



State of New Jersey

Highlands Water Protection and Planning Council
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Response to Questions for the RFP to Develop a Guidance Document and Scope of Services for Municipal Land Use Plan and Environmental Sustainability Master Plan Elements, Including a Municipal Climate Change Related Hazard Vulnerability Assessment

August 20, 2021

1. Would a firm be viewed as having a conflict if they are currently under contract to a municipality within the Highlands region (specifically, a municipality that has opted into Highlands Regional Master Plan conformance)? Would a firm be precluded in any way from doing master planning or any other type of planning or engineering work in Highlands municipalities, particularly as it relates back to the guidance materials produced? Is there any conflict or perceived conflict?
 - A. There would be no conflict of interest.
2. Does the Highlands Council have a desired budget range for this project, is there a maximum amount?
 - A. There is no set budget for the project.
3. Is it intended or desired that respondents include engineering services on their teams?
 - A. The RFP does not require that respondents include engineering services on the team. However, a respondent may propose any team which they feel will most effectively address the scope of services.
4. How does the proposed Highlands Guidance document related to climate change and hazard vulnerability differ from work that the NJDEP is doing to produce a guidance document?
 - A. The Highlands Council is seeking to supplement the NJDEP's guidance and develop specific guidance on how to prepare the necessary documents including templates for the various master plan elements.
5. How does the Highlands Guidance document relate to/differ from the MLUL regulations for the master plan element sections new climate change rules?
 - A. The goal is to provide guidance to meet the MLUL requirements while at the same

time conforming to the Highlands Act and the Regional Master Plan.

6. Is this project being funded by a Federal Grant?
 - A. No

7. How many hard copies of the final deliverable are required?
 - A. The RFP states that a hard copy and digital version of the Guidance Document, in an editable format acceptable to the Highlands Council, are required as a component of the deliverables.

8. Are any meetings required other than the stakeholder outreach program?
 - A. While the stakeholder outreach program and the final presentation to the Highlands Council are the only required meetings, it is expected that at a minimum a proposal would include some meetings with Highlands Council staff during the process. In addition, a respondent may propose additional stakeholder or other outreach meetings if they think those additional meetings would be of benefit to the project.

9. Will virtual project team meetings and stakeholder meetings be allowed in lieu of in-person meetings in light of the changing Covid-19 situation?
 - A. Remote and virtual meetings are permitted.

10. Does the Council anticipate deploying the Guidance in a static or online interactive format?
 - A. A proposal may make a recommendation as to the best approach, including an interactive format. However, any guidance would need to be reproducible so it can be shared with our constituent municipalities.

11. Regarding Part IV C.1 and C.2, is the cost proposal to be a time and material (labor rates plus direct expenses billed at cost) or fixed fee (inclusive of all direct expenses) proposal for services?
 - A. The cost proposal should be in a not to exceed format for the total estimated project cost. However, the contract requires that the contractor submit monthly invoices for work satisfactorily completed. Invoices must specify in detail the costs incurred and must be in strict accordance with the hourly rates and costs agreed to by the Highlands Council.

12. Regarding Part VII.A are the evaluation criteria weighted, and, if so, what is the relative weighting?
 - A. The evaluation criteria are not weighted.

13. Are required certifications and licenses required to be submitted for all subcontractors?
 - A. Yes

14. Appendices A-D of the RFP are requested. Appendix D, Council's Contract Standard Terms and Conditions is referenced and a statement of acceptance is required by the RFP.
- A. These were posted with the RFP.
15. Will determination of the amount of grant amounts to be awarded by the Highlands Council to municipalities be part of the contractor scope of work or does the Council already have a formula for that?
- A. As part of the development of the Model Scope of Work, a sample budget should be included. This would be used by the Highlands Council in the development of the grant amounts.
16. Does the Council have templates for progress reports required for the project? If so, is this something that can be shared prior to the submittal date?
- A. Attached is a copy of the progress report.
17. There is mention of 6-9 months for the project timeframe, is there any additional information on when this project will take place or a prescribed end date that needs to be considered as we develop our qualifications response?
- A. Highlands staff intends to begin the project as soon as possible, upon approval of the Highlands Council, and conclude within 9 months. However, respondents may suggest an alternate timeline based on factors that they identify in preparing the response.
18. In developing a response, are there any restrictions on the proportion of the funds being spent by subconsultants; and/or limit in numbers of subconsultants?
- A. No.
19. Please confirm that you want the following items provided in multiple sections as requested in the solicitation:
- **Organizational Chart**
 - A. 4. Statement of Qualifications: e. Detailed **organizational chart**
 - A. 7. Staffing Plan: Provide an **organizational structure** (flow chart)...
 - **Technical approach**
 - A. 3. **Technical Approach** and Proposed Work Plan: A detailed description of the Consultant's approach for satisfactorily completing the Scope of Services set forth in Section III above...
 - B. Technical Proposal 1. **A detailed approach** for achieving satisfactory results regarding the Scope of Services of Section III above...
 - **Schedule**
 - A. 3. Technical Approach and Proposed Work Plan: Include a **detailed schedule** that includes a description of all tasks and activities, significant milestones, and anticipated deliverables.
 - B. Technical Proposal 2. A **detailed schedule** and flow chart of tasks for completion of the Scope of Services.
- A. Yes, these items should be included.

**Highlands Council
Contractor Progress Report**

Contractor Name: _____

Project Name: _____ Invoice # _____

Consulting Contract Lead: _____

Highlands Contract Manager: _____

Reporting Period: _____ Date: _____

Description of Task Work Completed this Period (indicate Scope of Work Task):

Task Percent Complete: _____ **Task Percent of Budget:** _____

Description of Task Work Completed this Period (indicate Scope of Work Task):

Task Percent Complete: _____ **Task Percent of Budget:** _____

Description of Task Work Completed this Period (indicate Scope of Work Task):

Task Percent Complete: _____ **Task Percent of Budget:** _____

Total Contract Percent Complete: _____

Total Contract Percent Budget: _____

Has a budget adjustment been requested (Yes/No)? Date(s): _____

Has the budget adjustment been approved by the Highlands Council (Yes/No/NA)? Date(s): _____

I/We certify that the above progress report is accurate to the best of our knowledge and that the contract identified herein is anticipated to be completed within the allocated budget:

Signature Date: _____