessment

Assessment of the vulnerability of the municipality to future climate change-related hazards. These assessments will analyze the impacts to important community assets as identified through community engagement including but not limited to critical facilities, infrastructure, natural resources, socially vulnerable populations, environmental justice communities, and/or at-risk neighborhoods. All assessments and/or analyses must:

- Analyze current and future impacts of climate change on the municipality including, but not limited to, increased temperatures, drought, flooding, hurricanes, and sea-level rise;
- Include a build-out analysis of future residential, commercial, industrial, and other development in the municipality, and an assessment of the threats and vulnerabilities identified above related to that development;
- Identify critical facilities, utilities, roadways and infrastructure necessary for evacuation purposes and sustaining quality of life during a natural disaster;
- Analyze the potential impacts of natural hazards on relevant elements of the master plan;
- Provide potential strategies and design standards that could be implemented to reduce or avoid risks;
- Include a statement of consistency, coordination, and integration of the climate change-related hazard vulnerability assessment with the existing or proposed hazard mitigation plan, floodplain management plan, emergency management plan, emergency response plan, post-disaster recovery plan, or capital improvement plan; and
- Rely on the most recent natural hazard projection and best available science provided by the DEP.

All future projections shall rely on the most recent natural hazard projections and best available science provided by the DEP.

#### Deliverables:

- Preliminary list of assets
- Draft climate change related-hazard vulnerability assessment
- Final climate change-related hazard vulnerability assessment

### 4. Resilience and Adaptation Action Items

Based on the information gathered in the previous tasks and an understanding of existing conditions and anticipated risks, work with municipal officials to propose potential resilience action items for the town based on prior visioning and engagement. Proposed action items should be coordinated and build upon each other to provide co-benefits beyond those directly intended to reduce risk to the town. The proposed action items should provide a variety of solutions to previously identified risks and the process should allow for public and stakeholder comment and input in determining which ones are best suited to achieve the town's vision.

Deliverable(s):

- Action Item Memo that summarizes why action items were selected, including but not limited to, a summary of community input/feedback

5. Resilience Action Plan

Development of an action plan that identifies resilience solutions aimed at reducing climate impacts, enhancing natural resources, and improving equity and justice within the community. Action plans will be required to meet the Plan Endorsement guidelines adopted by the State Planning Commission in the fall of 2020 for a local climate resilience strategy, and should meet the requirements of P.L. 2021, c.6. Selected actions should reflect the vision statement and prioritization of risks and solutions informed by the public comments and feedback received in previous tasks. The action plan may include previously identified resilience activities or plans (as noted in Task 1) if they exist. The action plan should identify responsible parties, costs of implementation, possible sources of funding, and timelines for each action item.

Deliverables:

- Draft Resilience Action Plan
- Resilience Action Plan

**IV. Funding**

The total available funding is \$400,000. Individual contractor awards under this mini-bid will range from \$30,000 to \$100,000. The number of awards given will depend on the number of submitted quotes and consistency with the evaluation criteria listed below. All work must be completed by September 30, 2023, contingent upon the extension of the T3103 contract term.

Contractors may submit multiple quotes and receive multiple awards. A municipality may only be provided services through one contractor award.

A contractor intending to submit a quote shall do so by the required due date and must be based on the hourly rates awarded as a result of Bid Solicitation 19DPP00368.

**V. Proposal Requirements**

**Cover page** (1 page)

Each quote must include a cover page that includes:

- Name of the project
- Point of contact name and contact information (mailing address, email, phone)
- Project location
- An abstract that accurately describes the project being proposed and includes: (1) which tasks are to be accomplished and (2) the expected outputs and outcomes of the project and how they address the Municipal Land Use Law and/or the Plan Endorsement local climate resilience strategy requirements.

**Proposal Narrative (3-5 pages)**

Each quote must include a narrative description of the proposed project. The narrative should include:

- **Description of the project**
  - Project objectives and anticipated outcomes
  - Explain how the project advances local resilience efforts
  - Scope of work. There should be sufficient community engagement opportunities throughout the entire project, with an emphasis on socially vulnerable populations.
  - Anticipated timeline of tasks, deliverables, and significant events
  - Expected impacts of proposed project on the municipality and benefits for socially vulnerable populations within project area
  - Expected deliverables
- **Project Management**
  - Description and qualifications of project team
  - The roles and responsibilities of project team, including project partners
  - Demonstration of experience/capacity

**Résumés of Key Personnel**

**Budget Proposal**

- Proposed Budget
- Budget Narrative

**Letters of support and recommendation**

- Signed statement of commitment from municipal official(s) – (ex. Mayor, administrator, etc.)
- Signed letters of support from key community partners.

**V. Submission Requirements**

**One electronic copy** of the quote and all required documents must be submitted to DEP at [ResilientNJ@dep.nj.gov](mailto:ResilientNJ@dep.nj.gov) by **5:00 P.M. EST on November 22nd, 2021** to be eligible for funding. A notice of receipt will be provided to the contractor by email. A contractor that submits an incomplete quote shall be deemed ineligible.

Problems with electronic submission of the quote should be directed to [ResilientNJ@dep.nj.gov](mailto:ResilientNJ@dep.nj.gov). All other inquiries regarding the mini-bid process must be submitted to [ResilientNJ@dep.nj.gov](mailto:ResilientNJ@dep.nj.gov).

**VI. Evaluation Criteria**

The DEP will review the submitted quotes and select the contractor(s) whose quote(s) is/are most advantageous to the State, price and other factors considered. Prior to execution of any contract the DEP will determine that the intended contractor has no conflict with the services proposed. Other factors that may apply include:

- The vulnerability of the municipality in which the project will take place to the impacts of climate change;
- The qualifications of the project team;
- The project's anticipated benefits to socially vulnerable populations;
- Demonstrated commitment and capacity to thorough community engagement throughout the project;
- Project's anticipated outcomes and benefits for enhancing resilience and community capacity for climate change responsiveness;
- The project's ability to enhance the value and integrity of natural resources;
- The municipality's prior performance under previous grant agreements and their working history with DEP including coordination, timeliness, and success. A lack of working history with DEP does not equate to a poor evaluation;
- An appropriate project budget that includes sufficient resources and demonstration of fiscal responsibility;
- The innovative nature of the project and anticipated outcomes; and
- Prioritization will be given to projects that align with P.L. 2021, c. 6 amendments to the Municipal Land Use Law to require municipalities to include a climate change-related hazard vulnerability assessment and development of a local climate resilience strategy as part of the State Plan Endorsement process.

#### **VII. Notification of Awards**

Proposed quotes in response to this mini-bid must be received by **5:00 P.M. EST on November 22nd, 2021**. Successful contractors will be selected and notified no later than **December 31st, 2021**. All projects funded must be completed by **September 30, 2023**.

#### **VII. Contacts**

Any questions about the mini-bid should be submitted in writing via email to [ResilientNJ@dep.nj.gov](mailto:ResilientNJ@dep.nj.gov) by **5:00 P.M. EST on October 29th, 2021** to be eligible to receive a response. Staff are not able to answer any questions about the mini-bid process over the phone. Contractors seeking assistance are advised to submit questions well in advance of the deadline. Prior to submitting questions, contractors should read the mini-bid requirements thoroughly. Responses will be posted to the program website, [Resilient.nj.gov](http://Resilient.nj.gov).



**APPENDIX A: Eligible Municipalities**

<b>Atlantic County</b>			
Absecon	Estell Manor City	Margate City	Somers Point City
Atlantic City	Galloway Twp	Mullica Twp	Ventnor City
Brigantine City	Hamilton Twp	Northfield City	Weymouth Twp
Corbin City	Linwood City	Pleasantville City	Egg Harbor City
Egg Harbor Twp	Longport Boro	Port Republic City	

<b>Bergen County</b>			
Alpine Boro	Fairview Boro	Moonachie Boro	River Edge Boro
Bogota Boro	Fort Lee Boro	New Milford Boro	Rutherford Boro
Carlstadt Boro	Garfield City	North Arlington Boro	Teaneck Boro
East Rutherford Boro	Hackensack City	Oradell Boro	Tenafly Twp
Edgewater Boro	Little Ferry Boro	Ridgefield Boro	Wallington Boro
Englewood Cliffs Boro	Lyndhurst Twp	Ridgefield Park Village	South Hackensack Twp

<b>Burlington County</b>			
Bass River Twp	Cinnaminson Twp	Mansfield Twp	Riverton Twp
Beverly City	Delanco Twp	Maple Shade Twp	Springfield Twp
Bordentown City	Edgewater Park Twp	Moorestown Twp	Washington Twp
Bordentown Twp	Fieldsboro Boro	Mount Holly Twp	Westampton Twp
Burlington City	Florence Twp	Mount Laurel Twp	Willingboro Twp
Burlington Twp	Hainesport Twp	Palmyra Boro	Delran Twp
Chesterfield Twp	Lumberton Twp	Riverside Twp	

<b>Camden County</b>			
Bellmawr Boro	Cherry Hill Twp	Mount Ephraim Boro	Woodlynne Boro
Brooklawn Boro	Gloucester City	Pennsauken Twp	Haddon Twp
Camden City	Gloucester Twp	Runnemede Boro	

<b>Cape May County</b>			
Avalon Boro	Lower Twp	Sea Isle City	West Wildwood Boro
Cape May City	Middle Twp	Stone Harbor Boro	Wildwood City
Cape May Point Boro	North Wildwood City	Upper Twp	Wildwood Crest Boro
Dennis Twp	Ocean City	West Cape May Boro	Woodbine Boro

<b>Cumberland County</b>			
Bridgeton City	Fairfield Twp	Maurice River Twp	Upper Deerfield Twp
Commercial Twp	Geenwich Twp	Millville City	Hopewell Twp
Downe Twp	Lawrence Twp	Stow Creek Twp	

<b>Essex County</b>		
Belleville Twp	Newark City	Nutley Twp

<b>Gloucester County</b>			
Deptford Twp	Mantua Twp	Wenonah Boro	Westville Boro
East Greenwich Twp	National Park Boro	West Deptford Twp	
Greenwich Twp	Paulsboro Boro	Woodbury City	
Logan Twp	Swedesboro Boro	Woolwich Twp	

<b>Hudson County</b>			
Bayonne City	Harrison Town	Kearny Town	Weehawken Twp
East Newark Boro	Hoboken City	North Bergen Twp	West New York Town
Guttenberg Town	Jersey City	Secaucus Town	

<b>Mercer County</b>	
Hamilton Twp	Trenton City

<b>Middlesex County</b>			
Carteret Boro	Highland Park Boro	Sayreville Boro	Woodbridge Twp
East Brunswick Twp	Old Bridge Twp	South Amboy City	New Brunswick City
Edison Twp	Perth Amboy City	South River Boro	Piscataway Twp

<b>Monmouth County</b>			
Aberdeen Twp	Hazlet Twp	Monmouth Beach Boro	Tinton Falls Boro
Allenhurst Boro	Highlands Boro	Neptune City Boro	Union Beach Boro
Asbury Park City	Interlaken Boro	Neptune Twp	Wall Twp

Atlantic Highlands Boro	Keansburg Boro	Oceanport Boro	West Long Branch Boro
Avon-By-The-Sea Boro	Keyport Boro	Red Bank Boro	Ocean Twp
Belmar Boro	Little Silver Boro	Rumson Boro	Holmdel Twp
Bradley Beach Boro	Loch Arbor Village	Sea Bright Boro	Lake Como Boro
Brielle Boro	Long Branch City	Sea Girt Boro	Colts Neck Twp
Deal Boro	Manasquan Boro	Shrewsbury Boro	
Eatontown Boro	Matawan Boro	Spring Lake Boro	
Fair Haven Boro	Middletown Twp	Spring Lake Heights Boro	

<b>Ocean County</b>			
Barnegat Light Boro	Harvey Cedars Boro	Pine Beach Boro	Surf City Boro
Barnegat Twp	Island Heights Boro	Point Pleasant Beach Boro	Toms River Twp
Bay Head Boro	Lacey Twp	Point Pleasant Boro	Tuckerton Boro
Beach Haven Boro	Little Egg Harbor Twp	Seaside Heights Boro	Lavallette Boro
Beachwood Boro	Long Beach Twp	Seaside Park Boro	Manchester Twp
Berkeley Twp	Mantoloking Boro	Ship Bottom Boro	Lakehurst Boro
Brick Twp	Ocean Gate Boro	South Toms River Boro	Lakewood Twp
Eagleswood Twp	Ocean Twp	Stafford Twp	Jackson Twp

<b>Passaic County</b>	
Clifton City	Passaic City

<b>Salem County</b>			
Alloway Twp	Lower Alloways Creek Twp	Penns Grove Boro	Salem City
Carneys Point Twp	Mannington Twp	Pilesgrove Twp	Pennsville Twp
Elsinboro Twp	Oldmans Twp	Quinton Twp	

<b>Somerset County</b>
Franklin Twp

<b>Union County</b>		
Elizabeth City	Linden City	Rahway City