

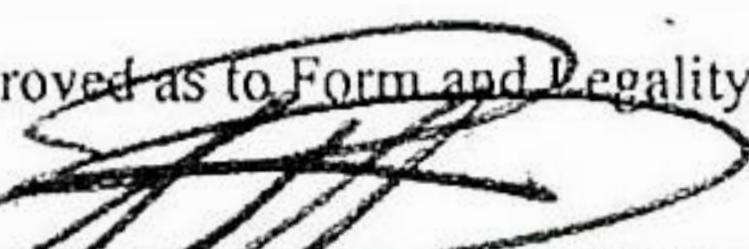
## RESOLUTION

No. 25-28225-282

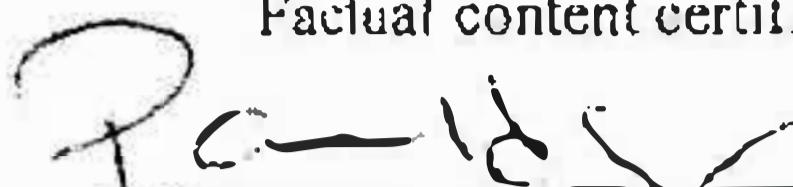
Date of Adoption

AUG 07 2025

Approved as to Form and Legality

  
WESLEY BRIDGES, ESQ., CITY ATTORNEY

Factual content certified by

  
PAUL HARRIS, INTERIM DIRECTOR OF RECREATION, NATURAL  
RESOURCES AND CULTURE

Councilman/woman \_\_\_\_\_ presents the following Resolution:

SPONSORED BY: \_\_\_\_\_

**RESOLUTION AWARDING A CONTRACT THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44 A-20 ET SEQ., TO USA ARCHITECTS, PLANNERS + INTERIOR DESIGN, LTD FOR PROFESSIONAL ARCHITECTURAL SERVICES FOR CONSTRUCTION DOCUMENT PREPARATION AND COST ESTIMATE FOR THE LOCUST HILL CEMETERY INTERPRETIVE CENTER 73 HART AVENUE, TRENTON, NEW JERSEY. BLOCK 1802 LOTS 16, 17 FOR THE DEPARTMENT OF RECREATION, NATURAL RESOURCES AND CULTURE IN AN AMOUNT NOT TO EXCEED \$45,500.00 FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF AWARD - RFP2025-11**

**WHEREAS**, the City has a need for Professional Architectural Services for Construction Document Preparation and Cost Estimate for The Locust Hill Cemetery Interpretive Center 73 Hart Avenue, Trenton, New Jersey. Block 1802 Lots 16, 17 for the City of Trenton, Department of Recreation, Natural Resources and Culture for a period of one (1) year from the date of award; and

**WHEREAS**, a request for proposal was advertised, and four (4) sealed proposals were received on May 6, 2025 at 11:00AM, by the Purchasing Agent and were evaluated by a committee based on criteria that included, experience, understanding of requirements and cost; and

**WHEREAS**, the proposal of USA Architects, Planners + Interior Design, LTD, 20 North Doughty Avenue, Somerville, NJ 08876 was deemed to have the necessary qualifications and expertise for the performance of the services at the rates budgeted; and

**WHEREAS**, funds in an amount not to exceed \$45,500.00 have been certified to be available in the following grant account numbers: G-SS-25-70-637B-290 (\$41,600.00) and G-SS-25-70-637C-318 (\$3,900.00) for a period of one (1) year from date of award.

NOW, THEREFORE IT IS RESOLVED, by the City Council of the City of Trenton, as follows:

1. The Mayor is hereby authorized to enter into a contract with USA Architects, Planners + Interior Design, LTD, 20 North Doughty Avenue, Somerville, NJ 08876 for Professional Architectural Services for Construction Document Preparation and Cost Estimate for The Locust Hill Cemetery Interpretive Center 73 Hart Avenue, Trenton, New Jersey. Block 1802 Lots 16, 17 in an amount not to exceed \$45,500.00 for a period of one (1) year from the date of award for the City of Trenton, Department of Recreation, Natural Resources and Culture; and
2. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A. 40A:11-5.
3. A Notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk's Office.

MOTION:						SECOND:											
	Aye	Nay	Abstain	Absent			Aye	Nay	Abstain	Absent				Aye	Nay	Abstain	Absent
EDWARDS	✓				FRISBY		✓				GONZALEZ			✓			
FELICIANO	✓				HARRISON					✓				✓			
FIGUEROA KETTENBURG	✓				WILLIAMS		✓										

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on

**AUG 07 2025**

President of Council

City Clerk

PURCHASING

**PROFESSIONAL SERVICES CONTRACT**

**RFP2025-11**

**RESOLUTION 25-282**

**AWARDED TO USA ARCHITECTS, PLANNERS + INTERIOR DESIGN, LTD, FOR PROFESSIONAL  
ARCHITECTURAL SERVICES FOR CONSTRUCTION DOCUMENT PREPARATION AND COST ESTIMATE FOR  
THE LOCUST HILL CEMETERY INTERPRETIVE CENTER 73 HART AVENUE, TRENTON, NEW JERSEY. BLOCK  
1802 LOTS 16, 17**

**THIS CONTRACT** made this 8<sup>TH</sup> day of AUGUST 2025 by and between the **CITY OF TRENTON, 319 EAST  
STATE STREET, TRENTON, NEW JERSEY 08608** a Municipal Corporation of the State of New Jersey,  
("City") and **USA ARCHITECTS, PLANNERS + INTERIOR DESIGN, LTD, 20 NORTH DOUGHTY AVENUE,  
SOMERVILLE, NJ 08876** ("CONTRACTOR").

**WHEREAS**, the City has a need **FOR PROFESSIONAL ARCHITECTURAL SERVICES FOR CONSTRUCTION  
DOCUMENT PREPARATION AND COST ESTIMATE FOR THE LOCUST HILL CEMETERY INTERPRETIVE CENTER  
73 HART AVENUE, TRENTON, NEW JERSEY. BLOCK 1802 LOTS 16, 17** for the City of Trenton,  
Department of Recreation, Natural Resources and Culture.

**WHEREAS**, Contractor agrees to **PROFESSIONAL ARCHITECTURAL SERVICES FOR CONSTRUCTION  
DOCUMENT PREPARATION AND COST ESTIMATE FOR THE LOCUST HILL CEMETERY INTERPRETIVE CENTER  
73 HART AVENUE, TRENTON, NEW JERSEY. BLOCK 1802 LOTS 16, 17** for the City of Trenton,  
Department of Recreation, Natural Resources and Culture., in accordance with the terms and  
conditions as set forth hereinafter, and the City being agreeable thereto;

**NOW THEREFORE**, the parties mutually agree as follows:

**FOR PROFESSIONAL ARCHITECTURAL SERVICES FOR CONSTRUCTION DOCUMENT PREPARATION AND  
COST ESTIMATE FOR THE LOCUST HILL CEMETERY INTERPRETIVE CENTER 73 HART AVENUE, TRENTON,  
NEW JERSEY. BLOCK 1802 LOTS 16, 17** for the City agrees to retain **USA ARCHITECTS, PLANNERS +  
INTERIOR DESIGN, LTD, 20 NORTH DOUGHTY AVENUE, SOMERVILLE, NJ 08876** the request of and  
under the general supervision of the City of Trenton, Department of Recreation, Natural Resources  
and Culture.

**1. SCOPE OF SERVICES**

**SEE ATTACHED SCOPE OF SERVICES**

**DURATION OF THE CONTRACT:**

This contract shall remain in full force and effect for a period of one (1) year from **AUGUST 8, 2025,  
TO AUGUST 7, 2026**, in an amount not to exceed **\$45,500.00**.

**2. STATUS OF CONTRACTOR:** It is expressly understood by and between the parties hereto that the  
status of the Contractor retained to carry out the services set forth in this agreement is that of  
an Independent Contractor. It is further understood by and between the parties that is not  
intended, nor shall it be construed, that the contractor is an agent, employee, or officer of the  
City of Trenton.

**3. NOTICES:** Any notices required to be delivered to either party pursuant to this Contract shall be  
in writing to their respective addresses. The parties shall be responsible for notifying each other  
of any change of address.

**4. INTEGRATION: Resolution #25-282**

**5.** and this contract constitutes the entire agreement between the parties and any representation  
that may have been made prior to the execution of this Contract are nonbonding, void, and of

no effect and neither party has relied on any such prior representations in entering this Contract with the City of Trenton, Department of Administration, Division of Information Technology.

**6. ENFORCEABILITY:** If any term or condition of this Contract or its application to any party or circumstances shall be deemed invalid or unenforceable, the remainder of the Contract and its application to other parties and circumstances shall not be affected.

**7. GOVERNING LAW:** This Contract shall be governed by the laws of the State of New Jersey.

**MISCELLANEOUS PROVISIONS:**

- a. Contractor will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation, disability or nationality. Contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional, gender identity or expression, sexual orientation. Such action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;
- b. Contractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation.
- c. Contractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the American with Disabilities Act.
- d. Contractor, where applicable, agrees to attempt to schedule minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2, amended and supplemented from time to time.
- e. Contractor, where applicable, agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional, sexual orientation, disability or nationality and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- f. Contractor, where applicable, agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional, sexual orientation, disability or nationality. Contractor will conform these employment goals consistent with statutes and court decisions of the State of New Jersey, and applicable Federal law and Federal court decisions.

- g. Contractor, where applicable, shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations. Contractor shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).
- h. Contractor, shall submit along with the signed contract one of the following as evidence of compliance with N.J.A.C. 17:27:
1. Appropriate evidence that the independent contractor is operating under an existing Federally approved or sanctioned affirmative action program.
  2. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4.
  3. An initial employee information report (Form AA #302) provided by the Affirmative Action Office and completed by the contractor in accordance with N.J.A.C. 17:27-4



USA ARCHITECTS, PLANNERS + INTERIOR DESIGN, LTD  
20 NORTH DOUGHTY AVENUE  
SOMERVILLE, NJ 08876

9-4-25

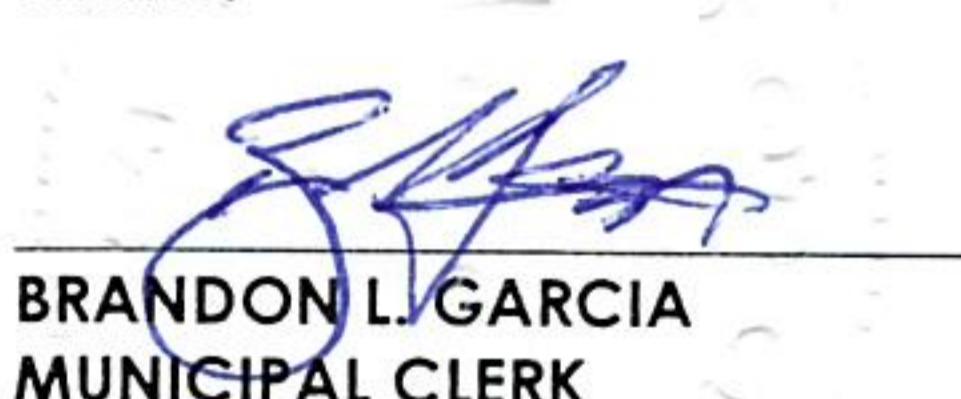
DATE

Seal: \_\_\_\_\_

Attest: Kathleen Rooney  
Kathleen Rooney, Marketing Coordinator

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year above written.

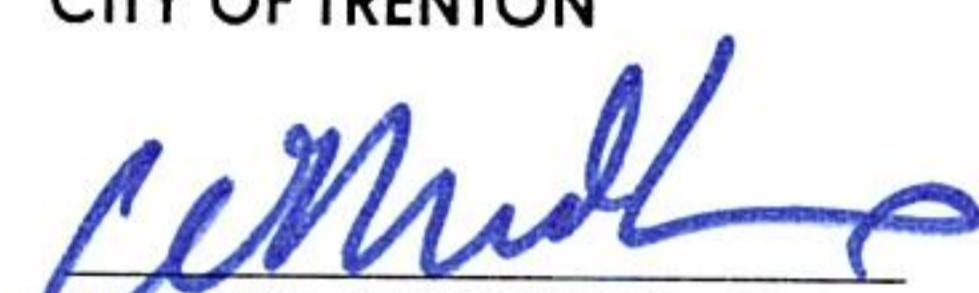
ATTEST:

  
BRANDON L. GARCIA  
MUNICIPAL CLERK

DATE

8/16/25

CITY OF TRENTON

  
W. REED GUSCIORA, ESQ.  
MAYOR

DATE

9.12.25

PRICE FORM

PROFESSIONAL ARCHITECTURAL SERVICES  
FOR  
CONSTRUCTION DOCUMENT PREPARATION AND COST ESTIMATE FOR  
THE LOCUST HILL CEMETERY INTERPRETIVE CENTER

73 HART AVENUE, TRENTON, NEW JERSEY  
Block 1802 Lots 16, 17

An Officer of the Respondent Firm must sign and date this Price Form and return with the proposal. In addition, a labor wage rate schedule must be included with submission.

Description	Unit	Qty.	Unit price (\$)	Total (\$)
Task 1: Preparation of Design Development Drawings	LS	1	\$27,905.00	\$27,905.00
Task 2: Preparation of Construction Documents	LS	1	\$10,525.00	\$10,525.00
Task 3: Cost Estimate	LS	1	\$7,070.00	\$7,070.00
<b>TOTAL:</b>				\$45,500.00

Note: "LS" = Lump Sum; "HR" = Hour

On the lines below, insert the Total Price for the entire Scope of Services including General Requirements and all task items.

Forty Five Thousand, Five Hundred Dollars & No Cents

Total Amount in words

45,500.00

Total Amount in numbers

The undersigned proposes to furnish and deliver the above goods/services pursuant to the RFP and made part hereof. The price provided in the Price Form shall include all equipment, materials, supplies, labor, subcontractor's fees, per diem, overhead, insurance, profit, taxes, shipping fees, warranties, submittal preparations, conformance with health and safety protocols, compliance with all regulations and other incidentals required to complete the Work as described in the Scope of Services.

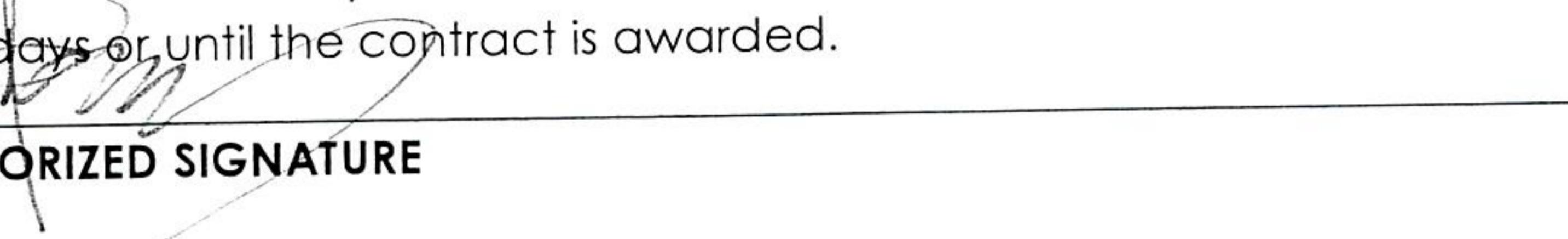
**CONTRACT AWARD**

Upon opening proposals, pricing shall remain firm for a period of sixty (60) calendar days. If the award is not made within sixty (60) calendar days, bidders may hold their bid consideration beyond sixty days or until the contract is awarded.

Check here if you are willing to hold the pricing consideration beyond sixty days or until the contract is awarded.

Check here if you are not willing to hold the pricing consideration beyond sixty days or until the contract is awarded.

---

**AUTHORIZED SIGNATURE**  


## Pre-Proposal Meeting

A Pre-Proposal Meeting is scheduled at the Locust Hill Cemetery Interpretive Center building at 73 Hart Avenue, Trenton, NJ on **APRIL 8, 2025, 10:00AM**. Attendance at the Pre-Proposal Meeting by prospective respondents is highly encouraged, but not mandatory. The purpose of the meeting is to provide access to the interior or the building so that existing conditions may be observed and taken into account when preparing proposals. Although the meeting is non-mandatory, respondents will be held responsible for incorporation of existing conditions, which may be discoverable at the Pre-Proposal Meeting into their price proposals.

## Questions

Inquiries regarding the project shall be sent by email **no later** than **APRIL 14, 2025**, to: Isabel C. Garcia, Purchasing Agent, Division of Purchasing: [igarcia@trentonnj.org](mailto:igarcia@trentonnj.org) .

The City will respond to questions it considers appropriate to the RFP and of interest to all Respondents but reserves the right not to respond to any question. Interpretations of the RFP will be in the form of an Addendum to the RFP. All such addenda shall become part of the Contract and all Respondents shall be bound by such addenda. The City reserves the right, at its discretion, to revise responses to questions after posting, by posting the modified response. No oral response to any question by any City employee or agent shall be binding on the City or in any way considered to be a commitment by the City.

## **Revisions, Interpretations or Addenda – APRIL 24, 2025**

Subsequent to the issuance of this RFP, the City 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 (and in the sole judgment of) the City of Trenton.

## Terms of the Contract

The contract is subject to approval by the Trenton City Council and shall be for a period of one year.

## Project Introduction

The City of Trenton, New Jersey (hereinafter referred to as the "Owner") is seeking proposals from qualified architectural firms ("Contractor") to provide construction phase documents for the rehabilitation of the existing structure at Locust Hill Cemetery, located at 73 Hart Avenue, Trenton, New Jersey. The subject property, identified as Block 1802, Lot 16 and 17 on the Trenton Tax Map, is owned by the City of Trenton and is intended as an interpretive center, open to the public, to provide information on the adjacent Locust Hill Cemetery. The cemetery spans approximately 2 acres and is bordered by Hart Avenue, Oak Street, and the Assunpink Creek.

Locust Hill Cemetery is a historically significant site, dating back to the 1800s, and serves as the final resting place for over 140 African American citizens, including individuals whose remains were relocated from the Mount Zion AME Church cemetery in the early 1860s. The cemetery also honors the graves of at least 10 African American Civil War veterans. Due to its historical importance, the cemetery is eligible for listing on both the National Register of Historic Places (NRHP) and the New Jersey Register of Historic Places (NJHP), with a certificate of eligibility granted by NJHP in May 2022.

The City of Trenton has secured funding for the rehabilitation of the existing structure at the cemetery, with plans to transform it into an interpretive center and museum. This facility will provide visitors with a comprehensive understanding of the cemetery's historical significance, housing expanded exhibits and public programs. The selected contractor will be responsible for taking the existing conceptual design, prepared by Clarke Caton Hintz architectural firm, to completion by developing detailed construction documents and cost estimates.

As implementation is anticipated to be phased, two sets of construction documents will be required, one for the first-floor area which would be open to the public and one for the second floor improvements.

Proposals submitted in response to this RFP must address all task items and requirements as outlined in the Consultant Scope of Services.

### **Description of the Work**

The Contractor shall provide all architectural services required to prepare Construction Documents and a Cost Estimate for the rehabilitation of the structure located at 73 Hart Avenue, transforming it from its current bare-bones condition into an interpretive center and museum dedicated to the history of the cemetery. These services shall include all necessary actions to gather the information required to develop the Construction Documents. The selected architect should take into account the proposed use of the building as an interpretive center and museum and should ensure that the design aligns with the functional and educational goals of the facility.

Significant public outreach has been conducted regarding the design and use of the Locust Hill Cemetery. For further details, the design plans, prepared by Clarke Caton Hintz, can be accessed here: <https://spaces.hightail.com/receive/kB4UyucNE2>. Additional reference materials on the historical context of the cemetery are available, including the "Historical Survey of the Locust Hill Cemetery" (1998) by Hunter Research, Inc., and "The History of Locust Hill Cemetery" (2012) by Maser Consulting P.A., which can be accessed online at: <https://spaces.hightail.com/receive/4kmKlz8wvE>

### **Coordination with Consultants**

The Contractor shall assemble a design team of professional consultants to perform the requested services. This team should consist of, as necessary, mechanical, electrical, plumbing and fire protection design service subcontractors, each knowledgeable in codes and local requirements. Team members should be able to balance factors including requirements imposed by mechanical systems; building, health and safety codes; Owner and tenant requirements; access; and the overall cost of the project to the Owner.

Respondents must identify all design service subcontractors in the proposal and provide copies of all appropriate licenses and registrations. Coordination with these and other appropriate consultants is to be included as part of the Scope of Services outlined in the proposal. The Contractor will be responsible for ensuring that the drawings completed by subcontractors are coordinated with the architectural drawings for the project.

## **General Requirements**

### Payment Procedures

Consultant invoices may be submitted for payment not more than once every thirty (30) days.

Invoicing shall be on a lump sum / percentage completed or unit cost basis as per the task schedule in the proposal price form.

The Consultant's invoice shall be prepared on the Consultant's letterhead and shall be accompanied by a progress statement summarizing the progress made in the billing period and the progress completed to date. The Consultant shall be responsible for providing all necessary documentation as proof of performance of work completed during the payment period or any other proof of performance that may be required by the Owner's Representative.

The invoice shall be submitted to the Owner's Representative for review. The Owner's Representative will then either submit the invoice to the Owner for payment or will return the invoice to the Consultant indicating that corrections should be made, or additional information or proof of performance may be required. The Consultant shall then resubmit the invoice to the Owner's Representative for review and approval.

### Professional Licensure

Professional Architects and Engineers that prepare and certify plans and documents shall be licensed and registered in the State of New Jersey.

The Respondent shall provide with the proposal the name, qualifications and copies of all relevant licenses and certifications of all specially licensed and/or certified professionals who shall work on the project.

### Codes, Permits, and Standards

All work undertaken as part of this Scope of Services by the Consultant and their subcontractors, shall be in conformance with all applicable federal, state and local regulations, including (but not necessarily limited to) the requirements of the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.), the General Ordinances of the City of Trenton, the Uniform Construction Code of the State of New Jersey and the Uniform Fire Code of the State of New Jersey.

All plans and specifications prepared by the Contractor for construction, alteration, repair or demolition of the Property must be prepared such that it may receive permits for all building, plumbing, electrical and fire protection work from the City of Trenton.

Technical specifications shall be organized using the Construction Specifications Institute (CSI) Manual of Practice and MasterFormat Master List of Titles and Numbers for the Construction Industry.

#### Preparation of Documents

All text documents required under this Scope of Services shall be prepared in *Microsoft Word*. Figures and drawings shall be prepared in *AutoCAD* (v. 2018 LT.). Tables and calculations shall be prepared in *Microsoft Excel*.

All drawings, specifications, electronic source files, and all other documents prepared by the Consultant for this project shall be provided to the Owner's Representative upon request and as required by the Scope of Services.

#### Reliance on Prior Work

The Owner may provide to the Consultant as part of this solicitation or at other times during the project, documentation of prior work completed at the Project Area by others including drawings, specifications or other documents either printed or in electronic format. The documentation shall be provided for informational purposes only for the sole use of the Consultant. The Owner makes no claims as to the correctness or accuracy of the data provided therein. The Consultant shall review and determine for themselves the correctness and accuracy of the information before incorporating and relying on the prior work as part of their work product to the Owner.

#### Schedule

The Consultant shall agree to commence work immediately upon receipt of the Notice to Proceed from the Owner and diligently pursue the work as per a schedule to be determined by the Owner's Representative and the Consultant prior to the commencement of the work. It is expected that the project from kick off to completion of the procurement phase and completion of all construction documents and permitting will be completed within a four-month period.

## CONSULTANT SCOPE OF SERVICES

### Service Task Items

#### **Tasks 1 and 2. Preparation of Design Development Drawings and Construction Documents**

The Consultant shall provide design services that consist of preparing engineering drawings based on the existing design created by Clarke Caton Hintz, technical specifications, and contracting requirements ("Contract Documents") for the redevelopment of the property. Construction documents shall be split into two sets: one for improvements necessary to enable the first floor to serve as a public interpretive center, and a second for the improvements to the second floor. This is to enable a phased construction approach.

At each level of completion (Task 1: Design Development Drawings, and Task 2: 100% Construction Documents) the Consultant shall prepare design drawings, project descriptions and reports, technical specifications, quantities estimate, an estimate of probable construction cost and construction schedule ("design phase documents"). The Consultant shall conduct an internal quality control review, assemble the design phase documents and submit the design packages to Owner for review and comment. The design packages shall include:

- Three (3) full size printed sets of drawings and three (3) printed copies of the project description report, technical specifications, quantities and cost estimates, construction schedules and other design documents.
- Consultants shall at the request of the City provide guidance on phasing of proposed construction sequence based on cost estimates and available funding.
- Electronic files of all drawings in AutoCAD format, print sets of the drawings in PDF format, technical specifications and project reports in Microsoft Word format, cost and quantity estimates in Microsoft Excel format, and project construction schedule in Microsoft Project format. The electronic files shall be made available to the Owner's Representative via e-mail or FTP download. Otherwise, all electronic files shall be provided on USB drive and shall be professionally labeled.

At each level of completion (design development, and 100% construction documents) the Consultant shall prepare for and conduct at least one (1) virtual design meeting with the Owner to discuss the review comments of the submittal. Review comments from the design meetings shall be incorporated into each subsequent design level.

Advancement to each next design phase shall be pending on the review of deliverables, and comments by the Owner and written Notice to Proceed.

### **Task 3. Cost Estimate**

The consultant shall prepare a comprehensive cost estimate for the entire scope of the project, detailing all anticipated expenses including but not limited to labor, materials, equipment, subcontractors, permits, and administrative overhead. This estimate shall be meticulously itemized and justified, reflecting current market rates and industry standards. The cost estimate should separate out phase 1 (improvements needed to open the first floor to the public) and phase 2 (improvements to the second floor) and align with the project timeline and deliverables outlined in this RFP, facilitating informed decision-making and budget allocation throughout the project lifecycle.

Deliverables - Cost and quantity estimates shall be provided in *Microsoft Excel* format available to the Owner's Representative via e-mail or FTP download. Alternatively, electronic files may be provided on USB drive and be professionally labeled.

### **Proposal Requirements**

Proposals shall include all materials required by this RFP and address the requirements of the RFP in the exact order set forth below. They should be as concise as possible and must not contain any generic promotional, advertising or display material. Failure to comply with any of the items listed in the Proposal Requirements is a basis for rejection of the proposal. All proposals must include the following information:

1. Letter of Transmittal

Include the firm's understanding of the work to be performed; state why the firm believes itself to be the best qualified to perform the services requested; state the Management Contact (representative authorized to sign an agreement for the firm) and Project Manager (person responsible for day-to-day management of the project).

2. Table of Contents

Include a clear identification of the material by section and by page number.

3. Project Personnel

Proposals must identify by name the lead Consultant, subcontractors and key professional staff that will be assigned to carry out the work, and a listing of their qualifications and areas of expertise, copies of relevant licenses and certifications, and proposed project responsibilities. Resumes for key team members must be included, along with descriptions of similar projects they have each been involved with and their role in those projects. Key project team members may not be replaced except with express written consent from the Owner.

**4. Scope of Services**

**Proposals must address all items set forth in the “Consultant Scope of Services”. The proposals must provide a detailed plan demonstrating the respondent’s approach and methodology and how the respondent shall complete all requirements of each item and comply with applicable laws and regulations.**

Proposals should provide a detailed schedule with project sequencing, including suggested payment milestones, and demonstrate agreement to work on a timely and interactive basis with the Owner.

The methods and procedures, and all subcontractors and professionals that shall be used to complete each task item must be provided in detail to demonstrate the respondent’s technical understanding and regulatory requirements of the work.

Additional information which, in the opinion of the respondent, should be included must be clearly identified.

**5. Price Schedule**

Proposals must include a company price schedule listing all personnel, equipment and material categories that may be used on the project indicating a description of the item, the units of delivery and cost per unit item. The price schedule must be provided on the respondent firm’s letterhead and be signed and dated by a manager authorized to provide such information.

**6. References**

Proposals must include details of the respondent firm’s relevant experience and competence to perform the required work, particularly as it relates to the stated goals of this project. The bidder shall demonstrate successful experience on at least three (3) projects of similar size and scope of work as the project within the past five (5) years.

**7. Exceptions to the RFP**

Any modifications or revisions to the Scope of Services, required task categories or proposed schedule that could improve or facilitate the completion of the project should also be included in the proposal. Proposals should identify any increase or decrease in the level of effort associated with the modification. Proposals should discuss any potential difficulties, delays, or variances in carrying out the work.

**8. Submittals and Certifications**

Respondent must provide all submittals and certifications required by the RFP.

The respondent must complete the Price Form. The form must be signed and dated by respondent.

**9. Electronic Submittal**

Along with the original copy of the submittal and three (3) additional copies with original signatures as required by this RFP, the respondent should include the entire cover-to-cover submittal as a PDF document on a USB drive.

### **Evaluation, Review and Selection**

#### **Rejection of Proposals**

The Owner expressly reserves the right, at its sole and absolute discretion, to modify, alter, or waive any provisions or informalities of this RFP and to reject any submission which, in the sole judgment of the Owner, is not in compliance with the terms of the RFP or any part thereof, or which is deemed in the best interest of the Owner, or terminate the selection process at any time.

The Owner reserves, in its sole discretion, the right to waive minor elements of non-compliance of any firm's submission with regard to the requirements outlined in this RFP.

The Owner reserves the right to proceed or not to proceed with any portion of the project, in the order and strictly as needed, based solely on the determination of the Owner.

#### **Evaluation Process**

An evaluation team will review all proposals to determine if they satisfy the Proposal Requirements, determine if a proposal should be rejected, and evaluate the proposals based upon the Evaluation Criteria. The highest-ranking respondent will then be recommended to the governing body for the award of contract, based on price and other factors.

## Evaluation Criteria

The criteria to be considered in the evaluation of each proposal follows. All criteria will be used to select the successful respondent.

Proposals must address all task items set forth in the "Consultant Scope of Services" and in the order in which they appear. Additional information which, in the opinion of the respondent, should be included must be clearly identified. The methods and procedures, materials and equipment, and all subcontractors and professionals that shall be used to complete each task item must be provided in detail to demonstrate the respondent's technical understanding and regulatory requirements of the work.

Understanding of the Requested Work. The proposals will be evaluated for general compliance with instructions and requests issued in the RFP as well as demonstrated understanding of the specific sites targeted for development. Non-compliance with significant instructions shall be grounds for disqualification of proposals.

Knowledge and Technical Competence. Expertise of the respondent firm shall be demonstrated by past contract successes providing government or other agencies with similar services. This category references the ability of the respondent organization to perform all of the tasks and fulfill adequately the stated requirements. Consultants should demonstrate experience with similar projects.

Management, Experience and Personnel Qualifications. The respondent will be evaluated on the knowledge, experience, prior collaboration and successful completion of projects/services similar to that requested in this RFP for each key project team member.

Ability to Complete the Services in a Timely Manner. This is based on the estimated duration of the tasks and the respondent's ability to accomplish these tasks as stated.

Price. Price shall be based on the fee schedule submitted with the proposal. Any services not included as part of any resulting contract scope of services must be approved and authorized by the Owner before such work is initiated. The Owner shall pay for such approved services, at the rate or cost agreed upon between the Owner and Consultant, provided the respondent has provided a schedule of fees for additional services with this RFP.

Proposals from qualified firms shall be scored using the following criteria:

Item No.	Criteria description	Percent
1	Understanding the requested work.	35%
2	Knowledge and technical competence of respondent.	15%
3	Management, experience and personnel qualifications.	15%
4	Ability to complete the services in a timely manner.	15%
5	Price.	20%
<b>TOTAL</b>		<b>100%</b>

***[PRICE FORM ON FOLLOWING PAGE]***