

Response to Comments for:

Scope of Work, Development of a Vision Document and Related Internal Companion Implementation Document, Website and Presentation Materials for a State Park in Camden, NJ along the Delaware River

1. Please indicate the approximate extent of the project area.

The project area includes the proposed State Park in Camden, NJ, and is proposed to be along the Delaware River in Camden, NJ, and includes considerations for North Camden, Cramer Hill neighborhoods, and Petty Island, although boundaries could be refined during the visioning process. We expect the consultant to work with us to propose preliminary boundaries that align with the project objectives and geographical context.

2. Is there an expected level of detail NJDEP is looking for in this visioning exercise?

Yes, we expect a detailed 10-20 page vision document that includes artist renderings, aerial imagery, and concise narratives. The document should clearly articulate the park's vision, sustainable design principles, and strategies for community engagement.

3. Is NJDEP looking for a community engagement partner? Should the consultant team include community outreach meetings in our proposal, and if so, how many?

Incorporating Camden's culture, history, and communities in the vision is crucial to this project. At this time, engaging with a community engagement partner is not contemplated however, we encourage consultants to include a strategy for community outreach in their proposal.

4. Does NJDEP have an allocated budget for this project?

We have a budget for this project, but specific details will be shared with the winning bidder, unless all bids exceed our budgeted amount. Bidders may have the opportunity to provide a Best and Final Offer (BAFO). We expect cost-effective proposals that align with our project goals.

5. Does NJDEP have any requirements or expectations for percentage of WBE/MBE/DBE firms?

While there are no specific WBE/MBE/DBE requirements outlined in the RFP, we strongly encourage diverse and inclusive practices in contracting.

6. Is this a Lump Sum or T&M contract?

The contract type will be discussed during the proposal evaluation and negotiation phase. We are open to considering both Lump Sum and Time and Materials (T&M) arrangements depending on the proposal's structure.

7. What is the source of the project funds? Is this a grant or a Federally funded project? If so, are there limitations on the services the team should propose?

The development of the Vision Document and associated materials is state-funded. Consultants should propose services that align with the RFP requirements.

8. Does NJDEP anticipate team interviews as part of the procurement/selection process?

Interviews are not explicitly required, we may conduct them with shortlisted teams, depending on the level of interest from applicants.

9. If awarded the project, will those planning/design team consultants be precluded from working on future phases of the project?

Completing this phase does not preclude your team from participating in future phases.

10. Can you share the evaluation matrix (scoring criteria) for the proposals?

Proposals will be evaluated based on these criteria: understanding of the project scope and objectives, quality and feasibility of proposed methodology and timeline, relevant experience and qualifications of the consultant team, past performance and examples of similar work, and cost-effectiveness of the proposed budget.

11. Page 5 of the RFP Item 7 “proposal requirements” lists “Affirmative Action Compliance” as a required form. However, this form is not posted for download at the provided link. Is this form required? If so, can you please provide the form?

Affirmative Action Compliance is not a specific form. Compliance information can be found here: [NJ Department of the Treasury Contract Compliance](https://www.nj.gov/treasury/contract_compliance/)

12. Are sub-consultants to the Prime consultant required to complete the required forms listed in the RFP? If so, please identify which forms.

Sub-consultants and subcontractors are not required to provide the entire list of vendor forms listed in the RFP, however all entities that will be used as sub-consultants and subcontractors must provide a valid Business Registration Certificate and proof of compliance with the Equal Employment Opportunity Compliance Monitoring Program

(https://www.nj.gov/treasury/contract_compliance/) The easiest and fastest way to do provide this information is for them to register in NJSTART, although this is not required.

13. Should the consultant anticipate any interagency coordination?

While the RFP does not explicitly mention interagency coordination, consultants may want to engage – with the approval of DEP - with other agencies to address environmental challenges, community engagement, and sustainable design, to ensure the vision document reflects Camden's diverse needs and aligns with regulations.

14. Is this RFP invite only or open to the public?

This RFP is open to the public and has been posted online (<https://dep.nj.gov/bids/>) for access by all interested parties.

15. If interview presentations are expected, what is the timeframe for when these will be held?

If interviews are part of the selection process, we will provide additional information to those bidders that are shortlisted.

16. Consultant Team: the Scope document references ‘a consultant’ for this work (with singular language), is it appropriate to submit a consultant team in response to this RFP to fulfill the scope requirements?

The consultant is the entity working directly with the New Jersey Department of Environmental Protection (NJDEP). The consultant is tasked with developing the vision document and related materials for the state park project and is expected to collaborate closely with NJDEP to ensure that the project objectives and deliverables are met. The consultant's role involves coordinating with NJDEP, addressing feedback, and aligning the project with NJDEP's goals and requirements.

Yes, it is appropriate to submit a consultant team to fulfill the scope requirements, if that is what is needed to meet the diverse expertise needed for this project. We understand that this may require collaboration among multiple individuals or consultants.

17. If so, do all consultants on the team need to complete all of the forms and establish a profile in NJSTART by 4/30, or only the prime consultant?

Only the prime consultant is required to complete all the forms and establish a profile in NJSTART by the deadline.

Sub-consultants and subcontractors are not required to provide the entire list of vendor forms listed in the RFP, however all entities that will be used as sub-consultants and subcontractors must provide a valid Business Registration Certificate and proof of compliance with the Equal Employment Opportunity Compliance Monitoring Program

(https://www.nj.gov/treasury/contract_compliance/) The easiest and fastest way to do provide this information is for them to register in NJSTART, although this is not required.

18. Does NJDEP have any background materials to support the work (survey, property information, desktop or data analysis)? Can you provide a list of data or information that you can provide for the project area?

NJDEP may have background materials that could be useful, including property information and environmental data, much of this information is publicly available through the NJDEP GeoWeb: <https://dep.nj.gov/gis/nj-geoweb/>.

19. Are any surveys, environmental reports, etc. expected as part of this scope?

The scope does not require new surveys or environmental reports. The consultant is expected to outline visionary and innovative sustainable design recommendations based on existing data and conditions.

20. Community Engagement: The document references promoting and fostering community engagement several times – our understanding is that community engagement is not part of this specific scope of work, but to be framed through this work as an important factor for the park’s future phased approach. Can you confirm our understanding?

Yes, your understanding is correct. Community engagement is a key consideration for the visioning process but is not part of the direct scope of work for this phase. It is meant to be a foundational element for future phases.

21. Website Development: We are curious if NJDEP could elaborate on the level of detail and expectations for the development of a website.

The website should be informative and user-friendly, showcasing the park's features through multimedia content. The selected bidder will be given access to our environment to develop the website, incorporation of our state guidelines & standards will be required (found here:

https://www.nj.gov/it/docs/NJ_Web_Presence_Guidelines.pdf), this includes the platform WordPress and WP Bakery page builder.

22. Website Development: Additionally, do you envision any branding efforts involved here prior to the development of the website?

No, branding efforts are not anticipated prior to the development of the website, as the department will use existing branding that matches all other state parks to ensure a consistent identity across project materials.

23. Presentation Materials: there is a request to ensure materials are available in multiple languages or formats for people with disabilities. Can you clarify:

- 1. How many languages do you envision presentation materials translated to?**
- 2. Is translation required for all presentation materials that are developed as part of this scope, or just written and PowerPoint versions?**
- 3. Can you describe the expectations around formats for people with disabilities that you are envisioning?**

We expect presentation materials to be translated into languages commonly spoken in the Camden area, such as Spanish, in addition to English. Translation should cover written materials and PowerPoint versions. Formats for people with disabilities should include accessibility features such as screen reader compatibility and alternative text for images.

24. Companion Implementation Document: Our understanding is that this is pre-conceptual/visioning to outline a roadmap of potential risks and challenges, and that specific data will be collected/obtained in the future after the 16-month schedule related to this scope (survey, environmental reports, community engagement, etc.), can you confirm this understanding?

First a correction in your question, the project timeline spans approximately 16 weeks from the contract award to the final delivery of all specified materials. With that said, your understanding is correct. This document is pre-conceptual, outlining a roadmap for future phases. Specific data collection is anticipated in subsequent phases.

25. Companion Implementation Document: Can you also elaborate on the level of detail expected for the information pertaining to: land acquisition, leasing, easements, public-private partnerships, and acquisition collaborations and opportunities for the private sector?

We are seeking a high-level desktop analysis that supports visioning efforts and identifies potential opportunities, potential strategies and considerations to guide future development efforts.