

**BOROUGH OF RED BANK REQUEST FOR QUALIFICATIONS FOR
MASTER PLAN**

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To: Borough Administrator
Borough of Red Bank, Municipal Building
90 Monmouth Street
Red Bank, NJ 07701

**REQUEST FOR PROPOSAL FOR THE POSITION OF PREPARATION OF
MASTER PLAN FOR THE BOROUGH OF RED BANK**

The Borough of Red Bank is soliciting proposals for the position of PREPARATION OF MASTER PLAN to provide professional services to the Borough on all aspects of municipal zoning and planning. The Planning Board/Mayor and Council will select one or more professionals for these positions based upon a fair and open process, pursuant to N.J.S.A. 19:44A-20.4, et. seq. and in accordance with the Resolution previously adopted by the Mayor and Council to secure such services through a fair and open process. In order to have a proposal considered by the Planning Board/Mayor and Council, an interested party must provide evidence that he/she satisfies the minimum requirements for this position, as set forth in Section III of this document.

The Study Area

The Borough of Red Bank is located in the northeastern Monmouth County on the Navesink River. Red Bank contains a total land area of 2.161 square miles which comprises of 1.739 square miles of land and .423 square miles of water. The Borough is bound by the river to the north and west; Fair Haven to the east; Little Silver, Shrewsbury and Tinton Falls to the south. The municipality is bisected by the New Jersey Transit Shore Line. Red Bank serves as a regional shopping and service area for the County with a main focus on the downtown business district.

Section I: Appointment of Consultant

One or more firms shall be appointed by the Planning Board, Mayor and Council to serve as the consultant to update the Master Plan, for a term of one year, to perform service for the Borough of Red Bank.

The Borough may select, at its sole discretion, individuals or firms for this position, so long as those individuals or firms meet or exceed the minimum requirements set forth in Section III hereof. Once an appointment is made, no substitution of

personal may be made without express written consent of the Borough, which consent may be withheld in their sole discretion.

Section II: Scope of Work

This Request for Qualifications is intended to identify consultants that will support efforts to produce a comprehensive master plan that incorporates innovative and thoughtful approach to community form and sustainability. The anticipated scope of work will generally include:

- Inventory and analysis of the built environment of the Borough, particularly the waterfront and commercial area. Catalog existing building typologies as well as key architectural and historical features.
- Assessment of local values, needs and aspirations regarding the future of Red Bank which will serve as the basis of policy recommendations that will ultimately guide the land use regulations, design standards and capital investment strategies.
- Participation as a member of a multidisciplinary team to craft design solutions that will guide revitalization and redevelopment of challenging sites in the Borough.
- Draft framework for policy development that will coordinate land use policies with sustainable practices to be included in the Master Plan.
- Collaboration with the Director of Community Development to prioritize and identify stakeholders and facilitation of community engagement events/activities, as needed.
- Site visits and participation in Master Plan Committee meetings as needed.

Consultants will report to the Director of Community Development. The ultimate objective is to craft a long term plan based on deep community engagement that will guide public and private investment in a way that strengthens the local economy, protects and preserves cherished assets, and reflects the diverse culture for which the Borough is known. The selected consultant and the Director of Community Development will provide civic engagement efforts through both online and in-person venues and it is expected that the Consultant will support those efforts through production of materials, strategic thing and direct in-person participation.

Section III: Professional Information and Qualifications

In order for an individual or firm's proposal to be considered by the Borough, interested parties submitting proposals in response to this solicitation must meet the following:

A. Minimum Qualifications:

1. The individual/firm is New Jersey licensed with at least ten (10) years of experience in all aspects of municipal zoning and planning;

2. The individual/firm has extensively worked with, and possesses knowledge of, the New Jersey Municipal Land Use Law, redevelopment zones, historic preservation, COAH requirements and regulations, and consulting with respect to drafting and revising Master Plans;
3. The individual/firm has sufficient staff to satisfy the scope of service described in this request; and
4. The individual/firm is in good standing within the State of New Jersey.

B. Professional Information:

1. Name of firm;
2. Address of principal place of business and corresponding telephone and email address. Please not specifically which plans will be assigned to work with the Borough.
3. Description of planners' educations, experiences, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;
4. The number of years your organization has been in business under the present name, and the number of years the business organization has been under the current management;
5. Experience related to providing planning services to public entities, specifically land use boards;
6. At least three references, of which must have knowledge of your service to public entities;
7. Examples of municipal master plans prepared by your firm in the past five (5) years;
8. Description of the firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of staff);
9. Cost details, including hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses and total cost;

10. A copy or description of the professional liability insurance policy maintained by the firm for the proposed calendar year;
11. A list and description of all professional liability claims, if any, brought against the applicant during the past five (5) years; and
12. The applicant shall provide the Borough of Red Banks with an original and four (4) copies of its proposal.

Section IV: Award of Contract

The Borough of Red Bank shall award all professional service agreements based upon qualifications, merit, cost competitiveness, references and experience with issues confronting the Borough. The final determination will be based upon the most advantageous price and other factors to the Boards. All awards are and shall be subject to the availability of funds for the professional services in the Temporary and/or Final Budgets