Township of Maplewood
Municipal Building, 574 Valley Street
Maplewood, New Jersey 07040-2691
Telephone (973) 762-8120, Ext. 2001
Fax: (973) 762-3645

Joseph F. Manning
Business Administrator

Email: twpadmin@twp.maplewood.nj.us
Web Site: www.maplewoodnj.org

TOWNSHIP OF MAPLEWOOD REQUEST FOR PROPOSAL FOR:
The Creation of a Master Plan for the Memorial Park

ISSUE DATE:	September 12, 2012
PROPOSAL DUE DATE:	October 5, 2012

Proposals shall be delivered in a sealed envelope clearly marked "The Creation of a Master Plan for the Memorial Park" to the Township of Maplewood Clerk's Office located at 574 Valley St. Maplewood, NJ 07040 no later than 10:00 AM on Friday, October 5, 2012 at which time all proposals will be opened.

RFP may be obtained at the official Maplewood Township's website: http://www.twp.maplewood.nj.us . On the main page left hand column click on the link to "Purchasing – Bids, RFPs and RFQs." **Consultants are advised to check the official website periodically before and up to the submittal deadline for any addendum.**

Township of Maplewood
Historic Preservation Commission
Request for Proposals for the Creation of a
Master Plan for the Memorial Park
Maplewood, New Jersey
2012-13

1. Project
   A. General description of project

      The Maplewood Historic Preservation Commission (Commission) has received Open Space Trust Fund monies to hire a qualified Consultant to create a Master Plan for the Memorial Park. The Maplewood Memorial Park was designed in the American Romantic landscape style by the landscape architecture firms of the Olmsted Brothers and Brinley & Holbrook. The design was begun in the 1920s and the park completed in 1931. The park remains an integral part of community life to this day; a mix of passive and active (recreational) spaces. The Memorial Park is a designated Maplewood Historic Landmark, and the Memorial Park Historic District has a State Historic Preservation Office (SHPO) Opinion of Eligibility for listing in the National Register of Historic Places. The purpose of the Master Plan (Project) is to create a document that will guide the decisions of the Township for the future use and care of the Maplewood Memorial Park. The document will take into consideration the history and development of the park; the original plans; the Park's evolution through the years; the current conditions and provide recommendations for approaches to planning for future needs that are consistent with the historic character of the park.

2. Scope of Work

   The Consultant will produce a Master Plan for the Maplewood Memorial Park, including the following components:

   - History and evolution of the park
   - Current conditions, including natural and man-made features of the park
   - Inventory of existing plant material
   - Recommendations for future work, plantings and areas of concern
   - Some preliminary recommendations for how changing needs of the community can be addressed

3. Available Background Documentation
   1. Township of Maplewood Certified Municipal Tax Maps
   2. Designation Report for the Memorial Park
   3. Township of Maplewood, Master Plan
   4. Draft National Register of Historic Places Nomination for the Memorial Park

4. Project Schedule
   - Deadline for submission of proposal October 5, 2012

- Project start date October 26, 2012. The Consultant shall develop a plan that includes a detailed description and schedule of the components of the Project and submit to the Commission for review and approval.
- Draft of the Master Plan due May 30, 2013
- Final Project due June 30, 2013

5. Proposal Content

   A. The Consultant will provide a general description of the scope of work and the proposed approach to the execution of the Project.

   B. Consultant qualifications

   C. Relevant work experience.

   D. Resumes of the specific personnel to be assigned to the Project will be provided, identifying the proposed role.

   E. The Consultant will provide the names, addresses and telephone numbers of a minimum of three references with whom the Consultant has worked on other, similar projects.

6. Price Proposal
   The Maplewood Historic Preservation Commission is seeking bids for a firm, fixed price proposal for the completion of the Project including all project-related expenses.

7. Deliverables. The Consultant will provide the Commission with three (3) bound copies of the Project as well as a digital version.

8. Submission Procedure:

   A. Submit Proposals to:

      Maplewood Historic Preservation Commission
      Attention: Virginia Kurshan, Chair
      Township of Maplewood
      575 Valley Street
      Maplewood, NJ 07040

   B. Questions can be directed to:

      Virginia Kurshan 973-762-1441
      vjkurshan@yahoo.com
      Patty Chrisman 917-838-093
      pscstc@verizon.net

TOWNSHIP OF MAPLEWOOD PROPOSAL FORM
THE CREATION OF A MASTER PLAN FOR THE MEMORIAL PARK

PROPOSAL FOR: The Creation of a Master Plan for the Memorial Park

We the undersigned company, agree to furnish a Maplewood Master Plan Re-examination Report, in compliance with all requirements of the attached specifications as to quality and delivery to the Township of Maplewood as follows:

BID:
The Creation of a Master Plan for the Memorial Park as per specifications:

$_____

TOTAL NET AMOUNT IN WORDS (Please Print):

_____

All prices are exclusive of all taxes and are the basis of delivery to the Township of Maplewood, County of Essex, State of New Jersey.

Each proposal submitted must be on forms supplied by the Township and no other will be accepted. Certain written requirements are specified in this bid to be submitted with the bid package. These requirements must be included in the bid package or the bid will be rejected.

The Township reserves the right to reject any and all proposals if in the judgment of the governing body, the public interest will best be served by doing so.

Company Name	Federal ID # or Social Security #
Address	City, State, Zip
Print or Type Name and Title of Authorized Agent	Signature of Authorized Agent
Date	Phone
Fax	Email

TOWNSHIP OF MAPLEWOOD
STATEMENT OF OWNERSHIP/STOCKHOLDER DISCLOSURE CERTIFICATION
N.J.S.A. 52:25-24.2 (P.L. 1977 c.33)
THIS STATEMENT SHALL BE INCLUDED WITH BID SUBMISSIONS

1. Legal Name of Business:_____

2. Check One:

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more
of the issued and outstanding stock of the undersigned.

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

3. Check the box that represents the type of business organization:

☐ Partnership ☐ Corporation ☐ Sole Proprietorship

☐ Limited Partnership ☐ Limited Liability Partnership ☐ Limited Liability Corporation

☐ Subchapter S Corporation ☐ Other_____

4. Complete if the respondent is one of the 3 types of Corporations:

Date Incorporated: _____ Where Incorporated:_____

5. Business Address:

_____
STREET ADDRESS CITY STATE ZIP

_____
TELEPHONE # FAX # EMAIL

6. Owners:
Listed below are the names and addresses of all stockholders, partners or individuals who own 10% or more of its stock of any classes, or who own 10% or greater interest therein.

_____
NAME HOME ADDRESS

_____
NAME HOME ADDRESS

_____
NAME HOME ADDRESS

CONTINUE ON ADDITIONAL SHEETS IF NECESSARY: Yes ☐ No ☐

7. Signature and Notary:

Signature
Signature: _____ Date:_____

Printed Name and Title:_____

Notary
Subscribed and sworn before me this _____ day of
_____, 2____.
(Notary Public)

My commission expires:

_____
(Affiant)

_____
(Print name & title of affiant)
(Corporate Seal)

TOWNSHIP OF MAPLEWOOD

NON-COLLUSION AFFIDAVIT

State of _____
County of _____ ss:

I,_____ residing in _____
(Name of Affiant) (Name of municipality)
in the County of _____ and State of _____ of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)
_____ the bidder making this Proposal for the bid proposal entitled_____, and that I executed the said proposal with
(title of bid proposal)
full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the_____relies upon the truth of the statements contained in said
(name of contracting unit)
Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide employees or bona fide established commercial or selling agencies maintained by_____.

Subscribed and sworn to
before me this day
_____ 20____

_____
Signature

_____
(Type or print name of affiant under signature)

_____
Notary public of
My Commission expires _____ 20___

(Seal)

TOWNSHIP OF MAPLEWOOD

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

Company _____ Signature _____

Print Name _____ Title _____

Date _____

TOWNSHIP OF MAPLEWOOD

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

ADDENDUM NUMBER	***DATE***	***ACKNOWLEDGE RECEIPT*** (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ **No addenda were received:**

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____