

REQUEST FOR PROPOSALS

**ENVIRONMENTAL AND DEMOLITION
ENGINEERING SERVICES**

**Borough of Bradley Beach
PROJECT
319 LaReine Avenue**

Issue Date: July 10, 2023

Due Date: July 25, 2023

GLOSSARY

The following definitions shall apply to and are used in this Request for Proposal:

“Architect”, “Respondent” or “Respondents” refers to the interested firm(s) that submits a response to the RFP.

“Borough” refers to the Borough of Bradley Beach.

“Proposal” refers to a complete response to an RFP submitted by a Respondent.

“RFP” refers to this Request for Proposal, including any amendments or supplements thereto.

“Successful Respondent” refers to the Respondent who is awarded a contract for the services outlined in the RFP

SECTION 1 - INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction and Purpose

The Borough is soliciting Proposals from interested firms for the provision of the services as described in Section 2 below. Through a Request for Proposal (“RFP”) process described herein, firms interested in assisting the Borough with the provision of these services must prepare and submit a Proposal in accordance with the procedures and schedule in this RFP. The Borough will review only those Proposals that include all the information required as described herein. The Borough intends to engage firm(s) that (a) possess the professional capabilities to provide the proposed services, and (b) will agree to work under the terms and conditions determined by the Borough to provide the greatest benefit to the taxpayers of Bradley Beach. The demolition for the 319 LaReine Avenue Church structure will be the primary structure for demolition. There shall be an alternative option to bidders to demolish the additional structure which is a one family residential dwelling which was referred to as “The Parsonage”

1.2 Project Description

The Borough is managing the demolition of the building structure purchased and owned by the Borough of Bradley Beach. The site is located at 319 LaReine Avenue, Bradley Beach. The Site is bordered to the east by single- family residential property, that may not be part of the demolition bid spec, there may be the possibility that this would be an option in the bid to also raze this structure. The successful firm shall coordinate with the Ocean Grove Camp Meeting Association (OGCMA) the removal of the artifact OGCMA has chosen. Removal of this artifact is at the cost of OGCMA. The successful firm will also assist the Borough with deciding on any artifacts that will be retained by the Borough and the method and procedure to do so. This process shall conform to the Local Land and Construction Laws and Local Public Contract Law.

The Borough is seeking proposals from professional engineering firms to provide the services enumerated in Section 2 of this RFP.

1.3 Procurement Process and Schedule

The Borough is soliciting Proposals through a “fair and open process” in accordance with New Jersey Local Unit Pay to Play Legislation, N.J.S.A. 19:44A-20.4 *et seq.* and P.L. 2005 c. 271. The Borough has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each firm is provided an opportunity to submit a Proposal in response to the RFP. Proposals will be evaluated based on how each Respondent addresses the requirements set forth in this RFP.

Proposals will be reviewed and evaluated by the Borough and its appropriate staff and consultants (collectively, the "Review Team") to determine if the Respondent has met the qualification requirements described in this RFP. Under no circumstances will a member of the Review Team review responses to an RFP if they or their firm have submitted a response. Based upon the totality of the information contained in the Proposal, including information about the reputation and experience of each Respondent, the Borough will determine which Respondent(s) are qualified (from professional, technical, financial and administrative standpoints).

The RFP process commences with the issuance of this RFP. The steps involved in the process and the anticipated completion dates are set forth in the anticipated Procurement Schedule below. The dates are subject to change. The Borough reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

ANTICIPATED PROCUREMENT SCHEDULE

ACTIVITY	DATE
1. Issuance of Request for Proposal	July 10, 2023
2. Site Visit	TBD by Business Administrator if needed
3. Questions on RFP Due	July 17, 2023
4. RFP Due Date	July 25, 2023
5. Anticipated Contract Award	August, 2023

All communications concerning this RFP or the RFP process shall be directed to the Borough’s Designated Contact Person below, via email or in writing. Please include the words “RFP Demolition Engineering Services – 319 LaReine Avenue” in the title block of any emails. Questions regarding the content of the RFP or the Scope of Services should be sent via email to the Designated Contact Person below no later than close of business on July 17, 2023.

Michele Whille, Administrative Assistant
701 Main Street
Bradley Beach, NJ 07720
mwhille@bradleybeachnj.gov

A site visit will be held at 10:00 AM at the property located at 319 LaReine Avenue, Bradley Beach 07720 if determined needed by the Business Administrator

Responses to this RFP must be submitted to, and be received by, the Borough, by 2:00 p.m. Prevailing Time on July 25, 2023 (the “Due Date”). Submittals shall be sent via US mail, overnight mail or hand delivered to the Designated Contact Person’s street address above. No email submittals will be accepted. Proposals received after 2:00 p.m. on the Due Date will not be accepted.

Subsequent to the issuance of this RFP, the Borough may modify, supplement or amend the provisions of this RFP in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by the Borough.

Respondents are advised that the Borough will only post addenda to its website (www.bradleybeachnj.gov). Respondents are strongly advised to check the website periodically during the RFP process to insure they receive any addenda.

1.4 Conditions Applicable to RFP

Upon submission of a Proposal in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission, review and consideration of its Proposal:

- This document is an RFP and does not constitute a contract.
- All costs incurred by the Respondent in connection with responding to this RFP shall be borne solely by the Respondent.
- The Borough reserves the right to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFP from further consideration for this procurement.
- The Borough reserves the right to reject any Respondent that submits incomplete responses to this RFP, or a Proposal that is not responsive to the requirements of this RFP.
- The Borough reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or otherwise request additional information.
- All Proposals shall become the property of the Borough and will not be returned.
- All Proposals will be made available to the public at the appropriate time, as determined by the Borough in accordance with law.
- The Borough may request Respondents to make representatives available to the Borough for interviews.
- Neither the Borough, nor their respective staffs, consultants nor advisors (including but not limited to the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Proposal, nor will there be any reimbursement to the Respondents for the cost of preparing and submitting a Proposal or for participating in this procurement process.

1.5 Rights of Borough

The Borough reserves, holds and may exercise the following rights and options with regard to this RFP and the procurement process in accordance with the provisions of applicable law:

- To determine that any Proposal received complies or fails to comply with the terms of this RFP.
- To supplement, amend or otherwise modify the RFP through issuance of addenda to all prospective Respondents who have received a copy of this RFP.
- To waive any technical non-conformance with the terms of this RFP.
- To change or alter the schedule for any events called for in this RFP upon the issuance of notice to all prospective Respondents who have received a copy of this RFP.
- To conduct investigations of any or all of the Respondents, as the Borough deems necessary or convenient, to clarify the information provided as part of the Proposal and to request additional information to support the information included in any Proposal.
- To suspend or terminate the procurement process described in this RFP at any time. If terminated, the Borough may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.
- To award a contract in whole or in parts as it relates to the phases of work.

1.6 Addenda or Amendments to RFP

During the period provided for the preparation of responses to the RFP, the Borough may issue addenda, amendments or answers to written inquiries. Those addenda will be posted on the Borough's website (www.BRADLEYBEACHNJ.GOV) and will constitute a part of the RFP. All responses to the RFP shall be prepared with full consideration of the addenda issued prior to the proposal submission date. Respondents are strongly advised to check the website periodically during the RFP process to insure they receive any and all addenda.

1.7 Cost of Proposal Preparation

Each Proposal and all information required to be submitted pursuant to the RFP shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the Borough, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Proposal or other information required by the RFP.

1.8 Proposal Format

Responses should cover the information requested in this RFP and follow the format detailed in Section 3. Responses which in the judgment of the Borough fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, or contain errors may be rejected.

SECTION 2 – SCOPE OF SERVICES

2.1 General Objective

The Borough of Bradley Beach is requesting Engineering and Environmental Services to support the project of preparing bid specs for the demolition of 319 LaReine Avenue, Bradley Beach. General requirements of this Scope of Services will be to prepare demolition bid plans and specifications, perform environmental testing and monitoring, perform demolition oversight and other related Construction Administration services identified in Section 2.2. 2..

2.1.1 Definitions

"Project Team" – Consists of the Architect, Engineer, Construction Manager, Owners Representative, and Owner.

"The Project" – The assessment and demolition of the existing structure including a full asbestos survey, removal and /or remediation of all existing Areas of Concern and the complete demolition and removal of the existing structure in accordance with all applicable federal, state and local rules and regulations.

2.1.2 References

OSHA 29 CFR, Part 1926

EPA, 40 CFR Part 763 Asbestos Hazard Emergency Response Act/Asbestos School Hazard Abatement Re-Authorization Act (ASHERA/ASHARA)

HUD The Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing

EPA, Test Methods for Evaluating Solid Waste (SW-846)

2.2 Scope of Services

This Scope of Services outlines the general level of effort expected to complete the Project. In addition, all Project deliverables that the engineer will be expected to generate during completion of the processes are listed in this section of the document. The selected engineer will have ninety (90) calendar days from the date of Notice to Proceed (NTP) to perform the Design Services listed in section 2.2.1.

2.2.1 Demolition and Environmental Design Services

1. Review all available plans and surveys to determine the materials and methods used in the original construction for the purpose of identifying hazardous materials that may be present and to identify the most feasible and cost-efficient method for demolition.
2. Survey the buildings and the property to establish a complete scope of work that includes all buildings, utilities, notifications, permit submissions, NJDEP filings and any other requirements to meet all federal, state or local regulatory compliance.

3. Conduct a complete assessment and testing program of the project building, which shall include Asbestos, Lead Based Paint (LBP), Poly-chlorinated Biphenyls (PCB's), air conditioning and refrigeration equipment and UST's. Review and evaluate the existing environmental reports attached contained in Appendix E to this RFP to determine if additional hazardous materials require remediation
 - a. Asbestos assessment(s) shall be performed in conformance with the United States Environmental Protection Agency's (USEPA's) 40 CFR, Part 763, the Asbestos Hazard Emergency Response Act/Asbestos School Hazard Abatement Re-Authorization Act (ASHERA/ASHARA). Survey work shall be performed by an EPA accredited Building Inspector. Survey work shall be performed on a room by room and material by material basis so as to expedite preparation of detailed Plans and Specifications. Test samples shall be submitted to a proper accredited laboratory for analysis. All analytical data and associated chains of Custody shall be incorporated into the report. The report shall also incorporate the locations of all asbestos containing materials for each room investigated along with the amount of material identified and the location of the material.
 - b. Lead Based Paint assessment(s) shall be performed through the use a State of New Jersey licensed Lead Inspector/Risk Assessor. The survey shall be completed as per the United States Department of Housing and Urban Development (HUD) requirements. The report shall indicate the location and result of each reading and shall include a summary of total tests taken for each component. A summary of the positive, negative and inconclusive readings shall also be provided. The report shall include an executive summary, project findings, lead-based paint locations and certificates of analysis.

Paint chip samples, if required for inconclusive XRF readings, shall be properly collected and recorded by the Inspector/Risk Assessor in accordance with HUD and ASTM standards. All paint chip samples shall be submitted to an American Industrial Hygiene Association Environmental Lead Laboratory Accreditation Program accredited laboratory for analysis. All results of paint chip sampling shall be incorporated into the final report.
 - c. PCB sampling and analysis of transformers and light ballasts shall be performed in accordance with current applicable USEPA's testing methods. All samples shall be submitted to a New Jersey Department of Environmental Protection accredited laboratory for analysis.
 - d. Air conditioning and refrigeration equipment shall be inventoried on a room-by-room basis by manufacturer, model number, capacity of refrigerant and type of refrigerant.
4. Prepare a construction estimate for the environmental remediation and demolition.
5. Attend bi-weekly meetings with the design team to coordinate progress of the work.
6. Prepare four (4) complete sets of environmental remediation and demolition plans and specifications for submission to the Owner and Project Team for preliminary approval.
7. Finalize Plans and Specifications for submission to NJDEP, Borough of Bradley Beach, and any other agencies required for approval and permitting and to the Owner for bidding purposes.
8. Attend Pre-Bid meetings.
9. During bid process, answer RFI's relating to the project and prepare and distribute addenda.
10. Attend the bid opening, evaluate bids and provide recommendations for contract award to the Owner.

2.2.2 Construction Administration Services

1. Attend bi-weekly meetings during the entire project
2. Assure that all notices are filed with the environmental agencies having jurisdiction
3. Provide complete monitoring and testing of all environmental activities as required by law
4. Submission of all required reports and manifests
5. Responding to RFI's
6. Evaluate change orders
7. Submittal review
8. Certification of Requests for Payment
9. Assist Owner with punch list and closeout procedures

SECTION 3 - SUBMISSION REQUIREMENTS

3.1 General Requirements

The Proposals submitted by the Respondent must meet or exceed the professional and administrative qualifications set forth in this Section and shall incorporate the information requested in Section 3.2 below.

Respondents may also submit supplemental information that it feels may be useful in evaluating its Proposal. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

3.2 Content and Form of Proposal Response

3.2.1. Proposal Format. Proposal content and completeness will be important criteria in the evaluation process. In order to streamline the evaluation process and ensure that all proposals are evaluated on an equal basis, it is required that proposals adhere to the standard format outlined below for presentation of the requested information.

<u>Section</u>	<u>Section Title</u>
1	Letter of Transmittal
2	Qualifications
	a. Experience of the Firm
	b. Key Personnel
3	Legislative Compliance
4	Fee Proposal

3.2.2 Proposal Content

3.2.2.1 Letter of Transmittal (Section 1)

The Respondent must provide a Letter of Transmittal signed by the individual who is authorized to commit the firm to the Scope of Services of this RFP. This letter must incorporate the following:

- An acknowledgment of receipt of this RFP stating that it is understood that all conditions contained in this RFP may be incorporated into any resulting contract.
- A narrative statement of the Respondent's understanding of the Borough's needs and goals.
- A statement that guarantees that the proposal is valid for 90 days from the date of receipt by the Borough.

- A statement acknowledging that all information contained in the proposal is factual and accurate.
- A statement that the Respondent is in compliance with all applicable affirmative action regulations.
- A statement acknowledging that the individual signing the letter of transmittal has the authority to commit the firm to all the provisions contained in this RFP and the firm's corresponding proposal.

3.2.2.2 Qualifications (Section 2)

(a) Experience of the Firm

The Respondent must demonstrate the experience and qualifications of the firm. Respondent must provide the following:

- Brief history of the firm; highlight the benefits the firm believes it can contribute to the Borough.
- An explanation of fields of expertise.
- Any other information the Respondent deems pertinent and which demonstrates an ability to perform the requested services.

(b) Experience of Key Personnel

The Respondent must demonstrate the experience and qualifications of the firm and its professionals who will be performing work for the Borough. Therefore, Respondent shall provide the following:

- Resumes of the professionals who will be assigned and committed to the Borough, identifying each professional's status in the firm, i.e., partner, associate, etc., and his or her applicable experience.
- A list of all immediate relatives of Principal(s) of Respondent who are Borough employees or elected officials of the Borough. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.
- Other information Respondent deems pertinent which demonstrates an ability to perform the requested services.

3.2.2.3 Legislative Compliance (Section 3)

The Respondent must submit disclosures as follows:

- A Certification of Political Contributions

- Any disclosures required by New Jersey Local Unit Pay to Pay Legislation, N.J.S.A. 19:44A-20.4 *et seq.*, P.L. 2005, c. 271, and any other applicable State of New Jersey legislation.
- Respondent's New Jersey Business Registration Certificate
- Respondent's Certificate of Employee Information Report
- Mandatory Affirmative Action Language (Appendix C)
- Statement of Ownership Disclosure (Appendix D)

3.2.2.4 Fee Proposal

The respondent shall identify a proposed fee for the provision of the services described in Section 2. Respondent should provide a not-to-exceed fee based on time and materials for each phase of the project (i.e. Design Services, Construction Services). The sum of the phases shall equal the not-to-exceed fee for the project. Respondent should itemize reimbursable costs that are not included in their fee. All reimbursable costs shall to be paid at 1.0 times the actual cost. Please also include a rate sheet for all personnel related to the project.

SECTION 4 - INSTRUCTIONS TO RESPONDENTS

4.1 Submission of Proposals

Responses to this RFP must be submitted to, and be received by, the Borough, by 2:00 p.m. Prevailing Time on July 25, 2023 (the “Due Date”). Submittals shall be sent to the Designated Contact Person’s street address noted in Section 1.3 of this RFP. Proposals received after 2:00 p.m. on the Due Date will not be accepted. Please include one original hard copy as well as a digital copy on a USB drive.

SECTION 5 - EVALUATION

5.1 Evaluation of Proposals

The Borough's objective in soliciting Proposals is to enable it to select a firm or organization that will provide high quality and cost-effective services to the Borough. The Borough will consider Proposals only from firms that, in the Borough's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Borough of Bradley Beach in the manner described in this RFP.

In evaluating Proposals, the Borough will consider which are the most advantageous for the Borough and the residents of the Borough of Bradley Beach. Among other things, the Borough will consider:

1. Fee
2. Experience and reputation in the field;
3. Ability and availability to accommodate the professional needs of the Borough;
4. Responsiveness to the Request for Proposal; and
5. Other factors determined to be in the best interest of the Borough.