

**Request for Proposals (RFP) to
Develop Watershed Restoration and Protection Plans
within the New Jersey Highlands Region**

Response to Questions #1
February 8, 2023

1. What entities are eligible for this funding? Is the Highlands requesting proposals from consultants, municipalities, or a team of consultants and municipalities combined?
 - Any entity is eligible to submit proposals including consultants, municipalities, a team of consultants and municipalities combined, non-profits, educational entities, regional commissions, etc.
 - The primary intent of the RFP is to address watersheds that cannot be covered by individual municipal plans or for teams, agencies, groups or organizations that cannot utilize Highlands Council municipal and county plan conformance grant funding.
 - **Please note that funding for individual municipal or county plans is available outside of this RFP process, through the Highlands Council's non-competitive plan conformance grant program.**

2. Is the Highlands looking to retain a consultant directly to work on watershed plans chosen by the Highlands or is the Highlands looking for consultants and municipalities to apply to the RFP jointly?
 - The Highlands Council may select direct consultant plans or plans developed for municipalities, non-profits, educational entities, or regional groups and commissions. The primary intent of the proposals is to address watersheds that cannot be covered by individual municipal plans or for entities that cannot utilize Highlands Council grant funding.

3. Is the Highlands Council seeking a consultant to develop Watershed Restoration and Protection Plan(s) for watersheds to be chosen by the Council after the contract award?
 - The proposals should identify the proposed watershed(s) the plan will review.

4. Pricing within the RFP is identified as both not to exceed and fixed fee. Given the variable size of a watershed plan due to watershed size and number of waterbodies, please confirm how you would prefer pricing to be presented when the details affecting the size of a watershed plan are currently unknown.
 - The Highlands will accept either pricing, however we note that previous plans funded by the Highlands Council have been for not to exceed amounts.

5. There are numerous references to applying as a “Team” throughout the RFP. Will the Highlands Council consider proposals from a single firm of multi-disciplinary professionals that can complete the 9-element plans in-house?
 - Yes
6. The RFP mentions Appendices A, B, & C are attached to the RFP but are not listed at the end of the document. Where can those be accessed?
 - The Appendices are on our website as a separate item.
 - https://www.nj.gov/njhighlands/news/rfps/RFP_Appendices.pdf
7. Do you require a rate schedule from subcontractors, or just a flat fee per task?
 - Either is fine.
8. Does Highlands Council see the Watershed Restoration and Protection Plan(s) as being part of a municipality's Watershed Improvement Plan (as required under the new and revised MS4 permit process) or would Highlands Council prefer to keep that separate?
 - If the proposed plan can meet both the requirements of the RFP and the newly required municipal WIP, that would be preferred.
9. Are municipal or County Beach Management Plans eligible for funding under this RFP, similar to the Mt. Arlington Beach / Park Management Plan?
 - Yes, as long as the required 9 elements are included.
10. When does the Council anticipate releasing answers to the questions proposed for this RFP? This clarification is needed as soon as possible since if we are to join with a municipality we will need ample time to bring this to the attention of municipalities and for them to vote on resolutions for their application.
 - We will post answers to all questions received on February 28 but will respond directly to the questions submitted when the answers are prepared.